

Galloway Township OPRA Log
2016

	A	B	C	D	E	F	G	H	I
1	Tracking	Requested	Original Date	7-Day		Extension	Assigned	Completion	Notes
2	Number	By	Received by	Immediate		Dates and	to	Date	
3			Township	Due Date	Record Requested	Reasons			
4	001-16	LT	1/4/2016	1/13/2016	1. Tort claims and lawsuits filed on or between December 4, 2015 and		Manager	1/11/2016	no records
5					January 4, 2016. Please include a copy of the full notice.				
6					2. All Employment advertisements, including In-House and Legal advertise-		Manager	1/11/2016	
7					ments from December 4, 2015 and January 4, 2016.				
8					3. All Personnel Action Forms executed by Susan Jacobucci or designee per-		Manager	1/11/2016	
9					taining to all New Hires, Fires, Demotions, Promotions, Raises, Transfers and				
10					Resignations or Employment Status Changes for all Municipal Departments				
11					between December 4, 2015 and January 4, 2016.				
12					4. GRC Complaints filed on or between December 4, 2015 and		Clerk	1/11/2016	
13					January 4, 2016. Please include copy of the full complaint and responses				
14					by the Township during that time period for any complaints.				
15	002-16	RR	1/4/2016	1/13/2016	Horizon Environmental & Contracting, Inc. is currently conducting a		Const	1/11/2016	no records
16					Phase 1 Environmental Site Assessment for 236 E. Jimmie Leeds Raod,		&		
17					Block: 981.01 Lot #12.01. As part of the due diligence inquiry for this		Fire	1/11/2016	no records
18					property transaction, we are writing to request a records search				
19					targeted for any incidents to which you may have responded and/or				
20					documented (i.e. spills, leaks, releases). Specifically, we are seeking				
21					information on such incidents that may have resulted in an				
22					environmental impact to either soil, water or air quality.				
23					Please advise our office as to when you would be able to complete the				
24					requested records review by your Health, Hazmat, Building and Fire				
25					Departments and provide any relevant information.				
26					Your assistance in this matter is greatly appreciated. Please forward all				
27					findings to the undersigned. If you require any additional information,				
28					kindly contact our office.				
29	003-16	FP	1/5/2016	1/14/2016	Any drawings, blueprints site designs of my current property: 812 E.		Constr	1/11/2016	
30					Harlequin Drive.				
31	004-16	AS	1/5/2016	1/14/2016	Accident reports for December 2015		Police	1/6/2016	
32	005-16	SF	1/12/2016	1/21/2016	Requesting current certificates of liability insurance for all tow truck		Clerk	1/21/2016	
33					companies that contract with or on a rotation list with the municipality.				
34	006-16	RK	1/14/2016	1/26/2016	Please provide accident reports in your township from 12/1/2015 -		Police		
35					12/31/15. Thank you				
36	007-16	SA	1/19/2016	1/28/2016	Advise if any liens on the property for clean up or sewer liens.		Tax Collector	1/27/2016	
37					Any open code violations, any open or expired permits for 159 Driftwood		Constr	1/27/2016	
38					Court - Block 1173.02, Lot 2.06				
39	008-16	DB	1/21/2016	2/1/2016	Files/Records from the Galloway Township Building and Fire Departments	Beth McCann	Fire		

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40					for 545 Tilton Road, Galloway - specifically info regarding underground	<i>requested</i>	Constr		
41					storage tanks, above ground storage tanks, spills, fires, dumping, hazardous	<i>clarification</i>			
42					material use and storage, septic systems, demolition/construction permits	<i>see below</i>			
43					groundwater wells, remedial activities or investigations, etc.				
44				2/2/2016	Beth McCann from the Construction Department requested that I send to		Const	2/2/2016	
45					an abridged request to the OPRA submittal from below. As suggested by				
46					Ms. Mccann, please provide files available for the above-referenced				
47					property for the following years: 1991 to 2006, 2014 to 2016. Please contact				
48					me when the files will be available for review.				
49	009-16	RB	1/25/2016	2/3/2016	Copy of property survey - 405 Fir Avenue, Galloway NJ		Constr	2/2/2016	
50	010-16	AN	1/27/2016	2/5/2016	A report, spreadsheet or database backup in electronic format containing		Constr	2/4/2016	
51					all residential and commercial building and sub/trade (mechanical, plumbing				
52					electrical, HVAC,etc) permits issued from January 1, 1990 to present				
53	011-16	MK	1/28/2016	2/8/2016	Block 452.01, Lot 1.15 - 675 Pine Valley Court: Check and advise for the:		Collector	2/5/2016	
54					Liens special assessment, open code violations, open/expired building		Constr	2/5/2016	
55					permits, water/sewer balance				
56	012-16	DI	1/20/2016	1/1/2016	Accident reports for Pomona Rd / Park Ave for last 3 years		Police	1/28/2016	
57	013-16	BN	2/2/2016	2/11/2016	1. Salary ranges for all public works positions local 676 and Local 68		Clerk	2/4/2016	
58					2. Salaries for all public works employees local 676 and Local 68		Payroll	2/4/2016	
59					3. Information about any Township ordinances pertaining to public works		Clerk	2/4/2016	
60					starting salaries and salary ranges.				
61					4. Information about salary step/grade programs used or not currently used		Payroll	2/4/2016	
62					by the Township.				
63					5. Position of job descriptions for Public Works foreman and assistant foreman	<i>clarification</i>	clerk	2/9/2016	
64					6. Job Description and salary range for public works sign technician		clerk	2/4/2016	
65					7. What percentage is deducted for healthcare for public works local 676		Payroll	2/9/2016	
66					employees as of February 2016				
67	014-16	AC	2/3/2016	NOW	Animal Control Bid and Contract		Clerk	2/3/2016	
68	015-16	LT	2/3/2016	2/12/2016	1. Tort Claims and Lawsuits filed on or between January 5, 2016 and February		Manager	2/12/2016	
69					3, 2016. Please include a copy of the full notice.				
70					2. All Employment advertisements, including In-House and Legal advertise-		Manager	2/12/2016	
71					from January 5, 2016 and February 3, 2016.				
72					3. All Personnel Action Forms executed by Susan Jacobucci or designee per-		Manager	2/12/2016	
73					pertaining to all New Hires, Fires, Demotions, Promotions, Raises, Transfers,				
74					and Resignations or Employment Status Changes for all Municipal Departments				
75					between January 5, 2016 and February 3, 2016.				

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76					4. GRC Complaints filed on or between January 5, 2016 and February 3, 2016.		Clerk	2/12/2016	
77					Please include copy of the full complaint and responses by the Township				
78					during that time period for any complaints.				
79	016-16	DA	2/4/2016	2/15/2016	Electronic listing of purchase orders from 9/1/2015 to current.		Dennis	2/5/2016	
80	017-16	LT	2/8/2016	2/17/2016	1. Copy of the 2015 Atlantic County Health Dept Municipal Complaint Report		Clerk	2/8/2016	
81					from January to December 2015 (in one PDF File)				
82					2. (Immediate Release) 2015 Master Payroll list including name of employee,		Payroll	2/8/2016	
83					position and year end salary of 2015 (in one PDF File)				
84					3. (Immediate Release) - Copy of the Employment Contract for Chief Donna		Manager	2/8/2016	
85					Higbee.				
86					4. 2014 - Fiscal Year Audit Report (in one PDF file), including Management Letter		CFO/Clerk	2/8/2016	
87	018-16	LT	2/8/2016	NOW	Copy of the following Purchase Orders, Invoices and Detail Billing for the		Finance	2/8/2015	
88					following:				
89					15-03846 - Indian Harbor				
90					15-03860 - Indian Harbor				
91					15-03863 - Blaney				
92					16-00009 - Dell				
93					16-00274 - Proforma				
94					Copy of Invoices and detail Billing payable to Apple on 2015.		Finance	2/8/2015	
95	019-16	FB	2/9/2016	2/18/2016	File #35-77 Block 1186 Lot 3. Variance Issued, Application, Plot Plan		Const	2/17/2016	
96	020-16	LT	2/10/2016	NOW	1. Copy of the following resolutions: 058-16 (including Rice notices), 065-16		Clerk	2/10/2016	
97					074-16, and all resolutions adopted after closed sessions on February 9, 2016.				
98					2. Copy of Ordinance # 1932-2016 as reintroduced.		Clerk	2/10/2016	
99					3. Copy of Employees Names read at the Feb 9, 2016 meeting for years of service		Clerk	2/10/2016	
100					recognitiion in 2014 and 2015.				
101	021-16	RP	2/5/2016	2/16/2016	Police Dept Video Surviellance for 12/12/2016, 9:45 PM to 11:45 PM		Police	2/9/2016	no records
102	022-16	AS	2/2/2016	2/11/2016	Accident Reports for Jan 2016		Police	2/11/2016	
103	023-16	SL	2/12/2016	2/23/2016	Liens/special assessment, code violation, open/expired building permits, water		Collector	2/22/2016	
104					sewer balances for property: 702 Nacote Creek Court - Block 1201.01, Lot 1.19		Const	2/22/2016	
105	024-16	SJ	2/12/2016	NOW	1. Resolution of Jacobucci appointment - February 2014		Clerk	2/12/2016	
106				NOW	2. Original executed contract of Jacobucci.		Clerk	2/12/2016	
107				NOW	3. Resolution of extension of contract, extended contract with addendum.		Clerk	2/12/2016	
108				2/23/2016	4. Evaluation of Jacobucci with attached Jacobucci response presented to		Clerk	2/12/2016	Denied under personnel exception
109					Council on February 9, 2016.				
110				NOW	5. Resolution adopted regarding Jacobucci from Council meeting on Feb 9, 2016		Clerk	2/12/2016	
111					6. Minutes from closed session of Council on February 9, 2016.		Clerk	2/12/2016	no record

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112				2/23/2016	7. Minutes from regular Council meeting February 16, 2016 including minutes		Clerk	2/22/2016	released draft minutes only
113					after coming out of closed.				
114	025-16	DW	2/15/2016	NOW	Requesting Chris Johansen's salary		Payroll	2/16/2016	
115	026-16	JY	2/16/2016	2/25/2016	I am requesting a copy of the blue prints to my property for 335 Poplar Avenue		Constr	2/25/2016	
116	027-16	PP	2/17/2016	2/26/2016	Would like copies of blue prints of property located at 314 Kelly Drive.		Constr	2/24/2016	
117	028-16	HC	2/18/2016	2/29/2016	I would like to view the construction file for 113 S. Zurich Ave, Egg Harbor City,		Constr	2/25/2016	Filed pulled, requestor on vacation until 3/9/16
118					NJ 08215, Galloway Twp. Including the wet well and permit. Lot 15.04 Blk 649				
119	029-16	BN	2/22/2016	3/2/2016	Job Descriptions for Roads, Grounds, Waste Management and Facilities - Asst.		Clerk	2/24/2016	
120					Foreman and Foreman. I also need the step/grade program in twp code				
121					ordinance that was used by management in the past.				
122	030-16	BA	2/22/2016	3/2/2016	Winning vendors bid for copiers and printers lease or purchase since 2011.		Purchasing	2/29/2016	
123					What vendor was selected through state contract for copiers & leases from 2011				
124					to present.				
125	031-16	CP	2/23/2016	3/3/2016	copy of all purchase orders for pest control and/or extermination		Purchasing	2/29/2016	
126					services from 2015 & 2016. The township currently uses Elder Pest Control				
127	032-16	BN	2/24/2016	3/4/2016	1. Start dates for all Utility 676 and Public Works 676 Employees		Payroll	3/1/2016	
128					2. Job descriptions for Roads, Grounds, Facilities, Waste Management, Utilities		Clerk	3/1/2016	
129					and Public Works Foreman and Assistant Foreman.				
130					3. Job Descripton and salary of newly hired Safety Officer.		Manager/Payro	3/1/2016	
131	033-16	KS	2/25/2016	3/7/2016	Viewing the entire file including site plan, building plan and resolution.		Constr	3/7/2016	called requestor - coming into office 3/8/16
132					Block 876, Lot 1 & 2 - 100 E. White Horse Pike.				
133	034-16	CP	2/25/2016	3/7/2016	Copies of Building Inspections, plot plan, architecture drawings, electrical		Constr	3/3/2016	
134					and structure evaluation for Block 865.02, Lot 17 - 122 Cara Mia Lane				
135	035-16	WS	2/25/2016	3/7/2016	Plot plan for Block 1179.01, Lot 5.48 - 9 N. Kendall Court		Constr	3/3/2016	
136	036-16	DW	3/3/2016	NOW	Any agreement or contract for services currently being provided by Arch Liston		Clerk	3/3/2016	
137					and Fee schedule for those services.				
138	037-16	HR	3/3/2016	3/14/2016	Listing of all mercantile licenses including name and address from 1-1-2014		Clerk	3/8/2016	
139					through present.				
140	038-16	JP	3/3/2016	3/14/2016	Copy March 18, 2014 of inspection of Unit 101, Independent Living Blvd,		Const	3/11/2016	Mailed on 3-11-16
141					3rd Floor, at Seashore Housing, 24 W. Jimmie Leeds Road, Galloway, NJ				
142					08205. Do not confuse this with unit at Seashore Gardens Assisted Living.				
143	039-16	LM	3/3/2016	3/14/2016	Parcel 11-01170-0004-00015-0000 Address 436 Turnbridge Dr, Galloway		Tax	3/11/2016	
144					Township. Can you please provide tax payment history from 2011-2015 and		Collector		
145					sewer tax lien/payment history from 2011-2015? Also if any fees were paid				
146					could you include those as well? Copies of tax bills will suffice as well				
147					Thank you.				

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3			Township	Due Date	Record Requested	Reasons			
148	040-16	LT	3/7/2016	NOW	1. Copies of Purchase Orders, Invoices and Detail Billing for the following:		FINANCE	3/7/2016	
149					16-00457 - Blaney				
150					16-00270 - Fitzgerald				
151					16-00454 - Richardson				
152	041-16	LT	3/7/2016	3/16/2016	1. Tort claims and lawsuits filed on or between February 4, 2016 and March 7,		MANAGER	3/11/2016	no records
153					2016. Please include a copy of the full notice.				
154					2. All Employment advertisements, including In-House and Legal advertisements		MANAGER	3/11/2016	no records
155					from February 4, 2016 and March 7, 2016.				
156					3. All Personnel Action Forms executed by Susan Jacobucci or designee		MANAGER	3/11/2016	
157					pertaining to all New Hires, Fires, Demotions, Promotions, Raises, Transfers,				
158					and Resignations or Employment Status Changes for all Municipal Departments				
159					between February 4, 2016 and March 7, 2016.				
160					4. GRC Complaints filed on or between February 4, 2016 and March 7, 2016.		CLERK	3/11/2016	no records
161					Please include copy of the full complaint and responses by the Township				
162					during that time period for any complaints.				
163	042-16	JB	3/8/2016	3/17/2016	For property at Wawa - 1 E. Jimmie Leeds Road, Galloway				
164					Fire Department Inspection Records - 3 years		Fire	3/16/2016	
165					Outstanding Fire Code Violations		Fire	3/16/2016	
166					Building Department Code Violations		Constr	3/16/2016	
167					Building Department Inspection Records - 3 years		Constr	3/16/2016	
168					Copy of the original CoFO building permit.		Constr	3/16/2016	
169					Zoning designation for the property.		Zoning	3/16/2016	
170					Is it conforming use?		Zoning	3/16/2016	
171					Outstanding Zoning Code violations.		Zoning	3/16/2016	
172	043-16	busybeeg1b1	3/8/2016	3/16/2016	MVA reports for 12/16/15		Police	3/8/2016	
173	044-16	LT	3/10/2016	NOW	Copy of Resolution #102-16		Clerk	3/10/2016	
174	045-16	AS	2/29/2016	3/10/2016	MVA reports for Feb 2016		Police	3/10/2016	
175	046-16	JD	3/14/2016	3/24/2016	MVA reports for 3/6 - 3/13 2016, changed request to 3/13-3/19		Police	3/15/2016	
176	047-16	N/A	3/17/2016	3/29/2016	Electronic copy of any and all employees for 2015. Report should contain	4/1/2016	Payroll	3/30/2016	
177					the employer name; employer zip code; year of compensation; name; hire				
178					date; gross annual wages (including but not limited to salary, over-time				
179					wages) and position.				