



2023
BOROUGH OF DUMONT
RESOLUTION

MEMBERS	AYE	NAY	ABSTAIN	ABSENT
APONTE	✓			
HARVILLA	✓			
KELLY	✓			
MORRELL	✓			
RUSSELL	✓			
STEWART	✓			
MAYOR LaBRUNO				
TOTALS	6			

Resolution No. 283
Date: October 17, 2023
Page: 1 of 2
Subject: Open Public Records Act (OPRA) Requests
Purpose: Approval of Special Service Charges
Dollar Amount: _____
Prepared By: Jeanine E. Siek, RMC

Offered by: Stewart
Seconded by: Kelly

Certified as a true copy of a Resolution adopted by the Borough of Dumont on above date at a Regular Meeting by: Jeanine E. Siek

Jeanine E. Siek, RMC, Municipal Clerk
Borough of Dumont, Bergen County, New Jersey

**APPROVAL OF SPECIAL SERVICE CHARGES
FOR OPEN PUBLIC RECORDS ACT (OPRA) REQUESTS**

WHEREAS, Open Public Records Act (OPRA) requests are submitted to the Borough, through the Municipal Clerk's Office, by the public, in order to obtain public documents; and

WHEREAS, recently, the Municipal Clerk's Office has received voluminous or extraordinary OPRA requests which have required the retrieval of many documents and taken many hours to fulfill; and

WHEREAS, N.J.S.A. 47: 1A-S(c) permit a Special Service Charge for voluminous or extraordinary OPRA requests; and

WHEREAS, the Government Records Council (GRC) has recommended that if Special Service Charges are established for extraordinary or voluminous OPRA requests that they must be reasonable and based on actual direct cost; and

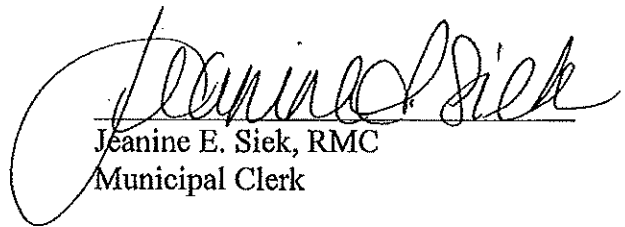
NOW THEREFORE BE IT RESOLVED that the Governing Body of the Borough of Dumont does hereby approve a policy, permitted by N.J.S.A. 47: 1A-S(c), to establish a Special Service Charges for extraordinary or voluminous OPRA requests with the following requirements:

1. Requests of documents and/or records in excess of 100 pages, and/or
2. Time spent in excess of three (3) hours, which shall include the time spent by the Municipal Clerk's Office in processing the OPRA request, as well as the time spent by various departments and/or subjects in retrieving the documents; and

BE IT FURTHER RESOLVED that the time spent in fulfilling OPRA requests shall be billed at the hourly rate of the lowest level employee in the office preparing the response, capable of fulfilling the request, with no fringe benefits added into the hourly rate and that no charge shall be made for time spent by attorneys of the Borough for assistance in responding to and/or reviewing of OPRA requests; and

BE IT FINALLY RESOLVED that this policy be made effective immediately upon adoption of this resolution.

By my signature below, I, Jeanine E. Siek, RMC, do hereby certify that this is a true copy of a Resolution adopted by the Borough of Dumont Borough Council at a regular meeting of the Mayor and Council conducted on the 17th day of October 2023.


Jeanine E. Siek, RMC
Municipal Clerk