

**Gibb, Abby**

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**From:** pennsylvania@openthebooks.com  
**Sent:** Thursday, May 19, 2016 10:30 AM  
**To:** Gibb, Abby  
**Subject:** New Right to Know - Township of Springettsbury submitted on 05/19/2016

**Importance:** High

05/19/2016

Abegale Gibb:

Pursuant to the Right to Know, this is a request for a copy of the following records: An electronic copy of any and all employees for years of 2015, (fiscal or calendar year). Each employee record should contain the employer name; employer zip code; year of compensation; first name, middle initial, last name; hire date (mm-dd-yyyy); gross annual (fiscal or calendar) wages (including but not limited to salary, over-time wages); position; etc. (etc.: means any other public data available, as to not require the agency to have to remove data from existing records.) This data should be broken down by employer, employee and year.

The principal purpose of this is to make this information more accessible to the public and to access and disseminate information regarding the health, safety, and welfare of the general public. This request is not principally for personal or commercial benefit. Our agency is just exercising the general rights of the public. For these reasons, we are requesting a waiver of fees. If there is a charge for this service, please obtain my approval in writing prior to proceeding with request.

All documents can be e-mailed to pennsylvania@openthebooks.com or mailed in electronic format (preferred format would be .csv or .xls). If any documents are not provided in the format specified, please provide the state or federal statutes relied upon for that decision. If any record or portion of a record responsive to this request is contained in a record or portion of a record deemed unresponsive to the request, I would like to inspect the entire document. Under the Open Records Act/Freedom of Information Act, all non-exempt portions of any partially-exempt documents must be disclosed. If any records or portions of records are withheld, please state the exemption on which you rely, the basis on which the exemption is invoked, and the name of the individual responsible for the decision.

Thank you for your prompt consideration of my request. If you have any questions, or if I can be of any assistance, please e-mail me at pennsylvania@openthebooks.com

Sincerely,

Nicole Mijares

American Transparency

P.O. Box 970999

Boca Raton, FL 33497-0999

RTK - 372

Received 5/19/16  
5 Day Response Due: 5/24/16  
30 Day Response Due: 6/25/16



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

May 26, 2016

Ms. Nicole Mijares  
American Transparency  
P.O. Box 970999  
Boca Raton, FL 33497-0999

Re: **RIGHT-TO-KNOW REQUEST – Employee Records**

Dear Ms. Mijares,

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 June 25, 2016.

- 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: Dori Bowders, Manager of Administrative Operations  
Nitza Sanchez-Bowser, Human Resources Manager  
Joye Eby, Human Resources/Administrative Assistant  
File: Right-to-Know 372



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Blanda E. Nace

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June 21, 2016

Ms. Nicole Mijares  
American Transparency  
P.O. Box 970999  
Boca Raton, FL 33497-0999

Re: **RIGHT-TO-KNOW REQUEST – Employee Records**

Dear Ms. Mijares,

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

The request for information is approved.  
2015 Records: 3 pages

Per the Pennsylvania Right to Know Law, applicable fees apply. Copies are available at a cost of \$0.25 per page for a total of \$.75 if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is \$1.15 for a total cost of \$1.90.

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.

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: Nitza Sanchez-Bowser, Human Resources Manager  
Dori Bowders, Manager of Administrative Operations  
Joye Eby, Human Resources Assistant/Payroll Administrator  
File: Right-to-Know 372