

**TOWNSHIP OF JEFFERSON  
COUNTY OF MORRIS, NJ**

**CONSENT AGENDA RESOLUTION #18-03**

**“RESOLUTION ESTABLISHING PROCEDURES FOR WRITTEN REQUESTS OF REGULAR TOWNSHIP COUNCIL MEETING SCHEDULES, OR REVISIONS THERETO, PURSUANT TO N.J.S.A. 10:4-19”**

WHEREAS, N.J.S.A. 10:4-19 allows for any person to request from the Township that he or she be mailed copies of any regular Township Council meeting schedule, or revision to said meeting schedule, together with the agenda of said meetings; and

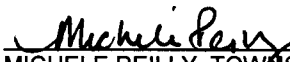
WHEREAS, the Township Council wishes to set forth the procedures for such requests.

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

1. Any such requests for the schedule of meetings or the agenda for all regular meetings, and any special meetings, or revisions to any of the regularly scheduled meetings, shall be made in writing to the Clerk of the Township; and
2. Such notices shall be forwarded to the person making the request at the time that they are made available to the general public; and
3. The person making the request can provide that the notifications and copies of the agenda be provided by regular mail or by email or by facsimile; and
4. The only obligation of the Township Clerk shall be to mail such notices to the address provided or to email such notices to the email address provided or by facsimile to the phone number provided; and
5. 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 record of the date which each and every notice was forwarded to said person.

BE IT FURTHER RESOLVED that there shall be no fee required to be paid to the Clerk for the providing of such notifications.

ATTEST:

  
MICHELE REILLY, TOWNSHIP CLERK  
Dated: January 3, 2018

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 Council at a meeting held on January 3, 2018.

  
Michele Reilly, RMC, Township Clerk

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