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December 9, 2025

Via email

John Certo

opra+request-83839-fe1e0899@requests.opramachine.com

Re: Open Public Record Act ("OPRA") Request

Dear Mr. Certo:

Please be advised that my office represents the Borough of Matawan ("Borough"). Please accept this correspondence in response to the Open Public Records Act ("OPRA") request you submitted to the Borough.

You requested the following records:

I request all records, documents, communications, spreadsheets, financial analyses, emails, memos, notes, and internal correspondence related to debt service, financial projections, tax impact analysis, bonding strategy, and financial decision-making within the Borough of Matawan from January 1, 2024 to the present. This includes all discussions of debt management, risks, red flags, and financial concerns. This request includes but is not limited to the following:

1. All internal financial communications:

- All emails, letters, memos, notes, and internal correspondence between the Mayor, Councilmembers, Borough Administrator, Municipal Clerk, CFO, Finance staff, Auditor, Bond Counsel, Redevelopment Counsel, cannabis counsel, and any outside consultant discussing financial conditions, debt capacity, tax impact, bonding, repayment schedules, or financial risk.*

2. All records related to Bond Ordinances 25-18 and 25-19:

- *All spreadsheets, calculations, worksheets, drafts, financial models, and projections used to evaluate debt service, tax impact, or financing options.*
- *All internal concerns, warnings, objections, or red flags raised regarding these ordinances.*
- *All versions of presentations, charts, or explanatory documents created for the governing body or public.*

3. *All communications with financial professionals:*

- *All correspondence with the Auditor, Bond Counsel, outside financial advisors, rating agencies, or any consultant relating to debt, bonding, tax levy impact, financial stability, or municipal creditworthiness.*
- *All communications related to formal or informal financial warnings or risk assessments.*

4. *All financial risk or red-flag documents:*

- *Any internal or external report identifying financial vulnerabilities, debt limits, potential defaults, tax impact risks, or concerns regarding increased debt load.*
- *Any documents withheld from public meetings or not shared with taxpayers.*

5. *All communications about public messaging regarding debt:*

- *All emails, drafts, or discussions about how to present debt, tax impact, bonding, or financial information to the public or media.*
- *All discussions of how to describe or “frame” the financial impact in public meetings, newsletters, or digital communications.*

6. *All financial analyses involving new bonding or debt assumptions:*

- *All spreadsheets and internal or external calculations including amortization schedules, payment tables, principal and interest projections, tax rate implications, and multi-year financial modeling.*
- *All revised or updated calculations.*

7. *All communications involving financial disputes:*

- *Any disagreements, disputes, or concerns raised between the CFO, Auditor, BA/CAO, Bond Counsel, Redevelopment Counsel, cannabis*

counsel, or elected officials regarding debt, bonding, budgets, or financial decisions.

8. *All legal communications involving financial matters:*

- *All attorney communications regarding fiscal issues, bond ordinances, tax impact, debt risk, property acquisition, redevelopment financing, cannabis business financial impacts, or potential financial exposure.*
- *All attorney billing entries related to financial matters.*

9. *All drafts, studies, and internal notes:*

- *All working papers, handwritten notes, analysis drafts, and financial planning documents.*
- *All documents transmitted to or from elected officials regarding the Borough's financial position.*

This request applies to ALL attorneys, consultants, auditors, cannabis counsel, bond counsel, financial advisors, and outside professionals who performed work for or communicated with the Borough regarding financial matters. Records held by outside consultants or outside attorneys are government records and must be retrieved and produced in full compliance with OPRA.

Pursuant to N.J.S.A. 47:1A-5(i), please be advised that **the Borough requires a three (3) week extension of time to respond.** Your request spans a large number of record types and custodians, including communications among elected officials, the Administrator, CFO and Finance Department, Auditor, Bond Counsel, Redevelopment and Cannabis Counsel, financial consultants, and other outside professionals. It further seeks spreadsheets, financial models, draft analyses, bonding calculations, internal concerns or “red flags,” attorney communications, and documents related to Bond Ordinances 25-18 and 25-19.

To respond appropriately, the Borough must coordinate searches across several departments and external professionals and then conduct a detailed review of any potentially responsive materials. Many categories, such as draft financial analyses, internal notes, risk assessments, attorney–client communications, work product, bonding strategy discussions, and executive-session topics, require a careful legal analysis to determine whether they are disclosable or exempt under OPRA. Records involving attorneys, auditors, bond counsel, and consultants will require heightened privilege review, and any responsive spreadsheets or technical documents must be evaluated for sensitive financial content.

Due to the scope of this request, the involvement of multiple outside professionals, and holiday-related staffing limitations, the Borough anticipates providing an initial response or

production by **December 31, 2025**, which also accounts for holiday-related staffing limitations and office closures.

Please contact this office with any questions or if you wish to narrow your request to help expedite processing.

Sincerely,

/s/ Veronica A. Acevedo

Veronica A. Acevedo, Esq.