

TOWNSHIP OF VERNON

ORDINANCE #25-13

**AN ORDINANCE OF THE TOWNSHIP OF VERNON
AMENDING CHAPTER 250, ARTICLE II "FEES AND
ESCROWS ENUMERATED", § 250-11, OF THE REVISED
GENERAL ORDINANCES OF THE TOWNSHIP OF
VERNON.**

WHEREAS, Vernon Township Police Department ("Department") expends significant time and resources in responding to requests for copies of body-worn camera footage; and

WHEREAS, the Department has prepared on numerous occasions copies of camera footage for requestors who do not follow through with collecting their requested records, preventing the Department from collecting a fee for the time and effort spent producing the copied footage.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Township Council of the Township of Vernon, County of Sussex, and State of New Jersey, that certain sections of the Township Code be amended and added as follows:

SECTION 1. Chapter 250, Article II, of the Revised General Ordinances of the Township of Vernon, is hereby amended as follows:

§250-11. Fees assessed for government record requests through Open Public Records Act.

New Jersey has adopted the Open Public Records Act, "OPRA," N.J.S.A. 47: 1A- 1, which has as its general purpose making government records more available to the public than they have been in the past. Through N.J.S.A. 47: 1A- 5, OPRA permits municipalities to require the payment of fees and special service charges as a prerequisite to the production of records. In accordance with OPRA, when a request for records is made via OPRA, the following fees shall be assessed:

A. Except as otherwise provided by law or regulation, the following fees shall be assessed for the duplication of a government record embodied in the form of printed matter:

1) per page for letter-sized pages and smaller: \$ 0. 05.

2) per page for legal-sized pages and larger: \$ 0. 07.

3) records supplied in another medium, such as CDs, DVDs, thumb drives, large maps and plans, and other materials shall be charged at the actual cost of duplication, the "actual cost" is the specific fee the agency paid to purchase the materials.

B. Except as provided in Subsection E of this section, electronic copies of records *i.e.*, records sent via email and fax, shall be provided free of charge, provided the Township is able to provide the requested materials electronically.

C. Mailing costs to ship copied records to requestors will be based on their selected shipping means (U.S. Postal Service, FedEx, or UPS) and be the direct costs for shipping.

D. The Township should assess a special service charge when the nature, format, manner of collation, or volume of records to be collected, redacted and produced involves extraordinary time and effort. See N.J.S.A. 47: 1A- 5(c). In accordance with OPRA, special service charges shall be based upon the actual direct cost of providing the records, including the cost of materials, technology, and labor. The Township shall provide a requestor an estimate of the special service charge prior to incurring the charge. The Township may request a deposit from the requestor prior to processing any OPRA special service charge.

E. Camera Footage— When body- worn camera/ police vehicle footage is requested from Vernon Police Department, the footage generally requires review for possible redaction.

1) for every one (1) hour of camera footage requested, it shall be assumed that three (3) hours were required to review the footage for redaction purposes.

2) requests for camera footage will be charged a fee of actual direct cost meaning hourly rate of the lowest level employee capable of fulfilling the request (no fringe benefits).

3) camera footage review fees shall be billable in half-hour increments.

4) requests for body-worn / vehicle camera footage with run-times of less than one-half (.5) hours shall be provided free of charge.

5) prior to reviewing and production of recorded camera footage, the requestor shall be provided with an estimated charge for production of the footage. For the review and production to proceed, the requestor shall provide Vernon Township Police with a deposit in the amount of fifty (50%) percent of the estimated charge.

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.

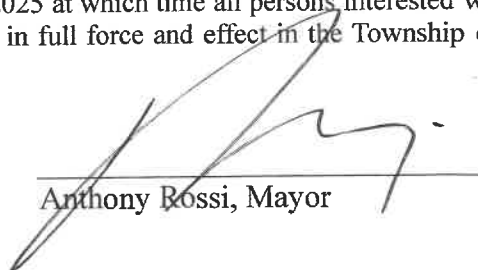
SECTION 4. This Ordinance shall take effect upon its passage and publication according to law.

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 September 8, 2025, and the same came up for final passage and was adopted at the Meeting of the Township Council held on September 22, 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: September 8, 2025

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

ADOPTED: September 22, 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			