

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	<p>(Please provide the link of where this information can be found on the municipal website.)</p> <p>https://www.bernards.org/resident/alerts</p>
2. Dates, times, and locations of all regularly scheduled public meetings of the governing body are being regularly and broadly publicized.	Y	<p>(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.)</p> <p>Annual meetings schedule for the Township Committee</p> <p>https://www.bernards.org/government/documents/meeting-documents/mayor-council-meeting/documents-2</p> <p>https://www.bernards.org/government/documents/meeting-documents/mayor-council-meeting/documents-2/2555-2022-township-committee-meeting-dates/file</p>
3. Rules for citizen input at public meetings are posted in an accessible and easily found location.	Y	<p>(Please provide details on the location of where the rules are posted. Include links to any online locations. These rules refer to the procedures for a general public comment portion of the agenda, before or after hearings take place. A copy of the rules for citizen input should be uploaded as supporting documentation for this step.)</p> <p>https://www.bernards.org/government/documents/meeting-documents/mayor-council-meeting/documents-2</p> <p>https://www.bernards.org/government/documents/meeting-documents/mayor-council-meeting/documents-2/2556-rules-and-procedures-for-the-conduct-of-business-at-tc-meetings/file</p>
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	<p>(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.)</p> <p>Township Committee meeting agendas are posted by 12pm on the</p>

IMPROVE PUBLIC ENGAGEMENT IN MUNICIPAL GOVERNMENT SUBMISSION CHECKLIST



		<p>Friday before the Tuesday meetings.</p> <p>https://www.bernards.org/government/documents/meeting-documents/mayor-council-meeting/2022-township-committee-meeting-documents/2022-agendas-township-committee</p>
<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.</p>	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>Meeting agendas are clearly written in a numerical bulletin format with all resolutions/ordinances/presentations/correspondence attached for review.</p> <p>Agenda 1-25-2022.pdf</p>
<p>4c. Public comment portions have been placed at a time relevant to when most working people can participate.</p>	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>Public comment is held after the public work session and correspondence, approximately between 8:00pm and 8:30pm.</p> <p>4c Agenda Public Comment.pdf</p>
<p>4d. Public meetings are livestreamed and/or recorded and posted online within two weeks following the meeting.</p>	Y	<p>(Please provide a link to the location where the archived videos/or livestream of governing body meetings can be found.)</p> <p>Township Committee meetings are live streamed by clicking on "WATCH MEETINGS LIVE"</p> <p>https://www.bernards.org/</p> <p>Video clips from the Township Committee meetings are inserted into the corresponding agendas approximately 48 hours after the meeting.</p> <p>4d Public Meetings.pdf</p> <p>Planning Board Meeting Videos</p> <p>https://www.bernards.org/boards/planning</p>

IMPROVE PUBLIC ENGAGEMENT IN MUNICIPAL GOVERNMENT SUBMISSION CHECKLIST



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>Meet the Mayor Series- Meet & Greets:</p> <p>https://www.bernards.org/government/documents/meeting-documents/mayor-council-meeting/documents-2/meet-the-mayor-series</p> <p>Township Committee Members e-mails:</p> <p>https://www.bernards.org/mayor-and-council-pages/272-mayor-james-baldassare-jr</p> <p>https://www.bernards.org/mayor-and-council-pages/350-committeeperson-andrew-mcnally</p> <p>https://www.bernards.org/mayor-and-council-pages/275-committeeperson-jennifer-asay</p> <p>https://www.bernards.org/mayor-and-council-pages/333-committeeperson-kathleen-grochala</p> <p>https://www.bernards.org/mayor-and-council-pages/274-committeeperson-janice-m-fields</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>Utility Advisory Task Force was established to advocate on behalf of residents regarding communication from and services provided by utility companies. Information gathered via a survey, results below.</p> <p>https://www.bernards.org/government/documents/department-</p>

IMPROVE PUBLIC ENGAGEMENT IN MUNICIPAL GOVERNMENT SUBMISSION CHECKLIST



		documents/utility-advisory-task-force https://www.bernards.org/government/documents/departments/documents/utility-advisory-task-force/2352-bernards-township-resident-internet-survey-results-10-22-2021/file
5b. Allowed for public comment on proposed agenda items using a formal web based input process.		(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.		(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.		(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.)
5e. Collaborated with municipal advisory boards or agencies.		(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.)
5f. Hosted public information sessions.		(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.)