

TOWNSHIP OF CHESTERFIELD

RESOLUTION 2020-10-3

**RESOLUTION ADOPTING REMOTE PUBLIC MEETING PROCEDURES DURING A
DECLARED STATE OF EMERGENCY**

WHEREAS, the Division of Local Government Services recently released emergency regulations establishing standard protocols for remote public meetings held by a local public body during a Governor-declared emergency; and

WHEREAS, Local Finance Notice 2020-21 was released on September 24, 2020, to accompany and further explain the new regulations promulgated by the Division of Local Government Services; and

WHEREAS, these regulations include provisions concerning notice, public comment, and minimum requirements for remote meeting technologies, to ensure continuity of government operations and transparency in conducting public business when an emergency requires a governing body to meet remotely; and

WHEREAS, the regulations further require a local public body to adopt by resolution standard procedures and requirements for public comment period during a remote public meeting; and

WHEREAS, the Township Committee desires to establish and adopt said procedures attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chesterfield, County of Burlington, State of New Jersey hereby adopts Chesterfield Township Remote Meeting Procedures during a Declared State of Emergency attached hereto as **Exhibit A**.

CHESTERFIELD TOWNSHIP COMMITTEE

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I, Caryn M. Hoyer, Clerk of the Township of Chesterfield in the County of Burlington and State of New Jersey do hereby certify the foregoing Resolution to be a true and accurate copy of the Resolution approved by the Township Committee at a duly advertised meeting held on October 22, 2020 at which a quorum was present.

Caryn Hoyer, RMC  
Township Clerk

**RESOLUTION 2020-10-3  
ATTACHMENT “A”**

**Chesterfield Township  
Remote Public Meeting Procedures  
during a Declared State of Emergency**

**Meetings**

In consideration of Executive Order No. 103 issued by Governor Murphy on March 9, 2020 declaring a “State of Emergency and Public Health Emergency in the State of New Jersey,” public meetings of Chesterfield Township are currently conducted through electronic means only. In-person public meetings remain the default during a declared emergency. When in-person public meetings resume in Chesterfield, room capacity restrictions pursuant to Federal and/or State guidelines shall be followed for in-person meetings, and a hybrid or all virtual public meeting model will be employed as necessary. GoToMeeting shall be the electronic communication platform used as the public’s remote access option for public meetings, to facilitate the public’s access and participation in the Township of Chesterfield’s local government business during a declared state of emergency requiring physical distancing limitations.

**Notice of Meetings**

Supplemental meeting notices, which include clear and concise instructions for accessing the meetings remotely, means for making public comment and where relevant documents, if any, can be found, are advertised on the township website, [www.chesterfieldtwpnj.gov](http://www.chesterfieldtwpnj.gov), and are posted on the main access door and handicap accessible entrance of the Chesterfield Township Municipal Building– viewable from the outside.

**Technology & Procedural Matters**

***Remote Meeting Platform***

GoToMeeting electronic communication platform shall be available for every public meeting. The access phone number and computer link for the specified meeting will be available on the Township website the Tuesday before the published scheduled regular Committee meeting, typically held on Thursday evenings.

Members of the public attending the meeting remotely may make public comment via GoToMeeting videoconferencing during the meeting. Any comments sent via the chat function on GoToMeeting will not be accepted and will not be made part of the record/minutes.

***Public Comments Submitted Prior to Meeting***

The public may submit questions or comments via e-mail to [caryn@chesterfieldtwp.com](mailto:caryn@chesterfieldtwp.com) no later than 2:00 p.m. the day of the published scheduled Committee meeting. The public may also submit public comments in written letter form to the Chesterfield Township Municipal Building located at 295 Bordentown-Chesterfield Rd., Chesterfield, New Jersey 08515, which must be received no later than 2:00 p.m. the day of the published scheduled Committee meeting.

Timely submitted public comment shall be read aloud and addressed during the public meeting that will be heard to all remote participants and the public. The Township Committee may pass over duplicate written comments; however, each duplicate comment will be noted for the record with the content summarized.

### ***Public Comments & Conduct from Remote Participants***

The procedures and requirements for making public comment, along with an explanation of the audio muting function of the GoToMeeting platform being used, will be announced by the Township Clerk at the beginning of the remote public meeting. The Township Committee will facilitate a dialogue with all commenters to the extent permitted by GoToMeeting technology.

All participants must keep their microphones muted until directed otherwise. The Clerk may also engage the GoToMeeting mute function until such time for public comments. When a hybrid meeting model is employed, remote participants will be provided the opportunity to engage in public comment prior to any members attending in-person. All remote participants will be asked to state his/her name and home address before making comment. The Clerk will manage the order of the remote participant's comments.

If a member of the public becomes disruptive during a remote public meeting, including during any period for public comment, the Clerk shall mute or continue muting the disruptive member of the public and warn that continued disruption may result in their being prevented from speaking during the remote public meeting or removed from the remote public meeting. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption, and use of profanity. Time permitting, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to speak. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting, or removed from the remote public meeting.

### ***Presentations or Documents***

All documents made available to the public in hard copy format will be available prior to the meeting for download. Documents will be available at [www.chesterfieldtwpnj.gov](http://www.chesterfieldtwpnj.gov), in addition to the Meeting Agenda and Remote Meeting Instructions.