

IMPROVE PUBLIC ENGAGEMENT IN MUNICIPAL GOVERNMENT
SUBMISSION CHECKLIST



Action Requirement	Completed (Y/N)	Additional Details (Please write directly in the boxes below)
1. A process for the public to sign up on the municipal website for email and/or text announcements about public meetings was established.	Y	(Please provide the link of where this information can be found on the municipal website.) https://www.rosenet.org/list.aspx
2. Dates, times, and locations of all regularly scheduled public meetings of the governing body are being regularly and broadly publicized .	Y	(Please provide details of how the public meetings (including the annual list of meetings) were publicized beyond the required 2 newspapers. Include a list of publications and/or online platforms used to publicize, and links or screen shots to the online listings.) Governing Body: https://www.rosenet.org/calendar.aspx?CID=23 All Boards, Committees, Commissions: https://www.rosenet.org/Calendar.aspx All meetings for the year are included in the online calendar once approved.
3. Rules for citizen input at public meetings are posted in an accessible and easily found location.	Y	(Please provide details on the location of where the rules are posted. Include links to any online locations. <i>A copy of the rules for citizen input should be uploaded as supporting documentation for this step.</i>) https://www.rosenet.org/1264/Virtual-Borough-Council-Meeting Participation during the public portion of the meeting can be found at the above link. Public portion at Governing Body meetings takes place once for response to items listed and then again for any comment(s). It also takes place at hearings for ordinances, as applicable.
4. Implemented 3 of the 5 following items:		
4a. Draft agendas and relevant supporting material are posted on the municipal website, by at least the Friday before the meeting.	Y	(Please provide the link to where the public can view agendas and supporting material prior to the associated meeting, and if not clearly stated on the website, share how many days in advance of public meetings when the agendas & supporting material are posted.) https://www.rosenet.org/AgendaCenter/Mayor-Council-2

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		<p>Agendas are posted by the Friday before the meeting, at the latest. In the new digital world. Ordinances and resolutions in full are also posted online for the public to view at https://www.rosenet.org/1264/Virtual-Borough-Council-Meeting</p>
4b. Meeting agendas are written so they clearly and concisely summarize what is being acted on by the governing authority, and include ordinance titles in the agenda item.	Y	<p>(Please provide an explanation of how the meeting agendas have been written so that the public can clearly understand what action is being taken. <i>An example copy of a meeting agenda should be uploaded as supporting documentation for this step.</i>)</p> <p>They are written in order in numbering order, showing the flow of the meeting. The heading, followed by sub headings show what is being discussed, and for ordinances/resolutions, the entirety of the title is added on the agenda for reference. Agenda discussion items are titled and appropriate ordinances/resolutions that pertain to them are noted.</p>
4c. Public comment portions have been placed at a time relevant to when most working people can participate.	Y	<p>(Please describe when the public comment portion takes place during public meetings of the governing body. You will not get credit if the comment portion is takes place after 8:30pm at the end of a meeting, which isn't conducive to working people.)</p> <p>The public portion of Council meetings starts at 7 pm (see uploaded agenda from 7/27/2020).</p> <p>The public comment portion of the meeting takes place after reports from committees as Invitation for Discussion #1 of 2. This is reserved for discussion on agenda items listed, or any of the resolutions. Generally, the committee reports take 15-20 minutes, so the first public comment period occurs between 7:30 and 8:00 pm.”</p> <p>Invitation for Discussion #2 is for any/all comments that the public would like to have. This takes place after any ordinances for hearing and before introduction of ordinances. Invitation for discussion #2 may occur around 8:30 o'clock, but generally no later than 9:00 o'clock, depending on the number and complexity of agenda items.</p> <p>Additionally, we have public comment periods included as part of our Ordinances for hearing.</p>
4d. Public meetings are livestreamed and/or recorded and posted	Y	<p>(Please provide a link to the location where the archived videos/or livestream of governing body meetings can be found.)</p>

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online within two weeks following the meeting.		https://vimeo.com/user35037611
4e. Public input opportunities between the governing body and the public have been expanded.	Y	<p>(Please describe how the governing body expanded public input interactions to the public through one of the following: established office hours; posted email address of elected officials on website; hosted online chats with elected officials on social media; held meet & greets; held telephone or online public meetings. Links or screen shots are considered supporting material.)</p> <p>https://www.rosenet.org/230/Contact-the-Mayor-Council</p> <p>A webpage titled “Contact the Mayor & Council” has been established allowing residents to obtain email addresses, as well as information on what each elected official’s liaison responsibilities include.</p>
5. OPTION TO EARN ADDITIONAL 5 POINTS: Completed at least two of the items described below within 18 months prior to submitting for certification: (Action step #'s 1-4 are already completed to earn these points.)		
5a. Utilized a questionnaire, survey or polling tool shared through email or mobile phone to gather input on a municipal program or initiative.	Y	<p>(Please provide details of what process was used, for what purpose, when, whether it was deemed to be a successful method to collect input, etc. Include any available link(s) to the survey/questionnaire/poll.)</p> <p>Madison is updating its master plan and the Town Planner solicited initial input through an online survey that was live for four months, from January 24, 2020 to May 25, 2020. The survey was publicized through emails, printed promo sheets with QR codes (placed at locations like the library and town hall) and the Borough’s Rosenet website. 669 people participated in the survey; 290 people became subscribers. Because of COVID, this was followed by a virtual open house/public workshop (since we couldn’t hold one in person), where people were asked to comment and rate priorities. The Virtual Open House was live for three weeks from May 11 to May 31. 141 people submitted 1,960 responses and 140 comments. There were a total of 174 subscribers. During the first two weeks virtual office hours were made available to people who needed help with the process.</p> <p>Another public workshop is scheduled for July 29, 2020 (registration via https://us02web.zoom.us/webinar/register/WN_LBwjMSpdT1eM9og19Mc_og) and is being promoted on Rosenet, the Borough’s social media, local online news outlets, and via an email that has been shared with any resident who signed up to receive Master Plan emails when they completed the initial survey or virtual open house, various committees and</p>

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		<p>government officials, who are in turn encouraged, as part of the email message, to share broadly via email.</p> <p>There is also a website dedicated to information about the Master Plan update, which includes links to the survey results and first virtual open house results: https://publicinput.com/madisonmp</p>
5b. Allowed for public comment on proposed agenda items using a formal web based input process.	N	(Please provide the link(s) of where this commenting system(s) can be found on the municipal website.)
5c. Hosted online conversations via social media channels with residents.	N	(Please provide details on what channels were used (include links or screenshots where available), for what purpose, when, and whether it was deemed to be a successful method to collect input, etc.)
5d. Utilized an online collaborative decision-making platform to solicit input and ideas from the public.	Y	<p>(Please provide details on what platform was used (include links or screenshots where available), for what purpose, when, and whether it was deemed to be a successful method to collect input, etc.)</p> <p>See 5a. Master Plan online survey and workshops to solicit input during the Master Plan update process.</p>
5e. Collaborated with municipal advisory boards or agencies.	Y	<p>(Please provide details on what boards were partnered with, for what purpose, when, and whether it was deemed to be a successful method to collect input, etc.)</p> <p>Online meetings between the Environmental Commission, parks advisory committee, Sustainable Madison Advisory Committee and the Borough Engineer and Council liaisons have been held to discuss issues such as re-paving and stormwater management at one of our parks. Sometimes our committees seem to be in silos, separate from each other and from Borough departments, despite Council liaisons, and this is a great way to bring different stakeholders together to talk, learn what's going on and brainstorm about possible opportunities for improvement.</p> <p>Prior to COVID-19, the town began a series of quarterly in-person check-</p>

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		<p>ins between the mayor, Borough Administrator, assistant administrator, and other Borough staff (depending on the agenda topics) and various committee heads such as the EC and SMAC. This got sidelined by COVID, but an online version is scheduled for August.</p>
5f. Hosted public information sessions.	Y	<p>(Please provide details on these sessions including their purpose, timing, whether it was deemed to be a successful method to collect input, and how the town ensured reaching diverse populations, etc.)</p> <p>When there is a topic that needs a public info meeting, we properly notice those residents within the 200 ft. radius with certified RR mailings, and also post notices on our website and social media channels.</p> <p>See 5a. Master Plan. Also:</p> <p>Central Avenue School Parcel Transfer Community Meeting (1/22/2020) Re: Affordable Housing— due to the meeting being in the past the news flash on Rosenet has been removed, but social media posts can be viewed here:</p> <p>https://www.facebook.com/MadisonNJGov/posts/2696860377065543</p> <p>https://www.facebook.com/MadisonNJGov/posts/2698396220245292</p> <p>https://www.rosenet.org/DocumentCenter/View/8192/Borough-of-Madison-CAS-Parcel-Transfer-Community-Meeting-Presentation?fbclid=IwAR2PBtcdTsere9H1aq_yEsH0v_jWLsDKf2-wW8fQH99omfavUj-MjvIfqw</p> <p>Burnet Road Capital Reconstruction Meeting to get input from residents on the two options available (12/9/2019) https://www.facebook.com/MadisonNJGov/posts/2602618246489757</p> <p>Affordable Housing Public Scoping Hearing (8/12/2019) about a municipal affordable housing project proposed for a portion of public open space, which required a diversion. In addition to the usual outreach, background information about affordable housing, including litigation (https://www.rosenet.org/908/Affordable-Housing) and the diversion request was made available on Rosenet (https://www.rosenet.org/1150/Diversion-Request). Facebook outreach for a second scoping hearing, which was subsequently postponed: https://www.facebook.com/MadisonNJGov/posts/2620106271407621</p>

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