

**RESOLUTION NO. 2025-01**

**ANNUAL NOTICE AND SCHEDULE OF MEETINGS  
PURSUANT TO CHAPTER 231, P.L. 1975**

**THE OPEN PUBLIC MEETINGS ACT**

**WHEREAS**, Chapter 231, Public Law, 1975, referred to as The Open Public Meetings Act, authorized that at least once each year, within seven days following the annual reorganization meeting, every public body shall:

1. For the purpose of public inspection, post in one prominently reserved space, an annual schedule of the regular meetings of such public body to be held during the ensuing year.
2. Mail, telephone, e-mail or hand deliver to at least two newspapers, designated by the public body to receive such notices because they have the greatest likelihood of informing the public within the area of such public body's jurisdiction of such meetings; and

**WHEREAS**, such meeting schedule shall contain the location, date and time of each meeting to the extent it is known, and in the event that such schedule is thereafter revised, the public body shall, within the seven days following such revision, post, mail and submit such revision in the manner described; and

**WHEREAS**, any person may request that a public body mail him copies of any regular meeting schedule or revision, special or rescheduled meeting notices, upon prepayment by such person of a reasonable fee for the purpose of covering costs of such notices.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Township of Florence at its reorganization meeting on January 8, 2025, as follows:

1. That the schedule of meetings, dates and places attached hereto as Exhibit "A" be and hereby is adopted as the official "Annual Notice Schedule of Meetings of the Council of the Township of Florence" for the calendar year 2025.
2. That adequate public notice shall be given for any special meetings or revised meeting schedule in compliance with The Open Public Meetings Act.
3. That interested persons requesting that copies of any regular meeting schedule or revision, special or rescheduled meeting notices be mailed to him shall pay an annual fee of \$10.00 to cover the cost of such notices, except that official newspapers shall be exempt.
4. That the Agenda format shall be substantially as follows:

- Call to Order
- Sunshine Statement
- Roll Call
- Minutes
- Financial Correspondence
- Regular Correspondence
- Consideration of Applications
- Public Comments
- Resolutions
- Ordinances
- Reports of Committees, Boards and Officers
- Reports: Administration

- a) Mayor
- b) Administrator
- c) Assistant Municipal Administrator
- d) Division of Law
- e) Division of Engineering
- f) Division of Water & Sewer Utilities

- Unfinished Business
- New Business
- Board of Health
- Miscellaneous
- Public Comment
- Adjournment

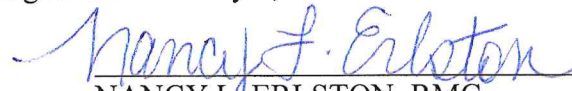
5. That the Official Bulletin Board located in the Main Hall of the Municipal Complex shall be reserved for the prominent display of the public meeting schedule.
6. That the Burlington County Times and the Courier Post be and hereby are designated as the two newspapers all public notices required by the Sunshine Law are to be transmitted by the Township Clerk.
7. That the proper officers of the Township of Florence be and are hereby directed to take any and all actions that may be necessary to affect the purposes of this Resolution and the Sunshine Law.

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I, **NANCY L. ERLSTON**, Township Clerk of the Township of Florence, Burlington County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution approved by the Township Council at a meeting held on January 8, 2025.

  
**NANCY L. ERLSTON, RMC**  
 Township Clerk

*Note: This Resolution sets the agenda format and meeting dates for Township Council for 2025.*

**NOTICE**  
**2025 FLORENCE TOWNSHIP COUNCIL MEETING DATES**

**Meetings will be held in the Municipal Building,  
711 Broad Street, Florence Township at 7:00 PM\***

**NOTE: All meetings of Township Council are action meetings. Action will be taken on whatever is necessary and/or required.**

	<u><b>REGULAR</b></u>	<u><b>WORKSESSION</b></u>	<u><b>REGULAR</b></u>
January	08	15	22
February	05	12	19
March	05	12	19
April	02	09	16
May	07	14	21
June	04	11	18
July	02	09	<i>(No meeting)</i>
August	06	13	<i>(No meeting)</i>
September	03	10	<i>(No meeting)</i>
October	01	08	15
November	05	12	<i>(No meeting)</i>
December	03	10	17
January 2026 Reorg.	07		

**\*Closed Session meetings will be held whenever necessary immediately following the Regular and Work Session meetings.**

**NANCY L. ERLSTON, RMC  
Township Clerk**

## NOTICE

### FLORENCE TOWNSHIP 2025 TOWNSHIP COUNCIL MEETING DATES

Meetings will be conducted in the Council Chambers of the Municipal Building  
711 Broad Street, Florence, New Jersey. Meetings will start at 7:00 p.m. Members of the public are  
welcome to attend in person or to view the meeting virtually via Zoom. Instructions for Zoom viewing  
can be found on the Home Page of the township's website [www.florence-nj.gov](http://www.florence-nj.gov) or by calling the Clerk's  
office at

609-499-2525 Monday through Friday from 9:00 a.m. to 4:30 p.m.

January 8, 15, 22; February 5, 12, 19; March 5, 12, 19;  
April 2, 9, 16; May 7, 14, 21; June 4, 11, 18;  
July 2, 9; August 6, 13; September 3, 10;  
October 1, 8, 15; November 5, 12; December 3, 10, 17  
January 7, 2026 (Reorganization)

**NOTE: All meetings of Township Council are action meetings. Action will be taken on whatever  
is necessary and/or required.**

\*Closed Session meetings will be held whenever necessary immediately following the Regular  
and Work Session meetings.

Nancy L. Erlston, RMC  
Township Clerk