

Karen Wynne

From: John Certo <opra+request-83246-35b5e094@requests.opramachine.com>
Sent: Monday, November 10, 2025 11:50 AM
To: Opra Request
Subject: OPRA request - Borough Administrator Leave Records for October 2025

Follow Up Flag: Follow up
Flag Status: Flagged

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Dear Matawan Borough,

Please accept this electronic request for public records made under OPRA and the common law right of access. I am not required to fill out an official form or use a particular software platform to submit my request per NJSA 47:1A-6(f), which states that an email from a requestor including all of the information required on the adopted form shall suffice in place of a completed form as a valid government record request.

I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

I WILL NOT use the requested government records for a commercial purpose.

I AM NOT seeking records in connection with a legal proceeding.

My preferred delivery method for response(s) to this request is by E-mail as attachments. Please confirm you have received this request. If you are not the custodian of records, please forward my request to that person and provide their email address to me for future reference.

Records requested:

Pursuant to the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.), I am requesting copies of all records documenting approved personal, vacation, or administrative leave taken by the Borough Administrator during October 2025.

This request includes, but is not limited to:

Any leave request or authorization forms (paper or electronic),

Corresponding payroll or attendance records,

Timesheets, email approvals, or other documents maintained or transmitted in the course of borough business reflecting leave status, hours, or pay codes.

Please conduct a reasonable search of all systems where such records are ordinarily maintained, including the Administrator's personnel file, the payroll/timekeeping system, and any email records used for leave approval.

If any portion of a record is exempt, please redact only the exempt material and release the remainder, consistent with *Asbury Park Press v. County of Monmouth*, 406 N.J. Super. 1 (App. Div. 2009).

If any responsive record does not exist, kindly provide a certification of non-existence pursuant to N.J.S.A. 47:1A-5(g).

If records are withheld in full, identify the specific legal basis for each withholding and the custodian responsible for the determination, as required by the same statute.

Please provide all responsive records electronically by email (PDF or standard format) within the statutory seven-business-day period under N.J.S.A. 47:1A-5(i).

Thank you for your prompt and accurate response to this lawful request.

Respectfully,

John Certo

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

opra+request-83246-35b5e094@requests.opramachine.com

Is opra.request@matawanborough.com the wrong address for OPRA requests to Matawan Borough? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=matawan_borough

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/borough_administrator_leave_reco

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

"OPRAMachine's mission is to give people easy and affordable access to New Jersey public records.

For more information, contact us at: (732) 707-1628 or PO Box 3180, New Brunswick, NJ 08903."

Tracking Information		Final Cost	
Tracking #		Total	
Rec'd Date	11-12-25	Deposit	
Ready Date	11-21-25	Balance Due	
Total Pages		Balance Paid	
Records Provided			
11-20-25			
- File complete			
- See attached email			
Kerleyne Clark		11-12-25	
Custodian Signature		Date	

Time Bank Statement My Agency

Org. Unit: Borough of Matawan NJ
From: 10/1/2025 Through: 10/31/2025

Employee: Michelson, Ryan
Employee Type: all employee types

Michelson, Ryan



SAL CIV AD

Family Death

10/1/2025 beginning balance
10/31/2025 ending balance

Transaction		
Days	Hours	Hours

Balance		
Days	Hours	Hours
- 2	0	-14.000
- 2	0	-14.000

Holiday

10/1/2025 beginning balance
10/13/2025 Columbus Day
10/31/2025 ending balance

Transaction		
Days	Hours	Hours
- 1	0	-7.000

Balance		
Days	Hours	Hours
- 30	2	-212.000
- 31	2	-219.000
- 31	2	-219.000

Lost Time (PD Administration)

10/1/2025 beginning balance
10/31/2025 ending balance

Transaction		
Days	Hours	Hours

Balance		
Days	Hours	Hours
1	3.75	10.750
1	3.75	10.750

Personal Day

10/1/2025 beginning balance
10/30/2025
10/31/2025 ending balance

Transaction		
Days	Hours	Hours
- 1	0	-7.000

Balance		
Days	Hours	Hours
2	1	15.000
1	1	8.000
1	1	8.000

Part Time Hours

10/1/2025 beginning balance
10/31/2025 ending balance

Transaction		
Days	Hours	Hours

Balance		
Days	Hours	Hours
0	0	0.000
0	0	0.000

Sick

10/1/2025 beginning balance
10/31/2025 ending balance

Transaction		
Days	Hours	Hours

Balance		
Days	Hours	Hours
36	2.5	254.500
36	2.5	254.500

Vacation

10/1/2025 beginning balance
10/31/2025 ending balance

Transaction		
Days	Hours	Hours

Balance		
Days	Hours	Hours
18	0	126.000
18	0	126.000

Re: Out of the Office

From Joseph Altomonte <joseph.altomonte@matawanborough.com>

Date Mon 10/20/2025 8:58 PM

To Ryan Michelson <ryan.michelson@matawanborough.com>

Hi Ryan,
Yes, no problem. Thank you for letting me know.
Joe.

Get [Outlook for Android](#)

From: Ryan Michelson <ryan.michelson@matawanborough.com>

Sent: Monday, October 20, 2025 8:34:53 PM

To: Joseph Altomonte <joseph.altomonte@matawanborough.com>

Cc: Robin Klinger <robin.klinger@matawanborough.com>; Karen Wynne <karen.wynne@matawanborough.com>; Cheryl Adamski <cheryl.adamski@matawanborough.com>; SEAN McCABE <smccabe@matawanpolice.org>; CHIEF THOMAS J. FALCO, JR. <tfalco@matawanpolice.org>; Eric Frye <eric.frye@matawanborough.com>; Deana Gunn <deana.gunn@matawanborough.com>

Subject: Re: Out of the Office

My sincere apology, there was a typo in my email. I will be out next Thursday, October 30, 2025, at 11 am till the end of the day.

From: Ryan Michelson <ryan.michelson@matawanborough.com>

Date: Monday, October 20, 2025 at 8:22 PM

To: Joseph Altomonte <joseph.altomonte@matawanborough.com>

Cc: Robin Klinger <robin.klinger@matawanborough.com>, Karen Wynne <karen.wynne@matawanborough.com>, Cheryl Adamski <cheryl.adamski@matawanborough.com>, SEAN McCABE <smccabe@matawanpolice.org>, CHIEF THOMAS J. FALCO, JR. <tfalco@matawanpolice.org>, Eric Frye <eric.frye@matawanborough.com>, Deana Gunn <deana.gunn@matawanborough.com>

Subject: Out of the Office

Dear Mayor,

Something has come up and I will be taking time off on Thursday, 10/20, at 11 am to the end of the day. Of course, I will be available by phone if needed. I may have to return to the office later in the afternoon for a meeting; however, I will be out of the office and taking time off from 11 until at least 2 pm.

Best,
Ryan



News & Updates

Ryan Michelson

Sign Out

End of Period Coming Up. Get your Time Cards approved.

Matawan Police Department

Time Balances as of 11/12/2025

5275 Notifications

No Available Overtime

Request History

20 Employee Requests



Michelson, Ryan

☐ Show All Employees

October 2025

Request Schedule Change

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Work 0830-1630 REG	2 Work 0830-1630 REG	3 Work 0830-1630 REG	4 Off Day Shift REG
5 Off Day Shift REG	6 Work 0830-1630 REG	7 Work 0830-1630 REG	8 Work 0830-1630 REG	9 Work 0830-1630 REG	10 Work 0830-1630 REG	11 Off Day Shift REG
12 Off Day Shift REG	13 Off 0830-1630 HOL	14 Work 0830-1630 REG	15 Work 0830-1630 REG	16 Work 0830-1630 REG	17 Work 0830-1630 REG	18 Off Day Shift REG
19 Off Day Shift REG	20 Work 0830-1630 REG	21 Work 0830-1630 REG	22 Work 0830-1630 REG	23 Work 0830-1630 REG	24 Work 0830-1630 REG	25 Off Day Shift REG

	26	27	28	29	30	31
Off Day Shift	Work 0830-1630	Work 0830-1630	Work 0830-1630	Off 0830-1630	Work 0830-1630	
REG	REG	REG	REG	PERS	REG	