

Subject: public records

From: "Dean" <dwinters@paintersdc711.org>

Date: 11/9/2017 10:27 AM

To: <clerk@elmerboroughnj.com>

Dean Winters

Local 1331 Business Representative

Painters District Council 711

973-258-1601 ext 1331

Cell 973-725-5261

— Attachments: —

img353.pdf

442 KB

BOROUGH OF ELMER

MUNICIPAL BUILDING
120 SOUTH MAIN STREET
ELMER, NJ 08318

REQUEST FOR PUBLIC RECORDS

Name: Dea Winters

Address: 9 Faden Rd Springfield N.J. 07081

email - d.winters@paintersdc711.org

Telephone: (Day) 973-725-5261

Information Requested:

- ☐ Copy of Minutes [specify board or entity, date, topic or other identifying information]
[Minutes will be available within two [2] business days after the minutes have been approved by Council or Board]

- ☐ Copy of Ordinance or Resolution [specify date, number, or other identifying information]

- ☐ Police Accident Report Identify Accident: _____ Fee: _____

- ☒ Other [specify] Certified Payrol for Brave Industrial Paints
for the painting of the water storage tower

- ☐ License Information [specify] _____

Information on a Specific Property

Address: _____
Block: _____ Lot: _____

- ☐ Municipal Lien Search Fee: \$10.00

- ☐ Tax Search Fee: \$10.00
Municipal Lien/Tax Searches are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided in N.J.S.A. 54:5-11, et seq. [No Tax Search will be processed five [5] business days before and ten [10] business days after the quarterly due date for taxes [February 1, May 1, August 1, November 1]

- ☐ List of Property Owners within 300' Fee: _____
As provided in N.J.S.A. 40:55D-12, the fee is the greater of \$.25 per name or \$10.00

Subject: STAR-LEDGER OPRA REQUEST: USE OF FORCE SALEM

From: Craig Mccarthy <CMCCARTHY@njadvancemedia.com>

Date: 11/7/2017 10:42 AM

To: Craig Mccarthy <CMCCARTHY@njadvancemedia.com>

Please see attached OPRA from the Star-Ledger. If you are not the custodian of records could you please forward to the appropriate person or department.

Additionally, please confirm that you have received.

Thank you

Craig Mccarthy | Reporter

NJ Advance Media

Woodbridge Corporate Plaza 485 Route 1 South | Iselin, NJ 08830

p: 732-372-2078

f: 732-243-2840

e: CMCCARTHY@njadvancemedia.com

t: [@createcraig](https://twitter.com/createcraig)

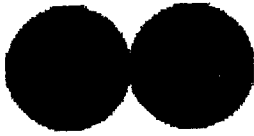


CONFIDENTIALITY NOTICE: This e-mail may contain information that is privileged, confidential or otherwise protected from disclosure. If you are not the intended recipient of this e-mail, please notify the sender immediately by return e-mail, purge it and do not disseminate or copy it.

— Attachments: —

OPRA UOF .pdf

237 KB



PROVIDING SERVICES FOR

nj.com + **Star-Ledger**

CRAIG MCCARTHY, REPORTER

732-372-2078

cmccarthy@njadvancemedia.com

Woodbridge Corporate Plaza

485 Route 1 South, Building E, Suite 300

Iselin, NJ 08830-3009

11/07/2017

Dear Custodian,

Please consider this a formal OPRA request for the unredacted Use of Force reports for incidents occurring for the calendar years 2012, 2013, 2014, 2015 and 2016. We have received some from your prosecutor's office but the records appear incomplete. Redactions should be made for juvenile names and HIPAA.

We are entitled to these unredacted reports under N.J.S.A. 47:1A3(b) as a result of the state Supreme Court ruling on July 11, 2017, in the case North Jersey Media Group v. Lyndhurst.

The court wrote in its opinion, "The law calls for disclosure of 'the identity of the investigating and arresting personnel' and adds that the exception on which defendants rely 'shall be narrowly construed.'"

Under that ruling, the court also ruled that "OPRA's criminal investigatory records exception does not apply to records that are 'required by law to be made, maintained or kept on file.' N.J.S.A. 47:1A-1.1. As a result, the exemption does not cover Use of Force Reports, which the Attorney General requires officers to prepare after the use of deadly force."

Therefore, this request cannot be denied under the exemption of an "ongoing investigation" since they are required under the Attorney General's Use of Force Policy, which has "the force of law for police entities." (NJMG v. Lyndhurst)

If your agency chooses to deny, citing safety concerns, please provide a statement for each incident stating why officer or officers' names "will jeopardize the safety of any person . . . or any investigation in progress" or "would be harmful to a bona fide law enforcement purpose or the public safety." (NJMG v. Lyndhurst)

Please email scanned digital copies of the unredacted original Use Of Force forms as PDFs. If the file is too large, we will accept a CD with the requested documents mailed to the address above.

Under penalty of N.J.S.A. 2C:283, I certify that I have not been convicted of any indictable offense under the laws of New Jersey, or any other state, or in the United States.

Please note, this request clearly notes New Jersey's Open Public Record Act, therefore does not need to be on local OPRA forms.

We reserve the right to appeal your decision to withhold any information.

I look forward to your reply via email. We request all correspondence referencing this OPRA be via email.

Thank you for your assistance.
CRAIG MCCARTHY

Subject: OPRA Request (1703.SALEM_ELMER BORO)

From: Larry Higgins <opra@njpropertyrecords.com>

Date: 10/21/2017 12:06 PM

To: "clerk@elmerboroughnj.com" <clerk@elmerboroughnj.com>

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 **OPRA@NJPropertyRecords.com** –

PHONE CALLS WILL NOT BE ACCEPTED

Thanks,

Larry Higgins

OPRA@NJPropertyRecords.com

—Attachments:—

1703.SALEM_ELMER BORO.pdf

75.3 KB

BOROUGH OF ELMER
MUNICIPAL BUILDING
120 SOUTH MAIN STREET
ELMER, NJ 08318

REQUEST FOR PUBLIC RECORDS

Name: Larry Higgins
Address: 174 Lamington Rd, P.O. Box 180
Oldwick, NJ. 08858
Telephone: (Day) (908) 255-9919

Information Requested:

There's not enough space here to write the records being requested. Please view the attached document.

- ☐ **Copy of Ordinance or Resolution** [specify date, number, or other identifying information]

- ☐ **Police Accident Report** Fee: _____
Identify Accident: _____
- ☐ **Other** [specify] _____

- ☐ **License Information** [specify] _____

Information on a Specific Property

Address: _____
Block: _____ Lot: _____

- ☐ **Municipal Lien Search** Fee: \$10.00
- ☐ **Tax Search** Fee: \$10.00
Municipal Lien/Tax Searches are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided in *N.J.S.A. 54:5-11*, et seq. [No Tax Search will be processed five [5] business days before and ten [10] business days after the quarterly due date for taxes [February 1, May 1, August 1, November 1]
- ☐ **List of Property Owners within 200'** Fee: _____
As provided in *N.J.S.A. 40:55D-12*, the fee is the greater of \$.25 per name or \$10.00

Subject: SmartProcure OPRA Request Borough Of Elmer For PO/Vendor Information
From: cblanding@smartprocure.us
Date: 10/11/2017 8:07 AM
To: clerk@elmerboroughnj.com

Dear Sarah or Custodian of Public Records,

SmartProcure is submitting an OPRA request to the Borough Of Elmer for purchasing records from 2017-06-16 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 Borough Of Elmer 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=BoroughOfElmer>

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

— Attachments: _____

Preprogrammed Software Reports by Manufacturer.pdf	43.1 KB
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Subject: Request Pursuant to N.J.S.A. 47:1A-1, et seq.

From: Theresa Conoscenti <tconoscenti@genovaburns.com>

Date: 10/3/2017 3:17 PM

To: "clerk@elmerboroughnj.com" <clerk@elmerboroughnj.com>

CC: "Jenna M. Beatrice" <jbeatrice@genovaburns.com>

On behalf of Jenna M. Beatrice, Esq., please see the attached.

Thank you,

Theresa Conoscenti

Legal Assistant

Main Line: 973.533.0777 Ext. 1544

tconoscenti@genovaburns.com



30 Montgomery Street, 11th Floor
Jersey City, NJ 07302
Tel: (201) 469-0100
Fax: (201) 332-1303

www.genovaburns.com

Disclaimer

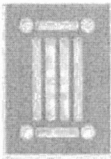
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— Attachments: —

Elmer OPRA Request 10-3-17.PDF

1.3 MB



**GENOVA
BURNS**
ATTORNEYS-AT-LAW

Genova Burns LLC
30 Montgomery Street, 11th Floor, Jersey City, NJ 07302
Tel: 201.469.0100 Fax: 201.332.1303
Web: www.genovaburns.com

Jenna M. Beatrice, Esq.
Member of NJ and NY Bars
jbeatrice@genovaburns.com
Direct: 973-535-7125

October 3, 2017

VIA ELECTRONIC MAIL

Borough of Elmer
Sarah D. Walker
38 Park Avenue
Elmer, NJ 08822
clerk@elmerborough.nj

Re: **Request Pursuant to N.J.S.A. 47:1A-1, et seq.**

Dear Ms. Walker:

Pursuant to N.J.S.A. 47:1A-1, et seq., enclosed please find a government-records request for the records of Elmer. Please provide us with copies, stored electronically or in hardcopy form, of the following records:

1. All fee and/or retainer agreements entered between Elmer and any law firm and/or legal counsel from January 1, 2015 to the present with respect to representation and/or advice for tax appeal and/or tax assessment litigation for Inspira Medical Center Elmer, and any of its affiliates, subsidiaries, joint ventures or related entities.
2. All invoices and/or bills submitted by any law firm and/or legal counsel to Elmer from January 1, 2015 to the present with respect to representation and/or advice for tax appeal and/or tax assessment litigation for Inspira Medical Center Elmer, and any of its affiliates, subsidiaries, joint ventures or related entities.
3. All receipts and/or documents reflecting payment made by Elmer to any law firm and/or legal counsel from January 1, 2015 to the present with respect to representation and/or advice for tax appeal and/or tax assessment litigation for Inspira Medical Center Elmer, and any of its affiliates, subsidiaries, joint ventures or related entities.



Sarah D. Walker, Borough of Elmer
October 3, 2017
Page 2

Electronic copies of all responsive records are preferred, but, if that is not possible, please provide the anticipated cost of copies. Once you have had an opportunity to assess the copying costs for reproduction of the documents, please contact me and we will make arrangements for payment and delivery.

Thank you for your attention to this matter.

Very truly yours,

GENOVA BURNS LLC

A handwritten signature in dark ink, appearing to read "Jenna M. Beatrice".

JENNA M. BEATRICE

JXB/tc
Enclosure

BOROUGH OF ELMER
MUNICIPAL BUILDING
120 SOUTH MAIN STREET
ELMER, NJ 08318

REQUEST FOR PUBLIC RECORDS

Name: Jenna M. Beatrice, Esq.

Address: 30 Montgomery Street, 11th Floor, Jersey City, New Jersey 07302

Telephone: (Day) 973-533-0777

Information Requested:

☐ Copy of Minutes [specify board or entity, date, topic or other identifying information]
[Minutes will be available within two (2) business days after the minutes have been approved by Council or Board]

☐ Copy of Ordinance or Resolution [specify date, number, or other identifying information]

☐ Police Accident Report Fee: _____
Identify Accident: _____

☐ Other [specify] see the attached letter

☐ License Information [specify] _____

Information on a Specific Property

Address: _____
Block: _____ Lot: _____

☐ Municipal Lien Search Fee: \$10.00

☐ Tax Search Fee: \$10.00
Municipal Lien/Tax Searches are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided in N.J.S.A. 54:5-11, et seq. [No Tax Search will be processed five (5) business days before and ten (10) business days after the quarterly due date for taxes [February 1, May 1, August 1, November 1]]

☐ List of Property Owners within 200' Fee: _____
As provided in N.J.S.A. 40:55D-12, the fee is the greater of \$.25 per name or \$10.00

A request for a copy of Public Records should be submitted on this form which has been adopted by the Municipal Clerk as the Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically. In general:

- Immediate access is ordinarily available for to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven (7) business days indicating the time which will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: first page to tenth page, \$0.75 per page; eleventh page to twentieth page, \$0.50 per page; all pages over twenty, \$0.25 per page; for a police accident report there is an additional fee when the request is not made in person of \$5.00 for the first 3 pages and \$1.00 for each additional page, as provided by N.J.S.A. 39:4-131.
- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

The term "public records" generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The term does not include employee personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

The applicant acknowledges that in any case where items of public record regarding municipal liens or municipal improvement ordinances are provided and the applicant is not requesting certificates as provided in N.J.S.A. 54:5-11, et seq. or N.J.S.A. 54:5-18.5, neither the applicant nor any third party may assert any claim for damages against the Borough of Elmer or its officers or employees nor shall any act of the applicant constitute or be construed as creating an estoppel as to the Borough's right to collect any outstanding balance or lien.

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit _____

[required where the anticipated cost of reproduction exceeds \$5.00]

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any

either state or the United States and is not seeking government records containing personal information pertaining to the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq..

This form, when signed by the municipal official shall constitute a receipt for any deposit received.

ggrathie
Applicant

Date:

10/2/17

Municipal Official

Date:

PUBLIC RECORDS REQUEST RESPONSE

TO: _____

DATE: _____

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason:

You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1 et seq. If your request has been denied, a statement of the procedures for the appeal will be attached.

Date: _____

Municipal Custodian of Records

ACKNOWLEDGMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on the procedures for any appeal of the determination.

Date: _____

Applicant

Subject: OPRA

From: Kate Baker <k.zielsdorf18@gmail.com>

Date: 9/21/2017 2:49 PM

To: clerk@elmerboroughnj.com

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

Subject: 17P5739.24: Elmer Borough OPRA request for 100 Front Street, Elmer, NJ
From: Jennifer Ngo <jngo@lenderconsulting.com>
Date: 8/4/2017 11:52 AM
To: clerk@elmerboroughnj.com
CC: PAPER WORK <paperwork@lenderconsulting.com>

Good Morning,

Please process the OPRA request attached herein. Thank you!

Sincerely,
Jennifer Ngo
Environmental Analyst, LCS, Inc.
(800) 474-6802 x282
Cell: (302) 272-0113

— Attachments: —

573924p Elmer Borough OPRA request.pdf

208 KB

BOROUGH OF ELMER

MUNICIPAL BUILDING
120 SOUTH MAIN STREET
ELMER, NJ 08318

REQUEST FOR PUBLIC RECORDS

Name: Jennifer Ngo

Address: 400 W. Grange Avenue, Philadelphia, PA
19120

Telephone: (Day) 302-272-0113

Information Requested:

- ☐ Copy of Minutes [specify board or entity, date, topic or other identifying information]
[Minutes will be available within two (2) business days after the minutes have been approved by Council or Board]

- ☐ Copy of Ordinance or Resolution [specify date, number, or other identifying information]

- ☐ Police Accident Identify 1) Date the site was connected to public sewer, if connected 2) When any current buildings and/or past buildings were constructed 3) Current and/or previous uses/occupants 4) Any environmental enforcement actions, complaints, notices of violations, tanks, etc. 5) Underground storage tanks
- ☒ Other [specify] 6.) Building, zoning, and fire code violations

- ☐ License Informa

Information on a Specific Property

Address: 100 Front Street, Elmer, NJ 08318

Block: 15

Lot: 6

- ☐ Municipal Lien Search

Fee: \$10.00

- ☐ Tax Search

Fee: \$10.00

Municipal Lien/Tax Searches are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided in N.J.S.A. 54:5-11, et seq. [No Tax Search will be processed five (5) business days before and ten (10) business days after the quarterly due date for taxes [February 1, May 1, August 1, November 1]

- ☐ List of Property Owners within 200'

Fee:

As provided in N.J.S.A. 40:55D-12, the fee is the greater of \$.25 per name or \$10.00

Subject: Opra request Elmer, NJ
From: Doreen Laury <dfrega@yahoo.com>
Date: 7/31/2017 4:27 PM
To: clerk@elmerboroughnj.com

Please see attached OPRA request.
Thank you,
Doreen Frega
201-294-0118

— Attachments: —

122001828.pdf

332 KB

BOROUGH OF ELMER
MUNICIPAL BUILDING
120 SOUTH MAIN STREET
ELMER, NJ 08318

REQUEST FOR PUBLIC RECORDS

Name: Doreen Frega

Address: 123 Danna Way

Saddle Brook, NJ 07663

Telephone: (Day) 201-294-0118

Information Requested:

- ☐ **Copy of Minutes** [specify board or entity, date, topic or other identifying information]
[Minutes will be available within two [2] business days after the minutes have been approved by Council or Board]

- ☐ **Copy of Ordinance or Resolution** [specify date, number, or other identifying information]

- ☐ **Police Accident Report** Fee: _____
Identify Accident: _____

- ☒ **Other** [specify] Copies of all current names and addresses
of all dog and cat pet license holders/applications in Elmer, NJ.
If possible, to have this request in Excel or Label Format.

- ☐ **License Information** [specify] Thank You, Doreen Frega (201-294-0118)

Information on a Specific Property

Address: _____

Block: _____ Lot: _____

- ☐ **Municipal Lien Search** Fee: \$10.00

- ☐ **Tax Search** Fee: \$10.00
Municipal Lien/Tax Searches are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided in *N.J.S.A. 54:5-11*, et seq. [No Tax Search will be processed five [5] business days before and ten [10] business days after the quarterly due date for taxes [February 1, May 1, August 1, November 1]

- ☐ **List of Property Owners within 200'** Fee: _____
As provided in *N.J.S.A. 40:55D-12*, the fee is the greater of \$.25 per name or \$10.00

A request for a copy of Public Records should be submitted on this form which has been adopted by the Municipal Clerk as the Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically. In general:

- Immediate access is ordinarily available for to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven (7) business days indicating the time which will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: first page to tenth page, \$0.75 per page; eleventh page to twentieth page, \$0.50 per page; all pages over twenty, \$0.25 per page; for a police accident report there is an additional fee when the request is not made in person of \$5.00 for the first 3 pages and \$1.00 for each additional page, as provided by *N.J.S.A. 39:4-131*.
- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

The term "public records" generally includes those records determined to be public in accordance with *N.J.S.A. 47:1A-1*. The term does not include employee personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

The applicant acknowledges that in any case where items of public record regarding municipal liens or municipal improvement ordinances are provided and the applicant is not requesting certificates as provided in *N.J.S.A. 54:5-11*, et seq. or *N.J.S.A. 54:5-18.5*, neither the applicant nor any third party may assert any claim for damages against the Borough of Elmer or its officers or employees nor shall any act of the applicant constitute or be construed as creating an estoppel as to the Borough's right to collect any outstanding balance or lien.

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit _____

[required where the anticipated cost of reproduction exceeds \$5.00]

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any

other state or the United States and is not seeking government records containing personal information pertaining the victim or the victim's family as provided by *N.J.S.A. 47:1A-1 et seq.*

This form, when signed by the municipal official shall constitute a receipt for any deposit received.

Applicant _____

Municipal Official _____

Date: _____

Date: _____

PUBLIC RECORDS REQUEST RESPONSE

TO: _____

DATE: _____

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason:

You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by *N.J.S.A. 47:1A-1 et seq.* If your request has been denied, a statement of the procedures for the appeal will be attached.

Date: _____
Municipal Custodian of Records

ACKNOWLEDGMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on the procedures for any appeal of the determination.

Date: _____
Applicant

179036844

BOROUGH OF ELMER
MUNICIPAL BUILDING
120 SOUTH MAIN STREET
ELMER, NJ 08318

REQUEST FOR PUBLIC RECORDS

Name: Carrie Huber / Phoenix Loss Control behalf of Comcast
Address: PO BOX 271504
Littleton, CO 80127
Telephone: (Day) 7103-922-0403

Information Requested:

☐ Copy of Minutes [specify board or entity, date, topic or other identifying information]
[Minutes will be available within two [2] business days after the minutes have been approved by Council or Board]

☐ Copy of Ordinance or Resolution [specify date, number, or other identifying information]

☒ Police Accident Report Spent pulled Fee: ?
Identify Accident: Accident with injury, vehicle damaged 1/27/2017 near 43rd Street & 4th

☐ Other [specify]

☐ License Information [specify]

Information on a Specific Property

Address: _____
Block: _____ Lot: _____

☐ Municipal Lien Search Fee: \$10.00

☐ Tax Search Fee: \$10.00

Municipal Lien/Tax Searches are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided in N.J.S.A. 54:5-11, et seq. [No Tax Search will be processed five [5] business days before and ten [10] business days after the quarterly due date for taxes [February 1, May 1, August 1, November 1].

☐ List of Property Owners within 200' Fee: _____
As provided in N.J.S.A. 40:53D-12, the fee is the greater of \$.25 per name or \$10.00.

other state or the United States and is not seeking government records containing personal information pertaining the victim or the victim's family as provided by *N.J.S.A. 47:1A-1 et seq.*

This form, when signed by the municipal official shall constitute a receipt for any deposit received.


Applicant
Date: 8/4/2017

Municipal Official
Date: _____

PUBLIC RECORDS REQUEST RESPONSE

TO: _____

DATE: _____

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Date: _____
Applicant

A request for a copy of Public Records should be submitted on this form which has been adopted by the Municipal Clerk as the Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically. In general:

- Immediate access is ordinarily available for budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven (7) business days indicating the time which will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: first page to tenth page, \$0.75 per page; eleventh page to twentieth page, \$0.50 per page; all pages over twenty, \$0.25 per page; for a police accident report there is an additional fee when the request is not made in person of \$3.00 for the first 3 pages and \$1.00 for each additional page, as provided by N.J.S.A. 39:4-131.
- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

The term "public records" generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The term does not include employee personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

The applicant acknowledges that in any case where items of public record regarding municipal liens or municipal improvement ordinances are provided and the applicant is not requesting certificates as provided in N.J.S.A. 54:5-11, et seq. or N.J.S.A. 54:5-18.5, neither the applicant nor any third party may assert any claim for damages against the Borough of Elmer or its officers or employees nor shall any act of the applicant constitute or be construed as creating an estoppel as to the Borough's right to collect any outstanding balance or lien.

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit _____

[required where the anticipated cost of reproduction exceeds \$5.00]

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any

Subject: Open Records request Claim # 179036844
From: Carrie Huber <carrie_huber@phoenixlosscontrol.com>
Date: 8/9/2017 4:32 PM
To: "clerk@elmerboroughnj.com" <clerk@elmerboroughnj.com>

Please see the attached.

Thank you,

Carrie Huber

Claims Manager



PO Box 271504
Littleton, CO 80127

Phone: 763-482-0463
Fax: 888-473-4188
Email: carrie_huber@phoenixlosscontrol.com

The contents of this e-mail message and any attachments are intended solely for the addressee(s) and may contain confidential and/or legally privileged information. If you are not the intended recipient of this message or if this message has been addressed to you in error, please immediately alert the sender by reply e-mail and then delete this message and any attachments. If you are not the intended recipient, you are notified that any use, dissemination, distribution, copying, or storage of this message or any attachment is strictly prohibited.

— Attachments: _____

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1.0 MB