

Freda Gorman

From: "Amy Han" <amyhan324@gmail.com>
Date: Tuesday, August 15, 2017 9:00 AM
To: <wrightstownclerk@comcast.net>
Attach: Tax Delinquent OPRA Request Form.pdf
Subject: Burlington County OPRA Request - Wrightstown

Hello,

Please see the attached OPRA request and confirm this request has been received.

I have also included the instruction below on how to generate this report in excel in the Edmund System:

In Edmund Billing/Collection Tax Collections Accounts Tax Custom Reports. On Page 3 Select year and date range you want. Check boxes Utility balance as of date (will be the date you put in the end of the range) and Year/Prd Range balance for Taxes. Page 1 on the bottom left corner is a check box for excel. On page 2 select all the boxes requested by the requester. (name, property address, mailing address, class, etc.)

Thanks in advance,

--

Amy Han
(856) 383 - 0803

Today is the BEST day ever !!!

8/15/2017

OPEN PUBLIC RECORDS ACT REQUEST FORM

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 Amy MI _____ Last Name Han

E-mail Address amyhan324@gmail.com

Mailing Address 272 La Cascata

City Clementon State NJ Zip 08021

Telephone 856-383-0803 FAX _____

Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspect _____ Fax _____ E-mail X

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 8/15/17

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
Other materials (CD, DVD, etc) – 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.

Can you please provide me with a list of the latest quarter's tax delinquent homes with owner's information (i.e. name, mailing addresss, etc) and the total delinquent amount from current to previous year(s) in excel format via email.

If for any reason you are unable to provide that list, please state the reason in detail. Thanks in advance.

Instructions on how to generate the report in excel in the Edmund System:

In Edmund Billing/Collection Tax Collections Accounts Tax Custom Reports. On Page 3 Select year and date range you want. Check boxes Utility balance as of date (will be date you put in end of range) and Year/Prd Range balance for Taxes. Page 1 on bottom left corner is check box for excel. On page 2 select all the boxes requested by the requester. (name, property address, mailing address, class, etc.)

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 <u>[Signature]</u>		Date <u>8/15/17</u>	

DEPOSITS

The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the documents requested will cost in excess of \$5 to reproduce.

Where a special service charge is warranted under OPRA, that amount will be communicated to you as required under the statute. You have the opportunity to review and object to the charge prior to it being incurred. If, however, you approve of the fact and amount of the special service charge, you may be required to pay a deposit or pay in full prior to reproduction of the documents.

YOUR REQUEST FOR RECORDS IS DENIED FOR THE FOLLOWING REASON(S):

(To be completed by the Custodian of Records – check the box of the numbered exemption(s) as they apply to the records requested. If multiple records are requested, be specific as to which exemption(s) apply to each record. **Response is due to requestor as soon as possible, but no later than seven business days.**)

N.J.S.A. 47:1A-1.1

- ☐ Inter-agency or intra-agency advisory, consultative or deliberative material
- ☐ Legislative records
- ☐ Law enforcement records:
 - ☐ Medical examiner photos
 - ☐ Criminal investigatory records (however, N.J.S.A. 47:1A-3.b. lists specific criminal investigatory information which must be disclosed)
 - ☐ Victims' records
- ☐ Trade secrets and proprietary commercial or financial information
- ☐ Any record within the attorney-client privilege
- ☐ Administrative or technical information regarding computer hardware, software and networks which, if disclosed would jeopardize computer security
- ☐ Emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein
- ☐ Security measures and surveillance techniques which, if disclosed, would create a risk to the safety of persons, property, electronic data or software
- ☐ Information which, if disclosed, would give an advantage to competitors or bidders
- ☐ Information generated by or on behalf of public employers or public employees in connection with:
 - ☐ Any sexual harassment complaint filed with a public employer
 - ☐ Any grievance filed by or against an employee
 - ☐ Collective negotiations documents and statements of strategy or negotiating
- ☐ Information that is a communication between a public agency and its insurance carrier, administrative service organization or risk management office
- ☐ Information that is to be kept confidential pursuant to court order
- ☐ Certificate of honorable discharge issued by the United States government (Form DD-214) filed with a public agency
- ☐ Social security numbers
- ☐ Credit card numbers
- ☐ Unlisted telephone numbers
- ☐ Drivers' license numbers
- ☐ Certain records of higher education institutions:
 - ☐ Research records
 - ☐ Questions or scores for exam for employment or academics
 - ☐ Charitable contribution information
 - ☐ Rare book collections gifted for limited access
 - ☐ Admission applications
 - ☐ Student records, grievances or disciplinary proceedings revealing a students' identification
- ☐ Biotechnology trade secrets N.J.S.A. 47:1A-1.2
- ☐ Convicts requesting their victims' records N.J.S.A. 47:1A-2.2
- ☐ Ongoing investigations of non-law enforcement agencies (must prove disclosure is inimical to the public interest) N.J.S.A. 47:1A-3.a.
- ☐ Public defender records N.J.S.A. 47:1A-5.k.
- ☐ Upholds exemptions contained in other State or federal statutes and regulations, Executive Orders, Rules of Court, and privileges created by State Constitution, statute, court rule or judicial case law N.J.S.A. 47:1A-9
- ☐ Personnel and pension records (however, the following information must be disclosed):
 - An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason for such separation, and the amount and type of any pension received
 - When required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the US, or when authorized by an individual in interest
 - Data contained in information which disclose conformity with specific experiential, educational or medical qualifications required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information N.J.S.A. 47:1A-10

N.J.S.A. 47:1A-1

- ☐ "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."

Burnett v. County of Bergen, 198 N.J. 408 (2009). Without ambiguity, the court held that the privacy provision "is neither a preface nor a preamble." Rather, "the very language expressed in the privacy clause reveals its substantive nature; it does not offer reasons why OPRA was adopted, as preambles typically do; instead, it focuses on the law's implementation." "Specifically, it imposes an obligation on public agencies to protect against disclosure of personal information which would run contrary to reasonable privacy interests."

Executive Order No. 21 (McGreevey 2002)

- ☐ Records where inspection, examination or copying would substantially interfere with the State's ability to protect and defend the State and its citizens against acts of sabotage or terrorism, or which, if disclosed, would materially increase the risk or consequences of potential acts of sabotage or terrorism.
- ☐ Records exempted from disclosure by State agencies' proposed rules.

Executive Order No. 26 (McGreevey 2002)

- ☐ Certain records maintained by the Office of the Governor
- ☐ Resumes, applications for employment or other information concerning job applicants while a recruitment search is ongoing
- ☐ Records of complaints and investigations undertaken pursuant to the Model Procedures for Internal Complaints Alleging Discrimination, Harassment or Hostile Environments
- ☐ Information relating to medical, psychiatric or psychological history, diagnosis, treatment or evaluation
- ☐ Information in a personal income or other tax return
- ☐ Information describing a natural person's finances, income, assets, liabilities, net worth, bank balances, financial history or activities, or creditworthiness, except as otherwise required by law to be disclosed
- ☐ Test questions, scoring keys and other examination data pertaining to the administration of an examination for public employment or licensing
- ☐ Records in the possession of another department (including NJ Office of Information Technology or State Archives) when those records are made confidential by regulation or EO 9.

Other Exemption(s) contained in a State statute, resolution of either or both House of the Legislature, regulation, Executive Order, Rules of Court, any federal law, federal regulation or federal order pursuant to N.J.S.A. 47:1A-9.a.
(Please provide detailed information regarding the exemption from disclosure for which you are relying to deny access to government records. If multiple records are requested, be specific as to which exemption(s) apply to each record.)

REQUEST FOR RECORDS UNDER THE COMMON LAW

If, in addition to requesting records under OPRA, you are also requesting the government records under the common law, please check the box below.

A public record under the common law is one required by law to be kept, or necessary to be kept in the discharge of a duty imposed by law, or directed by law to serve as a memorial and evidence of something written, said, or done, or a written memorial made by a public officer authorized to perform that function, or a writing filed in a public office. The elements essential to constitute a public record are that it be a written memorial, that it be made by a public officer, and that the officer be authorized by law to make it.

☐ Yes, I am also requesting the documents under common law.

If the information requested is a "public record" under common law and the requestor has a legally recognized interest in the subject matter contained in the material, then the material must be disclosed if the individual's right of access outweighs the State's interest in preventing disclosure.

Please set forth your interest in the subject matter contained in the requested material:

Note that any challenge to a denial of a request for records under the common law cannot be made to the Government Records Council, as the Government Records Council only has jurisdiction to adjudicate challenges to denials of OPRA requests. A challenge to the denial of access under the common law can be made by filing an action in Superior Court.

1. All government records are subject to public access under the Open Public Records Act ("OPRA"), unless specifically exempt.
2. A request for access to a government record under OPRA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian. N.J.S.A. 47:1A-5.g. The seven (7) business day response time does not commence until the records custodian receives the request form. If you submit the request form to any other officer or employee of the **City of Woodbury**, that officer or employee must either forward the request to the appropriate custodian, or direct you to the appropriate custodian. N.J.S.A. 47:1A-5.h.
3. Requestors may submit requests anonymously. If you elect not to provide a name, address, or telephone number, or other means of contact, the custodian is not required to respond until you reappear before the custodian seeking a response to the original request.
4. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the **City of Woodbury**.
5. ***You may be charged a 50% or other deposit when a request for copies exceeds \$25.*** The **City of Woodbury** custodian will contact you and advise you of any deposit requirements. You agree to pay the balance due upon delivery of the records. Anonymous requests in excess of \$5.00 require a deposit of 100% of estimated fees.
6. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, ***and*** who is seeking government records containing personal information pertaining to the person's victim or the victim's family. This includes anonymous requests for said information.
7. By law, the **City of Woodbury** must notify you that it grants or denies a request for access to government records within seven (7) business days after the agency custodian of records receives the request. If the record requested is not currently available or is in storage, the custodian will advise you within seven (7) business days after receipt of the request when the record can be made available and the estimated cost for reproduction.
8. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
9. If the **City of Woodbury** is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form or other written correspondence and send you a signed and dated copy.
10. Except as otherwise provided by law or by agreement with the requester, if the agency custodian of records fails to respond to you within seven (7) business days of receiving a request, the failure to respond is a deemed denial of your request.
11. 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 **City of Woodbury** 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 PO 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.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.

Block	Lot	Qualifier	Owner Name	Owner Street1	Owner Street2	Owner City, St	Owner Zip	Property Location	Property Class
102	1		EATON, RONALD & DONNA	138 STEELTON RD		BERLIN, NJ	08009	JULIUSTOWN ROAD	1
302	2		SPERLING, JANET	PO BOX 847		WRIGHTSTOWN, NJ	08562-0847	3B MEETING HOUSE RD	1
302	19		THE SOUTHLAND CORP	TAX DEPT 25461 PO BOX 711		DALLAS, TEXAS	75221-0711	88 FORT DIX STREET	4A
302	25		PRICE, TIMOTHY	5 TICONDEROGA DR		BORDENTOWN, NJ	08505	64 FORT DIX STREET	4A
302	26		OMKARA PROPERTIES LLC	210 E STREET RD STE 3B		FEASTERVILLE, PA	19053	62 FORT DIX STREET	4A
302	33		52 FORT DIX, LLC C/O J SMOLLON	26 CROWN TERRACE		YARDLEY, PA	19067-7345	52 FORT DIX ST	2
302	41		BALA CORP	54 FORT DIX STREET		WRIGHTSTOWN, NJ	08562	54 FORT DIX STREET	4A
401	1		LINS, GLADYS	2 SAYLORS POND RD		WRIGHTSTOWN, NJ	08562	2 SAYLORS POND RD	2
401	2		CRAIG,JOSEPH & CHERYL A	70 WEST MAIN STREET		WRIGHTSTOWN, NJ	08562	70 WEST MAIN STREET	2
401	3		L&E MANAGEMENT LLC, C/O GREG FLYNN	1219 HORSHAM RD		AMBLER, PA	19002	68 WEST MAIN STREET	2
401	4		L&E MANAGEMENT LLC, C/O GREG FLYNN	1219 HORSHAM RD		AMBLER, PA	19002	64 WEST MAIN ST	1
401	5		L&E MANAGEMENT, C/O GREG FLYNN	1219 HORSHAM RD		AMBLER, PA	19002	62 W MAIN ST	2
402	1		MAYZICK, EVELYN D	118 OREGON AVE		PORTSMOUTH, VA	23701	127 FT DIX STREET	4A
402	7		BHAKTI KRUPA LLC	35 LYNN COURT		NORTH BRUNSWICK NJ	08902-2755	103 FT DIX STREET	1
402	8		BHAKTI KRUPA, LLC	35 LYNN CRT		NORTH BRUNSWICK, NJ	08902-2755	101 FT DIX STREET	4A
404	5		TIMBERMAN, DAVID SCOTT	P.O. BOX 988		WRIGHTSTOWN, NJ	08562	6 RAILROAD AVE	1
404	7		TIMBERMAN, DAVID	P.O. BOX 988		WRIGHTSTOWN, NJ	08562	10-16A& B RAILROAD AVE	4A
404	9		BYRON, EMMA C/O LINDA ALVIS	296 ATHENS ROAD		PRINCETON, WEST VIRGINIA	24740	20A-E RAILROAD AVENUE	4A
404	10		BYRON, EMMA C/A LINDA ALVIS	296 ATHENS ROAD		PRINCETON, WEST VIRGINIA	24740	22 RAILROAD AVENUE	1
404	11		BYRON, EMMA C/O LINDA ALVIS	296 ATHENS ROAD		PRINCETON, WEST VIRGINIA	24740	24 RAILROAD AVENUE	2
501	2		WRIGHTSTOWN PARTNERS LLC	691 ELIZABETH AVE #2		NEWARK, NJ	07112	1A-TO9A-F & 10 BYRON AVE	4C
501	3		JANTORNO, INC	PO BOX 1059		PENNINGTON, NJ	08534	41 FORT DIX STREET	1
501	4		JANTORNO, INC.	P.O. BOX 1059		PENNINGTON, NJ	08534	FORT DIX STREET	1
501	4.01		DAVIS, THOMAS R & ALMALEE	12 ALLISTER LN		COLUMBUS, NJ	08022	67,75&77 FORT DIX STREET	4A
501	4.02		JANTORNO, INC	P.O. BOX 1059		PENNINGTON, NJ	08534	FORT DIX STREET	4A
501	9		DCM A6	PO BOX 22		VOORHEES, NJ	08043	89 FORT DIX STREET	2
501	10		DCM A6	PO BOX 22		VOORHEES, NJ	08043	1, 3 & 5A-F E MAIN STREET	4A
506	2		FERNANDEZ, ELSIE	6 DEERFIELD TERRACE		MOORESTOWN, NJ	08057	122A & B EAST MAIN STREET	2
506	3		FERNANDEZ, ELSIE	6 DEERFIELD TERRACE		MOORESTOWN, NJ	08057	124A-E EAST MAIN STREET	4C
601	2		BORSAVAGE,COSTIC M &HEISLER,DEREK C	P.O. BOX 684		WRIGHTSTOWN NJ	08562	10 FRANCIS ST	2
601	10		ESTATE OF DOROTHY GLEASON	3187 ROUTE 206		COLUMBUS, NJ	08022	203 PLATT AVE	1
601	21.01		RUSSOPULOS, THEODORE	37 CYPRESS DR		EASTAMPTON, NJ	08060	219 PLATT AVE	2
601	25	-QFARM- -	PATRICK DAVID & JODI MILLER	62 DEFENSE ACCESS RD		NORTH HANOVER, NJ	08562	REAR OF FT DIX ST	3B
601	31		STAWICKI, EDWARD J	26 MARIO DR		HAMILTON SQ. NJ	08690	11 MCGUIRE STREET	1
601	46		WRIGHTSTOWN RETAIL LLC	141 AYERS CT STE 1A		TEANECK, NJ	07666	315 EAST MAIN STREET	4A
601	47		WRIGHTSTOWN ENT INC	423 EAST MAIN STREET		WRIGHTSTOWN, NJ	08562	317,319,401-437 E MAIN ST	4A
601	50		AHMAD & SONS LLC	501 THROUGH 505 E MAIN ST		WRIGHTSTOWN, NJ	08562	501 THROUGH 505 E MAIN ST	4A
602	9		OPITZ, IRENE	PO BOX 8181		PISCATAWAY, NJ	08855-8002	18 MCGUIRE ST	2
602	16		GRAVES, ERIC K	201 E MAIN ST		WRIGHTSTOWN, NJ	08562	201 E. MAIN ST	2
Totals									

Report Type: Status Report - Includes all transactions as of High Date

Block/Lot/Qual Range: First to Last

Property Class Range: First to Last

Net Tax Range: First to Last

Assessed Value Range: First to Last

Assessed Value/Special Tax Code/Deduction Year: 2017

Special Tax Code Range: First to Last

User Code Range: First to Last

Bill Year Range: 2016 to 2017

Bill Period Range: 1 to 3

Date Range: First to 08/15/17

Interest Date: 08/15/17 All Interest

Include Only: Total Balance: Principal + Interest Greater Than 0.00

Prior Year/Prd	2016/1 - 2017/3	Tax Balance	Interest	Tax Prin Bal	Total Tax Balance	Sp Charges Prin Bal	Sp Charges Int	Total All
0.00		266.92	0.83	266.92	267.75	0	0	267.75
0.00		97.76	0.30	97.76	98.06	0	0	98.06
0		3,547.40	24.84	3,547.40	3,572.24	0	0	3,572.24
0.00		1,365.55	4.37	1,365.55	1,369.92	0	0	1,369.92
0.00		2,517.90	11.80	2,517.90	2,529.70	0	0	2,529.70
0.00		0.86	0.00	0.86	0.86	0	0	0.86
0.00		0.54	0.00	0.54	0.54	0	0	0.54
0.00		554.41	1.72	554.41	556.13	0	0	556.13
0.00		100.85	0.31	100.85	101.16	0.00	0.00	101.16
0.00		2,128.78	51.97	2,128.78	2,180.75	0.00	0.00	2,180.75
0.00		322.10	8.61	322.10	330.71	0	0	330.71
0.00		1,614.51	45.23	1,614.51	1,659.74	0.00	0.00	1,659.74
5,845.12		3,092.97	2,136.70	8,938.09	11,074.79	2,148.91	521.58	13,745.28
0.00		245.19	0.76	245.19	245.95	0	0	245.95
0.00		1,082.71	3.37	1,082.71	1,086.08	0	0	1,086.08
0.00		1,664.16	42.97	1,664.16	1,707.13	0	0	1,707.13
0.00		9,730.28	332.43	9,730.28	10,062.71	0	0	10,062.71
0.00		4,662.23	184.52	4,662.23	4,846.75	0.00	0.00	4,846.75
0.00		242.02	6.26	242.02	248.28	0	0	248.28
0.00		2,161.12	59.25	2,161.12	2,220.37	0	0	2,220.37
0.00		15,628.50	103.57	15,628.50	15,732.07	0	0	15,732.07
0.00		406.56	22.51	406.56	429.07	0	0	429.07
0.00		2,207.60	115.18	2,207.60	2,322.78	0	0	2,322.78
0.00		1,992.39	8.12	1,992.39	2,000.51	0	0	2,000.51
0.00		5,776.35	242.83	5,776.35	6,019.18	0	0	6,019.18
0.00		650.24	2.02	650.24	652.26	0	0	652.26
0.00		3,856.68	21.17	3,856.68	3,877.85	0.00	0.00	3,877.85
0.00		549.31	1.71	549.31	551.02	0.00	0.00	551.02
0.00		759.90	2.36	759.90	762.26	0.00	0.00	762.26
0.00		1,422.23	19.02	1,422.23	1,441.25	0	0	1,441.25
0.00		90.26	0.28	90.26	90.54	0	0	90.54
0.00		2,081.72	51.13	2,081.72	2,132.85	0.00	0.00	2,132.85
0.00		108.10	0.34	108.10	108.44	0	0	108.44
0.00		95.15	0.30	95.15	95.45	0	0	95.45
0.00		1,959.34	7.89	1,959.34	1,967.23	0	0	1,967.23
0.00		19,762.40	556.29	19,762.40	20,318.69	0.00	0.00	20,318.69
0.00		22,149.76	543.91	22,149.76	22,693.67	0	0	22,693.67
0.00		0.78	0.00	0.78	0.78	0	0	0.78
0.00		742.35	2.31	742.35	744.66	0	0	744.66
5,845.12		115,637.88	4,617.18	121,483.00	126,100.18	2,148.91	521.58	128,770.67

Freda Gorman

From: "Freda Gorman" <wrightstownclerk@comcast.net>
Date: Wednesday, August 02, 2017 7:03 PM
To: <adorward@printandmailing.net>
Attach: Pitney Bowes Lease - Wrightstown Borough.pdf
Subject: OPRA Request

Pursuant to your OPRA request dated June 15, 2017, and received on August 2, 2017, attached please find the Borough's lease with Pitney Bowes.

Freda H. Gorman, RMC/CMR
Municipal Clerk
Wrightstown Borough
21 Saylors Pond Road
Wrightstown, NJ 08562
Tel. (609)723-4450, Ext. 10
Fax (609)723-7137
Email wrightstownclerk@comcast.net

8/7/2017

Print Management Solutions
P O Box 350
Trexlerstown, PA 18087



Open Record Officer
WRIGHTSTOWN BORO
21 Saylor's Pond Road
Wrightstown, NJ 08562

06/15/2017

Re: NJ Open Records Law

Dear Open Records Officer,

Under the provisions of the NJ Open Records Law. We are requesting access to the following information: We are asking for information about your mail machine, or postage equipment from Manufacturers Neopost, Hasler, MailFinance, Francotyp Postalia (FP Mailing), or Pitney Bowes

A copy of the MOST RECENT, CURRENT lease agreements or Most Recent Purchase Order for your current mailing equipment which shows lease commencement date and term of contract for mail machine from vendors Neopost, Hasler, Pitney Bowes, FP Mailing

Or

If the equipment was purchased, we are requesting a copy of your MOST RECENT meter rental bill, equipment rental bill, and maintenance / service contract bill or bill from last service call.

We will entertain suggestions you feel will make my request more responsive and thereby ensure that you can meet our request. If possible we would like to have the data sent to us at the address below.

Please email your request to me at adorward@printandmailing.net or mail to my attention at:

Print Management Solutions
Attn: Amy Dorward
P O Box 350
Trexlerstown, PA 18087

If all or any part of this request is denied, please cite the specific exemption(s) that you think justifies your refusal to release the information, and inform me of the appeal procedures available to me under the law.

We would appreciate you handling this request as quickly as possible, and look forward to hearing from you.

Respectfully,

Amy Dorward
P O Box 350
Trexlerstown, PA 18087

Your Signature Below

Non-Appropriations. You warrant that you have funds available to make all payments until the end of your current fiscal period, and shall use your best efforts to obtain funds to make all payments in each subsequent fiscal period through the end of your lease term. If your appropriation request to your legislative body, or funding authority ("Governing Body") for funds to make the payments is denied, you may terminate the lease on the last day of the fiscal period for which funds have been appropriated, upon (i) submission of documentation reasonably satisfactory to us evidencing the Governing Body's denial of an appropriation sufficient to continue the lease for the next succeeding fiscal period, and (ii) satisfaction of all charges and obligations under the lease incurred through the end of the fiscal period for which funds have been appropriated, including the return of the equipment at your expense.

By signing below, you agree to be bound by all the terms of this Agreement, including the Pitney Bowes Terms (Version 8/16), which are available at www.pb.com/state/local/mvt/terms and are incorporated by reference. This lease will be binding on us after we have completed our credit and documentation approval process and have signed below. This lease requires you either to provide proof of insurance or participate in the ValueMAX® equipment protection program (see Section L9 of the Pitney Bowes Terms) for an additional fee. If software is included in the Order, additional terms apply which are available by clicking on the hyperlink for that software located at www.pitneybowes.com/us/license-terms-of-use/software-and-subscription-terms-and-conditions.html. Those additional terms are incorporated by reference.

E-Signed : 08/25/2016 04:31 PM EDT
Freda H. Gorman
wrightstownclerk@comcast.net
Title: Municipal Clerk
IP: 69.142.174.236
Certifi Electronic Signature
DocID: 20160825152047359

Lessee Signature _____
Print Name _____
Title _____
Date _____
Email Address _____

Pitney Bowes Signature _____
Print Name _____
Title _____
Date _____

Sales Information

Account Rep Name 1	Split	Sales Rep ID	District Office	PBGFS Acceptance
Account Rep Name 2	Split	Sales Rep ID	District Office	PBGFS Acceptance

OPEN PUBLIC RECORDS ACT REQUEST FORM

0340 – Wrightstown Borough - Burlington



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 Veronica MI MI Last Name Hartman

E-mail Address tax@actiontitlerearch.com

Mailing Address PO Box 1734

City Rutherford State NJ Zip 07070

Telephone 201-781-1833 FAX

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

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 NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature Veronica Hartman 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
Other materials (CD, DVD, etc) – 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.

"We request a copy of the "Tax Search Export" (0340 txsr.zip) file produced by the software system used in your tax collector's office. This file contains taxes billed and collected data and is maintained in your tax collector's office. The file should be sent to our email address: **tax@actiontitlerearch.com**

Receipt of this file avoids the time spent on individual tax search requests and interruptions to the routine of the tax office. Should you have any questions please contact our office. If necessary, we will be happy to assist the collector with step by step instructions should they require any assistance in sending the file.

Thank you,

Veronica Hartman
Municipal Research Specialist
Accurate Abstracts
An Action Title Research Company

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

Est. Document Cost _____ Est. Delivery Cost _____ Est. Extras Cost _____ Total Est. Cost _____ Deposit Amount _____ Estimated Balance _____ Deposit Date _____	Disposition Notes Custodian: If any part of request cannot be delivered in seven business days, detail reasons here. In Progress Denied Filled Partial - - - - Open Closed Closed Closed _____ _____ _____ _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; width: 60%;">Tracking Information</th> <th style="text-align: left; width: 40%;">Final Cost</th> </tr> <tr> <td>Tracking # _____</td> <td>Total _____</td> </tr> <tr> <td>Rec'd Date _____</td> <td>Deposit _____</td> </tr> <tr> <td>Ready Date _____</td> <td>Balance Due _____</td> </tr> <tr> <td>Total Pages _____</td> <td>Balance Paid _____</td> </tr> <tr> <td colspan="2" style="text-align: center; padding-top: 10px;">Records Provided</td> </tr> <tr> <td colspan="2" style="height: 40px;"></td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">Custodian Signature</td> <td style="text-align: right; border-top: 1px solid black;">Date</td> </tr> </table>	Tracking Information	Final Cost	Tracking # _____	Total _____	Rec'd Date _____	Deposit _____	Ready Date _____	Balance Due _____	Total Pages _____	Balance Paid _____	Records Provided				Custodian Signature	Date
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Rec'd Date _____	Deposit _____																	
Ready Date _____	Balance Due _____																	
Total Pages _____	Balance Paid _____																	
Records Provided																		
Custodian Signature	Date																	

DEPOSITS

The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the documents requested will cost in excess of \$5 to reproduce.

Where a special service charge is warranted under OPRA, that amount will be communicated to you as required under the statute. You have the opportunity to review and object to the charge prior to it being incurred. If, however, you approve of the fact and amount of the special service charge, you may be required to pay a deposit or pay in full prior to reproduction of the documents.

YOUR REQUEST FOR RECORDS IS DENIED FOR THE FOLLOWING REASON(S):

(To be completed by the Custodian of Records – check the box of the numbered exemption(s) as they apply to the records requested. If multiple records are requested, be specific as to which exemption(s) apply to each record. **Response is due to requestor as soon as possible, but no later than seven business days.**)

N.J.S.A. 47:1A-1.1

- ☐ Inter-agency or intra-agency advisory, consultative or deliberative material
- ☐ Legislative records
- ☐ Law enforcement records:
 - ☐ Medical examiner photos
 - ☐ Criminal investigatory records (however, N.J.S.A. 47:1A-3.b. lists specific criminal investigatory information which must be disclosed)
 - ☐ Victims' records
- ☐ Trade secrets and proprietary commercial or financial information
- ☐ Any record within the attorney-client privilege
- ☐ Administrative or technical information regarding computer hardware, software and networks which, if disclosed would jeopardize computer security
- ☐ Emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein
- ☐ Security measures and surveillance techniques which, if disclosed, would create a risk to the safety or persons, property, electronic data or software
- ☐ Information which, if disclosed, would give an advantage to competitors or bidders
- ☐ Information generated by or on behalf of public employers or public employees in connection with:
 - ☐ Any sexual harassment complaint filed with a public employer
 - ☐ Any grievance filed by or against an employee
 - ☐ Collective negotiations documents and statements of strategy or negotiating
- ☐ Information that is a communication between a public agency and its insurance carrier, administrative service organization or risk management office
- ☐ Information that is to be kept confidential pursuant to court order
- ☐ Certificate of honorable discharge issued by the United States government (Form DD-214) filed with a public agency
- ☐ Social security numbers
- ☐ Credit card numbers
- ☐ Unlisted telephone numbers
- ☐ Drivers' license numbers
- ☐ Certain records of higher education institutions:
 - ☐ Research records
 - ☐ Questions or scores for exam for employment or academics
 - ☐ Charitable contribution information
 - ☐ Rare book collections gifted for limited access
 - ☐ Admission applications

- ☐ Biotechnology trade secrets N.J.S.A. 47:1A-1.2
- ☐ Convicts requesting their victims' records N.J.S.A. 47:1A-2.2
- ☐ Ongoing investigations of non-law enforcement agencies (must prove disclosure is inimical to the public interest) N.J.S.A. 47:1A-3.a.
- ☐ Public defender records N.J.S.A. 47:1A-5.k.
- ☐ Upholds exemptions contained in other State or federal statutes and regulations, Executive Orders, Rules of Court, and privileges created by State Constitution, statute, court rule or judicial case law N.J.S.A. 47:1A-9
- ☐ Personnel and pension records (however, the following information must be disclosed:
 - An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason for such separation, and the amount and type of any pension received
 - When required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the US, or when authorized by an individual in interest
 - Data contained in information which disclose conformity with specific experiential, educational or medical qualifications required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information N.J.S.A. 47:1A-10

N.J.S.A. 47:1A-1

- ☐ "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."

Burnett v. County of Bergen, 198 N.J. 408 (2009). Without ambiguity, the court held that the privacy provision "is neither a preface nor a preamble." Rather, "the very language expressed in the privacy clause reveals its substantive nature; it does not offer reasons why OPRA was adopted, as preambles typically do; instead, it focuses on the law's implementation." "Specifically, it imposes an obligation on public agencies to protect against disclosure of personal information which would run contrary to reasonable privacy interests."

Executive Order No. 21 (McGreevey 2002)

- ☐ Records where inspection, examination or copying would substantially interfere with the State's ability to protect and defend the State and its citizens against acts of sabotage or terrorism, or which, if disclosed, would materially increase the risk or consequences of potential acts of sabotage or terrorism.
- ☐ Records exempted from disclosure by State agencies' proposed rules.

Executive Order No. 26 (McGreevey 2002)

- ☐ Certain records maintained by the Office of the Governor
- ☐ Resumes, applications for employment or other information concerning job applicants while a recruitment search is ongoing
- ☐ Records of complaints and investigations undertaken pursuant to the Model Procedures for Internal Complaints Alleging Discrimination, Harassment or Hostile Environments
- ☐ Information relating to medical, psychiatric or psychological history, diagnosis, treatment or evaluation
- ☐ Information in a personal income or other tax return
- ☐ Information describing a natural person's finances, income, assets, liabilities, net worth, bank balances, financial history or activities, or creditworthiness, except as otherwise required by law to be disclosed
- ☐ Test questions, scoring keys and other examination data pertaining to the administration of an examination for public employment or licensing
- ☐ Records in the possession of another department (including NJ Office of Information Technology or State Archives) when those records are made confidential by regulation or EO 9.

Other Exemption(s) contained in a State statute, resolution of either or both House of the Legislature, regulation, Executive Order, Rules of Court, any federal law, federal regulation or federal order pursuant to N.J.S.A. 47:1A-9.a.

(Please provide detailed information regarding the exemption from disclosure for which you are relying to deny access to government records. If multiple records are requested, be specific as to which exemption(s) apply to each record.)

REQUEST FOR RECORDS UNDER THE COMMON LAW

If, in addition to requesting records under OPRA, you are also requesting the government records under the common law, please check the box below.

A public record under the common law is one required by law to be kept, or necessary to be kept in the discharge of a duty imposed by law, or directed by law to serve as a memorial and evidence of something written, said, or done, or a written memorial made by a public officer authorized to perform that function, or a writing filed in a public office. The elements essential to constitute a public record are that it be a written memorial, that it be made by a public officer, and that the officer be authorized by law to make it.

☐ Yes, I am also requesting the documents under common law.

If the information requested is a "public record" under common law and the requestor has a legally recognized interest in the subject matter contained in the material, then the material must be disclosed if the individual's right of access outweighs the State's interest in preventing disclosure.

Please set forth your interest in the subject matter contained in the requested material:

Note that any challenge to a denial of a request for records under the common law cannot be made to the Government Records Council, as the Government Records Council only has jurisdiction to adjudicate challenges to denials of OPRA requests. A challenge to the denial of access under the common law can be made by filing an action in Superior Court.

1. All government records are subject to public access under the Open Public Records Act ("OPRA"), unless specifically exempt.
2. A request for access to a government record under OPRA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian. N.J.S.A. 47:1A-5.g. The seven (7) business day response time does not commence until the records custodian receives the request form. If you submit the request form to any other officer or employee of the **Name of Agency**, that officer or employee must either forward the request to the appropriate custodian, or direct you to the appropriate custodian. N.J.S.A. 47:1A-5.h.
3. Requestors may submit requests anonymously. If you elect not to provide a name, address, or telephone number, or other means of contact, the custodian is not required to respond until you reappear before the custodian seeking a response to the original request.
4. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the **Name of Agency**.
5. **You may be charged a 50% or other deposit when a request for copies exceeds \$25.** The **Name of Agency** custodian will contact you and advise you of any deposit requirements. You agree to pay the balance due upon delivery of the records. Anonymous requests in excess of \$5.00 require a deposit of 100% of estimated fees.
6. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim or the victim's family. This includes anonymous requests for said information.
7. By law, the **Name of Agency** must notify you that it grants or denies a request for access to government records within seven (7) business days after the agency custodian of records receives the request. If the record requested is not currently available or is in storage, the custodian will advise you within seven (7) business days after receipt of the request when the record can be made available and the estimated cost for reproduction.
8. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
9. If the **Name of Agency** is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form or other written correspondence and send you a signed and dated copy.
10. Except as otherwise provided by law or by agreement with the requester, if the agency custodian of records fails to respond to you within seven (7) business days of receiving a request, the failure to respond is a deemed denial of your request.
11. 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 **Name of Agency** 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 PO 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.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act