

13-06

**ORDINANCE OF THE BOROUGH OF MERCHANTVILE,
COUNTY OF CAMDEN AND STATE OF NEW JERSEY
AMENDING CHAPTER 25, FEES FOR PUBLIC RECORDS,
IN THE CODE OF THE BOROUGH OF MERCHANTVILE**

BE IT ORDAINED by the Mayor and Borough Council of the Borough of Merchantville, County of Camden, and State of New Jersey, that Chapter 25, Fees for Public Records, in the Code of the Borough of Merchantville, is hereby amended as follows:

Article I.

Photocopying and Reports

ARTICLE I. ARTICLE I. SECTION 25-1. Purpose.

New Jersey has adopted the Open Public Records Act which has as its general purpose making government records more available to the public than they have been in the past. In certain instances, the production of archived records or records in a format which is not the usual format maintained by the municipality or other special circumstances would be costly and time consuming. The New Jersey Public Records Act permits the municipality to require the payment of fees, special service charges and/or special charges as a pre-requisite to the production of records requiring extraordinary time and effort, special equipment or special formatting.

ARTICLE II. ARTICLE I. SECTION 25-2. Ordinary requests for information.

The statutory fee schedule shall apply to routine requests under the Open Public Records 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. At present time, fees under N.J.S.A. 47:1A-5 for routine copies of municipal documents are:

- A. Letter size pages or smaller: \$0.05 per page.
- B. Legal size page or larger: \$0.07 per page.
- C. If actual costs to produce the paper copy exceeds the \$0.05 and/or \$0.07 rates, the actual costs of duplication will be charged.
- D. Actual postage for any documents sent by mail.
- E. Actual costs for the envelope for any documents sent by mail.
- F. Photographs will be photocopied at the actual cost. If requests are made for supPLICATE photographs, the actual cost of making the photographs shall be charged.
- G. Duplication of videotapes, computer disc, CD-ROM and/or DVD will be charged the actual costs to provide this record.
- H. Any document that has to be retrieved from the off-site record archive facility will be charged the actual costs to retrieve this document.

**ARTICLE III. ARTICLE I. SECTION 25-3 No research or interpretation
may be compelled.**

Nothing in this Article shall require the custodian of documents or any other municipal official to examine, analyze, tabulate, or interpret documents which are subject to production under the New Jersey Open Public Records Act.

**ARTICLE IV. ARTICLE I. SECTION 25-4. Special services charges;
special charges authorized.**

A. **Charges authorized.** The Borough Clerk or other custodian or keeper of documents qualifying for mandatory production as “governmental records” under the New Jersey Public Records Act shall be entitled to special service charges and/or special charges as set forth in Section 25-5 below.

B. **Requests to be in writing.** Any requests for documents shall be made to the Borough Clerk on a form established by the Borough Clerk for such purposes.

C. **Advance notice of fees; special service charges and special charges; deposit.** Any requester of government records which are eligible for the imposition of a special charge or special service charge under Section 25-5 below shall receive advance notice of the amount of fees and charges before any work is started. The Borough Clerk shall require prepayment of such charges before causing the work to begin.

ARTICLE V. ARTICLE I. SECTION 25-5. Fees, special services charges and special charges when charged; amounts authorized.

A. **Duplication or other work beyond capability of municipal-in-house work force.** Whenever the in-house municipal work force or available municipal equipment is insufficient to duplicate or produce government records in a timely fashion, the Borough Clerk may cause such duplication or production to be accomplished by outside vendors such as copy centers or producers of digital images. If the costs of such duplication or production charged by such vendors exceeds the routine charges set forth in N.J.S.A. 47:1A-5, the actual direct cost of same without any additional surcharge for labor costs shall be paid.

B. **Special service charges authorized.** Whenever government records cannot be reproduced by regular copying equipment or fulfillment of the request would involve extraordinary expenditure of time and effort to accommodate the request (for example, where a large number of records must be recovered from storage or substantial staff time is required to review, sort and assemble records), charges may be imposed as follows:

- (1) The actual cost (materials and supplies but no staff labor) of duplication or reproduction; plus

- (if
- (2) A special service charge of \$25.00 per hour or the actual direct cost of labor less) shall be imposed for each hour of extraordinary time predicted to be utilized to respond to the request. Rates for in-house production of prints or blueprints.
 - (3) Any prints or blueprints produced in-house in response to a governmental records request shall be produced for actual cost of labor and materials for reproduction of such prints or blueprints.
- C. Cost of GIS data. The cost of any GIS data owned by the Borough of Merchantville shall be actual cost of labor and materials for reproduction of such data.
- D. Digital records. If a request for governmental records involves production or conversion of digital or computerized records or film which is:
- (1) In a medium not routinely used by the agency (i.e., electronic or film);
 - (2) Not routinely developed or maintained by an agency; or
 - (3) Requiring a substantial amount of manipulation or programming of information technology;
 - (4) Then requester shall pay fees and special charges as follows:
 - (a) Direct costs (no overhead) to comply with the request; plus
 - (b) Special charges; the cost of technology and labor actually incurred.

ARTICLE VI. ARTICLE I. SECTION 25-6. Application of copyright laws.

The Borough of Merchantville may be compelled by New Jersey Law to produce or duplicate governmental records but no compliance with these legal obligations shall be deemed to constitute a license, sublicense or waiver of copyright laws.

ARTICLE VII. ARTICLE I. SECTION 25-7. Custodians of records; collection of fees.

The Chief of Police or some responsible police officer designated by him shall be custodian of Police Department records. The Borough Clerk shall be custodian of all other records of the Borough of Merchantville. These officials shall reproduce or cause to be reproduced requested copies of records in their custody and shall collect the fees and charges designated in Section 25-2. Such fees and charges shall be delivered to the Borough Treasurer within forty-eight (48) hours of their receipt.

ARTICLE VIII. ARTICLE I. SECTION 25-8. Effect on other legislation.

Nothing herein contained shall prevent any person from examining and making copies of any public record, not otherwise restricted, without charge as provided in Chapter 73 of the Laws of New Jersey 1963.2

ARTICLE IX. ARTICLE I. SECTION 25-9. Exceptions.

There shall be no charge for copies of reports or other documents which the Borough shall be required to give and/or make for any public officer or law enforcement authority or which may be given to aid any public officer or law enforcement authority in the enforcement of the law.

Article II.

Uniform Construction Code; Fees

ARTICLE X. ARTICLE II. SECTION 25-10 Fees.

A. The basic construction permit fee shall be the sum of the parts computed on the basis of the volume or cost of construction, the number of plumbing fixtures and pieces of equipment, the number of electrical fixtures and devices and the number of sprinklers, standpipes and detectors (smoke and heat) at the unit rates provided herein plus any special fees, and shall be paid before the

permit is issued.

(1) Building subcode fees.

(a) The minimum fee shall be \$65.

(b) New construction fees.

[1] Fees for Subcodes B, H, I-1, I-3, M, E, R-1, R-2, R-3, R-4, R-5, U, I shall be \$0.027 times cubic feet of volume.

[a] Garden-type sheds.

[i] One hundred to 200 square feet: \$75 minimum fee.

[ii] Over 201 square feet: \$200 minimum fee.

[b] Exceptions: open structures (roofs without walls) accessory to one-and two-family dwelling: \$100 minimum fee.

[2] Fees for Subcodes A-1, A-2, A-3, A-4, F-1, F-2, S-1, S-2 shall be \$0.015 times cubic feet of volume.

[3] Farm use buildings, exclusively used for storage of food or grain or the sheltering of livestock: \$0.0008 times cubic feet of volume. The maximum fee is \$1,145.

(c) Renovations, alterations and repairs.

[1] Open deck structures.

[a] Under 100 square feet: \$65 minimum fee.

[b] One hundred square feet to 200 square feet: \$100 minimum fee.

[c] Two hundred one square feet to 400 square feet: \$150 minimum fee.

[d] Four hundred one square feet and over: \$200 minimum fee.

[2] Estimated cost, up to and including \$50,000: \$30 per \$1,000.

- [3] Estimated cost of \$50,001 up to and including \$100,000: \$23 per \$1,000 (additional fee).
- [4] Estimated cost above \$100,000: \$19 per \$1,000 (additional fee).
- [5] Handicapped fees. Pursuant to the authority under N.J.S.A. 52:27D-126e, no construction permit fee shall be required for the construction, reconstruction, alteration, improvement or repair of a structure and related devices installed or erected for the sole purpose to promote accessibility by the handicapped; handicapped being defined under N.J.S.A. 52:27d-126e; and conforming to the current N.J.A.C. 5:23.7 Barrier Free Code, and any subsequent amendments or additions thereto. By waiving of the fees, in no way waives the right of enforcing agency to request plans for the purpose of reviewing plans for code compliance.

(d) Demolition.

[1] Structures of less than 5,000 square feet and less than 30 feet in height, one- and two-family residences (R-3) and structures on farms, including commercial farm buildings used exclusively for storage of food or grain or sheltering of livestock: \$65.

[2] All other groups: \$120.

(e) Signs: square foot surface area of sign times \$2.50. The minimum fee is \$65.

(f) Fees for new construction shall be based upon the volume of the structure. Volume shall be computed in accordance with N.J.A.C. 5:23-2.28. The new construction fee shall be in the amount of \$0.27 per cubic foot of volume for buildings and structures of all use groups

and types of construction as classified in Articles 3 and 4 of the building subcode.

- (g) Fees for renovations and alterations and repairs or site construction, including sidewalks and aprons, shall be based on the estimate cost of the work. The fee shall be in the amount of \$30 per \$1,000. From \$50,001 to and including \$100,000, the additional fee shall be in the amount of \$23 per \$1,000 of estimated cost above \$50,000. Above \$100,000, the additional fee shall be in the amount of \$19 per \$1,000 of estimated cost. The applicant shall submit to the Construction Official such data as may be available produced by the architect or engineer of record, or by a recognized estimating firm, or by the contractor. A bona fide contractor's bid, if available, shall be submitted. The Construction Official shall make the final decision regarding estimated cost.
 - (h) Fees for additions shall be computed on the same basis as for new construction for the added portion.
 - (i) Fees for combination renovations and additions shall be computed separately in accordance with Subsection A(1)(f) and (g) above.
 - (j) The fee for tents, in excess of 900 square feet or 30 feet in any dimension, shall be \$116.
 - (k) The fee for roofing work on Use Groups R-3 and R-4 structures shall be \$65.
 - (l) The fee for siding work on Use Groups R-3 and R-4 structures shall be \$65.
- (2) Plumbing subcode fees.
- (a) Minimum fee shall be \$65.
 - (b) The fee shall be in the amount of \$13 per fixture, piece of equipment

or appliance connected to the gas or oil piping system except as indicated in Subsection A(2)(c) below.

- (c) Additional fees shall apply to the following devices. The fee shall be \$82 per special device for the following: grease traps, oil separators, refrigeration units, utility service connections, backflow preventors equipped with test ports, (double check valve assembly, reduced pressure zone and pressure vacuum breaker backflow preventors), steam boilers, hot water boilers (excluding those for domestic heating), active solar systems, sewer pumps and interceptors. There shall be no inspection fee charged for gas service entrances.

(3) Electrical subcode fees.

- (a) Minimum fee: \$65. For from one to 50 receptacles or fixtures, the fee shall be \$45; for each 25 receptacles or fixtures in addition to this, the fee shall be in the amount of \$10; for the purpose of computing this fee, receptacles or fixtures shall include lighting outlets, convenience receptacle, smoke and motors or devices of less than or equal to one horsepower or one kilowatt.
- (b) For each motor or electrical device greater than one horsepower and less than or equal to 10 horsepower, and for transformers and generators greater than one kilowatt and less than or equal to 10 kilowatts, the fee shall be \$15.
- (c) For each motor or electrical device greater than 10 horsepower and less than or equal to 50 horsepower, for each service panel, service entrance or subpanel less than or equal to 200 amperes, for each transformer and generator greater than 10 kilowatts and less than or equal to 45 kilowatts and for each utility load management device, the fee shall be \$60.

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- d) For each motor or electrical device greater than 50 horsepower and than or equal to 100 horsepower, for each service panel, service entrance or subpanel greater than 200 amperes and less than or equal to 1,000 amperes and for transformers and generators greater than 45 kilowatts and less than or equal to 112.5 kilowatts, the fee shall be \$120.
 - (e) For each motor or electrical device greater than 100 horsepower, for each service panel, service entrance or subpanel greater than 1,000 amperes and for each transformer or generator greater than 112.5 kilowatts, the fee shall be \$575.
 - (f) For the purpose of computing these fees, all motors except those in plug-in appliances shall be counted, including control equipment, generators, transformers and all heating, cooking or other devices consuming electrical current.
 - g) The fee for aboveground swimming pools shall be \$65.
- (4) Fire subcode fees.
- (a) Minimum fee: \$65.
 - (b) Fire protection and other hazardous equipment: sprinklers, standpipes, detectors (smoke and heat), pre-engineered suppression systems, gas and oil-fired appliances not connected to the plumbing system, kitchen exhaust systems, incinerators and crematoriums.
 - [1] The fee for 20 or fewer heads shall be \$82; for 21 to and including 100 heads the fee shall be \$151; for 101 to and including 200 heads the fee shall be \$289; for 1 to and including 400 heads the fee shall be \$748; and for 401 to and including 1,000 heads the fee shall be \$1,036; the fee for over 1,000 heads shall be \$1,323.

- [2] The fee for one to 12 detectors shall be \$45; for each 25 detectors in addition to this, the fee shall be in the amount of \$15.
- [3] The fee for each standpipe shall be \$289.
- [4] The fee for each independent pre-engineered system shall be \$116.
- [5] The fee for each gas- or oil-fired appliance that is not connected to the plumbing system shall be \$58.
- [6] The fee for each kitchen exhaust system shall be \$58.
- [7] The fee for each incinerator shall be \$460.
- [8] The fee for each crematorium shall be \$460.

(5) Fees for certificates and other permits.

- (a) The fee for demolition or removal permit shall be \$82 for Use Groups R-3 and R-4; the fee for all other use groups shall be \$151.
- (b) The fee for a permit to construct a sign shall be in the amount of \$2.50 per square foot of surface area of the sign, computed on one side only for double-faced signs. The minimum fee shall be \$65.
- (c) The fee for a certificate of occupancy for Use Groups R-3 and R-5 structures shall be \$65.
- (d) The fee for a certificate of occupancy for all other use groups shall be 10% of the total permit fee, with a minimum charge of \$65. The fee a certificate of continued occupancy issued under N.J.A.C. 5:23-2.23(c) shall be \$120.
- (e) The fee for a certificate of occupancy granted pursuant to a change of use group shall be \$120. The fee for plan review of a building for compliance under the alternate systems and nondepletable energy source provisions of the energy subcode shall be \$274 for one- and

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two-family homes (Use Group R-3 of the building subcode)
light commercial structures having the temperature controlled
single point and \$1,369 for all other structures.

associated

- (f) The fee for an application for a variation in accordance with N.J.A.C. 5:23-10 shall be \$594 for Class I structures and \$120 for Class II and Class III structures. The fee for resubmission of an application for a variation shall be \$229 for Class I structures and \$65 for Class II and Class III.
 - (g) The fee for lead hazard abatement work shall be \$140. The fee for lead abatement clearance certificate shall be \$28.
 - (h) For cross-connections and backflow preventors that are subject to testing, requiring reinspection annually, the fee shall be \$65.
 - (i) Mechanical systems. The fee for a mechanical inspection in a Use Group R-3 or R-4 structure by a mechanical inspector shall be \$65 for the first device and \$13 for each additional device. No separate fee shall be charged for gas, fuel oil or water piping connections with the mechanical equipment inspected.
 - (j) Tanks, in-ground or aboveground: on-site inspection fee shall be \$65.
 - (k) The building subcode permit fee for construction and installation for an aboveground swimming pool shall be \$65.
 - (l) The fee for a bonding/grounding inspection and certificate as required for public swimming pools, spas and hot tubs by P.L. 1998, c.137, Editor's Note: See N.J.S.A. 52:27D-133.2 shall be \$69.
- (6) Minimum fee. In any case, the minimum fee for a construction permit, in part or total, shall be \$65, with the following exceptions as determined by the Construction Office:
- (a) Sheds and other small renovations or accessory structures on Use

- Groups R-3 and R-4 property: the charge for each such structure or renovation shall be \$50.
- feet
- (b) Fence: the fee for construction and installation of a fence under six feet shall be \$35.
 - (c) Water heater: the fee for inspecting a replacement water heater in a Use Group R-3 or R-4 structure shall be \$35.
 - (d) Flatwork: concrete patios, slabs, driveways, walkways (does not include sidewalk and aprons) shall be \$35.
- B. Third-party agencies. In the event that a third-party agency is used for any one of the subcodes, an administrative surcharge of 15% shall be added per subcode.
 - C. Discontinuance of building project. Pursuant to N.J.A.C. 5:23-2.27, in case of a discontinuance of a building project, plan review fees are not refundable.
 - D. Exemptions. The only exemptions to fees are for municipal buildings or use of buildings for municipal business and buildings of Use Group A-4.

Article III.

Miscellaneous Fees

ARTICLE XI. ARTICLE III. SECTION 25-11 Fees for Certified Records.

The following fees shall be charged for each certified copy the following records:

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|----|---|----------------------|
| A. | Marriage License (issuance) | \$28.00 |
| B. | Affidavit of Domestic Partnership (issuance) | \$28.00 |
| C. | Burial Permits (issuance) | \$ 5.00 |
| D. | Certified Copies of Birth, Marriage and Death Certificates: | \$10.00 each |
| E. | Certifications (Birth, Marriage and Death): | \$10.00 each |
| F. | Affidavit of Domestic Partnership – certified copy | \$10.00 each |
| G. | Notary Public fees | \$ 1.00 per document |

ARTICLE XII. ARTICLE III. SECTION 25-12 Municipal Court Fees.

A. All requests for discovery in matters pending in the Merchantville Borough Municipal Court shall be submitted through the Municipal Prosecutor.

B. The following fees as set forth in Section 25-2 of this Chapter shall be payable by the requestor to the Borough of Merchantville for the discovery provided.

C. Where the discovery must be obtained from an entity other than the Borough of Merchantville (e.g. another police department), the actual costs paid to the other entity shall be paid by the requestor.

ARTICLE XIII. ARTICLE III. SECTION 25-13 Community Center Rental Fees.

A. Rental – Sunday through Thursday

1. Resident - \$25.00 per hour and \$150.00 Security Deposit, plus any cost for insurance for alcoholic beverages.

2. Non-Resident - \$25.00 per hour and \$150.00 Security Deposit, plus any cost for insurance for alcoholic beverages.

B. Rental – Friday and Saturday

1. \$600.00 for five (5) hour rental and \$150.00 security deposit plus any cost for insurance for alcohol beverages.

2. Residents may rent one time during the calendar year for \$300.00 and \$150.00 security deposit plus any cost for insurance for alcohol beverages.

C. There will be a \$60.00 clean up fee for all rentals.

D. Meetings – Sunday through Thursday - \$45.00

E. Lessons – Sunday through Thursday - \$25.00 per hour if fee is being charged; free if no fee is being charged then rental is free.

ARTICLE XIV. ARTICLE III. SECTION 25-14 Municipal Fees.

Alcoholic beverage licenses	
Annual license: plenary retail consumption	\$1,056.00
Annual license: plenary retail distribution	\$1,056.00
Annual license: club	\$100.00
Amusements and amusement devices	
Bingo (each)	\$ 20.00
Raffle-50/50 (each)	\$ 20.00
Annual dog license:	
Male/female, spayed or neutered	\$ 9.00
Male/female, unspayed or unneutered	\$ 12.00
License for potentially dangerous dogs as set by municipal court per N.J.S.A. 4:19-31	\$150 to \$700
Late Fees	
License purchased after March 31	\$ 10.00
License purchased after June 30	\$ 15.00
License purchased after September 30	\$ 20.00
Fire Prevention Inspection Fees	
Multi Family units	
R1=UP to 3 units	\$ 55.00
R2=4 to seven units	\$ 90.00
R3=8 to 35 units	\$125.00
R4=6 to 65 units	\$225.00
R5=66 to 100 units	\$325.00
R6=over 100 units	\$425.00

Single business buildings	
SB1=one floor business	\$ 35.00
SB2=two floor business	\$ 65.00
SB3=three floor business	\$ 85.00
SB4=four floor business	\$150.00
SB5=building over 10,000 sq. ft.	\$175.00
Multiple business buildings	
MB1=individual business	\$ 35.00
MB2=common area	\$ 65.00
MB=each floor	\$ 65.00
Historic Preservation Commission Review	
New Construction	\$200.00
Escrow:	\$250.00
Application for alterations/demolitions/additions	\$100.00
Escrow:	\$250.00
General review	\$ 75.00
Certificate of appropriateness	\$ 50.00
Escrow for review of application for demolition referred to the Planning Board (in addition to other fees charged)	\$250.00
License for temporary locale	
Dumpster/Container Permit (10 Day)	\$ 25.00
5 day Renewal (up to three times)	\$ 15.00
Peddling and soliciting	
License issued for a three-month period	\$ 50.00
Planning/Zoning Board fees	

Certificate of appropriateness, per dwelling unit (residential)	\$ 50.00
Re-inspection fee	\$ 10.00
Certificate of occupancy, per dwelling unit (commercial)	\$ 50.00
Re-inspection fee	\$ 10.00
Land Use and Zoning Book	
Copy of Master Plan	\$ 25.00
CD copy of Master Plan	\$ 5.00
Lists of property owners furnished for any reason	\$ 10.00
Professional Fees:	
Engineer's fees:	To be billed to the applicant directly.
Solicitor's fees:	To be billed to the applicant directly.
Site Plan Review – Major (Preliminary or Final)	\$300.00
Escrow	\$1,500.00
Site Plan Review – Minor	\$150.00
(can be waived for change of use, sign application or exterior changes visible from a public street)	
Escrow	\$250.00
Subdivision – Minor	\$300.00
Escrow	\$250.00 plus \$200 per lot
Subdivision – Major (Preliminary)	\$500.00
Escrow	\$1,000.00 plus

	\$200 per lot
Subdivision – Major (Final)	\$200.00
Escrow	\$200.00 plus \$75 per lot
Variances	
“A” Variance (appeal and interpretation)	\$150.00
Escrow	\$250.00
Bulk “C” Variance	\$300.00
Escrow	\$500.00
Use “D” Variance	\$300.00
Escrow	\$500.00
Fence Exception	\$ 25.00
Escrow	\$250.00
Fences Front Yard (ornamental)	\$ 50.00
Escrow	not required
Zoning permit fee	\$ 25.00
Returned checks	\$ 25.00
Sewers	
Permit to make connection with sewer system	\$1,207.00
Sign permit application fee	
Business	\$ 50.00
Dangerous sign administration fee	\$100.00

Smoke and CO detectors and fire extinguisher inspections:

More than ten business days the fee is	\$ 35.00
Fewer than ten but more than four business days	\$ 70.00
Four business days or fewer	\$125.00
If re-inspection required /per re-inspection	\$ 10.00

The Borough of Merchantville hereby adopts the fee structure of the New Jersey Department of Community Affairs for the State Uniform Construction Code, as authorized by New Jersey regulations.

The above hereby incorporates N.J.A.C. 5123-4:20 as currently in place and any future amendments and/or appropriate regulatory provision pertinent to the fee structure.

On file

Street openings

Permit fee	\$ 20.00-100.00
Bond for street opening	
Deposit in lieu of bond for street opening	

Summer Parks and Playgrounds Program - Registration

Borough residents	\$150.00 per child
Non-residents	\$175.00 per child

Swimming pools

Basic permit fee for wading pool	\$ 5.00
Permit fee	\$ 20.00

Tax Collector's Office

Duplicate tax sales certificate		\$ 25.00
Tax Search Fee	First Request	no charge
	Second Request	no charge
	Third Request	\$ 50.00

ARTICLE II.

All Ordinances contrary to the provisions of this Ordinance are hereby repealed to the extent that they are inconsistent herewith.

ARTICLE III.

This Ordinance shall take effect upon passage and publication according to law.

THE BOROUGH OF MERCHANTVILLE

BY: _____
FRANK M. NORTH, MAYOR

ATTEST:

DENISE BROUSE, BOROUGH CLERK

The foregoing Ordinance was introduced by Mayor and Council at its regular meeting held on March 11, 2013. This Ordinance will be considered for adoption on final reading and public hearing to be held on April 8, 2013 at 7:30 p.m. in the Council Meeting Room, Merchantville Borough Hall, 1 West Maple Avenue, Merchantville, New Jersey.

The purpose of this Ordinance is to establish a fee schedules for document requests and matters involving inspections under the Open Public Records Act and the Uniform Construction Act. A copy of this Ordinance is available at no charge to the general public between the hours of 8:30 AM to 4:30 PM, Monday through Thursday (Legal Holidays excluded), at the Office of the Borough Clerk, Merchantville Borough Hall, 1 West Maple Avenue, Merchantville, New Jersey.