



Mail to:

James L. Plosia, Jr.
Jonathan F. Cohen
Donald S. Dinsmore
Veronica A. Acevedo

51 Gibraltar Drive,
Suite 3B
Morris Plains, NJ 07950
(908) 888-2547 (p)
(908) 888-2548 (f)
www.pclawnj.com

Monmouth County:
1129 Broad Street
Shrewsbury, NJ 07702

December 9, 2025

Via email

John Certo

opra+request-83837-e7e9fdf6@requests.opramachine.com

Re: Open Public Record Act ("OPRA") Request

Dear Mr. Certo:

Please be advised that my office represents the Borough of Matawan ("Borough"). Please accept this correspondence in response to the Open Public Records Act ("OPRA") request you submitted to the Borough.

You requested the following records:

I request all executive session minutes of the Borough of Matawan from January 1, 2025 to the present. This request includes:

- 1. All adopted executive session minutes.*
- 2. All draft executive session minutes.*
- 3. All redacted versions of executive session minutes.*
- 4. All unredacted versions to the extent legally permissible.*
- 5. All certifications, memoranda, logs, or statements documenting what portions of the minutes were redacted and the reasons for redaction.*

Pursuant to N.J.S.A. 47:1A-5(i), "in the event a records custodian is unable to fulfill a records request due to unforeseen circumstances or circumstances that otherwise reasonably necessitate additional time to fulfill the records request, the custodian shall be entitled to a reasonable extension of any response deadline and shall notify the requestor of the time extension within seven business days after receiving the request."

Your request involves executive session records that must be located across multiple meeting dates and reviewed individually to determine (1) whether the minutes have been formally adopted, (2) what portions remain confidential under the Open Public Meetings Act (N.J.S.A. 10:4-12), and (3) what, if any, content may be released in redacted form. Draft executive session minutes and unadopted minutes also require additional legal review to determine whether disclosure is appropriate. Accordingly, **the Borough requires a three (3) week extension** to conduct the necessary searches, review records

Because each set of minutes must be retrieved, compared against adopted versions, and evaluated for applicable exemptions, including attorney-client privilege, personnel privacy, pending litigation confidentiality, and statutory OPMA protections, the Borough is unable to complete its review within OPRA's seven-business-day response period. Accordingly, the Borough anticipates providing an initial response or production by **December 31, 2025**, which also accounts for holiday-related staffing limitations and office closures.

Should you wish to limit the scope of your request, whether by date range or document type, please inform us, as this may facilitate a more efficient response. We appreciate your understanding.

If you have any questions or require further clarification, feel free to contact this office.

Sincerely,
/s/ Veronica A. Acevedo
Veronica A. Acevedo, Esq.