

OPRA Request

Lisette Duffy, Records Custodian

Borough of Englewood Cliffs

Submitted 05/10/12 (after hours) via Fax to (201) 569-4356

OPRA request #1

Background:

My information is that at its May 9, 2012 meeting, the Englewood Cliffs Borough Council approved the minutes from public meetings held in July, August, September and October 2010 as well as the public meetings held on November 22, 2010 and December 8, 2010. My information is also that Councilwoman McMorrow claims that a) the minutes from the public meetings held in July, August, September and October 2010 had already been approved at the December 8, 2010 public meeting and b) that the audio recording of the December 8, 2010 meeting would evidence that those minutes had indeed been then approved. Thus, it is possible that the Borough Council has now twice approved minutes from the public meetings held in July, August, September and October 2010: once on December 8, 2010 and again on May 9, 2012.

Records Request:

1. The audio of the December 8, 2010 public meeting.
2. The minutes of the public meetings held in July, August, September and October 2010 that were approved at the May 9, 2012 public meeting.
3. Copies of the minutes of the public meetings held in July, August, September and October 2010 that Councilwoman McMorrow has in her possession that were allegedly approved at the December 8, 2010 meeting. Expressly excepted from this request are any markings or notes that Councilwoman McMorrow made to her copies of those meeting minutes.
4. Minutes of the December 8, 2010 public meetings so that I can compare the written minutes to see if they're consistent with the audio tape of the same meeting, especially regarding whether or not minutes of the July, August, September and October 2010 public meetings were approved on that date.

OPRA request #2

Background:

I understand that it is possible that the minutes of the public meetings held on May 3, 2010, May 12, 2010, June 3, 2010 and June 9, 2010 have not yet been approved as of present date, even though approximately two years have elapsed since then and even though [draft minutes from those meetings](#) were made available to me on March 3, 2012.

Records Request:

Approved minutes from the May 3, 2010, May 12, 2010, June 3, 2010 and June 9, 2010 public meetings.

OPRA request #3

Background:

I understand that at its October 13, 2010 meeting, the Council approved minutes from public (regular, caucus and/or special) meetings held on January 13, 2010, January 24, 2010, February 1, 2010, February 24, 2010, March 10, 2010, April 5, 2010, April 7, 2010 and April 14, 2010. On the same date, the Council also approved executive session minutes from January 2, 2010, January 13, 2010 and January 24, 2010. However, I understand that despite the approval of these minutes, at least some of them were never reduced to hard copy form, signed by the appropriate municipal officials and put into the Clerk's official, written records. Rather, I believe that these minutes may have remained only in electronic form on what is now Lisette Duffy's computer and that the Council considers print outs of those electronic copies the equivalent of the versions of the minutes that were approved on October 13, 2010. I am interested in learning whether there were any hard copies of the minutes, as approved, signed and placed in the Clerk's records on or within a reasonable time after their approval on October 13, 2010.

Records Request:

Versions of all the minutes referenced in "OPRA request #3 Background" above that were signed by either Acting Clerk Cohen or Clerk Susan Spohn. For any minutes within the scope of this request that were not signed by either of these officials, please inform me that no records are responsive to my request.

OPRA request #4

Background:

I understand that it is possible that no minutes, approved or unapproved, are on file for a) any Council public meetings (whether regular, caucus or special) held in 2011 or b) any Council closed or executive meetings held in 2010 or 2011, except for the executive meetings held on January 2, 2010, January 13, 2010 and January 24, 2010. The purpose of this request is to determine whether my understanding is correct.

Records Request:

1. Approved Council minutes from all public and nonpublic meetings within the scope of "OPRA Request #4 Background" above.
2. Draft Council minutes, marked as draft, from all public and nonpublic meetings within the scope of "OPRA Request #4 Background" above.

Thank you!