



pennsylvania

OFFICE OF OPEN RECORDS

RTK 278



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:

8/31 - email, w/ holiday not rec'd till 9/2

REQUEST SUBMITTED BY:

E-MAIL

U.S. MAIL

FAX

IN-PERSON

NAME OF REQUESTOR:

JEFF KOCH - Public Records Dept

STREET ADDRESS:

52 Tuscan Way Ste 202-130 } Professional Finders, Inc.

CITY/STATE/COUNTY (Required):

St. Augustine, FL 32092

TELEPHONE (Optional):



RECORDS REQUESTED:

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

See attached

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER:

ABEGALE GIBB

abby.gibb@springettsbury.com

DATE RECEIVED BY THE AGENCY:

9/2/14

AGENCY FIVE (5)-DAY RESPONSE DUE:

9/9/14

30 Day: 10/9/14

**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



To: FOIA Officer, Clerk, City Manager, or Department Director
From: Jeff Koch
Subject: Pennsylvania Right to Know Law (2 PAGES TOTAL)
Date: August 29, 2014

Dear FOIA Officer, Clerk, City Manager, or Department Director,

Please accept this formal letter in lieu of a Public Records Request Form due to the description of the records we are requesting. If you are not the records coordinator or custodian of the requested records please kindly forward our request to the certain departments or persons in possession of the documents we are requesting. If the requested formats of the records we are requesting do not currently exist, we would like to obtain copies of the relevant records in its present format.

Pursuant to Pennsylvania Right to Know Law, 65 §66.1 et seq., I hereby request copies of the following records outlined below.

- (1) **Stale-dated/Un-Cashed Checks Information**
 - (2) **Cash Deposits/Performance Bonds/Cash Securities/Escrow Information**
 - (3) **Property Tax Overpayment Information**
- 1) Financial spreadsheets, ledgers, or other record of all checks that are outstanding and considered uncashed/stale-dated.
 - a) Responsive documents to this request may include but not be limited to: Stale Dated/Un-cashed Checks Report, Stale Dated Vendor/Payroll Checks, A/P Check/Warrant Reconciliation Report, Check/Warrant Reconciliation Report/Register Outstanding Check Warrants Report, Unclaimed Checks Report, and/or Outstanding Warrants Report.
 - b) Responsive departments may include but not be limited to the Clerk, Finance Department, Treasury, Tax Collector, Auditor, Controller, and/or other departments that would be in possession of such records.
 - c) Limitation: Limited to checks that have been issued more than one year ago and over \$1,000. This limitation is preferred however not required
 - d) If any of the records identified in a) do not exist we would like a copy of the check register which identifies those checks that have not cleared and of which the funds have not already been forwarded to the state treasurers' unclaimed property division.
 - 2) Financial spreadsheet, ledger, or other record of all **un-refunded** cash deposits, cash escrows, cash performance bonds, or any other cash sureties/securities which have been deposited with your municipality and have not been returned or refunded to the developer and/or depositor. Some examples of the cash deposits that are being sought after may include, but not be limited to: tap fees, temporary trailer, right of way, landscaping, traffic/street lights, demolition, sidewalk/curb, trees, impact fees, winter handling, signs/temporary signs, seeding, street opening, monuments, driveway, grading/paving, earth moving, hydrant, maintenance, conservation, subdivision, wetlands conservation, erosion, and storm sewer.
 - a) Responsive documents to this request may include but not be limited to: Bond History Log, Performance Bond Deposit Report/List, Construction Cash Bond Report, Active/Open Cash Bond Report, Deposit List, Active/Open Cash Deposit List, Reimbursable Bond Report, and/or Outstanding/Active/Open Balances Report
 - b) Responsive departments may include but not be limited to the Building, Inspection, Engineering, Public Works, Comptroller, Transportation, Economic Development, Planning and Zoning, Community Development, Finance, Treasury, Auditor, Auditor, and/or Community Development departments.
 - c) Limitation: Limited to deposits over \$1,000. This limitation is preferred however not required
 - d) If any of the records identified in a) do not exist please inform us of the types of securities/sureties your municipality collects, the departments that collect them, and how such securities/sureties are accounted for.



Professional Finders

- 3) Financial spreadsheet, ledger, or other record of unclaimed property tax overpayments. These typically are accounted for as un-cashed checks/unclaimed warrants, however, some municipalities' tax departments or other departments have a separate log.
 - a) Responsive documents to this request may include but not be limited to unclaimed property tax overpayment log or property tax overpayment ledger.
 - b) Responsive departments to this request may include but not be limited to the Tax Collector, Auditor-Controller, Finance, Treasury, Comptroller, or any other department that would be in possession of such records.
 - c) Limitation: Limited to overpayments that are more than one year old and over \$1,000. This limitation is preferred however not required.

Please include the Department, Contact Name, E-Mail Address, and Phone Number for each custodian of the records provided. We would like to receive the requested information through one of these methods in the following order:

1. **E-Mail** -

2. **Fax** -

3. **U.S. Mail** -

Professional Finders Inc.
52 Tuscan Way Suite #202-130
St Augustine, Florida 32092

Professional Finders Inc. wishes to work with you in a cooperative manner. If there are any costs in completing this request please send an invoice. We realize that some parts of this request will require some time. Please forward us the information as it becomes available. My preferred method of contact is via e-mail. In the event you have any questions regarding this request, or if this request is unclear in anyway. I can be reached at [redacted] if you need to speak with me directly.

Best Regards,

Jeff Koch



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

George M. Dvoryak
Chairman

Julie A. Landis
Vice Chairman

Mark M. Swomley
Assistant Secretary/Treasurer

William H. Schenck, III

Kathleen A. Phan

TOWNSHIP MANAGER

John J. Holman
Secretary

September 9, 2014

Mr. Jeff Koch
Professional Finders, Inc.
52 Tuscan Way Suite #202-130
St. Augustine, Florida 32092

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

Dear Mr. Koch,

Thank you for writing to Springettsbury Township with your request for information in regards to “(1) Stale-dated/Un-Cashed Checks Information (2) Cash Deposits/Performance Bonds/Cash Securities/Escrow Information (3) Property Tax Overpayment Information.”

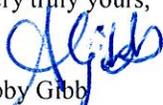
I reviewed the request and an extension of time to respond is required due to the reasons set forth below. The Township anticipates responding to your request no later than October 9, 2014.

- 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.

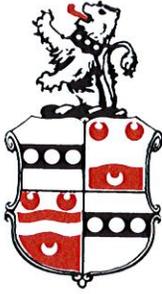
The applicable fees associated with your request are unknown at this time. You will be advised of the estimated fees after completion of review of your request.

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

Very truly yours,


Abby Gibb
Right to Know Officer

cc: Charles Rausch, Township Solicitor
Betty Speicher, Director of Human Resources
Dori Bowders, Manager of Administrative Operations
Jack Hadge, Finance Director
Sandy Ratcliffe, Deputy Finance Director
File: Right-to-Know – 278



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

George M. Dvoryak
Chairman

Julie A. Landis
Vice Chairman

Mark M. Swomley
Assistant Secretary/Treasurer

William H. Schenck, III

Kathleen A. Phan

TOWNSHIP MANAGER

Kristen L. Denne

October 6, 2014

Mr. Jeff Koch
Professional Finders, Inc.
52 Tuscan Way Suite #202-130
St. Augustine, Florida 32092

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

Dear Mr. Koch,

Thank you for writing to Springettsbury Township with your request for information in regards to "(1) Stale-dated/Un-Cashed Checks Information (2) Cash Deposits/Performance Bonds/Cash Securities/Escrow Information (3) Property Tax Overpayment Information."

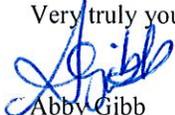
The Township has reviewed its files and found the following:

- 1.) Stale-Dated/Un-Cashed Checks Information - There are none.
- 2.) Cash Deposits/Performance Bonds/Cash Securities/Escrow Information (Un-refunded) – There are none
- 3.) Property Tax Overpayment Information - There are none.

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,


Abby Gibb
Right to Know Officer

cc: Kristen Denne, Township Manager
Dori Bowers, Manager of Administrative Operations
Fran Surdich, Tax Collector
Jack Hadge, Finance Director
Charles Rausch, Township Solicitor
File: Right-to-Know – 278