

QUINTON TOWNSHIP PLANNING BOARD

RESOLUTION 2024-02

A RESOLUTION DESIGNATING TIME, DATE, AND LOCATION OF THE REGULAR MEETINGS OF THE QUINTON TOWNSHIP PLANNING BOARD, AND THE REQUIREMENTS FOR SPECIAL, RESCHEDULED, AND EMERGENCY MEETINGS FOR THE YEAR 2024

BE IT HEREBY RESOLVED by the Quinton Township Planning Board as follows:

1. **Schedule of Regular Meetings.** Pursuant to the Open Public Meetings Act, *N.J.S.A. 10:4-6, et seq.*, the Quinton Township Planning Board hereby designates the second Tuesday of each month as the date of its regular meetings for the year 2024 (and its 2025 reorganization meeting) as specified in the attached Schedule of 2024 Regular Meetings and 2025 Reorganization Meeting of the Quinton Township Planning Board (hereafter referred to as the "Schedule"). All regular meetings will be held at the Quinton Township Municipal Building, 885 Salem-Quinton Road, Salem, New Jersey 08079, commencing at 7:00 p.m. prevailing time.
2. **Notice of Regular Meetings.** The Planning Board Secretary shall accomplish posting, issuance, and filing of notice of the aforesaid regular meetings of the Quinton Township Planning Board for the year 2024 (and its 2025 reorganization meeting), or any revision thereof, pursuant to the definition of "adequate notice" in *N.J.S.A. 10:4-8*, and in accordance with the provisions of *N.J.S.A. 10:4-9.1* and *-18*, within seven (7) days following the date of this Resolution (or within seven days following the date of any revision of the Schedule) by:
 - a. Posting the Schedule (or revision thereof) on the display board at the Quinton Township Municipal Building, 885 Salem-Quinton Road, Salem, New Jersey 08079, with the intention that it will remain posted there until the 2025 reorganization meeting;
 - b. Sending the Schedule (or revision thereof) by mail and email to the *South Jersey Times* and *Elmer Times*, the first of which is the official newspaper of Quinton Township, and both of which have the greatest likelihood of informing the public in Quinton Township of the Planning Board's meetings; and
 - c. Filing the Schedule (or revision thereof) with the Quinton Township Clerk, at the Quinton Township Municipal Building, 885 Salem-

Quinton Road, Salem, New Jersey 08079, for the purposes of public inspection and the provision of copies to persons upon request pursuant to *N.J.S.A. 10:4-19*.

3. **Information for Regular Meeting “Sunshine Statement” Compliance.** For purposes of assuring the accuracy of the announcement that must be made at the beginning of each regular Quinton Township Planning Board meeting pursuant to *N.J.S.A. 10:4-10*, the Planning Board Secretary shall maintain a complete and accurate written record of:
 - a. The date and time that the Planning Board Secretary posted the Schedule (or revision thereof) on the display board pursuant to Section 2.a., above;
 - b. The date and time that the Planning Board Secretary mailed and emailed the Schedule (or revision thereof) to each of the newspapers pursuant to Section 2.b., above; and
 - c. The date and time that the Planning Board Secretary filed the Schedule (or revision thereof) with the Quinton Township Clerk pursuant to Section 2.c., above.

4. **Special or Rescheduled Meetings.** Notice of any special or rescheduled meeting of the Quinton Township Planning Board shall contain the time, date, location, and to the extent known, the agenda of the special or rescheduled meeting, and an accurate statement of whether formal action may or may not be taken at the special or rescheduled meeting. Notice of a special or rescheduled meeting shall be given no less than forty-eight (48) hours in advance of the meeting as provided in the definition of “adequate notice” in *N.J.S.A. 10:4-8* by:
 - a. Posting the special or rescheduled meeting notice on the display board at the Quinton Township Municipal Building, 885 Salem-Quinton Road, Salem, New Jersey 08079;
 - b. Sending the special or rescheduled meeting notice by mail and email to the *South Jersey Times* and *Elmer Times*; and
 - c. Filing the notice of the special or rescheduled meeting with the Quinton Township Clerk, at the Quinton Township Municipal Building, 885 Salem-Quinton Road, Salem, New Jersey 08079.

5. **Information for Special or Rescheduled Meeting “Sunshine Statement” Compliance.** For purposes of assuring the accuracy of the announcement that must be made at the beginning of each special or rescheduled Quinton

Township Planning Board meeting pursuant to *N.J.S.A.* 10:4-10, the Planning Board Secretary shall maintain a complete and accurate written record of:

- a. The date and time that the Planning Board Secretary posted the notice of the special or rescheduled meeting on the display board pursuant to Section 4.a., above;
 - b. The date and time that the Planning Board Secretary mailed and emailed the notice of the special or rescheduled meeting to each of the newspapers pursuant to Section 4.b., above; and
 - c. The date and time that the Planning Board Secretary filed the notice of the special or rescheduled meeting with the Quinton Township Clerk pursuant to Section 4.c., above
6. **Request for Copies of Meeting Schedule or Notices.** Any person may submit a written request to the Quinton Township Clerk or Planning Board Secretary for a copy of the Schedule (or revision thereof), or a copy of any notice of a special or rescheduled meeting of the Quinton Township Planning Board. The fee for of each copy to be mailed to a requestor shall be \$1.50 per mailing, which fee must be paid by the requestor in advance. There shall be no fee for copies sent to requestors by email.
7. **Emergency Meetings.** It is difficult to envision a situation in which the Quinton Township Planning Board might have to conduct an emergency meeting; however, upon the affirmative vote of three-fourths of the members present, the Quinton Township Planning Board may hold an emergency meeting as allowed by *N.J.S.A.* 10:4-9 without compliance with the above notice requirements if:
- a. the emergency meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest; **and**
 - b. the emergency meeting is limited to discussion of and acting with respect to such matters of urgency and importance; **and**
 - c. notice of the emergency meeting is provided as soon as possible following the calling of the emergency meeting by:
 - i. Posting the emergency meeting notice on the display board at the Quinton Township Municipal Building, 885 Salem-Quinton Road, Salem, New Jersey 08079;

- ii. Sending the emergency meeting notice by mail and email to the *South Jersey Times* and *Elmer Times*; and
- iii. Filing the notice of the emergency meeting with the Quinton Township Clerk, at the Quinton Township Municipal Building, 885 Salem-Quinton Road, Salem, New Jersey 08079; **and**
- d. either (i) the Quinton Township Planning Board could not reasonably have foreseen the need for the emergency meeting at a time when adequate notice could have been provided; **or** (ii) although the Quinton Township Planning Board could reasonably have foreseen the need for the emergency meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.
- e. The Planning Board Secretary shall maintain a complete and accurate written record of the dates and times that the posting, issuance, and filing of notice was accomplished pursuant to Section 7.c., above.
- f. At the commencement of the emergency meeting the person presiding shall announce publicly, and cause to be entered into the minutes of the meeting, an accurate statement to the effect that adequate notice was not provided, which announcement shall state:
 - i. the nature of the urgency and importance referred to in Section 7.a., and the nature of the substantial harm to the public interest likely to result from a delay in the holding of the emergency meeting;
 - ii. that the emergency meeting will be limited to discussion of and acting with respect to such matters of urgency and importance;
 - iii. the time, place, and manner in which notice of the emergency meeting was provided pursuant to Section 7.c., above; and
 - iv. either (a) that the need for the emergency meeting could not reasonably have been foreseen at a time when adequate notice could have been provided, in which event, such announcement shall specify the reason why such need could not reasonably have been foreseen; **or** (b) that such need could reasonably have been foreseen at a time when adequate notice could have been provided, but such notice was not provided, in which event the announcement shall specify the reason why adequate notice was not provided.

I hereby certify the above to be a true copy of a Resolution adopted by the Quinton Township Planning Board at a meeting held on January 24th, 2024.

Melissa N. Thom
Melissa N. Thom, Secretary

John Allen
John Allen, Chairman