

## A GUIDE TO ATTENDING A CHATHAM BOROUGH MAYOR AND COUNCIL MEETING



### ***MAYOR AND BOROUGH COUNCIL***

Carolyn Dempsey, Mayor  
Jocelyn Mathiasen, Council President  
Irene Treloar, Council Member  
Brian Hargrove, Council Member  
Karen Koronkiewicz, Council Member  
Justin Strickland, Council Member  
Katherine Hay, Council Member

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### **MEETINGS OF THE MAYOR AND BOROUGH COUNCIL**

Meetings are held on the 2<sup>ND</sup> and 4<sup>TH</sup> Monday of each month at 7:30 p.m. in Borough Hall, 54 Fairmount Avenue. If Monday is a holiday, the meeting is held on the following Tuesday.

Please refer to the calendar posted on the for current meeting dates.

The public should enter Borough Hall through the Police Department entrance and take the elevator to the upper-level floor.

### **MEETINGS ARE BROADCAST LIVE AND MAY ALSO BE VIEWED ON DEMAND THROUGH THE CHATHAM BOROUGH WEBSITE**

Borough Council meetings are broadcast live on Cablevision Channel 21 and FIOS Channel 32. Please refer to the channel for rebroadcast times and days. Meetings are also available to through [Granicus](#).

### **MEETING AGENDAS**

The [Mayor and Council meeting agenda](#) is posted on the Borough website the Friday before the meeting. There are opportunities for public comments during the meeting as noted on the agenda on the following page.

### **CHATHAM BOROUGH OPERATE UNDER THE BOROUGH STYLE OF GOVERNMENT**

The Mayor and six (6) Council Members, elected at large in the Borough, constitute the governing body of the Borough. The Borough Council is the legislative body of the municipal government. The Council is responsible for enacting local ordinances and, through the passage of resolutions, adopts the municipal budget, awards contracts, approves appointments made by the mayor, and makes appointments as provided by law. The mayor presides at Borough Council meetings and has no vote except in the case of a tie. The mayor may veto legislation adopted by the Council, but the Council may override the veto by a two-thirds vote.

*A quorum of the full membership of the Governing Body must be present for the Governing Body to meet and conduct municipal business.*

### **MEETING AGENDA ORDER OF BUSINESS**

1. Call to Order
2. Salute to the Flag
3. Moment of Silence
4. Statement of Adequate Notice

*The New Jersey Open Public Meetings Act (commonly known as the requires the Statement of Adequate Notice to be read at the commencement of every meeting. This notice statement advises that citizens have been given adequate notice to attend the meeting and observe the business proceedings.*

5. Roll Call [Four or more members of the Governing Body constitute a quorum]
6. Proclamations, Commendatory Resolutions [if requested]

7. Resolution to Adopt Council Meeting Minutes

8. Recusals to be entered on to the record.

9. Discussion Items

10. Meeting Open to the Public for Public Comments

*This is an opportunity for the public to comment on any matter or concern and public comments are always welcomed. To ensure that every citizen is treated courteously and has an opportunity to speak, the Mayor will recognize the individual and ask them to come forward to the podium. Before making a comment, the person should state their name and address for the record.*

*Please note that Public Comments do not follow a question-and-answer format; however, a member of the Governing Body may offer a brief response when it is helpful to do so.*

11. Ordinances for Second Reading, Public Hearing & Adoption

*An ordinance is a local law adopted by the Council and cover a wide range of topics, including traffic and parking laws on Borough roads and streets, land use regulations, and tree protection and preservation among other things.*

*Ordinances require a public hearing, which is advertised and published in advance of the scheduled meeting to inform the public and any interested party.*

*The Mayor will open the public hearing for the pending ordinance. To ensure that every citizen is treated courteously and has an opportunity to speak, the Mayor will recognize the individual and ask them to come forward to the podium. Before making a comment, the person should state their name and address for the record. At the close of the public hearing, the Council can take further action on the ordinance. Once the ordinance is adopted, it is signed into law by the Mayor and attested to by Borough Clerk.*

12. Council Reports

13. Mayor's Report

14. Administrator's Report

15. Consent Agenda

*The Consent Agenda includes resolutions that are routine and may be enacted on by one motion and vote of the Council. A Council Member may remove a resolution from the Consent Agenda for discussion and a separate vote.*

16. Ordinances for First Reading (Introduction)

*An ordinance is a local law adopted by the Council and cover a wide range of topics, including traffic and parking laws on Borough roads and streets, land use regulations and tree protection and preservation among other things.*

*The Governing Body introduces a new ordinance by scheduling it for a allows the Governing Body to fully discuss the merits of the proposed ordinance. After introduction, the ordinance is typically scheduled for adoption at the next meeting.*

17. Resolution for Closed Session (if needed)

18. Adjournment