

POLICY
Procedure: Correspondence on Agendas

Letters must include the sender's name and address and should be addressed:

Mayor and Council
Attn: Borough Clerk
Borough of Tenafly
100 Riveredge Road
Tenafly, NJ 07670

Items of correspondence sent anonymously are not distributed to the governing body.

Letters may be mailed to the Borough at the above address, dropped off at the Front Desk in Borough Hall, or emailed as a word attachment to the Borough Clerk (laportela@tenafly.net). Emails to individual governing body members will not be recognized as correspondence to the governing body as a whole, nor will they be listed on meeting agendas for discussion by the governing body. Only emails with letter attachments addressed to the Mayor and Council that are sent to the Borough Clerk will be included on a work session agenda.

Once correspondence is received by the Borough, it is dated and stamped and scheduled on a work session agenda. It is distributed to the governing body members, Borough Administrator and Borough Attorney in their packets for that meeting.

Correspondence must be on a work session agenda to be considered by the governing body. The agenda will not be amended to add correspondence that arrives after the meeting deadline, with the exception of letters from the State or County where deadlines are set for a timely response from the Council. Correspondence received after the meeting deadline will be listed on the agenda of the next scheduled work session

Under the Government tab, when you select the Mayor & Council tab and scroll to the bottom the page, you will find documents that are linked to the agenda deadlines, the meeting schedule, and current agendas.