

RTK-233



**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: October 14, 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 invoice, bill, and reimbursement request submitted for payment to the Township, by every law firm, individual attorney, consultant, consulting firm, expert witness, advisor, or any other individual or business for their appearance in or consultation for every law suit filed against Springettsbury Township, their employees, and Township Board members, for the period 1990 to present. Include the name(s) of the plaintiff(s) and defendant(s).

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**

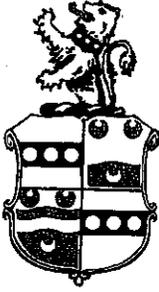
RIGHT TO KNOW OFFICER: **JOHN J. HOLMAN, TOWNSHIP MANAGER/SECRETARY**  
john.holman@springettsbury.com

DATE RECEIVED BY THE AGENCY: 10/14/2013

AGENCY FIVE (5)-DAY RESPONSE DUE: 10/21/2013  
11/20/2013

**\*\*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



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

Julie A. Landis

## TOWNSHIP MANAGER

John J. Holman  
Secretary/Treasurer

October 18, 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 invoice, bill, and reimbursement submitted for payment to the Township, by every law firm, individual attorney, consultant, consulting firm, expert witness, advisor, or any other individual or business for their appearance in or consultation for every law suit filed against Springettsbury Township, their employees, and Township Board members, for the period 1990 to present. Include the name(s) of the plaintiff(s) and defendants."

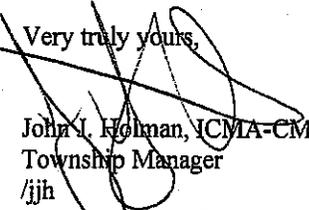
I reviewed the request and an extension of time to respond is required due to the reasons set forth below. The Township anticipates responding to your request no later than November 20, 2013.

- 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.

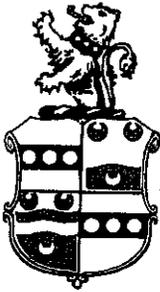
Very truly yours,

  
John J. Holman, ICMA-CM  
Township Manager

/jjh

cc: Charles Rausch, Township Solicitor  
Patrick Harvey, Personnel Attorney  
Betty Speicher, Director of Human Resources  
Dori Bowders, Manager of Administrative Operations

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  
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Julie A. Landis

## TOWNSHIP MANAGER

John J. Holman  
Secretary/Treasurer

November 19, 2013

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

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

Dear Mr. Trott,

Thank you for submitting to Springettsbury Township a Right-To Know Request form dated October 14, 2013.

Your request stated: "Please provide a copy of every invoice, bill, and reimbursement submitted for payment to the Township, by every law firm, individual attorney, consultant, consulting firm, expert witness, advisor, or any other individual or business for their appearance in or consultation for every law suit filed against Springettsbury Township, their employees, and Township Board members, for the period 1990 to present. Include the name(s) of the plaintiff(s) and defendants."

Your request is approved in part and denied in part.

Your request is approved as to the following invoices:

Ballard Spahr Invoices (12 pages);  
Blakey Yost Invoices (68 pages);  
CBIZ Invoice Notices for Deductibles (3 pages);  
Penn Prim Liability Deductible Notices (11 pages);  
Selective Deductible Notices (6 pages);

The records for professional services have been redacted for the following reasons:

1. Section 102: The definition of a public record excludes records that are protected by a privilege. Some of the records under this request fall within the attorney/client privilege.

2. Section 708(b)(10)(i)(A): The internal, predecisional deliberations of an agency, its members, employees or officials or predecisional deliberations between agency members, employees or officials and members, employees or officials of another agency, including predecisional deliberations relating to a budget recommendation, legislative proposal, legislative amendment, contemplated or proposed policy or course of action or any research, memos or other documents used in the predecisional deliberations.
3. Section 708 (b)(8)(i): A record pertaining to strategy or negotiations relating to labor relations or collective bargaining and arbitration decisions.
4. Section 706(6) (i) 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; personal e-mail addresses; employee number or other confidential personal identification numbers.
5. Section 706: Information not subject to access. The information is not within the scope of the request.
6. Section 507: Retention of Record: Nothing in this shall be construed to modify, rescind or supersede any record retention policy or disposition schedule of an agency established pursuant to law, regulation, policy or other directive.
  - a. Resolution 2010-43 Authorizing Disposition of Records As Set Forth in the Municipal Records Retention Manual.
  - b. Resolution 2011-37 Authorizing Disposition of Records As Set Forth in the Municipal Records Retention Manual.
  - c. Resolution 2012-36 Authorizing Disposition of Records As Set Forth in the Municipal Records Retention Manual.
7. Format of Report: Section 705; an agency shall not be required to create a record which does not currently exist or to compile, maintain, format or organize a record in a manner which the agency does not currently compile, maintain, format or organize the record.
8. Section 506(d): "A public record that is not in the possession of an agency but is in the possession of a party with whom the agency has contracted to perform a governmental function on behalf of the agency, and which directly relates to the governmental function and is not exempt under this act, shall be considered a public record of the agency for purposes of this act."
  - a. The Township contacted the Risk Management Consultant for records from the insurance carriers during the periods pertinent to your request. The insurance carriers, Selective and Penn Prime, have advised the Township that they have no records related to your request on file.

The cost of the copy of the documents is 100 pages @ .25 cents per page, or \$25.00 if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is \$5.32 for a total cost of \$30.32.

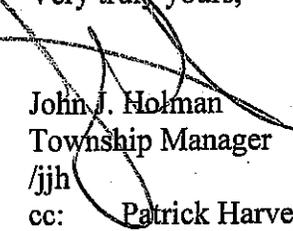
The documents can be picked up or mailed upon receipt of payment to Springettsbury Township. Contact Ms. Dori Bowders, at 717-757-3521, to schedule a time to pick up the documents.

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, 4<sup>th</sup> 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. If you have further questions, please call John Holman, Township Manager.

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

Very truly yours,

  
John J. Holman  
Township Manager

/jjh

cc: Patrick Harvey, Personnel Attorney  
Charles Rausch, Township Solicitor  
Jack Hadge, Finance Director  
Bruce Walsh, Risk Management Consultant  
Betty Speicher, Director of Human Resources

File: Right-to-Know