



# TOMS RIVER MUNICIPAL UTILITIES AUTHORITY

340 West Water Street • Toms River, New Jersey 08753-6533

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Charles S. Valvano, Chairman  
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Kim A. Pascarella, Commissioner

James Braaten, Commissioner  
Katarina Sevastakis, Alternate Commissioner  
Sam Ellenbogen, Alternate Commissioner  
Bernard Rutkowski, Executive Director

May 8, 2026

Joseph Raymond

[Opra+request-91079-f6cb6097@requests.opramachine.com](mailto:Opra+request-91079-f6cb6097@requests.opramachine.com)

Dear Mr. Raymond,

The Toms River Municipal Utilities Authority received your Open Public Records Act (OPRA) request on May 6<sup>th</sup>, 2026. As such, the seven (7) business day deadline to respond to your request is May 15<sup>th</sup>, 2026. This response to your request is being provided to you on the 2<sup>nd</sup> business day after the custodian's receipt of said request.

Your OPRA request sought access to the following:

*January 1, 2025 through the present:*

- 1. The Authority's current vehicle use policy, take-home vehicle policy, fleet policy, and any related policies or procedures regarding assignment and use of Authority-owned vehicles.*
- 2. Any board resolutions, board minutes excerpts, memoranda, or other documents reflecting Board approval or discussion of take-home vehicle use, vehicle assignments to executive or senior staff.*
- 3. Any employment agreements, contract provisions, amendments, or compensation-related documents that address vehicle use, take-home privileges, or transportation benefits for the Executive Director or other senior-level positions.*
- 4. Any written permissions, authorizations, or approvals allowing any employee to take an Authority-owned vehicle home at night or keep it at home while off duty.*
- 5. Any EZ pass logs, mileage logs, vehicle usage logs, take-home vehicle logs, or similar usage records for Authority-owned vehicles being taken home.*
- 6. Any gas key fob assignment records, gas key fob usage logs, vehicle access logs, or electronic reports showing gas key fob activity for vehicles being taken home.*
- 7. Any maintenance records, service records, oil change records, repair invoices, work orders, or documents reflecting odometer readings for Authority-owned vehicles being taken home.*

Your request requires additional time beyond the seven (7) business days to fulfill because of the size of the request and limited access due to employee vacation/time off. OPRA allows custodians to seek extensions of time pursuant to N.J.S.A. 47:1A-5.i. Specifically, OPRA states that, "the requestor

shall be advised by the custodian when the records can be made available. If the record is not made available by that time, access shall be deemed denied.”

Your request requires an extension of time until May 28<sup>th</sup>, 2026.

If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the Toms River Municipal Utilities Authority to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ, 08625, by e-mail at [grc@dca.state.nj.us](mailto:grc@dca.state.nj.us), or at their web site at [www.state.nj.us/grc](http://www.state.nj.us/grc). The GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bernard Rutkowski', with a large, stylized flourish extending from the end of the signature.

Bernard Rutkowski  
Executive Director/Custodian of Record  
Toms River Municipal Utilities Authority