

**THE BOARD OF CHOSEN FREEHOLDERS
OF THE
COUNTY OF MONMOUTH**

MICHAEL D. FITZGERALD, ESQ.
COUNTY COUNSEL



HALL OF RECORDS
ONE EAST MAIN STREET, ROOM 236
FREEHOLD, NJ 07728
TELEPHONE: 732-683-8640
FAX: 732-431-0437
Michael.Fitzgerald@co.monmouth.nj.us

December 11, 2017

VIA ELECTRONIC MAIL

ASK NJ Media Co.

Email: opra+request-930-7ab49ee3@requests.opramachine.com

Re: **OPRA REQUEST RECEIVED – DECEMBER 7, 2017**

Dear Madam/Sir:

The County of Monmouth received your Open Public Records Act (OPRA) request on December 7, 2017. As such, the seven (7) business day deadline to respond to your request is December 18, 2017. This response to your request is being provided to you on the 2nd business day after the custodian's receipt of said request.

Your request seeks "I am requesting copies of all OPRA requests from August 1, 2017 to August (sic) 7, 2017".

Enclosed please find the following document(s) responsive to your request:

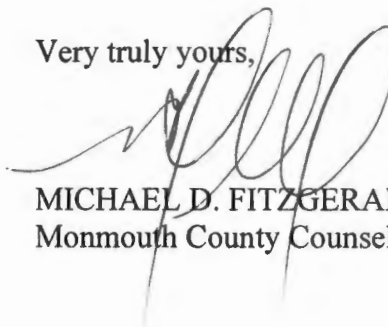
- Copies of all OPRA requests from August 1, 2017 to August 7, 2017 (21 pages)
(Redactions made)

The table below identifies the records that are being denied in whole or in part as well as the legal basis for each denial, as is required by N.J.S.A. 47:1A-6.

If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the County of Monmouth to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council ("GRC") by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The Council can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

Should you have any further questions with reference to your request, please feel free to contact the undersigned.

Very truly yours,

A handwritten signature in black ink, appearing to read 'M. Fitzgerald', is written over the typed name.

MICHAEL D. FITZGERALD
Monmouth County Counsel

MDF/gsg
Enclosures

cc: Marion Masnick, Clerk of the Board

List of all records responsive to OPRA request (include the number of pages for each record).	List of all records provided, <u>with redactions</u> , or denied in their entirety.	If records are disclosed with redactions, give a general nature description of the redactions.	If records were denied in their entirety, give a general nature description of the record.	List the legal explanation and statutory citation for the denial of access to records in their <u>entirety</u> or <u>with redactions</u> .
Copies of all OPRA requests from August 1, 2017 to August 7, 2017 (21 pages) (<i>Redactions made</i>)	Copies of all OPRA requests from August 1, 2017 to August 7, 2017 (21 pages) (<i>Redactions made</i>)	The redactions made to the enclosed documents include phone numbers, fax numbers and personal email addresses which are considered private information and are not eligible for release under OPRA.	N/A	The phone numbers, fax numbers and email addresses were redacted in accordance with <u>N.J.S.A. 47:1A-1</u> "as a public agency has a responsibility and an obligation to safeguard from public access a citizen's personal information with which it has been entrusted when disclosure thereof would violate the citizen's reasonable expectation of privacy."

Masnick, Marion

From: ASK NJ Media Co. <opra+request-930-7ab49ee3@requests.opramachine.com>
Sent: Wednesday, December 06, 2017 8:13 PM
To: Masnick, Marion
Subject: Open Public Records Act request - OPRA Request

Dear Monmouth County,

This is a request for public records made under OPRA and the common law right of access. I certify under penalty of NJSA 2C:28-3 that I have not been convicted of an indictable offense. Please acknowledge receipt of this message.
Records requested:

I'm requesting copies of all OPRA requests from August 1, 2017 to August 7, 2017.

Yours faithfully,

ASK NJ Media Co.

Please use this email address for all replies to this request:

opra+request-930-7ab49ee3@requests.opramachine.com

Is mmasnick@co.monmouth.nj.us the wrong address for Open Public Records Act requests to Monmouth County? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=monmouth_county

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

If you find this service useful as an OPRA officer, please ask your web manager to link to us from your organisation's OPRA page.

CLERK OF THE BOARD
2017 DEC -7 A.M. 23



MONMOUTH COUNTY

OPEN PUBLIC RECORDS ACT REQUEST FORM

Hall of Records, One East Main Street, Freehold, NJ 07728

Records Custodian: Marion Masnick, Clerk of the Board
to the Monmouth County Board of Chosen Freeholdersm.m.e.
c.o.m.m.u.n.t.h.
n.j.u.sTelephone 732-431-7387
Fax 732-431-6519

CLERK OF THE BOARD

Important Notice 2017 AUG -2 P 12:56

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information - Please Print

First Name Kimberly MI [REDACTED] Last Name Ardise
E-mail Address [REDACTED]
Mailing Address 10 Colts Drive
City Holmdel State NJ Zip 07733
Telephone [REDACTED] FAX [REDACTED]
Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site Inspect ☐ Fax ☐ E-mail ☒
If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
Signature [Signature] Date 08/02/17

Payment Information

Maximum Authorization Cost \$

Select Payment Method
☐ Cash ☐ Check ☐ Money OrderFees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
CD & DVD - \$1.00 per disc
Other materials - actual cost of material

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

• septic field map for:
5 Armand Court - Holmdel
• any other info; year it was
installed, who did the work,
how big is the tank?

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____
Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

AGENCY USE ONLY

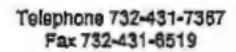
Tracking Information

Tracking #	Total
Rec'd Date	Deposit
Ready Date	Balance Due
Total Pages	Balance Paid

Records Provided

Custodian Signature

Date



The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Maximum Authorization Cost \$

Select Payment Method

☒ Cash ☐ Check ☐ Money Order

Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
CD & DVD - \$1.00 per disc
Other materials - actual cost of material

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Extras: Special service charge dependent upon request.

All names, email address & phone numbers by town for republican committee members in the county of monmouth

CLERK OF THE BOARD
2017 AUG -7 A 8 21

Est. Document Cost	_____	Disposition Notes Custodian: If any part of request cannot be delivered in seven business days, detail reasons here,	Tracking Information		Final Cost		
Est. Delivery Cost	_____		Tracking #	_____	Total	_____	
Est. Extras Cost	_____		Rec'd Date	_____	Deposit	_____	
Total Est. Cost	_____		Ready Date	_____	Balance Due	_____	
Deposit Amount	_____		Total Pages	_____	Balance Paid	_____	
Estimated Balance	_____			Records Provided			
Deposit Date	_____	In Progress - Open _____ Denied - Closed _____ Filled - Closed _____ Partial - Closed _____	_____ Custodian Signature				_____ Date



MONMOUTH COUNTY

OPEN PUBLIC RECORDS ACT REQUEST FORM

Hall of Records, One East Main Street, Freehold, NJ 07728

Records Custodian: Marlon Masnick, Clerk of the Board
to the Monmouth County Board of Chosen FreeholdersTelephone 732-431-7387
Fax 732-431-6519

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name Jessica MI Last Name BrowneE-mail Address Mailing Address 331 Newman Springs Road, Suite 203City Red Bank State NJ Zip 07701Telephone FAX Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site ☐ Fax ☐ E-mail ☒If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE ~~HAVE NOT~~ been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.Signature Jessica BrowneDate 8/01/2017

Payment Information

Maximum Authorization Cost \$

Select Payment Method

☐

Cash

☐

Check

☐

Money Order

Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
CD & DVD - \$1.00 per disc
Other materials - actual cost of material

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Any environmental information pertaining to site remediation, underground storage tanks, solid and hazardous waste, permitting, spills, violations, ect. for the following:

Former Site Name: Estey Metal Products Inc.

ISRA Case #E90833
KCSL NJD042910901
PI ID G000002703101 Tornillo Way
Block 120.02, Lot 1.01
Tinton Falls Boro, Monmouth County, NJCLERK OF THE BOARD
2017 AUG - 1 P 3:58

AGENCY USE ONLY

Est. Document Cost
Est. Delivery Cost
Est. Extras Cost
Total Est. Cost
Deposit Amount
Estimated Balance

Deposit Date

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.In Progress - Open
Denied - Closed
Filled - Closed
Partial - Closed

AGENCY USE ONLY

Tracking Information
Tracking # Total
Rec'd Date Deposit
Ready Date Balance Due
Total Pages Balance Paid

Records ProvidedCustodian Signature Date

MONMOUTH COUNTY



MONMOUTH COUNTY

OPEN PUBLIC RECORDS ACT REQUEST FORM

Hall of Records, One East Main Street, Freehold, NJ 07728

Records Custodian: Marlon Masnick, Clerk of the Board
to the Monmouth County Board of Chosen FreeholdersTelephone 732-431-7387
Fax 732-431-6519

CLERK OF THE BOARD

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information - Please Print

First Name Jeffrey MI M Last Name CasalettoE-mail Address [REDACTED]Mailing Address 400 Crossing Boulevard, 8th FloorCity Bridgewater State NJ Zip 08807Telephone [REDACTED] FAX [REDACTED]Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site Inspect ☐ Fax ☐ E-mail ☒If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE ~~HAVE NOT~~ been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.Signature Jeffrey M.Casaletto

Digitally signed by Jeffrey M. Casaletto

DN: CN = Jeffrey M. Casaletto email =

j.m.casaletto@monmouthnj.com C = US O =

NMM OU = NMM

Date: 2017.07.31 17:18:14 -0500

Date July 31, 2017

Payment Information

Maximum Authorization Cost \$ 250.00

Select Payment Method

☐ Cash☒ Check☐ Money OrderFees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
CD & DVD - \$1.00 per disc
Other materials - actual cost of material

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

All documents, records, information and project files pertaining to the proposed amendment to the Monmouth County District Solid Waste Management Plan ("County Plan") to include a solid waste facility (i.e., transfer station) at 34 Randolph Road, Howell Township, NJ, (the "Proposed Transfer Station"), including without limitation the initial application by Resource Engineering, LLC, and its amendments, revisions, modifications, and updates (the "Transfer Station Application"); all Solid Waste Advisory Council ("SWAC") meeting agendas and minutes on/in which the Transfer Station Application or the Proposed Transfer Station is referenced; all correspondence, including without limitation staff correspondence and SWAC correspondence, regarding the Proposed Transfer Station or the Transfer Station Application; all testimony, including without limitation at SWAC meetings, regarding the Transfer Station Application or the Proposed Transfer station; and any other information available pertaining to or related to the Transfer Station Application or the Proposed Transfer Station inclusion in the County Plan.

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____

Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			

Custodian Signature _____

Date _____

New Jersey's
MONMOUTH COUNTY
CLERK OF THE BOARD

Open Public Records Search System

2017 AUG -3 P 4:08

[Close](#)



MONMOUTH COUNTY

OPEN PUBLIC RECORDS ACT REQUEST FORM

Hall of Records, One East Main Street, Freehold, NJ 07728

Records Custodian: Marion Masnick, Clerk of the Board
to the Monmouth County Board of Chosen Freeholders

Telephone 732-431-7387
Fax 732-431-6510

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information - Please Print

First Name BARBARA M. J Last Name CHAUDHEY

E-mail Address [REDACTED]

Mailing Address 58 DALE ROAD

City MIDDLETOWN State NJ Zip 07748

Telephone [REDACTED] FAX [REDACTED]

Preferred Delivery: Pick Up ☒ US Mail ☐ On-Site ☐ Inspect ☐ Fax ☒ E-mail ☒

If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature Barbara J. Chaudhey Date 8/3/17

Payment Information

Maximum Authorization Cost \$

Select Payment Method

☐ Cash ☐ Check ☐ Money Order

Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
CD & DVD per disc - \$1.00
Other materials - actual cost of material

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

The Greater Red Bank League of Women Voters is requesting a list of all candidates who will be on the ballot for the November 2017 General Election. If it is on a spreadsheet, that would be very helpful. Thank you for your cooperation!
Barbara J. Chaudhey
President, Greater Red Bank League of Women Voters



MONMOUTH COUNTY

OPEN PUBLIC RECORDS ACT REQUEST FORM

Hall of Records, One East Main Street, Freehold, NJ 07728

Records Custodian: Marlon Masnick, Clerk of the Board
to the Monmouth County Board of Chosen FreeholdersTelephone 732-431-7387
Fax 732-431-8519

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information - Please Print

First Name Rebecca MI _____ Last Name Cummings

E-mail Address _____

Mailing Address Najarian Associates, 1 Industrial Way WestCity Eatontown State NJ Zip 07724

Telephone _____

FAX _____

Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site Inspect ☐ Fax ☐ E-mail ☒If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.Signature [Signature]Date 8/7/17

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method

☐

Cash

☐

Check

☐

Money Order

Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
CD & DVD - \$1.00 per disc
Other materials - actual cost of material

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Property Description: Former Commercial/Industrial. We are requesting any and all applicable information related to the disclosure of known or suspected, past or present environmental concerns for the property. Including but not limited to the use of USTs, records of historical enforcement actions, investigations involving soil and/or groundwater quality contamination and any information related to the overall environmental quality of the property for the timeframe of 1900s to present.

Block 103, Lot 10.
307 Middletown Lincrest Rd
Middletown, NJCLERK OF THE BOARD
2017 AUG - 7 A 10:2

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____

Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.In Progress - Open _____
Denied - Closed _____
Filed - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information

Tracking # _____ Total _____
Rec'd Date _____ Deposit _____
Ready Date _____ Balance Due _____
Total Pages _____ Balance Paid _____

Records Provided

Custodian Signature _____

Date _____



MONMOUTH COUNTY

OPEN PUBLIC RECORDS ACT REQUEST FORM

Hall of Records, One East Main Street, Freehold, NJ 07728

Records Custodian: Marlon Masnick, Clerk of the Board
to the Monmouth County Board of Chosen FreeholdersTelephone 732-431-7387
Fax 732-431-8519

CLERK OF THE BOARD

Important Notice

2017 AUG - 3 A 10 45

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information - Please Print

First Name Alyssa MI A Last Name Della FaveE-mail Address [REDACTED]Mailing Address 1856 Route 9City Toms River State NJ Zip 08755Telephone [REDACTED] FAX [REDACTED]Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site Inspect ☐ Fax ☒ E-mail ☒If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.Signature [Signature] Date 8/3/17

Payment Information

Maximum Authorization Cost \$

Select Payment Method
☐ Cash ☐ Check ☐ Money OrderFees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
CD & DVD - \$1.00 per disc
Other materials - actual cost of material

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.Property Info: 144 & 148 Hockhockson Road (Block 50 ~ Lot 24 & 24.1), Colts Neck Twp., NJ
Please search records for the years 1950 to present (as applicable):

- Deed Notice or land use restrictions associated with the property
- Reports/ complaints of environmental contamination of soil, groundwater, surface water or air.
- Records associated with well permits and septic systems.
- Fire Official (if applicable): Records of tank removal, storage of hazardous material or petroleum products and hazardous material responses.

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____

Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information

Tracking # _____ Total _____
Rec'd Date _____ Deposit _____
Ready Date _____ Balance Due _____
Total Pages _____ Balance Paid _____

Records Provided

Custodian Signature

Date



MONMOUTH COUNTY

OPEN PUBLIC RECORDS ACT REQUEST FORM

Hall of Records, One East Main Street, Freehold, NJ 07728

Records Custodian: Marlon Masnick, Clerk of the Board
to the Monmouth County Board of Chosen FreeholdersTelephone 732-431-7387
Fax 732-431-8519

CLERK OF THE BOARD

Important Notice

2017 AUG -4 A 8:41

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information - Please Print

First Name David MI F Last Name EdenfieldE-mail Address [REDACTED]Mailing Address PO Box 501City Malvern State PA Zip 19355Telephone [REDACTED] FAX [REDACTED]Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site Inspect ☐ Fax ☐ E-mail ☒If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.Signature David Edenfield Date 8/4/17

Payment Information

Maximum Authorization Cost \$ 100.00

Select Payment Method
☐ Cash ☒ Check ☐ Money OrderFees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
CD & DVD - \$1.00 per disc
Other materials - actual cost of material

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

I would like to request the right-of-way/construction prints along with any utility maps that may be available (electric, gas, water, sewer, storm) for the intersection of CR 537 (W Main St) and Wemrock Rd in Freehold Township, Monmouth Co. (See attached map)

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____

Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information
Tracking # _____ Total _____
Rec'd Date _____ Deposit _____
Ready Date _____ Balance Due _____
Total Pages _____ Balance Paid _____

Records Provided _____

Custodian Signature _____

Date _____



MONMOUTH COUNTY

OPEN PUBLIC RECORDS ACT REQUEST FORM

Hall of Records, One East Main Street, Freehold, NJ 07728

Records Custodian: Marlon Masnick, Clerk of the Board
to the Monmouth County Board of Chosen FreeholdersTelephone 732-431-7387
Fax 732-431-6519

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information - Please Print

First Name Haven MI L Last Name FranklinE-mail Address [REDACTED]Mailing Address 119 Lancaster Rd.City Freehold State NJ Zip 07728Telephone [REDACTED] FAX [REDACTED]Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site ☐ Fax ☐ E-mail ☒If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.Signature haven franklinDate 8/7/2017

Payment Information

Maximum Authorization Cost \$

Select Payment Method
☐ Cash ☐ Check ☐ Money OrderFees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
CD & DVD - \$1.00 per disc
Other materials - actual cost of material

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Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

I hold the position of Freehold Township Democratic Municipal Chair. I appointed many new County Committee people for several districts in Freehold Township this year.
I want a current official list of County Committee persons assigned to Freehold Township.

CLERK OF THE BOARD
2017 AUG - 7 PM

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____

Deposit Date _____

AGENCY USE ONLY

Disposition Notes
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In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information

Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____

Records Provided _____

Custodian Signature _____

Date _____



MONMOUTH COUNTY

OPEN PUBLIC RECORDS ACT REQUEST FORM

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Records Custodian: Marlon Masnick, Clerk of the Board
to the Monmouth County Board of Chosen FreeholdersTelephone 732-431-7387
Fax 732-431-6519

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information - Please Print

First Name Julisa MI M Last Name Garcia
E-mail Address [REDACTED]
Mailing Address 201 Amherst Ct
City Freehold State NJ Zip 07728
Telephone [REDACTED] FAX [REDACTED]
Preferred Delivery: Pick Up ☒ US Mail ☐ On-Site ☐ Fax ☐ E-mail ☐
If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE ~~HAVE NOT~~ been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
Signature [Signature] Date 8/1/17

Payment Information

Maximum Authorization Cost \$
Select Payment Method
☐ Cash ☐ Check ☐ Money Order
Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
CD & DVD - \$1.00 per disc
Other materials - actual cost of material
Delivery: Delivery / postage fees additional depending upon delivery type.
Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

I am requesting a list of of all County Committee:

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____
Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information

Tracking # _____
Rec'd Date _____
Ready Date _____
Total Pages _____

Final Cost

Total _____
Deposit _____
Balance Due _____
Balance Paid _____

Records Provided

Custodian Signature

Date



MONMOUTH COUNTY

OPEN PUBLIC RECORDS ACT REQUEST FORM

Hall of Records, One East Main Street, Freehold, NJ 07728

Records Custodian: Marlon Masnick, Clerk of the Board
to the Monmouth County Board of Chosen FreeholdersTelephone 732-431-7387
Fax 732-431-6519

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information - Please Print

Payment Information

First Name Daniel MI _____ Last Name Ortega

E-mail Address _____

Mailing Address 65 Springfield Ave

City Springfield State NJ Zip 07081

Telephone _____ FAX _____

Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site ☐ Fax ☐ E-mail ☒

If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature Daniel Ortega Date 08/07/2017

Maximum Authorization Cost \$ _____

Select Payment Method

Cash ☐ Check ☐ Money Order ☐

Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
CD & DVD - \$1.00 per disc
Other materials - actual cost of material

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

- Copy of the most recent resolution and/or ordinance passed by the Monmouth County Freeholder Board establishing and/or adopting 'an apprenticeship program' as part of their contracting criteria.

CLERK OF THE BOARD
2017 AUG - 7 P 2:07

AGENCY USE ONLY

Est. Document Cost _____

Est. Delivery Cost _____

Est. Extras Cost _____

Total Est. Cost _____

Deposit Amount _____

Estimated Balance _____

Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____

Denied - Closed _____

Filled - Closed _____

Partial - Closed _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			
Custodian Signature		Date	



MONMOUTH COUNTY

OPEN PUBLIC RECORDS ACT REQUEST FORM

Hall of Records, One East Main Street, Freehold, NJ 07728

Records Custodian: Marion Masnick, Clerk of the Board
to the Monmouth County Board of Chosen FreeholdersTelephone 732-431-7387
Fax 732-431-6519

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information - Please Print

First Name Todd MI R Last Name PassmoreE-mail Address [REDACTED]Mailing Address 15850 Crabbs Branch Way Suite 200City Rockville State MD Zip 20855Telephone [REDACTED] FAX [REDACTED]Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site ☐ Fax ☐ E-mail ☒If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.Signature [Signature] Date 07-31-2017

Payment Information

Maximum Authorization Cost \$ 25.00

Select Payment Method
Cash ☐ Check ☒ Money Order ☐Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
CD & DVD - \$1.00 per disc
Other materials - actual cost of material

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Researching information on the address 147 Grant Avenue in Eatontown, NJ; Block 2002, Lot 59. Site is owned by Dolores Howard. Please provide information concerning CEAs/WRAs, RI, SI, RA, PA, RAP, NFA letters, deed notices, spills, releases, underground storage tanks, aboveground storage tanks, remediation, activity use limitations, hazardous materials or petroleum product usage, regulatory violations, notifications, progress/monitoring reports, closure reports, monitoring well records, pollution prevention plans, soil or groundwater sample results, and/or public complaints.

CLERK OF THE BOARD
2017 AUG - 2 A 8 54

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____
Deposit Date _____

AGENCY USE ONLY

Disposition Notes

Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information

Tracking # _____ Total _____
Rec'd Date _____ Deposit _____
Ready Date _____ Balance Due _____
Total Pages _____ Balance Paid _____

Records Provided

Custodian Signature _____

Date _____



MONMOUTH COUNTY
OPEN PUBLIC RECORDS ACT REQUEST FORM
Hall of Records, One East Main Street, Freehold, NJ 07728
Records Custodian: Marion Masniak, Clerk of the Board
to the Monmouth County Board of Chosen Freeholders

Telephone 732-431-7387
Fax 732-431-6519

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information - Please Print

Affordable waste water solutions
First Name Amanda MI Last Name Ruvo
E-mail Address [REDACTED]
Mailing Address 821 Huntington Ave
City Pine Beach State NJ Zip 08741 39
Telephone [REDACTED] FAX [REDACTED]
Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site Inspect ☐ Fax ☒ E-mail ☐
If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state or the United States.
Signature [REDACTED] Date 8/14/17

Payment Information

Maximum Authorization Cost: \$
Select Payment Method
☐ Cash ☐ Check ☐ Money Order
Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
CD & DVD - \$1.00 per disc
Other materials - actual cost of material
Delivery: Delivery / postage fees additional depending upon delivery type.
Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

please provide ALL septic records for a
septic inspection at
5 Grand Tour Road
Locust, NJ 07760
Block 782 Block 3

CLERK OF THE BOARD
2017 AUG - 14 A 11:00

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____
Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
Denied - Closed _____
Filed - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information
Tracking # _____
Rec'd Date _____
Ready Date _____
Total Pages _____
Records Provided _____
Final Cost
Total _____
Deposit _____
Balance Due _____
Balance Paid _____
Custodian Signature _____ Date _____



MONMOUTH COUNTY

OPEN PUBLIC RECORDS ACT REQUEST FORM

Hall of Records, One East Main Street, Freehold, NJ 07728

Records Custodian: Marion Masnick, Clerk of the Board
to the Monmouth County Board of Chosen FreeholdersTelephone 732-431-7387
Fax 732-431-8519

CLERK OF THE BOARD

2017 AUG -3 A 9:45

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information - Please Print

First Name Tina MI _____ Last Name Pflaster

E-mail Address _____

Mailing Address 79 Randolph RoadCity Howell State NJ Zip 07731

Telephone _____ FAX _____

Preferred Delivery:

Pick
Up ☒US Mail ☐On-Site
Inspect ☐Fax ☐E-mail ☐If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / ~~HAVE NOT~~ been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature _____

Date 8/3/17

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method



Cash



Check



Money Order

Fees: Letter size pages - \$0.05
per page
Legal size pages - \$0.07
per page
CD & DVD - \$1.00 per disc
Other materials - actual cost
of materialDelivery: Delivery / postage fees
additional depending upon
delivery type.Extras: Special service charge
dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

All documents related to the proposed amendment to the Monmouth County Solid Waste Management Plan to operate a transfer facility at 34 Randolph Road in Howell. Documents requested to include but not be limited to the following: Resource Engineering, LLC Proposal (initial and subsequent), County Engineering Division comments on increased traffic control, copy of the Developer's Agreement between the applicant and the County of Monmouth including all of the improvements agreed upon, County Officials correspondence (Township land use, Township fire and Township code officials), correspondence stating the reasons that the matter was referred back to the SWAC and any additional correspondence, testimony, meeting minutes, staff correspondence or any other information concerning this proposed facility.

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____
Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be
delivered in seven business days,
detail reasons here.In Progress - Open _____
Denied - Closed _____
Filed - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information
Tracking # _____
Rec'd Date _____
Ready Date _____
Total Pages _____
Final Cost
Total _____
Deposit _____
Balance Due _____
Balance Paid _____
Records Provided

Custodian Signature _____

Date _____



MONMOUTH COUNTY

OPEN PUBLIC RECORDS ACT REQUEST FORM

Hall of Records, One East Main Street, Freehold, NJ 07728

Records Custodian: Marlon Masnick, Clerk of the Board
to the Monmouth County Board of Chosen FreeholdersTelephone 732-431-7387
Fax 732-431-8519

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information - Please Print

First Name SUSANNE MI _____ Last Name PUFF
E-mail Address _____
Mailing Address 243 Throckmorton St.
City Freehold State NJ Zip 07728
Telephone _____ FAX _____
Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site Inspect ☐ Fax ☐ E-mail ☒
If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
Signature Susan Puff Date 8-1-17

Payment Information

Maximum Authorization Cost \$ _____
Select Payment Method
☐ Cash ☐ Check ☐ Money Order
Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
CD & DVD - \$1.00 per disc
Other materials - actual cost of material
Delivery: Delivery / postage fees additional depending upon delivery type.
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Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Looking for a Septic Asbuilt "AKA" Location,
and any repairs or replacements from
January 1, 1999 to present.
B-67 46 Virginia Ave house
L-102 Manasquan built
in
1892

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____
Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open
Denied - Closed
Filed - Closed
Partial - Closed

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided: _____			
Custodian Signature _____		Date _____	



MONMOUTH COUNTY

OPEN PUBLIC RECORDS ACT REQUEST FORM

Hall of Records, One East Main Street, Freehold, NJ 07728

Records Custodian: Marion Masnick, Clerk of the Board
to the Monmouth County Board of Chosen FreeholdersTelephone 732-431-7387
Fax 732-431-6519

CLERK OF THE BOARD

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information - Please Print

First Name Susanne MI Last Name Puff
E-mail Address [REDACTED]
Mailing Address 243 Throckmorton St.
City Freehold State NJ Zip 07728
Telephone [REDACTED] FAX [REDACTED]
Preferred Delivery: ☐ Pick Up ☐ US Mail ☐ On-Site Inspect ☐ Fax ☐ E-mail ☒
If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
Signature Susan Puff Date 8-2-17

Payment Information

Maximum Authorization Cost \$
Select Payment Method
☐ Cash ☐ Check ☐ Money Order
Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
CD & DVD - \$1.00 per disc
Other materials - actual cost of material
Delivery: Delivery / postage fees additional depending upon delivery type.
Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Looking for a septic Asbuilt "AKA" Location,
and any repairs or replacements from
January 1, 1999 to present.

50 Desai CT
Howell

B-175
L-2613

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____
Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			
Custodian Signature		Date	

Masnick, Marion

From: Information, Public
Sent: Thursday, August 03, 2017 1:34 PM
To: Masnick, Marion
Subject: FW: Onvia Public Records Request

CLERK OF THE BOARD
2017 AUG -3 P 1:37

Hi Marion,

This email came into the general mailbox. Please follow-up at your earliest convenience.

Thank you,

Monmouth County Department of Public Information and Tourism

732-431-7310

From: [REDACTED]
Sent: Thursday, August 03, 2017 1:26 PM
To: Information, Public
Subject: Onvia Public Records Request

Hello,

Onvia is submitting a public records request to Monmouth County. Can you please provide contract award information for the following solicitations in the blank cells below and also provide any bid result/tab information for these bids?

Onvia ID	Project Name	Bid Number	Submittal Date	Contract / Award Number	Awarded Vendor Name, Address, Phone	Award Amount	Award Date	Start Date	End Date
BID:34937406	Furnishing And Delivery Of Propane Gas For Various Uses For Various County		3/7/2017 10:30:00 AM						
BID:34767470	PROFESSIONAL ENGINEERING SERVICES FOR THE DESIGN OF WEST WING PUBLIC ELEVATORS AND STAND BY	P-79-2016	1/19/2017 10:30:00 AM						

GENERATOR REPLACEMENTS AT THE MONMOUTH COUNTY COURTHOUSE IN THE TOWNSHIP OF FREEHOLD									
--	--	--	--	--	--	--	--	--	--

Please confirm receipt of this request and let me know in advance if a fee will be required. If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

Regards,

Jacqueline Sessa

509 Olive Way / Suite 400 / Seattle, WA 98101

NOTICE OF CONFIDENTIALITY

This message, including any prior messages and attachments, may contain advisory, consultative and/or deliberative material, confidential information or privileged communications of the County of Monmouth. Access to this message by anyone other than the sender and the intended recipient(s) is unauthorized. If you are not the intended recipient of this message, any disclosure, copying, distribution or action taken or not taken in reliance on it, without the expressed written consent of the County, is prohibited. If you have received this message in error, you should not save, scan, transmit, print, use or disseminate this message or any information contained in this message in any way and you should promptly delete or destroy this message and all copies of it. Please notify the sender by return e-mail if you have received this message in error.



MONMOUTH COUNTY

OPEN PUBLIC RECORDS ACT REQUEST FORM

Hall of Records, One East Main Street, Freehold, NJ 07728

Records Custodian: Marlon Masnick, Clerk of the Board
to the Monmouth County Board of Chosen FreeholdersTelephone 732-431-7387
Fax 732-431-6519

CLERK OF THE BOARD

Important Notice

2017 AUG - 1 A 11:02

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information - Please Print

First Name Kristin MI Last Name TallamyE-mail Address Mailing Address 87 Hibernia AvenueCity Rockaway State NJ Zip 07866Telephone FAX Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site Inspect ☐ Fax ☐ E-mail ☒If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / (HAVE NOT) been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.Signature Date 8-1-2017

Payment Information

Maximum Authorization Cost \$

Select Payment Method
☐ Cash ☐ Check ☐ Money OrderFees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
CD & DVD - \$1.00 per disc
Other materials - actual cost of material

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Site: Monmouth University DAS Head End (Dining Hall) - Block 39, Lot 8
400 Cedar Avenue, West Long Branch NJ (see attached map to provide assistance on where the actual location is). Requesting any records from health department and any environmental division in attempt to find records indicating any environmental concerns within the vicinity of the actual project area near the Dining Hall on the property (leaks, spills, contamination concerns, No Further Action letters, underground storage tanks, monitoring wells etc). It is understood that Lot 8 is a large parcel of land, and we are not interested in all records - only records that are within the vicinity of the dining hall of the property if possible.

Will come and review any records you might have. Thank you in advance for your efforts.

AGENCY USE ONLY

Est. Document Cost
Est. Delivery Cost
Est. Extras Cost
Total Est. Cost
Deposit Amount
Estimated Balance

Deposit Date

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.In Progress - Open
Denied - Closed
Filled - Closed
Partial - Closed

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	<u> </u>	Total	<u> </u>
Rec'd Date	<u> </u>	Deposit	<u> </u>
Ready Date	<u> </u>	Balance Due	<u> </u>
Total Pages	<u> </u>	Balance Paid	<u> </u>

Records Provided

Custodian Signature Date