

**Katharine A. Fina |** Partner **December 15, 2020**

908-454-8300

kfina@floriolaw.com

**VIA Email (opra+request-19030-7bf3ee13@requests.opramachine.com)**

William Sosis

**Re: December 14, 2020 OPRA Request**

 **Request for Extension and Clarification**

Dear Mr. Sosis

 As you are aware, this Firm serves as general counsel to the Town of Hackettstown (“Town”). We are in receipt of your Open Public Records Act, N.J.S.A. 47:1A-1 et seq. (“OPRA”), dated December 14, 2020 requesting the following:

For the period January 1, 2019 to the present, all public records identified below related to the proposed plan(s) to open a slaughterhouse on property on West Stiger Street, Hackettstown, NJ.

[1]. For the period January 1, 2019 to the present, copies of open and closed session meeting minutes related to the proposed slaughterhouse;

[2]. For the period January 1, 2019 to the present, audio recordings of meetings related to the proposed slaughterhouse;

[3]. For the date range January 1, 2019 to the present, copies of emails and letters whose subject matter is related to the proposed slaughterhouse;

[4] For the date range January 1, 2019 to the present, copies of applications (including zoning board and land use applications), proposals, drawings, renderings, blueprints, studies, reports, recommendations, presentations, maps, hearing transcripts, resolutions, and ordinances relating to the proposed slaughterhouse.

[5] All emails to or from the mayor from January 1, 2019 to the present that contain any one of these keywords: slaughter, livestock, and/or abbatoir;

[6] All emails to or from Jerry DiMaio from January 1, 2019 to the present that contain any one of these keywords: slaughter, livestock, and/or abbatoir;

[7] All emails to or from Jim Lambo from January 1, 2019 to the present that contain any one of these keywords: slaughter, livestock, and/or abbatoir;

[8] All emails to or from Scott Sheldon from January 1, 2019 to the present that contain any one of these keywords: slaughter, livestock, and/or abbatoir;

[9] All emails to or from Eric Tynan from January 1, 2019 to the present that contain any one of these keywords: slaughter, livestock, and/or abbatoir;

[10] All emails to or from Len Kunz from January 1, 2019 to the present that contain any one of these keywords: slaughter, livestock, and/or abbatoir;

[11] All emails to or from Matt Engelau from January 1, 2019 to the present that contain any one of these keywords: slaughter, livestock, and/or abbatoir;

[12] All emails to or from Member of Council from January 1, 2019 to the present that contain any one of these keywords: slaughter, livestock, and/or abbatoir;

[13] All emails to or from Jody Becker from January 1, 2019 to the present that contain any one of these keywords: slaughter, livestock, and/or abbatoir;

Please provide the above records via electronic file(s). If any record is not available electronically, please provide instructions on how they can be obtained.

 Pursuant to the above, accept this letter as a **request for clarification**. With respect to Requests Nos. 1 and 2, which boards are you seeking the minutes of, *e.g.,* the Mayor and Council, Land Use, Board of Health? With respect to Request No. 4, other than applications to the Land Use Board and Zoning, what other types of applications are you seeking? Lastly, with respect to Requests Nos. 5 through 13, the Town is reviewing its e-mail retrieval system and follow-up as to whether or not there will be an applicable charge.

 Additionally, please accept this letter as a **request for a 30-day extension** in which to provide the documents responsive to your request. Such extension request is consistent with recently enacted Assembly Bill #3849 that relaxed the standard 7-day period by which OPRA requests are to be responded to. Specifically, due to the extenuating circumstances caused by COVID-19, the upcoming winter storm, and the holidays, the Town has limited resources

 If you have any questions, do not hesitate to call me to discuss.

Very truly yours,

 *Katharine Fina*

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cc. Bill Kuster, Town Clerk