

From: cblanding@smartprocure.us
Sent: Monday, October 02, 2017 7:35 AM
To: townshipclerk@manningontwp.com
Subject: SmartProcure OPRA Request Township Of Mannington For PO/Vendor Information
Attachments: Preprogrammed Software Reports by Manufacturer.pdf

Dear Esther or Custodian of Public Records,

SmartProcure is submitting an OPRA request to the Township Of Mannington for any and all purchasing records from 2017-06-28 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

The attached document may be helpful as a reference to fulfill this request if the Township Of Mannington stores the records using any of the pre-programmed software reports, but the records request is not limited to the reports listed.

Please email the information or use the following web link. There is no file size limitation:
<http://upload.smartprocure.us/?st=NJ&org=TownshipOfMannington>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at 954-637-0742.

Regards,

Curtis Blanding

Data Acquisition Specialist

SmartProcure

Direct: 954-637-0742 | Support: 888-988-6348

Email: cblanding@smartprocure.us | www.smartprocure.us

700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441

OPEN PUBLIC RECORDS ACT REQUEST FORM



1706 – Mannington Township - Salem



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		Last Name	Hartman
E-mail Address	tax@actiontitleresearch.com				
Mailing Address	PO Box 1734				
	07070				
City	Rutherford	State	NJ	Zip	
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	10/3/2017

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.

We request a copy of the "Tax Search Export" (1706 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@actiontitleresearch.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

Esther Mitchell

From: Kate Zielsdorf <k.zielsdorf18@gmail.com>
Sent: Tuesday, October 03, 2017 8:35 AM
To: townshipclerk@manningtontwp.com
Subject: Re: OPRA

Thank you Esther, I appreciate your help.

On Sep 22, 2017, at 11:24 AM, Esther Mitchell <townshipclerk@manningtontwp.com> wrote:

Dear Ms. Zielsdorf,

Mannington Township has no records that you have requested.

Sincerely,
Esther A. Mitchell, Clerk

From: Kate Baker [<mailto:k.zielsdorf18@gmail.com>]
Sent: Thursday, September 21, 2017 2:51 PM
To: townshipclerk@manningtontwp.com
Subject: OPRA

Dear Municipal Clerk,
Pursuant to the provisions of the New Jersey Open Public Records Act ("OPRA"), I am requesting copies of the following documents for the timeframe January 1, 2014 – September 20, 2017:

1. All Complaints (lawsuits) filed against the municipality by attorney, Jacqueline M. Vigilante, Esq., 99 N. Main Street, Mullica Hill, NJ 08062.
2. All Settlement Agreements or Memorandum of Understanding relating to a municipal employee wherein Jacqueline M. Vigilante, Esq. represented the employee of the municipality.
3. All correspondence from Jacqueline M. Vigilante, Esq. wherein she advised of her attorney representation of an employee of the municipality.
4. All claims or correspondence by Jacqueline M. Vigilante, Esq. for attorney fees to be paid the municipality.
5. All payments made to Jacqueline M. Vigilante, Esq. from the municipality, the municipality's Joint Insurance Fund or insurance carrier.

I am requesting the documents and information be provided in electronic format. If there is any costs for reproduction, please immediately advise.
Thank you for your assistance. If you have any questions, please contact me at k.zielsdorf18@gmail.com.

Kate Zielsdorf

OPEN PUBLIC RECORDS ACT REQUEST FORM



1706 – Mannington Township - Salem



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 Last Name Hartman

E-mail Address tax@actiontitleresearch.com

Mailing Address PO Box 1734

City Rutherford State NJ Zip 07070

Telephone 201-781-1833 FAX

Preferred Delivery: Pick On-Site
 Up US Mail 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 10/4/2017

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.

We request a copy of the "Tax Search Export" (1706 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@actiontitleresearch.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

OPEN PUBLIC RECORDS ACT REQUEST FORM



1706 – Mannington Township - Salem



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 Last Name Hartman

E-mail Address tax@actiontitleresearch.com

Mailing Address PO Box 1734

City Rutherford State NJ Zip 07070

Telephone 201-781-1833 FAX

Preferred Delivery: Pick On-Site
 Up US Mail 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 10/16/2017

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.

We request a copy of the "Tax Search Export" (1706 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@actiontitleresearch.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

OPEN PUBLIC RECORDS ACT REQUEST FORM

1706 – Mannington Township - Salem



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		Last Name	Hartman
E-mail Address	tax@actiontitleresearch.com				
Mailing Address	PO Box 1734				
	07070				
City	Rutherford	State	NJ	Zip	
Telephone	201-781-1833		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 NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.					
Signature	Veronica Hartman			Date	10/11/2017

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.

We request a copy of the "Tax Search Export" (1706 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@actiontitleresearch.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

OPRA

Esther Mitchell

From: Esther Mitchell <townshipclerk@manningtontwp.com>
Sent: Monday, October 23, 2017 2:08 PM
To: 'Seigfried, Lisa (RIS-HBE)'
Subject: RE: special assessments

No, we do not have any new or upcoming ordinances that would be for water/sewer line extensions, curbing or sidewalk repairs, dam repairs, plotting fee, etc. .

Esther Mitchell, Clerk

From: Seigfried, Lisa (RIS-HBE) [mailto:LSeigfried@signatureinfo.com]
Sent: Monday, October 23, 2017 11:45 AM
To: 'townshipclerk@manningtontwp.com' <townshipclerk@manningtontwp.com>
Cc: DeputyClerk@manningtontwp.com
Subject: special assessments

October 23, 2017

Dear Municipal Clerk/Records Custodian;

I am contacting you today to inquire if your municipality has any new or upcoming ordinances that would be for water/sewer line extensions, curbing or sidewalk repairs, dam repairs, plotting fees... We are looking for anything that would be billed out to the homeowner in the form of a special assessment.

Could you please reply to this email address either to confirm, that you do not have anything or please provide the ordinance number and adoption date of anything new you may have.

Thank you.

Lisa Seigfried
Signature Information Solutions, LLC
lseigfried@signatureinfo.com
732-673-7837 (phone)
856-213-5928 (fax)

townshipclerk@manningtontwp.com

Esther Mitchell

From: Larry Higgins <opra@njpropertyrecords.com>
Sent: Saturday, October 21, 2017 12:11 PM
To: townshipclerk@manningtontwp.com
Subject: OPRA Request (1706.SALEM_MANNINGTON TWP)
Attachments: 1706.SALEM_MANNINGTON TWP.pdf

Note for clerk: Please discuss this request with your engineering department as they will be the BEST source for the requested documents and information.

The clerk or engineer can fulfil this OPRA easily by visiting our website
www.StateInfoServices.com/opra

We've built this website to avoid sending large files by email, CD, USB, etc. It's a drag/drop file operation and there's no restriction on the file size. You do not need to register or login. You'll receive an email after successfully uploading **all** the requested files and information so you can close the OPRA request.

You can also submit all the requested information & documents by email if you'd like.

Requested Information:

1.a) A complete set of your municipalities **MOST CURRENT** tax maps. **Note:** If your tax maps are on your website, please provide the direct link and **CONFIRM** they are the most current maps available.

1.b) The date the tax maps were last modified/updated.

1.c) The approximate date to check back for newer/updated tax maps. **Note:** If there's currently no plans on updating the maps anytime soon, please mention that to us.

2.a) The **MOST CURRENT** municipality zoning map(s). **Note:** If your zoning map(s) are on your website, please provide the direct link and **CONFIRM** they are the most current map(s) available.

2.b) The date the zoning map(s) was last modified/updated.

2.c) The approximate date to check back for newer/updated zoning map(s). **Note:** If there's currently no plans on updating the map(s) anytime soon, please mention that to us.

3.a) What is the Engineers Company Name, Email, and Phone Number?

NOTE: Fulfil this OPRA easily by visiting our website www.StateInfoServices.com/opra

If you have any questions, please email ORPA@NJPropertyRecords.com --

PHONE CALLS WILL NOT BE ACCEPTED

Thanks,

Larry Higgins

OPRA@NJPropertyRecords.com

OPEN PUBLIC RECORDS ACT REQUEST FORM



1706 – Mannington Township - Salem



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		Last Name	Hartman
E-mail Address	tax@actiontitleresearch.com				
Mailing Address	PO Box 1734				
	07070				
City	Rutherford	State	NJ	Zip	
Telephone	201-781-1833		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 <u>N.J.S.A. 2C:28-3</u>, 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	10/30/2017

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.

We request a copy of the "Tax Search Export" (1706 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@actiontitleresearch.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.

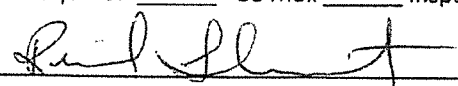
Thank you,

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

Township of Mannington
491 Route 45
Mannington, NJ 08079
Phone (856)935-4534 Fax (856)935-6557
townshipclerk@manningtontwp.com

REQUEST FOR PUBLIC RECORD

Requestor Information – Please Print

First Name RICHARD MI _____ Last Name SCHWEIDERT
E-Mail Address RICH@RTJSENV.COM
Mailing Address 15 OAKWOOD DRIVE
City MEDFORD State NJ Zip 08055
Telephone 609-304-3970 Fax _____
Preferred Delivery: Pick _____ On-Site _____ AND/OR
UP _____ US Mail _____ Inspect X Fax _____ E-mail X
Signature  Date 10/30/2017

PAYMENT INFORMATION

Maximum Authorization Cost \$ _____

Select Payment Method: Cash Money Order Debit/Credit Card (Discover/MasterCard/Visa)

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

Deposits: May require a deposit whenever the custodian anticipates that the documents requested will cost in excess of \$5 to reproduce

Township of Mannington

491 Route 45

Mannington, NJ 08079

Phone (856)935-4534 Fax (856)935-6557

townshipclerk@manningtontwp.com

REQUEST FOR PUBLIC RECORD

Requestor Information – Please Print

First Name Chelsea MI L Last Name Smith

E-Mail Address clsmith@henkels.com

Mailing Address 3249 Coastal Blvd

City Richmond State Virginia Zip 23224

Telephone 804-588-3041 Fax 804-782-0973

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

Signature Chelsea LP Smith Date 10-31-2017

PAYMENT INFORMATION

Maximum Authorization Cost \$ _____

Select Payment Method: Cash Money Order Debit/Credit Card (Discover/MasterCard/Visa)

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

Deposits: May require a deposit whenever the custodian anticipates that the documents requested will cost in excess of \$5 to reproduce

Township of Mannington
491 Route 45
Mannington, NJ 08079

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.

Information on a Specific Property Block _____ Lot _____

Information Requested:

☐ Municipal Lien Search _____

☐ Municipal Improvement Search _____

☐ Municipal Tax Search _____

☐ Property Assessment _____

☐ Copy Of Minutes (Specify Date(s)) _____

☐ Township Committee ☐ Planning/Zoning Board

☐ Copy Of Resolution (Specify Date(s)) _____

☐ Township Committee ☐ Planning Board

☒ Other (Specify Date & Name of Document) Requesting any existing records effecting Righth of Way, Pavement
Widening, Sewer, Water, Electric, Bridge Plans, etc... as well as Road Way Cross Section Details to determine
road material on Mannington Mill Rd from NJSH RTE 45 to D.E.