

Department(s):
✓ H.R.
✓ Clerk

Township of Wayne
OPEN PUBLIC RECORDS ACT REQUEST FORM
475 Valley Road, Wayne NJ
973-694-1800
opra@waynetownship.com
Paul V. Margiotta

OPRA No. 25-1068
Date Received: 8/12/25
Date Due: Aug 21

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 John MI _____ Last Name Daniels
E-mail Address See attached
Mailing Address _____
City _____ State _____ Zip _____
Telephone _____ FAX _____
Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site Inspect ☐ Fax ☐ E-mail ☐
Under penalty of N.J.S.A. 2C:28-3, I certify that See attached
1. I ☐ HAVE / ☐ HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States;
2. I, or another person, ☐ WILL / ☐ WILL NOT use the requested government records for a commercial purpose;
3. I ☐ AM / ☐ AM NOT seeking records in connection with a legal proceeding. *See note below.
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 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.

***NOTE:** If you checked "I AM" above for question #3, please identify that legal proceeding in the boxes below. (Legal proceeding shall include a party subject to a court order, any attorney representing that party, any person acting as an agent for or on behalf of that party and if there is a pending discovery request.)

List all records being sought in the space below. Please be as specific as possible in describing the records being requested.

See attached

Information on a Specific Property:

Address: _____
Block: _____ Lot: _____

Name of Legal Proceeding: _____
Docket # _____

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

Final Cost

Tracking # _____ Total _____
Rec'd Date _____ Deposit _____
Ready Date _____ Balance Due _____
Total Pages _____ Balance Paid _____

Records Provided

Custodian Signature

Date

Panzino, Tammy

From: John Daniels <opra+request-79450-3f6dbf39@requests.opramachine.com>
Sent: Tuesday, August 12, 2025 10:58 AM
To: OPRA
Subject: OPRA request - Salary & Contracts

Dear Wayne Township,

Please accept this electronic request for public records made under OPRA and the common law right of access. I am not required to fill out an official form or use a particular software platform to submit my request per NJSA 47:1A-6(f), which states that an email from a requestor including all of the information required on the adopted form shall suffice in place of a completed form as a valid government record request.

I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

I WILL NOT use the requested government records for a commercial purpose.

I AM NOT seeking records in connection with a legal proceeding.

Records requested:

Current contract, last expired contract, and any future ratified contracts for Business Administrator Christopher Tietjen. Most recent status form. List of all other paid positions held by Mr. Tietjen within the township and their stipend or salaries. The township vehicle assigned to Mr. Tietjen's current mileage. These records should cover years 2022, 2023, 2024 and up to present date 2025.

My preferred delivery method for response(s) to this request is by E-mail as attachments. Please confirm you have received this request. If you are not the custodian of records, please forward my request to that person and provide their email address to me for future reference.

Yours faithfully,

John Daniels

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

opra+request-79450-3f6dbf39@requests.opramachine.com

Is opra@waynetownship.com the wrong address for OPRA requests to Wayne Township? If so, please contact us using this form:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fchange_request%2fnew%3fbody%3dwayne_township&c=E,1,mYQYwYPMtkUjncfwWe-eXwsOONyd6dZdmL9Klqb2yEkm7yL2_JLSdS7yMPHCU92-7N7c_wGAPEMhn2K9X7LEOU3ybG5BltrRwoUXdn_S&typo=1

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

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fhelp%2fofficers&c=E,1,ibC2ZTeD4ES_Gpl2YApfcl2PMSg2LybMq6v32Krb7kWL-eC5za5wyQszQacao8Qu7Oj8Wq0ByoLmoKJOeP7jDD955Hw9khvR7k3FunWftBF-cmST-A,,&typo=1

View this OPRA request & responses online:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2frequest%2fsalary_contracts&c=E,1,eggjvmQccOn7VcKePAaYrnckkbhqnUeKls8ejHWI0n27SswLff4P3RpvNRiKNSF7wYUSgifzY9qvsxqsGg6bAbSReOhbSYAVORO8teAwXgJOE,&typo=1

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.

"OPRAMachine's mission is to give people easy and affordable access to New Jersey public records.

For more information, contact us at: (732) 707-1628 or PO Box 3180, New Brunswick, NJ 08903."

PREFIX

IDENTIFICATION NUMBER

SUFFIX

YEAR

MAKE

MODEL

BODY TYPE

1FMSK 8BH6N GB810 40

2022 FOR EXP

4 DR.

TYPE OF TITLE

DUPLICATE NO. GVVWCLGTH

COLOR/MT/HP

DEALER ID AXLES/PROP

FUEL

STANDARD

8

SLV

18380N 2

ISSUE DATE

VIN-REPLACEMENT

MILEAGE

STATUS

60.00 05-04-2023

4 A

OWNER(S)

WAYNE TWP

475 VALLEY RD

WAYNE

NJ 07470

F-FLOOD

S-SALVAGE

P-POLICE

T-TAXI

L-LEMON LAW

A-ACTUAL MILEAGE

N-NOT THE ACTUAL MILEAGE

M-MILEAGE EXCEEDS THE MECHANICAL LIMITS

NUMBER OF OWNERS

1

NUMBER OF LIENHOLDERS

OWNER DL/CC #: 95691 60000 74700

I, CHIEF ADMINISTRATOR OF THE MOTOR VEHICLE COMMISSION, OF THE STATE OF NEW JERSEY, DO HEREBY CERTIFY THAT EVIDENCE OF PURCHASE OF OWNERSHIP IN COMPLIANCE WITH THE LAWS OF THE STATE OF NEW JERSEY, OF THE DESCRIBED ARTICLE, HAS BEEN RECORDED AND FILED WITH ME, AND I DO HEREBY ISSUE THIS CERTIFICATE OF OWNERSHIP SUBJECT TO SECURITY AGREEMENT OR LIEN, IF ANY AS STATED.

[Signature]

SIGNATURE

State of New Jersey
MOTOR VEHICLE COMMISSION

CONTROL NUMBER

BM070366



DATE

SECOND LIENHOLDER

SIGNATURE

DATE

SECOND RELEASE

TITLE

DATE

FIRST LIENHOLDER

SIGNATURE

DATE

FIRST RELEASE

TITLE

ISM/SS-1 (R9/22)

YS WN20231240098

ALTERATION OR ERASURE VOIDS THIS TITLE

KEEP IN SAFE PLACE

VOID IF ALTERED

Quinlan, Jakkie

From: Tietjen, Chris
Sent: Monday, August 18, 2025 1:41 PM
To: Panzino, Tammy
Cc: Margiotta, Paul V.; Lagana, Daniel; Quinlan, Jakkie
Subject: RE: 25-1068 Daniels OPRA
Attachments: scan0225.pdf

Please see attached and below response as it pertains to this OPRA request. Please call me with any questions. CJT

Dear Mr. Daniels:

The Township of Wayne ("Township") records custodian received your Open Public Records Act ("OPRA") request on August 12, 2025. The seven business day deadline to respond to your request is August 21, 2025. As such, the Township is timely responding to your OPRA request in accordance with New Jersey law.

With respect to the portion of your request seeking, "[c]urrent contract, last expired contract, and any future ratified contracts for Business Administrator Christopher Tietjen," please be advised that the Township conducted a good-faith search and determined that it is not in possession of any potentially responsive materials.

With respect to the portion of your request seeking, "[m]ost recent status form," the Township conducted a good-faith search and is enclosing the record that it identified as potentially responsive.

With respect to the portion of your request seeking, "[l]ist of all other paid positions held by Mr. Tietjen within the Township and their stipend or salaries" and "[t]he [T]ownship vehicle assigned to Mr. Tietjen's current mileage," please be advised that same seeks information or asks questions and does not identify specific government records. As such, this portion of your request is an invalid OPRA request and is denied. When a request is "complex" because it fails to specifically identify the documents sought, then that request is not "encompassed" by OPRA. See New Jersey Builders Association v. New Jersey Council on Affordable Housing, 390 N.J. Super. 166, 180 (App. Div. 2007). A proper request under OPRA must identify with reasonable clarity those documents that are desired, and a party cannot satisfy this requirement by simply requesting all of an agency's documents. See Bent v. Stafford Police Department, 381 N.J. Super. 30, 37 (App. Div. 2005). Custodians are not required to conduct research or create new records in response to an OPRA request. Notwithstanding the invalidity of this portion of your request, in the interest of transparency the Township notes that Mr. Tietjen does not hold any paid positions within the Township other than Business Administrator.



Christopher J. Tietjen, MPA,CRP | Business Administrator

Township of Wayne

475 Valley Road | Wayne, NJ 07470

e: tietjenc@waynetownship.com | w : www.waynetownship.com

p: 973 694 1800 x 3202

From: Panzino, Tammy <panzinot@waynetownship.com>

Sent: Tuesday, August 12, 2025 5:36 PM

To: Matthews, Sharyn <matthewss@waynetownship.com>; Tietjen, Chris <tietjenc@waynetownship.com>

township of Wayne

NOTICE OF PERSONNEL OR PAYROLL CHANGE ("PERSONNEL STATUS FORM")

Date Originated: 11/15/2024

Originated By: Debbie Esposito

FOR OFFICE USE ONLY

EEOC-GROUP: _____

JOB CATEGORY: _____

W/C Code: _____

Employee Name Tietjen, Christopher		Position Title Business Administrator	
Employee Address 18 Cedar Street	Town Nutley	State NJ	Zip 07110
Account No. 701			
Department Office of the Mayor		Division 	
Phone 			
EFFECTIVE Date or Inclusive Dates of Action: 01/01/2024			
APPOINTMENT ☐ Permanent - subject to satisfactory completion of probationary period. Fingerprint and physical examinations. ☐ Temporary ☐ Seasonal ☐ Part-Time ☐ Re-employment ☐ Return from Military Service ☐ Appointment Term:		SEPARATION ☐ Resignation ☐ Not Applicable ☐ Left Job ☐ Dismissed ☐ Lay-Off ☐ Termination of Appointment ☐ Retirement ☐ Death ☐ Other - see comments below:	
Starting Salary: Present Base Salary: \$173,400.00 Longevity % Shift Diff. / Bur. % Grade: Other: Other Description: Total \$173,400.00		Change Date 1: 01/01/2024 Change Description: 2% Base salary increase New Base Salary: \$176,868.00 Longevity % Shift Diff. / Bur. % Grade: E15 Other: Total \$176,868.00	
IN-SERVICE CHANGE ☐ Disability/Extended sick leave ☐ Suspension - No. of Days _____ ☐ Leave of Absence without pay ☐ Leave of Absence with pay ☐ New Job Title ☐ Promotion ☐ Demotion ☐ Change of Address or Phone ☐ Transfer from: ☒ Pay Increase Annual _____ Longevity _____ Promotion _____ Other _____ ☐ Job Category: From _____ To _____ ☐ Other - See comments:			
Continuous Fulltime Employment: 02/22/2022 Anniversary: 01/01/3000 New Employees Minimum Probation Period: Probation Period Ends: Part-time Employment From:			
Change Date 2: 05/13/2024 Change Description: 10,000 New Base Salary: \$186,868.00 Longevity % Shift Diff. / Bur. % Grade: E15 Other: Total \$186,868.00	Change Date 3: 07/06/2024 Change Description: 14,100 New Base Salary: \$200,968.00 Longevity % Shift Diff. / Bur. % Grade: Other: Total \$200,968.00	Change Date 4: 01/01/2025 Change Description: 2.5% Base salary increase New Base Salary: \$205,992.00 Longevity % Shift Diff. / Bur. % Grade: Other: Total \$205,992.00	Change Date 5: Change Description: New Base Salary: Longevity % Shift Diff. / Bur. % Grade: Other: Total

Additional Comments

1/1/2024 2% \$176,868
5/13/2024 10,000 \$186,868
7/6/2024 14,100 \$200,968
1/1/2025 2.5% \$205,992

Signatures

REQUESTED BY


Signed By: tietjenc@waynetownship.com
Date Signed: 11/15/2024 6:48:17 AM -08:00 GMT
IP Address: 69.74.68.90

Department Head

APPROVED BY


Signed By: verganoc@waynetownship.com
Date Signed: 11/16/2024 8:54:29 AM -08:00 GMT
IP Address: 69.74.68.90

Mayor

APPROVED BY


Signed By: matthewss@waynetownship.com
Date Signed: 11/15/2024 9:24:22 AM -08:00 GMT
IP Address: 69.74.68.90

Director of Personnel

ACKNOWLEDGED BY


Email: tietjenc@waynetownship.com
Date: 11/19/2024 -08:00 GMT

Employee Signature

APPROVED BY


Signed By: tietjenc@waynetownship.com
Date Signed: 11/15/2024 9:26:45 AM -08:00 GMT
IP Address: 69.74.68.90

Business Admin

APPROVED BY


Signed By: mcnamarah@waynetownship.com
Date Signed: 11/15/2024 9:21:58 AM -08:00 GMT
IP Address: 69.74.68.90

Chief Financial Officer

This change is in accordance with State Statutes, the Administration Code, the classification and Pay Plan, and other rules and policies governing Township Employees.

Tietjen, Christopher - Notice of Personnel Payroll Change

Created:	11/16/2024
Status:	Signed
Transaction ID:	c46aedf5-8de4-4147-9213-fe5c5566b9e2

"Tietjen, Christopher - Notice of Personnel Payroll Change" history

-  Chris Vergano created the document.
11/16/2024 4:54:37 PM GMT - IP address 69.74.68.90
-  Document was emailed to Chris Tietjen
11/16/2024 4:54:38 PM GMT
-  Chris Tietjen signed the document.
11/16/2024 5:56:15 PM GMT - IP address 166.137.175.64:17187
-  Document was successfully signed and filed
11/16/2024 5:56:16 PM GMT