



State of New Jersey
Township of Downe
GOVERNMENT RECORDS REQUEST FORM

due 10/8/17
COPY

REC'D BY: Nadene Lockley
DATE: October 30, 2017

Important Notice

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

Requestor Information – Please Print

First Name Kary MI _____ Last Name Wilson
Company _____
Mailing Address 93 Fortescue Road
City Newport State NJ Zip 08345 Email _____
Business Hours Telephone: Area Code 856 Number 447-3656 Extension _____
Preferred Delivery: Pick Up ☒ US Mail _____ On Site Inspect _____
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 Kary Wilson Date October 27, 2017

Payment Information

Maximum Authorization Cost \$ _____
Select Payment Method
Cash ☐ Check ☐ Money Order ☐
Fees: 5¢ per page – letter size
7¢ per page – legal size
CD's/Tape: \$0.50 each
Delivery: Delivery / postage fees additional depending upon delivery type.
Extras: Extraordinary service fees dependent upon request.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

1 - All Minutes for Downe Twp. Planning/Zoning Meetings held this year: 2017

2 - Agenda for October 10, 2017 Planning/Zoning Board meeting cancelled October 10, 2017

Item #1 - Minutes included for Jan, Apr. and July. Minutes for July, Aug and Sept not approved.

Item #2 - Agenda included.

Please provide electronic files in lieu of hard copies if available. Thank You.

AGENCY USE ONLY

Disposition Notes

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

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

AGENCY USE ONLY

Tracking Information

Tracking # _____	Total <u>50¢</u>
Rec'd Date _____	Deposit _____
Ready Date _____	Balance Due _____
Total Pages _____	Balance Paid _____

Records Provided

Nadene Lockley 11/7/17
Custodian Signature Date

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

**MINUTES OF THE REORGANIZATION MEETING OF
THE DOWNE TOWNSHIP COMBINED PLANNING BOARD
January 10, 2017**

The February meeting of the Downe Township Combined Planning Board was called to order at 7:00pm by Solicitor Edward Duffy and he read the Open Public Meeting Notice.

OPEN PUBLIC MEETING NOTICE: "Pursuant to the Open Public Meetings Act adequate notice of this meeting has been sent to the official newspaper and was posted on the Township Bulletin Board."

FLAG SALUTE:

Mike Rothman was sworn in.

ROLL CALL:

Members in attendance: Mayor Robert Campbell, Mike Rothman, Chairman Doug Cook, Harry Levenknight, Brent Daly, Nancy Hartem, and Walter Kieba

APPOINTMENTS:

Mr. Duffy opened the floor with nominations for the chair. Brent Daly nominated Doug Cook. Nancy Hartem seconded the nomination for Doug Cook. There were no other nominations for chair. A voice vote was called for the appointment of Doug Cook as Chair and it passed unanimously.

Robert Campbell made a motion to appoint the Board Secretary Resolution No.2017-01, Stefany Figueroa, for the 2017 year. Nancy Hartem seconded the motion. A Roll Call was called and the motion passed unanimously. Harry Levenknight Abstained.

Nancy Hartem made a motion to appoint the Board Solicitor Resolution No. 2017-02, Edward Duffy Esq, for the 2017 year. Walter Kieba seconded the motion. A Roll Call was called and the motion passed unanimously.

Brent Daly made a motion to appoint the Board Engineer Resolution No. 2017-03, Thomas J. Tedesco for the 2017 year. Nancy Hartem seconded the motion. A Roll Call was called and the motion passed unanimously.

Robert Campbell made a motion to establish the meeting dates and times listed below for the 2017 board meetings. Walter Kieba seconded the motion. A voice vote was called and the motion passed unanimously.

Tuesday, January	10 th
Tuesday, February	14 th
Tuesday, March	14 th
Tuesday, April	11 th
Tuesday, May	9 th
Tuesday, June	13 th
Tuesday, July	11 th
Tuesday, August	8 th
Tuesday, September	13 th
Tuesday, October	10 th
Tuesday, November	14 th
Tuesday, December	12 th

Robert Campbell made a motion to designate South Jersey Times as the official newspaper for board business for the 2017 year. Nancy Hartem seconded the motion. A Roll Call vote was called and the motion passed unanimously. .

APPROVAL OF MINUTES: September 13, 2016

Robert Campbell made a motion to approve the September 13, 2016 minutes. Walter Kieba seconded the motion. A roll call vote was called and the motion passed unanimously.

PRESENTATION OF BILLS FOR PAYMENT:

SOLICITOR: Edward Duffy-	October 2016 Invoice:	\$230.00
	November 2016 Invoice:	\$2,260.00
	December 2016 Invoice:	\$240.00
	January 2016 Invoice:	\$370.00

APPROVAL OF BILLS:

Robert Campbell made a motion to approve the legal fees as described in the invoices and vouchers submitted. Nancy Hartem seconded the motion. A roll call vote was called and the motion passed unanimously. The bills were approved for payment.

BOARD BUSINESS: Mr.Duffy discussed the Johnson Litigation Appellate Decision with an explanation of the history for the members. Mining Licenses were discussed where they expire at the end of the year. Mayor Rober Campbell expressed that the Township Committee would like the opinion of the board on Reviewing the R2 zone in the upcoming months. Discussion took place among these topics.

NEW BUSINESS: None at this time

OLD BUSINESS: None at this time

Open for Public Comment: Robert Campbell a motion to open to the public. Brent Daly seconded the motion. A voice vote was called and the motion passed unanimously.

Kary Wilson, Newport asked the board about the Township Committee voting on the solicitor and the engineer at the previous Township meeting and what the protocol was. Mr. Duffy responded. Wilson also asked about the upcoming Fortescue Sewer project and what impact the Planning Board will have on it. Mr. Duffy responded.

Close for Public Comment: Nancy Hartem made a motion to close to the public. Mike Rothman seconded the motion. A voice vote was called and the motion passed unanimously.

NEXT SCHEDULED MEETING:

Chairman Doug Cook informed the members the next meeting will be on Tuesday, February 14, 2017

ADJOURNMENT OF MEETING:

Robert Campbell made a motion to adjourn the meeting. The motion was seconded by Walter Kieba. A voice vote was called and the motion passed unanimously.

Meeting adjourned,

Respectfully submitted,

Prepared by Stefany Figueroa
Planning Board Secretary

**MINUTES OF THE REGULAR MEETING OF
THE DOWNE TOWNSHIP COMBINED PLANNING BOARD
April 11, 2017**

The April meeting of the Downe Township Combined Planning Board was called to order at 7:00pm by Chairman Doug Cook and he read the Open Public Meeting Notice.

OPEN PUBLIC MEETING NOTICE: "Pursuant to the Open Public Meetings Act adequate notice of this meeting has been sent to the official newspaper and was posted on the Township Bulletin Board."

FLAG SALUTE:

ROLL CALL:

Members in attendance: Mayor Robert Campbell, Mike Rothman, Chairman Doug Cook, Brent Daly, Harry Levenknight, Nancy Hartem, John Gilligan

APPROVAL OF MINUTES: January 10, 2017

Robert Campbell made a motion to approve the January 10, 2017 minutes. Nancy Hartem seconded the motion. A roll call vote was called and the motion passed unanimously. John Gilligan abstained.

PRESENTATION OF BILLS FOR PAYMENT:

SOLICITOR: Edward Duffy-	January Invoice: Solicitorship 2016:	\$240.00
	February Invoice:	\$310.00
	March Invoice:	\$310.00

APPROVAL OF BILLS:

Robert Campbell made a motion to approve the legal fees as described in the invoices and vouchers submitted. Nancy Hartem seconded the motion. A roll call vote was called and the motion passed unanimously. The bills were approved for payment.

BOARD BUSINESS: Discussion took place about the Hanson Aggregates Mining Permit Renewal letter that was submitted to the board. After discussion the board thought it was best to have Hanson's Engineer come to the next Township Committee meeting and Planning Board meeting to further explain the specifics of the extension.

NEW BUSINESS: None at this time

OLD BUSINESS: None at this time

OPEN MEETING TO PUBLIC:

Robert Campbell made a motion to open the meeting for Public Comment. The motion was seconded by Brent Daly. A voice vote was called and the motion passed unanimously

CLOSE MEETING TO PUBLIC:

Robert Campbell made a motion to close the meeting for Public Comment. The motion was seconded by Nancy Hartem. A voice vote was called and the motion passed unanimously.

NEXT SCHEDULED MEETING:

Doug Cook informed the members the next meeting will be on Tuesday, May 9, 2017

ADJOURNMENT OF MEETING:

Brent Daly made a motion to adjourn the meeting. The motion was seconded by Mike Rothman. A voice vote was called and the motion passed unanimously.

Meeting adjourned,

Respectfully submitted,

Prepared by Stefany Figueroa
Planning Board Secretary

**MINUTES OF THE REGULAR MEETING OF
THE DOWNE TOWNSHIP COMBINED PLANNING BOARD
June 13, 2017**

The June meeting of the Downe Township Combined Planning Board was called to order at 7:00pm by Chairman Doug Cook and he read the Open Public Meeting Notice.

OPEN PUBLIC MEETING NOTICE: "Pursuant to the Open Public Meetings Act adequate notice of this meeting has been sent to the official newspaper and was posted on the Township Bulletin Board."

FLAG SALUTE:

Jeff Sanza was sworn in

ROLL CALL:

Members in attendance: Mike Rothman, Chairman Doug Cook, Brent Daly, Harry Levenknight, Nancy Hartem, John Gilligan, Jeff Sanza

APPROVAL OF MINUTES: April 11, 2017

Brent Daly made a motion to approve the April 11, 2017 minutes. Nancy Hartem seconded the motion. A roll call vote was called and the motion passed unanimously. Jeff Sanza abstained.

PRESENTATION OF BILLS FOR PAYMENT:

SOLICITOR: Edward Duffy-	April Invoice:	Solicitorship 2017:	\$240.00
	May Invoice:	Solicitorship 2017:	\$240.00
		Hanson Aggregates:	\$330.00

APPROVAL OF BILLS:

Mike Rothman made a motion to approve the legal fees as described in the invoices and vouchers submitted. Nancy Hartem seconded the motion. A roll call vote was called and the motion passed unanimously. Jeff Sanza abstained. The bills were approved for payment.

BOARD BUSINESS:

Discussion took place about the Completeness Review for the Hanson Aggregates Mining Permit Renewal Application that was submitted to the board. Rocco Tedesco, Hanson's Attorney, reviewed Thomas Tedesco, Downe Township's Engineer's report and presented the five waivers Hanson Aggregates requested, which are listed below:

1. **Section 908A.A4** Aerial Photographs at a scale of 1" = 200'. Waiver requested to use a High resolution ortho photography at a scale of 1" = 1,000'.
 - Waiver approved.
2. **Section 908A.A6(e)** Cumberland Soil Conservation Approval. Waiver requested to defer approval from the Soil Erosion and Sedimentation Control as condition of final approval.
 - Waiver approved.
3. **Section 908A.A6(f)** Cumberland County Planning Board Approval. Waiver requested to defer approval from the Cumberland County Planning Board as condition of final approval.
 - Waiver approved.
4. **Section 908A.B.1** Existing Conditions Plan at a scale of 1" = 200'. Waiver requested to use the existing conditions plan at a scale of 1" = 300' such that the entire tract may be shown on a single sheet.
 - Waiver approved.
5. **Section 908A.B.1(i) & 908A.B.3** Requested a waiver from providing water and groundwater results from borings taken at the rate of one per five acres of the permit area.
 - Waiver approved.

Application deemed complete and Technical Review set for next meeting:

After the Completeness Review, Mike Rothman made a motion to deem the Hanson Aggregates Mining Permit Renewal Application complete and set the Technical Review for next month's meeting. Brent Daly seconded the motion. A roll call vote was called and the motion passed unanimously.

NEW BUSINESS: None at this time

OLD BUSINESS: None at this time

OPEN MEETING TO PUBLIC:

Brent Daly made a motion to open the meeting for Public Comment. The motion was seconded by Nancy Hartem. A voice vote was called and the motion passed unanimously

Charles Miller, Newport asked the board what the relationship was between the two Tedescos. Mr. Duffy responded.

Jim Raively, Fortescue asked the board have there been any changes or any pending changes in zoning. Mr. Duffy spoke on the matter. A short discussion took place. Mr. Duffy stated that that matter would be better to be addressed at the township committee meeting. Jim Raively also

asked whether or not a variance can be applied for again if the variance had already been applied for at a previous date and was denied by the board at that time. Mr. Duffy responded.

CLOSE MEETING TO PUBLIC:

Nancy Hartem made a motion to close the meeting for Public Comment. The motion was seconded by John Gilligan. A voice vote was called and the motion passed unanimously.

NEXT SCHEDULED MEETING:

Doug Cook informed the members the next meeting will be on Tuesday, July 11, 2017.

ADJOURNMENT OF MEETING:

Brent Daly made a motion to adjourn the meeting. The motion was seconded by Mike Rothman. A voice vote was called and the motion passed unanimously.

Meeting adjourned,

Respectfully submitted,

Prepared by Nicole Marlette
Planning Board Secretary

**Regular Meeting
Downe Township Combined Planning Board
October 10, 2017 7:00pm**

Call to order: By Chairman Doug Cook at 7pm.

Open Public Meeting Notice:

Pursuant to the Open Public Meeting Act adequate notice of this meeting has been sent to the Official Newspaper and was posted on the Township Bulletin Board.

www.downtwpnj.org

Flag Salute:

Roll Call:

Mayor Robert Campbell__, Mike Rothman__, Chairman Doug Cook__, Brent Daly__, Harry Levenknight__, Nancy Hartem__, John Gilligan__, Jeff Sanza__

Presentation of Bills for Payment:

Solicitor: Edward F. Duffy - September Invoice:	Solicitorship 2017:	\$ 320.00
	William Johnson, Jr:	\$ 110.00
	U.S. Silica:	\$ 280.00
Engineer: Tedesco Engineering – September Invoice:	Sept. 12 Mtg Attend.:	\$ 240.00
	U.S. Silica:	\$ 480.00

Motion:_____ Seconded:_____ Roll Call Vote:_____

Board Business: None at this time.

New Business: None at this time.

Old Business: None at this time.

Correspondence:

Letter from Cumberland County Department of Planning

Requesting time before the Planning Board at the November Meeting regarding the Cumberland County Farmland Preservation Plan.

September 2017 Zoning/Housing Report

The NJ Planner- July/August 2017

Open Meeting to Public:

Motion: _____ Seconded: _____ Voice Vote: _____

Closed Meeting to Public:

Motion: _____ Seconded: _____ Voice Vote: _____

Next Meeting: Tuesday, November 14, 2017

Adjournment of Meeting:

Motion: _____ Seconded: _____ Voice Vote: _____

Established 1772



Nature lover's paradise

~TIME SENSITIVE~

MEMORANDUM

DATE: October 30, 2017
TO: Nicole Marlette, Planning Board Secretary
FROM: *Nadine* Lockley, Acting Municipal Clerk
RE: OPRA REQUEST – Kary Wilson

The attached Government Records Request was received by me on October 30, 2017. Please provide me with any records responsive to this request as soon as possible so that I can respond in a timely manner. If additional time is needed, please let me know so that I can extend the time line.

I apologize for the late timing of this request and thank you in advance for your cooperation and prompt attention to this matter.

“The obligation is to search files to find the identifiable government records listed in the request, not to research files to figure out which records, if any, might be responsive to a broad and unclear request. Valid OPRA requests do not ask questions, do not seek information and do not require the conduction of research or the creation of a new record.”

Source – NJOPRA, Handbook for Custodians, GRC

Nadine Lockley

From: Hernandez Jennafer <downtwpctc@comcast.net>
Sent: Friday, November 10, 2017 10:55 AM
To: Nadine Lockley; accu
Subject: OPRA Downe Township tax file
Attachments: 0604txsr.zip

Page : 2



State of New Jersey
Township of Downe
GOVERNMENT RECORDS REQUEST FORM

REC'D BY:

DATE:

Fax: 856-447-3533

11/27/17

Important Notice

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

Requestor Information – Please Print

First Name Larry MI _____ Last Name Higgins

Company _____

Mailing Address 174 Lamington Rd, P.O. Box 180

City Oldwick State NJ Zip 08858 Email OPRA@NJPropertyRecords.com

Business Hours Telephone: Area Code 908 Number 255-9919 Extension _____

Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____

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 _____

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method

Cash Check Money Order _____

Fees: 5¢ per page – letter size
 7¢ per page – legal size

CD's/Tape: \$0.50 each

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

Extras: Extraordinary service fees
 dependent upon request.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

request previously provided online as directed with OPRA request dated 10/20/17. Waiting for response. See attached email of 11/21/17

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

AGENCY USE ONLY

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

AGENCY USE ONLY

Disposition Notes

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

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

AGENCY USE ONLY

Tracking Information

Tracking # _____	Total	<u> 0 </u>
Rec'd Date _____	Deposit	_____
Ready Date _____	Balance Due	_____
Total Pages _____	Balance Paid	_____

Final Cost

Total	<u>100</u>
Deposit	<u> </u>
Balance Due	<u> </u>
Balance Paid	<u> </u>

Records Provided

See attached response:
(tiff files uploaded of
tax maps)

Rodine Lockley 11/22/17
Custodian Signature Date

Nadine

From: Nadine <downtownship@comcast.net>
Sent: Tuesday, November 21, 2017 3:56 PM
To: 'opra@njpropertyrecords.com'
Subject: OPRA REQUEST RECEIVED 11/14/2017

Mr. Higgins

I am in receipt of your recent OPRA request of 11/14/2017. The information you are requesting was provided online on October 23, 2017 from your October 20, 2017 OPRA request. Are you requesting the same information be uploaded to the www.stateinfoservices.com/opra website or is this a duplicate request.

Please let me know if this request can be disregarded.

Thank you

Nadine Lockley
Acting Municipal Clerk
DOWNE TOWNSHIP MUNICIPAL COMPLEX
288 Main Street
Newport, NJ 08345
Phone: 856-447-3100
Fax: 856-447-3533
Email: downtwpclerk@comcast.net

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

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.

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

PHONE CALLS WILL NOT BE ACCEPTED

Thanks,

Larry Higgins

OPRA@NJPropertyRecords.com

Nadine

From: Larry Higgins <opra@njpropertyrecords.com>
Sent: Wednesday, November 22, 2017 9:30 AM
To: Nadine
Subject: RE: OPRA REQUEST RECEIVED 11/14/2017

Please ignore last email, I was looking at the older uploaded ones. The tif ones are much better quality. Thanks

From: Nadine [<mailto:downetownship@comcast.net>]
Sent: Wednesday, November 22, 2017 9:02 AM
To: Larry Higgins <opra@njpropertyrecords.com>
Subject: RE: OPRA REQUEST RECEIVED 11/14/2017

I just uploaded new tax maps.....please check to see if they are sufficient.

Nadine Lockley
Acting Municipal Clerk
DOWNE TOWNSHIP MUNICIPAL COMPLEX
288 Main Street
Newport, NJ 08345
Phone: 856-447-3100
Fax: 856-447-3533
Email: downetwpclerk@comcast.net

From: Larry Higgins [<mailto:opra@njpropertyrecords.com>]
Sent: Wednesday, November 22, 2017 8:22 AM
To: Nadine
Subject: RE: OPRA REQUEST RECEIVED 11/14/2017

Hello,

The reason the duplicate opira was sent out was due to the poor quality tax map images received.

It's vital to our company that we can read the parcel dimensions.

In the past, we've received much cleaner/clearer tax maps. Unfortunately, we no longer have access to that email so I'm not sure what party we've received them from.

Can you please CC the Engineer on this email as they usually have the most current tax maps with much higher quality than what was uploaded.

-Thanks
Larry Higgins

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Acting Municipal Clerk

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Fax: 856-447-3533

Email: downetwpclerk@comcast.net

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Acting Municipal Clerk
DOWNE TOWNSHIP MUNICIPAL COMPLEX
288 Main Street
Newport, NJ 08345
Phone: 856-447-3100
Fax: 856-447-3533
Email: downetwpclerk@comcast.net

Nadine Lockley

From: Hernandez Jennafer <downetwpctc@comcast.net>
Sent: Sunday, November 19, 2017 1:02 PM
To: accu; Nadine Lockley
Subject: OPRA Request Downe Township tax file
Attachments: 0604txsr.zip