

RTK 222



pennsylvania
OFFICE OF OPEN RECORDS



Springettsbury Township

1501 Mt. Zion Road
York, PA 17402
(717) 757-3521 (Phone)
(717) 505-0455 (Fax)
www.springettsbury.com

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: August 31, 2013

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR: David G. Trott

STREET ADDRESS: 3360 Druck Valley Rd.

CITY/STATE/COUNTY (Required): York, PA 17406

TELEPHONE (Optional): [REDACTED]

RECORDS REQUESTED:

**Provide as much specific detail as possible so the agency can identify the information.*

1. Please provide a copy of every receipt, expense voucher, etc. submitted by John Holman, Donald Bishop, and William Schenck for payment and/or reimbursement by Springettsbury Township, for the period 2012 to present.

DO YOU WANT COPIES? YES or NO Yes

DO YOU WANT TO INSPECT THE RECORDS? YES or NO No

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO No

RIGHT TO KNOW OFFICER: JOHN J. HOLMAN, TOWNSHIP MANAGER/SECRETARY
john.holman@springettsbury.com

DATE RECEIVED BY THE AGENCY: 9/3/2013

AGENCY FIVE (5)-DAY RESPONSE DUE: 9/10/2013

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

Questions: please contact the Office of Open Records at (717) 346-9903 or openrecords@state.pa.us

30 days
10/10/2013



COAT OF ARMS OF SPRINGETT PENN
1701-1731

SPRINGETTSBURY TOWNSHIP

1501 Mt. Zion Road
York, Pennsylvania 17402
717-757-3521 Fax: 717-757-7856
www.springettsbury.com
email: info@springettsbury.com

Police: 717-757-3525 Fax: 717-840-1908
Police and Fire Emergencies - Dial 911
Recreation Office: 717-505-0406

Wastewater Treatment Facility
3501 North Sherman Street
717-757-3521 Fax: 717-840-0680

BOARD OF SUPERVISORS

William H. Schenck, III
Chairman

Donald P. Bishop
Vice Chairman

Michael R. Bowman
Assistant Secretary/Treasurer

George M. Dvoryak

Julle A. Landis

TOWNSHIP MANAGER

John J. Holman
Secretary/Treasurer

September 6, 2013

Mr. David G. Trott
3360 Druck Valley Road
York, PA 17406

Re: **RIGHT-TO-KNOW REQUEST**

Dear Mr. Trott,

Thank you for writing to Springettsbury Township with your request for information in regards to:

"Please provide a copy of every receipt, expense voucher, etc. submitted by John Holman, Donald Bishop, and William Schenck for payment and/or reimbursement by Springettsbury Township, for the period 2012 to present."

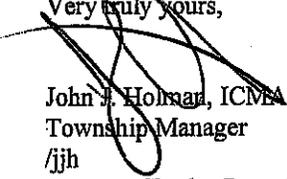
I reviewed the request and an extension of time to respond is required due to the reasons set forth below. The Township anticipates responding to your request no later than October 10, 2013.

- The extent or nature of the request precludes a response within the required time period.
- The request requires the retrieval of historic records.
- Timely response to the access cannot be accomplished due to bona fide and specified staffing limitations.

The applicable fees associated with your request are unknown at this time. You will be advised of the estimated fees after completion of review of your request.

If you have any questions please do not hesitate to contact me.

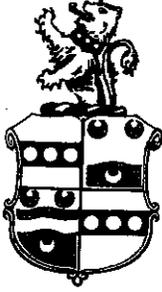
Very truly yours,


John J. Holman, ICMA-CM
Township Manager

/jjh

cc: Charles Rausch, Township Solicitor

File: Right-to-Know



COAT OF ARMS OF SPRINGETT PENN
1701-1731

SPRINGETTSBURY TOWNSHIP

1501 Mt. Zion Road
York, Pennsylvania 17402
717-757-3521 Fax: 717-757-7856
www.springettsbury.com
email: info@springettsbury.com

Police: 717-757-3525 Fax: 717-840-1908
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BOARD OF SUPERVISORS

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Assistant Secretary/Treasurer

George M. Dvoryak

Julie A. Landis

TOWNSHIP MANAGER

John J. Holman
Secretary/Treasurer

October 8, 2013

Mr. David Trott
3360 Druck Valley Rd.
York, PA 17406

Re: **RIGHT-TO-KNOW REQUEST**

Dear Mr. Trott,

Springettsbury Township received your request to obtain "a copy of every receipt, expense, voucher, etc. submitted by John Holman, Donald Bishop, and William Schenck and or/ reimbursement by Springettsbury Township for the period 2012 to present.

Your request is approved in part and denied in part.

Your request for a copy of every receipt, expense, voucher, submitted by John Holman, Donald Bishop, and William Schenck is approved. This information is redacted to remove personal financial information per section 708 (b)(6)(i)(a) of the Pennsylvania Right to Know Law.

Exemptions for public records include a record containing all or part of a person's Social Security number; driver's license number; personal financial information; home, cellular or personal telephone numbers...

Your request includes "etc." and this is not defined nor specific. If you have a specific record in mind with regard to "etc." please identify it so that the Township can determine if that record is a public record subject to disclosure under the Right-To-Know Law.

The cost of reproduction of the documents is 5 pages @ \$0.25 per page, or \$1.25 if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is \$0.66 for a total cost of \$1.91.

The documents can be picked up or mailed upon receipt of payment to Springettsbury Township. Contact Ms. Dori Bowders, at 717-757-3521, to schedule a time to pick up the documents.

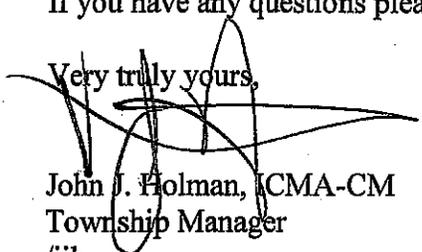
You have a right to appeal denial of information in writing to Terry Mutchler, Executive Director, Office of Public Records, Commonwealth Building, 400 North Street, 4th Floor, Harrisburg, PA 17120.

If you choose to file an appeal, you must do so within fifteen business days of the mailing date of the agency's response, as outlined in Section 1101 of the Right-To-Know Law.

Please be advised that this correspondence will serve to close this record with our office as permitted by law.

If you have any questions please do not hesitate to contact me.

Very truly yours,



John J. Holman, ICMA-CM
Township Manager

/jjh

cc: Charles Rausch, Township Solicitor
Jack Hadge, Finance Director

File: Right-to-Know

RECEIVED

NOV 0, 2012

SECRETARY TWP
FINANCE DEPT.

Certificate of Attendance at County Convention

We hereby certify that

Don Bishop

of Springdale Township was present at the Nov County

Convention held at York Fair Grounds on 11/08/2012 and in accordance with Section 1401 of the Township Code, is entitled to collect from the Township Treasurer \$50 for each day's attendance and reimbursement of expenses for registration fee, mileage for use of a personal vehicle or reimbursement of actual transportation expenses, plus all other expenses that the Board of Supervisors agrees to pay.

[Signature]

County Secretary

[Signature]

County President

Payment shall be based on your attendance for the entire convention. Compensation is limited to two days per year.

NA

PAID INVOICE STAMP

23670
BIS-YCC
DATE 11/08/2012
\$50.00
10. 401.49110
AUTHORIZATION CODE see above

Inv# BIS-YCC \$50.00
DONALD P BISHOP
11/08/2012 # Pages 1 FP1 DOC131S1106

RECEIVED

NOV 2 2012

CLERK

Certificate of Attendance at County Convention

We hereby certify that Bill Schenck

of Springfield Township was present at the York County

Convention held at Expo Center on 11/8/12 and, in accordance with Section 1401 of the Township Code, is entitled to collect from the Township Treasurer \$50 for each day's attendance and reimbursement of expenses for registration fee, mileage for use of a personal vehicle — or reimbursement of actual transportation expenses, plus all other expenses that the Board of Supervisors agrees to pay.

[Signature]
County Secretary

[Signature]
County President

Payment shall be based on your attendance for the entire convention. Compensation is limited to two days per year.

[Handwritten mark]

48510
SCH-YCC
11/8/12
\$50.00
100.00
see above

DATE(S) OF CONFERENCE: 02/08-02/08/13 NAME OF ASSOCIATION: APMM

LOCATION: Oma; Bedford Springs TITLE: Executive Conference

EXPENSE CATEGORY	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Dates:						02/08		
TRANSPORTATION (Check One) <input type="checkbox"/> Air <input type="checkbox"/> Township Vehicle <input type="checkbox"/>								
GARAGE								
TAXI/CAR FARE								
LODGING								
TELEPHONE								
TIPS & GRATUITIES (Hotel)								
REGISTRATION FEE								
ROAD TOLLS						10.-	10.-	
MEALS (Including Gratuities)								
SUNDRY EXPENSES (Spec)								
TOTALS								

ROADWAY AND WEATHER: 1-866-976-8747
 CUSTOMER ASSISTANCE CENTER: 1-800-331-3414
 E-PASS: 1-877-736-6727
 WWW.PATENTPINE.COM

P.L.
 DATE 02/08/13
 TIME 13:33
 CLASS 1
 TP CA
 TRAN 8388
 ENTRY 145
 PAID \$10.00

I certify that the above expenses were incurred John Holman LESS ADVANCE (IF ANY) —
 in the conduct of township business. AMOUNT DUE 10.-
 (signature of employee) REFUND DUE TOWNSHIP —

DATE PLACE TIME
 LV
 AR
 LV
 AR

Date: 3/7/13
 Employee's Name (print or type) _____
 Title : _____
 Vendor No. : [REDACTED]
 Account Number : 10401-49160

APPROVALS:
 Department Head : _____
 Township Manager : [Signature]
 Finance Officer : _____

REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSES

DATE(S) OF CONFERENCE: 06/11/2012 NAME OF ASSOCIATION: I. C. M. A
 LOCATION: Washington - D.C. TITLE: Asking the Right Questions of your Police and Fire Chiefs

EXPENSE CATEGORY	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Dates: <u>6/14</u> <u>6/11</u>								
TRANSPORTATION (Check One): <input type="checkbox"/> Air <input checked="" type="checkbox"/> Township Vehicle <input type="checkbox"/> Private Vehicle								
GARAGE	43.-	43.-						86.-
TAXI/CAR FARE								
LODGING	225. ⁷¹	270. ⁵⁰						525. ⁵⁰
TELEPHONE								
TIPS & GRA								
REGISTRAR								
ROAD TOLL 0.00								
MEALS (Incl 43.00 + 226.71 + 002 269.71 =)		12.-						12.-
		20. ⁴⁵						20. ⁴⁵
SUNDRY EXPENSES (Specify)								
TOTALS	<u>271.⁷¹</u>	<u>374.²²</u>						<u>646.-</u>

RECEIVED
 AUG 03 2012
 SPRINGETSBURY TWP
 FINANCE DEPT.

RECEIVED
 JUN 18 2012
 SPRINGETSBURY TWP
 FINANCE DEPT.

I certify that the above expenses were incurred in the conduct of Township business.

[Signature]
 (signature of employee)

644
see not for type

LESS ADVANCE (IF ANY) _____
 AMOUNT DUE 646.7
 REFUND DUE TOWNSHIP _____

DATE _____ **PLACE** _____ **TIME** _____

Invt# 06112012-ICMA 9644.00
 JOHN J. HOLMAN
 06/18/2012 # Pages 1 FP1 DOC120S1551

APPROVALS:

Department Head : _____
 Township Manager : *[Signature]*
 Finance Officer : _____

Date: 6-18-2012

JOHN J. HOLMAN
 Employee's Name (print or type)

Title: Township Manager

Vendor No: 849 Citizens Bank Credit Card

Account Number: 10,406 49/10

per Rep. this was on his personal credit card for 3/2012



THE WASHINGTON COURT HOTEL

A Harlaugh Hotel

RECEIVED
JUN 18 2012
SPRINGETTSBURY TWP
FINANCE DEPT.

Guest Name: **John Holman**

Room #: 720
Folio #: RCIFOGSH - 1
Group #:
Guests: 2
Clerk:

Budget Code 10. 401. 49110

CL #:

CC #:

Arrive: 06/10/12

Time: 12:41 PM

Depart: 06/12/12

Status: FOL

Date	Description	Reference	Comment	Charges	Credits
06/10/2012	ROOM CHARGE	720		\$198.00	
06/10/2012	ROOM TAX	720t	ROOM TAX	\$28.71	
06/11/2012	BISTRO 525 FOOD BRFS	2571	BISTRO 525 FOOD BRFS T#: 1-2571	\$12.95	
06/11/2012	BISTRO 525 GRATUITY	2571	BISTRO 525 GRATUITY T#: 1-2571	\$5.00	
06/11/2012	BISTRO 525 TAX	2571	BISTRO 525 TAX T#: 1-2571	\$1.30	
06/11/2012	ROOM CHARGE	720		\$261.00	
06/11/2012	ROOM TAX	720t	ROOM TAX	\$37.84	
06/12/2012	BISTRO 525 FOOD BRFS	2626	BISTRO 525 FOOD BRFS T#: 1-2626	\$28.95	
06/12/2012	BISTRO 525 GRATUITY	2626	BISTRO 525 GRATUITY T#: 1-2626	\$8.00	
06/12/2012	BISTRO 525 TAX	2626	BISTRO 525 TAX T#: 1-2626	\$2.90	
06/12/2012	PARKING TAX	06121108420	11-966	\$10.52	
06/12/2012	PARKING FEE	06121108420	11-966	\$75.68	
06/12/2012	PAY VISA	06129534201			(\$670.65)

Folio Balance: \$0.00

I agree that my liability for this bill is not waived and agree to be held personally liable for all charges

Bar

THE DUBLINER - WASHINGTON'S FAVORITE IRISH PUB
520 North Capitol St NW
Washington, DC 20001

Server: DAN
Table 16/1
Guests: 2
06/11/2012
6:04 PM
2012

c. 50
RECEIVED
JUN 18 2012
SPRINGETTSBURY TWP
FINANCE DEPT.

Balance Due 44.50

THANKS FOR COMING!!
LIVE IRISH MUSIC EVERY NIGHT!
Maximum 3 credit cards per tab

Visit our website at