

Borough of Matawan
201 Broad Street
Matawan New Jersey 07747
(732) 566-3898
www.matawanborough.com



Public Notice of Pending Ordinance 23-21

The ordinance published herewith was introduced and passed upon first reading at a meeting of the Governing Body of the Borough of Matawan, in the County of Monmouth, State of New Jersey, on December 5, 2023. It will be further considered for final passage, after public hearing thereon, at a meeting of the Governing Body to be held at the Borough of Matawan, Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey 07747 on December 19, 2023 at 7:00 o'clock PM. During the week prior to and up to and including the date of such meeting, copies of the full ordinance will be available at no cost and during regular business hours at the Clerk's Office for the members of the general public who shall request the same or on the Borough of Matawan website at www.matawanborough.com.

Karen Wynne, RMC
Municipal Clerk

ORDINANCE 23-21

**AMENDING AND SUPPLEMENTING THE CODE OF THE BOROUGH
OF MATAWAN CHAPTER II – ADMINISTRATION, ARTICLE III –
OFFICES CREATED, SECTION 2-8.4 – POWERS AND DUTIES,
SUBSECTION (B)(6) – ADMINISTRATIVE RULES AND REGULATIONS;
FILING AND PUBLICATION**

**AMENDING AND SUPPLEMENTING THE CODE OF THE BOROUGH
OF MATAWAN CHAPTER II – ADMINISTRATION, ARTICLE IV –
ADMINISTRATIVE ORGANIZATION OF THE DEPARTMENTS OF
LOCAL GOVERNMENT, SECTION 2-14 – POLICE DEPARTMENT, NEW
SUBSECTION 2-14.16**

**DESIGNATION AND APPOINTMENT OF THE
POLICE RECORDS CLERK AS CUSTODIAN OF RECORD
FOR THE BOROUGH OF MATAWAN POLICE DEPARTMENT**

WHEREAS, by the Mayor and Council of the Borough of Matawan, County of Monmouth, State of New Jersey, as follows:

WHEREAS, N.J.S.A. 47:1A-1.1 of the Open Public Records Act names the Municipal Clerk as the Records Custodian of the Municipality; and

WHEREAS, N.J.S.A. 47:1A-1.1 of the Open Public Records Act (OPRA) does not preclude the Municipality from developing reasonable and practical measures for responding to OPRA requests, which measures may include the designation of a Custodian of Record for particular types of records.

NOW, THEREFORE, BE IT ORDAINED, the Mayor and Council of the Borough of Matawan, County of Monmouth, State of New Jersey, that the Revised General Ordinances of the Borough of Matawan, Chapter II – Administration, Article III – Offices Created, Section 2-8.4 – Powers and Duties, Subsection (b)(6) – Administrative Rules and Regulations; Filing and Publication, shall be amended and supplemented as follows:

**Section 2-8.4, Subsection (b)(6)
Administrative Rules and Regulations; Filing and Publication**

The Clerk shall maintain a current compilation of all rules and regulations, which shall be available for public inspection in his office during business hours. No rule or general regulation made by a department, officer, agency or authority of the Borough, unless it relates to the organization or internal management of the municipal government or a part thereof, shall take effect until it is filed with the Clerk. The Clerk shall be the administrative agent for the acceptance and compliance with all OPRA requests for the Borough of Matawan excluding the Borough of Matawan Police Department.

BE IT FURTHER ORDAINED, the Mayor and Council of the Borough of Matawan, County of Monmouth, State of New Jersey, that the Revised General Ordinances of the Borough of Matawan, Chapter II – Administration, Article III – Offices Created, Section 2-14 – Police Department, New Subsection 2-14.16, shall be amended and supplemented as follows:

**Subsection 2-14.16
Custodian of the Record for the Borough of Matawan Police Department**

The Borough of Matawan Police Department Records Division, Records Clerk, is hereby designated and appointed as the Custodian of Record for Police Department records and shall be the administrative agent for the acceptance and compliance with all OPRA requests for the Borough of Matawan Police Department.

BE IT FURTHER ORDAINED, any Ordinances or portions thereof which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistencies only.

BE IT FURTHER ORDAINED, if any provisions of this Ordinance, or the application of such provision to any person or circumstance is declared invalid, such invalidity shall not affect the other provisions or applications of this Ordinance, which can be given effect, and to this end, the provisions of this Ordinance are declared to be severable.

BE IT FURTHER ORDAINED, this Ordinance shall take effect immediately upon following the passage, adoption and publication pursuant to New Jersey State law.