

CITY OF ESTELL MANOR
OPEN PUBLIC RECORDS ACT REQUEST FORM
148 Cumberland Avenue, Estell Manor, NJ 08319
(609)476-2692
(609)476-4588
Attn: City Clerk

Important Notice

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

Requestor Information – Please Print

First Name Mark MI _____ Last Name Smith

E-mail Address MailingStampsUSA@aol.com

Mailing Address PO Box 400

City Somers Point State NJ Zip 08244

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 [Signature] Date 6/3/19

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.

Please EMAIL to: MailingStampsUSA@aol.com

I am requesting any and ALL Lease or Rental contracts pertaining to your postage/mailling/shipping Equipment. Thank you.

AGENCY USE ONLY

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

Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
Denied - Closed _____
Filed - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information

Tracking # 25-2019
Rec'd Date 6/7/19
Ready Date 6/10/19
Total Pages _____

Final Cost

Total _____
Deposit _____
Balance Due _____
Balance Paid _____

Records Provided

[Signature]
Custodian Signature

6/10/19
Date

Linda Kent

From: Peter Seidelmann <peterseidelmann@gmail.com>
Sent: , Wednesday, June 12, 2019 12:43 PM
To: Linda Kent
Subject: OPRA

26.2019

Good Afternoon Mrs Kent,

I would like to request the following under OPRA:

A list of the registered republicans in Estell Manor. If it could be as detailed as possible with addresses and phone numbers that would be great.

Thanks and have a great day,

Peter Seidelmann
[REDACTED]

Linda Kent

From: Peter Seidelmann <peterseidelmann@gmail.com>
Sent: , Wednesday, June 12, 2019 12:40 PM
To: Linda Kent
Subject: OPRA

27-2019
6/24/19
PCL

Follow Up Flag: Follow up
Flag Status: Flagged

Good Afternoon Mrs Kent,

I would like to request the following under OPRA:

The printout of the paper that councilman Barbetto was distributing at the Council meeting 6/10/19. I believe he had a highlighted portion. It was an email from the Dilge to Councilman Barbetto. The content seems to be why he(the Dilge) resigned from public works and or his disdain of the public works foreman.

As always thank you for your cooperation in this matter,

Peter Seidelmann
[REDACTED]

Linda Kent

From: taxoprarequest@gmail.com
Sent: Friday, June 14, 2019 4:56 AM
To: cityclerk@estellmanor.org
Subject: Opra Delinquent Tax Sale Certificate Request
Attachments: Estell Manor NJ OPRA_Form.pdf

28-2019
6/19/19

Follow Up Flag: Follow up
Flag Status: Flagged

Hello,

Please provide a list of all Delinquent Tax Sale Certificate. Please include the following information.

Please ensure to include the following fields in excel sheet:

- 1) Owner first
- 2) Owner middle name
- 3) Owner last name
- 4) Owner property address street
- 5) Owner Property city
- 6) Owner property zip code
- 7) Owner property state
- 8) Owner Property Block number
- 9) Owner property Lot number
- 10) Tax Delinquent CERTIFICATE SALE DATE
- 11) Tax delinquent amount owed
- 12) Owner mailing address street
- 13) Owner mailing city
- 14) Owner mailing zip code
- 15) Owner mailing state

Thank you

Linda Kent

From: Asha Adamson <aadamson@smartprocure.com>
Sent: Wednesday, June 19, 2019 11:04 AM
To: cityclerk@estellmanor.org
Subject: SmartProcure OPRA Request to City of Estell Manor for Contact Information

Follow Up Flag: Follow up
Flag Status: Flagged

20-2019
6/24/19
JL

Dear Linda or Custodian of Public Records,

SmartProcure is submitting an OPRA request to the City of Estell Manor for all current employee/staff contact information. *The request is limited to readily available records without physically copying, scanning or printing paper documents.*

The specific information requested from your record keeping system is:

1. First Name
2. Last Name
3. Position Title
4. Department
5. Employment Type ie: full-time, part-time, contractor
6. General Office Phone Number
7. Direct Office Phone Number
8. Business Cell Phone (if provided by City of Estell Manor)
9. Office Fax
10. Email Address
11. Office Physical Address
12. Office Mailing Address

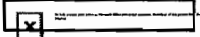
Please email the information to aadamson@smartprocure.com.

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Asha Adamson
Data Acquisition Specialist



Phone: 954-420-9900 ext: 592

Email: aadamson@smartprocure.com

Linda Kent

30-2019
comp 7/12
L/K

From: Mary Pavoni <mlpavoni@gmail.com>
Sent: Thursday, July 11, 2019 8:00 AM
To: Linda Kent
Subject: Opra

I am opra requesting the voice recording of the meeting Wednesday July 10 2019.

Thank you

MARY Pavoni

[Mlpavoni@gmail.com](mailto:mlpavoni@gmail.com)

Linda Kent

31-2019
7/29/19
JK

From: Creed Pogue <creed.pogue@gmail.com>
Sent: Wednesday, July 17, 2019 11:59 AM
To: Linda Kent
Subject: Re: OPRA

Follow Up Flag: Follow up
Flag Status: Flagged

To clarify, I am asking for communications from June 1, 2019 to the present between the medical marijuana provider (as identified by the Mayor at the July Council meeting) and either the Mayor or the Clerk.

On Tue, Jul 16, 2019 at 4:04 PM Creed Pogue <creed.pogue@gmail.com> wrote:

Please consider this an OPRA request for correspondence between the medical marijuana provider and the City including any letters from the provider or to the provider as well as emails from/to the provider from either City accounts or Mr. Venezia's personal account.

Thank you for your assistance.

Creed Pogue

32-207
7/22/19

Linda Kent

From: Anthony Angelozzi <aangelozzi@me.com>
Sent: Thursday, July 11, 2019 3:05 PM
To: cityclerk@estellmanor.org
Subject: OPRA Request

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Municipal Clerk,

In accordance with the New Jersey Open Public Records Act and New Jersey Common Law Right of Access, I am making requests for copies of the documents iterated below. Do not send by mail, but rather please e-mail information that is in electronic format to aangelozzi@me.com. According to N.J.S.A. 47: 1A-5b, which was amended in April of 2008, access to records that are available in electronic and non-printed formats should be provided free of charge.

Requested records:

The list of all of the active volunteer firefighters in the town's fire company(ies).

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.

Sincerely,
Anthony Angelozzi

CITY OF ESTELL MANOR
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148 Cumberland Avenue, Estell Manor, NJ 08319
(609)476-2692
(609)476-4588
Attn: City Clerk

Important Notice

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Requestor Information – Please Print

First Name Jeanne MI T. Last Name Olsen
E-mail Address JO3MK19@gmail.com
Mailing Address 164 7th Avenue East
City Estell Manor State NJ Zip 08319
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 Jeanne T. Olsen Date 8/1/19

Payment Information

Maximum Authorization Cost \$?
Please let me know
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.

I would like to have a copy of the audio recording from the July 10th 2019 meeting.

AGENCY USE ONLY

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

Deposit Date _____

AGENCY USE ONLY

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 _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	<u>33-2019</u>	Total	<u>1.00</u>
Rec'd Date	<u>8/1/19</u>	Deposit	_____
Ready Date	<u>8/6/19</u>	Balance Due	_____
Total Pages	_____	Balance Paid	<u>1.00</u>

Records Provided

audio CD
[Signature] 8/6/19
Custodian Signature Date

34-2019
8/7/19
AK

Linda Kent

From: aadamson@smartprocure.com
Sent: Friday, August 02, 2019 4:29 AM
To: cityclerk@estellmanor.org
Subject: SmartProcure OPRA Request to City of Estell Manor for PO/Vendor Information

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Linda or Custodian of Public Records,

SmartProcure is submitting an OPRA request to the City of Estell Manor for purchasing records from 2019-03-13 (yyyy-mm-dd) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

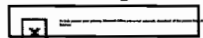
Please email the information or use the following web link. There is no file size limitation:
<http://upload.smartprocure.com/?st=NJ&org=CityOfEstellManor>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Asha Adamson
Data Acquisition Specialist



Phone: 954-420-9900 ext: 592

Email: aadamson@smartprocure.com

35-2017
8/8/19
ALC

Linda Kent

From: George C <opra+request-6685-0e4a8abb@requests.opramachine.com>
Sent: Tuesday, August 06, 2019 7:08 PM
To: OPRA requests at Estell Manor
Subject: OPRA request - Property Tax Delinquent List

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Municipal Authority

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

A list of all properties with taxes that are delinquent in amounts of at least \$4,000 and beyond that date back at least 1 year.

Yours faithfully,

George C

Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-6685-0e4a8abb@requests.opramachine.com

Is emcityclerk@verizon.net the wrong address for OPRA requests to Estell Manor? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=estell_manor

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/property_tax_delinquent_list_9

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

36-2019
8/26/19

Linda Kent

From: Estevez, Alvin <alestevez@charlesjones.com>
Sent: Friday, August 23, 2019 1:13 PM
To: Undisclosed recipients:
Subject: Special Assessments

Dear Municipal Clerk/Records Custodian;

Please consider this an official OPRA request on behalf of Charles Jones

I am contacting you today to inquire if your municipality has any new or upcoming ordinances that would be for water/sewer line extensions, curbing or sidewalk repairs, dam repairs plotting fees... We are looking for anything that would be billed out to the homeowner in the form of a special assessment.

Could you please reply to this email address either to confirm, that you do not have anything or please provide the ordinance number and adoption date of anything new you may have.

Thank you.

Alvin Estevez-Sr Tax Searcher

Charles Jones – a DataTrace Company

Cell:908-591-4428

Fax:609-435-1400

AlEstevez@CharlesJones.com



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Requestor Information – Please Print

First Name Stephan MI T Last Name Mashel
E-mail Address smashel@mashelaw.com
Mailing Address Mushel LAW 500 CAMPUS DR Suite 303
City Morganville State NJ Zip 07751
Telephone 732 536 6161 FAX 732 536 6165
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 10/4/19

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.

See attached

AGENCY USE ONLY

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

Deposit Date _____

AGENCY USE ONLY

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 _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	<u>37-2019</u>	Total	<u>4.90</u>
Rec'd Date	<u>10/16/19</u>	Deposit	<u>—</u>
Ready Date	<u>10/17</u>	Balance Due	_____
Total Pages	<u>54</u>	Balance Paid	_____

Records Provided

emailed no charge
10/17

[Signature] 10/17/19
Custodian Signature Date

Linda Kent

38-2014
rec 10/4/19
complete 10/18

From: Peter Seidelmann <peterseidelmann@gmail.com>
Sent: , Friday, October 04, 2019 11:06 AM
To: Linda Kent
Subject: OPRA

Good Afternoon Mrs Kent,

I would like to request the following under OPRA:

Both the public works foreman's weekly emails/reports to the mayor/council outlining the work they will be performing for that week as well as the work they performed/completed the previous week. Their report cards. The same one I was required to fill out at least once a week. They should have filled them both out on or about Monday 10/2/19 or Friday on or about 9/30/19

Thank you have a great day!

Thanks,

Peter Seidelmann

██████████

Linda Kent

From: Mary Pavoni <mlpavoni@gmail.com>
Sent: Thursday, October 10, 2019 9:31 AM
To: Linda Kent
Follow Up Flag: Follow up
Flag Status: Flagged

Linda,

I would like to Opra request the voice recordings from the two meetings in September 2019 and the one in October 2019. You can email them to me and send them each separately so they come by email. if they are unable to be emailed please let me know.

Thank you

Mary Pavoni
209 Honest John Road
Estell Manor NJ 08319
[REDACTED]

--

Mary L. Pavoni

[REDACTED]

mlpavoni@gmail.com

CITY OF ESTELL MANOR
OPEN PUBLIC RECORDS ACT REQUEST FORM
148 Cumberland Avenue, Estell Manor, NJ 08319
(609)476-2692
(609)476-4588
Attn: City Clerk

Important Notice

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Requestor Information – Please Print

First Name Peter MI Last Name Bowker
E-mail Address BOWKER.PR@GMAIL.COM
Mailing Address 162 7th Ave East
City Estell manor State NJ Zip 08319
Telephone 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 Pete Bowker Date 10/10/2019

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.

Any tort claim notices served on the city in the last six months.

Especially any served on behalf of the public works foreman by his counsel.

AGENCY USE ONLY

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

Deposit Date

AGENCY USE ONLY

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

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	<u>4042019</u>	Total	<u> </u>
Rec'd Date	<u>10/10/19</u>	Deposit	<u> </u>
Ready Date	<u>10/21/19</u>	Balance Due	<u> </u>
Total Pages	<u> </u>	Balance Paid	<u> </u>

Records Provided

Custodian Signature

Date 10/21/19

Linda Kent

41-2019
11/4/19
L/K

From: Joe Venezia <mayorjoevenezia@gmail.com>
Sent: Friday, October 18, 2019 10:51 AM
To: Linda Kent
Subject: Opra requests

Follow Up Flag: Follow up
Flag Status: Flagged

Linda I want all emails from Larry Hughes and Al Barbetto from the date when Peter started employment with our city. I want emails that are related to his position as public works employee and foreman. I want any emails from councilman that give work orders or requests. I also want any emails pertaining to personnel issues with Peter to council or from councilmen to Peter. Those dates are the same as well from date of start of employment to current.

I also want copies of text messages with same as above from same dates.

Also I have a bill list from the last month that show a number of text messages were on the city issued cell phone of Peter. I want to see the print out of these text messages. I also want to see all text messages from Peter's city cell phone from the date it was issued to current date.

Thank you

42-2019
11/7/19
JK


Linda Kent

From: Peter Seidelmann <peterseidelmann@gmail.com>
Sent: , Friday, November 01, 2019 1:48 PM
To: Linda Kent
Subject: OPRA

Follow Up Flag: Follow up
Flag Status: Flagged

Good Afternoon Mrs Kent,

I would like to request the following under ORPA:

The letter mailed by Mayor Venezia to the tax payers delivered on 11/1/2019 It mentions Councilman Barbetto and may mention Ms Pavoni.

Any OPRA requests filed by Mayor Venezia or Councilman Dilge from 7/2019 to present. Especially those seeking correspondence from the public works foreman.

Thank you for your time,

Peter Seidelmann



Linda Kent

From: Peter Seidelmann <peterseidelmann@gmail.com>
Sent: Tuesday, November 05, 2019 12:52 PM
To: Linda Kent
Subject: OPRA

Good Afternoon Mrs Kent,

Under OPRA I would like to request the following:

The letter reference in my previous request has come to my attention that it was not mailed from Mayor Venezia to the entire Town but just a select few. I am requesting a copy of the mailing list.

Thank you,

Peter Seidelmann
[REDACTED]

2019
11/7/19
L/K

CITY OF ESTELL MANOR
OPEN PUBLIC RECORDS ACT REQUEST FORM
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Attn: City Clerk

can 11/21/19
[Signature]

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Requestor Information – Please Print

First Name CREED MI S Last Name POGUE
E-mail Address creed.pogue@gmail.com
Mailing Address 169 Cumberland Ave
City Estell Man State NJ Zip 08315
Telephone [REDACTED] FAX 609 476 3366
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 11/21/15

Payment Information

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

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

CLAIM TO JIF FOR FLAIL
ORIGINAL PURCHASE INVOICE FOR FLAIL IN CLAIM

AGENCY USE ONLY

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

Deposit Date _____

AGENCY USE ONLY

Disposition Notes
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In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	<u>44-2019</u>	Total	_____
Rec'd Date	<u>11/21/19</u>	Deposit	_____
Ready Date	<u>11/21</u>	Balance Due	_____
Total Pages	_____	Balance Paid	_____

Records Provided

[Signature] 11/21/19
Custodian Signature Date


Linda Kent

From: Peter Seidelmann <peterseidelmann@gmail.com>
Sent: , Friday, November 08, 2019 1:13 PM
To: Linda Kent
Subject: Opra

Good afternoon Mrs Kent,

I would like to request the following under OPRA:

2010-2012 salary resolutions

Thank you

Peter Seidelmann


Linda Kent

46-2017
11/20/19
LL

From: Alvin Estevez <alestevez@charlesjones.com>
Sent: Tuesday, November 19, 2019 9:30 AM
To: Undisclosed recipients:
Subject: Special Assessments

Please consider this an official OPRA request on behalf of Charles Jones

I am requesting a copy of an ordinance (s) as passed or listed on Township's Council agenda from August 1, 2019 thru November 1, 2019 for the following;

- Water or Sewer line extension, repair or replacement.
- New, replacement or repair for curbing, driveway aprons, sidewalks, dams or plotting fees.

This same specific ordinance would be for "special assessments" resulting in an unconfirmed/confirmed assessment for the individual property owner (as opposed to an ad valorem tax) for the above noted work or projected work project (s). Could you please reply to this email address either to confirm, that you do not have anything or please provide the ordinance number and adoption date of anything new you may have.

Thank you,

Alvin Estevez-Sr Tax Searcher
Charles Jones – a DataTrace Company
Cell:908-591-4428
Fax:609-435-1400
AlEstevez@CharlesJones.com



This message may contain confidential or proprietary information intended only for the use of the addressee(s) named above or may contain information that is legally privileged. If you are not the intended addressee, or the person responsible for delivering it to the intended addressee, you are hereby notified that reading, disseminating, distributing or copying this message is strictly prohibited. If you have received this message by mistake, please immediately notify us by replying to the message and delete the original message and any copies immediately thereafter.

If you received this email as a commercial message and would like to opt out of future commercial messages, please let us know and we will remove you from our distribution list.

Thank you.~

FAFLD

Linda Kent

From: Peter Seidelmann <peterseidelmann@gmail.com>
Sent: Tuesday, November 12, 2019 7:06 PM
To: Linda Kent
Subject: OPRA

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning Mrs Kent;

I would like to request the following under OPRA:

All open and closed meeting minutes from May-September 2011

Thank you,

Peter Seidelmann
[REDACTED]

11/27/19
AK
47-2019

48-2019

MASHEL LAW, L.L.C.

500 CAMPUS DRIVE SUITE 303
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RECEIVED
11/20/19

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November 18, 2019

Sent Via Fax 609-476-4588 and Regular Mail

City Clerk
Open Public Records Act Request Form
City of Estelle Manor
148 Cumberland Avenue
Estell Manor, New Jersey 08319

Re: OPRA Request

Dear Sir/Madam:

Enclosed you will find a completed Open Public Records Act Request Form of today's date. Kindly process this form so that my office can obtain copies of the documents it seeks in response to the enumerated requests attached to the form.

Should you have any questions or concerns, please do not hesitate to contact me. Otherwise, thank you for your time and attention to this matter

Very truly yours,

STEPHAN T. MASHEL

STEPHAN T. MASHEL

STM/tmm
Enclosure

49-2019
12/16/19
PK

CITY OF ESTELL MANOR
OPEN PUBLIC RECORDS ACT REQUEST FORM
148 Cumberland Avenue, Estell Manor, NJ 08319
(609)476-2692
(609)476-4588
Attn: City Clerk

Important Notice

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

Requestor Information - Please Print

First Name Katherine MI A Last Name Kelsey
E-mail Address KKelsey7557@gmail.com
Mailing Address 155 S Mannheim Ave
City Egg Harbor City State NJ Zip 08215
Telephone [REDACTED] FAX (609) 804-1366
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 12/4/19

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.

This is a request for the most current contract for Animal Control Services including the monthly fee being paid by the City of Estell Manor.

AGENCY USE ONLY

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

Deposit Date _____

AGENCY USE ONLY

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 _____

AGENCY USE ONLY

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

50-2019

Linda Kent

From: aadamson@smartprocure.com
Sent: Friday, December 06, 2019 4:59 AM
To: cityclerk@estellmanor.org
Subject: SmartProcure OPRA Request to City of Estell Manor for PO/Vendor Information

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Linda or Custodian of Public Records,

SmartProcure is submitting an OPRA request to the City of Estell Manor for purchasing records from 2019-08-06 (yyyy-mm-dd) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

Please email the information or use the following web link. There is no file size limitation:

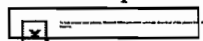
<http://upload.smartprocure.com/?st=NJ&org=CityOfEstellManor>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Asha Adamson
Data Acquisition Specialist



Phone : 561-609-6931

Fax: 561-609-6928

Email: aadamson@smartprocure.com