



MANCHESTER TOWNSHIP

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OFFICE OF THE TOWNSHIP CLERK

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September 12, 2023

Mr. Integrity

c/o opra+request-49237-d0cfe05c@requests.opramachine.com

Re: OPRA Request #2023-548

Dear Mr. Integrity,

The Township of Manchester is in receipt of your OPRA request dated August 28, 2023, for:

“Please provide any and all emails to and from the office of the Chief of Police and Chief Robert Dolan that include one or all of the following in the subject or body of the email: Captain, Vincent, Vin, Vinny, Vinnie, Manco, donate, donation, and donated. The request is for emails from July 1, 2023 until present (August 28, 2023). If need be, I will resubmit the request.”

Please be advised that there are **1,024** documents that have been located responsive to your request. The estimated time to review, redact and print the documents is estimated at 5 minutes per email. Fulfillment of this request will require an extraordinary expenditure of time and effort. Production of the requested documents will require an estimated **85.33** hours to complete, at a rate of pay of \$117.78 per hours, which is the base rate of pay without fringe benefits for Chief Robert Dolan, the only individual qualified to review and redact the sensitive emails of the Chief of Police for a total charge of **\$10,050.17**. In addition, it will take the IT Department an estimated **4 hours** to locate and compile the requested documents. The hourly rate of the lowest paid employee qualified to retrieve and compile the documents is **\$47.21** for a total charge of **\$188.84**. The total charge for the production of documents for this request is estimated to be **\$10,239.01**.

OPRA allows public agencies to impose special service charges whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this section is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or when fulfilling a request requires an extraordinary expenditure of time and effort. See N.J.S.A. 47:1A-5.c. Special service charges must be based upon the actual direct cost of providing the copy or copies.

OPRA mandates that the requestor shall have the opportunity to review and object to the charge prior to it being incurred. See N.J.S.A. 47:1A-5.c. As such, a detailed estimate is provided below:

The total estimated special service charge is \$10,239.01

Kindly respond in writing with your acceptance or rejection of this estimated charge within five business days. If the Township does not hear from you or receive payment in five business days, we will consider this request competed and closed. We will not begin to process this request until we receive your written acceptance and a deposit of 50% of the total charge, or the amount of \$5,119.50.

Sincerely,



Teri Giercyk, RMC/CMC
Municipal Clerk