



**TOWNSHIP OF WEST ORANGE
66 MAIN STREET
WEST ORANGE, NEW JERSEY 07052**

Municipal Clerk's Office
E-mail: clerk@westorange.org

Tel: (973) 325-4155

November 25, 2025

Via E-Mail (opra+request-82539-872e0007@requests.opramachine.com)

Tony Michael

Re: OPRA Request No. 2025-1485
Township of West Orange—Special Service Charge Letter and Response to
OPRA 2025-1485

Dear Requestor:

This letter is provided in response to the above-referenced Open Public Records Act ("OPRA") request dated October 22, 2025 (the "OPRA Request" or "OPRA 1485").

The OPRA Request seeks all fire alarm and fire extinguisher invoices (Service, Installation, Inspections Etc.) from 2019 to present.

Thus, based on the size and scope of the OPRA Request, please be advised that a "special service charge," pursuant to N.J.S.A. 47:1A-5(b)-(d) will be required based on the actual cost to duplicate the records responsive to the OPRA Request, and redact the same. See also Fisher v. Division of Law, 400 N.J. Super. 61, 69 (finding that "[u]nder OPRA, a public agency may routinely charge any party the actual cost of duplication of government records."). Specifically, the Township will need to locate, duplicate, and review of hundreds of pages of responsive documents to determine whether any redactions are necessary, including redactions for personal identifying information pursuant to N.J.S.A. 47:1A-1.1 and Daniel's Law.

The Township estimates that it will take approximately twenty-four (24) hours to locate, duplicate, review page by page, and possibly redact the requested records at an hourly rate of **\$39.67** per hour. This hourly rate represents the personnel costs to perform the search for the requested records and make redactions thereto in accordance with OPRA. Thus, an estimated special service charge of **\$952.08** will be charged to complete the OPRA Request subject to adjustment based upon actual time incurred.

Therefore, please advise in writing if you would still want the Township to proceed with the search and production of the requested records listed in the OPRA Requests. If you would

like the Township to proceed, please provide a 50% deposit of the estimated special service charge or **\$476.04**.

In addition, please note the costs provided herein are only estimates, the employee performing the review and search will maintain time records to account for the actual time spent on the search. Upon completion of the employee's review and search, but prior to release of the records, the Township will advise as to the final special service charge less the deposit paid. Upon receipt of the balance for the final special service charge and any additional fees for copying, the Township will provide the records.

Please advise the Township with a deposit for the responsive documents to this OPRA Request by no later than **December 3, 2025**. Failure to pay the deposit by the date set forth herein shall deem this request fully satisfied and closed without further action.

Please be guided accordingly.

Very truly yours,

By: /s/ Karen J. Carnevale
Karen J. Carnevale, R.M.C.
Municipal Clerk