

TOWNSHIP OF MANALAPAN

ORDINANCE NO. 2024-10

AN ORDINANCE OF THE TOWNSHIP OF MANALAPAN TO DESIGNATE RESTRICTED AREAS ON TOWNSHIP PROPERTY, BUILDINGS, STRUCTURES AND OTHER FACILITIES IN ORDER TO PROTECT AND SAFEGUARD PUBLIC RECORDS AND TO PROVIDE A SAFE AND SECURE WORKSPACE FREE FROM INTRUSION AND DISRUPTION FOR TOWNSHIP OFFICIALS AND EMPLOYEES.

WHEREAS, Manalapan Township officials and employees have a responsibility to maintain and safeguard public records that consist of confidential information, reports, documents and information in municipal offices that is not available for immediate public view and which may contain personal information, phone numbers, social security numbers, dates of birth and other confidential information; and

WHEREAS, the Township is required to comply with the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1, and to comply with the statutorily defined responsibilities for the maintenance and custody of public records; and

WHEREAS, the Township desires to provide a productive, safe and secure work environment in which Township officials and employees can perform their official duties and responsibilities unimpeded by intrusion or disruption; and

WHEREAS, it is the desire of the Township Committee to protect records and to create secure areas with clear signage that will prohibit persons from entering secured areas where government records exist and to a create a safe, secure productive work environment in which Township officials and employees can perform their duties and responsibilities.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Manalapan, in the County of Monmouth, State of New Jersey, as follows:

Section 1. The Code of the Township of Manalapan, Part II, “General Legislation”, be and the same is hereby amended and supplemented by the addition thereto of the following Chapter:

“Chapter 47

ACCESS TO TOWNSHIP FACILITIES

47.1. Purpose.

- A. Municipal offices, work areas, break rooms, storage areas and other such areas including the designated police parking lot and all areas not open to the public, located in or adjacent to any property owned, leased, or controlled by the township shall be secured against public entry for the purpose of protecting documents, digital data and other written, copied or printed materials and materials displayed on computer terminals or screens, that are not subject to the Open Public Records Act which may include, but are not limited to, personal identifier information that is protected by the statutes of the State of New Jersey and the laws of the United States and to provide a productive, safe and secure work environment in which township officials and employees can perform their official duties and responsibilities unimpeded or disturbed by intrusion or disruption.

47-2. Conditions imposed on access to municipal facilities.

- A. All persons entering in or onto township owned property, buildings, structures and other facilities shall be subject to the following

conditions upon entering onto, into or remaining in any such property, building, structure or facility:

- (1) All persons shall have access only to areas that are open to the public and shall not proceed past any posted sign as provided for herein and shall not enter before such time that the property, building, structure, or facility has been opened to the public. No person shall remain therein after such property, building, structure, or facility has been closed to the public.
- (2) All persons entering in or onto township property, buildings, structures, grounds and facilities shall comply with the directions of any township employee, official or agent to immediately leave any area that has been designated as a restricted area and to immediately relocate to the nearest public area. Such directions, notwithstanding any posted signage, shall constitute notice of violation of the conditions of entry imposed upon members of the public.

47-3. Business hours.

- A. The Township Committee shall determine, by resolution, the designation of all restricted areas, and the times all Township property, building, structures, parking lots and facilities shall be open and closed to members of the public.

47-4. Signage.

- A. The Township shall post the following signage:
 - (1) A copy of the terms and conditions of entry into any township

building, structure lot or facility shall be placed at the main entrance of all buildings, structures or facilities to which public access is permitted, together with the times when the property, building, structure or facility is open to the public.

- (2) At the entry point of all secured areas not open to members of the public inside buildings, structures or facilities and in all exterior areas which are required to be secured, such as but not limited to equipment storage areas, parking areas for township or township employee vehicles or places that pose a danger to the public a sign shall be posted which shall state, “Stop, Restricted Area, Authorized Personal Only, violators shall be subject to prosecution.” ”

Section 2. All other ordinances in conflict with or inconsistent with this ordinance are hereby repealed to the extent of such inconsistency.

Section 3. Should any portion of this ordinance be adjudged unconstitutional or invalid by a court of competent jurisdiction, such judgment shall not affect, impair or invalidate the remainder of this ordinance.

Section 4. This ordinance shall become effective immediately upon its passage and publication according to law.

NOTICE OF PUBLIC HEARING

The Ordinance published herewith was introduced and approved at a meeting of the Township Committee of the Township of Manalapan held on [April 24, 2024](#) and will be further considered for final passage after a Public Hearing thereon before the Township Committee of the Township of Manalapan during a meeting to be held on [May 22, 2024](#) at the Municipal Complex, 120

Route 522 and Taylors Mill Road, Manalapan, New Jersey at 7:30 p.m. or as soon thereafter as the matter may be reached, or at any meeting to which that meeting may be adjourned, at which time any and all persons who may be interested therein will be given an opportunity to be heard.

The proposed Ordinance in its entirety is on file in the Municipal Clerk's Office and copies may be obtained without charge between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday. A complete copy may also be obtained from the Manalapan Township web-site www.mtnj.org by clicking on the Ordinance title listed on the Agenda posted for the Township Committee meeting of [May 22, 2024](#).

SHARI ROSE, RMC
Municipal Clerk