



**pennsylvania**  
OFFICE OF OPEN RECORDS

RTK-498

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

DATE REQUESTED: Dec. 1, 2017

REQUEST SUBMITTED BY: Mail

REQUEST SUBMITTED TO (Agency name & address): Springettsbury Township, 1501 Mt. Zion Road

NAME OF REQUESTER : Ed Mahon  
STREET ADDRESS 1891 Loucks Road  
CITY/STATE/COUNTY/ZIP(Required): York, PA

TELEPHONE (Optional): [REDACTED] EMAIL (optional): [REDACTED]

RECORDS REQUESTED: *\*Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary*

All Springettsbury Township compensation paid in calendar year 2016, including salary, overtime and other categories. If the salary, overtime and other compensation info is broken down into different categories/columns, I am requesting the information that way. I am requesting this information as an electronic database, if it exists in that format. And I am requesting the information for all individual employees including with their job title and department. I am also requesting any existing guides for interpreting information in the database or records.

DO YOU WANT COPIES?  YES

DO YOU WANT TO INSPECT THE RECORDS?  NO

DO YOU WANT CERTIFIED COPIES OF RECORDS?  NO

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100?  YES

**\*\* PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES \*\***  
**\*\* IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL \*\***

**FOR AGENCY USE ONLY**

OPEN-RECORDS OFFICER: A.G:bb

I have provided notice to appropriate third parties and given them an opportunity to object to this request

DATE RECEIVED BY THE AGENCY: 12/01/2017

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: 12/08/2017  
30 Day Response: 01/07/2018

*\*\*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

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## TOWNSHIP MANAGER

Benjamin B. Marchant

December 8, 2017

Mr. Ed Mahon  
York Daily Record  
1891 Loucks Road  
York, PA 17408

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

Dear Mr. Mahon,

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

“All Springettsbury Township compensation paid in calendar year 2016, including salary, overtime and other categories.”

Your request is approved and requested records are included with this response electronically. Please note, the information is provided to you in the manner that it currently exists.

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.

Thank you,

Abegale Gibb  
Right to Know Officer

cc: Nitza Sanchez-Bowser, Human Resources Director  
File: Right-to-Know 498