



# *Township of Monroe*

**County of Middlesex**

**PATRICIA REID**

*Township Clerk*

[preid@monroetwp.com](mailto:preid@monroetwp.com)

**OFFICE OF TOWNSHIP CLERK**

Municipal Complex

1 Municipal Plaza

Monroe Township, NJ 08831-1900

(732) 656-4573

(732) 521-3190 FAX

July 28, 2020

**SENT VIA ELECTRONIC MAIL**

[opra+request-15277-c22692e2@requests.opramachine.com](mailto:opra+request-15277-c22692e2@requests.opramachine.com)

Ben

RE: Open Public Records Act (OPRA) Request – received July 17, 2020 – 2020-01627

To whom it may concern:

In response to the above mentioned OPRA request I offer the following response:

1. I appreciate your consideration of the following matter. Under OPRA and the Common Law Right of Access, I am requesting a current list of records over the past 2 YEARS for each of the following be delivered via e-mail in EXCEL format:
  - 1) All abandoned/vacant residential properties (Property Class 2)
  - 2) All condemned properties
  - 3) All residential properties with delinquent taxes
  - 4) All residential properties for which a Lis Pendens notice has been filed or that are currently in probate
  - 5) All properties that are absentee-owned
  - 6) All properties with delinquent water and sewer which date back up to 1 year, including amounts owed
  - 7) All properties currently listed with water shut-off notice
  - 8) All properties with code violations, including the type of violation
  - 9) All properties with notices of abatement

The Construction Department has provided a list of notices and orders for the past two years. The Tax Collector has provided a list of properties with delinquent taxes. The Township does not have a vacant/abandoned property list or a requirement to register a vacant/abandoned property. The Utility Department does not keep records of residential properties that have open water/ sewer balances for prior quarters. A tax sale is held in Oct each year for any properties that have open balances from the prior year. A list of these properties will be advertised in the newspaper prior to Tax Sale. Residential properties are not shut off due to delinquent balances. The Zoning Officer has stated there is no list of properties with code violations on file.

**Please be advised that all Monroe Township municipal buildings are closed to the public and Departments have limited staff.**

If you have any further questions regarding this request, I can be reached at [AGonzalez@monroetwp.com](mailto:AGonzalez@monroetwp.com) or 732-656-4573.

Sincerely,

*Alicia Gonzalez*

Alicia Gonzalez

Records Management Coordinator