



pennsylvania
OFFICE OF OPEN RECORDS

RTK-2014



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: September 21, 2014

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): _____

RECORDS REQUESTED:

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

Please provide a copy of each invoice submitted by First Capital Engineering for the purpose of follow-up inspection for the verification of completed vs incompleted bonded items for calculation of Performance Bond reduction or Increase for the period January 1, 2014 to present. To include payment requested for mileage, time spent researching files for original cost estimate and latest Bond Release Information, and subsequent updating of file spreadsheet. *Please notify me of the number of invoices prior to photocopying.

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: **ABEGALE GIBB**
abby.gibb@springettsbury.com

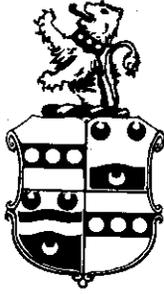
DATE RECEIVED BY THE AGENCY: 9/22/14

AGENCY FIVE (5)-DAY RESPONSE DUE: 9/29/14

30 Day Response: 10/29/14

****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



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

September 29, 2014

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 each invoice submitted by First Capital Engineering for the purpose of follow-up inspection for the verification of completed vs incompleated bonded items for calculation of Performance Bond reduction or Increase for the period January 1, 2014 to present. To include payment requested for mileage, time spent researching files for original cost estimate and latest Bond Release Information, and subsequent updating of file spreadsheet. *Please notify me of the number of invoices prior to photocopying."

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 29, 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.

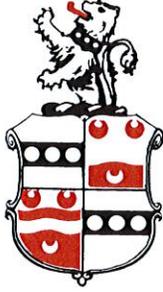
If you have any questions please do not hesitate to contact me.

Very truly yours,

Abby Gibb
Right to Know Officer

cc: Kristen Denne, Township Manager
Dori Bowders, Manager of Administrative Operations
Charles Rausch, Township Solicitor

File: Right-to-Know - 282



COAT OF ARMS OF SPRINGETT PENN
1701-1731

SPRINGETTSBURY TOWNSHIP

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Kathleen A. Phan

TOWNSHIP MANAGER

Kristen L. Denne

October 14, 2014

Mr. David G. Trött
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 each invoice submitted by First Capital Engineering for the purpose of follow-up inspection for the verification of completed vs incompleted bonded items for calculation of Performance Bond reduction or Increase for the period January 1, 2014 to present. To include payment requested for mileage, time spent researching files for original cost estimate and latest Bond Release Information, and subsequent updating of file spreadsheet. *Please notify me of the number of invoices prior to photocopying."

Per our email exchange, you indicated you would like copies of the invoices and that you will pick them up next week. The cost of the copy of the documents is 38 pages @ \$0.25 per page, or \$9.50 if picked up from the municipal office. The documents can be picked up upon receipt of payment to Springettsbury Township.

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

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

Very truly yours,

Abby Gibb
Right to Know Officer

cc: Kristen Denne, Township Manager
Dori Bowders, Manager of Administrative Operations
Patricia Lang, Director of Community Development
Jack Hadge, Finance Director
Charles Rausch, Township Solicitor

File: Right-to-Know – 282