



January 28, 2026

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www.gibbsborotownhall.com

OPRA Machine (*via email only*)

Re: Open Public Records Act

Dear OPRA Machine:

The Borough of Gibbsboro Records Custodian received your request for records pursuant to the Open Public Records Act (OPRA) and common law right of access on January 20, 2026. Accordingly, the initial seven (7) business day deadline to respond to your request under OPRA is January 29, 2026. This response is being provided on the sixth day after your request.

Your records request was as follows:

Records requested:

1. Any financial records, budgets, accounting documents, or bank statements related to the Gibbsboro Community Garden from January 1, 2020 to present.
2. Documentation of fundraiser proceeds (including Irish potato candy sales) and how those funds were used.
3. Any agreements, contracts, or memoranda of understanding between the Borough of Gibbsboro and the Gibbsboro Community Garden.
4. Borough Council or committee meeting minutes where the Gibbsboro Community Garden was discussed, from January 1, 2020 to present.
5. Any documentation of the Gibbsboro Community Garden's nonprofit status, including IRS determination letter, EIN, or 501(c)(3) certification.

A search of our available records shows that the following records respond to your request:

1. In response to your request for financial records, a transaction audit trail of deposits and payments is being provided from 1/1/20 to present.
2. In response to your request for documents related to fundraisers, no records.
3. In response to your request for agreements, contracts, or MOU's, no records.
4. In response to your request for meeting minutes where the Community Garden was discussed, there are no records. However, a key word search did reveal mention of the "community garden" in the following meeting minutes (which are available on the Borough's website: <https://gibbsborotownhall.com/council-minutes/>) from 2021-present.

The minutes from 2020 are being provided.

- a. 2020 - 2/12/20 & 12/9/20
- b. 2021 - 7/14/21
- c. 2022 - 6/8/22 & 10/12/22
- d. 2023 - 5/9/23 & 9/12/23
- e. 2024 - 1/2/24 & 12/10/24
- f. 2025 - 3/26/25, 4/15/25 & 12/22/25

5. In response to your request for the Community Garden's non-profit status, no records.

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 Borough of Gibbsboro 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.

Very truly yours,

Amy C. Troxel, RMC
Borough Clerk
Borough of Gibbsboro