



**CITY OF SOMERS POINT
OPEN PUBLIC RECORDS ACT REQUEST FORM**

1 West New Jersey Avenue, Somers Point, N.J. 08244

Phone: 609-927-9088 x 144; Fax: 609-926-3016

smollenkopf@spgov.org

Lucy R. Samuelsen, RMC, City 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 Christina MI _____ Last Name Kissler
 E-mail Address CKISSLER@travelers.com
 Mailing Address P.O. Box 1900
 City Morristown State NJ Zip 07962
 Telephone 973-631-3009 FAX 877-786-5568
 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 10/10/17

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 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.

Claim Number E8Q7358 Travelers Insurance.

We are looking for:

- Excavation Permits
- Permits for Roadwork
- Construction Permits

For Connecticut Avenue & New Road, Somers Point, NJ

AGENCY USE ONLY

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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 <u>N/A</u></td> </tr> <tr> <td>Total Pages _____</td> <td>Balance Paid _____</td> </tr> </table> Records Provided street opening permit 5-2016 _____ Custodian Signature 10/12/17 _____ Date	Tracking Information	Final Cost	Tracking # _____	Total _____	Rec'd Date _____	Deposit _____	Ready Date _____	Balance Due <u>N/A</u>	Total Pages _____	Balance Paid _____
Tracking Information	Final Cost											
Tracking # _____	Total _____											
Rec'd Date _____	Deposit _____											
Ready Date _____	Balance Due <u>N/A</u>											
Total Pages _____	Balance Paid _____											

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:

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 unfiled 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.

City of Somers Point

1 W. New Jersey Avenue, Somers Point, NJ 08244

Street Opening Permit
No. 5-2016

The Applicant, his Contractor, or his Agent must notify the Office of the City Engineer by fax (609-569-1521) at least forty-eight (48) hours prior to any work being done under the requested permit.

City of Somers Point, County of Atlantic, State of New Jersey

Date Permit Issued: January 27, 2016

A Street Opening Permit is hereby granted by the City of Somers Point, County of Atlantic, State of New Jersey to:

Name of Applicant: South Jersey Gas Company

Description and Purpose of Street Opening or Improvement: _____

Install gas main renewal (A-2313327)

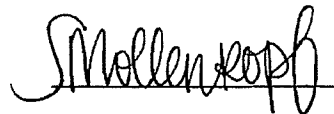
Name of Street(s) to be Opened: Various streets (see attached overall)

Opening is between: Defeo Lane and Village Drive

The applicant must comply with all conditions of City of Somers Point Code, Chapter 114 and with the following special conditions:

Time Limit for Construction 90 days **Traffic Control Plan Attached** ☒ Yes ☐ No

Other: _____



Shelby Mollenkopf
Assistant City Clerk

City of Somers Point

Office of City Clerk
1 West New Jersey Avenue
Somers Point, NJ 08244
(609) 926-9088
(609) 926-3016 fax

APPLICATION FOR STREET OPENING AND/OR ROAD CLOSURE/DETOUR PERMIT IN CITY OF SOMERS POINT

ORIGINAL APPLICATION AND ONE COPY REQUIRED

Permission is hereby requested to open and/or create a road closure/detour within the City of Somers Point described herein subject to the requirements of Chapter 220, Code of City of Somers Point.

* Applicant Information * Email: Construction@sjindustries.com

Date: 11-16-15 Name of Applicant: South Jersey Gas Company
Name of Contact Person (if different): SHERRI RAMOS
Mailing Address: Route 54
City: Folsom State: NJ Zip: 08037 Phone No.: (609) 561 9000

* Street Opening and/or Road Closure/Detour Information *

Type of Application (check any/all that apply):

☒ Street Opening

☐ Road Closure

☐ Traffic Detours

Name of Street(s) Involved: VARIOUS STREETS (SEE ATTACHED OVERALL)

Between: DE FEO LANE and VILLAGE DRIVE Streets

If Opening the Street: Length (ft) VARIOUS Width (ft) VARIOUS
Depth (ft) 3' Area (sq ft) 16,100 SF

Description and purpose of street opening/~~road closure~~: INSTALL GAS MAIN RENEWAL
(A-2313327)

Date of Opening/~~Closure~~: RECEIPT OF PERMIT Time Needed: 1 ~~Hours~~ Days

Time of Opening/~~Closure~~: 8 a.m. / ~~pm~~ to 4 ~~am~~ / p.m.

If opening the street, expected date of completion/repair to surface of opening: 1 days (temporary restoration must have a settlement period not less than 30 days)

Traffic Control Plan Attached: ☒ Yes ☐ No

* Office Use Only *

Application No. 5-2016
Sent to Engineer ✓
Required Total Fee \$ 10,150
Permit No. 5-2016
Permit Issue Date: 1-27-16

APPLICATION
PAGE 2

Attach two (2) copies of a plan showing location and dimensions of the opening. A Traffic Control Plan (TCP) must also be attached for all openings where traffic is affected.

The applicant, his contractor, or his agent must fax the Office of the City Engineer (609) 569-1521 with the date and time they intend to begin along with a time table at least 48 hours prior to the commencement of any work to be done under the requested permit.

Failure to comply with the terms and conditions of the permit may result in the revocation of the permit.

Failure of the applicant, his contractor, or his agent to provide such notice to the City Engineer will be just cause for the suspension of the work being performed. An applicant, contractor, or agent who shall violate the provisions of proper notification shall be guilty of a misdemeanor and upon conviction shall be liable to a fine of not more than One Hundred Dollars (\$100.00) in each instance. Each and every date such violation continues shall be deemed a separate and distinct violation.

By: x

Dated: 11-16-15



To be completed by City Engineer

Temporary Roadway Restoration:

See Attached

Final Roadway Restoration:

11

Roadside Restoration:

4

Inspection Fee (estimate):

\$ ^{10,000.00}
~~750.00 CK# 83989~~

Application Fee:

\$ 150.00 CK# 83988

Surety/Performance Guarantee:

\$ Annual Bond

Insurance:

\$ Cost of Ins

Time Limit for Construction:

90

Days/Weeks/Months
Circle One

Special Instruction/Conditions:

Initials:

GES

Dated:

1/22/16

To be completed by Office of City Clerk

SURETY/GUARANTEE: ☐ Not Required ☒ Required Amount: \$ annual bond
 ☐ Letter of Credit ☐ Performance Bond

☐ Check Number: _____ Amount: \$ _____ Date: _____

☐ On file with the Office of City Clerk
Included as part of bonding for: _____

INSPECTION FEE: ☐ Not Required ☒ Required Amount: \$ 10,000 Date: 1-27-16

APPLICATION FEE: ☒ Provided Amount: \$ 150 Date: 1-27-16

☐ Waived: _____

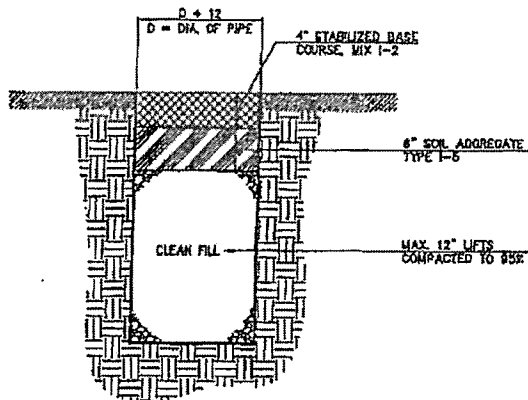
Completed by: SRM Initials

Dated: 1-27-16

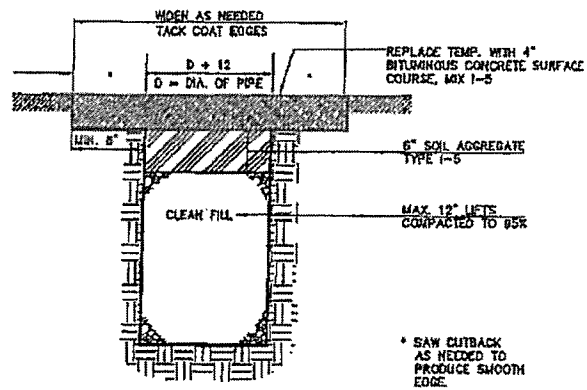
inspection fee \$ 10,000
app fee 150

\$ 10,150

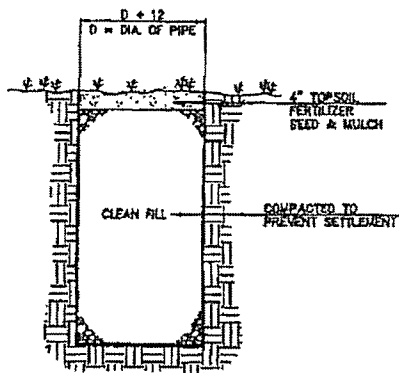
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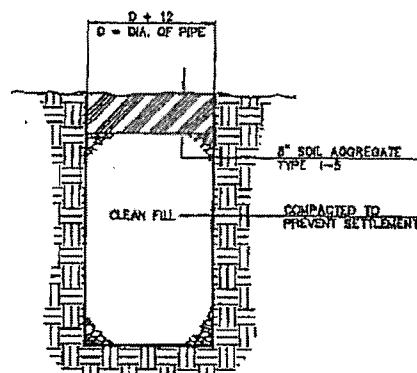
TEMPORARY RESTORATION
IN-STREET ASPHALT PAVING



FINAL RESTORATION
IN-STREET ASPHALT PAVING



OFF-PAVING EARTH SHOULDER



OFF-PAVING GRAVEL SHOULDER

OFF - STREET RESTORATION

Job No.	1	City of Somers Point Atlantic County, New Jersey	MOTT ASSOCIATES, LLC CONSULTING ENGINEERS & PLANNERS 3122 Fire Road Egg Harbor Twp., NJ 08234 Phone: (609) 569-1551 Fax: (609) 569-1521
Sheet	1	RESTORATION SPECIFICATIONS	
B/O	1	City of Somers Point	
Total	1	Openings In and Off-Street	

Notes for Figure 6H-10—Typical Application 10

Lane Closure on Two-Lane Road Using Flaggers

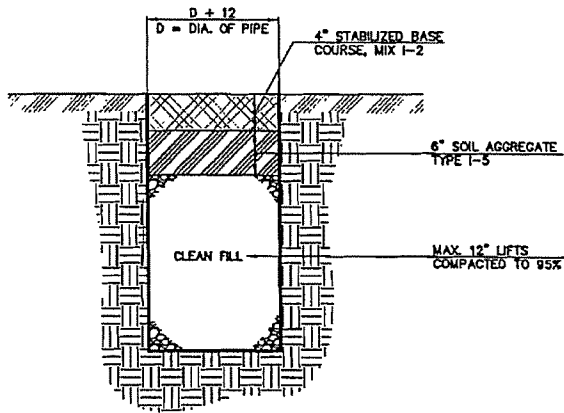
Option:

1. For low-volume situations with short work zones on straight roadways where the flagger is visible to road users approaching from both directions, a single flagger, positioned to be visible to road users approaching from both directions, may be used (see Chapter 6E).
2. The ROAD WORK AHEAD and the END ROAD WORK signs may be omitted for short-duration operations.
3. Flashing warning lights and/or flags may be used to call attention to the advance warning signs. A BE PREPARED TO STOP sign may be added to the sign series.
4. A flagger or a law enforcement officer may be used at the highway-rail grade crossing to minimize the probability that vehicles are stopped within 4.5 m (15 ft) of the highway-rail grade crossing, measured from both sides of the outside rails.

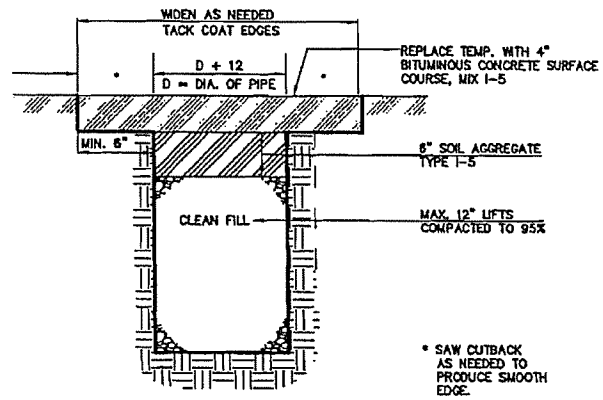
Guidance:

5. Channelizing devices should be extended to a point where they are visible to approaching road users.
6. Floodlights should be provided as needed to mark flagger stations at night.
7. When used, the BE PREPARED TO STOP sign should be located between the Advance Flagger sign and the ONE LANE ROAD sign.
8. When a highway-rail grade crossing exists within or upstream of the transition area and it is anticipated that backups resulting from the lane closure might extend through the highway-rail grade crossing, the temporary traffic control zone should be extended so that the transition area precedes the highway-rail grade crossing.
9. When a highway-rail grade crossing equipped with active warning devices exists within the activity area, provisions should be made for keeping flaggers informed as to the activation status of these warning devices.
10. When a highway-rail grade crossing exists within the activity area, drivers operating on the left side of the normal centerline should be provided with comparable warning devices as for drivers operating on the right side of the normal centerline.
11. Early coordination with the railroad company should occur before work starts.

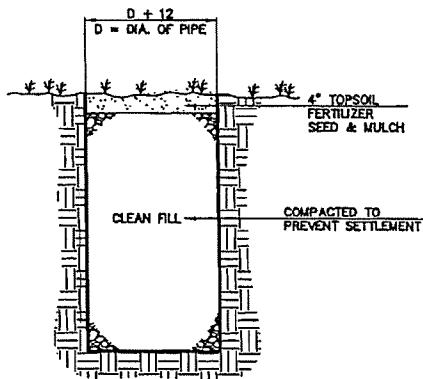
Road	From	To	Final Restoration Requirements
Pennsylvania Avenue	Rt.9	5th Street	Mill and repave 2" - Full width
Groveland Avenue	Southview Drive	Adams Ave	Restore openings
Rhode Island Avenue	Rt.9	7th Street	Mill and repave 2" - Full width
New York Avenue	10th Street	New Road	Mill and repave 2" - Full width
South Village Drive	Rt.9	Holly Hills Drive	Restore openings
Holly Hills Drive	South Village Drive	Village Drive	Restore openings
Holly Hills Drive	Village Drive	250' North	Mill and repave 2" - Full width
Massachusetts Avenue	7th Street	6th Street	Restore openings
Holly Hills Drive	Mays Landing Somers Point Road	160' North	Mill and repave 2" - 8' wide



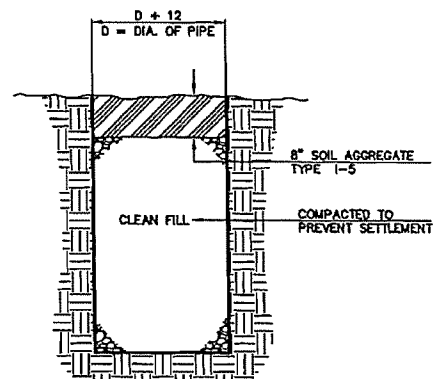
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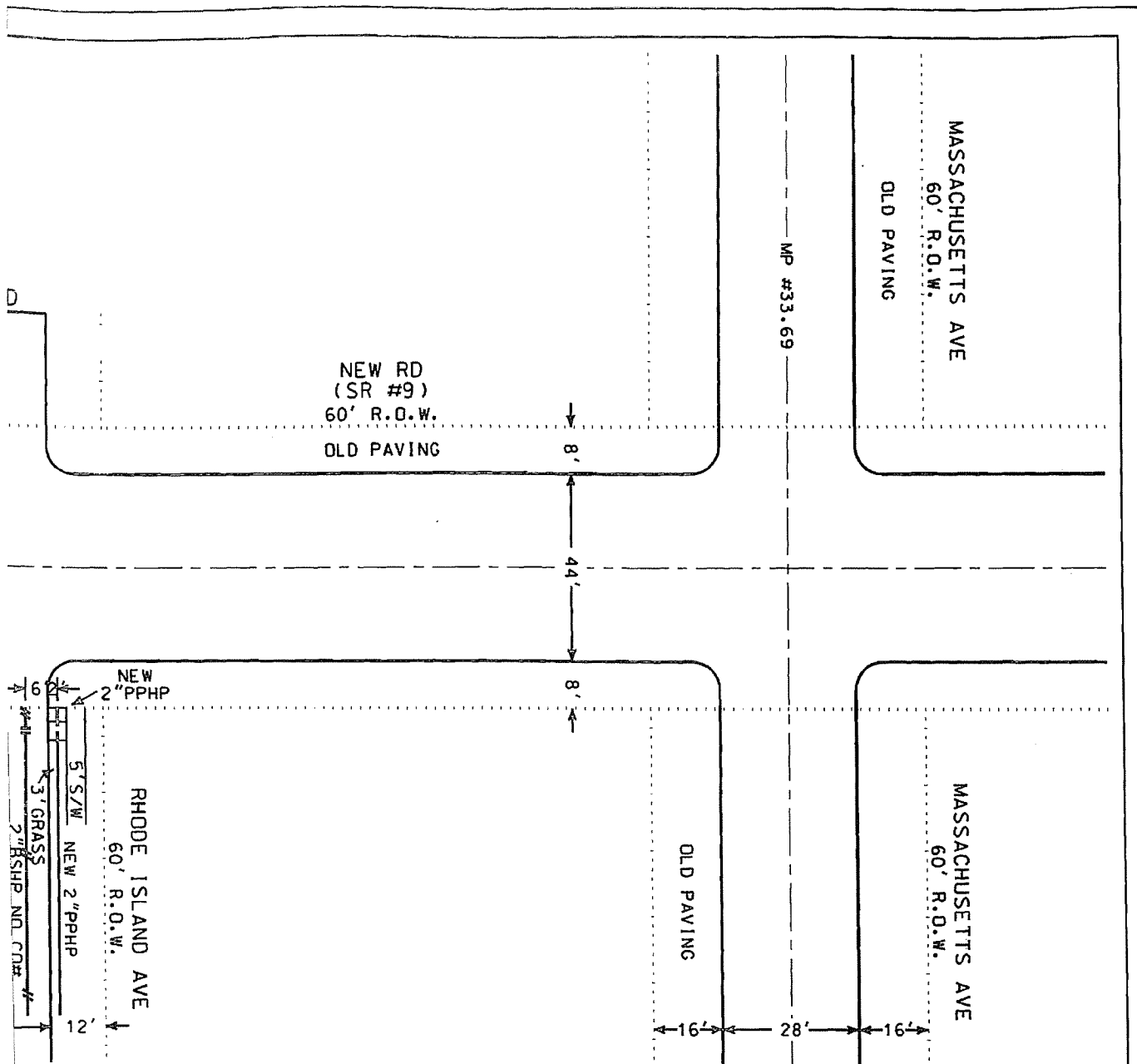
OFF-PAVING EARTH SHOULDER



OFF-PAVING GRAVEL SHOULDER

OFF - STREET RESTORATION

Job No.	1	City of Somers Point Atlantic County, New Jersey RESTORATION_SPECIFICATIONS City of Somers Point Openings In and Off-Street	MOTT ASSOCIATES, LLC CONSULTING ENGINEERS & PLANNERS 3122 Fire Road Egg Harbor Twp., NJ 08234 Phone: (609) 569-1551 Fax: (609) 569-1521
Sheet	1		
B/O	1		
Total	1		



SHEET 4 OF 22



SOUTH JERSEY GAS

INFRA SOURCE
610-767-6747
FIELD DESIGNER
BM

S.J. GAS NUMBER: A8000R REV 2
S.J. W/O NUMBER: 2313327-D
DATE: 11/3/15

GAS SERVICE TOWNSHIP PERMIT DRAWING

Service Address: NEW RD (SR #9)

Township: SOMERS POINT

Tax Map:

Block Number:

Lot Number:

Plate Map: CA3E

CA3D

Site Condition: Low Pressure ☐ High Pressure ☒

Site Cleared ☐ Foundation ☐ Framing ☐ Under Roof ☐ Fuel Line ☐ Inspected ☐

Street Opening:

Trench: In Paving ☐ Size:

Tie-In: In Paving ☐

Out Paving ☒ 4'X4'

Trench: Out Paving ☐ Size:

Remarks: TOWNSHIP PERMIT: INSTALL 5' OF 2"PPHP, SEE OVERALL FOR SHEET TOTALS

PAVING

PHP

PHP

MENT

