

## **Announcements**

### **At the Beginning of the meeting:**

- This meeting is being held over zoom and is being recorded. There is no in-person meeting. All members of the Town Committee, Township Professionals, staff and members of the public are attending over Zoom or telephone.
- All members of the public will be muted by the meeting host during the business portion of the meeting. The host will unmute members of the public both on zoom and on the telephone during the two public comments and any public hearings in which members of the public is invited to comment. We ask that you keep yourself muted until you wish to speak.
- For those participating via zoom, the chat function should not be used for public comment or to communicate with the Committee or other meeting participants. The chat function is only to be used to report technical difficulties such as an inability to unmute yourself during the public comment. The chat conversation is being recorded and is considered a public record.
- Any written comments submitted to the Township in advance of this meeting will be read aloud into the meeting at the appropriate time.

### **Before First Public Comment:**

- At this time the Committee will take comments from the public on agenda items only. There will be a time at the end of the meeting at which time the Committee will take comment on any matter. Also, this is not the time to make comment on Ordinance 2022-01, there will be a specific public hearing a little later in the meeting at which time public comment will be taken regarding the adoption of Ordinance 2022-01. Committee asks that you hold comments regarding Ordinance 2022-01 until the designated public hearing.
- If you wish to make a public comment, if you are on zoom please use the “raise your hand” function. If you are on the telephone please press \*9. The host will call on members of the public one at a time and unmute you as she calls on you. Once we have gone through anyone who has raised their hand or hit \*9, then we will unmute everyone and ask one more time in case we missed anyone.
- If you feel you are having technical difficulties and want to alert the host you may do so over the chat function, but do not make your comment over chat unless directed to do so. Do not use the chat function to chat amongst the other participants.
- Before we begin this public Comment, the Mayor or Attorney will ask the Clerk if the Committee received any written comments related to agenda items other than Ordinance 2022-01.

## **Ordinance:**

**Committee** – motion to open public hearing and second:

A copy of the Ordinance is available on the Township website and was posted there in advance of the meeting. It was also advertised in accordance with the law in the newspaper.

## **Before Public Hearing on Ordinance 2022-01:**

- At this time the Committee will take comments and questions from the public related to the adoption of Ordinance 2022-01.
- If you wish to be heard during this public hearing, if you are on zoom please use the “raise your hand” function. If you are on the telephone please press \*9. The host will call on members of the public one at a time and unmute you as she calls on you. Once we have gone through anyone who has raised their hand or hit \*9, then we will unmute everyone and ask one more time in case we missed anyone.
- If you feel you are having technical difficulties and want to alert the host you may do so over the chat function, but do not make your comment over chat unless directed to do so. Do not use the chat function to chat amongst the other participants.
- Just a reminder that the chat function should only be used to alert the meeting host if you are experiencing technical difficulty and should not be used to make a public comment or chat amongst other participants.
- Before we begin this public hearing, the Mayor or Attorney will ask the Clerk if the Committee received any written comments related to Ordinance 2022-01.

## **Second Public Comment:**

- At this time the Committee will take public comment on any matter that you wish to bring before the Committee.
- If you wish to make a public comment, if you are on zoom please use the “raise your hand” function. If you are on the telephone please press \*9. The host will call on members of the public one at a time and unmute you as she calls on you. Once we have gone through anyone who has raised their hand or hit \*9, then we will unmute everyone and ask one more time in case we missed anyone.
- If you feel you are having technical difficulties and want to alert the host you may do so over the chat function, but do not make your comment over chat unless directed to do so. Do not use the chat function to chat amongst the other participants.

- Before we begin this public comment, the Mayor or Attorney will ask the Clerk if the Committee received any written comments that have not yet been read into the record.

**Documents to be posted to the website in advance of the February 10<sup>th</sup> meeting:**

- Ordinance 2022-01
- Legal Notice (last page of Ordinance 2022-01)
- Example Map of Possible Locations
- FAQ Sheet
- Sunshine Notice moving location of meeting to Zoom.
- Zoom Participation Rules