



STEINHARDT
CAPPELLI
TIPTON &
TAYLOR LLC

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December 28, 2020

VIA Email (opra+request-19030-7bf3ee13@requests.opramachine.com)

William Sosis

**Re: December 14, 2020 OPRA Request
Request for Extension and Clarification**

Dear Mr. Sosis:

I hope you are doing well during these holidays. As you are aware, this Firm serves as general counsel to the Town of Hackettstown ("Town"). Kindly accept this letter in regard to your Open Public Records Act, N.J.S.A. 47:1A-1 et seq. ("OPRA"), dated December 14, 2020. As you recall, you requested the following to be provided in an electronic format:

[1]. For the period January 1, 2019 to the present, copies of open and closed session meeting minutes related to the proposed slaughterhouse;

[2]. For the period January 1, 2019 to the present, audio recordings of meetings related to the proposed slaughterhouse;

As you are aware, the Town is not required to research its files to determine which meetings the Council, Land Use Board, or Board of Health discussed the proposed slaughterhouse. Therefore, the Town can provide copies of all of its meeting minutes from January 1, 2019 to the present. Additionally, the Town can provide the audio recordings of each of its meetings from January 1, 2019 to the present, however, it cannot do so electronically. Instead, the Town can burn the audio recordings onto a CD. To do so, there will be a cost of \$1 per CD. Based upon the number of meetings, the Town anticipates a cost of \$75. Please advise whether you accept this charge.

Alternatively, the cost may be reduced if you (1) provide the specific dates of the meetings you wish to obtain the audio recordings; or (2) narrow the time frame of the meetings requested, *e.g.*, January 1, 2020 to present.

If you have any questions, do not hesitate to call me to discuss.

Very truly yours,

/s/ Katharine A. Fina

Katharine Fina

cc. Bill Kuster, Town Clerk