



## ORDINANCE 1817

### **AN ORDINANCE TO ESTABLISH A NEW CHAPTER IN THE CODE OF THE BOROUGH OF GLEN RIDGE, CHAPTER 9.9 ENTITLED, “RESTRICTED AREAS IN BUILDINGS WHERE MUNICIPAL OPERATIONS ARE CONDUCTED LIMITED TO AUTHORIZED EMPLOYEES ONLY TO PROTECT AND SAFEGUARD PUBLIC RECORDS CONTAINING PERSONALLY IDENTIFIABLE INFORMATION”.**

**WHEREAS**, the Borough of Glen Ridge recognizes the importance of the rights guaranteed under the First Amendment of the United States Constitution and Article I Section 6 of the New Jersey Constitution; and

**WHEREAS**, the Borough of Glen Ridge acknowledges that as a matter of public policy, the rights afforded by the First Amendment of the United States Constitution and Article I Section 6 of the New Jersey Constitution are not unlimited; and

**WHEREAS**, the rights afforded by the First Amendment of the United States Constitution and Article I Section 6 of the New Jersey Constitution are subject to reasonable time, place, and manner restrictions; and

**WHEREAS**, the Borough of Glen Ridge 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 Police Chief, the Library Director, the Chief Financial Officer, the Tax Collector, the Municipal Court Clerk, the Municipal Prosecutor, the Municipal Public Defender, the Municipal Court Judge, the Tax Assessor, the Construction Code Officer, the Board of Health Secretary, the Registrar and the Borough 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**, it is not expected that municipal employees 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 Glen Ridge, County of Essex, State of New Jersey, as follows:

**SECTION 1**

Municipal office areas in the Glen Ridge Police Department, 3 Herman Street, the Glen Ridge Municipal Building, 825 Bloomfield Avenue, the Department of Public Works, 122 Carteret Street, Glen Ridge Public Library, 240 Ridgewood Avenue, the entire Herman Street Parking Lot Garage 1 & 2, and Court Sessions in the Council Chambers located at 825 Bloomfield Avenue have been secured and such areas and 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.

**SECTION 2**

The Borough of Glen Ridge shall be required to post signs outside of offices which read, "Stop, Restricted Area, Authorized Employees Only. This Area is Not a Public Space. Recording or Photography is Strictly Prohibited. Violators are Subject to Criminal Prosecution" or in areas where the public interfaces with the staff and information that is protected under the Open Public Records Act are being discussed, submitted or reviewed shall post signs that state "Stop, Restricted Area. Recording or Photography is Strictly Prohibited. Violators are Subject to Criminal Prosecution".

**SECTION 3**

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

**SECTION 5**

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

Ordinance Introduction: Monday, November 25, 2024  
Ordinance Adopted:

ATTEST:

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Deborah Mans  
Mayor

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Tara Ventola  
Municipal Clerk