

**TOWNSHIP OF LONG HILL  
RESOLUTION 21-027  
APPOINTING DEPUTY RECORDS CUSTODIANS**


**WHEREAS**, because the Open Public Records Act, NJSA 47:1A-1, et seq., has designated the Township Clerk as the custodian of all municipal records, it has become necessary to appoint deputy records custodians to assist in complying with responses to records requests;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Long Hill, County of Morris, State of New Jersey, as follows:

1. The Police Department Secretary is hereby appointed as the deputy records custodian for Police Department Records.
2. The Tax Clerk is hereby appointed deputy records custodian for all tax records.
3. The Planning Board/Board of Adjustment Coordinator is hereby appointed deputy records custodian for the Zoning/Planning and land use records.
4. The Technical Assistant to the Construction Official is hereby appointed deputy records custodian for the Building Dept.
5. The CFO is hereby appointed deputy records custodian for the Finance Dept.
6. The designated deputy records custodians shall report to the Township Clerk all requests for records and shall follow any instructions given by the Clerk regarding the handling of such records.

INTRODUCED	SECONDED	COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
		DORSI	x			
		LAVENDER	x			
	x	PISERCHIA	x			
x		RAE	x			
		VERLEZZA	x			

I, Megan Phillips, Township Clerk of the Township of Long Hill, County of Morris, State of New Jersey, hereby certify this to be a true copy of a resolution adopted by the Township Committee January 6, 2021.

  
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 Megan Phillips, RMC  
 Township Clerk