



MANCHESTER TOWNSHIP

1 COLONIAL DRIVE • MANCHESTER, NJ 08759 • (732)657-8121

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February 27, 2024

The Housekeeper
c/o OPRA Machine

Re: OPRA and Common Law Right of Access

Dear Requestor

Manchester Township received your February 16, 2024 OPRA and common law right of access request. The Township provides this timely response. The Township breaks your request down into its elements to provide this response:

1. Gas consumption logs on Captain Manco's take home vehicle from July 1, 2023 until February 16, 2024.

Response: The Township attaches the fuel report for the date range requested. The Department assigned vehicle PD-12 to Captain Manco. The remainder of the document is redacted under the security provision of OPRA. N.J.S.A. 47:1A-1.1.

2. The Date which Captain Manco applied/requested donated sick time and his time balances on that date.

Response: The Township attaches Captain Manco's payroll record for July 26, 2023 as the only responsive document for this request.

3. The date which Captain Manco returned to work as well as his time clock activity for that date.

Response: The Township attaches the Punch Analysis Report dated February 5, 2024 as the responsive document to this portion of the request.

4. Capt. Manco's work schedule and time used during the month of December 2024.

Response: The Township attaches Captain Manco's employee ledger for the month of December 2023.

Because the Township provides all responsive documents under OPRA, no further analysis under the common law is necessary. However, the common law provides an opportunity to explain the documents you have received. The fuel log shows that Captain Manco's vehicle received fuel on one (1) occasion and a total of seven (7) gallons during the period requested. Further, the December ledger shows that the Township identified 16.75 hours that Human Resources did not previously identify and the Officer utilized that time before considering use of additional donated time.

This completes your OPRA and common law right of access request.

Sincerely,



Teri Giercyk, RMC/CMC
Municipal Clerk