

## Public Meeting 101

The Borough of Metuchen welcomes engaged citizens and active citizen participation at meetings. We hope that the information below will help you voice your opinions on the issues that matter to you.

The Borough Council meets at 7:30 PM on the second and fourth Monday of each month.

For 2019, the meetings will be held on the following dates:

### Reorganization Meeting

- January 1, 2019 (3:00 P.M.)

### Regular Council Meetings

- January 14
- February 11
- February 25
- March 11
- March 25
- April 8
- April 22
- May 13
- May 28 (Tuesday – Memorial Day)
- June 10
- June 24
- July 8 (only one meeting in July)
- August 12 (only one meeting in August)
- September 9
- September 23
- October 15 (Tuesday – Columbus Day)
- October 28
- November 12 (Tuesday – Veteran's Day)
- December 9
- December 23

## COMMENTS FROM THE PUBLIC

The Public Comment period is an opportunity for citizens to express opinions, raise issues, and provide information to elected officials. Comments presented during this segment should be on municipality-related issues and not items that are scheduled for Public Hearing or a vote on the same evening's agenda.

When addressing the Council, the Council requests that the public observe the following procedures to ensure that every citizen is treated courteously and has an opportunity to speak:

- Come forward to the podium when you speak.
- When recognized by the Chair, state your name and address for the official record before directing your question or comment to the presiding officer which is usually the Mayor.

## PUBLIC HEARING

The Public Hearing provides citizens with an opportunity to express opinions, raise issues, and provide information to elected officials about a specific item scheduled on the agenda.

When addressing the Council, the Council requests that the public observe the following procedures to ensure that every citizen is treated courteously and has an opportunity to speak:

- Come forward to the podium when you speak.
- When recognized by the Chair, state your name and address for the official record before directing your question or comment to the presiding officer which is usually the Mayor.

## Tips for Successful Comments

Meetings run best when everyone respects common courtesy and decorum.

- Be open, honest, and succinct.
- Keep your comments clear and focused.
- The chair has the right to cut off discussion that is too personal, too loud, or too crude.
- Respect the views of others.
- Allow others to finish speaking before commenting.

- Try to avoid repeating points that have been previously made. You can state that you agree with a certain point without repeating what has already been said.

Thank you for your involvement  
**Other Ways To Get Involved**

There are several ways your voice can be heard:

### **In Person**

Borough offices are open between 8:00 AM and 4:00 PM. When possible, please make an appointment in advance. Check the Borough website, [www.metuchenj.org](http://www.metuchenj.org), to see when the Mayor has office hours.

### **Mail**

Comments can be mailed to the following address:  
500 Main St  
Metuchen, NJ 08840  
ATTN: Docket # (if known), Topic or Department

### **Email**

You can reach Councilmembers at the following email addresses:

- Jason Delia [jdelia@metuchen.com](mailto:jdelia@metuchen.com)
- Sheri-Rose Rubin [srrubin@metuchen.com](mailto:srrubin@metuchen.com)
- Daniel Hirsch [dhirsch@metuchen.com](mailto:dhirsch@metuchen.com)
- Linda Koskoski [lkoskoski@metuchen.com](mailto:lkoskoski@metuchen.com)
- Todd Pagel [tpagel@metuchen.com](mailto:tpagel@metuchen.com)
- Dorothy Rasmussen [drasmussen@metuchen.com](mailto:drasmussen@metuchen.com)

You can reach the Mayor at the following email address:

- Jonathan Busch [jbusch@metuchen.com](mailto:jbusch@metuchen.com)

### **Fax**

The Borough fax number is (732) 632 - 8100

### **Social Media**

Follow us on Twitter: <https://twitter.com/MetuchenNJ>

Like us on Facebook: <https://www.facebook.com/MetuchenBorough>

### **Calendar**

If you want to stay informed of meetings, hearings, and other events, look at the calendar found at <http://www.metuchennj.org/metnj/Calendar>.

### **Email List**

Sign up for our email list at <http://www.metuchennj.org/metnj/col9/Sign%20Up%20for%20Alerts/> to receive hearing notices, and meeting agendas.

