

Kathy Troast

From: Kathy Troast
Sent: Tuesday, August 12, 2025 4:07 PM
To: opra+request78252-a338853d@requests.opramachine.com
Cc: Anthony Rodriguez; records@pomptonlakespolice.org
Subject: OPRA 78252 - NJ Civil Service Commission

Debbie P.

Due to the scope of your request—which spans more than two years, involves multiple custodians (including current and former officials), and requires a search across several email accounts and correspondence archives—fulfilling it will necessitate substantial work beyond the normal course of business.

The process will require:

- Retrieval of communications from multiple electronic accounts.
- Review of each record for responsiveness and applicability to the request.
- Line-by-line review for possible redactions or withholdings under the *Advisory, Consultative, or Deliberative* (ACD) exemption, N.J.S.A. 47:1A-1.1, and other privacy or confidentiality protections.
- Documentation of any exemptions or redactions to ensure compliance with OPRA.

Under N.J.S.A. 47:1A-5(c), when fulfilling a request requires an “extraordinary expenditure of time and effort,” a public agency may assess a **special service charge** based on the actual cost to the agency for the personnel required.

Based on our review, this request will require approximately 20 hours of staff time at \$46.97 per hour, for an estimated total of \$939.40. In accordance with OPRA, the Borough requires **50% payment in advance** before work will begin, with the remaining balance due prior to release of the responsive records.

Please confirm if you wish to proceed under these terms so that we may begin processing your request.

Kathleen Troast, RMC
Deputy Clerk
Borough of Pompton Lakes
25 Lenox Avenue
Pompton Lakes, NJ 07442
973-835-0143 ext. 222
deputyclerk@pomptonlakes-nj.gov

Kathy Troast

From: Kathy Troast
Sent: Monday, August 18, 2025 4:34 PM
To: opra+request78252-a338853d@requests.opramachine.com
Subject: NJ Civil Service Commission

Debbie P.

The Borough Administrator has reviewed your OPRA request and has determined that the request will require extraordinary time to retrieve the responsive documents that cannot be completed through ordinary business operations.

The estimated cost is as follows for the Administrator:

- Employee title: Borough Administrator
- Hourly rate: \$61.65
- Estimated time required: 7 hours
- Estimated special service charge: **\$431.55**

In accordance with OPRA, the Borough requires 50% payment in advance before work will begin, with the remaining balance due prior to release of the responsive records.

Please confirm if you wish to proceed under these terms so that we may begin processing your request.

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