



TOWNSHIP OF ROXBURY

OPEN PUBLIC RECORDS ACT REQUEST FORM

1715 Route 46, Ledgewood, NJ 07852

Phone: (973) 448-2000

Fax: (973) 448-2111

Attn: Township Clerk, Custodian of 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 Danni Mi Last Name Christopher
E-mail Address MLS@stellaripl.com
Mailing Address 2605 Maitland Center Parkway, Suite C
City Maitland State FL Zip 32751
Telephone 302-261-9069 FAX 407- 210-3113
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 Danni Christopher Date 07/21/2024

Payment Information

Maximum Authorization Cost \$
Select Payment Method:
Cash Check Money Order
Fees: Letter size paper -- (8-1/2in. x 11in.) \$0.05 per page
Legal size paper -- (8-1/2in. x 14in.) \$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.

We are currently working with closing on this property scheduled and would need the below records verified. Please provide the requested below info at the earliest.

PROPERTY ADDRESS: 504 EDITH ROAD, LANDING, NJ 07850
PARCEL: BLOCK:11803 LOT: 00004

- Please advise if the address has any OPEN/PENDING/EXPIRED Permits & demolition permits that need attention and any fees due currently
Also advise if there are any Code Violation or fines due that needs attention currently
Any unrecorded liens/fines/special assessments due.

AGENCY USE ONLY

AGENCY USE ONLY

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OPRA Tracking No. 20240722-009

- 1. Construction
2. Engineering
3. Fire Prevention
4. Health
5. Planning/Zoning
6. Tax Assessor
7. Tax Collector *see open taxes and sewer amounts

COMPLETED/CLOSED

A. Rhead

The above-referenced department(s) utilized the criteria provided in this OPRA request to search their available files in an effort to identify responsive records. Attached please find the response(s) from each department after said search(es) was/were completed.

DEPOSITS

The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the documents requested will cost in excess of \$5 to reproduce.

Where a special service charge is warranted under OPRA, that amount will be communicated to you as required under the statute. You have the opportunity to review and object to the charge prior to it being incurred. If, however, you approve of the fact and amount of the special service charge, you may be required to pay a deposit or pay in full prior to reproduction of the documents.

YOUR REQUEST FOR RECORDS IS DENIED FOR THE FOLLOWING REASON(S):

(To be completed by the Custodian of Records – check the box of the numbered exemption(s) as they apply to the records requested. If multiple records are requested, be specific as to which exemption(s) apply to each record. **Response is due to requestor as soon as possible, but no later than seven business days.**)

N.J.S.A. 47:1A-1.1

- Inter-agency or intra-agency advisory, consultative or deliberative material
- Legislative records
- Law enforcement records:
 - Medical examiner photos
 - Criminal investigatory records (however, N.J.S.A. 47:1A-3.b. lists specific criminal investigatory information which must be disclosed)
 - Victims' records
- Trade secrets and proprietary commercial or financial information
- Any record within the attorney-client privilege
- Administrative or technical information regarding computer hardware, software and networks which, if disclosed would jeopardize computer security
- Emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein
- Security measures and surveillance techniques which, if disclosed, would create a risk to the safety or persons, property, electronic data or software
- Information which, if disclosed, would give an advantage to competitors or bidders
- Information generated by or on behalf of public employers or public employees in connection with:
 - Any sexual harassment complaint filed with a public employer
 - Any grievance filed by or against an employee
 - Collective negotiations documents and statements of strategy or negotiating
- Information that is a communication between a public agency and its insurance carrier, administrative service organization or risk management office
- Information that is to be kept confidential pursuant to court order
- Certificate of honorable discharge issued by the United States government (Form DD-214) filed with a public agency
- Social security numbers
- Credit card numbers
- Unlisted telephone numbers
- Drivers' license numbers
- Certain records of higher education institutions:
 - Research records
 - Questions or scores for exam for employment or academics
 - Charitable contribution information
 - Rare book collections gifted for limited access
 - Admission applications
 - Student records, grievances or disciplinary proceedings revealing a students' identification
- Biotechnology trade secrets **N.J.S.A. 47:1A-1.2**
- Convicts requesting their victims' records **N.J.S.A. 47:1A-2.2**
- Ongoing investigations of non-law enforcement agencies (must prove disclosure is inimical to the public interest) **N.J.S.A. 47:1A-3.a.**
- Public defender records **N.J.S.A. 47:1A-5.k.**
- Upholds exemptions contained in other State or federal statutes and regulations, Executive Orders, Rules of Court, and privileges created by State Constitution, statute, court rule or judicial case law **N.J.S.A. 47:1A-9**
- Personnel and pension records (however, the following information must be disclosed:
 - An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason for such separation, and the amount and type of any pension received
 - When required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the US, or when authorized by an individual in interest
 - Data contained in information which disclose conformity with specific experiential, educational or medical qualifications required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information **N.J.S.A. 47:1A-10**

N.J.S.A. 47:1A-1

- "a public agency has a responsibility and an obligation to safeguard from public access a citizen's personal information with which it has been entrusted when disclosure thereof would violate the citizen's reasonable expectation of privacy."

Burnett v. County of Bergen, 198 N.J. 408 (2009). Without ambiguity, the court held that the privacy provision "is neither a preface nor a preamble." Rather, "the very language expressed in the privacy clause reveals its substantive nature; it does not offer reasons why OPRA was adopted, as preambles typically do; instead, it focuses on the law's implementation." "Specifically, it imposes an obligation on public agencies to protect against disclosure of personal information which would run contrary to reasonable privacy interests."

Executive Order No. 21 (McGreevey 2002)

- Records where inspection, examination or copying would substantially interfere with the State's ability to protect and defend the State and its citizens against acts of sabotage or terrorism, or which, if disclosed, would materially increase the risk or consequences of potential acts of sabotage or terrorism.
- Records exempted from disclosure by State agencies' proposed rules.

Executive Order No. 26 (McGreevey 2002)

- Certain records maintained by the Office of the Governor
- Resumes, applications for employment or other information concerning job applicants while a recruitment search is ongoing
- Records of complaints and investigations undertaken pursuant to the Model Procedures for Internal Complaints Alleging Discrimination, Harassment or Hostile Environments
- Information relating to medical, psychiatric or psychological history, diagnosis, treatment or evaluation
- Information in a personal income or other tax return
- Information describing a natural person's finances, income, assets, liabilities, net worth, bank balances, financial history or activities, or creditworthiness, except as otherwise required by law to be disclosed
- Test questions, scoring keys and other examination data pertaining to the administration of an examination for public employment or licensing
- Records in the possession of another department (including NJ Office of Information Technology or State Archives) when those records are made confidential by regulation or EO 9.

Other Exemption(s) contained in a State statute, resolution of either or both House of the Legislature, regulation, Executive Order, Rules of Court, any federal law, federal regulation or federal order pursuant to N.J.S.A. 47:1A-9.a.

(Please provide detailed information regarding the exemption from disclosure for which you are relying to deny access to government records. If multiple records are requested, be specific as to which exemption(s) apply to each record.)

REQUEST FOR RECORDS UNDER THE COMMON LAW

If, in addition to requesting records under OPRA, you are also requesting the government records under the common law, please check the box below.

A public record under the common law is one required by law to be kept, or necessary to be kept in the discharge of a duty imposed by law, or directed by law to serve as a memorial and evidence of something written, said, or done, or a written memorial made by a public officer 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:

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 **Township of Roxbury**, 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 **Township of Roxbury**.
5. **You may be charged a 50% or other deposit when a request for copies exceeds \$25.** The **Township of Roxbury** 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 **Township of Roxbury** 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 **Township of Roxbury** 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 **Township of Roxbury** 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.

Construction

From: Diane Crossan
Sent: Wednesday, July 31, 2024 9:19 AM
To: Amy Rhead
Subject: RE: OPRA 20240722-009 Christopher (504 Edith Rd; B11803-L4)
Attachments: 20240722-009.pdf

Here is the response to the above referenced OPRA.
Permit#24-0762 needs a final plumbing and electrical inspection.
Permit #03-1501 needs a final building and electrical inspection.

Diane Crossan

Administrative Assistant
Construction Department
Township of Roxbury
1715 Route 46
Ledgewood NJ 07852



Construction

Property Summary

[Portal](#) | [Refresh](#) | [Open All](#)
[Close All](#)

Owner:	FISCHER, KEITH/AMY P
Location:	504 EDITH RD
Block:	11803
Lot:	4
Lead Parcel:	Yes
Qualifier:	
Zoning:	R-3

▼ About the Owner...

▼ About the Property...

▼ About the Taxes...

▼ Projects...

▲ Construction...

Applications... [Shorten](#)

Permit Issue Date	Control Number	Permit Number	Work Type	Subcodes	Status	Close Date	Certificates	Total Cost	Agent
7/16/2024	C-24-00528	24-0762	Alteration	P E	Open			\$8,225	FRANK MONDSINI JR
REPLACEMENT BOILER									
3/18/2011	C-11-00124	11-0194	Alteration	P	CA and Close Date Issued	7/9/2012	CA	\$170	DIXON BROS, INC.
REPLACE BACKFLOW PREVENTER									
12/15/2003		03-1501	Alteration	B E	Closed with Date	12/16/2003		\$1,108	
INSTALL ONE SUB SLAB VENTILATION SYSTEM									
4/25/2000		00-0362	Alteration	B	CA and Close Date Issued	4/26/2000	CA	\$3,500	
REROOFING/GUTTERS									
4/24/2000		00-0358	Alteration	E	CA and Close Date Issued	4/25/2000	CA	\$1,000	
1-200 AMP SERVICE									
8/28/1997		97-0703	Alteration	P F	CA and Close Date Issued	8/29/1997	CA	\$1,400	
HOT WATER BOILER									
2/17/1993		93-0181	Alteration	B	CA and Close Date Issued	2/18/1993	CA	\$1,500	
RETAINING WALL									

Would you like to add a application to this parcel? [Yes](#)

Inspections... [Shorten](#)

<u>Date</u>	<u>Control Number</u>	<u>Permit Number</u>	<u>Subcode</u>	<u>Type</u>	<u>Inspector</u>	<u>Result</u>	<u>Comment</u>	<u>Result Comment</u>
6/11/2012	C-11-00124	11-0194	Plumbing	Final	Robert O'Connor InActive	Pass		

Violations...

There is no violation data for the selected parcel.

Would you like to add an violation to this parcel? [Yes](#)

Ongoing Applications...

There is no application data for the selected parcel.

Would you like to add an application to this parcel? [Yes](#)

- ▼ **Complaints...**
- ▼ **Land Use...**
- ▼ **Engineering...**
- ▼ **Code Enforcement...**
- ▼ **Fire Prevention...**
- ▼ **Attachments...**
- ▼ **Comments...**

Engineering

From: Patricia Johnson
Sent: Wednesday, July 31, 2024 1:18 PM
To: Amy Rhead
Subject: RE: OPRA 20240722-009 Christopher (504 Edith Rd; B11803-L4)

The Engineering Department does not have any information regarding this request.

Patricia A. Johnson
Executive Assistant, Engineering Department
Township of Roxbury
1715 Route 46, Ledgewood, NJ 07852
973 448-2018

Fire Prevention

From: Mike Pellek
Sent: Wednesday, July 31, 2024 8:59 AM
To: Amy Rhead
Subject: RE: OPRA 20240722-009 Christopher (504 Edith Rd; B11803-L4)

The fire prevention bureau office currently has no records on file for information being requested.

Michael A. Pellek

*Fire Prevention Bureau
Fire Official/Safety Officer*

NJ Certifications:

Fire Official

Fire Investigator

Fire Instructor, Level 2

Incident Management, Level 3

Firefighter 2

Hazmat Operational

Hazardous Materials Incident Commander

CEVO 4 Fire

Township of Roxbury
1715 Route 46
Ledgewood, NJ 07852
Phone: 973-448-2012
pellekm@roxburynj.us

Health

From: Jennifer Shuman
Sent: Wednesday, July 31, 2024 11:09 AM
To: Amy Rhead
Cc: Catherine Wright
Subject: RE: OPRA 20240722-009 Christopher (504 Edith Rd; B11803-L4)

The Health Department has no information on the request of OPRA 20240722-009 Christopher (504 Edith Rd; B11803-L4).

Jennifer Shuman
Deputy Registrar, CMR
Administrative Assistant
Health Department
Township of Roxbury
[72 Eyland Avenue](#)
[Succasunna, NJ 07876](#)
973 448 2028

Planning/Zoning

From: Tracy Osetec
Sent: Wednesday, July 31, 2024 9:51 AM
To: Amy Rhead
Cc: Robyn Lance
Subject: RE: OPRA 20240722-009 Christopher (504 Edith Rd; B11803-L4)
Attachments: 504 Edith Road, Block 11803, Lot 31.pdf

Amy,

Please be advised that a file inspection has been conducted by the Planning/Zoning Department for property known as **(504 Edith Rd; B11803-L4)** where the attached requested documentation has been found.

Regards,



Roxbury Township
1715 Route 46

Ledgewood, NJ 07852
(973) 448-2008

Date Issued:	<u>8/27/2007</u>
Application Number:	<u>ZA-08-07-0413</u>
Application Date:	<u>8/16/2007</u>
Project Number:	_____
Permit Number:	<u>ZP-08-07-0336</u>
Fee:	<u>\$25</u>

Zoning Permit

Worksite: **504 EDITH RD**
Location: **LANDING, NJ 07850**

Block:	<u>11803</u>
Lot:	<u>4</u>
Qualifier:	_____
Zone:	<u>R-3</u>

Owner: **FISCHER, KEITH/AMY P**
Address: **504 EDITH RD**
LANDING, NJ 07850

Applicant: **FISCHER, KEITH/AMY P**
Address: **504 EDITH RD**
LANDING, NJ 07850

Application Approved Date: 8/27/2007

This Certifies that an application for the issuance of a Zoning Permit has been examined.

Use is: Single-Family Residential
Nonconforming Use is: _____

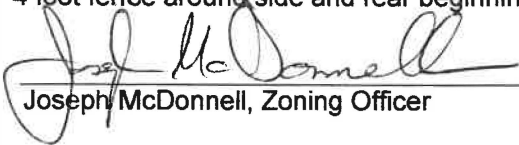
Work Description:
Fence

Upon review it was determined that:

- Use is permitted by Ordinance
- Use is permitted by Variance approved on: _____
- Valid Nonconforming Use is established by
 - Zoning Board of Adjustment
 - Zoning Officer

Additional Comments:

4 foot fence around side and rear beginning at front foundation.


Joseph McDonnell, Zoning Officer

8/27/2007
Date

This zoning permit does not exempt bearer of responsibility to secure a Certificate of Occupancy, Building Permit, Board of Health approvals, Engineering approvals, or other permits as required by Municipal, County, State or Federal agencies. Additional permits will be required from: Engineering Department ____, Health Department: ____, Building Department: ____, Township Clerk: ____

Conditions:

Tax Assessor

From: Jacquie Cardini
Sent: Wednesday, July 31, 2024 8:40 AM
To: Amy Rhead
Cc: Lydia Fariello
Subject: RE: OPRA 20240722-009 Christopher (504 Edith Rd; B11803-L4)

Amy,

We show no pending added assessments at this time.

Thank you,

Jacquie Cardini

Tax/Utility Collector

From: Tina Karnitsky
Sent: Wednesday, July 31, 2024 11:34 AM
To: Amy Rhead
Subject: OPRA 20240722-009 Christopher (504 Edith Rd; B11803-L4)
Attachments: 504 Edith Rd - Open Sewer.pdf; 504 Edith Rd - Property Tax.pdf

There are no open liens/fines/special assessments due on 504 Edith Rd.
3Q 2024 taxes are open. There is open sewer dating back to 2023. Water is current.
See attached.

Tina Karnitsky

Office of Tax Collection/Utilities

Township of Roxbury

1715 Route 46

Ledgewood, NJ 07852

Phone: 973-448-2023

Fax: 973-448-0864

karnitskyt@roxburynj.us

Payment Window

>>

Batc... TK Payment C... 0SL Descript... SEWER UTILITY Payment D... 07/31/2024 Postmark D... 07/31/2024

Account Id: 4494 - 0 Type: RM1 STATE LIHWAP
 Block: 11803 4
 Cert Num: Alternate Id: Notes Exist
 Owner: FISCHER, KEITH/AMY P Prop. Loc: 504 EDITH RD
 Bill To: Service Loc:

	Service	Year	Prd	Principal Balance	Principal Due	Interest	Total Due	Due Date	Disc
<input checked="" type="checkbox"/>	Sewer	2023	3	87.09	87.09	7.84	94.93	07/01/23	
<input checked="" type="checkbox"/>	Sewer	2023	4	140.00	140.00	9.80	149.80	10/01/23	
<input checked="" type="checkbox"/>	Sewer	2024	1	140.00	140.00	7.00	147.00	01/01/24	
<input checked="" type="checkbox"/>	Sewer	2024	2	140.00	140.00	4.20	144.20	04/01/24	
<input type="checkbox"/>	Sewer	2024	3	140.00	140.00	.00	140.00	09/30/24	
<input type="checkbox"/>	Sewer	2024	4	140.00	.00	.00	.00	12/30/24	
<input type="checkbox"/>	Total:			787.09	647.09	28.84	675.93		

Payment Amt: 535.93 Payment Descript: Service Type
 Check 1 Amt: .00 No: Cash Amt: .00 Subtotal
 Check 2 Amt: .00 No: Credit Amt: .00 Interest Date
 Check 3 Amt: .00 No: Change Due: .00 08/16/2024

Payment Window

Batc... TK Payment C... 005 Descript... TAX Payment D... 07/31/2024 Postmark D... 07/31/2024

Block: 11803

Lot: 4 STATE LIHWAP

Qual: Cert Num:

Owner: FISCHER, KEITH/AMY P Prop. Loc: 504 EDITH RD

Acct Id: 00008163 Bank Code: 00660 CORELOGIC

Type	Year	Prd	Prin Bal	Prin Due	Interest	Total Due	Code	Due Date
Tax	2024	3	1,783.39	1,783.39	.00	1,783.39	005	08/01/24
Tax	2024	4	1,783.39	.00	.00	.00	005	11/01/24
Tax	2025	1	1,755.93	.00	.00	.00	005	02/01/25
Tax	2025	2	1,755.92	.00	.00	.00	005	05/01/25
Total:			7,078.63	1,783.39	.00	1,783.39		

Payment Amt: Payment Descript:

Check 1 Amt: No: Cash Amt:

Check 2 Amt: No: Credit Amt: 07/31/2024

Check 3 Amt: No: Change Due: