



MANCHESTER TOWNSHIP

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OFFICE OF THE TOWNSHIP CLERK

SABINA T. MARTIN, RMC

TOWNSHIP CLERK

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Marc Vazquez

c/o opra+request-35295-eea9f90b@requests.opramachine.com

Dear Mr. Vazquez:

The Township of Manchester received your September 12, 2022 OPRA request and provides this timely response to the below items:

1. Please provide any and all time keeping records, and payroll records, for Jesse Estlow with the GPS coordinates included of where he was located during the time of the time punch/log while employed with Manchester Township.

Response: The attached excel worksheet provides the payroll record information as requested. Please note, the Township IT provider has confirmed that time entry application does not sync the GPS coordinates. Therefore, the location data provided to the application is recent location data from the phone and would not necessarily be accurate to the location where the employee was at the moment of the time punch.

2. Please also provide any and all documentation, records, lists, and emails, in regards to Jesse Estlow punching in and out for work as a Manchester employee, while not physically located at Manchester Township 1 colonial Drive Manchester NJ 08759, for the duration of his employment with Manchester Township. This also includes all data the township has gathered and put into a list and email regarding the punches in and out from any mobile phone regarding Jesse Estlow's employment with Manchester Township.

Response: Taking the required information for a valid email search from the above paragraph, the Township performed a search for emails to or from Mr. Estlow from his date of hire to the date of the request (9/12/2022) using the keyword search term "time entry". The Township identified four responsive documents which are attached. The Township is unaware of any other "documentation, records or lists" that exist that would be responsive to this request.

This communication and the attached documents complete your OPRA request.

Sincerely,

A handwritten signature in cursive script that reads "Sabina T. Martin".

Sabina T. Martin
Municipal Clerk, RMC