

## Meetings

### **1. Notice of all meetings.**

Notwithstanding anything in the Senator Byron M. Baer Open Public Meetings Act that permits a lesser degree of transparency and public accountability, the Council shall publicly announce each of its meetings, including regularly scheduled meetings, at least forty-eight hours in advance by causing a notice setting forth the meeting's date, hour, location to prominently appear on the Borough's Internet site.

### **2. Meeting agendas.**

The Council shall, at the time the notice prescribed by § 1 is given, publish, for public download at the Borough's Internet site, a meeting agenda and copies of each draft resolution, draft ordinance, draft bill or contract, item of correspondence or other document that may be discussed during the meeting. Other than the matters listed on the agenda, no other substantive matter will be acted upon unless the conditions of N.J.S.A. 10:4-9 are met.

### **3. Audio and video recordings of meetings.**

The Council shall cause a high quality video and audio recording to be made of each of its meetings, including its nonpublic meetings. These recordings shall be retained permanently and the recordings of the public meetings shall be made available on the Borough's Internet site for public viewing and downloading within two business days after each meeting. Recordings of nonpublic meetings shall be retained on file with the Clerk.

### **4. Meetings minutes.**

The Council shall keep comprehensive (as opposed to "reasonably comprehensible") minutes of each of its meetings, including its nonpublic meetings, and shall publicly disclose draft minutes of its public meetings, and as much of the draft minutes of its nonpublic meetings as legally permissible, by no later than forty eight hours prior to the next regularly scheduled meeting or within fourteen days, whichever is the longer period. All draft meeting minutes, public and nonpublic (redacted as necessary), shall be posted on the Borough's Internet site at the time of disclosure and shall be replaced by final versions within one day after their approval.

### **5. Periodic review of nonpublic meeting minutes.**

The Council shall semiannually, in April and October, review all previous non-public meeting minutes from which matter is suppressed and determine whether the passage of time or the occurrence of events permit any of the suppressed matter to be disclosed. The files of those minutes shall then be updated to reflect the newly disclosed matter within one business day.

#### **6. Nonpublic session resolutions.**

Prior to excluding the public from any meeting, the Council shall pass a resolution, as required by N.J.S.A. 10:4-13. The resolutions shall provide as much information about each matter to be privately discussed that can be disclosed without jeopardizing legitimate governmental interests or imperiling personal privacy interests. A detailed description of each topic to be privately discussed shall be orally announced at the time the resolution is passed.

#### **7. Liberal Construction.**

Any court called upon to interpret any provision of this Code shall construe it to accomplish the purpose and the public policy of this State as set forth in N.J.S.A. 10:4-7.