

**BOROUGH OF PITMAN
COUNTY OF GLOUCESTER
ORDINANCE NO. 07, 2023**

AN ORDINANCE TO ESTABLISH A NEW SECTION IN THE CODE OF THE BOROUGH OF PITMAN, CHAPTER 3-40 ENTITLED, "BOROUGH FACILITIES-RESTRICTED AREAS"

WHEREAS, Borough of Pitman officials and employees have a responsibility to maintain and safeguard public records that consist of confidential information; and

WHEREAS, to adequately comply with the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1, and to comply with the statutorily defined responsibilities, the maintenance and custody of specific records are required; and

WHEREAS, municipal officials assigned this responsibility include, but are not limited to; the Borough Clerk, the Chief Financial Officer, the Tax Collector, the Police Records Clerk, the Construction Code Clerk, the Board of Health Secretary, the Public Works Secretary and the Township Administrator; and

WHEREAS, the responsibility for the maintenance and safeguarding of records, reports, documents and information in municipal offices may not be available for immediate public view since they may contain personal information, phone numbers, social security numbers, dates of birth and other confidential information; and

WHEREAS, securing these records maintains the integrity of this information and when an Open Public Records Act request is received, and it is determined that a requestor is entitled to the records, the records can be released individually and redacted as required by law; and

WHEREAS, securing these records prevents outsiders/trespassers from simply walking into an office, accessing records, or obtaining records on demand, and leaving the building; and

WHEREAS, we cannot expect our municipal employees to physically intervene to protect a record, and creating secure areas with clear signage will help deter persons from collecting records which they are not entitled to receive without following the process required by the Open Public Records Act.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Pitman, County of Gloucester, State of New Jersey, as follows:

SECTION 1

Borough office areas in the Borough of Pitman, Borough Hall, located at 110 S. Broadway, Pitman, New Jersey 08071 have been secured for the purpose of protecting documents, digital data and other written, copied or printed materials that are not subject to the Open Public Records Act, which may include, but are not limited to, personally identifiable information that is protected by the Statutes of the State of New Jersey and the Federal laws of the United States. Such offices are designated as "Authorized Employees Only" and are not open to the public.

SECTION 2

The Borough of Pitman shall be required to post signs outside of offices which read, "Authorized Employees Only".

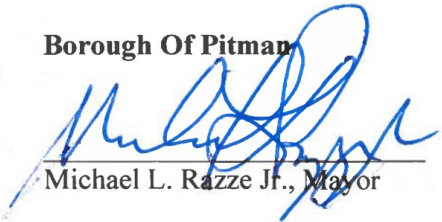
SECTION 3

Persons that trespass these posted, protected offices may be subject to prosecution under N.J.S.A. 2C-18-3.

SECTION 4

This ordinance shall take effect after publication thereof and final passage as required by law.

Borough Of Pitman


Michael L. Razze Jr., Mayor

ATTEST:


Sandi McCafferty, Borough Clerk

ROLL CALL VOTE				
COUNCIL MEMEBER	AYES	NAYS	ABSTAIN	ABSENT
Fitzpatrick	✓			
James	✓			
Kelly	✓			
Mazzola	✓			
Milward	✓			
Weng	✓			
Mayor Razze				

CERTIFICATION

The Ordinance published herein was introduced and passed upon first reading on the 14th day of August 2023 at a meeting of the Borough Council, of the Borough of Pitman, Gloucester County, New Jersey. A public hearing and final adoption were taken at a regularly scheduled meeting of the Mayor and Borough Council of the Borough of Pitman, held on the 11th day of September 2023, in the Borough Municipal Hall located at 110 S. Broadway, Pitman, New Jersey.


Sandra McCafferty
Borough Clerk