

TOWNSHIP OF JEFFERSON
COUNTY OF MORRIS, NJ

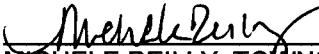
CONSENT AGENDA RESOLUTION #17-03

**“RESOLUTION ESTABLISHING PROCEDURES AND FEES FOR WRITTEN REQUESTS
FOR NOTICES OF MEETINGS FOR 2017”**

BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of Jersey, as follows:

1. The **sum of \$6.73 per notice** be and the same is hereby established as the reasonable sum to cover the cost of mailing notices of meetings of the governing body and is hereby fixed as the fee to be paid per notice by a person requesting mailed notices of meetings of the Township Council during the calendar year **2017**.
2. Such persons desiring the mailing of such notices shall make written application to the Township Clerk and shall deliver a deposit of **\$40.38*** which is estimated to be the cost of mailing such notices during a calendar quarter.
3. At the end of each calendar quarter, a credit, if any, shall be applied to the subsequent quarter to such persons making such requests for any unused portion thereof, and/or a statement will be generated reflecting additional monies owed for the previous quarter.
4. At the beginning of each quarter (**January, April, July, October**), and no later than the tenth (10th) day after the first of the quarter, an additional deposit of **\$40.38*** shall be due to cover the mailing for the ensuing quarter and/or any additional monies owed for the previous quarter will be due.
5. Should any such person fail to submit the deposit required by this resolution, or should the number of notices in each quarter exceed the amount of the deposit and such person fails to present the additional monies required, then the Clerk be and is hereby directed to strike said persons name on the list of those persons to whom notices will be mailed.
6. The Clerk shall keep a list containing the names and addresses of those persons making requests for mailings of notices, the date when such application was made, and shall also keep a detailed record of the date which each and every notice was forwarded to said person.
7. It is hereby determined that the notices required to be mailed to the persons requiring such notice shall be mailed by certified mail.

ATTEST:


MICHELE REILLY, TOWNSHIP CLERK
Dated: January 4, 2017

COUNCIL OF THE TOWNSHIP OF JEFFERSON:


DEBI MERZ, COUNCIL PRESIDENT

CERTIFICATION: I, Michele Reilly, Clerk of the Township of Jefferson, County of Morris, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Jefferson Township County at a meeting held on January 4, 2017.


Michele Reilly, RMC, Township Clerk

NAME	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
Birmingham			X			
Dunham			X			
Finnegan		X	X			
Sanchelli	X		X			
Merz			X			