

Borough of Matawan
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Public Notice

Resolution 24-01-28
Authorization to Establish Standard Procedures and Requirements for Public
Comments Made During Remote Public Meetings of the
Governing Body of the Borough of Matawan

WHEREAS, the COVID-19 pandemic forced local government entities throughout the State of New Jersey to hold public meetings remotely; and

WHEREAS, Section 8 of P.L. 2020, c.34 authorized the Director of the Division of Local Government Services (“Director”) to promulgate regulations establishing standard protocols for remote public meetings held by a “local public body” during a Governor-declared emergency (“Regulations”); and

WHEREAS, the Director promulgated the Regulations, which are codified as N.J.A.C. 5:39-1.1 through 1.7; and

WHEREAS, the Mayor and Council of the Borough of Matawan, a “local public body” as defined in the Regulations and is therefore subject to the requirements thereof; and

WHEREAS, N.J.A.C. 5:39-1.4(h) requires a local public body to adopt a resolution establishing standard procedures and requirements for public comment made during a remote public meeting as well as for public comments submitted in writing ahead of the remote public meeting; and

WHEREAS, in order to comply with the requirements, set forth in N.J.A.C. 5:39-1.4(h), the procedures and requirements appearing below are hereby established by the Governing Body of the Borough of Matawan.

NOW THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Matawan, County of Monmouth, State of New Jersey, hereby establishes the following procedures and requirements to satisfy the requirement set forth in N.J.A.C. 5:39-1.4(h):

1. Members of the public wishing to make a comment during a remote meeting shall be permitted to do so using the audio and/or video technology under which the remote meeting is being held.
2. Members of the public may also submit written comments to the Council, through the Borough Clerk, by either e-mail to karen.wynne@matawanborough.com or written letter to Borough Clerk, Borough of Matawan, 201 Broad Street, Matawan, New Jersey 07747. Written comments must be received by 9:00 AM the day of the remote meeting in order to be included in the meeting.
3. Public comments shall be read into the record during the appropriate designated time during the portion of the meeting devoted to public comment.
4. In accordance with N.J.A.C. 5:30-1.4(h), the Mayor and Council of the Borough of Matawan reserves the right to summarize duplicative written comments; however, each commenter shall be noted for the record with the content summarized.
5. A member of the public wishing to speak during a remote meeting shall state their name and address for the record prior to making their comment.
6. Members of the public commenting during a remote meeting shall not act in any manner to disrupt the meeting. If a member of the public becomes disruptive during the meeting, the individual chairing the meeting or designee shall mute the microphone of the disruptive member and warn that any continued disruption may result in that person being prevented from speaking during the meeting or being removed from the remote meeting. Disruptive conduct includes, but is not limited to, sustained inappropriate behavior such as shouting, interruption, and/or the use of profanity.

Karen Wynne, RMC
Municipal Clerk