

**LOPATCONG TOWNSHIP SEWER APPEAL PANEL  
REORGANIZATION MEETING  
THE MEETING WILL BEGIN PROMPTLY AT 3:00 PM  
JANUARY 20, 2016  
AGENDA**

**CALL TO ORDER**

**PRAYER**

**OATH OF ALLEGIANCE**

**OPEN PUBLIC MEETINGS STATEMENT:** Adequate notice of this meeting has been provided indicating the time and place of the meeting in accordance with Chapter 231 of the Public Laws of 1975 by advertising a Notice in the Star-Gazette and the Express-Times and by posting a copy on the bulletin board in the Municipal Building.

**ELECTION OF OFFICERS**

- Chairperson \_\_\_\_\_
- Vice-Chairperson \_\_\_\_\_

Motion by:

Seconded by:

**ROLL CALL**

Member  
Vice-Chairman  
Chairman

**APPROVE RESOLUTIONS:**

- 2016-01 Approve Meeting Calendar and Official Newspapers (i.e. The Express-Times and The Star-Gazette)

R 16-01

**RESOLUTION OF THE TOWNSHIP OF LOPATCONG, COUNTY OF WARREN  
AND STATE OF NEW JERSEY APPROVING SEWER APPEAL MEETING  
CALENDAR FOR THE YEAR 2016**

NOTICE IS HEREBY GIVEN that the regular meetings of the Lopatcong Township Sewer Appeal Panel will be held the third Wednesday of every quarter at 3:00 pm, at the Municipal Building located at 232 S. Third Street, Phillipsburg, New Jersey.

IF THE THIRD WEDNESDAY of any quarter shall fall on a legal holiday, the meeting shall be held on the following day. The dates of the meetings are as follows:

Reorganization Meeting – January 20, 2016

April 20, 2016  
July 20, 2016  
October 19, 2016

Reorganization Meeting – January 18, 2017

The Township Clerk through 2016 will prominently post a copy of the resolution in the Municipal Building, 232 S. Third Street, Lopatcong Township, Phillipsburg, New Jersey on the bulletin board and a copy shall be mailed to the Star-Gazette and The Express-Times, which are the designated as the official newspapers for publication of legal notices for the Lopatcong Township Sewer Appeal Panel, pursuant to Section 3 (d) of the Open Public Meetings Act, Chapter 231.P.L. 1975.

**CERTIFICATION**

I, Phyllis D. Coleman, Secretary of the Sewer Appeal Panel of the Township of Lopatcong, County of Warren and State of New Jersey do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Sewer Appeal Panel at the Reorganization Meeting held on January 20, 2016.

Phyllis D. Coleman,  
Secretary

**ROLL CALL**

- 2016-02 Approve Robert's Rules of Order

R 16-02

**RESOLUTION OF THE TOWNSHIP OF LOPATCONG, COUNTY OF WARREN  
AND STATE OF NEW JERSEY ADOPTING ROBERT'S RULES OF ORDER AS  
A BASIC GUIDE FOR FAIR AND ORDERLY PROCEDURE IN MEETINGS**

NOW, THEREFORE, BE IT RESOLVED by the Sewer Appeal Panel of the Township of Lopatcong, County of Warren and State of New Jersey, that Robert's Rules of Order Newly Revised 9<sup>th</sup> Edition is hereby adopted as a parliamentary authority for the procedure in meetings.

**CERTIFICATION**

I, Phyllis D. Coleman, Sewer Appeal Panel Secretary, of the Township of Lopatcong, County of Warren and State of New Jersey do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Sewer Appeal Panel at the Reorganization Meeting held on Wednesday, January 20, 2016.

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Phyllis D. Coleman  
Sewer Appeal Board Secretary

**ROLL CALL**

**OLD BUSINESS**

- None

**NEW BUSINESS**

- Ann Foose – 34 Harwich Road – leak in plumbing

**PUBLIC COMMENT**

**ADJOURNMENT**