



BOROUGH OF SPRING LAKE HEIGHTS

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January 30, 2020

Christopher M. Campion, Jr
MAYOR

ASK NJ MEDIA CO

I am in receipt of your Open Public Records Request dated January 28, 2020 for the following;

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

Attached is the following:

- 1) An excerpt from the Borough of Spring Lake Heights Borough Code Chapter 2 Item 2-3 entitled meetings.
- 2) Resolution R2020-20 entitled meeting schedule

Please be advised that N.J.S.A. 47:1A-6 provides that a person who is denied access to a government record by the custodian of the record, at the option of the requestor, may institute a proceeding to challenge the custodian's decision by filing an action in Superior Court which shall be heard in the vicinage where it is filed by a Superior Court Judge who has been designated to hear such cases because of that judge's knowledge and expertise in matters relating to access to government records; or in lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to N.J.S.A. 47:1A-7.

The right to institute any proceeding shall be solely that of the requestor. Any such proceeding shall proceed in a summary or expedited manner. The public agency shall have the burden of proving that the denial of access is authorized by law. If it is determined that access has been improperly denied, the court or agency head shall order that access be allowed. A requestor who prevails in any proceeding shall be entitled to a reasonable attorney's fee.

Very truly yours,

Janine Gillis
Borough Clerk

Item 1.)

2-3 MEETINGS.

The Governing Body shall meet for organization during the first nine (9) days of January following each general election. Thereafter, the Borough Council shall meet regularly within the Borough at such times and places as provided by resolution. The Mayor shall, with the advice of the majority of Council, when necessary, call special meetings of the Council. In case of his neglect or refusal, any four (4) members of the Council may call such meetings at such time and place in the Borough as they may designate and, in all cases of special meetings, notice shall be given to all members of the Council. Three (3) Councilmen and the Mayor and, in the absence of the Mayor, four (4) Councilmen, shall constitute a quorum for the transaction of business; but a smaller number may meet and adjourn. Notice of meetings shall be given in accordance with the Open Public Meetings Act. (New)

Item 2.)

BOROUGH OF SPRING LAKE HEIGHTS

Resolution of the Borough Council establishing meeting schedule for the year 2020.

Resolution No. R2020-20

WHEREAS, the New Jersey Open Public Meetings Law, N.J.S.A. 10:4-6 et seq., requires the Borough Council establish a schedule of regular meetings to be held during the year and cause said schedule to be posted, published and provided to those requesting said schedule in the manner required, within seven (7) days following the annual organization meeting.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Spring Lake Heights, in the County of Monmouth, State of New Jersey as follows:

1. Regular meetings of the Borough Council shall be scheduled for the 1st and 3rd Mondays of each month; with exceptions. When the 1st or 3rd Monday of the month is an official holiday the meeting will be scheduled for the Tuesday which follows. The schedule of meetings for the year 2020 shall be as follows:

Monday, January 6, 2020

Monday, February 3rd

Monday, March 2nd

Monday, April 6th

Monday, May 4th

Monday, June 1st

Monday, July 6th

Monday, August 17th

Tuesday, September 8th (2nd Tuesday)

Monday, October 5th

Monday, November 16th

Monday, December 21st

Tuesday, January 21st (3rd Tuesday)

Tuesday, February 18th (3rd Tuesday)

Monday, March 16th

Monday, April 20th

Monday, May 18th

Monday, June 15th

Monday, July 20th

Monday, September 21st

Monday, October 19th

All meetings will be held in the Municipal Building located at 555 Brighton Avenue, Spring Lake Heights. Meetings will begin no earlier than 6:00 p.m. in the event an Executive (Closed) Session is required prior to public sessions which will begin at 7:00 p.m.

2. Resolutions may be adopted at these meetings providing for the Mayor and Borough Council to exclude the public and meet in Executive (Closed) Session in accordance with the Open Public Meetings Law.
3. Resolutions may be adopted at these meetings cancelling or rescheduling any of these meetings provided that adequate notice is given in accordance with the Open Public Meetings Law.
4. The Borough Clerk is directed to prepare the Annual Notice of these meetings required by the Open Public Meetings Law and to prominently post a copy throughout the year on the bulletin board maintained for such purpose in the Municipal Building.
5. **Meeting Agenda.** The Borough Clerk in consultation with the Mayor shall prepare an agenda of all matters to be brought before the Borough Council at each meeting. All matters shall be filed with the Borough Clerk no later than five (5) days prior to a scheduled meeting. The meeting agenda shall be prepared and distributed to the Mayor and Borough Council members no later than forty-eight (48) hours prior to the scheduled meeting. Items may be added to an agenda only with the approval of a majority of the Council.
6. **Order of Business.** The following order of business is established for all scheduled meetings after the Call to Order, Silent Reflection and Pledge of Allegiance, unless changed by the Mayor with the consent of Council:

- 1) Roll Call
 - 2) Statement of Compliance with the N.J. Open Public Meetings Act
 - 3) Approval of Agenda
 - 4) Approval of Minutes
 - 5) Presentations
 - 6) Public Hearings
 - 7) Public Comment (agenda items only)
 - 8) Discussion Items
 - 9) Mayor & Council Member Reports & Announcements
 - 10) Reports, Notices & Correspondence
 - 11) Ordinance Introductions
 - 12) Resolutions
 - 13) Public Comment (any item)
 - 14) Adjournment
7. **Rules of Order.** Except as otherwise mandated by New Jersey law, or established by Borough ordinance or Borough Council resolution, all meetings of the Mayor and Borough Council shall be governed by Robert's Rules of Order, Newly Revised.

Adopted: January 6, 2020



Janine Gillis, Borough Clerk