

MAYOR
Denice DiCarlo

TOWNSHIP COMMITTEE
Megan Kerr
James Mehaffey
Adam Reid
Jim Robinson



WEST DEPTFORD TOWNSHIP

Municipal Building
400 Crown Point Road
West Deptford, New Jersey 08086
Phone (856) 845-4004

Township Administrator
Lyman Barnes

Chief Finance Officer
Christine Greenwood

Registered Municipal Clerk
Lee Ann DeHart

December 14, 2017

Time to Change – Jersey Style
opra+request-754-e4e1be62@requests.opramachine.com

To Whom it May Concern,

The West Deptford Township Clerk's Office received your Open Public Records Act (OPRA) request on December 5, 2017. The official Records Custodian, Amy Leso, RMC, received your OPRA request on December 5, 2017. As such, the seven (7) business day deadline to respond to your request is December 14, 2017. This response is being provided on the 7th business day following receipt of your request.

Your OPRA request sought access to the following:

"This is a request for public records made under OPRA and the common law right of access. I certify under penalty of NJSA 2C:28-3 that I have not been convicted of an indictable offense. Please acknowledge receipt of this message.

Records requested:

I'm requesting copies of all OPRA requests from September 1, 2017 to September 8, 2017."

A search of our records was conducted and found the following documents to be responsive to your request:

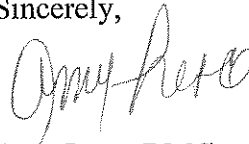
- | | |
|------------|---------------|
| 1. 9/5/17 | Sommese, N |
| 2. 9/5/17 | Esfandiar, R |
| 3. 9/5/17 | Penrod, L |
| 4. 9/6/17 | Ristine, L |
| 5. 9/6/17 | Hulseapple, P |
| 6. 9/6/17 | Blanding, C |
| 7. 9/6/17 | Hart, C |
| 8. 9/7/17 | Magnus, M |
| 9. 9/8/17 | Nichols, R |
| 10. 9/8/17 | Douglass, R |

Portions of the identified records containing personal information for which identified individuals have a reasonable expectation of privacy have been redacted. N.J.S.A. 47:1A-1; Executive Order No. 21 (McGreevey 2002); *In the Matter of the New Jersey State Fireman's Association*, 230 N.J. 259 (2017); *Burnett v. County of Bergen*, 198 N.J. 408 (2009); *Nelson v. N.J. Department of Law & Public Safety*, No. 2013-124 (GRC 2014); *Merino v. Borough of Ho-Ho-Kus*, No. 2003-110 (GRC 2004).

These records are being sent to you via electronic communication as requested. Pursuant to N.J.S.A. 47:1A-5.b., there is no cost associated with this request.

If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the West Deptford Township Clerk's Office to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

Sincerely,



Amy Leso, RMC
West Deptford Township Clerk's Office
lesoa@westdeptford.com
856-845-4004 ext. 129

due 9/14

RECEIVED SEP 05 2017



WEST DEPTFORD TOWNSHIP

OPEN PUBLIC RECORDS ACT REQUEST FORM

400 Crown Point Road PO Box 89 West Deptford, NJ 08086

856.845-4004 Fax 856.384.4729

aleso@westdeptford.com

Amy Leso, Acting Township Clerk



COMPLETED
9/16

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 Nicole MI M Last Name Sommese
E-mail Address [REDACTED]
Mailing Address P.O. Box 306
City Maple Shade State NJ Zip 08052
Telephone [REDACTED] FAX [REDACTED]
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 Nicole Sommese Date 9/5/17

Payment Information

Maximum Authorization Cost \$
Select Payment Method
Cash ☐ Check ☐ Money Order ☐
Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) - actual
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.

235 LEONA CT Woodbury City

There currently is AN ABOVE ground oil tank.
I AM looking for ANY permits pertaining to the
INSTALL of this.

There appears to be a pipe IN the ground AS well for
AN oil tank that is UNDER ground.

Thank you

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

of to Shady on 9/5
of sent response via email on 9/6

due 9/14

RECEIVED SEP 6 5 2017

ACCURATE ABSTRACTS

OPEN PUBLIC RECORDS ACT REQUEST FORM

0820-WEST DEPTFORD-GLOUCESTER



COMPLETED
9/14



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 [REDACTED] 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 9/5/2017

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" (**0820txsr.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

*off to Penny on 9/5 via email
off sent response via email on 9/6*

9/15

RECEIVED SEP 06 2017

Amy Leso

From: cblanding@smartprocure.us
Sent: Wednesday, September 06, 2017 7:39 AM
To: Amy Leso
Subject: SmartProcure OPRA Request Township of West Deptford For PO/Vendor Information
Attachments: Preprogrammed Software Reports by Manufacturer.pdf

COMPLETED
9/18

Dear Amy or Custodian of Public Records,

SmartProcure is submitting an OPRA request to the Township of West Deptford for any and all purchasing records from 2017-06-05 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 West Deptford 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=TownshipofWestDeptford>

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

of to Bart via email on 9/16
JP sent response via email on 9/18



June 9/15

WEST DEPTFORD TOWNSHIP

OPEN PUBLIC RECORDS ACT REQUEST FORM

400 Crown Point Road PO Box 89 West Deptford, NJ 08086

856.845-4004 Fax 856.384.4729

aleso@westdeptford.com

Amy Leso, Acting Township Clerk

RECEIVED SEP 06 2017



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	Casey	MI		Last Name	Hart
E-mail Address	chart@elminc.com				
Mailing Address	345 Wall Street, Research Park				
City	Princeton	State	NJ	Zip	08540
Telephone	609-683-4848		FAX	609-683-0129	
Preferred Delivery:	Pick Up	US Mail	On-Site Inspect	Fax	E-mail
				X	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 <u>HAVE</u> / <u>HAVE NOT</u> been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.					
Signature	Casey Hart			Date	09/06/2017

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	
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.

I would like to review all files associated with the property located at 240 Mantua Grove Road, Block 350.04, Lots, 35.03 and 35.04, West Deptford, Gloucester County, New Jersey maintained by your Construction and Inspection Department, Code Enforcement, Fire Prevention, Planning and Zoning, Tax Assessor, Board of Health and Environmental Commission. Files of importance include but are not limited to self-reporting, violations, NJDEP correspondence, USTs, ASTs, hazardous materials (use, storage or spills), wetlands, historic property ownership and development, zoning, health issues, septic fields, fires and on-site potable wells. Please also include any maps, site plans, building plans, aerials, zoning or tax maps for the above mentioned property if available.

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

Off to Shirley
Sandi
John A ✓
on 9/6

off sent response via email on 9/11



345 WALL STREET | RESEARCH PARK | PRINCETON NJ 08540
TEL 609.683.4848 FAX 609.683.0129
WWW.EXPLOREELM.COM

September 6, 2017

-- Via Email (aleso@westdeptford.com) Only --

Ms. Amy Leso, Township Clerk
400 Crown Point Road,
West Deptford, New Jersey 08086

RE: **Public Records Request**
240 Mantua Grove Road, Block 350.04, Lots 35.03 and 35.04
West Deptford Township, Gloucester County, New Jersey

Dear Ms. Leso:

Pursuant to the Federal Freedom of Information Act, 5 U.S.C. §552 *et seq.*, dealing with the examination and duplication of records maintained by public agencies, I request to review all files maintained by your Construction and Inspection Department, Code Enforcement, Fire Prevention, Planning and Zoning, Tax Assessor, Board of Health and Environmental Commission regarding the above-referenced property. This request is in regard to an environmental assessment being conducted by The ELM Group, Inc. (ELM) for the above property. In order to fulfill our due-diligence requirements, ELM would like to review all of your files maintained for this property and make the determination as to which documents are relevant.

Files of importance include but are not limited to self-reporting, violations, NJDEP correspondence, USTs, ASTs, hazardous materials (use, storage or spills), wetlands, historic property ownership and development, zoning, health issues, septic fields, fires and on-site potable wells. Please also include any maps, site plans, building plans, aerials, zoning or tax maps for the above mentioned property if available. I also have attached the West Deptford request form for access to government records.

If files are available electronically, please send to chart@elminc.com or fax to 609-683-0129. If not, I would like to review the files in person. Please contact me at (609) 683-4848 so that I may schedule an appointment to review these files.

Thank you for your cooperation in processing this request.

Sincerely,

THE ELM GROUP, INC.



Casey Hart
Environmental Specialist

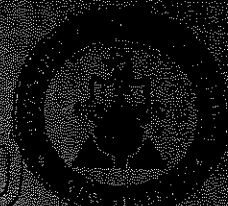
G:\215014-Landmark-West_Deptford\RESEARCH\FOIA\FOIA-2017\Local\215014-FOIA-Local-090617.docx

due 9/15

RECEIVED SEP 6 2017



WEST DEPTFORD TOWNSHIP
OPEN PUBLIC RECORDS ACT REQUEST FORM
400 Crown Point Road PO Box 89 West Deptford, NJ 08086
856.845-4004 Fax 856.384.4729
aleso@westdeptford.com
Amy Leso, Acting Township 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 Pam MI MI Last Name HULSEAPPLE
E-mail Address pam.hulseapple@construction.com
Mailing Address [REDACTED]
City BALSTON LK State NY Zip 12014
Telephone [REDACTED] FAX [REDACTED]
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 Pamela A Hulseapple Date 9/5/17

Payment Information

Maximum Authorization Code 5
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
Delivery: Delivery / postage fees additional depending upon delivery type.
Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Can you please provide the permit, if granted, for foundations for 240 Mantua Grove Rd, Block 350.04, lots 35, 35.03

Thanks,
Pam

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

of to study on 9/16
and sent a letter to the council on 9/16

due 9/19

SEP 13 2017



WEST DEPTFORD TOWNSHIP

OPEN PUBLIC RECORDS ACT REQUEST FORM

400 Crown Point Road PO Box 89 West Deptford, NJ 08086

856.845-4004 Fax 856.384.4729

aleso@westdeptford.com

Amy Leso, Acting Township Clerk



COMPLETED
9/18/17

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 RONALD MI E Last Name DOUGLASS

E-mail Address _____

Mailing Address _____

City W. DEPTFORD State N.J. Zip 08086

Telephone _____ 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 Ronald E Douglas Date 09-08-2017

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

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.

WEST DEPTFORD RENT CONTROL ORDINANCE, APPROVED BY THE WEST DEPTFORD MULTIPLE DWELLINGS REGULATIONS BOARD. ALLOWING THE ADDITIONAL PET REGISTRATION FEE, FOR THE BELOW LISTED ADDRESS,
1762 CROWN POINT ROAD, WEST DEPTFORD, N.J. 08086,
REQUESTING ORIGINAL DATE OF APPROVAL, PLUS ALL UPDATES.

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

LD called for pick up on 9/19

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

DEPOSITS

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

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

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

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

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

- ☐ Inter-agency or intra-agency advisory, consultative or deliberative material
- ☐ Legislative records
- ☐ Law enforcement records:
 - ☐ Medical examiner photos
 - ☐ Criminal investigatory records (however, N.J.S.A. 47:1A-3.b. lists specific criminal investigatory information which must be disclosed)
 - ☐ Victims' records
- ☐ Trade secrets and proprietary commercial or financial information
- ☐ Any record within the attorney-client privilege
- ☐ Administrative or technical information regarding computer hardware, software and networks which, if disclosed would jeopardize computer security
- ☐ Emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein
- ☐ Security measures and surveillance techniques which, if disclosed, would create a risk to the safety or persons, property, electronic data or software
- ☐ Information which, if disclosed, would give an advantage to competitors or bidders
- ☐ Information generated by or on behalf of public employers or public employees in connection with:
 - ☐ Any sexual harassment complaint filed with a public employer
 - ☐ Any grievance filed by or against an employee
 - ☐ Collective negotiations documents and statements of strategy or negotiating
- ☐ Information that is a communication between a public agency and its insurance carrier, administrative service organization or risk management office
- ☐ Information that is to be kept confidential pursuant to court order
- ☐ Certificate of honorable discharge issued by the United States government (Form DD-214) filed with a public agency
- ☐ Social security numbers
- ☐ Credit card numbers
- ☐ Unlisted telephone numbers
- ☐ Drivers' license numbers
- ☐ Certain records of higher education institutions:
 - ☐ Research records
 - ☐ Questions or scores for exam for employment or academics
 - ☐ Charitable contribution information
 - ☐ Rare book collections gifted for limited access
 - ☐ Admission applications
 - ☐ Student records, grievances or disciplinary proceedings revealing a students' identification
- ☐ Biotechnology trade secrets N.J.S.A. 47:1A-1.2
- ☐ Convicts requesting their victims' records N.J.S.A. 47:1A-2.2

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

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

- ☐ "a public agency has a responsibility and an obligation to safeguard from public access a citizen's personal information with which it has been entrusted when disclosure thereof would violate the citizen's reasonable expectation of privacy."

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

Executive Order No. 21 (McGreevey 2002)

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

Executive Order No. 26 (McGreevey 2002)

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

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

REQUEST FOR RECORDS UNDER THE COMMON LAW

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

A public record under the common law is one required by law to be kept, or necessary to be kept in the discharge of a duty imposed by law, or directed by law to serve as a memorial and evidence of something written, said, or done, or a written memorial made by a public officer

authorized to perform that function, or a writing filed in a public office. The elements essential to constitute a public record are that it be a written memorial, that it be made by a public officer, and that the officer be authorized by law to make it.

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

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

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

DOUBLE TAXATION FOR PET REGISTRATION.

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

1. All government records are subject to public access under the Open Public Records Act ("OPRA"), unless specifically exempt.
2. A request for access to a government record under OPRA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian. N.J.S.A. 47:1A-5.g. The seven (7) business day response time does not commence until the records custodian receives the request form. If you submit the request form to any other officer or employee of the **Name of Agency**, that officer or employee must either forward the request to the appropriate custodian, or direct you to the appropriate custodian. N.J.S.A. 47:1A-5.h.
3. Requestors may submit requests anonymously. If you elect not to provide a name, address, or telephone number, or other means of contact, the custodian is not required to respond until you reappear before the custodian seeking a response to the original request.
4. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the **Name of Agency**.
5. **You may be charged a 50% or other deposit when a request for copies exceeds \$25.** The **Name of Agency** custodian will contact you and advise you of any deposit requirements. You agree to pay the balance due upon delivery of the records. Anonymous requests in excess of \$5.00 require a deposit of 100% of estimated fees.
6. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim or the victim's family. This includes anonymous requests for said information.
7. By law, the **Name of Agency** must notify you that it grants or denies a request for access to government records within seven (7) business days after the agency custodian of records receives the request. If the record requested is not currently available or is in storage, the custodian will advise you within seven (7) business days after receipt of the request when the record can be made available and the estimated cost for reproduction.
8. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
9. If the **Name of Agency** is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form or other written correspondence and send you a signed and dated copy.
10. Except as otherwise provided by law or by agreement with the requester, if the agency custodian of records fails to respond to you within seven (7) business days of receiving a request, the failure to respond is a deemed denial of your request.
11. If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the **Name of Agency** to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council ("GRC") by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The Council can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.



due 9/14

WEST DEPTFORD TOWNSHIP

OPEN PUBLIC RECORDS ACT REQUEST FORM

400 Crown Point Road PO Box 89 West Deptford, NJ 08086

856.845-4004 Fax 856.384.4729
aleso@westdeptford.com
Amy Leso, Acting Township Clerk

Rec'd 9/5/17



COMPLETED
9/6

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 ESFANDIAR Ed MI _____ Last Name RAJAEI

E-mail Address _____

Mailing Address _____

City TOMS RIVER State NJ Zip 08755

Telephone _____ 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 E. Rajaei Date 8/31/17

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method

Cash ☐ Check ☐ Money Order ☐

Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) – actual

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.

- PERMIT
- 1) ANY OPEN ~~WORK ORDER~~ ON 6 W 4th AVE. WEST DEPTFORD, NJ 08051
- 2) ANY TAXES DUE ON 6 W 4th AVE. WEST DEPTFORD, NJ 08051

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

Benny ✓
Shirley ✓
If sent response via email on 9/6

due 9/18 rec'd 9/7/18 -



WEST DEPTFORD TOWNSHIP

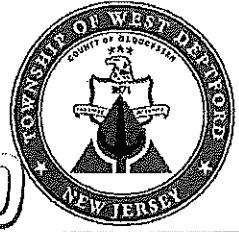
OPEN PUBLIC RECORDS ACT REQUEST FORM

400 Crown Point Road PO Box 89 West Deptford, NJ 08086

856.845-4004 Fax 856.384.4729

aleso@westdeptford.com

Amy Leso, Acting Township Clerk



COMPLETED
9/17/18

Important Notice

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Requestor Information – Please Print

First Name Michael MI _____ Last Name MAGNUS
E-mail Address _____
Mailing Address _____
City Paterson State NJ Zip 08066
Telephone _____ 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 [Signature] Date 9/7/17

Payment Information

Maximum Authorization Cost \$ _____
Select Payment Method
Cash _____ Check _____ Money Order _____
Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) – actual
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.

Multiple Dwelling Regulation Board resolution
Approving The 2017 Rate Increase.

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

RD to Latya on 9/7 – on hold until 9/30
of sent response via email on 11/29

Amy Leso

From: Lee Ann DeHart
Sent: Friday, September 08, 2017 11:00 AM
To: Amy Leso
Subject: FW: LL ByLaws Request
Attachments: WD Little League ByLaws October 2012.pdf

COMPLETED
LN 9/8

FYI

-----Original Message-----

From: Latiya Wescott
Sent: Friday, September 08, 2017 10:42 AM
To: 'rick nichols' <[REDACTED]>
Cc: Lee Ann DeHart <LDeHart@westdeptford.com>
Subject: RE: LL ByLaws Request

Hello Rick,

As per your request I have attached a copy of the 2012 By Laws for your records.

Enjoy the rest of your day!

Latiya

-----Original Message-----

From: rick nichols [mailto:[REDACTED]]
Sent: Friday, September 08, 2017 10:07 AM
To: Latiya Wescott <lwescott@westdeptford.com>
Subject: LL ByLaws Request

Hello Ms Wescott.

Please consider this correspondence as my formal request to obtain a copy of the most recent version of the WD Little League's ByLaws.

Please email the doc. to [REDACTED] Thank you so much Richard Nichols WDLL fundraising coordinator
[REDACTED]

Sent from my iPhone

due 9/14

Rec'd 9/5/17



WEST DEPTFORD TOWNSHIP

OPEN PUBLIC RECORDS ACT REQUEST FORM

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856.845-4004 Fax 856.384.4729

aleso@westdeptford.com

Amy Leso, Acting Township Clerk



COMPLETED
9/16

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 Risa MI [REDACTED] Last Name Perrod
E-mail Address [REDACTED]
Mailing Address [REDACTED]
City Switz State NO Zip 08080
Telephone [REDACTED] FAX [REDACTED]
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 [Signature] Date 9/5/17

Payment Information

Maximum Authorization Cost \$
Select Payment Method
Cash Check Money Order
Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) - actual
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.

Multiple Dwelling Board Hearing 8/15/17.
Court Reporter - held for backup audio.
If I can get this tomorrow or
Thursday, as I go on vacation Friday.
Thank you!

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

Jatiga 9/6/17
If called for pickup on 9/6

due 9/15

Rec'd 9/16/17



WEST DEPTFORD TOWNSHIP

OPEN PUBLIC RECORDS ACT REQUEST FORM

400 Crown Point Road PO Box 89 West Deptford, NJ 08086

856.845-4004 Fax 856.384.4729

aleso@westdeptford.com

Amy Leso, Acting Township 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 Lauren MI N Last Name Ristine

E-mail Address [REDACTED]

Mailing Address [REDACTED]

City Paulsboro State NJ Zip 08066

Telephone [REDACTED] FAX [REDACTED]

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 [Signature] Date 9-16-17

Payment Information

Maximum Authorization Cost \$

Select Payment Method

Cash ☐ Check ☐ Money Order ☐

Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) - actual

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.

I would like to pick up a police report for Katie Adams. She was arrested on Aug 30, 2017. I'm using this for a child custody hearing. She is the Step-mother to my son.

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

Police [Signature]
 of sent to Guy for Review on 9/11
 of sent response via email on 9/13