



BOROUGH OF BERGENFIELD PUBLIC NOTICE

ORDINANCE 26-2663 - AN ORDINANCE AMENDING CHAPTER 236 OF THE CODE OF THE BOROUGH OF BERGENFIELD, ENTITLED "PUBLIC RECORDS, ACCESS TO"

was introduced at a Regular Meeting of the Mayor and Council of the Borough of Bergenfield, in the County of Bergen, New Jersey, held on Tuesday, March 17, 2026 and will be further considered for final passage after public hearing at a meeting of the Mayor and Council to be held in the Council Chambers on the third floor of the Bergenfield Borough Hall located at 198 North Washington Avenue in Bergenfield, New Jersey on Tuesday, April 7, 2026 at 8:00 p.m. prevailing time, or as soon thereafter as the matter can be heard.

A clear and concise statement of this ordinance is to amend the fee schedule to include the fees for special service charge for camera footage, as set forth in the ordinance.

A copy of this ordinance may be obtained from the office of the Borough Clerk located in Borough Hall at 198 North Washington Avenue, Room 219 or can accessed online on the Borough website at www.bergenfieldnj.gov.

BOROUGH OF BERGENFIELD
Ordinance No. 26-2663

**AN ORDINANCE AMENDING CHAPTER 236 OF THE CODE OF THE BOROUGH OF BERGENFIELD, ENTITLED
"PUBLIC RECORDS, ACCESS TO"**

WHEREAS, Chapter 236 of the Code of the Borough of Bergenfield sets forth all regulations regarding access to public records under the Open Public Records Act, N.J.S.A. 47:1A-1, et. seq., within the Borough of Bergenfield; and,

BE IT ORDAINED, by the Mayor and Council of the Borough of Bergenfield, County of Bergen and State of New Jersey that those portions of the aforesaid set forth below are hereby amended as follows.

Chapter 236. Public Records, Access to.

Sec. 236-2 entitled "Ordinary requests for information; fees" shall be deleted in its entirety and replaced with the following:

- A. The Borough Clerk is the Records Custodian for all non-police related records requests and all non-police related records requests shall be submitted to same, in writing, on either the official form prepared by the Borough of Bergenfield or in a format that otherwise contains the requirements of N.J.S.A. 47:1A-5(f).
- B. The statutory fee schedule shall apply to routine requests for government records under the Act. The fees of N.J.S.A. 47:1A-5 are hereby incorporated herein as such fee schedule presently exists, or as such fees might appear in future modifications or amendments of the statute. All fees for making copies of the requested documents must be paid by the requesting party prior to any copies being made by the Borough.

Sec. 236-5 entitled "Circumstances and authorized amount of fees and special service charges" shall be amended by adding a new subsection (E) as follows:

- E. Camera Footage. Camera Footage – When body-worn camera/police vehicle camera footage is requested, the footage generally requires review for possible redaction.
 - (1) For every one (1) hour of camera footage requested, it shall be assumed that two (2) hours were required to review the footage for redaction purposes.
 - (2) Requests of camera footage will be charged a fee of \$70.76 per hour of review for redaction purposes.
 - (3) Camera footage review fees shall be billable in 15-minute increments.
 - (4) The fees for requests which include more than one video shall be calculated in the aggregate.
 - (5) Requests of body-worn/vehicle camera footage with run-times of one (1) hour or less shall be provided free of charge; the fee for redaction shall begin in the second hour of run-time.
 - (6) Prior to review and production of recorded camera footage, the requester shall be provided with an estimated charge for production of the footage. In order for the review and production to proceed, the requester shall provide Bergenfield Police Department with a deposit in the amount of 50 percent of the estimated charge. If no deposit is received from the requestor, the request shall be deemed abandoned and no response required.

- (7) If the actual review time is under the estimated cost, the requestor shall only be charged for actual cost less the deposit paid. If the actual review time is over the estimated cost, the requestor shall only be charged the amount of the estimate and no higher. If the actual review time is less than the deposit paid, the requestor shall be refunded the difference between the deposit and the actual cost.
- (8) Victims of crimes shall not be charged any fee for redaction when requesting body-worn/vehicle camera footage of such incident.

Repealer. All other sections and subsections of Borough Code of the Borough of Bergenfield not specifically amended by this Ordinance, shall remain in full force and effect.

Inconsistencies. All other Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed as to such inconsistency.

Severability All provisions of this Ordinance are severable. If for any reason, any provision of this Ordinance is held to be invalid, the validity of the remainder of the Ordinance shall not be affected.

Effective Date. This Ordinance shall become effective upon final approval and publication, pursuant to law, and upon completion of all outstanding cases.

Introduced: March 17, 2026

Adopted:

Attest

Approved