



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-19-15

AN ORDINANCE ADDING SECTION 2-11.5 OF THE BOROUGH CODE TO ESTABLISH A CUSTODIAN OF RECORDS FOR THE FIRE DEPARTMENT

WHEREAS, pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., a public agency can designate custodians of government records by formal action, and

WHEREAS, the governing body of the Borough of Highlands has determined that in order to be more responsive to requests for access to government records of the Fire Department, it is in the best interest of the Borough to add Section 2-11.5 to establish the position of a custodian of records for that Department.

NOW, THEREFORE, BE IT ORDAINED by the governing body of the Borough of Highlands as follows:

SECTION I.

Borough Code Section 2-11.5 "Custodian of Records" shall be added as follows:

2-11.5 Custodian of Records.

The Fire Department shall designate a Custodian of Records who shall have custody of and safely keep all records, books and documents of the Fire Department. Requests for public records of the Fire Department shall be directed to the Custodian of Records. The Custodian of Records shall be responsible for responding to requests for public records of the Fire Department.

SECTION II. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance, which shall otherwise remain in full force and effect.

SECTION III. REPEALER. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION IV. EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage and publication in accordance with law.

Motion to Introduce Ordinance 19-15:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON		X	X			
MAZZOLA			X			
RYAN	X		X			
O'NEIL			X			

I, Matthew Conlon, RMC, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held September 4, 2019. WITNESS my hand this 19th day of September 2019.

Matthew Conlon, RMC
Municipal Clerk
Borough of Highlands, New Jersey

Public Hearing, Final Reading and Adoption Of Ordinance 19-15:

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON	X		X			
MAZZOLA			X			
RYAN		X	X			
O'NEIL			X			

I, Matthew Conlon, RMC, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held September 18, 2019. WITNESS my hand this 19th day of September 2019.

Matthew Conlon, RMC
Municipal Clerk
Borough of Highlands, New Jersey