

**BOROUGH OF MILLTOWN  
ORDINANCE 23-1520**

**AN ORDINANCE TO AMEND CHAPTER II, ADMINISTRATION, SECTION 100, FEES FOR MUNICIPAL SERVICES; OF REVISED GENERAL ORDINANCES OF THE BOROUGH OF MILLTOWN, COUNTY OF MIDDLESEX, STATE OF NEW JERSEY.**

**BE IT ORDAINED** by the Borough of Milltown of the County of Middlesex and State of New Jersey that the Revised General Ordinances of the Borough of Milltown be amended as follows:

**Section 1.** Chapter II, Administration, Section 100, Fees for Municipal Services, of the Revised General Ordinances of the Borough of Milltown is hereby amended as follows:

**§2-100.1 General Fees Charged by the Borough**

a. All fees shall be as follows:

<b>Item</b>	<b>Cost</b>
Returned Check Fee	\$25.00

**§2-100.2 Fees for Copies of Public Records**

a. Public Records of the Borough shall be open for inspection as provided by law (N.J.S.A. 47:1A-1). Such inspections shall be made only at reasonable times during business hours and without interference to the conduct of the affairs of the office or other place where such records are kept or maintained.

b. All fees shall be as follows:

<b>Item</b>	<b>Cost</b>
Letter sized (8.5"x11") copies	\$0.05 per page
Legal size (8.5"x14") copies	\$0.07 per page
Ledger size (11"x17") copies	\$0.07 per page
Reproduction on CD	\$1.00 per CD
Reproduction on Flash Drive	Cost of flash drive

**§2-100.3 Fees Charged by the Clerk's Office**

- a. Fees for official searches for municipal liens (tax searches) and continuations thereof shall be due and paid as provided by N.J.S.A. 54:5-14 and 5-15, as amended by the Laws of 1964, Chapter 256.
- b. Fees for official searches for improvements authorized but not assessed and continuations thereof shall be due and paid as provided by N.J.S.A. 54:5-18.4, and the same are hereby fixed and established at the same amounts and in the same manner as for official searches for municipal liens.
- c. Fees for certificates as to approval of subdivisions pursuant to N.J.S.A. 40:55D-56, shall be due and paid as provided therein, and the same are hereby fixed and established at the same amounts and in the same manner as for official searches for municipal liens.
- d. Fees for examination of tax records as lists by the Assessor for names and addresses of property owners as the same appear thereon to be notified of hearing before the Planning Board (N.J.S.A. 40:55D-10 through 40:55D-16) or before the Board of Adjustment (N.J.S.A. 40:55D-11 through 40:55D-16), shall as designated by resolution of the Borough Council.

<b>Item</b>	<b>Cost</b>
Property Owner List	\$10.00 per Block and Lot

**§2-100.4 Fees Charged by the Registrar of Vital Statistics**

<b>Item</b>	<b>Cost</b>
Certified Copies	
Death Certificate	\$15.00 per copy
Birth Certificate	\$15.00 per copy
Marriage Certificate	\$15.00 per copy
Domestic Partnership Certificate	\$15.00 per copy
Civil Union Certificate	\$15.00 per copy

Application for:

Marriage	\$28.00
Domestic Partnership	\$28.00
Civil Union	\$28.00
Remarriage	\$28.00

Burial Permit	\$1.00
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**§2-100.5 Fees Charged by the Police Department**

<b>Item</b>	<b>Cost</b>
Firearms Purchases Permits	Fees set by N.J.S.A. 2C:58-3
Firearms ID Card	Fees set by N.J.S.A. 2C:58-3
Accident Reports	
In person request for physical copies	Cost of record duplication per §2-100.2 Fees for Copies of Public Records. <i>Fee waived if requestor is an involved party.</i>
Electronic request (e-mail or fax)	\$5.00 per report
Request for copies by mail	\$5.00 per report plus the cost of postage.
Special Duty Fees	
Traffic	\$85.00/ hour with a four hour minimum
Security or Indoor	\$55.00/ hour with a four hour minimum
Vehicle	\$12.00/hour for each vehicle
Administrative	18% of total invoiced amount

**§2-100.6 Fees Charged by the Municipal Court**

<b>Item</b>	<b>Cost</b>
Application fee for Municipal Public Defender	\$200.00

**§2-100.3 Fees Charged by the Collector's Office**

<b>Item</b>	<b>Cost</b>
Returned Check Fee	\$20.00
Duplicate Tax Bill	\$5.00
Issuance of Duplicate Certificates	\$100.00

**Section 5.** Each clause, section or subsection of the ordinance shall be deemed a separate provision to the intent that if any such clause, section or subsection should be declared invalid, the remainder of the ordinance shall not be affected.

**Section 6.** All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed as to the extent of such inconsistency.

**Section 7.** This ordinance shall take effect immediately upon adoption and publication according to law.

<b>Motion/ Second</b>	<b>Roll Call</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>	<b>Adopted on First Reading Dated: March 13, 2023</b>
	Council President Zambrana	X				<hr/> Marie M. Marlor, RMC Borough Clerk
	Councilman Collins				X	
Second	Councilwoman O'Donnell	X				
Motion	Councilman Pareti	X				
	Councilman Potter				X	
	Councilman Revolinsky	X				

<b>Motion/ Second</b>	<b>Roll Call</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>	<b>Adopted on Second Reading Dated: March 27, 2023</b>
	Council President Zambrana					<hr/> Marie M. Marlor, RMC Borough Clerk
	Councilman Collins					
	Councilwoman O'Donnell					
	Councilman Pareti					
	Councilman Potter					
	Councilman Revolinsky					

Approval by the Mayor on this 27th day of  
March, 2023

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Trina Mehr, Mayor