

**Sent:** Monday, February 08, 2010 4:31 PM  
**To:** Tina Renna  
**Cc:** Nicole Dirado; Alexandra DeFresco  
**Subject:** 2/1 OPRA Request Completion - Packets  
**Importance:** High

Dear Mrs. Renna,

This email constitutes a formal and complete response to your February 1, 2010 OPRA request for the packets sent to the Freeholders for the January 14, 2010 and January 21, 2010 meetings.

Please be advised that this request will require an extensive effort to complete, and in accordance with the OPRA, the County will be imposing a special service fee to process same. An assistant County Counsel (hourly wage \$35.82) will require approximately three (3) hours to complete a legal review of the documents and perform any necessary redactions, and a clerk typist (hourly wage \$16.48) will require approximately one (1) hour to review and copy documents which are responsive to your request. The total special service fee is \$123.94.

Please note that the County has made every effort to ensure that the employees assigned to this task have been identified as the minimum personnel necessary to properly and effectively process this request, both in terms of the total number and in hourly wage.

Upon receipt of the special service fee (which does not include the statutory per-page copying charge should you wish to purchase any documents), the records will be compiled. Please note that the above hours and charges are only an estimate and you will only be charged for the number of hours actually expended to process your request. Kindly advise at your earliest convenience how you would like to proceed.

Thank you for your attention to this matter.

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**10 Elizabethtown Plaza**  
**Elizabeth, NJ 07207**  
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