



350 Hudson Ave, Twp. of Washington, NJ 07676-4799, Tel: 201-664-44256 Fax 201-664-8281
Office of the Township Clerk, Susan Witkowski



September 18, 2024/OR415

Sent electronically to: opra+request-66760-e08aeae@requests.opramachine.com
Alliefalcone

Dear Allieflacone,

The Township of Washington received your Open Public Records Act (OPRA) request on Tuesday, September 17, 2024. The official Records Custodian, Susan Witkowski, received your OPRA request on Tuesday, September 17, 2024. As such, the seven (7) business day deadline to respond to your request is September 26th. This response to your request is being provided to you on the 1st business day after the custodian's receipt of said request.

Your OPRA request sought access to the following:

Records requested:

all email, written, and other communications between personnel, employees, officials, volunteers, and representatives associated with the township and personnel, officials, employees, representatives of any company, business, or organization that was involved in the construction of the emergency services building.

Please provide the following information for the above portion of the request.

- specific job titles
- specific subject matter
- reasonable time period

as well as

Construction documents (plans, drawings, specification manuals, as-built drawings and manuals) that were used for the construction.

Meeting minutes for all contractor and owner meetings throughout the duration of the project.

All project schedules and updates throughout the duration of the project.

Any safety manager updates throughout the duration of the project.

List of all punch list items and when they were completed.

Final Inspection report.

Currently, your request fails to identify with reasonable clarity the specific government records sought, as is required by Bent v. Stafford Police Department, 381 N.J. Super. 30, 37 (App. Div. 2005). At this time, we request clarification of your OPRA request. Please respond in writing and identify the specific government records sought so that we may process your request. Failure to provide written clarification of your request will result in the closure of this OPRA request.

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 [insert name of agency] 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 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,



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