The Borough of Sayreville

Municipal Clerk's Office

167 Main Street
Sayreville, NJ 08872
Tel: 732-390-7020 • Fax: 732-390-0509

July 31, 2026

Charlie Kratovil
opra+request-93961-3114404d@requests.opramachine.com

Re: Request for Access to Public Records

Greetings:

As requested pursuant to the Open Public Records Act, enclosed is the response from the Borough of Sayreville Clerk's Office.

If I can be of any further assistance, please do not hesitate to call my office.

Very truly yours,

Nicole L. Waranowicz, RMC
Deputy Municipal Clerk

NLW/jo

REVISED

RULES OF ORDER

OF THE

COUNCIL

OF THE

BOROUGH OF SAYREVILLE

MIDDLESEX COUNTY
NEW JERSEY

Originally Adopted on January 7, 1920
Amended on January, 1925
Amended on February, 1949
Amended on February 6, 1960
Amended on February 18, 1964
Amended on May 6, 1981
Amended on January 1, 1985
Amended on March 1, 1989
Amended on September 5, 1990
Amended on December 11, 2006
Amended on January 25, 2010
Amended on February 23, 2015
Amended on February 22, 2016
March 25, 2024
December 9, 2024

REVISED RULES OF COUNCIL

1. The regular meetings of the Borough Council shall be held on the first and third Monday evenings in each and every month, and shall be called to order at the hour of 7:00 o'clock prevailing time. The meetings shall be held at the Borough Hall.

2. Committee meetings of all standing Committees shall be held on the Monday Prior to the first and third Monday of each and every month in the Council Chambers at 7:00 p.m. o'clock prevailing time.

3. Special meetings shall be called and held as provided by law, and upon written notice designating the time and place of the meeting, signed by the Mayor, or by any three members of the Council, which notice shall be given to all members of the Council personally, or left at their place of residence, at least forty eight hours before the time of the meeting. Adjourned meetings shall be called to order and held at the time and place appointed by the motion or resolution under which it is held.

4. Written waiver of forty-eight hour notice or written acknowledgement of due and legal service of notice of any special meeting shall be sufficient for all purposes.

5. When a sufficient number of members to constitute a quorum are present, the Mayor, or in the absence of both, the President pro tempore, whom the quorum may appoint, shall call them to order, when each member shall take his seat. Three members and the Mayor, or four members shall constitute a quorum. Less than a quorum shall not transact any business, but a less number may meet and adjourn.

6. As soon as the members have come to order, the Clerk shall call the roll and note the absentees. In case of the absence of the Clerk the presiding officer shall appoint a Clerk pro tempore.

7. Every resolution submitted for the consideration of Council shall be in writing.

8. When a motion has been made and seconded, it shall be stated by the presiding officer before it is open for discussion, and after being thus stated it shall be deemed in the possession of the Board, but may be withdrawn or amended by the mover at any time before discussion.

9. When a question is under debate no motion shall be in order unless to adjourn, to lay open the table the previous question, to postpone, to refer, or to amend, and these shall have precedence in the order in which they are named. The first three shall be decided without debate. A motion for commitment, until it is decided shall preclude all amendment of the main question.

10. Any member may call for the division of a question when the sense will admit it.

11. If any member shall call for the yeas and nays they shall be ordered and recorded in the minutes.

12. After any question has been decided any member who voted for a majority, may at the same or next meeting move for a reconsideration thereof, which shall be favorably determined if it receives the assent of a majority of the whole Council, viz., for votes, but no discussion of the main question shall be allowed, unless a reconsideration be had.

13. Every member shall have the privilege of speaking three times on any question under consideration, but not more often, unless by permission of the Council.

14. When a member intends to speak upon a question he shall respectfully address his remarks to the presiding officer, confine himself to the question and avoid personality. Should more than one member start to speak at the same time, the presiding officer shall determine who is entitled to the floor.

15. No allusion shall be made to the motives actuating any member in his course in debate, or other performance of duty.

16. Any member may call another to order while speaking, when the debate shall be suspended and the member shall not speak until the point of order be determined. When an appeal from the decision of the chair is called for, no other question but the point of appeal shall be debated, when the question shall be put "Shall the decision of the chair be sustained?"

17. The previous question may be called for by any member, and, if seconded, shall be put in this form, "Shall the main question be now put?" and until it is decided shall preclude all amendments to the main question and all further debate.

18. When any question is stated, and by Council agreed to be put, no member shall be at liberty to withhold his vote without the consent of Council. A passed vote shall be counted as a "yes" vote unless member expressly requests otherwise.

19. A motion to adjourn shall always be in order and decided without debate.

20. When any ordinance is presented, the presiding officer shall direct it to be read by the Clerk, and if it is agreed that the same be taken up, it shall be then read and decided upon; after which the main question shall be put: "Shall the ordinance be engrossed for final reading and advertised for Public Hearing?" When an ordinance is taken up on the final reading, after the Public Hearing, it shall be read, and after the reading the vote shall be taken, "Shall the ordinance pass?" It may be amended at the first reading or at Public Hearing or on final reading.

21. All committees shall be named by a majority vote of the Council. The following standing committees shall be appointed and shall consist of three members each, to wit,

1. Finance
2. Streets and Roads
3. Fire
4. Police
5. Transportation
6. Public Buildings
7. Parks & Playgrounds
8. Water & Sewer
9. Excise
10. Lights
11. Defense

22. The person first named on a committee shall be the chairman thereof; it shall be his duty to give notice to the other members of the committee of the time and place of special meetings for the purpose of preparing the business for which they were appointed. All committees must meet as provided for under Rule 2.

22A. No committee shall have the power or authority to employ any personnel or to purchase any material or purchase or rent any equipment until a majority of said committee has first reported same to the governing body and obtained the approval and authorization of same. In extreme emergencies where the protection of life or preservation of public property require immediate action, not less than a majority of any committee may take action without the prior authorization and approval of the governing body, but such action must be reported to the governing body as promptly as possible and such actions are subject to the confirmation and ratification of said governing body.

23. All committees shall make their report preferably in writing, and shall attach all resolutions, petitions, remonstrance's and all papers relating to the matter referred, which report shall be filed an retained by the Clerk.

24. All bills before they are presented to the Council, shall be itemized, sworn to, and certified by the officer whose department the indebtedness has been incurred, when they shall be referred to the committee, which committee shall report them to the Council favorably, without recommendation, or adversely over the signature of a majority of such committee, when in their regular order they shall be acted upon by motion.

25. All petitions, memorials, or other papers addressed to the Council shall be presented by some one member of the petitioning group, who shall state in his place the general object of the petition, memorial or other paper, however, it may be filed with the clerk and read by him. When any petition shall be presented, upon which a decision has been made, the same petition shall not again be presented without leave first obtained for that purpose. Otherwise it shall be received and filed without debate or discussion.

26. The business of each meeting shall be conducted in the following manner, viz:

1. Calling the roll
2. Action on the minutes of the last meeting

2a. Reading of veto messages of Mayor covering actions at prior meeting

2b. Consideration of Resolutions or Ordinances to override vetoes covering prior meeting

3. Reading of Resolutions, and consideration of same
4. Reading of Ordinances
5. Reading and consideration of memorials, petitions and communications
6. Action on bills and claims
7. Reports of Committees, Standing and Special
8. Unfinished business of preceding meeting
9. Miscellaneous business

27. No part or parts of these Rules shall be amended, suspended or superseded without the consent of at least a Majority of all the members of the Council-to wit four votes.

28. These rules shall remain in force until other rules are adopted.

ORDINANCE NO. 1383

AN ORDINANCE OF THE BOROUGH OF SAYREVILLE TO FURTHER AMEND AND SUPPLEMENT THE "REVISED GENERAL ORDINANCES OF THE BOROUGH OF SAYREVILLE, 1970" BY AMENDING THERETO THE CHAPTER ENTITLED "ADMINISTRATION."

BE IT ORDAINED by the Mayor and Council of the Borough of Sayreville that Chapter 2, Administration be amended as follows:

2-3.1 Organization, Regular and Special Meetings.

The Borough Council shall meet for organization on the first day of January at 12:00 Noon, following each general election or during the first seven days in January in any year. Thereafter, the Council shall meet regularly at such times and places as provided by Resolution. The Mayor shall, when necessary, call special meetings of the Council. In case of his neglect or refusal, any four members of the Council may call special meetings at such time and place in the Borough as they may designate. In all cases of special meetings, notice shall be given to all Council members or left at their places of residence.

2-3.2. Order of Business.

At all regular meetings, the Borough Council shall adopt rules of order for the conduct of council meetings and the business of the Council shall be taken up for consideration in substantially the following order except as may be otherwise ordered by the Mayor and Council:

a. Roll Call.

b. Presentment of ordinances for final approval.

c. Communications as set forth on agenda.

d. Public hearings on agenda items.

...RO & PASSED 1st READING 4/15/10
ADVERTISED ACCDNG. TO LAW 4/18/81
ADOPTED ON 2nd & FINAL READING 5/6/81
ADVERTISED ACCDNG. TO LAW 5/9/81
BOROUGH CLERK

e. Receipt and opening of bids (8:00 P.M.)

f. Consent agenda resolutions by motion.

g. Resolutions to be read in full.

h. Resolution to approve or disapprove list of vouchers and claims.

i. Public hearing on general items.

2-3.3. Consent agenda

a. Definition. Consent agenda resolutions are resolutions that are routine and not controversial in nature and do not need further discussions.

b. Consent agenda resolutions are not discussed separately unless brought up by a Borough resident under Paragraph "f" of the order of business. That item can still remain on the consent list unless a member of the Council requests to remove the same as set forth in Section 2-3.3(c).

c. Resolutions may be removed from the consent agenda if moved for good cause; if discussion is required or if member of the Council or the Mayor so asks and requests.

d. Resolutions to be placed on the consent agenda shall be discussed at the business meeting preceding the regular meeting and if necessary, a vote shall be taken to place resolutions on the consent agenda.

All Ordinances or parts of ordinances inconsistent herewith are hereby repealed and this ordinance shall take effect immediately upon final passage and publication as required by law.

Felix Wisniewski

Felix Wisniewski
APPROVED:

John E. Czernikowski

John E. Czernikowski, Mayor

ATTEST:

Margaret V. Hahn

Margaret V. Hahn, Borough Clerk

APPROVED AS TO FORM:

Robert A. Blanda, Assistant Borough Attorney

ORDINANCE NO. 1384

AN ORDINANCE OF THE BOROUGH OF SAYREVILLE TO FURTHER AMEND AND SUPPLEMENT THE "REVISED GENERAL ORDINANCES OF THE BOROUGH OF SAYREVILLE, 1970" BY AMENDING THERETO THE CHAPTER ENTITLED "ADMINISTRATION"

INTRO & PASSED 1st READING 4/13/81
ADVERTISED ACCDNG. TO LAW 4/18/81
ADOPTED ON 2nd & FINAL READING 5/6/81
ADVERTISED ACCDNG. TO LAW 5/9/81
BOROUGH CLERK

BE IT ORDAINED by the Mayor and Council of the Borough of Sayreville that Chapter 2 be further amended as follows:

Section 2-29.13 is hereby amended to read as follows:

The Borough Treasurer will prepare or have prepared a list of vouchers or claims being considered for payment for distribution to each member of the Council and the Mayor for their perusal and determination prior to the time for their presentment to the Mayor and Council for formal approval. The time for presentment of the list of vouchers or claims shall be no later than the business meeting preceding the regular meeting.

Section 2-29.14 is hereby repealed.

Section 2-29.15 is hereby repealed.

Section 2-29.16 is hereby amended to read as follows:

All vouchers that are presented for payment shall be in the form that shall include a list of vouchers indicating each payee, description of claim and amount thereof. The list of vouchers shall be approved or disapproved pursuant to a formal resolution requiring a majority vote of the Mayor and Council at a regular or special meeting. The Resolution approving or disapproving the list of vouchers shall be peculiar to all other resolutions passed by the Mayor and Council in that all members of the Governing Body shall affix his or her signature to the Resolution. Statutory payments required for debt service, County and School levy apportionments, employer's contributions to State pension systems, insurance premiums and electric and gas

3

utilities and similar non-discretionary expenses may be made and included on the list of vouchers presented at the next regular meeting of the Mayor and Council.

Section 2-29.17 is hereby amended to read as follows:

Any vouchers which are disapproved by a Council member will so inform the Clerk and/or Treasurer during the time for "remarks" under the Rules of Order of the Mayor and Council governing the adoption of resolutions and such exception shall be noted and attached to the resolution and list of vouchers voted upon by the Mayor and Council. Any voucher disapproved by a majority of the Mayor and Council prior to formal action shall be noted as above and struck from the list of bills to be approved by resolution of the Mayor and Council.

Section 2-29.19 is hereby amended to read as follows:

The resolution and list of vouchers approved for payment as hereinabove set forth shall be delivered by the Borough Clerk to the Borough Treasurer for payment as soon after the regular or special meeting as possible.

Section 2-29.20 is hereby amended to read as follows:

Approval by Mayor. The Mayor shall have ten days from the date of the resolution approving the list of vouchers for payment in which to approve or disapprove any vouchers on the said list of vouchers. He shall indicate his approval by re-delivering them to the Treasurer to process the payment but he shall indicate his disapproval by written memorandum annexed to the voucher setting forth the grounds of his disapproval.

All ordinances or parts of ordinances inconsistent herewith are hereby repealed and this ordinance shall take effect immediately upon final passage and publication as required by law.

Felix Wisniewski

Attest:

Approved:

Margaret V. Hahn, Borough Clerk

John E. Czernikowski, Mayor

Approved as to form:

Robert A. Blanda, Assistant Borough Attorney

ORDINANCE NO. 1509-84

AN ORDINANCE TO SUPPLEMENT AND AMEND CHAPTER II "ADMINISTRATION" OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF SAYREVILLE, 1970.

BE IT ORDAINED by the Mayor and Borough Council of the Borough of Sayreville as follows:

1. That Chapter II entitled "Administration" of the Revised General Ordinances of the Borough of Sayreville, 1970 is hereby supplemented and amended to read as follows:

2-2.2 Standing Committees. There shall be the following standing committees of the Borough Council:

ADMINISTRATION & FINANCE

PUBLIC SAFETY

PUBLIC WORKS

PARKS AND RECREATION

PLANNING AND ZONING

WATER & SEWER

2. All ordinances or parts of ordinances inconsistent herewith are hereby repealed and this ordinance shall take effect on January 1, 1985.

James L. Zagata

Attest:

Margaret V. Hahn, Borough Clerk

Approved:

John B. McCormack, Mayor

Approved as to form:

ORDINANCE NO. 6-89

AN ORDINANCE TO SUPPLEMENT AND AMEND CHAPTER 2, SECTION 3.2 ORDER OR BUSINESS OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF SAYREVILLE, 1986.

BE IT ORDAINED by the Mayor and Borough Council of the Borough of Sayreville that Chapter 2, Section 3.2 Order of Business of the Revised General Ordinances of the Borough of Sayreville, 1986 is hereby repealed and in its place, the following is hereby adopted:

1. 2-3.2 Order of Business. At all regular meetings, the Borough Council shall adopt rules of order for the conduct of Council meetings and the business of the Council shall be taken up for consideration in substantially the following order except as may be otherwise ordered by the Mayor and Council:

a. Roll call.

b. Presentment of ordinances for final approval.

c. Communications as set forth on agenda.

d. Public hearings on agenda resolutions only.

e. Consent agenda resolutions by roll call.

f. Resolutions to be read in full.

g. Resolution to approve or disapprove list of vouchers and claims.

h. Committee reports.

i. Public hearing on general items.

(Ord. #1015, S 2-3; Ord. 1383, S 2-3.2; New)

During the public hearings set forth above, it shall be the policy of the Mayor and Borough Council that all speakers from the public shall be recognized to speak up to five (5) minutes at one time in order to provide an opportunity for everyone to

ADVERTISED ACCDNG. TO LAW 03/05/89
BOROUGH CLERK

speak. Members of the public may be recognized more than once at said public hearings provided that all members of the public wishing to speak shall be recognized prior to the members of the public being called upon for a second or subsequent period of time.

2. All ordinances or parts of ordinances inconsistent herewith are hereby repealed and this Ordinance shall take effect immediately upon passage and publication according to law.

APPROVED:

JOHN B. McCORMACK, MAYOR

ATTEST:

MARGARET V. HAHN, CMC
BOROUGH CLERK

APPROVED AS TO FORM:

CASPER P. BOEHM, JR.
BOROUGH ATTORNEY

ORDINANCE NO. 149-90.

AN ORDINANCE TO SUPPLEMENT AND AMEND CHAPTER II ADMINISTRATION, SECTION 2.2.2 STANDING COMMITTEES OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF SAYREVILLE, 1986

BE IT ORDAINED by the Mayor and Borough Council of the Borough of Sayreville, in the County of Middlesex, and State of New Jersey as follows:

Chapter II, Administration, Section 2.2.2 Standing Committees of the revised general ordinances of the Borough of Sayreville is hereby supplemented and amended to read as follows:

INTRO & PASSED 1st READING 8/1/90
ADVERTISED ACCORD. TO LAW 8/5/90
ADOPTED ON 2nd & FINAL READING 9/5/90
ADVERTISED ACCORDING TO LAW 9/9/90
BOROUGH CLERK

1. Section 2.2.2 (b). There shall be three councilmen appointed to each standing committee. The first councilman appointed to the committee shall be committee chairman and shall call all meetings of the committee. The committee may develop, subject to Council approval, a long range plan, not to exceed five years in length, for the departments within the jurisdiction of the committee, to provide for departmental goals and objectives and the improvement of departmental operations.

2. Section 2.2.2 (c). The chairman of each standing committee shall have the following powers and duties:

   1. He shall serve as liaison between the governing body and the borough departments covered by the subject matter of the committee.

   2. He shall be informed by the department heads within the jurisdiction of his committee of all major events in the department.

   3. He shall be consulted by the business administrator and the department heads within the jurisdiction of his committee of policy changes within those departments.

4. He shall have access to the facilities of the department within the jurisdiction of his committee during normal operating hours.

3. Section 2.2.2 (d). Under no circumstances would any committee chairman have the authority to act in an administrative capacity by attempting to direct department heads or borough employees in the performance of their duties.

4. Section 2.2.2 (e). Nothing in this section shall preclude the mayor or any borough councilman from contacting the business administrator or any department head in an effort to resolve a citizen complaint concerning borough services.

5. All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed and this Ordinance shall take effect immediately upon final passage and publication in accordance with law.

Randy Ormson

ATTEST:

Gladys R. Rzepka

GLADYS R. RZEPKA

Borough Clerk

APPROVED:

John B. McCormack

JOHN B. McCORMACK

Mayor

APPROVED AS TO FORM:

Casper B. Boehm Jr.

CASPER B. BOEHM, JR.

Borough Attorney

ORDINANCE #975-06

ORDINANCE AMENDING CHAPTER II "ADMINISTRATION" OF THE GENERAL REVISED ORDINANCES OF THE BOROUGH OF SAYREVILLE, COUNTY OF MIDDLESEX, STATE OF NEW JERSEY

WHEREAS, the Legislature requires Boroughs to hold all regular meetings of the Borough Council within the confines of the Borough as set forth in N.J.S.A. 40A:60-3f; and

WHEREAS, N.J.S.A. 40A:60-3f also authorizes Boroughs to set the time and place of meetings by way of resolution; and

NOW THEREFORE BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF SAYREVILLE, COUNTY OF MIDDLESEX, STATE OF NEW JERSEY AS FOLLOWS.

SECTION 1. Chapter II, "Administration" of the General Revised Ordinances of the Borough of Sayreville shall be amended at Section 2-3 at Paragraph 2-3.1 to add the following:

The Borough Council shall retain the authority to direct by way of resolution that any meeting be held at another Borough location other than Borough Hall. The Borough Clerk shall provide the usual prescribed notice for such meetings.

SECTION 2. Any section of any other Borough rule, regulation, policy, ordinance or requirement that conflicts with any part of this Ordinance is repealed to the extent of the conflict.

SECTION 3. If any chapter, section, subchapter or paragraph of this Ordinance be declared unconstitutional, invalid or inoperative, in whole or in part, by a court of competent jurisdiction, such chapter, section, subchapter or

INTRO & PASSED 1st READING 11-21-06
ADVERTISED ACCDNG. TO LAW 11-30-06
ADOPTED ON 2nd & FINAL READING 12-11-06
ADVERTISED ACCORDING TO LAW 12-15-06
BOROUGH CLERK

paragraph shall to the extent that it is not held unconstitutional, invalid or inoperative remain in full force and effect and shall not affect the remainder of this Ordinance.

SECTION 4. This Ordinance shall take effect immediately or as required by law.

Councilman Rory Zach

ATTEST:

APPROVED:

Theresa A. Farbaniec, Municipal Clerk

Kennedy O'Brien, Mayor

APPROVED AS TO FORM

Brian M. Hak, Borough Attorney

Introduced: _____
Adopted: _____
Eff. Date: _____

Adopted this ____ day of _____, 2006
And certified as a true copy of an original

Theresa A. Farbaniec, R.M.C.
Municipal Clerk

INTRO & PASSED 1st READING 1-11-10
ADVERTISED ACCDNG. TO LAW 1-14-10
ADOPTED ON 2nd & FINAL READING 1-25-10
ADVERTISED ACCORDING TO LAW 1-28-10
Theresa A. Farbentine
BOROUGH CLERK

ORDINANCE #114-10

AN ORDINANCE AMENDING SECTION 2-3, MEETINGS, OF CHAPTER II, ADMINISTRATION, OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF SAYREVILLE, NEW JERSEY, TO AMEND THE TIMES FOR HOLDING REGULARLY SCHEDULED BOROUGH COUNCIL MEETINGS.

BE IT ORDAINED by the Mayor and Council of the Borough of Sayreville, in the County of Middlesex and State of New Jersey, as follows:

SECTION 1. Subsection 2-3.1, "Organization, Regular and Special Meetings Section," of Section 2-3, "MEETINGS," of Chapter II, "ADMINISTRATION," of the Revised General Ordinances of the Borough of Sayreville, is hereby amended to provide for Council meetings to be held on the second and fourth Monday of each month, to read as follows:

> 2-3.1 Organization, Regular and Special Meetings. The Borough Council shall meet for organization on January 1 at 12:00 noon, following each general election or during the first seven (7) days in January in any year. Thereafter, agenda and regular meetings of the Borough Council shall be held on the second and fourth Monday of each month, to be called to order at 6:30 p.m. prevailing time. The meetings shall be held at the Borough Hall. The Mayor shall, when necessary, call special meetings of the Council. In case of his neglect or refusal, any four (4) members of the Council may call special meetings at such time and place in the Borough as they may designate. In all cases of special meetings, notice shall be given to all Council members or left at their places of residence. The Borough Council shall retain the authority to direct by way of resolution that any meeting be held at another Borough location other than Borough Hall. The Borough Clerk shall provide the usual prescribed notice for such meetings.

SECTION 2. Severability Clause.

If any article, section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance and they shall remain in full force and effect, and to this end the provisions of this ordinance are hereby declared severable.

1/11/10
Pub Dean
1/25/10

SECTION 3. Repealer.

All other ordinances in conflict or inconsistent with this ordinance are hereby repealed, to the extent of such conflict or inconsistency. In the event of any inconsistencies between the provisions of this Ordinance and any prior ordinance of the Borough, the provisions hereof shall be determined to govern. All other parts, portions and provisions of the Ordinances of the Borough are hereby ratified and confirmed, except where inconsistent with the terms hereof.

SECTION 4. Effective Date.

This ordinance shall take effect immediately upon adoption and publication in accordance with the laws of the State of New Jersey.

Nicholas J. Perrette, Councilman
(Admin. & Finance Chairman)

ATTEST:

Theresa A. Farbaniec
Municipal Clerk

APPROVED:

Kennedy O'Brien
Mayor

APPROVED AS TO FORM:

Judy A. Verrone, Esq.

PASSED 1st READING 2-9-15
ADVERTISED ACCDNG. TO LAW 2-12-15
ADOPTED ON 2nd & FINAL READING 2-23-15
ADVERTISED ACCORDING TO LAW 2-26-15
Theresa A. Farbaniec
BOROUGH CLERK

ORDINANCE # 278-15

AN ORDINANCE AMENDING CHAPTER II, "ADMINISTRATION", SECTION 2.3 "MEETINGS" OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF SAYREVILLE

2.3 MEETINGS

2.3-1 Organization, Regular and Special Meetings.

The Borough Council shall meet for organization on January 1 at 12:00 noon, following each general election or during the first seven (7) days in January in any year. Thereafter, agenda and regular meetings of the Borough Council shall be held on the second and fourth Monday of each month, to be called to order at ~~6:30 p.m.~~ ***7:00 p.m.*** prevailing time. The meetings shall be held at the Borough Hall. The Mayor shall, when necessary, call special meetings of the Council. In case of his neglect or refusal, any four (4) members of the Council may call special meetings at such time and place in the Borough shall retain the authority to direct by way of resolution that any meeting be held at another Borough location other than Borough Hall. The Borough Clerk shall provide the usual prescribed notice for such meetings.

BE IT FURTHER ORDAINED by the Mayor and Borough Council of the Borough of Sayreville, in the County of Middlesex, that Chapter 2-3, of the Revised General Ordinances of the Borough of Sayreville, shall also be amended to reflect such change.

All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed and this Ordinance shall take effect immediately upon final passage and publication in accordance with law.

/s/ Arthur Rittenhouse

APPROVED:

/s/ Kennedy O'Brien
Mayor

ATTEST:

/s/ Theresa A. Farbaniec, R.M.C.
Municipal Clerk

APPROVED AS TO FORM:

/s/ Michael R. DuPont, Esq.
Borough Attorney

Intro.
1-25-16
Public 2/2/16
Hearing

INTRO. & PASSED 1st READING 1/25/16
ADVERTISED ACCDNG. TO LAW 1/29/16
ADOPTED ON 2nd & FINAL READING 2/8/16 2/22/16
ADVERTISED ACCORDING TO LAW 2/26/16
Theresa A. Farbaniec
BOROUGH CLERK

ORDINANCE #321-16

AN ORDINANCE AMENDING THE REVISED RULES OF ORDER OF COUNCIL OF THE BOROUGH OF SAYREVILLE

Section 8. When a motion has been made, and seconded, it shall be stated by the presiding officer before it is open for discussion, and after thus being stated it shall be deemed to be in possession of the Board, ~~but may be withdrawn or amended by the mover at any time before discussion~~, the Borough Clerk will proceed to take the vote, beginning with the vote of the mover, and then proceed to take the votes of each member in alphabetical order from the name of the mover.

BE IT FURTHER ORDAINED by the Mayor and Borough Council of the Borough of Sayreville, in the County of Middlesex that the Revised Rules of Order of the Council of the Borough of Sayreville shall also be amended to reflect such change.

All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed and this Ordinance shall take effect immediately upon final passage and publication in accordance with law.

Daniel Buchanan, Council President
Sponsor

ATTEST:

Theresa A. Farbaniec, RMC
Municipal Clerk

APPROVED:

vetoed - 2/22/16.

Kennedy O'Brien
Mayor

APPROVED AS TO FORM:

Michael DuPont, Esq.
Borough Attorney

5 minute speaking
limit per ord.

(but can come back up
after all others have spoken)

cil members or left at their places of residences. The Borough Council shall retain the authority to direct by way of resolution that any meeting be held at another Borough location other than Borough Hall. The Borough Clerk shall provide the usual prescribed notice for such meetings. (Ord. #1015, § 2-3; Ord. #1383, § 2-3.1; Ord. #699-00, §§ 1, 2; Ord. #975-06, § 1)
(Ord. No. 114-10, § 1, 1-25-2010)

2-3.2 Order of Business. At all regular meetings, the Borough Council shall adopt rules of order for the conduct of Council meetings and the business of the Council shall be taken up for consideration in substantially the following order except as may be otherwise ordered by the Mayor and Council:

a. Roll call.

b. Presentment of ordinances for final approval.

c. Communications as set forth on agenda.

d. Public hearings on agenda resolutions only.

e. Consent agenda resolutions by roll call.

f. Resolutions to be read in full.

g. Resolution to approve or disapprove list of vouchers and claims.

h. Committee reports.

During the public hearings set forth above, it shall be the policy of the Mayor and Borough Council that all speakers from the public shall be recognized to speak up to five (5) minutes at one time in order to provide an opportunity for everyone to speak. Members of the public may be recognized more than once at said public hearings provided that all members of the public wishing to speak shall be recognized prior to the members of the public being called upon for a second or subsequent period of time. (Ord. #1015, §§ 2-3; Ord. #1383, § 2-3.2; New; Ord. #6-89, § 1)