

**BOROUGH OF FLORHAM PARK  
ORDINANCE #10-20**

**AN ORDINANCE OF THE MAYOR AND BOROUGH COUNCIL OF  
THE BOROUGH OF FLORHAM PARK, IN THE COUNTY OF MORRIS,  
STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING CHAPTER  
47, "PUBLIC RECORDS", ARTICLE I, "FEES" OF THE REVISED  
GENERAL ORDINANCES**

**BE IT ORDAINED**, by the Borough Council of the Borough of Florham Park, in the County of Morris, State of New Jersey, as follows:

**SECTION 1.** Chapter 47, "Public Records" of the aforesaid Revised General Ordinances is hereby amended to read in its entirety as follows:

**§47-1. Procedures and fees for purchasing copies of public records.**

Requests for copies of records available pursuant to N.J.S.A. 47:1A-1, the Open Public Records Act, shall be requested in accordance with the requirements of that law from either the Borough Clerk's office or the Police Department. Copies of records may be purchased for the fees set forth below. If a fee is not prescribed in this Chapter, the fee shall be the actual cost of duplicating the record.

**A. Standard-sized paper documents.**

- (1) 8 1/2 x 11 in size: \$0.05 per page
- (2) 8 1/2 x 14 in size: \$0.07 per page

**B. Large-sized paper documents and maps.**

- (1) Zoning Map: \$0.07 per page if the map is copied by the Borough or the actual cost of reproduction if it is sent to an outside agency.
- (2) Street Map: \$0.07 per page if the map is copied by the Borough or the actual cost of reproduction if it is sent to an outside agency.
- (3) Site Plan: actual cost
- (4) Subdivision Plat: actual cost
- (5) Tax Maps: actual cost
- (6) Engineering Plans: actual cost

**C. Preprinted documents.**

- (1) Copy of the Code Book: Actual cost charged by publisher.

**D. Police reports and photographs.**

- (1) Police accident reports: same as Subsection A above, if requested and picked up in person.
- (2) Police accident reports, when copies are requested other than in person: \$5.00 for the first three pages and \$1.00 per page for each additional page, as established by N.J.S.A. 39:4-131.
- (3) Photographs. Copies of color photographs shall be at actual cost.

**E. Electronic records.**

(1) Copy of videotape. Tape supplied by the municipality: actual cost  
(2) Copy of audiotape. Tape supplied by the municipality: actual cost  
(3) Copy of electronic document or database. The following fees cover the cost of copying existing files to a floppy disk or CD. Any requests for software conversions shall be subject to the special service charge described in Subsection G below. For security reasons, the use of a floppy disk or CD provided by the requestor is prohibited.

(a) Floppy disk: \$0.40

(b) CD: \$0.40

**F. Microfilm: actual cost**

G. A special service charge shall be imposed, in addition to the actual cost of duplicating the record, where the nature, format, manner of collation or volume of printed matter is such that it cannot be reproduced by ordinary document-copying equipment in ordinary business size or where such record involves an extraordinary expenditure of time and effort to accommodate the request. The requestor shall have the opportunity to review and object to the special service charge prior to it being incurred.

H. Conversion of records from one medium to another. Cost of duplication plus special service charges as follows:

(1) Conversion of paper record to electronic form: actual cost

(2) Conversion of electronic files from one software product to another:  
actual cost

(3) If the request for a record is: a) not in a medium not routinely used by the Borough; b) not routinely developed or maintained by the Borough; or 3) requires substantial amount of manipulation or programming of information technologies, the Borough will impose a special charge based on the cost for extensive use of information technology or for labor cost of personnel providing the services that is actually incurred by the Borough or attributable to the Borough for the programming, clerical and supervisory assistance required, or both. The requestor shall have the opportunity to review and object to the special service charge prior to it being incurred.

I. Applicable postage shall be added for any and all records requested by mail.

J. A deposit shall be paid prior to filling any request where it is estimated that the information requested will cost in excess of \$5.00 to reproduce. The amount of the deposit shall equal the total estimated cost of filling the request.

K. For purposes of this Chapter, "actual cost" shall mean the cost of materials and supplies used to make a duplicate, or the charges imposed upon the Borough by an outside agency.

**§47-2. Fees for Special Services and Records**

A. Vital Statistics. The fee for certified copies of birth, marriage, death and domestic partnership certificates shall be: \$10.00.

**B. Police services.**

The fee for a letter of good conduct from the Florham Park Police Department shall be: \$10.00

The fee for Fingerprinting by the FPPD shall be: \$15.00 per card.

C. The Borough shall charge a returned NSF check fee for any checks paid to the Borough of \$20.00.

D. The fee for Borough Contract Bid Packages shall be \$25.00 each.

**SECTION 2.** All Ordinances or parts or ordinances inconsistent herewith are hereby repealed as to such inconsistencies.

**SECTION 3.** If any article, section, subsection, paragraph, phrase, or sentence is for any reason held to be unconstitutional or invalid, said article, section, subsection, paragraph, phrase or sentence shall be deemed separable.

**SECTION 4.** This Ordinance shall take effect upon final passage and publication in accordance with law.

**I HEREBY CERTIFY** this to be a true and correct Ordinance of the Mayor and Borough Council of the Borough of Florham Park adopted by the Governing Body on October 19, 2010.

INTRODUCED: September 21, 2010

ADOPTED:

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R. Scott Eveland, Mayor

ATTEST:

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Sheila Williams, R.M.C  
Borough Clerk