



RTK-354



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: February 19,2016

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

Nathan Pipitone
Wellington Development Group, Inc.

NAME OF REQUESTOR: _____

STREET ADDRESS: 3 Whipporwill Drive

CITY/STATE/COUNTY (Required): Lancaster, Pa. 17603

TELEPHONE (Optional): 717-872-6401

RECORDS REQUESTED:

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

1. ***Recordings,tapes,notes, memo's of the meeting taken during the Springettsbury Township Planning Commission, February 18, 2016***
2. ***Copies, of information, notes, comments,emails distributed by the Township Engineer/ Zoning officer to the Planning Commission and or its members,which were not submtted by the Applicant.***
3. ***Copies of Offical appointments for the Following. Township Engineer, Township Zoning Officer, Land Development and Planning administrators, Sewer Authority .***

DO YOU WANT COPIES? YES

DO YOU WANT TO INSPECT THE RECORDS? YES

DO YOU WANT CERTIFIED COPIES OF RECORDS? NO

RIGHT TO KNOW OFFICER: ABEGALE GIBB
abby.gibb@springettsbury.com

Completion Date:

DATE RECEIVED BY THE AGENCY: 02.19.16

AGENCY FIVE (5)-DAY RESPONSE DUE: 02.26.16

30-Day Response Due: 03.27.16



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

Blanda E. Nace

TOWNSHIP MANAGER

Kristen Denne

February 26, 2016

Mr. Nathan Pipitone
Wellington Development Group, Inc.
3 Whipporwill Drive
Lancaster, PA 17603

Re: **RIGHT-TO-KNOW REQUEST – Planning Commission**

Dear Mr. Pipitone,

Thank you for writing to Springettsbury Township with your request for information in regards to:

1. Recordings, tapes, notes, memos of the meeting taken during the Springettsbury Township Planning Commission, February 18, 2016
2. Copies of information, notes, comments, emails distributed by the Township Engineer/Zoning officer to the Planning Commission and or its members, which were not submitted by the Applicant.
3. Copies of Official appointments for the Following. Township Engineer, Township Zoning Officer, Land Development and Planning administrators, Sewer Authority.

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 March 27, 2016

- The extent or nature of the request precludes a response within the required time period.
- The request requires the retrieval of records stored in a remote location.
- 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
John Luciani, Township Engineer
Paul Shaefer, First Capital Engineering
Jean Abreght, President, Document House
Charles Rausch, Township Solicitor
Dori Bowers, Manager of Administrative Operations
File: Right-to-Know 354



COAT OF ARMS OF SPRINGETT PENN
1701-1731

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Vice Chairman

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Assistant Secretary/Treasurer

William H. Schenck, III

Blanda E. Nace

TOWNSHIP MANAGER

Kristen Denne

March 23, 2016

Mr. Nathan Pipitone
Wellington Development Group, Inc.
3 Whipporwill Drive
Lancaster, PA 17603

Re: **RIGHT-TO-KNOW REQUEST – Planning Commission**

Dear Mr. Pipitone,

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

1. Recordings, tapes, notes, memos of the meeting taken during the Springettsbury Township Planning Commission, February 18, 2016
2. Copies of information, notes, comments, emails distributed by the Township Engineer/Zoning officer to the Planning Commission and or its members, which were not submitted by the Applicant.
3. Copies of Official appointments for the Following. Township Engineer, Township Zoning Officer, Land Development and Planning administrators, Sewer Authority.

Your request is approved.

All files available are contained on a CD including:

- Planning Commission Meeting Audio File – February 18, 2016 (MP3)
- Board of Supervisors Reorganization Minutes - January 4, 2016
- Planning Commission Meeting Minutes - February 18, 2016
- Additional Memos – 5 Pages
- Letter sent to Kristen Denne from First Capital Engineering – February 18, 2016
- Pleasant Valley LLC – Traffic Impact Assessment (included with Letter to Kristen Denne) – February 18, 2016

The cost of the CD is \$0.67, if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is \$1.42 for a total cost of \$2.09.

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

The Township always welcomes anyone who would like to review its records. Please contact the Community Development Department, at 717-757-3521 should you wish to schedule an appointment to review any of the Townships property record files.

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,


Abigail Gibb
Right to Know Officer

cc: Kristen Denne, Township Manager
John Luciani, Township Engineer
Paul Shaefer, First Capital Engineering
Jean Abrecht, President, Document House
Charles Rausch, Township Solicitor
Dori Bowders, Manager of Administrative Operations
File: Right-to-Know 354