

RESOLUTION R:231-2024

**RESOLUTION OF THE TOWNSHIP OF MONROE DESIGNATING
DEPUTY CLERK JENNIFER HARBISON AS THE DEPUTY RECORDS CUSTODIAN
WITHIN THE TOWNSHIP UNTIL NOVEMBER 1, 2024**

WHEREAS, Municipal Clerk Aileen Chiselko currently serves as the Records Custodian for the Township of Monroe, and is responsible for the proper maintenance and dissemination of public records in accordance with the New Jersey Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq.; and

WHEREAS, there is a need to designate a Deputy Records Custodian, in Ms. Chiselko's absence, who will be primarily responsible for handling OPRA requests within the Township; and

WHEREAS, Deputy Clerk Jennifer Harbison possesses the necessary qualifications, skills, and experience to perform these specific duties and responsibilities, making her well-suited to the position; and

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Monroe, County of Gloucester, State of New Jersey that:

1. Deputy Clerk Jennifer Harbison is hereby designated as the Deputy Records Custodian for OPRA requests within the Township of Monroe, effective immediately and continuing until on or about November 1, 2024, acting in Municipal Clerk Aileen Chiselko's absence.
2. The Deputy Records Custodian shall primarily be responsible for the following duties related to OPRA requests:
 - a. Receiving and processing all OPRA requests submitted to the Township.
 - b. Ensuring timely response to OPRA requests in accordance with N.J.S.A. 47:1A-5.
 - c. Coordinating with various Township departments to gather the requested records.
 - d. Reviewing documents for possible redaction as allowable by law.
 - e. Maintaining a log of OPRA requests, including requestor information, description of records requested, and the status of the response.
 - f. Providing guidance and training to Township employees regarding OPRA compliance.
 - g. Assisting in the defense of any OPRA litigation as necessary.
3. Any previous resolutions or parts of resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.

ADOPTED at a meeting of the Township Council of the Township of Monroe on August 28, 2024.

TOWNSHIP OF MONROE

CNCL. PRES., CHELSEA VALCOURT

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 28th day of August 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. Pres. Valcourt				
Tally:				