

**Gibb, Abby**

**From:** Jordan Maurer  
**Sent:** Monday, June 13, 2016 3:16 PM  
**To:** Gibb, Abby  
**Subject:** RE: Public Records Request

Dear Ms. Gibb,

The previous email was addressed originally to Ms. Buffington. Her email address returned as undeliverable so I sent it to you. Please excuse the mistake in the greeting. I apologize for the mistake.

Thank you for your time and assistance.

Best,

**Jordan Maurer** | Research Associate  
280 Summer Street, Suite 400, Boston, MA 02210  
tel. (617) 859-0640 ext. [redacted] fax (617) 859-0640  
[redacted] | [www.tlsgltd.com](http://www.tlsgltd.com)



PLEASE NOTE MY NEW EXTENSION

**From:** Jordan Maurer  
**Sent:** Monday, June 13, 2016 3:14 PM  
**To:** 'abby.gibb@springettsbury.com' <abby.gibb@springettsbury.com>  
**Subject:** Public Records Request

Dear Ms. Buffington:

Pursuant to Public Records Act, 65 Pa. Cons. Stat. Secs. 67.101 to 67.3104, I am writing to request copies of Springettsbury Township's fiscal records concerning all unclaimed, undeliverable, overdue and/or outstanding funds or obligations, (i.e. deposits or obligations NOT currently held by your state's abandoned property division) in the amount of \$1,000.00 or greater, currently held in accounts managed by the Springettsbury Township, including any and all:

1. Called, matured, and/or currently redeemable municipal bonds or other securities issued by any Springettsbury Township agency, and any outstanding or uncashed dividend payments associated with these securities.
2. Amounts on deposit with the Springettsbury Township that are held in trust for recipients whose whereabouts are unknown, including instances in which payment was never attempted, payment was never requested, and/or instances when payments were returned as undeliverable. Such amounts may relate to (but are not limited to) tax refunds, tax overpayments, cash deposits, cash escrows, cash securities, performance bonds, sheriff's bonds, eminent domain, matured government bonds, real estate foreclosures, vendor payments, restitution payments, proceeds from public sales of lost property, unsuccessful electronic fund transfers, and/or lost heir accounts.
3. Checks or warrants issued by the Springettsbury Township for payments on obligations incurred by any Springettsbury Township agency, department, office, court, college or other authorized authority that have remained outstanding for a period of six months or longer, AND the payee retains the right to claim the funds. (i.e. The payment has not been replaced, was not issued in error, and/or the obligation to the payee has not been voided by law.)

Specifically, the released records should include the amount held on behalf of the payee/recipient, any available identifying information regarding the recipient of the funds, the date associated with the obligation, and information indicating either the account in which the funds are held or the nature of the payment. Additionally, if Springettsbury Township issued a check that was not negotiated, please provide the check number, the check date, and the address where the payment was sent, if available.

Responsive documents may include the following:

- Stale Dated/Un-cashed Checks Report/Register
- Check/Warrant Reconciliation Report/Register
- Unclaimed Checks Report
- Bond History Log
- Reimbursable Bond Report
- Performance Bond Deposit Report/List
- Active/Open Cash Deposit List
- Property tax overpayment log/ledger
- Property tax refund log/ledger

Kindly provide this information to me in Microsoft Word, Excel, or Adobe Acrobat format, via email to [redacted]. If this is not possible, please send the information by US mail. If your agency does not maintain these public records and/or you are not the custodian of these public records, please either forward our request to the appropriate agency(ies)/person(s) in possession of the documents we are seeking, or otherwise please provide me with the proper custodian's name, telephone number and email address. (Agencies/Departments which may be in possession of the documents we are requesting include but are not limited to the Clerk, Treasury, Finance Department, Accounting Department, Auditor, Controller, Tax Collector, Public Works, Building Department, Sheriff, Comptroller, and Court(s)).

I understand that there may be a fee associated with fulfilling this request. Please accept this letter as my commitment to pay all reasonable costs of not more than \$50.00. If the cost will exceed this amount, please notify me.

As provided by the open records law, I will expect your response within a reasonable timeframe. If you choose to deny this request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Also, please provide all segregable portions of otherwise exempt material.

If you have any questions, please do not hesitate to contact me. Thank you very much for your time and assistance.

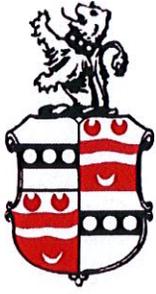
RTK-376  
Received 6/13  
5 Day Response  
Due: 6/20  
30 Day Response  
Due: 7/20  
Completed Date: 6/22

Sincerely,

**Jordan Maurer** | Research Associate  
280 Summer Street, Suite 400, Boston, MA 02210  
tel [REDACTED] | fax (617) 859-0640  
[www.tlsgltd.com](http://www.tlsgltd.com)



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**PLEASE NOTE MY NEW EXTENSION**  
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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

June 20, 2016

Jordan Maurer  
The Locator Services Group  
280 Summer Street, Suite 400  
Boston, MA 02210

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

Dear Jordan,

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

“...copies of Springettsbury Township’s fiscal records concerning all unclaimed, undeliverable, overdue and/or outstanding funds or obligations, (i.e. deposits or obligations NOT currently held by your state’s abandoned property division) in the amount of \$1,000.00 or greater, currently held in accounts managed by the Springettsbury Township, including any and all:

1. Called, matured, and/or currently redeemable municipal bonds or other securities issued by any Springettsbury Township agency, and any outstanding or uncashed dividend payments associated with these securities.
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3. Checks or warrants issued by the Springettsbury Township for payments on obligations incurred by any Springettsbury Township agency, department, office, court, college or other authorized authority that have remained outstanding for a period of six months or longer; AND the payee retains the right to claim the funds. (i.e. The payment has not been replaced, was not issued in error, and/or the obligation to the payee has not been voided by law.)

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- Performance Bond Deposit Report/List
- Active/Open Cash Deposit List
- Property tax overpayment log/ledger
- Property tax refund log/ledger”

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 July 20, 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.

Please be aware, the records will be provided in the format in which the Township currently maintains them per Right to Know Law Section 705: *Creation of record. When responding to a request for access, an agency shall not be required to create a record which does not currently exist or to compile, maintain, format or organize a record in a manner in which the agency does not currently compile, maintain, format or organize the record.*

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  
File: Right-to-Know 376



COAT OF ARMS OF SPRINGETT PENN  
1701-1731

# SPRINGETTSBURY TOWNSHIP

1501 Mt. Zion Road  
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717-757-3521 Fax: 717-757-7856  
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3501 North Sherman Street  
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Blanda E. Nace

June 22, 2016

Jordan Maurer  
The Locator Services Group  
280 Summer Street, Suite 400  
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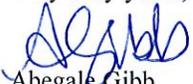
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The Township has reviewed its files and there are no records related to your request.

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: Barbara Lindeman, Director of Finance  
Sandy Ratcliffe, Deputy Director of Finance  
Dori Bowders, Manager of Administrative Operations  
File: Right-to-Know 376