

**WEST DEPTFORD TOWNSHIP**

**ORDINANCE #2017-02**

**AN ORDINANCE AMENDING CHAPTER 11, SECTION 1, OFFICE OF THE MUNICIPAL CLERK, BY ADDING A NEW SUBSECTION "H" TO ESTABLISH FEES FOR COPIES OF PUBLIC RECORDS**

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of West Deptford, County of Gloucester and State of New Jersey as follows:

**Section 1:** Chapter 11, Section 1, Office of the Municipal Clerk, of the Code of the Township of West Deptford is hereby amended by adding a new subsection ("H") to read as follows:

- (H) Public Records.
  - (a) Copy fee of \$0.05 per page for letter sized pages and smaller;
  - (b) Copy fee of \$0.07 per page for legal sized pages and larger;
  - (c) In the event the actual costs to produce paper copies exceed the \$0.05 and \$0.07 rates, then the charge will be the actual cost of duplication;
  - (d) Electronic records will be provided free of charge (i.e., e-mail);
  - (e) Records provided in another medium (i.e., computer disc, CD-ROM, DVD) will be at actual cost.
  - (f) Transcripts. Whenever a person requests a verbatim transcript of a recorded proceeding, he/she shall arrange through the Municipal Clerk or Solicitor the transcription of the recording by anyone of his/her own selection, the cost of which is to be paid by the person; or the Township will, through the Municipal Clerk or Solicitor, arrange for the transcription, the cost of which will be paid by the person.
  - (g) Color copies. Actual cost charged to Township.
  - (h) Special service charge. Whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this section is such that the record cannot be reproduced by ordinary

document copying equipment in ordinary business size or involving an extraordinary expenditure of time and effort to accommodate the request, the public agency may charge, in addition to the actual cost of duplicating the record, a special service charge that shall be reasonable and shall be based upon the actual direct cost of providing the copies; provided, however, that in the case of a municipality, rates for the duplication of particular records when the actual cost of copying exceeds the foregoing rate shall be established in advance by ordinance. The requestor shall have the opportunity to review and object to the charge prior to it being incurred.

- (i) Photographs. Actual cost charged to Township.

**Section 2. Repealer**

All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistencies.

**Section 3. Severability:**

Each section of this Ordinance is an independent section, and the holding of any section or part thereof to be unconstitutional, void or ineffective, shall not be deemed to affect the validity or constitutionality of any other sections or parts hereof.

**BE IT FURTHER ORDAINED** that this Ordinance shall take effect immediately upon final passage and publication as required by law.

**TOWNSHIP OF WEST DEPTFORD**

  
\_\_\_\_\_  
DENICE DICARLO, MAYOR

Attest:

  
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LEE ANN DEHART, Registered Municipal Clerk

**INTRODUCED** at a meeting of the Township Committee of the Township of West Deptford, held on February 15, 2017.

<b>ROLL CALL VOTE</b>				
	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Denice DiCarlo	✓			
James Mehaffey	✓			
Adam Reid	✓			
Megan Kerr	✓			
James Robinson	✓			
<b>TALLY:</b>	5			

**ADOPTED** at a meeting of the Township Committee of the Township of West Deptford, held on March 15, 2017.

	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Denice DiCarlo	✓			
James Mehaffey	✓			
Adam Reid	✓			
Megan Kerr	✓			
James Robinson	✓			