



OPRA-24-0716

Date: December 30, 2024

Requestor's Name:

Dear Anonymous Citizen;

The Township of Warren received your Open Public Records Act (OPRA) request on December 30, 2024. The official Records Custodian, Cathy Reese received your OPRA request on December 30, 2024. As such, the seven (7)-business day deadline to respond to your request is January 13, 2025. This request is being provided to you on the (1) first business day.

You requested:

“Please provide all applications for boards, committees and commissions filed with the township between January 2022 and December 2024.”

The Clerks' Office does not file board applications by date received. We file by appointment date. I am including in this email the applications that are still open and unassigned. These applications are circulated to the Township Committee whenever there is a resignation/opening on one of the boards. These records are being transmitted to you via email, as per your request. Pursuant to N.J.S.A. 47:1A-5.b. The items redacted are per N.J.S.A. 47:1A-1, “protection of citizen's privacy.”

Due to the way these applications are filed this will be an extremely time consuming task, pulling the applications, then the items will need to be scanned and then redacted. We estimate that this will take at least 10 hours of work at our lowest employee rate of \$25.00 per hour. If you would like us to proceed, please send us a check for \$250.00, payable to the Township of Warren in order for us to move forward with the project. We will have the project completed for you by January 31, 2025.

If your request for access to a government record has been denied or unfilled within seven (7) business days required by law, you have a right to challenge the decision by the Township of Warren to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

Sincerely,

Cathy Reese
Township Clerk, Township of Warren
46 Mountain Blvd, Warren, NJ 07059
908-753-8000 ext. 223 | creese@warrennj.org