

TOWNSHIP PRESENTATIONS & AWARDS

Certificates of Recognition

Certificates of Recognition are issued by the Mayor and Township Committee when appropriate to commemorate noteworthy achievements such as becoming an Eagle Scout, opening a business, winning a major sports championship, earning a State or National award, etc. The Township Committee welcomes opportunities to recognize the citizens of Middletown and their community service and achievements. Requests for recognition are reviewed on a case-by-case basis.

Proclamations

Proclamations are issued by the Mayor and Township Committee for historical, cultural, civic celebrations, non-profit organizations and achievements, or events with significance to Middletown Township. Proclamations may also recognize a civic-minded person, a special day, week or month.

If you would like to request a proclamation, or if you know anyone in the community who has accomplished an extraordinary achievement or participated in a community event that should be recognized by the Township Committee, please contact the Mayor's Office at 732-615-2024 or mayorsoffice@middletownnj.org.

Active Military "Hometown Heroes" Wall

If you know a Middletown resident who is actively serving the armed forces, we can add him or her to our growing tribute wall at Town Hall. If you would like to submit a "Hometown Hero," email a 4" x 6" portrait photo and a short biography (that includes name, rank, military branch, current deployment, tours of duty, local schools attended and the soldier's expected date of discharge) to publicinfo@middletownnj.org. You can also mail or drop off the submission to the Public Information Department, located at Town Hall, 1 Kings Highway, Middletown, NJ 07748. All submissions must include a contact name, phone number and mailing address. For more information, www.middletownnj.org/hometownheroes.

CONTACTS

Municipal Offices

Main Number	732-615-2000
ADA Compliance Officer	732-615-2000 ext. 2017
Animal Control	732-615-2094
Animal Control (nights & weekends)	732-615-2100
Building & Inspections	732-615-2106
Community Development	732-615-2280
Court Clerk	732-615-2036
Code Enforcement	732-615-2286
Crossroads (substance abuse services)	732-615-2269
Emergency Management	732-615-2111
Emergency Medical Services	732-615-2252
Fire Prevention	732-615-2270
Health	732-615-2094
Mayor's Office	732-615-2024
Parks & Recreation	732-615-2260
Planning Department	732-615-2098
Public Works	732-615-2109
Public Information	732-615-3226
Recycling	732-615-2008
Senior Center	732-615-2265
Social Services	732-615-2085
Tax Assessor	732-615-2089
Tax Collector	732-615-2086
Township Administrator	732-615-2013
Township Clerk	732-615-2014
Webmaster	732-615-2000 ext.2146
Zoning Officer	732-615-2278
Board of Education	732-671-3850
Middletown Arts Center	732-706-4100
Library	732-671-3700
Sewerage Authority	732-495-1010

CITIZEN'S GUIDE TO TOWNSHIP COMMITTEE MEETINGS



Mayor Anthony S. Perry
Committeeman Anthony P. Fiore
Committeeman Rick W. Hibell
Committeeman Kevin M Settembrino
Committeewoman Patricia A. Snell

Township Administrator-
Anthony P. Mercantante
Township Clerk-Heidi R. Brunt
Township Engineer-Joseph Maloney

Welcome to a Middletown Township Committee meeting. This brochure explains how the meeting is structured, how the agenda works and the best way to share your ideas and concerns with the Township Committee.

Middletown's Form of Government

The Township of Middletown operates under the **Township Committee** form of government. The Committee is made up of 5 members who are elected to serve staggered 3-year terms.

At the Township's organizational meeting at the beginning of January, the Township Committee elects one of the 5 members to serve as Mayor and one to serve as Deputy Mayor for a 12-month term. The Mayor chairs the meetings and performs other duties as the Township Committee and State law prescribes. As the legislative body of municipal government, the Township Committee is responsible for enacting our local ordinances (laws), adopting the budget, and setting policy through the passage of resolutions.

The Township Committee appoints the Township Administrator who is responsible for carrying out their decisions and overseeing day-to-day operations.

Residents can contact Committee members through the Township Clerk's Office at 732-615-2015. If you need to speak with the Mayor specifically, you can send an email to mayorsoffice@middletownnj.org or call 732-615-2024. You can also schedule an appointment to speak with the Mayor during Open Office Hours which are posted on the Mayor's webpage at www.middletownnj.org/mayor or on the Township Calendar at www.middletownnj.org/calendar.

Workshop & Regular Meetings

The Township Committee typically holds Workshop Meetings the first Monday of the month at 7:00 PM in the Main Conference Room at Town Hall (1 Kings Highway). Workshop sessions are used for discussing policy or similar matters. Action, including votes on resolutions and ordinances, may be taken at Workshop Meetings. Regular Meetings are held the 3rd Monday of the month at 7:00 PM in the Court Room. Workshop and Regular Meetings are open to the public. To view the meeting schedule, visit the www.middletownnj.org/calendar.

HOW MEETINGS OPERATE

The Mayor is the Chairperson of the meeting. The Deputy Mayor, or Vice Chairperson, assumes the chair in the absence of the Mayor.

For every meeting, an agenda is made available to the public to announce the items of business that are before the Township Committee. The agenda is set by the Mayor and determines the flow of the meeting.

Meeting agendas, minutes, resolutions and ordinances are prepared and maintained by the Township Clerk. Copies of the agenda are available the Friday before the regularly-scheduled meeting at www.middletownnj.org/agenda, on the official bulletin board in the lobby at Town Hall and at the lobby/entrance of the Main Meeting Room (Court Room).

Ordinances & Resolutions

Action items on the Agenda include Ordinances and Resolutions which require a vote of the Township Committee. **An ordinance** is a document that outlines local laws and policies, authorizes property acquisitions & sales as well as capital funding. **A resolution** can set policy, demonstrate a position that the Township Committee is taking on a particular subject, appoint employees or volunteers, as well as authorize contracts.

Resolutions, unless laid over by a majority vote of the Committee, shall be acted upon the day of introduction or presentation by separate vote or consent agenda vote. There is no public hearing required on resolutions.

Agendas, along with resolutions and any ordinances scheduled for public hearings, are posted on the Township website under www.middletownnj.org/agendas and in the lobby of Town Hall.

Copies of ordinances that will have their public hearings are available to the public during the Clerk's business hours (9:00 AM to 5:00 PM, Monday-Friday), in the *Two River Times* or *The Star Ledger* legal ad section, or online after the ordinance is introduced at a Township Committee Meeting.

Copies of any ordinances and resolutions are made available to residents by request.

PUBLIC HEARINGS/COMMENTS

Procedure for Introduction & Public Hearing Ordinances

Public Hearing Ordinances may be introduced and read on first reading by title only. After publication and notice of hearing, and upon the opening of the hearing, the ordinance shall be given a second reading. At that point it may be passed, with or without amendments, or rejected. Prior to the second reading, a copy of the ordinance is posted online and where public notices are customarily displayed in Town Hall.

Public Hearings

The Township Committee will take action on only those items listed on the agenda available to the public.

During a public hearing of an ordinance, only the subject matter of the ordinance can be discussed, questioned or commented on. All comments should be addressed to the Mayor.

Public Comments Portion

All interested parties are invited to speak on anything they wish during the Public Comments Portion of a Township Committee Meeting. When the Mayor announces that the public discussion of the meeting has opened, raise your hand and wait to be recognized. If there is a sign-in sheet outside of the Main Meeting Room, please sign in prior to the start of the meeting.

When called up to the podium speakers are reminded of the following rules:

- Approach the podium at the front of the room and clearly state your name and address.
- All public comments should be addressed to the Mayor.
- Public comments can be of any matter of concern.
- There is a 5-minute time limit per speaker.
- Speakers may speak only once during public comment; unused time may not be yielded.

If appropriate, the Mayor may direct a staff employee or Township professional to respond to a question that is presented. Due to the complexity of a question, or need for research/factual investigation, the Mayor may request that the question be placed in writing and directed to the appropriate Township official so an answer can be provided as soon as possible.