

8-8-17

AGENCY NAME HERE

OPEN PUBLIC RECORDS ACT REQUEST FORM

Agency Address

Agency Telephone Number & Fax Number

Agency e-mail address

Name of Agency Custodian

732-446-5796

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 Carly MI _____ Last Name Kaminsky
 E-mail Address Carly@beinksconsulting.com
 Mailing Address 1256 Liberty Ave
 City Hillside State NY Zip 07005
 Telephone (844) 462-7465 FAX (908) 353-3107
 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 Carly Kaminsky Date 8/8/17

Payment Information

Maximum Authorization Cost \$ _____
 Select Payment Method
 Cash ☐ Check ☐ Money Order ☐
 Fees: Letter of 26 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 addition 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 a list of permit applications for the installation, removal or the decommissioning of Underground Storage Tanks at: 44 Kipping Way, Manalapan, NJ 07726

Block # 2002 Lot # 6

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

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 ☐

Tracking Information
 Tracking # _____
 Rec'd Date _____
 Ready Date _____
 Total Pages _____
 Total _____
 Deposit _____
 Balance Due _____
 Balance Paid _____
 Records Provided _____
 Custodian Signature _____
 Date _____

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
E-MAIL: clerk@mtnj.org
FAX: 732-446-5796

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: 8/8/17 Date of Response: _____
SEE INSTRUCTIONS ON THE OTHER SIDE

Name: Allen Dikter (Potential Buyer)

Address: PO Box 62
Manalapan, NJ 07726

Required E-Mail: adikter@mac.com

Telephone [Home] (732) 861-9400 Unlisted? Yes ☐ No ☐
Telephone [Work] () _____

Information Requested:(must be specific)

Looking for a open file on 200 Autumn Dr.
Manalapan, NJ on all open issues.

Review & possible copies

Information on a Specific Property

Address 200 Autumn Dr. Manalapan, NJ

Block _____ Lot _____

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

- Immediate access is ordinarily available for to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven [7] business days indicating the time which will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be \$0.05 per letter size page or smaller; and \$0.07 per legal size page or larger.

On September 10, 2010 Governor Christie signed legislation that changed OPRA's copy fee provision at N.J.S.A. 47:1A-5.b. Said provision of OPRA has since been amended to provide that: "[a] copy or copies of a government record may be purchased by any person upon payment of the fee prescribed by law or regulation."

- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

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

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq.

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

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit

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

Applicant

Date: 8/8/17

Deputy

Municipal Official

Date: 8/8/17

**TOWNSHIP OF MANALAPAN
GOVERNMENT RECORDS REQUEST RESPONSE**

TO: _____

DATE: _____

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

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

Municipal Clerk

Date: _____

ACKNOWLEDGMENT

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

Applicant

Date: _____

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
E-MAIL: clerk@mtnj.org
FAX: 732-446-5796

APPLICANT BROUGHT
DIRECTLY

TO DEPARTMENT

DATE

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received:

8/9/17

Date of Response:

SEE INSTRUCTIONS ON THE OTHER SIDE

Name:

Patria Basaria, Potential Buyer

Address:

37 Millay Rd

Morganville NJ 07751

Required E-Mail:

pbasaria@gmail.com

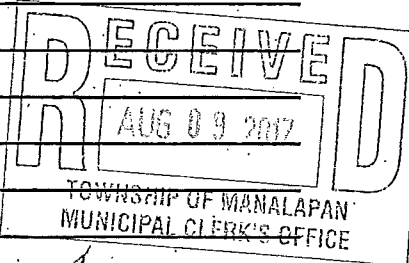
Telephone [Home] ()

Unlisted? Yes ___ No ___

Telephone [Work] ()

Information Requested: (must be specific)

Zoning Bd Resolution ZBE 0155
dated Sept 20, 2007



Information on a Specific Property

Address

369 Gordon Corner

Block

1102

Lot

11

8/9/2017 Have Requestor
Resolution, Complete
Lisa Kassar

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

- Immediate access is ordinarily available for to budgets, bills, vouchers, contracts; including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven [7] business days indicating the time which will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be \$0.05 per letter size page or smaller; and \$0.07 per legal size page or larger.

On September 10, 2010 Governor Christie signed legislation that changed OPRA's copy fee provision at N.J.S.A. 47:1A-5.b. Said provision of OPRA has since been amended to provide that: "[a] copy or copies of a government record may be purchased by any person upon payment of the fee prescribed by law or regulation."

- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

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

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq.

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

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit

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

Applicant

Date:

Pikria Basarica

8/9/17

Municipal Official

Date:

8-9-17

**TOWNSHIP OF MANALAPAN
GOVERNMENT RECORDS REQUEST RESPONSE**

TO: _____

DATE: _____

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

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

Municipal Clerk

Date: _____

ACKNOWLEDGMENT

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

Applicant

Date: _____

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

FOR MUNICIPAL USE ONLY

Date Received: 8-8-17 Date of Response: _____
SEE INSTRUCTIONS ON THE OTHER SIDE

Name: SESH SUBRAMANIAM

2 KAY CT

Address: MONROE, NJ 08831

Required E-Mail: _____

Telephone [Home] (732) 521-2958 Unlisted? Yes _____ No ☒

Telephone [Work] (732) 611-4951

690-5801

Information Requested: (must be specific)

1. Golden Years Care, LLC - proposal for expansion of
existing Adult Day care - Application # ZBE1301A
 - a. details of variance application
 - b. Site plan and/or sub division plat
 - c. Sketches of proposed construction
 - d. any other document pertaining to the application/proposal
2. Golden Years Care LLC - Original application for use
Variance on ~~April~~ or around April 18, 2013 - Application #
ZBE1301
 - a. details of variance application
 - b. Site plan, c. sketches of proposed construction, d. other docs

Information on a Specific Property

108 Woodward Road
Building B
Manalapan, NJ 07726

Address 108 Woodward Road, Manalapan NJ 07726

Block 78/28-06 Lot 28.06

copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically. In general:

- Immediate access is ordinarily available for to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven [7] business days indicating the time which will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be \$0.05 per letter size page or smaller; and \$0.07 per legal size page or larger.
On September 10, 2010 Governor Christie signed legislation that changed OPRA's copy fee provision at N.J.S.A. 47:1A-5.b. Said provision of OPRA has since been amended to provide that: "[a] copy or copies of a government record may be purchased by any person upon payment of the fee prescribed by law or regulation."
- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

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

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq..

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

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit

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

Sesh Subramanian
Applicant

Date: 8/3/17

[Signature]
Municipal Official

Date: 8-9-17

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
FAX: 732-446-5796

**REQUEST FOR ACCESS TO GOVERNMENT RECORDS
FOR MUNICIPAL USE ONLY**

Date Received: 7-8-17 Date of Response: _____
SEE INSTRUCTIONS ON THE OTHER SIDE

Name: Jennifer Sheppard

Address: 108A Magnolia Ave

Jersey City, NJ 07306
Telephone [Home] (571) 643-5913 Unlisted? Yes ☐ No ☒
Telephone [Work] () _____

Information Requested: (must be specific)

Does this property have any building
approvals in place? If so what are they
& when were they given?

Thanks!

email: jennifer.sheppard@hotmail.com

Information on a Specific Property

Address Sweetmans Lane
Block 78 Lot 1.01 + 2.01

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
FAX: 732-446-5796

**REQUEST FOR ACCESS TO GOVERNMENT RECORDS
FOR MUNICIPAL USE ONLY**

Date Received: 8-8-17 Date of Response: _____
SEE INSTRUCTIONS ON THE OTHER SIDE

Name: Jennifer Sheppard

Address: 108A Magnolia Ave

Jersey City, NJ 07306

Telephone ^{Cell} ~~Home~~ (571) 643-5913 Unlisted? Yes ☐ No ☒
Telephone [Work] () _____

Information Requested: (must be specific)

289 Gordons Corner Rd

Were there any building approvals given
prior to the June 14, 2016 sale date?
If so what are they?

Thanks!!!

email: jennifer.sheppard@hotmail.com

Information on a Specific Property

Address 289 Gordon Corner Rd
Block 11.02 Lot 27.07

Carmen Sevilla

From: Hope Ingram-Lewis
Sent: Monday, August 07, 2017 9:11 AM
To: Regina Preteroti
Cc: Carmen Sevilla
Subject: RE: 8/7/2017 OPRA Request 08-07-17 Michael Newman of Signature Info - Tax Search Export File

This was completed.

Hope Ingram-Lewis
Tax Collector
Township of Manalapan
120 Route 522
Manalapan, NJ 07726
Ph 732-446-8358
Fx 732-446-7998
taxcollector@mtnj.org

From: Regina Preteroti
Sent: Monday, August 07, 2017 8:53 AM
To: Hope Ingram-Lewis
Cc: Carmen Sevilla
Subject: FW: 8/7/2017 OPRA Request 08-07-17 Michael Newman of Signature Info - Tax Search Export File

Please advise via email when complete.

Regina Preteroti
Municipal Clerk
Manalapan Township
120 Route 522 & Taylors Mills Road
Manalapan, NJ 07726
Tel. No.: 732-446-8314
Email: rpreteroti@mtnj.org
Fax: 732-446-5796

From: Newman, Michael (RIS-HBE) [<mailto:Minewman@signatureinfo.com>]
Sent: Sunday, August 06, 2017 7:41 PM
To: Newman, Michael (RIS-HBE)
Subject: 8/7/2017 OPRA REQUEST

Please consider this an official OPRA request on behalf of Signature Information Solutions. I am requesting a copy of the public tax database as kept and maintained by the municipality's tax collector

This "copy" can be accomplished by sending the "tax search export" file to Data Trace/Signature

And thank you for your time and consideration concerning this request.

Regina Preteroti

From: GourmetMar <gourmetmar@aol.com>
Sent: Monday, August 07, 2017 5:44 PM
To: Regina Preteroti
Subject: Traffic study

Dear Regina,

I would like to request the following under OPRA:

A copy of the traffic report/ traffic study for the entire Millhurst Road from Rt 33 to Tennent that the Township paid for.

Our township attorney has referred to it at several meetings and I would like to peruse the actual report.

Thank you for your assistance in this matter.

Yours Truly,

Marlene Shapiro

Sent from my iPhone

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
E-MAIL: clerk@mtnj.org
FAX: 732-446-5796

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: 8-7-2017 Date of Response: _____
SEE INSTRUCTIONS ON THE OTHER SIDE

Name: GARY SPENCER

2 WICKATUNK RD.

Address: MANALAPAN, N.J.

Required E-Mail: GARYSPENCER1002@GMAIL.COM

Telephone [Home] (732) 570-7334 Unlisted? Yes ☐ No ☐
Telephone [Work] () _____

Information Requested:(must be specific)

MINUTES FROM 7/27/17 ZONING BD. MEETING
PERTAINING TO #1 WICKATUNK RD. (NEXGEN)?

Information on a Specific Property Address 1 WICKATUNK RD.
Block 6 Lot 14.02?

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

- Immediate access is ordinarily available for to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven [7] business days indicating the time which will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be \$0.05 per letter size page or smaller; and \$0.07 per legal size page or larger.

On September 10, 2010 Governor Christie signed legislation that changed OPRA's copy fee provision at N.J.S.A. 47:1A-5.b. Said provision of OPRA has since been amended to provide that: "[a] copy or copies of a government record may be purchased by any person upon payment of the fee prescribed by law or regulation."

- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

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

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq.

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

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit

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

Applicant

Date:

Greg Z...
8/7/17

Municipal Official

Date:

[Signature]
08-07-17

APPLICANT BROUGHT
DIRECTLY
TO DEPARTMENT

TOWNSHIP OF MANALAPAN

Construction

DATE 8-7-17

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
E-MAIL: clerk@mtnj.org
FAX: 732-446-5796

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: 8/7/17 Date of Response: _____

SEE INSTRUCTIONS ON THE OTHER SIDE

Name: Celene Galli (buyer)

Address: 55 Rustic way freehold NJ

Required E-Mail: celene.galli@yahoo.com

Telephone [Home] () _____ Unlisted? Yes _____ No _____
Telephone [Work] () _____

Information Requested:(must be specific)

Copy of survey

Information on a Specific Property

Address 717 Summer Dr, Manalapan NJ
~~55 Rustic way~~
Block 807 Lot 10

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

- Immediate access is ordinarily available for to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven [7] business days indicating the time which will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be \$0.05 per letter size page or smaller; and \$0.07 per legal size page or larger.

On September 10, 2010 Governor Christie signed legislation that changed OPRA's copy fee provision at N.J.S.A. 47:1A-5.b. Said provision of OPRA has since been amended to provide that: "[a] copy or copies of a government record may be purchased by any person upon payment of the fee prescribed by law or regulation."

- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

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

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining the victim or the victim's family as provided by *N.J.S.A. 47:1A-1 et seq.*

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

The information requested will be ready on _____

Estimated Number of Pages _____

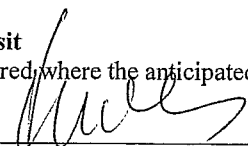
Estimated Cost _____

Deposit

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

Applicant

Date:


8/7/17

Municipal Official

Date:


08-07-17

**TOWNSHIP OF MANALAPAN
GOVERNMENT RECORDS REQUEST RESPONSE**

TO: _____

DATE: _____

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

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

Municipal Clerk

Date: _____

ACKNOWLEDGMENT

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

Applicant

Date: _____

Emailed 8-7-11
JOSEPH M

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
E-MAIL: clerk@mtnj.org
FAX: 732-446-5796

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: 8-4-2017 Date of Response: _____
SEE INSTRUCTIONS ON THE OTHER SIDE

Name: Ralph Lanza

Address: 8 Martin Court
Manalapan NJ 07726

Required E-Mail: Rlanza5130@gmail.com

Telephone [Home] () _____ Unlisted? Yes _____ No _____
Telephone [Work] (973) 597-5007

Information Requested:(must be specific)

Plot Plan for Property above

Information on a Specific Property Address 8 Martin Court

Block _____ Lot _____

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

- Immediate access is ordinarily available for to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven [7] business days indicating the time which will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be \$0.05 per letter size page or smaller; and \$0.07 per legal size page or larger.

On September 10, 2010 Governor Christie signed legislation that changed OPRA's copy fee provision at N.J.S.A. 47:1A-5.b. Said provision of OPRA has since been amended to provide that: "[a] copy or copies of a government record may be purchased by any person upon payment of the fee prescribed by law or regulation."

- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

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

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq.

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

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit

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

Ralph Lanza
Applicant
Date: 8-4-12

Deputy Wai Me
Municipal Official
Date: 8/4/12

**TOWNSHIP OF MANALAPAN
GOVERNMENT RECORDS REQUEST RESPONSE**

TO: _____

DATE: _____

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

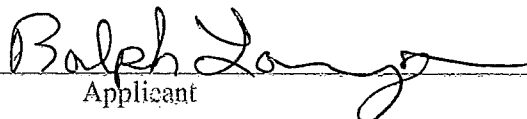
You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by *N.J.S.A. 47:1A-1 et seq.* If your request has been denied, a statement of the procedures for the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

Municipal Clerk

Date: _____

ACKNOWLEDGMENT

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



Applicant

Date: 8-4-17

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
E-MAIL: clerk@mtnj.org
FAX: 732-446-5796

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: 8/3/17 Date of Response: _____

SEE INSTRUCTIONS ON THE OTHER SIDE

Name: ARUN THOMAS

Address: 140 E Big Ridgewood Ave, Suite 415,
Paramus, NJ : 07652.

Required E-Mail: ATPREALTY2014@gmail.com ←

Telephone [Home] (201) 566-2116 Unlisted? Yes ☒ No ☐
Telephone [Work] (201) 940-7343

Information Requested: (must be specific)

1. Any permits left open
 2. Property Identification Card
- Please send to me by email

Information on a Specific Property

Address 74 LONE STAR LN, UNIT C074

Block _____ Lot _____

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

- Immediate access is ordinarily available for to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven [7] business days indicating the time which will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be \$0.05 per letter size page or smaller; and \$0.07 per legal size page or larger.

On September 10, 2010 Governor Christie signed legislation that changed OPRA's copy fee provision at N.J.S.A. 47:1A-5.b. Said provision of OPRA has since been amended to provide that: "[a] copy or copies of a government record may be purchased by any person upon payment of the fee prescribed by law or regulation."

- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

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

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq.

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

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit

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

Applicant

Date:

8/3/17

Municipal Official

Date:

08-03-17

**TOWNSHIP OF MANALAPAN
GOVERNMENT RECORDS REQUEST RESPONSE**

TO: _____

DATE: _____

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

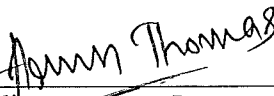
You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by *N.J.S.A. 47:1A-1 et seq.* If your request has been denied, a statement of the procedures for the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

Municipal Clerk

Date: _____

ACKNOWLEDGMENT

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



Applicant

Date: 8/3/17

Bette Lasker

From: Ariane Nelson [anelson@ordrmail.com]
Sent: Thursday, August 03, 2017 2:46 PM
To: Bette Lasker
Subject: Public records request - Mitchell Humphrey report
Attachments: permitreport_sample.pdf

Good Afternoon,

My name is Ariane Nelson with ORDR (Open Records Data Retrieval), you had helped me with my request for records last February and your time was appreciated. I am writing today to submit a new request for public records. To be specific, I'm looking for a copy of electronic records (nothing scanned or printed) containing all residential and commercial building and sub/trade (mechanical, electrical, plumbing, HVAC, etc.) permits issued from January 1, 2014 to present.

Back in February 2016, you provided me with a PDF document generated from your permit database containing this permit information. I have attached a sample of this document for reference. I would simply like to request an update for this same type of document with the same fields of descriptive data if it is available. If it is not available, we can accept any format as long as it contains the permit information.

If there are any fees associated with this request for electronic information, please provide a detailed invoice before providing any records. Please let me know if have any questions, or if there is someone else I can contact for this information. I thank you in advance for your help and I look forward to hearing back.

--

Ariane Nelson
Data Specialist
Open Records Data Retrieval
anelson@ordrmail.com
(866) 950-6737 X103



8/9/17 emailed info

8/3/2017