



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



January 20, 2026/OPRA 23

Concerned Taxpayer

Via email: opra+request-84837-c5c2c0f3@requests.opramachine.com

Concerned Taxpayer,

The Township of Washington received your Open Public Records Act (OPRA) request on January 5, 2026. The official Records Custodian Susan Witkowski received your OPRA request on January 5, 2026. Clarification was requested on Friday, January 9, 2026, clarification received on Monday, January 12, 2026. As such, the seven (7) business day deadline to respond to your request is January 21, 2026. This response to your request is being provided to you on the 6th business day after the custodian's receipt of said request.

Your OPRA request sought access to the following:

1. A copy of the ordinance or resolution establishing the LOSAP, and any subsequent amendments, for the years **2000 through 2025**.
2. Copies of the ballot question materials (explanatory statements) and results for any referendum relating to the LOSAP, as required under N.J.S.A.40A:14-185(c) and N.J.A.C. 5:30-14.5.
3. Annual budget records showing the line item appropriation for LOSAP contributions for each fiscal year **2000-2025**.
4. Records of actual contribution amounts made by the sponsoring agency (municipality/fire district) for each year **2000-2025**, inclusive.
5. Certification lists submitted by the volunteer emergency service organization(s) to the sponsoring agency for each calendar year **2000-2025** showing the members who met eligibility and qualified for an award under the LOSAP.
6. The point-system schedule or policy document for the LOSAP for each year **2000-2025** specifying the point categories, minimum points required, vesting requirements, and rules for prior service credit.

7. Audit reports, independent reviews, agreed upon procedures, or internal financial reviews relating to the LOSAP program in the years **2000-2025**.
8. Any policy or procedural documents (including participant agreements or joinder agreements) used by the plan administrator for the LOSAP for the years **2000-2025**.
9. All available account-level records relating to LOSAP accounts administered or sponsored by the municipality/fire district for the years **2000-2025**, including annual statements, contribution records, forfeitures, adjustments, and transfers.
10. All documents or records related to LOSAP vesting and vestiture, including lists of vested participants, vesting schedules, vesting determinations, and any records showing forfeited or partially vested accounts, for the years **2000-2025**.
11. Copies of all enrollment, sign-up, and registration forms used in connection with the municipality's LOSAP program for the period **2000 through 2025**.

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.

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 Wednesday, February 18, 2026.

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,

/s/ Susan Witkowski

Susan Witkowski, RMC
Township of Washington
switkowski@twpofwashington.us
201-664-4425

OR-23 .

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

From: Concerned Taxpayer <opra+request-84837-c5c2c0f3@requests.opramachine.com>

Sent: Friday, January 2, 2026 12:57 PM

To: Town Clerk <townclerk@twpofwashington.us>

Subject: OPRA request - Losap 2000-25

RECEIVED

JAN - 5 2026

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:

1. A copy of the ordinance or resolution establishing the LOSAP, and any subsequent amendments, for the years **2000 through 2025.**
2. Copies of the ballot question materials (explanatory statements) and results for any referendum relating to the LOSAP, as required under N.J.S.A. 40A:14-185(c) and N.J.A.C. 5:30-14.5.
3. Annual budget records showing the line item appropriation for LOSAP contributions for each fiscal year **2000-2025, inclusive.**
4. Records of actual contribution amounts made by the sponsoring agency (municipality/fire district) for each year **2000-2025,** inclusive.
5. Certification lists submitted by the volunteer emergency service organization(s) to the sponsoring agency for each calendar year **2000-2025** showing the members who met eligibility and qualified for an award under the LOSAP.
6. The point-system schedule or policy document for the LOSAP for each year **2000-2025** specifying the point categories, minimum points required, vesting requirements, and rules for

prior service credit.

7. Audit reports, independent reviews, agreed upon procedures, or internal financial reviews relating to the LOSAP program in the years **2000–2025**.

8. Any policy or procedural documents (including participant agreements or joinder agreements) used by the plan administrator for the LOSAP for the years **2000–2025**.

9. All available account-level records relating to LOSAP accounts administered or sponsored by the municipality/fire district for the years **2000–2025**, including annual statements, contribution records, forfeitures, adjustments, and transfers.

10. All documents or records related to LOSAP vesting and vestiture, including lists of vested participants, vesting schedules, vesting determinations, and any records showing forfeited or partially vested accounts, for the years **2000–2025**.

11. Copies of all enrollment, sign-up, and registration forms used in connection with the municipality's LOSAP program for the period **2000 through 2025**.

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,

Concerned Taxpayer

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

opra+request-84837-c5c2c0f3@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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[5i8gmAJkIK2gbdp3OkjnachpSyzbt4mgGEVOBeitG_cC643rNX&s=ddddCcK0xvclBNP_LlvxzusQq7arhwc2BMGQQVkJcfcg&e=](https://urldefense.proofpoint.com/v2/url?u=https-3A_opramachine.com_help_officers&d=DwlFaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_Cdp gnVfiiMM&r=xe6LILGY4fBqf2qF2SfWyQPyzkOmFj7ck01xsbil5ts&m=qGaiDIUWcikyl-5i8gmAJkIK2gbdp3OkjnachpSyzbt4mgGEVOBeitG_cC643rNX&s=ddddCcK0xvclBNP_LlvxzusQq7arhwc2BMGQQVkJcfcg&e=)

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View this OPRA request & responses online:

https://urldefense.proofpoint.com/v2/url?u=https-3A_opramachine.com_request_losap-5F2000-5F25&d=DwlFaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_Cdp gnVfiiMM&r=xe6LILGY4fBqf2qF2SfWyQPyzkOmFj7ck01xsbil5ts&m=qGaiDIUWcikyl-5i8gmAJkIK2gbdp3OkjnachpSyzbt4mgGEVOBeitG_cC643rNX&s=NdqSSVXXQT9wfZVs_CG32qrcTxU6zFOehWEk-QxwRRo&e=

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.

"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."

Susan Witkowski

OR-23 Clarification.

From: Susan Witkowski
Sent: Monday, January 12, 2026 9:17 AM
To: Concerned Taxpayer
Subject: RE: OPRA request - Losap 2000-25

RECEIVED

JAN 12 2026

TOWNSHIP CLERK

Concerned Taxpayer,
Thank you for your response, however, only Fire and Ambulance are eligible for LOSAP. I will proceed for those two departments.
Sue

Susan Witkowski, RMC
Township Clerk
Twp. of Washington (Bergen County)
350 Hudson Avenue
Township of Washington, NJ 07676
Phone: 201-664-4425
Fax: 201-664-8281
clerk@twpofwashington.us
visit our website at www.twpofwashington.us

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

From: Concerned Taxpayer <opra+request-84837-c5c2c0f3@requests.opramachine.com>
Sent: Friday, January 9, 2026 1:35 PM
To: Susan Witkowski <switkowski@twpofwashington.us>
Subject: RE: OPRA request - Losap 2000-25

Caution: External E-mail

Dear Susan Witkowski,

please furnish records for your fire rescue police ambulance oEM cert dpw and other relevant departments.

Yours sincerely,

Concerned Taxpayer

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

Concerned Taxpayer,
The Township of Washington, Bergen County, has received your OPRA request below.
Please specify which organizations you are requesting.
Thank you.

Susan Witkowski, RMC
Township Clerk
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=H7c9Znxw8Ppy84WkycLjFTPsqJonMLcS5OSCrD_a8uNAudrJj-lrx3cGQRUL_ZiH&s=CNpl83xC2dOetiJylPGRQ0mCsyFc4Jtf8wHPQgynKoM&e=

Please use this UNIQUE email address for all replies to this request and no other:
opra+request-84837-c5c2c0f3@requests.opramachine.com

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