O: 2016 -18

TOWN OF PHILLIPSBURG

ORDINANCE OF THE TOWN OF PHILLIPSBURG

AMENDING AND SUPPLEMENTING CODE SECTION 100-16

*WHEREAS,* the Mayor and Council of the Town of Phillipsburg (“Town”) desire to amend a portion of Chapter 100, specifically Section 100-16 E. as made a part hereof.

*NOW, THEREFORE, BE IT ORDANIED* by the Council of the Town of Phillipsburg in the County of Warren and State of New Jersey that “Section 100-16 Administration and records”, be amended and supplemented as follows:

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E. Personal history files and personnel records are to be considered confidential records and will be maintained in the office of the Town Business Administrator in a locked file. The files will be in two groups; “active,” representing employees on the payroll; and “closed,” representing employees no longer in the services of the municipality.

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This Ordinance shall take effect after adoption and publication thereof as provided by law.

ATTEST: TOWN OF PHILLIPSBURG

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Victoria L. Kleiner, RMC Hon. Stephen R. Ellis, Mayor

**CERTIFICATION**

I, Victoria L. Kleiner, Municipal Clerk for the Town of Phillipsburg, do hereby certify that the foregoing is a true copy of an Ordinance duly adopted by the Town Council at their June 21, 2016 meeting.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VICTORIA L. KLEINER,

Municipal Clerk

FIRST READING June 21, 2016

MOTION

Councilman Lutz introduced ordinance for the first reading and moved that the ordinance be properly advertised.  The motion was seconded by Councilman Fey.

VOTE: YEAS: Davis, Fey, Lutz, Piazza, Tersigni

NAYS: None

SECOND READING July 5, 2016

MOTION

Councilman Davis introduced ordinance for second reading and there being no errors, corrections or objections, Councilman Davis moved that the ordinance be adopted according to law. The motion was seconded by Councilman Lutz.

VOTE: YEAS: Davis, Lutz, Piazza, Tersigni

NAYS: None

ABSENT: Fey