

Town of Hammonton Opra Request Form
Resolution # 023 -2014

A RESOLUTION APPOINTING PRIMARY RECORDS CUSTODIANS AND ALTERNATE RECORDS CUSTODIANS
IN EACH DEPARTMENT OF THE TOWN OF HAMMONTON

BE IT RESOLVED, by the Mayor and the Common Council of the Town of Hammonton, County of Atlantic, State of New Jersey, as follows:

WHEREAS, N.J.S.A. 47:1A-1.1 of the Open Public Records Act names the Municipal Clerk as the Records Custodian of the Municipality; and

WHEREAS, N.J.S.A. 47:1A-1.1 of the Open Public Records Act does not preclude the Municipality from developing reasonable and practical measures for responding to OPRA requests which may include the designation of deputy custodians for particular types of records.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Hammonton, County of Atlantic, State of New Jersey that the following Records Custodian and Alternate Records Custodian appointments are made effective the date of adoption of this ordinance:

Administration and Municipal Clerk

Custodian April Boyer Maimone

Alternate Custodian Monica Newton

Tax Collection, Water and Sewer Collections Department

Custodian Rosemarie Jacobs

Alternate Custodian Martha Silvesti

Police and Records

Custodian Mary Massara

Alternate Custodian Danielle Noto

Construction, Buildings, Fire, Electrical, Plumbing, Property Maintenance

Custodian Andrea Effinger

Alternate Custodian Patricia Berenato

Planning and Zoning

Custodian Patricia Berenato

Alternate Custodian Andrea Effinger

Tax Assessment

Custodian MaryJoan Wyatt

Alternate Custodian Rosemarie Jacobs

Municipal Utility Department

Custodian Anthony DeCicco

Alternate Custodian Michael Ott

Public Works (Highway) Department

Custodian Jerry Barberio

Alternate Custodian Scott Rivera

Recreation Department

Custodian Monica Newton

Purchasing and Finance Department

Custodian Frank Zuber

Alternate Custodian Audrey Boyer

BE IT FURTHER RESOLVED that in the event any of the above named custodians should no longer be employed by the Town of Hammonton or in their particular department, that the person hired or designated to take over their specific department will be deemed the records custodian until such time that this ordinance may be amended; and

BE IT FURTHER RESOLVED that the above listed Records Custodians and Alternate Records Custodians shall appear on the official Town of Hammonton website along with their individual department records request form.

Adopted: January 27, 2014

TOWN OF HAMMONTON REQUEST FOR ACCESS TO GOVERNMENT RECORDS

100 Central Avenue, Hammonton, New Jersey 08037

Phone: (609) 567-4300 ext 102

Fax: (609) 567-4302

E mail: townclerk@townofhammonton.org

For requests pertaining to Hammonton Municipal Court Documents, please contact ext 229 directly. We prefer to forward documents via e mail at no cost to you. However, cost per page is .5 cents if you desire photo copies. We will advise of the cost, if any, prior to submitting documents and request pre-payment for records to be supplied. We must supply all requested documents to you within 7 working days or negotiate an agreeable date and time with you. If a record is not considered public, I will notify you in writing along with the contact at NJ Records Council where you have the right to challenge my decision.

Applicant Printed Name:

Applicant Address:

Applicant Home, Work and Cell Phone Numbers:

Applicant E Mail Address:

As specifically as possible, please list municipal record(s) that you wish to obtain:

Applicant Signature

Record Custodian Signature

Date Received by Custodian

Date of Written Response or Issuance of Record(s)