



# THE BOROUGH OF ROSELLE PARK

## N E W J E R S E Y

110 EAST WESTFIELD AVENUE, ROSELLE PARK, NJ 07204

[WWW.ROSELLEPARK.NET](http://WWW.ROSELLEPARK.NET)

ANDREW J. CASAIS, RMC, QPA  
CHIEF ADMINISTRATIVE OFFICER,  
BOROUGH CLERK & PURCHASING AGENT  
(908) 245-6222  
[acasais@rosellepark.net](mailto:acasais@rosellepark.net)

December 28, 2022

Attn: Jacob Toby

*Sent via E-Mail (opra+request-38443-cd6d4b03@request.opramachine.com)*

Re: OPRA Request Received 12-28-2022

Dear Jacoby Toby,

Please be advised that my office received your request for public records pursuant to the New Jersey Open Public Records Act (NJ-OPRA), *N.J.S.A. 47:1A-1 et seq.*

Please be further advised that pursuant to statute my office has seven (7) business days to respond to your request in a timely manner. Therefore, you should receive your requested information no later than **Monday, January 9, 2023**. In the event a request for a deadline extension is desired by my office, or another agency of the Borough, my office will reach out to you, in writing, to secure such an extension.

Please contact my office should you have any questions about the processing of your request.

Regards,

Andrew J. Casais, RMC, QPA  
Chief Administrative Officer,  
Borough Clerk & Qualified Purchasing Agent

CC: OPRA File