



350 Hudson Ave, Twp. of Washington, NJ 07676-4799, Tel: 201-664-4425 Fax 201-664-8281
Office of the Township Clerk, Susan Witkowski



August 22, 2025/OPRA 431

Concerned Resident
opra+request-79440-4b86ae7b@requests.opramachine.com

Concerned Resident,

The Township of Washington received your Open Public Records Act (OPRA) request on August 12, 2025. The official Records Custodian, Susan Witkowski, received your OPRA request on August 12, 2025. The deadline to respond to your request August 21, 2025.

OPRA allows public agencies to impose special service charges whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this section is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or when fulfilling a request requires an extraordinary expenditure of time and effort. See N.J.S.A. 47:1A-5.c. Special service charges must be based upon the actual direct cost of providing the copy or copies.

OPRA mandates that the requestor shall have the opportunity to review and object to the charge prior to it being incurred. See N.J.S.A. 47:1A-5.c. As such, a detailed estimate is provided below:

Police Department – surveillance video/body worn camera/ videos of persons being interviewed

Corporal rate: \$74.73 per hour

17 hours 36 minutes x \$74.73 redaction rate

TOTAL ESTIMATED SPECIAL SERVICE CHARGE AMOUNT DUE: \$1,315.41

(cash or checks made payable to: Twp. of Washington, we do not accept credit cards)

Kindly respond in writing with your acceptance or rejection of this estimated charge. We will not begin to process this request until we receive your written acceptance and deposit in the amount of \$657.71.

*There may be additional charges for documentation which is responsive to the request to be reviewed, copied, redacted, scanned and sent/picked up.

If you reject the estimated charge and you wish to challenge the special service charge, you have a right to challenge the decision. 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 P.O. 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 GRC 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.

Sincerely,

/s/ Susan Witkowski

Susan Witkowski, RMC
Township of Washington
switkowski@twpofwashington.us
201-664-4425