

**TOWNSHIP OF QUINTON  
COUNTY OF SALEM  
ORDINANCE NO. 23-04**

**AN ORDINANCE TO AMEND CHAPTER 34 OF THE CODE OF THE TOWNSHIP OF  
QUINTON**

**WHEREAS**, Township of Quinton 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 Municipal Clerk, the Chief Financial Officer, the Tax Collector, the Tax Assessor, the Construction Code Officer, the Board of Health 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, grabbing some records, 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.

**BE IT ORDAINED** by the Township Committee of the Township of Quinton that the following sections of Chapter 34 of the Code of the Township of Quinton are amended as follows:

Chapter 34 shall hereinafter be amended and titled "Personnel, Policies, and Procedures".

Chapter 34 ARTICLE VIII shall be added as follows:

**ARTICLE VIII "Personnel Manual"**

**§34-18 The Personnel Manual of the Township of Quinton, as amended, is on file in the Township's offices**

Chapter 34 ARTICLE IX shall be added as follows:

**Article IX Office Procedures.**

§34-19

Municipal office areas in Quinton Township Municipal Building, located at 1180 Route 40 Quinton, New Jersey 08098 have been secured and such offices are not open to the public 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.

§34-20

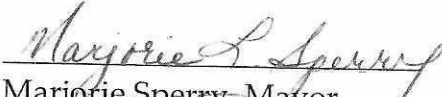
The Township of Quinton shall be required to post signs outside of offices which read, "Notice, Authorized Employees Only".

§34-21


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

BE IT FURTHER ORDAINED by the Township Committee of the Township of Quinton that this ordinance shall take effect after publication thereof and final passage as required by law.

TOWNSHIP OF QUINTON


  
Marjorie Sperry, Mayor

ATTEST:

  
Marty Uzdánovics, Municipal Clerk

NOTICE

Notice is hereby given that the foregoing ordinance was introduced and passed on first reading at a meeting of the Township Committee of the Township of Quinton, held on the July 5, 2023 and will be considered for final passage at a meeting of the Township Committee of the Township of Quinton, to be held on the 1st day of August, 2023 at 6:00 p.m. at which time and place any interested party will be given the opportunity to be heard.

  
Marty Uzdánovics, Municipal Clerk