

**BOROUGH OF NEWBURG
CUMBERLAND COUNTY
RESOLUTION NO. 2018 - 004**

**A RESOLUTION OF THE BOROUGH OF NEWBURG, CUMBERLAND COUNTY,
PENNSYLVANIA, ESTABLISHING POLICY REGARDING ACCESS AND SECURITY
FOR THE BOROUGH OFFICE**

WHEREAS, the Borough maintains an office for the purpose of conducting Borough business including, but not limited to, holding public meetings; providing space to community organizations; maintaining files, minute books, and other documents; and other day to day functions of the Borough; and

WHEREAS, the Borough has caused to be installed an electronic security system providing for secure and controlled access to the Borough office; and

WHEREAS, the Borough has deemed it to be in the best interest of the residents of the Borough to monitor and control access to the Borough office.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Borough Council of the Borough of Newburg, County of Cumberland and Commonwealth of Pennsylvania that:

1. Only those individuals holding the following offices within the Borough shall be entitled to have access to the Borough office, through the use of a key fob, provided free of charge and activated at the commencement of their term of office:
 - a. All members of Borough Council whether elected or appointed
 - b. Borough Secretary
 - c. Mayor
2. Any individual requiring a new key fob for whatever reason, whether the original was lost or stolen or otherwise, will be charged a fee of \$10 for the replacement of the key fob.
3. Each key fob is unique to the individual that it is assigned to, and an electronic record will be kept when that key fob is used to access the Borough office.
4. All members of Borough Council are permitted to enter the Borough office at any time, twenty-four (24) hours per day, seven (7) days per week.
5. The Mayor is permitted to enter the Borough office at any time, twenty-four (24) hours per day, seven (7) days per week.
6. The Borough Secretary is permitted to access the Borough office at such times that are reasonably necessary to fulfill the duties of the position.
7. Temporary access to others involved with the Borough shall be granted in the sole and absolute discretion of the Borough Council.

RESOLVED this 2 day of April, 2018.

ATTEST:

BOROUGH OF NEWBURG

[Signature]
Secretary

By: [Signature]
President of Council

Examined and approved this 4 day of April, 2018.

By: [Signature]
Mayor