

RESOLUTION R:11-2024

**RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF MONROE
DESIGNATING THE APPOINTMENT OF A RECORDS CUSTODIAN AT THE
MONROE TOWNSHIP LIBRARY FOR THE PURPOSES OF
OPEN PUBLIC RECORDS AND LITIGATION MATTERS**

WHEREAS, the Township Council of the Township of Monroe recognizes that requests for records pursuant to subpoenas and the Open Public Records Act (“OPRA”) must be acted upon within established time periods; and

WHEREAS, the Township Council of the Township of Monroe also recognizes that N.J.S.A. 47:1A et seq. places the responsibility of OPRA responses on the Municipal Clerk; and

WHEREAS, the Township Council of the Township of Monroe is aware that the Township receives numerous requests for records pursuant to OPRA; and

WHEREAS, in an effort to expeditiously and accurately respond to OPRA requests, and in accordance with the applicable rules and statutes governing same, the Township Council of the Township of Monroe shall designate Karen Uhl, Custodian of Records for the Monroe Township Library; and

WHEREAS, the Monroe Township Library Records Custodian shall be deputized by the Municipal Clerk to be solely responsible for the OPRA requests issued to the Monroe Township Library; and

WHEREAS, the Township Council of the Township of Monroe has determined that the designation of a Monroe Township Library Records Custodian is in the best interest of the Township.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Monroe hereby designate Karen Uhl as the Records Custodian of the Monroe Township Library.

BE IT FURTHER RESOLVED that the Monroe Township Library Records Custodian shall be responsible for complying with OPRA requests and/or appearances served upon the Monroe Township Library.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

ADOPTED at a meeting of the Township Council of the Township of Monroe on January 4, 2024.

TOWNSHIP OF MONROE

COUNCIL PRESIDENT

ATTEST:

**Twp. Clerk, Aileen Chiselko, RMC
or Deputy Clerk, Jennifer Harbison, RMC**

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CERTIFICATION OF CLERK

The foregoing Resolution was duly adopted at a meeting of the Township Council of the Township of Monroe, County of Gloucester, State of New Jersey, held on the 4th day of January 2024 in the Municipal Complex located at 125 Virginia Avenue, Williamstown, New Jersey.

**Twp. Clerk, Aileen Chiselko, RMC
or Deputy Clerk, Jennifer Harbison, RMC**

ROLL CALL VOTE

	AYES	NAYS	ABSTAIN	ABSENT
Cncl. Adams				
Cncl. Fox				
Cncl. Garbowski				
Cncl. Heverly				
Cncl. McKinney				
Cncl. O'Reilly				
Cncl. Valcourt				
Tally:				