



**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: 8/7/15

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

NAME OF REQUESTOR: David Walters

STREET ADDRESS: 708 Somerset Pl.

CITY/STATE/COUNTY (Required): Medanicsburg, PA 17055

TELEPHONE (Optional): 717-265-3414

**RECORDS REQUESTED:**

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

*See attachment*

DO YOU WANT COPIES? YES or NO - *electronic, if possible*

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

Completion Date:

DATE RECEIVED BY THE AGENCY: August 7, 2015

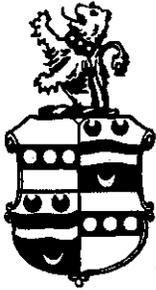
AGENCY FIVE (5)-DAY RESPONSE DUE: August 14, 2015  
30 - Day Response Due: September 13, 2015

**\*\*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.)**

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

## Attachment – Right To Know Request

- 1) Copy of current contract between municipality and contractor for solid waste collection and/or recyclables collection.
  - If municipality is currently engaged in an extension with contractor for solid waste collection and/or recyclables collection, a copy of the current extension and the original contract the extension was based upon.
- 2) Records, if such exist, of any direct payments from the municipality to the contractor for solid waste collection and/or recyclables collection.
- 3) Copies of the most recent Requests for Proposal/Invitations for Bid and any submissions relating thereto by any and all prospective contractors for solid waste collection and/or recyclables collection.
- 4) Copies of any solid waste collections and/or recyclables collection billing audits conducted by the municipality, or at the municipality's request.



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

August 14, 2015

Mr. David Walters  
708 Somerset Drive  
Mechanicsburg, PA 17055

Re: **RIGHT-TO-KNOW REQUEST – Waste/Recycling Collection**

Dear Mr. Walters,

Thank you for writing to Springettsbury Township with your request for information as shown on the enclosed document.

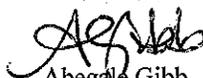
I have reviewed the request and an extension of time to respond is required due to the reasons set forth below. The Township anticipates responding to your request no later than September 13, 2015.

- 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,

  
Abegale Gibb  
Right To Know Officer

cc: Kristen Denne, Township Manager  
Charles Rausch, Township Solicitor  
Dori Bowders, Manager of Administrative Operations  
File: Right-to-Know 326

**Attachment – Right To Know Request**

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William H. Schenck, III

Julie A. Landis

## TOWNSHIP MANAGER

Kristen L. Denne

September 11, 2015

Mr. David Walters  
708 Somerset Drive  
Mechanicsburg, PA 17055

Re: **RIGHT-TO-KNOW REQUEST – Waste/Recycling Collection**

Dear Mr. Walters,

Thank you for writing to Springettsbury Township with your request for the following information:

1) Copy of current contract between municipality and contractor for solid waste collection and/or recyclables collection. – **The Municipal Waste Contract is available online, and can be accessed by visiting [www.springettsbury.com](http://www.springettsbury.com) click “Residents” at the top of the homepage, click on Recycling & Trash and on the left column click “Waste & Recycling Collection Contract – 2013-2017 Penn Waste.”**

### Section 704. Electronic Access

(b) (1) In addition to the requirements of section 701, an agency may respond to a request by notifying the requester that the record is available through publicly accessible electronic means or that the agency will provide access to inspect the record electronically.

(b) (2) If the requester is unwilling or unable to access the record electronically, the requester may, within 30 days of following receipt of the agency notification, submit a written request to the agency to have the record converted to paper. The agency shall provide access to the record in printed form within five days of the receipt of the written request for conversion to paper.

1.A) If municipality is currently engaged in an extension with contractor for solid waste collection and/or recyclables collection, a copy of the current extension and the original contract the extension was based upon. – **No Records**

2) Records, if such exist, of any direct payments from the municipality to the contractor for solid waste collection and/or recyclables collection. – **The records below indicate payments made by the Township to Penn Waste for extra service refuse bags provided to the Township.**

Clerk	Document	Invoice	Inv Date	PO	Warrant	S	Check #	Amount	Use Tax
8042sbuf	<u>47914</u>	0002653458	01/22/2014		AP020714	P	69094	1,100.00	0.00
8042sbuf	<u>42548</u>	0002375200	04/22/2013		AP050313	P	68050	2,200.00	0.00
8042sbuf	<u>57247</u>	0003189930	04/15/2015	15000972	AP051515	P	70680	1,100.00	0.00
8042sbuf	<u>51510</u>	0002859574	07/10/2014		AP072514	P	63788	1,100.00	0.00

3) Copies of the most recent Requests for Proposal/Invitations for Bid and any submissions relating thereto by any and all prospective contractors for solid waste collection and/or recyclables collection. – **The request for Proposals/Invitations for Bid is 40 pages in length and is included in the current contract which is available online. There were two bid submissions, the current contract which is available online and the second bid which was submitted by Republic Services of Pennsylvania, LLC dba York Waste Disposal. If you would like a copy of the bid submitted by Republic Services, that document is 294 pages in length.**

4) Copies of any solid waste collections and/or recyclables collection billing audits conducted by the municipality, or at the municipality's request. – **No Records**

The cost of the copy of the documents is at a rate of \$0.25 per page.

Copy of the current contract, available online – 55 pages, \$13.75

Copy of the request for proposals, available online as part of the current contract – 40 pages, \$10.00

Copy of the bid submission by Republic Services – 294 pages, \$73.50

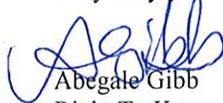
If you would like to have copies of the information that is not available online, the cost to copy the bid by Republic Services is \$73.50 if picked up at the Springettsbury Township Municipal building. If you would like these documents mailed the additional cost will be, \$5.95 for a total of \$79.45.

The documents can be picked up or mailed upon receipt of payment to Springettsbury Township.

Please contact me, at 717-757-3521, if you would like the other items copied as well and I will provide you with a total cost for pick up or a total cost for copies and shipping.

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

Very truly yours,



Abigail Gibb  
Right To Know Officer

cc: Kristen Denne, Township Manager  
Charles Rausch, Township Solicitor  
Dori Bowders, Manager of Administrative Operations  
Sandy Ratcliffe, Deputy Finance Director  
File: Right-to-Know 326