



Police Department
Township of West Milford
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SHANNON SOMMERVILLE
CHIEF OF POLICE

December 19, 2025

Amy Kim

Via email: opra+request-84374-7494dfb6@requests.opramachine.com

Notice of Special Service Charge for OPRA 2025-1282

The Township of West Milford is in receipt of your OPRA requested dated **December 15, 2025.**

****NOTE**** This Special Service Charge is **ONLY** for the redaction of records being sought; **“Arrest Log / Booking Report detailing the numbers of arrests, type of charges, and date and time of arrest made by your department from 1/1/2025 to 12/15/2025”.**

Please be advised that due to the number of records available to be reviewed and redacted, the production of the records in this request will require an estimated **2** hours to complete.

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:

The employee with the training to review and redact the requested record is Lucy Sanchez and their direct hourly rate of pay minus fringe benefits is **\$29.99**. The number of hours estimated to complete this request is **2** hours. The total estimated special service charge is **\$59.98= (\$29.99 x 2 hours)**. ***This special service charge is in addition to any other fees allowed by law as pertinent. See N.J.S.A. 47:1A-5.b.***

We will not begin to process any part of this OPRA request until we receive your response. Upon written acceptance **and** 50% of the required fee we will begin to process the full request. Payments must be submitted to the Municipal Clerk's Office. If you decline this special service charge, please indicate so in your response.

Kindly respond in writing with your acceptance or rejection of this estimated charge. Please

advise within **10** days or we will deem this OPRA Request to be closed.

***AGENCY
USE ONLY***

D Declined - Process OPRA Request WITHOUT footage

D Accepted - Process OPRA Request WITH footage

D Payment Processed - ☐Cash ☐Check#_____ ☐Money Order