

TOWNSHIP OF VERNON

ORDINANCE #25-11

**AN ORDINANCE TO AMEND CHAPTER 5, ENTITLED,
“ADMINISTRATION OF GOVERNMENT” OF THE CODE
OF THE TOWNSHIP OF VERNON, SUSSEX COUNTY, NEW
JERSEY.**

WHEREAS, the Township Council of the Township of Vernon has reviewed the Municipal Code regarding the legal requirements of the Township Clerk as the Custodian of records and finds that an amendment is necessary to conform with New Jersey law and safeguard confidential information in municipal records.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the Township of Vernon, in the County of Sussex, and State of New Jersey, as follows:

SECTION 1. Chapter 5, entitled “Administration of Government”, Article VIII, “Office of the Clerk, Section 5-42, “Custodian of records”, is hereby amended and supplemented as follows:

“5-42. Custodian of records.

- A. The Clerk is designated the Custodian of records and shall have custody of and shall safely keep all records, books and documents of the Township, except those committed by the Charter, law, or ordinance to any other office or transferred thereto by the Mayor.
- B. The Clerk or her/his designee shall be the Administrator of all electronically stored data on the municipal servers and computer systems. The Clerk’s designee as Co-Administrator must be a contracted and approved vendor of an Information Technology Company entered into pursuant to the Local Public Contracts Law at N.J.S.A. 40A:11-1, et seq., and the Local Public Contracts Law Rules at N.J.A.C. 5:30-5.1 et seq., N.J.A.C. 5:30-11.1, et seq. and N.J.A.C. 5:34-1, et seq., and approved by the Mayor and Council.
- C. The Clerk shall, upon request for records by the public pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1, et seq., and upon the payment of the fees prescribed therefor by ordinance of the Council or law, will furnish certified copies of any such record in custody, under the Corporate Seal of the Township in accordance with the law. For records requested in the daily operations of the Township, the Clerk shall upon redaction of confidential information provide same to the requesting Department Head or Officer.
- D. The Clerk shall before each yearly reorganization meeting of the Township of Vernon submit the departments and officers who will be designated by appointment as Deputy

Custodians of Records by Resolution of the Governing Body. These Officers shall help the Clerk obtain records and facilitate requests pursuant to the Open Public Records Act N.J.S.A. 47:1A-1, et seq., in the Officers department.”

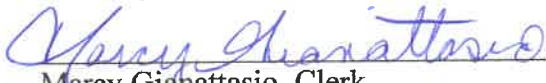
SECTION 2. All other Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed as to such inconsistency.

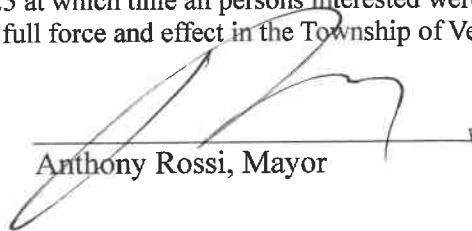
SECTION 3. If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of this Ordinance shall be deemed valid and effective.

SECTION 4. This Ordinance shall take effect upon its passage and publication according to law.

CERTIFICATION

This is to certify that the above Ordinance was introduced and passed on first reading at the Meeting of the Township Council held on August 11, 2025, and the same came up for final passage and was adopted at the Meeting of the Township Council held on September 8, 2025 at which time all persons interested were given an opportunity to be heard. The above ordinance will be in full force and effect in the Township of Vernon according to law.


Marcy Gianattasio, Clerk
Township of Vernon


Anthony Rossi, Mayor

Township of Vernon

INTRODUCED: August 11, 2025

NAME	M	S	YES	NO	ABSTAIN	ABSENT
Buccieri, N.	X		X			
DeBenedetto, J.		X	X			
Higgins, W.			X			
Sparta, B.						X
Rizzuto, P.			X			

ADOPTED:

NAME	M	S	YES	NO	ABSTAIN	ABSENT
Buccieri, N.			X			
DeBenedetto, J.			X			
Higgins, W.	X		X			
Sparta, B.		X	X			
Rizzuto, P.			X			