



ORDINANCE #2025 - 02

AN ORDINANCE OF THE BOROUGH OF LEBANON, HUNTERDON COUNTY, NEW JERSEY ESTABLISHING SECURED AREAS IN THE OFFICES OF THE BOROUGH AND PROVIDING FOR MONITORING OF SUCH AREAS

WHEREAS, Borough officials and employees have a responsibility to maintain and safeguard public records, and especially, those records that contain confidential information; and

WHEREAS, records, reports, documents and information located in borough offices may not be available for immediate public view since they may contain personal information, such as phone numbers, social security numbers, dates of birth and other confidential information; and

WHEREAS, creating secure areas with clear signage inside borough offices will help deter persons from entering and/or collecting records that they are not entitled to receive without following the process required by law, including the Open Public Records Act.

WHEREAS, to ensure compliance, and provide for the safety and security of employees and officials, electronic surveillance equipment should be installed within the Lebanon Borough buildings.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Borough of Lebanon, Hunterdon County, New Jersey, as follows:

SECTION 1. Designation of Public and Restricted Areas.

Restricted Areas not open to the public in the Lebanon Borough Buildings located at 6 High Street and 98 Main Street are hereby created, and access to these areas shall be restricted from entrance by members of the general public in order to protect documents, digital data and other written, copied or printed materials and documents of the borough that contain confidential information.

The public, non-restricted areas shall include the entrance, vestibule and reception area in each office within the Borough Hall at 6 High Street, Lebanon, NJ and the OEM building located at 96 Main Street, Lebanon, NJ, as well as the public meeting rooms (under direct supervision of the Borough Clerk/Administrator) and lavatories. All other areas of the Municipal buildings shall be reserved and strictly limited to access by Borough employees and officials.

SECTION 2. Exceptions

Nothing in this Ordinance shall prohibit any duly authorized Borough official or employee from permitting a member(s) of the public to enter any secured area in a municipal building, provided that such members of the public are entering the secured area for official Borough business, or to respond to an emergency, and they are escorted and/or monitored by an authorized Borough official or employee at all times while in the secured area.

SECTION 3. Signage

Signs shall be prominently posted outside each designated restricted area of the municipal offices providing notice to the public, such as ---- “Stop, Restricted Area, Authorized Employees Only. This Area is Not a Public Space. Recording or photography is strictly prohibited. Violators are subject to criminal and civil prosecution, penalties and costs as determined by the Court”.

SECTION 4. Monitoring of Municipal Facilities

The use of video monitoring and electronic surveillance equipment, serves as a visual deterrent and record of prohibited behavior and assists in the protection of employees and borough property. The Borough of Lebanon reserves the right and shall install appropriate video monitoring and electronic surveillance equipment in all public, private and restricted areas, with the exception of lavatories, within the buildings of the Borough. Appropriate signage shall be posted in all areas within the borough buildings notifying the public of the existence and use of electronic surveillance equipment.

The Borough shall ensure compliance with Federal and State laws governing the use of surveillance equipment. Employee privacy in non-work areas will be respected to the extent possible, understanding that employees should not have any expectation of privacy in work-related areas.

The Borough Administrator shall be responsible for the maintenance and administration of the surveillance equipment, in consultation with the Information Technology (IT) consultant of the

Borough. The Administrator shall be responsible for maintaining an Access-Log detailing the date, time and other relevant specifics surrounding the access, viewing, preservation and/or copying of any stored surveillance byproduct. Any employee or officials who becomes aware of any unauthorized use of the video monitoring or surveillance equipment shall immediately provide such information to the Administrator of the Borough.

SECTION 5. Violations and Penalties

Any person who trespasses in any restricted area of the Municipal offices, or records or photographs records within such areas in violation of this Chapter, shall be subject to prosecution under N.J.S.A. 2C:18-3 and this Chapter. Upon conviction, the Court in its discretion, shall impose appropriate penalties under the aforesaid Statute and Lebanon Borough Ordinance #2010-4.

SECTION 6. Severability: In event that any clause, section, paragraph, or sentence of this Ordinance is deemed to be invalid or unenforceable for any reason; it shall be deemed severable, and the Borough Council hereby declares its intent that the balance of the Ordinance shall not be affected by the said invalidity, and the remainder shall remain in full force and effect.

SECTION 7. All Ordinances or parts of Ordinances of the Borough of Lebanon heretofore adopted that are inconsistent with any of the terms and provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 8. This Ordinance shall take effect immediately upon its final adoption and publication as provided by law.

Vote after public hearing and upon final adoption:

RECORD OF COUNCIL VOTE

COMMITTEE	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Burton						
Berger						
Crawford						
Kirchofer						
Porcello						
Baldinger						

Ordinance approved by the Governing Body. and presented to the Mayor on
_____, 2025

Approved:

James Pittinger, Mayor

Date:

Veto in Whole or Part:

James Pittinger, Mayor

Date:

Returned to Borough Clerk with statement attached on _____, 2025

NOTICE

TAKE NOTICE that the above ordinance was introduced at a regular meeting of the Borough Council of the Borough of Lebanon on June 18, 2025, and will be considered for final passage after public hearing at a regular meeting of the Borough Council of the Borough of Lebanon to be held on July 16, 2025 at 7:30 p.m. in the Municipal Building, located at 6 High Street, Lebanon, New Jersey

Karen M. Romano, Borough Administrator/Clerk

**BOROUGH OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY**

ORDINANCE 2025-02

**AN ORDINANCE OF THE BOROUGH OF LEBANON, HUNTERDON
COUNTY, NEW JERSEY CREATING TITLE 9, PUBLIC PEACE,
MORALS AND WELFARE, CHAPTER 9.28, SECURED AREAS IN
MUNICIPAL OFFICES, OF THE BOROUGH CODE OF ORDINANCES**

NOTICE is hereby given that the above Ordinance was introduced and passed on first reading at a meeting of the Borough Council of the Borough of Lebanon, in the County of Hunterdon, State of New Jersey, held in the Municipal Building on the 18th day of June 2025, and the same came up for final passage at a meeting of the said Borough Council on the 16th day of July, 2025 at which time, after persons interested were given an opportunity to be heard concerning said ordinance, the same was passed and will be in full force in the Borough according to law by order of the Borough Council of the Borough of Lebanon, County of Hunterdon and State of New Jersey.

Karen M. Romano, RMC
Borough Administrator/ Clerk

**INTRODUCED:
ADOPTED:**