

Susan Witkowski

From: alliefalcone <opra+request-67043-e2e61f3e@requests.opramachine.com>
Sent: Monday, October 14, 2024 1:37 PM
To: Town Clerk
Subject: Internal review of OPRA request - Emails to/from new emergency building construction

Caution: External E-mail

Dear Washington Township (Bergen),

Response to this request is delayed. By law, Washington Township (Bergen) should normally have responded promptly and by October 02, 2024 (details) - the extension deadline for the emails request was last week.

Yours faithfully,

alliefalcone

Please use this UNIQUE email address for all replies to this request and no other:
opra+request-67043-e2e61f3e@requests.opramachine.com

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Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.



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



October 10, 2024/OPRA 531-Part 2 of 2

Alliefalcone

Sent electronically to: alliefalcone <opra+request-66760-e08aceae@requests.opramachine.com>

Dear Alliefalcone,

The Township of Washington received your Open Public Records Act (OPRA) request on September 23, 2024. The official Records Custodian, Susan Witkowski received your OPRA request on September 23, 2024. As such, an extension was requested to respond to your request is October 11, 2024.

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:

Municipal Clerk \$55.71 per hour/3 hours

Assistant to the Clerk/\$30.00 per hour/1 hour

Cost of reams of paper/TBD

TOTAL ESTIMATED SPECIAL SERVICE CHARGE AMOUNT DUE: \$197.13 + cost of paper

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

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.

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,

Susan Witkowski, RMC

Township of Washington

switkowski@twpofwashington.us

201-664-4425



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



October 10, 2024/OR-531/Part 1 of 2

Alliefalcone

Via email: alliefalcone <opra+request-66760-e08aeae@requests.opramachine.com>

Ms. Falcone,

The Township of Washington received your Open Public Records Act (OPRA) request on September 23, 2024. The official Records Custodian Susan Witkowski received your OPRA request on September 23, 2024. As such, the seven (7) business day deadline to respond to your request was October 9, 2024.

Your OPRA request sought access to the following:

Please see attached copy of your request and my letter of October 2, 2024

Your request requires additional time to fulfill because the response is many documents to review. OPRA allows custodians to seek extensions of time pursuant to N.J.S.A. 47:1A-5.i. Specifically, OPRA states that, "the requestor shall be advised by the custodian when the record can be made available. If the record is not made available by that time, access shall be deemed denied.

It is anticipated that this will create a voluminous number of responsive records, we reserve the right to implement a special service charge once the initial search has been completed.

Your request requires an extension of time until October 25, 2024.

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 Township of Washington 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



E-MAILED
10/2/24

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



October 2, 2024/OR-531

Via email: alliefalcone <opra+request-66760-e08aeae@requests.opramachine.com>

Ms. Falcone,

The Township of Washington received your Open Public Records Act (OPRA) request on September 23, 2024. The official Records Custodian Susan Witkowski received your OPRA request on September 23, 2024. As such, the seven (7) business day deadline to respond to your request was October 2, 2024, 2024. This response to your request is being provided to you on the 7th business day after the custodian's receipt of said request.

Your OPRA request sought access to the following:

Please see attached copy of request(s)

Your request requires additional time beyond the seven (7) business days to the information to respond to your request. OPRA allows custodians to seek extensions of time pursuant to N.J.S.A. 47:1A-5.i. Specifically, OPRA states that, "the requestor shall be advised by the custodian when the record can be made available. If the record is not made available by that time, access shall be deemed denied.

Your request requires an extension of time until October 11, 2024. In speaking with our IT vendor, the search is been ongoing. The time frame requested is between June 2018 and June 2023, and using domain names not by specific email addresses is taking longer.

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 Township of Washington 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

Susan Witkowski

OR-531

From: alliefalcone <opra+request-66760-e08aeae@requests.opramachine.com>
Sent: Monday, September 23, 2024 12:55 PM
To: Susan Witkowski
Subject: Internal review of OPRA request - Construction of (new) emergency services building

Caution: External E-mail

Dear Sue,

im sorry but i too am unsure at this point how else to clarify my request.

the best rephrase of my request i can offer in the interim is the below:

(subject matter) any email or other communication in your possession or appearing in your email server, pertaining to the construction project described at the website accessed by https://urldefense.proofpoint.com/v2/url?u=https-3A__www.twpofwashington.us_page_ems-2Dbuilding-2Dplan&d=DwICaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_Cdp gnVfiiMM&r=kWEZ-SDFNWNvC61aTepK3GZHgR6Z5Xcqeof43_u-woA&m=1ThEhAar0C0fCuK14XUPC2T_cxmAL2Sn25KImn1ynEzY-TrcQK6keTGK5mbqXWTM&s=3d86-0HzY4SpGt-suujCCUQDm6qyqu2fb0IEGz6uSEA&e= , which is the link you provided me previously.

that is sent by

(persons) any owner, shareholder, officer/official, person in a managerial or supervisory title, architect, engineer employed by Tekcon Construction, Robbie Conley Architect , Boswell Engineering, Azzolina Engineering, or any other person or entity listed in the "EMS Building Spending History" column on the https://urldefense.proofpoint.com/v2/url?u=https-3A__www.twpofwashington.us_page_ems-2Dbuilding-2Dplan&d=DwICaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_Cdp gnVfiiMM&r=kWEZ-SDFNWNvC61aTepK3GZHgR6Z5Xcqeof43_u-woA&m=1ThEhAar0C0fCuK14XUPC2T_cxmAL2Sn25KImn1ynEzY-TrcQK6keTGK5mbqXWTM&s=3d86-0HzY4SpGt-suujCCUQDm6qyqu2fb0IEGz6uSEA&e= website

in the time frame as previously specified.

your request for clarification seems to practically expect that i already am aware of the contents of the email exchanges i am requesting. if i had already seen/read these communications, then why would i need to request them to begin with?

again, I'm sorry but the above is the best i can provide in the meantime.

Yours sincerely,

alliefalcone

-----Original Message-----

Dear Ms. Falcone,

Thank you for the further clarification of the email exchanges. I would respectfully request you to be more specific as to the names of the contractors/subcontractors and any representative of a contractor/subcontractor so I may request a search (need key words/names) to be done of our email server by our IT in order to complete this request. The subject matter and date range have been received which I thank you for.

Sue

Susan Witkowski, RMC
Twp. of Washington (Bergen County)
350 Hudson Avenue
Township of Washington, NJ 07676
Phone: 201-664-4425
Fax: 201-664-8281
[email address]

visit our website at https://urldefense.proofpoint.com/v2/url?u=http-3A__www.twpofwashington.us&d=DwICaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_Cdp gnVfiiMM&r=kWEZ-SDFNWNvC61aTepK3GZHgR6Z5Xcqeof43_u-woA&m=1ThEhAar0C0fCuK14XUPC2T_cxmAL2Sn25Kl m n1ynEzY-TrcQK6keTGK5mbqXWTM&s=jn2cjuV6VFqglGJURoAKkRvaNV9hvaelKxvvMxFOKD8&e=

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Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

Susan Witkowski

OR-531

From: alliefalcone <opra+request-67043-e2e61f3e@requests.opramachine.com>
Sent: Monday, September 23, 2024 10:41 AM
To: Town Clerk
Subject: OPRA request - Emails to/from new emergency building construction

RECEIVED

SEP 23 2024

TOWNSHIP CLERK

Caution: External E-mail

Dear Washington Township (Bergen),

Please accept this electronic request for public records made under OPRA and the common law right of access. I am not required to fill out an official form or use a particular software platform to submit my request per NJSA 47:1A-6(f), which states that an email from a requestor including all of the information required on the adopted form shall suffice in place of a completed form as a valid government record request.

I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

I WILL NOT use the requested government records for a commercial purpose.

I AM NOT seeking records in connection with a legal proceeding.

Records requested:

email exchanges to/from contractors, subcontractors, and any representative of a contractor/subcontractor, sent/received within the time frame of June 2018 to June 2023, with subject matters relating to the construction of the emergency services building and the useage thereof

My preferred delivery method for response(s) to this request is by E-mail as attachments. Please confirm you have received this request. If you are not the custodian of records, please forward my request to that person and provide their email address to me for future reference.

Yours faithfully,

alliefalcone

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

opra+request-67043-e2e61f3e@requests.opramachine.com

Is townclerk@twpofwashington.us the wrong address for OPRA requests to Washington Township (Bergen)? If so, please contact us using this form:

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"OPRAMachine's mission is to give people easy and affordable access to New Jersey public records.

For more information, contact us at: (732) 707-1628 or PO Box 3180, New Brunswick, NJ 08903."
