

Mary Moss

From: Kathy Schmelz
Sent: Tuesday, January 28, 2020 3:38 PM
To: Mary Moss
Subject: FW: OPRA request - Public Meetings Conduct

Kathy L. Schmelz, RMC
City Clerk
344 Broadway
Long Branch, NJ 07740
(732)571-5644

WARNING: Email received by or sent to City Officials are subject to the Open Public Records Act [OPRA]. If you are in any way concerned about the contents of your email being read by someone other than the person(s) you are contacting, you should consider alternate ways of contacting them.

-----Original Message-----

From: ASK NJ Media Co. [mailto:opra+request-9247-5e2967d3@requests.opramachine.com]
Sent: Tuesday, January 28, 2020 2:57 PM
To: Kathy Schmelz
Subject: OPRA request - Public Meetings Conduct

Dear Long Branch City,
This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.
Records requested:

Please send your response in PDF form.

All current bylaws, procedures, rules, resolutions or policies regarding the conduct and/or recording of public meetings.

Please include a Record Index with your response.

*A record index that identifies each record requested and the specific legal basis for a denial of access (including redactions) to each record.

Yours faithfully,

ASK NJ Media Co.

Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:

opra+request-9247-5e2967d3@requests.opramachine.com

*Completed
1/29/2020
City Clerk ✓
City Attorney
Due 2/6/2020*

Is kschmelz@longbranch.org the wrong address for OPRA requests to Long Branch City? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=long_branch_city

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/public_meetings_conduct_28

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

Order of Business

Copies of the agenda for each of the meetings are available at all meetings. Copies of ordinances which are scheduled for public hearings are also available for the public and may be obtained from the Municipal Clerk's Office or the City's website. Agendas are prepared by the Office of the Municipal Clerk and are posted in the lobby of the Municipal Building.

Municipal Building
344 Broadway
Long Branch, NJ 07740
(732) 222-7000

Mayor & City Council

John Pallone Mayor
Dr. Mary Jane Celli, Councilwoman
Lorenzo "Bill" Dangler, Councilman
Rose M. Widdis, Councilwoman
Mario R. Vieira, Councilman
Dr. Anita Voogt, Councilwoman

Administration

George Jackson, Business Administrator
Louis N. Rainone, Esq., City Attorney
Kathy L. Schmelz, RMC, City Clerk
Michael Martin, Chief Financial Officer
Jason Roebuck, Chief of Police
Stan Dziuba, Dir. of Public Works
David Spaulding, Purchasing Agent
John Butow, Tax Assessor
Carla Tomas, Tax Collector
Carl Jennings, Dir. of Recreation
Pat Krosnicki, Dept. Senior Affairs



An Overview Of City Council Meetings

Welcome to a meeting of the City Council of the City of Long Branch. All meetings of the Council are open to the public with the exception of Executive sessions. During such Executive sessions, only the following items may be discussed:

1. Any matter which has been deemed confidential by express provisions of federal laws or state statutes or rules of court.
2. Any matter in which release of information would impair a right to receive funds from the United States Government.
3. Any material the disclosure of which constitutes an invasion of individual privacy as defined by the Open Public Meetings Act.

4. Any collective-bargaining agreement including the negotiations of terms and conditions thereof, with employees or representatives of employees of the City of Long Branch.
5. Any matter involving the purchase, lease, or acquisition of real property with public funds, the setting of bank rates or the investment of public funds, where disclosure or discussion of such matters could adversely affect the public interest.
6. Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection and any investigation of violations or possible violations of the law.
7. Any pending or anticipated litigation or contract negotiation in which the City may become a party and any matters falling within the attorney-client privilege to the extent that confidentiality is required in order for the attorney to exercise his/her ethical duties as a lawyer.
8. Any matter involving employment evaluation of the performance of, promotion or disciplining of any current or prospective public employee or officer, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters may be discussed at a public meeting.
9. Any deliberation after a public hearing that may result in the imposition of a specific civil penalty or the suspension or loss of license or permit.

Council Regular Meeting Rules & Procedures

STATEMENT TO THE PUBLIC

IN THE INTEREST OF SERVING THE PUBLIC IN THE MOST EFFICIENT MANNER POSSIBLE, THE FOLLOWING GUIDELINES SHALL BE ESTABLISHED FOR PUBLIC PARTICIPATION:

THE MAYOR AND COUNCIL WELCOME ALL MEMBERS OF THE PUBLIC TO EXPRESS THEIR VIEWS ON ANY ISSUES. THE PUBLIC SHALL BE INVITED TO MAKE ANY COMMENTS ON INDIVIDUAL ORDINANCES AND RESOLUTIONS BEFORE A VOTE IS TAKEN. THE PUBLIC COMMENT IS LIMITED TO COMMENTS DIRECTLY RELATED TO THE ORDINANCES AND/OR RESOLUTION UNDER DISCUSSION. GENERAL COMMENTS FOLLOW THE PUBLIC PARTICIPATION OF RESOLUTIONS.

CITIZENS WISHING TO ADDRESS THE COUNCIL MUST GIVE THEIR NAME, STREET ADDRESS AND THE GROUP, IF ANY, THAT THEY REPORT TO OR REPRESENT. EACH PERSON WHO WISHES TO ADDRESS THE COUNCIL MAY DO SO FOR A PERIOD OF FIVE (5) MINUTES WITH NO YIELDING OF TIME TO ANYONE. THIS IS SUBJECT TO ANY ADJUSTMENT DEEMED NECESSARY AND APPROPRIATE BY THE COUNCIL PRESIDENT BASED UPON THE SITUATION AT HAND. EACH PERSON MAY SPEAK ONLY ONCE.

THE COUNCIL PRESIDENT RESERVES THE RIGHT TO TERMINATE ANY REMARKS MADE BY ANY INDIVIDUAL, WHICH ARE RUDE, OR IN A TONE, WHICH WOULD INCITE OR ENGENDER HOSTILITY WHEREBY, IN THE JUDGMENT OF THE COUNCIL PRESIDENT, THE MEETING MAY BECOME DISRUPTIVE.

Council Workshop Meeting Rules & Procedures

1. The City Council conducts an agenda meeting, which is a Workshop session. Formal action may be taken at this meeting.
2. The Council President is chairperson for the meeting.
3. The public may not participate in the meeting.

History & Organization of Long Branch

The City of Long Branch was established in April of 1904. The City operates under the Mayor/Council Plan A form of government pursuant to the Optional Municipal Charter Law or "Faulkner Act", Chapter 69A of Title 40 of the New Jersey Statutes.

The Mayor is the chief executive of the community and is elected by the people for a four-year term.

The City Council is the legislative body for the City of Long Branch. Its five members are elected at-large for a four-year terms.

Schedule of meetings

Workshop and Regular meetings are held on the 2nd and 4th Wednesday of each month * with the Workshop beginning at 6 pm followed by the Regular meeting at 7:30 pm.

*Subject to change

Our website and cable access channel are up and operating. Visit us at: www.visitlongbranch.com or Channel 20 on Comcast Cable for information and upcoming events.

Tune into our Emergency Alert radio station, 1620AM for special events, weather alerts, road and school closings.

Also, if you are interested in serving on a Board, Commission or Committee, please go to the City's website and click on Boards and Commissions to view any vacancies.

LONG BRANCH -- Working for a GREEN future.
Think Green. Live Green.