



BOROUGH OF RED BANK
OPEN PUBLIC RECORDS ACT REQUEST FORM

90 Monmouth Street Red Bank, NJ 07701

PH: 732-530-2740 FAX: 732-530-2757

pborgi@redbanknj.org

Pamela Borghi, Municipal Clerk



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 Roseann MI B. Last Name Dal Pra
 E-mail Address rdalpra3@gmail.com
 Mailing Address 212 River Road
 City Red Bank State NJ Zip 07701
 Telephone 732-933-9450 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 Roseann B. Dal Pra Date 9/15/2017

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
 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.

- ① The "invoice" that was "received by the Contractor" as referred to in the letter dated July 7, 2017 from Thomas P. Branch to me. (See attached; please note that the referenced invoice was not enclosed with the letter)
- ② The "records" referred to in the letter dated September 6, 2017 from Ashlesha Deshpande to me. (See attached; please note that I did not receive any such records).
- ③ All communications between employees of the Department of Public Utilities and the Contractor who performed (and employees) water/sewer repair work at 212 River Road, Red Bank (*)

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 _____	

(*) in June 2017. Please include emails and text messages
 Continued - See Attached

Continued - Page (2)



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- ④ The contract with Mark Woszcak Mechanical Contractors, Inc. as referred in the letter dated June 28, 2017 from Thomas P. Branch to me. (Please note that the letter was not "hand delivered" to me as I was in Wyoming on vacation on that date)
- ⑤ All invoices submitted by Mark Woszcak Mechanical Contractors, Inc. in connection with water/sewer repair work at 212 River Rd in Red Bank, including initial and revised invoices
- ⑥ All documents relating to traffic control provided at 212 ^④

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Records Provided			
Custodian Signature		Date	

④ River Rd, Red Bank in June 2017.
Continued - See Attached



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Requestor Information - Please Print

First Name Roseann MI B Last Name Ra/Pra
 E-mail Address rdalpra3@gmail.com
 Mailing Address 212 River Rd
 City Red Bank State NJ Zip 07701
 Telephone 732-933-9450 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 Roseann B. Dalpra Date 9/15/2017

Payment Information

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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.

- ⑦ The contract with the Red Bank Police Department relating to services, including traffic control, provided by off-duty police officers.
- ⑧ All communications by and between employees of the Department of Public Utilities, the Finance Office and/or the Tax Collector's Office relating to the charging of expenses relating to water/sewer repair work at 212 River Rd, Red Bank to the homeowner.

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Records Provided			
Custodian Signature _____		Date _____	



BOROUGH OF RED BANK

ADMINISTRATIVE DIVISION
75 CHESTNUT STREET
RED BANK, NJ 07701

Tel: (732) 530-2770
Fax: (732) 530-4718

July 7, 2017

Roseanne Dal Pra
212 River Road
Red Bank, NJ 07701

Re: Emergency Repair
212 River Road
Emergency Water Service Repair/Replacement
Force Account Borough of Red Bank

Dear Ms. Dal Pra:

The Department of Public Utilities has completed installation of a new service to your property. The enclosed invoice has been received by the Contractor which is less than the estimate that was prepared.

These unit costs are developed by the public bidding process and a contract with Mark Woszczak Mechanical Contractors, Inc. to perform this type of work. This invoice submitted by the Contractor was reviewed by our staff to determine its accuracy based on field inspection and contract bid unit prices.

Please provide payment in the amount of \$3,400.00 to the office below within 30 days or make payment arrangements prior to then.

Borough of Red Bank
Finance Department
90 Monmouth Street,
Red Bank, New Jersey 07701

As this is considered to be an emergency repair/replacement, arrangements can be made to establish payment plan to cover these costs.

Should you have any questions or require additional information, please contact the Department of Public Utilities at 732-530-2770.

Very truly yours;

A handwritten signature in black ink, appearing to read "T. Branch", is written over a horizontal line.

Thomas P. Branch P.E., P.P. CPWM
Department of Public Utilities

Borough of Red Bank



TAX COLLECTOR'S OFFICE

P. O. Box 868
90 Monmouth Street
Red Bank, NJ 07701
www.redbanknj.org

Ashlesha Deshpande
Tax & Utility Collector

Tel: (732) 530-2742
Fax: (732) 758-1995
E-mail: adeshpande@redbanknj.org

September 6, 2017

Re: Water/Sewer Repair Amount Due
212 River Rd .
Block 17 lot 6
Red Bank, NJ 07701

Dear property Owner: DAL PRA, ROSEANN B:

Our records indicate that the amount outstanding from you is now \$3,120.00. This is in reference to water/sewer repair that was done for your property recently.

As per guidance from the Finance Office and the Public Works Department, we will be accepting this payment in 4 equal installments of \$780.00 each with the understanding of the first installment will be paid by or before 10-15-2017. Your next 3 installments are due with your next three billing cycles.

Thank you for your prompt payment and thank you for your patience and understanding.

Please call the water-sewer office for any questions or concerns you may have .Please send a copy of this letter with your installment to make sure the payment is applied properly.

Please note that a late fee/interest will be applied to the unpaid balance in the event the payment becomes delinquent. Unpaid prior year balances if not paid by the end of year, will be subject to tax sale in the current year.

Sincerely,

A handwritten signature in black ink, appearing to read "Ashlesha Deshpande".

Ashlesha Deshpande
Tax & Utility Collector
Borough of Red Bank
Red Bank, NJ 07701



BOROUGH OF RED BANK

ADMINISTRATIVE DIVISION
75 CHESTNUT STREET
RED BANK, NJ 07701

June 28, 2017

Tel: (732) 530-2770
Fax: (732) 530-4718

(HAND DELIVERED)

Roseanne Dal Pra
212 River Road
Red Bank, NJ 07701

Re: Emergency Repair
212 River Road
Emergency Water Service Repair/Replacement
Force Account Borough of Red Bank

Dear Ms. Dal Pra:

The Department of Public Utilities has identified a leak within River Road in close proximity to your property. Once the source of the leak is identified an emergency repair/replacement of your water service may be required. The enclosed estimate was prepared by the Contractor based on known conditions at this time, the actual costs may be lower or higher depending on quantities utilized during installation

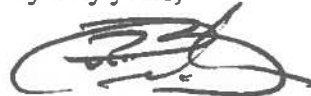
These unit costs are developed by the public bidding process and a contract with Mark Woszczak Mechanical Contractors, Inc. to perform this type of work. An invoice will be submitted by the Contractor once the work is completed and reviewed by our staff to determine its accuracy based on field inspection and contract bid unit prices.

Please acknowledge by signing below that you will be responsible for payment of the actual invoiced amount if it is determined that the leak is from your existing service or connection to the water main owned by the Borough. As this is considered to be an emergency repair/replacement, arrangements can be made with the Borough Finance Department to establish a payment plan to cover these costs.

Should you have any questions or require additional information, please contact the Department of Public Utilities at 732-530-2770.


Roseanne Dal Pra:
212 River Road
Red Bank, New Jersey

Very truly yours;


Thomas P. Branch P.E., P.P. CPWM
Department of Public Utilities