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July 27, 2026

Via Email: opra+request-93722-bd03c5d1@requests.opramachine.com

John Greaves

**Re: July 27, 2026 OPRA Request to the Township of Clark
LOSAP trust reserve**

Dear Ms. Greaves:

This firm serves as OPRA counsel to the Township of Clark. The Township of Clark received your request pursuant to the Open Public Records Act (OPRA) on July 27, 2026. As such, the seven (7) business day deadline to respond to your request is August 5, 2026.

Your request sought access to the following:

LOSAP trust reserve

While the trust fund ledger is open: the Trust Fund's "Reserve for LOSAP" received \$265,422.94 during calendar year 2022 (per the 2022 Report of Audit and Annual Financial Statement), of which only \$60,000 corresponds to that year's budget appropriation. I request:

1. The general-ledger transaction detail (receipts and disbursements) for the Reserve for LOSAP for calendar years 2021 and 2022, sufficient to identify the source of the 2022 receipts - including any remittance advice, statement, or correspondence from the LOSAP plan administrator accompanying a return of funds (e.g., forfeited non-vested participant accounts), and any resolution or authorization directing the deposit.

A system-generated account activity report satisfies the ledger portion of this item.

2. The annual LOSAP participant certifications (the certified lists or counts of volunteers qualifying for a contribution, as submitted by the Fire Department and Emergency Squad and certified by the Township) for program years 2018 through 2025, together with any annual statement or report from the LOSAP plan administrator to the Township for the same years. Participant names may be redacted; the counts and totals are what is sought.

Please be advised that your request requires additional time beyond the seven (7) business days to be fulfilled due to the scope of your request, and the need to review and redact the documents for potential privileged information exempted under the OPRA. This extension of time is permitted under the OPRA. See N.J.S.A. 47:1A-5(g); N.J.S.A. 47:1A-5(i); Rivera v. City of Plainfield Police Dep't (Union), GRC Complaint No. 2009-317 (May 2011); and Criscione v. Town of Guttenberg (Hudson), GRC Complaint No. 2010-68 (November 2010). It is anticipated that the responsive records may be made available to you by September 4, 2026. However, the Township reserves the right to request an additional extension, if necessary.

Sincerely,
La Corte, Bundy, Varady & Kinsella
/s/Christina M. DiPalo
Christina M. DiPalo, Esq.

cc: Nicole Castellucci, Township Clerk (via email)