



pennsylvania
OFFICE OF OPEN RECORDS

RTK 393

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 8/29/2016
REQUEST SUBMITTED BY: [] EMAIL [X] U.S. MAIL [] FAX [] IN-PERSON
NAME OF REQUESTOR: Trisha Frassetto
Signature Information Solutions, LLC
[REDACTED]
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 2016 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): March, April, May, 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]

Completion Date: []

RIGHT TO KNOW OFFICER: Abbey B. [REDACTED]
DATE RECEIVED BY THE AGENCY: 8/29/16

AGENCY FIVE (5)-DAY RESPONSE DUE: 9/16/16 30 Day Response Due: 10/6/2016

***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.)*



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

September 6, 2016

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

Re: **RIGHT-TO-KNOW REQUEST – March, April, May, June, July 2016**

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 October 6, 2016.

- The extent or nature of the request precludes a response within the required time period.
- 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
Barbara Lindeman, Director of Finance
Sharon Buffington, Finance Department

File: Right-to-Know 393



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

Benjamin B. Marchant

October 4, 2016

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

Re: **RIGHT-TO-KNOW REQUEST – March, April, May, June, July 2016**

Dear Ms. Frassetto,

Thank you for writing to Springettsbury Township with your request for monthly tax collector statements for March, April, May, June and July 2016.

Your request is approved.

- March 2016 Records: 3 pages
- April 2016 Records: 4 pages
- May 2016 Records: 3 pages
- June 2016 Records: 3 pages
- July 2016 Records: 3 pages

The cost of the copy of the documents is 16 pages @ \$0.25 per page, or \$4.00 if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is \$1.57 for a total cost of \$5.57.

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: Dori Bowders, Manager of Administrative Operations
Barbara Lindeman, Director of Finance
Sharon Buffington, Finance Department

File: Right-to-Know 393