



MANCHESTER TOWNSHIP

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OFFICE OF THE TOWNSHIP CLERK

TERI GIERCYK, RMC/CMC
MUNICIPAL CLERK

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The Housekeeper
c/o OPRA Machine

March 8, 2024

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Re: OPRA Requests 2024-134 and 2024-135 and Common Law Right of Access

Dear Requestor,

Manchester Township received your OPRA and common law right of access requests which have been internally labeled 2024-134 and 2024-135. The Township provides this timely response. The Township breaks your request down into its elements to provide this response:

OPRA 2024-134

1. Requesting any and all copies/records showing the hours/money paid and time used for the pay period incorporating the week of 12/24/23 - 12/30/23 for Capt. Vincent Manco.

Response: The Township attaches the request payroll with redactions pursuant to the privacy provisions of OPRA. N.J.S.A. 47:1A-1.

OPRA 2024-135

1. Requesting daily punches for Capt. Vincent Manco from 2/1/24 until current date (2/28/24).

Response: The Township attaches the responsive document.

2. The time; be it vacation, sick, and/or personal, used by Capt. Vincent Manco during the month of January 2024.

Response: The Township attaches the responsive document.

3. All the time balances for Capt. Manco as of Feb 1, 2024.

Response: The Township attaches the responsive document.

Because the Township provides all responsive documents under OPRA, no further analysis under the common law is necessary. This completes your OPRA and common law right of access request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Teri Giercyk".
Teri Giercyk, RMC/CMC