



Brian B. Brotschul, Ed.D.

Superintendent
908-630-3011
bbrotschul@shsd.org

Coleen Gallagher Butler, Ed.D.

Assistant Superintendent
908-630-3014
cbutler@shsd.org

Richard D. Liguori, MBA

*Business Administrator/
Board Secretary*
908-630-3018
rliguori@shsd.org

October 29, 2025

VIA EMAIL: opra+request-82523-1f97674c@requests.opramachine.com

Tony Michael

RE: OPRA Request dated October 22, 2025

Dear Sir/Madam:

As custodian of records for the Somerset Hills Board of Education ("Board" and/or "District"), I am writing this letter in response to your request for records pursuant to the Open Public Records Act ("OPRA") submitted and received via email on Wednesday, October 22, 2025. As such, the seven (7) business day deadline within which the Board is to respond to your request is Friday, October 31, 2025.

More specifically, your OPRA request seeks access to the following:

"All fire alarm and fire extinguisher invoices (Service, Installation, Inspections Etc.) from 2019 to present".

Based upon the items requested, your request requires additional time beyond the seven business days to fulfill as the district must identify all the responsive documents, retrieve the documents, and redact any non-disclosable/exempt information. The OPRA allows custodians to seek extensions of time pursuant to N.J.S.A. 47:1A-5. Specifically, the OPRA states that, in the event a records custodian needs additional time to fulfill the request, the custodian shall be entitled to a reasonable extension of time and shall notify the requester of the time extension.

The Board is currently in the process of identifying and retrieving documents that are potentially responsive to your request. As this process has not yet been completed, your request requires an extension of time until Friday, November 21, 2025 to respond.

Please note, however, that OPRA allows public agencies to impose a special service charge when fulfilling a request that requires an extraordinary expenditure of time and effort. See N.J.S.A. 47:1A-5. If, as a result of your extensive request, a large number of documents must be reviewed for responsiveness and any required redactions, a special service charge will apply to the production of such responsive records. Should that be the case, an initial estimate of time required for the review and redactions, and thus the estimated special service charge, will be provided to you prior to the request being processed.

Thank you for your anticipated courtesies in this regard.

Sincerely,

Richard D. Liguori
Business Administrator / Board Secretary