



pennsylvania
OFFICE OF OPEN RECORDS

RTK-318

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 5/14/2015
REQUEST SUBMITTED BY: [] EMAIL [X] U.S. MAIL [] FAX [] IN-PERSON
NAME OF REQUESTOR: Trisha Frasetto
Signature Information Solutions, LLC
sisdatagroup@signatureinfo.com
STREET ADDRESS: P.O. BOX 8488
CITY/STATE/COUNTY (REQUIRED): Trenton/ NJ/ Mercer 08650-0488
TELEPHONE (Optional): Toll Free 800-432-8384 ext. 57055 / FAX 866-698-6986
RECORDS REQUESTED: FOR DETAILED MONTHLY TAX COLLECTOR STATEMENTS

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

*Please accept this letter as our request for a copy of the detailed real estate tax collector's monthly report to taxing district submitted to the Agency pursuant to 72 P.S. §5511.25 for the month(s) listed below for the 2015 tax year. This is the Department of Community and Economic Development (DCED) report, as stated in the Tax Collector's Manual:

"The monthly statement must list all taxes collected for the taxing district for the reporting period. This report must list the names of taxpayers and amount collected from each, including discounts and penalties and must carry a total of all taxes collected with discounts and penalties for the reporting period."

Agency Type: Township

Month(s): April

We will accept this financial record in whatever format (electronic or paper) it is provided to you.

Please provide the requested information within 5 days of receipt of this request.

DO YOU WANT COPIES?: YES [X]
DO YOU WANT TO INSPECT THE RECORDS?: NO [X]
DO YOU WANT CERTIFIED COPIES OF RECORDS?: NO [X]

Completion date: 5/21/2015

RIGHT TO KNOW OFFICER: Abigail Gibb

DATE RECEIVED BY THE AGENCY: 5/15/2015

AGENCY FIVE (5)-DAY RESPONSE DUE: 5/22/2015 30 Days: 6/21/2015

***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.)*



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

Mark M. Swomley
Chairman

George M. Dvoryak
Vice Chairman

Kathleen A. Phan
Assistant Secretary/Treasurer

William H. Schenck, III

Julie A. Landis

TOWNSHIP MANAGER

Kristen L. Denne

May 19, 2015

Ms. Trisha Frassetto
Signature Information Solutions, LLC
P.O. Box 8488
Trenton, NJ 08650-0488

Re: **RIGHT-TO-KNOW REQUEST – April 2015**

Dear Ms. Frassetto,

Thank you for writing to Springettsbury Township with your request for information as shown on your original request form which is enclosed.

Your request is approved. The cost of the copy of the documents is 380 pages @ \$0.25 per page, or \$95.00 if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is \$6.16 for a total cost of \$101.16.

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

These documents are as submitted by the tax collector and are not a certification of taxes due or owing on a property in the Township. The Township does not and will not certify to the accuracy of the enclosed reports.

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,

Abegale Gibb
Right To Know Officer

cc: Kristen Denne, Township Manager
Charles Rausch, Township Solicitor
Dori Bowders, Manager of Administrative Operations
S. Fran Surdich, Tax Collector
Sandy Ratcliffe, Deputy Finance Officer

File: Right-to-Know 318