

**BOROUGH OF HIGH BRIDGE  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**BOROUGH HALL ACCESS POLICY**

**RESOLUTION: 220-2022**

**ADOPTED: 10/27/2022**

**WHEREAS**, the Mayor and Council wish to establish a Borough Hall Access Policy to establish secure access to the Borough Hall and Borough Hall meeting room;

**NOW, THEREFORE, BE IT RESOLVED**, that the Council of the Borough of High Bridge hereby set the following Borough Hall Access Policy.

**BOROUGH OF HIGH BRIDGE**



**Hunterdon County**

**New Jersey**

Subject:	Access control and security of Borough Hall
Effective Date:	October 27, 2022
Issuing Authority:	Bonnie Fleming, Borough Administrator
Effected Departments:	Borough Hall
Revision History	
Date:	Section(s)

**PURPOSE:**

This policy is designed to establish regulations for implementing the physical control for secure access and generalized security for Borough Hall as a municipal facility infrastructure. The borough intends to provide for accessibility to the public, employees, and authorized representatives to areas that are appropriate and authorized according to determined levels of access. Accessibility is categorized under two general areas; general business hours of operation when the facility is open to the public and after hours when the facility may be utilized by employees or an authorized representative(s) for specific purposes. This document sets provisions for appropriate areas of access for operational needs while maintaining the integrity of secure, limited access areas, including but not limited to secure file storage locations.

**POLICY:**

**1. ACCESS TO BOROUGH HALL**

The permitted access to Borough Hall is established and authorized by the Borough Administrator or the designee of the Borough Administrator. The Borough Administrator reserves the right as the person with responsibility for the day-to-day operations of the Borough and personnel management to determine access for individuals to the various areas of Borough Hall.

1.1. Access to the Borough Hall generally is available to the public during regular business hours, Monday – Friday 8:30 am – 4:00 pm, except for Holidays designated by the Borough Personnel Policy and other authorized closures. Public access doors are to remain secured and only may be unsecured by designated borough employee key holders.

1.2. Access to the Borough Hall Meeting Room is available for Council-approved Committees of the Borough of High Bridge on a first come first served basis. A calendar with scheduled meeting dates will be maintained on the Borough website.

1) Existing Committees of the Borough of High Bridge having members duly appointed by Mayor and Council shall be granted access to the Borough Hall Meeting Room as follows:

- i. At designated hours with the Committee Liaison or, if the Committee Liaison cannot attend, another Council member, present at all times during the meeting.
- ii. The Committee Liaison or, if the Committee Liaison cannot attend, another Council member, as an authorized key holder, shall provide the access to the Meeting Room and shall be present at all times during the meeting.
- iii. If the Committee Liaison or another member of the Council cannot attend a meeting scheduled for the Meeting Room, the meeting shall be re-scheduled or

held via electronic means, such as Zoom, with the attendees participating from a location other than Borough Hall.

- 1.3. Access to the Borough Hall Meeting Room is also available to the American Legion Chapter upon notice to and the approval of the Borough Administrator during regular business hours (*see Section 1.1*) and for its regularly scheduled meetings and to access the contents of its storage area in the meeting room.
- 1.4. Authorized Key Access to the front and/or back entrances at prescribed times is permitted for:
  - 1) Employees of the Borough of High Bridge having an office in the Borough Hall in order to perform their duties as an employee;
  - 2) Employees of the Borough of High Bridge to meet or otherwise conduct business with an employee of the Borough of High Bridge having an office in the Borough Hall ; and
  - 3) The Mayor and members of the Borough Council for the purpose of carrying out their duties on behalf of the Borough of High Bridge.

## 2. ASSIGNMENT OF ACCESS

- 2.1. Keys to the front entry shall be assigned by the Borough Administrator, or the designee of the Borough Administrator.
  - A log of current key holders shall be maintained at Borough Hall.
- 2.2. Keys are for the sole use of the assignee and may not be duplicated or distributed for use by any other person.
- 2.3. Key fobs for the rear entry shall be assigned by the Borough Administrator, or the designee of the Borough Administrator.
  - A log of current key fob holders shall be maintained at the Borough Hall.
- 2.4. Upon relinquishing the position as a Borough Hall employee, Mayor or Council member, the person shall return the key/key fob to the Borough Administrator or the designee of the Borough Administrator.
- 2.5. If a key/key fob is not returned by a Borough Hall employee, Mayor or Council member upon relinquishing the position, the front door shall be re-keyed for security purposes.