



BOROUGH OF HADDON HEIGHTS
MUNICIPAL BUILDING
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PHONE: 856-547-7164 • FAX: 856-547-5259



ZACHARY HOUCK, MAYOR
October 13, 2022

Patrick Duff

Dear Mr. Duff:

The Borough of Haddon Heights received your Open Public Records Act (OPRA) request on October 5, 2022.

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 terms of your OPRA request produced 209 emails, including attachments. These correspondences need to be pulled, printed and reviewed for withholding under the delineated OPRA exemptions and/or redacted.

It is estimated that each e-mail will conservatively take 5 minutes to review, for a total of 17.4 hours. The lowest level employee capable of fulfilling the request is an administrative assistant who has a direct hourly rate of \$18.08 for a total special service charge of \$314.59.

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. In addition, if you would like to clarify or narrow your request, please let me know.

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,

Kelly Santosusso / Jy
Kelly Santosusso

Borough of Haddon Heights