

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, 2017

Anonymous
opra+request-1127-1b5dd563@requests.opramachine.com

Anonymous,

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 6th 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 29, 2017 to November 4, 2017."

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

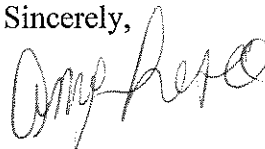
- | | |
|-------------|------------|
| 1. 10/30/17 | Hartman, V |
| 2. 10/30/17 | Denning, K |
| 3. 10/31/17 | Hart, S |
| 4. 11/1/17 | Raichel, J |
| 5. 11/1/17 | Rivera, N |
| 6. 11/2/17 | Smith, T |
| 7. 11/2/17 | Bigelow, P |
| 8. 11/3/17 | Lockier, S |

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

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

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

Sincerely,



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

due 11/8

ACCURATE ABSTRACTS

RECEIVED OCT 30 2017

OPEN PUBLIC RECORDS ACT REQUEST FORM

0820-WEST DEPTFORD-GLOUCESTER

COMPLETED
10/30



Important Notice

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

Requestor Information – Please Print

First Name Veronica MI MI Last Name Hartman

E-mail Address tax@actiontitleresearch.com

Mailing Address PO Box 1734

City Rutherford State NJ Zip 07070

Telephone [REDACTED] FAX

Preferred Delivery: Pick Up On-Site Fax E-mail X

If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature Veronica Hartman Date 10/30/2017

Payment Information

Maximum Authorization Cost \$

Select Payment Method

Cash Check Money Order

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

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

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

We request a copy of the "Tax Search Export" (0820txsr.zip) file produced by the software system used in your tax collector's office. This file contains taxes billed and collected data and is maintained in your tax collector's office. The file should be sent to our email address: **tax@actiontitleresearch.com**

Receipt of this file avoids the time spent on individual tax search requests and interruptions to the routine of the tax office. Should you have any questions please contact our office. If necessary, we will be happy to assist the collector with step by step instructions should they require any assistance in sending the file.

Thank you,

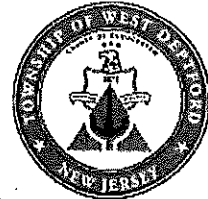
Veronica Hartman
Municipal Research Specialist
Accurate Abstracts
An Action Title Research Company

due 10/14

RECEIVED NOV 02 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
also@westdeptford.com
Amy Leso, Acting Township Clerk



COMPLETED
11/3/17

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 Trisha MI MI Last Name Smith
E-mail Address [REDACTED]
Mailing Address [REDACTED]
City Roseland State NJ Zip 08076
Telephone [REDACTED] FAX [REDACTED]
Preferred Delivery: ☐ Pick Up ☐ US Mail ☐ On-Site Inspect ☐ Fax ☒ E-mail
If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / ~~HAVE NOT~~ been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
Signature [Signature] Date 11/2/17

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.

Memos, logs, emails, statements, photographs or any other document reflecting the inspection of 102 Crescent Ave. on August 17th and 20th 2017. Overtime approval or payroll records for Mark Hallahan for Sunday, August 20, 2017. Specifically requesting payroll or overtime approval records reflecting his work on August 20, 2017

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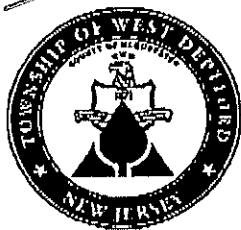
to Christian C. ✓
Ron
Shirley

to Gary on 11/12 for review
Sent response via email on 11/13

due 11/14

WEST DEPTFORD TOWNSHIP

RECEIVED NOV - 2 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

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 11/2/17

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 open construction permits for 51 Lupton Avenue Woodbury, NJ 08096.

Thank you.

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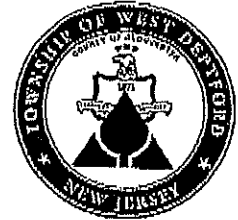
of to Sherry on 11/6 ✓
of sent response via email on 11/6

due 11/13

Rec'd 11/1/17



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

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Requestor Information - Please Print

First Name Jennifer MI Last Name Raichel
E-mail Address jraichel@merrittec.com
Mailing Address 77 Arkay Drive, Suite D
City Hanover State NY Zip 11788
Telephone 631-617-6200 FAX 631-617-6201
Preferred Delivery: ☐ Pick Up ☐ US Mail ☐ On-Site Inspect ☐ Fax ☒ E-mail
If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
Signature [Signature] Date 10/31/17

Payment Information

Maximum Authorization Cost \$
Select Payment Method
Cash ☐ Check ☐ Money Order ☐
Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) - actual
Delivery: Delivery / postage fees additional depending upon delivery type.
Extras: Special service charge dependent upon request.

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

For the address 1192 Crown Point Road, Westville, NJ 08093 (Block: 3.01, Lot: 26) we request copies of records containing underground storage tanks, fuel oil permits, hazardous materials, spills, violations, remediation, no further action

AGENCY USE ONLY

WLF ✓
John Ash ✓
Sundi ✓

of sent response via email on 11/6



due 11/13 extended to 12/2

RECEIVED NOV 01 2017



WEST DEPTFORD TOWNSHIP

OPEN PUBLIC RECORDS ACT REQUEST FORM

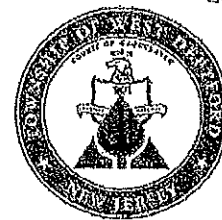
400 Crown Point Road PO Box 89 West Deptford, NJ 08086

856.845-4004 Fax 856.384.4729

alesa@westdeptford.com

Amy Lesc, Acting Township Clerk

COMPLETED
11/29



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 Nathanie MI ☒ Last Name Rivera
 E-mail Address nriviera@chartwelllaw.com
 Mailing Address One Logan Square, 26th Floor, 130 N. 18th Street
 City Philadelphia State Pa Zip 19103
 Telephone [REDACTED] FAX 215-972-7008
 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 _____ 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.

Any and all documents pertaining to the property located at 1757 Imperial Way, West Deptford, NJ 08066, including but not limited to records of inspections conducted by any governmental entity within the possession of your office (including any inspections conducted by the Fire Marshall or fire department), any and all construction applications and permits, the records and/or minutes of any and all township meetings pertaining to the property, and all architectural drawings and designs submitted to the township, all revisions or approvals of any site work, construction, or renovations, all sewer and drainage permits, plans, drawings and inspections, records of all certificates of occupancy provided or issued (including inspections related to same).

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

Shirley ✓
 Ron ✓
 John ✓
 Sandi ✓
 Keith ✓

Q sent response via email on 11/29

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:

Requestor is an attorney with the Chartwell Law Offices, counsel for the owner of the property.

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

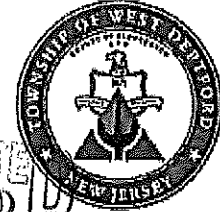
1. All government records are subject to public access under the Open Public Records Act ("OPRA"), unless specifically exempt.
2. A request for access to a government record under OPRA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian.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

due 11/8

RECEIVED OCT 8 9 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



COMPLIANT
GOVERNMENT

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 Kerri MI Last Name Denning
E-mail Address Kerrid@cisleads.com
Mailing Address 170 Kinnelon Rd.
City Kinnelon State NJ Zip 07405
Telephone 973 492-0509 X: 325 FAX 973 492-8378
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 Kerri Denning Date 10/30/17

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.

10/27/17 - West Deptford Municipal Building HVAC Renovation.
We would greatly appreciate your forwarding me the unofficial bid results as opened. A complete list of contractors and their bid amounts for this project.
Your assistance is greatly appreciated!
Have A Great Day!
Kerri Denning

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

due 11/9

RECEIVED OCT 31 2017



WEST DEPTFORD TOWNSHIP

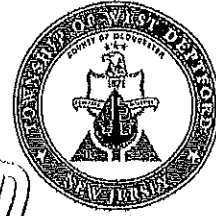
OPEN PUBLIC RECORDS ACT REQUEST FORM

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
11/6/17

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 Sean MI P Last Name Hart
E-mail Address SHART@NENTMCBRIDE.COM
Mailing Address KENT/MCBRIDE, 1040 KINGS HWY. N. STE. 600
City CHERRY HILL State NJ Zip 08034
Telephone [REDACTED] FAX (566) 382-3656
Preferred Delivery: ☐ Pick Up ☐ US Mail ☐ On-Site Inspect ☒ Fax ☒ E-mail ☒
If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE ~~HAVE NOT~~ been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
Signature [Signature] Date 10/31/17

Payment Information

Maximum Authorization Cost \$ 25.00
Select Payment Method
Cash ☐ Check ☐ Money Order ☐
XXX
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 supply any and all records including police reports of any motor vehicle accidents involving:

- 1) Stacey L. Crisante, DOB [REDACTED], DL# [REDACTED]
- 2) A Cadillac ATS, VIN# [REDACTED]; or
- 3) Frank Crisante.

From 2000 to present.

Thank You.

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

to Chief + Carol on 10/31
of sent response via email on 11/6/17

due 11/15

RECEIVED NOV 03 2017

PARTNER
Engineering and Science, Inc.

November 3, 2017

400 Crown Point Road
West Deptford, N.J. 08086
(856) 845-4004

COMPLETED

Re: Information Pursuant to the Freedom of Information Act (FOIA).

To Whom It May Concern:

Partner Engineering and Science, Inc., a real estate due diligence firm, is currently preparing as a Property Condition Report at the following property:

**101 WOLF DRIVE
THOROFARE, NJ 08086**

In accordance with the rules and regulations of conventional Freedom of Information Act (FOIA) provisions, we are requesting any information available from your agency.

Specifically, any information regarding (conducted at the property):

1. Open building department permits, inspections, and/or violations against this property.
2. When was the original core/shell Certificate of Occupancy issued and is a copy available?
3. What zoning is the property in?
4. Does it conform to the zoning?
5. Are there any zoning violations?
6. Open fire code violations.
7. Any information regarding fire inspections/investigations.

Please send any findings to slockier@partneresi.com. *If this request will incur monetary charges, please contact me and let me know the total amount prior to the work being done, so I can determine whether or not I wish you to proceed.* Thank you for your assistance and prompt response.

Respectfully,

Sean Lockier
Staff Assessor
Partner Engineering and Science, Inc.

100 Deerfield Lane, Suite 200, Malvern, Pennsylvania 19355 T: 610-624-1350 C: [REDACTED]

of to Shirley ✓
Sandy ✓
John A ✓

of sent response via email on 11/16