

**ORDINANCE 10-24**  
**TOWNSHIP COUNCIL - MINE HILL TOWNSHIP**  
**MORRIS COUNTY, NEW JERSEY**  
**AN ORDINANCE AMENDING THE REVISED GENERAL ORDINANCES**  
**OF MINE HILL TOWNSHIP AND ESTABLISHING KNOX BOX AND**  
**CONNECTION INDICATOR LIGHT REQUIREMENTS IN THE TOWNSHIP**

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**BE IT ORDAINED**, by the Council of Mine Hill Township, in the County of Morris, and State of New Jersey, as follows:

**Section 1.** The Revised General Ordinances of Mine Hill Township shall be amended by the inclusion of new Chapter 306 to be entitled “Knox Box Required” which shall read, in its entirety, as follows:

**Chapter 306**

**Knox Box Required**

§ 306-1 **Purpose.**

§ 306-2 **Definitions.**

§ 306-3 **Structures requiring key lockbox system; time limit for installation.**

§ 306-4 **Installation requirements.**

§ 306-5 **Notification of changes.**

§ 306-6 **Contents of lock box.**

§ 306-7 **Fire Department responsibilities.**

§ 306-8 **Violations and penalties.**

§ 306-1 **Purpose.**

The Council of Mine Hill Township has determined that the health, welfare and safety of the citizens and business owners of Mine Hill Township are promoted by requiring certain structures to have a key Knox-Box® installed on the exterior of the structure to aid the Mine Hill Volunteer Fire Department in gaining access to or within a structure when responding to calls for an emergency service, and to aid access into or within a building that is secured or into which it is unduly difficult to gain entry due either to being unoccupied or to the occupants being unable to respond.

§ 306-2 **Definitions.**

For the purpose of this chapter, the following definitions apply:

**Knox Box:** A secure rapid entry system that is designed to be used by Fire Department personnel in the event of an emergency to gain entry into a structure by using the enclosed owner-provided key(s). This box is usually mounted on the exterior of the building in a location that is specified

by the Township Fire Official, Fire Chief, or Building Official. All boxes shall be UL (Underwriters' Laboratories) certified and approved by the Township Fire Official or Fire Chief.

**System Administrator:** A member of the Fire Department who is recommended by the Fire Department with confirmation by the Mayor and Council of Mine Hill Township who is in charge of the Knox-Box® program.

§ 306-3 **Structures requiring key lockbox system; time limit for installation.**

**A.** The following structures shall be equipped with a Knox-Box®, of a UL type and size approved by the Township Fire Official, Fire Chief, or System Administrator:

(1) New commercial or industrial structures.

(2) Existing commercial buildings equipped with an automatic fire detection and/or suppression system.

(3) Existing commercial buildings making improvements. All existing commercial buildings constructing improvements that require Planning Board approval shall install a Knox-Box® prior to the issuance of the final certificate of occupation.

(4) Multifamily residential structures, subject to inspection by the Department of Community Affairs.

**B.** All buildings that require a Knox-Box® shall install one within one year of the effective date of this chapter.

§ 306-4 **Installation requirements.**

**A.** It will be the responsibility of the Township Fire Official, Fire Chief, or System Administrator to approve all purchases of Knox-Box® systems from the Knox-Box® manufacturer.

**B.** The size and model of the Knox-Box® installed shall be determined by the number of keys to be placed in the box and the specifications set forth by the Knox-Box® manufacturer.

**C.** The number of keys in the Knox-Box® cannot exceed the maximum number recommended by the box manufacturer.

**D.** All Knox-Boxes® shall be installed to the side of the main business door.

**E.** All Knox-Boxes® shall be mounted 50 to 60 inches from the ground and shall be kept free of any obstructions, including snow and ice.

**F.** In the event that the Knox-Box® cannot be installed at the aforesaid location and/or height, the Township Fire Official or Fire Chief may designate in writing a different location and installation specifications.

**G.** All Knox-Boxes® may have a tamper switch installed in the building as an intrusion/burglar alarm.

**H.** Purchase and installation of the Knox-Box® will be the sole responsibility of the building owner.

**§ 306-5 Notification of changes.**

The operator of the building shall immediately notify the Township Fire Official or Fire Chief when any locks are added, changed or rekeyed which cannot currently be opened by the current key set in the Knox-Box®. Additional keys shall be added to the Knox-Box® immediately.

**§ 306-6 Contents of lock box.**

**A.** The contents of the lock box shall include (but not be limited to) the following:

(1) Keys to locked points of ingress or egress, whether on the interior or exterior of such buildings.

(2) Keys to all mechanical rooms.

(3) Keys to all locked electrical and utility rooms.

(4) Keys to elevators and their control rooms.

(5) Keys to the fire alarm panels and fire suppression systems.

(6) Keys to reset pull stations or other fire protective devices.

(7) Building access cards, devices, or methods as needed.

**§ 306-7 Fire Department responsibilities.**

**A.** Access to the Knox-Box® Master Key will be limited to the three Chiefs and the System Administrator.

**B.** No fire personnel shall carry a Knox-Box® Master Key unless at an emergency scene.

**C.** All fire personnel having access to the Knox-Box® Master Key will be subject to a comprehensive background check annually or until they have relinquished the position and no longer have access to the key.

**D.** All fire personnel with access to the Knox-Box® Master Key must notify the Chief of Police immediately of any charges pending, whether civil or criminal, or any other event that would jeopardize their ability to have access to the key.

**E.** All Knox-Box® Master Keys shall be installed in a Knox Key Secure® or similar system installed in the fire apparatus.

**§ 306-8 Violations and penalties.**

Any person who is convicted of a violation of this chapter shall be punishable as provided in Chapter 1, Section 1-3, “General Penalty”.

**Section 2.** The Revised General Ordinances of Mine Hill Township shall be amended by the inclusion of new Chapter 189 to be entitled “Connection Indicator Light” which shall read, in its entirety, as follows:

**Chapter 189**

**Connection Indicator Light**

**§ 189-1 Connection Indicator Light Required**

**§ 189-2 Compliance and Penalties**

**§ 189-1 Connection Indicator Light Required**

A. The owner of a new structure, an existing structure undergoing construction requiring a new or revised Certificate of Occupancy, or an existing structure undergoing a change of use, having a sprinkler and/or standpipe connection either attached to or within five feet of said structure, shall be required to install, maintain and illuminate a weatherproof light fixture containing a 100 watt light source, red in color, mounted on the structure in the immediate vicinity of the sprinkler or standpipe connection at a height of seven feet above the connection. The exact final placement and design of the light fixture shall be set forth on plans submitted to and approved by the Fire Chief or his/her designee and the Construction Official.

B. The owner of a new structure, an existing structure undergoing construction requiring a new or revised Certificate of Occupancy, or an existing structure undergoing a change of use, having a sprinkler and/or standpipe connection remotely located at a distance in excess of five feet of said structure shall cause to be placed, installed, maintained and illuminated a freestanding, weatherproof light fixture containing a 100 watt light source, red in color, mounted immediately behind the fixture at a height of four feet.

C. The exact final placement and design of the light fixture shall be set forth on plans submitted to and approved by the Fire Chief or his/her designee and the Construction Official.

D. In certain cases, based upon extraordinary conditions, the Fire Chief, or his/ her designee, shall have the right to grant a waiver of the requirements imposed by this section, on an individual basis; however, some form of other substitute identification will be required.

§ 189-2 **Compliance and Penalties**

A. The owner of any structure in the Township which falls within the requirements of this action shall cause the structure to be brought into compliance with this Section within one (1) year from its effective date, or 60 days from receipt of written notice from the Fire Chief, or his/her designee, whichever is sooner.

B. Any person who is convicted of a violation of this chapter shall be punishable as provided in Chapter 1, Section 1-3, "General Penalty".

**Section 3.** This Ordinance may be renumbered for codification purposes.

**Section 4.** All Ordinances of Mine Hill Township which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

**Section 5.** 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.

**Section 6.** This Ordinance shall take effect upon final publication and in accordance with law.

I hereby certify the foregoing to be a true copy of an Ordinance passed by the Mine Hill Township Council at a duly convened meeting held on \_\_\_\_\_.

Adopted: Mine Hill Township Council

\_\_\_\_\_  
Presiding Council Member

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Sam Morris, Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Marcia H. Istvan, Deputy Township Clerk

\_\_\_\_\_  
Date