

TOWNSHIP OF BYRAM, COUNTY OF SUSSEX, STATE OF NEW JERSEY

RESOLUTION NO. PB1-2021

ANNUAL NOTICE OF THE CALENDAR DATES OF THE REGULARLY SCHEDULED MEETINGS OF THE BYRAM TOWNSHIP PLANNING BOARD FROM 01/01/2021 UNTIL 12/31/2021

WHEREAS, the Legislature of the State of New Jersey has passed into law Chapter 231, P.L. 1975m the Open Public Meetings Act; and

WHEREAS, Section 13 of the above-mentioned law requires a posting of regularly scheduled meeting dates for the benefit of the public.

NOW, THEREFORE, BE IT RESOLVED by the Planning Board of the Township of Byram, County of Sussex and State of New Jersey, that said Board shall meet as follows during calendar year 01/01/2021 UNTIL 12/31/2021

REGULAR MEETINGS
2021 PLANNING BOARD MEETING DATES

JANUARY	07 Reorganization Mtg.	21
FEBRUARY	04	18
MARCH	04	18
APRIL	01	15
MAY	06	20
JUNE	03	17
JULY	01	15
AUGUST	05	19
SEPTEMBER	02	16
OCTOBER	07	21
NOVEMBER	04	18
DECEMBER	02	16
JANUARY	06 (2022)*	

(*Denotes 2022 Reorganization Meeting)

All the above meetings shall begin at 7:30 p.m. prevailing time. Both the Federal and State governments have declared a state of emergency in response to the outbreak of the Covid-19 Virus, that limits the number of people allowed to gather, and requires social distancing. All meetings are being held remote using the zoom platform, by video and audio connection only. Access information for each meeting will be posted on the Township’s Website under Planning and Zoning, Meeting Agendas. Official action may be taken.

BE IT FURTHER RESOLVED that certified copies of the Resolution be forwarded to the New Jersey Herald and the Township Journal and shall be posted on the bulletin board in the Byram Township Municipal Building.

BYRAM TOWNSHIP PLANNING BOARD

Attest:

I certify that the foregoing resolution was adopted by the Byram Township Planning Board at a meeting held on January 07, 2021, and official action may be taken.

Cheryl White

Cheryl White, Board Secretary

BYRAM TOWNSHIP PLANNING BOARD
PROCEDURES TO CONDUCT VIRTUAL MEETINGS
RESOLUTION

WHEREAS, pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-9 and Open Public Meetings Act, N.J.S.A. 10-4.1 et seq., every municipal agency shall hold regular meetings for business authorized to be conducted by said agency, not less than once a month; and

WHEREAS, on March 21, 2020, via Executive Order, Governor Phil Murphy enacted a statewide ban on public gatherings due to the Covid-19 Pandemic. In response to the Executive Order, the Department of Community Affairs, Division of Local Government Services released the guidance document entitled "Planning Board and Zoning Board of Adjustments Operational Guidance – COVID-19: N.J.S.A. 40:55D-1: Recommendations for Land Use Public Meetings in New Jersey;" and

WHEREAS, the Director of the Division of Local Government Services was authorized to promulgate regulations to establish standard protocols for remote public meetings held by a "local public body" during a declared state of emergency; and

WHEREAS, said emergency regulations will be codified as N.J.A.C. 5:39-1.1 through 1.7 in late 2020; and

WHEREAS, said regulations and proposed legislation require local public bodies to adopt a resolution that sets forth the standard procedures and requirements for public

comment during the meetings and the standard of conduct to be followed by members of the public during public hearings; and

WHEREAS, the Planning Board of the Township of Byram ("Board") desires to set forth additional requirements and procedures regarding the submission of application material and exhibits to be made available to the public and shared virtually during a public hearing; and

WHEREAS, the Board has established the following procedures to be followed by members of the public during virtual Board meetings.

1. The Board shall utilize the Zoom Application to conduct virtual public meetings.
2. All members of the public can participate in the meeting via telephone and/or video conference and will be held in a "virtual waiting room" and remain on mute until called upon. Members of the public must utilize the "raise hand" feature in the Zoom Application to be called upon.
3. Each member of the public shall identify themselves prior to asking questions or making comments.
4. All members of the public that intend to make comments or present information must be sworn in.
5. No comments or questions will be accepted via the "Chat" feature of the application, nor will written or emailed comments or questions be accepted by the Board. The "Chat" feature may be utilized for technical or procedural questions and comments only.

6. Any member of the public that becomes disruptive during the hearing will be warned, may be muted and/or removed from the public hearing.

WHEREAS, the Board has established the following procedures and requirements to be followed with regard to the submission and sharing of documents for virtual Board meetings.


1. No application will be considered for a hearing before the Board prior to a determination, by resolution, that the application has been deemed complete per the adopted checklist.
2. All applicants shall submit all checklist required applications, plans, reports and related materials, including revised and updated documents, for review by the public no less than 10 days prior to the scheduled public hearing. Materials are to be submitted in both hard copy and pdf version via flash drive, to be uploaded onto the Township's website.
3. All exhibits shall be submitted no less than 8 days prior to the scheduled public hearing to be pre-marked by the Board Secretary and uploaded onto the Township's website. Substantial amendments to checklist required application materials will not be permitted as exhibits. Exhibits are limited to supplemental materials designed to provide additional detail or clarity to checklist required application materials.
4. The Board reserves the right to permit screen sharing of exhibits, by the applicant, the Board or its professionals (such as maps, photos or websites), during the meeting if it is determined that the additional information would

assist the Board in making its determination. These exhibits shall be permitted at the discretion of and through the direction of the Board Chair.

5. All documents or websites that are permitted to be shared during the hearing shall be identified for the record and appropriately marked for identification purposes. Hard copies of all documents that are screen shared shall be submitted promptly to the Board Secretary to be kept in the Applicant's file.

NOW, THEREFORE, BE IT RESOLVED by the Planning Board of the Township of Byram on the 29th day of October 2020 that the aforesaid procedures and requirements for conducting virtual meetings be and hereby is approved and adopted, and implemented as follows:

1. The within resolution shall be shared with all Applicants, along with other application information, prior to submission of the application, and available on the Township's Website where application forms are located.
2. A summary of the procedures and requirements set forth herein shall be read at the beginning of each public hearing.


George Shivas

On motion of: Mr. Olson

Seconded by: Mr. Morytko

The vote on the Resolution was as follows:

AYES: (7) Seven - Mr. Chozick, Mr. Gonzalez, Mr. Kaufhold, Mr. Morytko, Mr. Olson, Mr. Walsh andn Chairman Shivas

NAYS: (0) None