

BOROUGH OF BLOOMINGDALE



OFFICE OF:
BREEANNA SMITH, RMC/CMR
MUNICIPAL CLERK

PHONE: (973) 838-0778 x-239
FAX (973) 838-5115
bsmith@bloomingdalenj.net

MUNICIPAL OFFICE
101 HAMBURG TURNPIKE
BLOOMINGDALE, NEW JERSEY 07403

September 26, 2025

Alexis Moore opra+request-80831-ef42917a@requests.opramachine.com

RE: OPRA 2025-277 Special Service Charge

Dear Alexis Moore,

The Borough of Bloomingdale received your Open Public Records Act (OPRA) request on September 15, 2025. After communication to clarify the request, the following was the final OPRA request:

1. Copies of any written performance evaluations, feedback reports, or correspondence (emails, letters or memos) from Michael Carrelli & Paula Cozzarelli to or from Michael Sondermeyer, Jonathan Dunleavy & dpw@bloomingdalenj.net. Subjects of correspondence to include: contract, feedback, performance, police vehicles, Pompton Lakes agreement, & service from January 1, 2019 through September 17, 2025 (current date).
2. Copies of any performance review documents or internal memos evaluating the service provided under the vehicle maintenance contract during the 2019-2024 contract period and the current shortened contract ending December 31, 2025
3. Any complaints or commendations reviewed by the Borough of Pompton Lakes regarding Bloomingdale's performance under this contract during the above time period

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.

It has been determined that special charges are necessary for the preparation of the response to this OPRA request. Our IT consultant conducted a search of the Borough's Microsoft Exchange software using the items requested in #1. The search resulted in 11,781 records. An extraordinary expenditure of time and effort is necessary due to the volume of records.

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:

www.bloomingdalenj.net

The lowest paid employee with the training to review and redact the requested records is the Administrative Assistant. The total estimated special service charge is based off the administrative assistant's direct hourly rate of pay [minus fringe benefits] for the current year for all time exceeding four (4) hours. The total estimated special service charge is time over 4 hours x \$31.67.

The total estimated time for the response is 196.35 hours. Therefore, the special service charge for this request is 192 hours x \$31.67 which totals **\$6,080.64**. A more detailed estimate is attached.

Kindly respond in writing with your acceptance or rejection of this estimated charge. If you would like to narrow your request, please contact our office in order to do so. We will not begin to process this request until we receive your written acceptance. Upon written acceptance and receipt of a deposit of 50% of the required fee, we will begin to process the request. Payments must be submitted to the Municipal Clerk's Office made payable to the Borough of Bloomingdale. If you decline this special service charge, please indicate so in your response and we will not process your request for #1 listed above. **If a response is not received within 10 days, then this OPRA request will be deemed as closed.**

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.

Respectfully,

A handwritten signature in black ink, appearing to read 'B. Smith', with a stylized flourish at the end.

Breeanna Smith, Municipal Clerk
Borough of Bloomingdale

OPRA 2025-277

SPECIAL SERVICE CHARGE

Estimating 1 minute to review 11,781 potential responsive records

Total: 11,781 minutes/ 60 minutes = 196.35 hours

196.35 hours – 4.35 hours = 192 hours

SPECIAL SERVICE CHARGE CALCULATION:

192 hours X \$31.67* = \$6,080.64

**based on salary of the administrative assistant as of 9/26/2025*