

R: 2016-05

A RESOLUTION ESTABLISHING MEETING  
DATES FOR YEAR 2016

WHEREAS, pursuant to the State Open Public Meeting Act of 1975, the Council must set forth its planned meeting dates in advance, and

WHEREAS, the Council has reviewed its meeting schedule for year 2016, therefore

BE IT RESOLVED by the Town Council of the Town of Phillipsburg that during the Calendar Year 2016 meetings of the body shall be held as follows:

A. **Regular Meetings** of the Town Council shall be held at 7:00 PM on the first and third Tuesday of each month. At such meetings, all regular business may be conducted. When any such date falls on a legal holiday, the meeting shall be held on the next day, which is not a legal holiday.

B. **Special or Emergency** The Council President may at any time, upon proper notification of the media by the Clerk of the Town of Phillipsburg, call a special meeting of the Council. The Council President shall upon written request of the majority of the Council and upon 48 hours notice, may call a special meeting. Said request for a special meeting shall specify the nature of the business to be discussed, when the contents of the meeting, if an executive meeting, shall be revealed, and that no further business shall be transacted at any special meeting other than that specified.

All said notices of meeting shall be prominently posted in a public place reserved for such or similar announcements and mailed, telephoned, telefaxed or hand delivered to at least two (2) newspapers, which newspapers shall be designated by the public body to receive notices. Notice shall also be given to the radio facilities, which normally cover the Town's meetings.

Upon the calling of any special meeting, either by mandate or Council or by the fiat of the Council President, notice shall be given to all Council Members and the Mayor either by telephone or by personal message.

C. **Emergency Meetings** The Council President may, upon his own fiat, or shall, upon written request of a majority of Council, call a special meeting to consider emergency action or legislation to deal with matters of such urgency and importance that a delay for the purpose of providing adequate notice would likely result in substantial harm to the public interest.

(a) Notice of such meeting shall be given as soon as possible to two (2) newspapers designated by the Town of Phillipsburg to receive such notices, shall be posted prominently at the place in the Municipal Building where said notices are usually published and shall be forwarded by telephone, telefax or writing to the two (2) local radio stations customarily covering the meeting of the Town Council.

(b) Upon the convening of said meeting, the Council President shall state the purpose of the meeting, the nature of the emergency and then call for a roll call vote as to whether or not said meeting shall be held. If said vote receives the affirmative vote of two-thirds (2/3) of the members present, the meeting may proceed. If a two-thirds vote of the members present shall not be obtained, the meeting shall be adjourned until such other time as shall be set by the Governing Body.

(c) It is anticipated by the Governing Body of the Town of Phillipsburg that, from time to time, matters concerning personnel, contractual, litigation and other sensitive and privileged areas may come before the body for discussion. For the purpose of holding executive sessions or meetings closed to the public, the Town shall incorporate by reference the provisions of N.J.S.A. 10:4-6 et seq. in all circumstances there applying.

D. **Adjourned Meetings** A meeting may be adjourned to a fixed time by the Council and shall be considered a continuation of the proceeding meeting, and the business of the Council shall be resumed where it was left at the last adjournment.

E. **Work Sessions** Informal meetings held by the Council in which no formal action is taken.

BE IT FURTHER RESOLVED that a copy of this resolution be transmitted to all members of the news media interested in the affairs of the Town, be posted in a prominent place in the Municipal Building and be filed with the Town Clerk as required by law.

#### CERTIFICATION

I, Victoria L. Kleiner, Registered Municipal Clerk for the Town of Phillipsburg, do hereby certify that the foregoing is a true copy of a resolution duly adopted by the Town Council at their January 01, 2016 meeting.

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Victoria L. Kleiner, RMC

### **TOWN COUNCIL MEETING DATES**

**-2016-**

#### **Regular Meetings**

January 5 & 19

July 5 & 19

February 2 & 16

August 2 & 16

March 1 & 15

September 6 & 20

April 5 & 19

October 4 & 18

May 3 & 17

November 1 & 14

June 7 & 21

December 6 & 20

## **Work Sessions**

January 12

February 9

March 8

April 12

May 10

June 14

September 13

October 11

November 7

December 13