Procedure to submit Correspondence to Governing Body

Deadline for receipt of correspondence for a work session of the Mayor & Council agenda is 4 p.m. on the Thursday preceding the Tuesday work session meeting. To obtain the dates for the Mayor and Council meetings for the year, go to the calendar section of this website. They are listed each month. Letters should be addressed:

Mayor and Council

Borough of Ho-Ho-Kus

333 Warren Avenue

Ho-Ho-Kus, NJ 07436

and must include the sender’s name and address. 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

(borchersl@ho-ho-kusboro.com). 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 Clerk (whose statutory duty it is

to prepare agendas), 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 of the Mayor & Council.

In most cases, Council meeting agendas will be posted on the Borough website at

4 p.m. on the Friday preceding the Tuesday meeting.