

**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

Anonymous  
[opra+request-756-a465c024@requests.opramachine.com](mailto:opra+request-756-a465c024@requests.opramachine.com)

Anonymous,

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 7<sup>th</sup> 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 16, 2017 to September 22, 2017."*

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

- |             |                |
|-------------|----------------|
| 1. 9/18/17  | Morgan, K      |
| 2. 9/18/17  | Reichenbach, M |
| 3. 9/19/17  | Lester, L      |
| 4. 9/19/17  | Waechter, K    |
| 5. 9/19/17  | Diana          |
| 6. 9/20/17  | Talmdage, B    |
| 7. 9/20/17  | Collins, E     |
| 8. 9/20/17  | Corrado, A     |
| 9. 9/20/17  | Vartman, V     |
| 10. 9/21/17 | Bigelow, P     |

11. 9/21/17  
12. 9/21/17

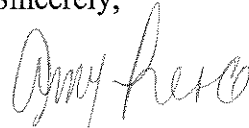
Rancapan, L  
Zielsdorf, K

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](mailto:grc@dca.state.nj.us), or at their web site at [www.state.nj.us/grc](http://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](mailto:lesoa@westdeptford.com)  
856-845-4004 ext. 129

due 9/28

RECEIVED SEP 19 2017

Amy Leso

**From:** Diana <[REDACTED]>  
**Sent:** Tuesday, September 19, 2017 12:02 PM  
**To:** Amy Leso  
**Subject:** OPRA OPMA REQUEST

COMPLETED  
9/25

Please accept this email as my request for the following records pursuant to the Open Public Records Act (OPRA) and the common law right of access. Please send all responses and responsive records to me via e-mail.

1. Minutes of the three most recently held Township Council public meetings for which minutes can be disclosed in whole or part.
2. Minutes of the three most recently held Township Council nonpublic (closed or executive) meetings for which minutes can be disclosed in whole or part.

Thank you.

of sent response via email on 9/25

Lee Ann DeHart

due 10/2

RECEIVED SEP 21 2017

From: Kate Baker <[REDACTED]>  
Sent: Thursday, September 21, 2017 2:48 PM  
To: Lee Ann DeHart  
Subject: OPRA

COMPLETED

Dear Municipal Clerk,

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

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

I am requesting the documents and information be provided in electronic format. If there is any costs for reproduction, please immediately advise.

Thank you for your assistance. If you have any questions, please contact me at [REDACTED]

Kate Zielsdorf

Q to Stephanie J on 9/21

9/25 - waiting on #1 from Bonnie Ridd/Finc  
all others - no

Q sent response via email on 10/2

due 9/29

RECEIVED SEP 20 2017

**Amy Leso**

**From:** Barb Lamplugh  
**Sent:** Wednesday, September 20, 2017 8:13 AM  
**To:** Amy Leso  
**Subject:** FW: Proposal Follow-up: 2018 Special Consulting Engineer – Study & Evaluation of the Water & Sewer System (SCE-P09575.018)

COMPLETED  
9/20

Hi Amy,

I will get you the list

**From:** Brianne Talmadge [mailto:btalmadge@suburbanconsulting.com]  
**Sent:** Tuesday, September 19, 2017 4:32 PM  
**To:** Barb Lamplugh <blamplugh@westdeptford.com>  
**Subject:** Proposal Follow-up: 2018 Special Consulting Engineer – Study & Evaluation of the Water & Sewer System (SCE-P09575.018)

Dear Barbara,

My name is Brianne Talmadge and I am the Marketing Assistant at Suburban Consulting Engineers.

I am emailing to follow up on the proposal entitled 2018 Special Consulting Engineer – Study & Evaluation of the Water & Sewer System.

If you could please send me the list of bidders, the prices they gave and who was awarded the project, that would be greatly appreciated!

Please let me know if you have any questions.

Thank you,



**BRIANNE A. TALMADGE**, Marketing Assistant

**SUBURBAN CONSULTING ENGINEERS, INC.**

OFFICE HEADQUARTERS

96 U.S. Highway 206, Suite 101, Flanders, New Jersey 07836

973-398-1776 ext. 2203 (w) | 973-398-2121 (f)

[btalmadge@suburbanconsulting.com](mailto:btalmadge@suburbanconsulting.com) • [www.suburbanconsulting.com](http://www.suburbanconsulting.com)

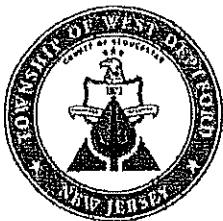


*Excellence, Economy, Environment*



due 10/2

RECEIVED SEP 21 2017



WEST DEPTFORD TOWNSHIP

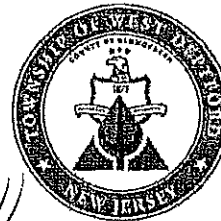
OPEN PUBLIC RECORDS ACT REQUEST FORM

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



6-9/25/17

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 Luisa MI            Last Name Rancapan

E-mail Address luisar@icisleads.com

Mailing Address 170 Kinnelon Road

City Kinnelon State NJ Zip 07405

Telephone 973 492 0509 FAX 973 492 8378

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 Luisa Rancapan Date 9/21/17

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 am requesting for a copy of the building permit application that includes the name address and telephone number of the Building General Contractor for West Deptford Distribution Center 240 Mantua Grove Road Block: 350.04 Lot 35

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

of to Shirley on 9/21

of sent response via email on 9/25



WEST DEPTFORD TOWNSHIP

RECEIVED SEP 18 2017

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  
9/26



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 miriam MI \_\_\_\_\_ Last Name reichenbach

E-mail Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City west deptford State nj 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 MJ Reichenbach Date 9/18/17

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.

river winds  
when developed and opened?  
acreage?  
land use prior to riverwinds?

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

if denied not a valid op  
if sent via email on 9/20

extension to 10/16 due 9/27

Rec'd 9/18/17



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

COMPLETE \$105



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 Katherine MI K Last Name Morgan  
E-mail Address Kmorgan@integritystaffing.com  
Mailing Address 553 Beckett Rd Suite 408  
City Swedesboro State NJ Zip 08085  
Telephone [REDACTED] FAX 856 467 6520  
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 9-18-17

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.

Police / incident report & witness reports pertaining to Robert Patterson @ Lasership, Paulsboro within September 2017.

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

Police 9/18/17.

Of sent extension letter for 10/16  
Of to Gary on 10/5 for review Gary ok'd  
Of sent via email on 10/5

due 9/28

Rec'd 9/19/17



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 Lester MI J Last Name Lewis  
E-mail Address [REDACTED]  
Mailing Address [REDACTED]  
City Woodstown State NJ Zip 08098  
Telephone [REDACTED] 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 9/19/17

**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 am requesting a Body Camera video from my incident on October 27, 2016.

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

9/19/17 Police

9/25 - waiting on DVS redactions as per Gary  
of called for pickup on 9/27

due 9/28

RECEIVED SEP 19 2017

Amy Leso

**From:** kelsie@datarole.com  
**Sent:** Tuesday, September 19, 2017 11:07 AM  
**To:** Amy Leso  
**Subject:** West Deptford township Building Permits - Public Records Request

COMPLETED  
9/27

Dear Amy Leso,

NJ.8051.10677

Pursuant to New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq., I am requesting copies of public records for your building permit report or log dating back as many years as you have on file. Ideally, this report or log would contain the physical addresses, issue dates, type/category of work, description of work, contractor, and other items for all building permits.

An electronic copy in Excel or CSV format is preferred, but we will accept the report in whatever format you have it and for all information fields you have available. Please feel free to contact me with any questions or concerns.

Thank you very much for your time.

Kelsie Waechter  
Data Acquisition Specialist, DataRole  
(p) 970-231-3935  
(f) 513-672-2665  
Kelsie@datarole.com

Should you deny any part of this request, you must state in writing the basis for the denial, including the exact statutory citation authorizing the denial as required by as required by New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq., Your office has 7 days to respond and 30 days (21 business days) to satisfy this request.

PS: If you don't want to hear from me anymore, just let me know



of sent via email on 9/27

due 9/29

RECEIVED SEP 20 2017



WEST DEPTFORD TOWNSHIP

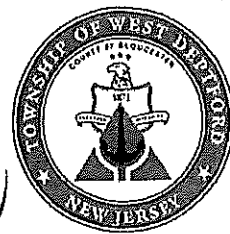
# OPEN PUBLIC RECORDS ACT REQUEST FORM

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



COMPILED 9/20/17

## 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 Jade MI  Last Name Hartman  
E-mail Address Jade@prioritysearchservices.com  
Mailing Address 788 Shrewsbury Ave Suite 2131  
City Shrewsbury State MA Zip 01774  
Telephone 732-741-5080 FAX 732-741-5068  
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 Jade Hartman Date 9/20/17

### 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.

Please provide tax ~~on~~ printouts reflecting 2015, 2016 & 2017 tax quarters and paid dates for Block 192 Lot 15 719 Carter Ave

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

of to Terry Marpett on 9/20  
of sent response via email on 9/20

extended to 10/13  
10/27 due 9/29

RECEIVED SEP 20 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  
10/27



**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 Emily MI        Last Name Collins  
E-mail Address emily.collins@requestarchive.com  
Mailing Address Request Archive, 2011 M St. NW, Suite 170-301  
City Washington State DC Zip 20037  
Telephone                      FAX 202-869-3855  
Preferred Delivery: Pick Up        US Mail        On-Site Inspect        Fax X 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 / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.  
Signature Emily Collins Date 9/20/2017

**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.

Please see attached letter detailing OPRA request.

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

Ld sent on 10/27 via email

| Est. Document Cost _____<br>Est. Delivery Cost _____<br>Est. Extras Cost _____<br>Total Est. Cost _____<br>Deposit Amount _____<br>Estimated Balance _____<br><br>Deposit Date _____ | <b>Disposition Notes</b><br>Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.<br><br><br><br><br>In Progress    -    Open _____<br>Denied            -    Closed _____<br>Filled            -    Closed _____<br>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"> </td> </tr> <tr> <td style="text-align: right;">Custodian Signature _____</td> <td style="text-align: right;">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:

---

***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](mailto:grc@dca.state.nj.us), or at their web site at [www.state.nj.us/grc](http://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.

9/20/2017

• • •

Request Archive  
Attn: Emily Collins  
2100 M St. NW, Suite 170-301  
Washington, DC 20037  
Phone: [REDACTED]  
FAX: 202-869-3855

Attn: Amy Leso, Acting Township Clerk  
West Deptford Township  
400 Crown Point Road, PO Box 89  
West Deptford, NJ 08086  
Phone: 856-384-6939

Submitted Via Email: [aleso@westdeptford.com](mailto:aleso@westdeptford.com)

Dear Ms. Leso:

I am writing to submit a request under the State of New Jersey's Open Public Records Act (N.J.S.A. 47:1A-1 et seq.) and all other applicable New Jersey public record laws. I am requesting the following records held by West Deptford Township:

- Records of any and all costs incurred by West Deptford Township related to the following civil court case: Case No. L-001564-12, Sweeney vs. West Deptford Township, Filed October 25, 2012 in Gloucester County Superior Court and moved to Salem County.
  - Records requested include, but are not limited to, payments and expenditures made and/or contracts entered into with attorneys, counsel, consultants and/or other entities.
  - For reference, please see the attached *Philadelphia Inquirer* report that said West Deptford's legal fees had reached \$23,423.60 to defendant against the lawsuit, as of September 2013.

I can be reached directly at [REDACTED] with any questions. You may FAX your response to 202-869-3855, email it to [emily.collins@requestarchive.com](mailto:emily.collins@requestarchive.com) or mail it to the attention of Request Archive at the address provided above (email is preferred). Thank you for your time and attention to this matter.

Sincerely,

Emily Collins

Extension 10/4

due 9/29

RECEIVED SEP 20 2017

**PISCIOTTI**  
**MALSCH**  
COUNSELORS & LITIGATORS

NEW JERSEY OFFICE  
30 COLUMBIA TPK.  
SUITE 205  
FLORHAM PARK, NJ 07932  
973-245-8100

NEW YORK OFFICE  
445 HAMILTON AVE.  
SUITE 1102  
WHITE PLAINS, NY 10601  
914-287-7711

WWW.PMLEGALFIRM.COM

September 20, 2017

COMPLETED  
10/4/17

**VIA ELECTRONIC MAIL**

Lee Ann DeHart, RMC  
West Deptford Township Clerk's Office  
[lesoa@westdeptford.com](mailto:lesoa@westdeptford.com)

Attn: Lee Ann DeHart, RMC

**Re: Records Request: Suicide Incident of Remi Kakonge**  
**Location of Incident: HAGUE'S INDOOR SHOOTING RANGE**  
**Address: 700 Crown Point Rd., West Deptford, NJ 08086**

**Date of Incident: June 28, 2017**

Dear Ms. DeHart:

We are investigating a suicide involving Remi Kakonge that occurred inside Hague's Indoor Shooting Range on June 28, 2017. Please accept this public records request under New Jersey common law on behalf of our client, Hague's Indoor Shooting Range, for the Police/Incident Report, copy of the surveillance video, and/or any other documents related to the incident.

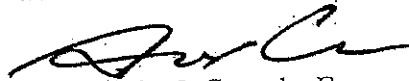
The requested records mentioned above are of interest to us since they will help us in our investigation of the matter. Additionally, our client does not have a copy of the video surveillance, which is in the police department's possession.

We are happy to pay for any reasonable searching or copying fees your office incurs as a result of this request. We request that all records in your possession and documents responsive to this request be mailed to the undersigned at the above address.

Thank you for your anticipated cooperation with this request. Should you have any questions, please do not hesitate to contact me at (973)245-8100 or via email at [acorrado@pmlegalfirm.com](mailto:acorrado@pmlegalfirm.com).

Very truly yours,

**PISCIOTTI MALSCH, P.C.**

  
Alexander J. Corrado, Esq.

Of sent response via email on 10/4

due 10/2

RECEIVED SEP 21 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        Last Name BigelowE-mail Address pbigelow@nobleweb.comMailing Address 1817 Olde Homestead Lane Suite 101City Lancaster State PA Zip 17601Telephone 717-859-3311 x124 FAX       Preferred Delivery: Pick Up        US Mail        On-Site Inspect        Fax        E-mail XIf 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 Pam Bigelow Date 9/21/17

## 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.

Requesting any open construction permits for 3 Nassau Avenue Woodbury, NJ 08096.

Thank you.

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

of to Shirley on 9/24  
of sent response via email on 9/25