



RTK 329

# pennsylvania

OFFICE OF OPEN RECORDS

### STANDARD RIGHT-TO-KNOW REQUEST FORM

**DATE REQUESTED:** 8/11/2015

**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):** June, July

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 ]

**RIGHT TO KNOW OFFICER:** Abigail Gibbs  
**DATE RECEIVED BY THE AGENCY:** 8/13/15  
**AGENCY FIVE (5)-DAY RESPONSE DUE:** 8/20/2015

30 Day Response: 9/18/15

**\*\*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.)**

Completion Date:



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 20, 2015

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

Re: **RIGHT-TO-KNOW REQUEST – June, July 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.

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 18, 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  
Dori Bowders, Manager of Administrative Operations  
Sandy Ratcliffe, Deputy Finance Officer  
File: Right-to-Know 329



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## TOWNSHIP MANAGER

Kristen L. Denne

August 28, 2015

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

Re: **RIGHT-TO-KNOW REQUEST – June, July 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.

June 2015 Records: 76 Pages  
July 2015 Records: 51 Pages

The cost of the copy of the documents is 127 pages @ \$0.25 per page, or \$31.75 if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is \$5.95 for a total cost of \$37.70.

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

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