

**RESOLUTION CONCERNING MEETINGS OF THE MAYOR AND COMMON
COUNCIL OF THE TOWN OF HACKETTSTOWN FOR JULY 2021 THROUGH
DECEMBER 31,2021**

BE IT RESOLVED by the Mayor and Common Council for the Town of Hackettstown, N.J. as follows:

1. The following schedule for the regular meetings of the Mayor and Council for 7/1/21 – 12/31/21 is hereby adopted:

July 8.....7:00pm	October 14.....7:00pm
July 22.....7:00pm	October 28.....7:00pm
August 12.....7:00pm	November 8.....7:00pm
August 26.....7:00pm	November 22.....7:00pm
September 9.....7:00pm	December 9.....7:00pm
September 23...7:00pm	December 29.....7:00pm
2. All regular meetings will be held in the Municipal Building, 215 Stiger Street, Hackettstown, N.J., on the date and time indicated.
3. A copy of the Resolution will be prominently posted by the Town Clerk throughout 2021 on the bulletin board in the lobby of the Municipal Building.
4. The Town Clerk, upon adoption of this Resolution, will mail copies to the Daily Record, Parsippany, N.J., and the New Jersey Herald, Newton, N.J., which are designated as the official newspapers for publication of legal notifications; which said newspapers are hereby designated to receive notices of the meetings of the Mayor and Common Council of the Town pursuant to Section 3 (d) of the Open Public Meetings Act (Chapter 231, P.L. 1975); and will cause to be published in said newspaper a notice of the time, place and date of all regular meetings.
5. The Town Clerk will file a copy of this Resolution in the Town Clerk's Office, and this Resolution shall remain on file throughout 2021.
6. A copy of this Resolution, or any revision thereto, or any advance written notice of any regular, special or rescheduled meeting during 2021 will be mailed by regular mail to any person making written application for the same pursuant to Section 14 of the Open Public Meetings Act (Chapter 231 P.L. 1975) upon payment by said person of FIFTEEN DOLLARS (\$15.00) to the Town Clerk. Notices of meetings requested by the news media in writing shall be mailed by regular mail to said news media without charge. All requests for notices made shall terminate on December 31st of each year, but shall be subject to renewal upon a new written request to the Mayor and Common Council.
7. At the commencement of all regular meetings, the Mayor or the Acting Mayor will announce publicly and shall cause to enter into the minutes of the meeting an accurate statement substantially as follows:

"Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act by:

- (1) posting a schedule of all regular meetings of the Mayor and Common Council on the bulletin board in the lobby of the Municipal Building; and
 - (2) mailing a copy of the schedule of regular meetings to the Daily Record and the NJ Herald, causing a notice of said schedule to be published in said newspapers; and
 - (3) mailing or delivering a copy of the schedule of regular meetings for 2021 to those persons requesting the same pursuant to the Open Public Meetings Act; and
 - (4) filing a copy of the schedule of all regular meetings for 2021 with the Town Clerk/Administrator.
8. The Town Clerk shall keep reasonably comprehensive minutes of all meetings of the Mayor and Common Council, showing the time and place, the members present, the subjects considered, the action taken, the vote of each member, and any other information required by law which shall be promptly available to the public to the extent that making such matters public shall not be inconsistent with Section 7 of the Open Public Meetings Act.
9. The minutes of each meeting shall become public as soon as they are prepared by the Town Clerk promptly after each meeting. Before releasing the minutes prior to formal approval by the Mayor and Common Council, a statement is to be placed at the top of them stating: "These minutes have not been formally approved and are subject to change or modification by the Mayor and Common Council at its next meeting.

William W. Kuster, Jr.
Town Clerk/Administrator