

**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

January 4, 2018

Cynthia Moore  
[opra+request-1126-0851c818@requests.opramachine.com](mailto:opra+request-1126-0851c818@requests.opramachine.com)

Dear Cynthia,

The West Deptford Township Clerk's Office received your Open Public Records Act (OPRA) request on December 26, 2017. The official Records Custodian, Amy Leso, RMC, received your OPRA request on December 26, 2017. As such, the seven (7) business day deadline to respond to your request is January 5, 2018. This response is being provided on the 6<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 October 22, 2017 to October 28, 2017."*

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

1. 10/23/17 Mota, C
2. 10/23/17 Tiver, L
3. 10/23/17 Higgins, L
4. 10/26/17 Parkin, 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,

A handwritten signature in cursive script, appearing to read "Amy Leso".

Amy Leso, RMC  
West Deptford Township Clerk's Office  
[lesoa@westdeptford.com](mailto:lesoa@westdeptford.com)  
856-845-4004 ext. 129

Due 11/6

Rec'd

10/26/17



WEST DEPTFORD TOWNSHIP

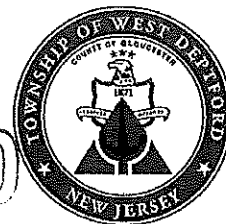
## OPEN PUBLIC RECORDS ACT REQUEST FORM

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

COMPLETED  
10/31

## 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 Kathryn MI M Last Name Parkin

E-mail Address [REDACTED]

Mailing Address [REDACTED]

City Deptford State NJ Zip 08096

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 Kathryn M Parkin Date 10/26/17

## 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 criminal records for my cousin John Parkin. He was involved in a robbery at a bank in January 2016. I beleive he had 3 different charges that were involved.

\*Police Reports\*

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

of sent via Email on 10/31

due 11/1

received 10/23



WEST DEPTFORD TOWNSHIP

# OPEN PUBLIC RECORDS ACT REQUEST FORM

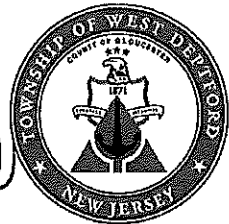
400 Crown Point Road PO Box 89 West Deptford, NJ 08086

856.845-4004 Fax 856.384.4729

aleso@westdeptford.com

Amy Leso, Acting Township Clerk

Completed 10/23



## 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 Larry MI        Last Name Higgins  
E-mail Address OPRA@NJPropertyRecords.com  
Mailing Address 174 Lamington Rd, P.O. Box 180  
City Oldwick State NJ Zip 08858  
Telephone [REDACTED] FAX         
Preferred Delivery: Pick Up        US Mail        On-Site Inspect        Fax        E-mail X  
If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE ~~HAVE NOT~~ been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.  
Signature [Signature] Date       

### Payment Information

Maximum Authorization Cost \$         
Select Payment Method  
Cash        Check        Money Order         
Fees: 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.

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

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at to Henry ✓  
Ed ✓  
Sandi ✓  
on 10/23

of sent response via email on 10/23

Larry Higgins <[opra@njpropertyrecords.com](mailto:opra@njpropertyrecords.com)>  
Sent: Friday, October 20, 2017 6:14 PM  
To: Amy Leso  
Subject: OPRA Request (0820.GLOUCESTER\_WEST DEPTFORD TWP)

**Note for clerk:** Please discuss this request with your engineering department as they will be the BEST source for the requested documents and information.

**The clerk or engineer can fulfil this OPRA easily by visiting our website**  
**[www.StateInfoServices.com/opra](http://www.StateInfoServices.com/opra)**

We've built this website to avoid sending large files by email, CD, USB, etc. It's a drag/drop file operation and there's no restriction on the file size. You do not need to register or login. You'll receive an email after successfully uploading **all** the requested files and information so you can close the OPRA request.

You can also submit all the requested information & documents by email if you'd like.

### **Requested Information:**

1.a) A complete set of your municipalities **MOST CURRENT** tax maps. **Note:** If your tax maps are on your website, please provide the direct link and **CONFIRM they are the most current maps** available.

1.b) The date the tax maps were last modified/updated.

1.c) The approximate date to check back for newer/updated tax maps. **Note:** If there's currently no plans on updating the maps anytime soon, please mention that to us.

2.a) The **MOST CURRENT** municipality zoning map(s). **Note:** If your zoning map(s) are on your website, please provide the direct link and **CONFIRM they are the most current map(s)** available.

2.b) The date the zoning map(s) was last modified/updated.

2.c) The approximate date to check back for newer/updated zoning map(s). **Note:** If there's currently no plans on updating the map(s) anytime soon, please mention that to us.

3.a) What is the Engineers Company Name, Email, and Phone Number?

**NOTE: Fulfil this OPRA easily by visiting our website [www.StateInfoServices.com/opra](http://www.StateInfoServices.com/opra)**

If you have any questions, please email [ORPA@NJPropertyRecords.com](mailto:ORPA@NJPropertyRecords.com) —

**PHONE CALLS WILL NOT BE ACCEPTED**

Thanks,

Larry Higgins

[OPRA@NJPropertyRecords.com](mailto:OPRA@NJPropertyRecords.com)

due 11/1

received 10/23

West Deptford Township

**OPEN PUBLIC RECORDS ACT REQUEST FORM**

Ph: 856-845-4004

Fax: 8563844729

COMPLETED  
10/30/17

**PUBLIC RECORDS**

**Important Notice**

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

**Requestor Information – Please Print**

First Name Christina MI        Last Name Mota  
E-mail Address data@legalplex.com  
Mailing Address 2022 WASHINGTON BLVD  
City ROBBINSVILLE State NJ Zip 08691  
Telephone                      FAX 609-961-6661  
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 NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.  
Signature Christina Mota Date 10/23/2017

**Payment Information**

Maximum Authorization Cost \$  
  
Select Payment Method  
  
Cash ☐ Check ☐ Money Order ☐

**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.

Motor vehicle accident reports for the dates listed below. Please email to data@legalplex.com if possible (or) fax to 609-961-6661.

Start Date 10/8/2017

End Date 10/21/2017

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

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**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           

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| Tracking Information |                   | Final Cost   |                   |
|----------------------|-------------------|--------------|-------------------|
| Tracking #           | <u>          </u> | Total        | <u>          </u> |
| Rec'd Date           | <u>          </u> | Deposit      | <u>          </u> |
| Ready Date           | <u>          </u> | Balance Due  | <u>          </u> |
| Total Pages          | <u>          </u> | Balance Paid | <u>          </u> |

Records Provided

Custodian Signature

Date

to Chief + Card on 10/23  
of sent response via email 10/30



WEST DEPTFORD TOWNSHIP  
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400 Crown Point Road PO Box 89 West Deptford, NJ 08086  
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aleso@westdeptford.com  
Amy Leso, Acting Township Clerk



COMPLETED  
10/23/17

**Important Notice**

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**Requestor Information – Please Print**

First Name Latham MI R Last Name Tiver  
E-mail Address Ltiver@iune 825.org  
Mailing Address [REDACTED]  
City Cherry Hill State N.J. Zip 08003  
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 Latham Tiver Date 10-23-17

**Payment Information**

Maximum Authorization Cost \$ \_\_\_\_\_  
Select Payment Method  
Cash \_\_\_\_\_ Check \_\_\_\_\_ Money Order \_\_\_\_\_  
Fees: Letter size pages - \$0.05 per page  
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**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.

Certified Payrolls For Gerald Barrett / Reconstruction of Riverview Ave + Roosevelt Blvd.

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

Barb  
of sent response via email on 10/25