



pennsylvania
OFFICE OF OPEN RECORDS

RTK-17



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: 9/16/09

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

NAME OF REQUESTOR: MICHAEL SMITH

STREET ADDRESS: 5 CODORON LANE

CITY/STATE/COUNTY (Required): YORK, PA 17408

TELEPHONE (Optional): _____

RECORDS REQUESTED:

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

Springettsbury Ordinance # 04-02

DO YOU WANT COPIES? YES or NO

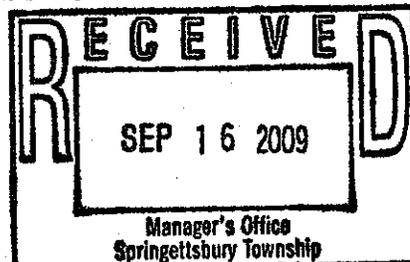
DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER: JOHN J. HOLMAN, TOWNSHIP MANAGER/SECRETARY
john.holman@springettsbury.com

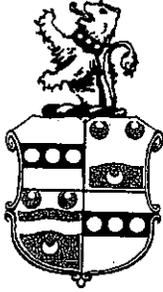
DATE RECEIVED BY THE AGENCY: 9/16/09

AGENCY FIVE (5)-DAY RESPONSE DUE: 9/23/09



****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.)**

Questions: please contact the Office of Open Records at (717) 346-9903 or openrecords@state.pa.us



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 & FIRE EMERGENCIES - DIAL 911
RECREATION OFFICE: (717) 505-0406

WASTEWATER TREATMENT FACILITY
3501 NORTH SHERMAN STREET
FAX: (717) 840-0680

BOARD OF SUPERVISORS

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JOHN J. HOLMAN
SECRETARY

September 18, 2009

Mr. Michael Smith
5 Codorun Lane
York, Pa. 17408

Re: **RIGHT-TO-KNOW REQUEST**
Springettsbury Ordinance #04-02

Dear Mr. Smith,

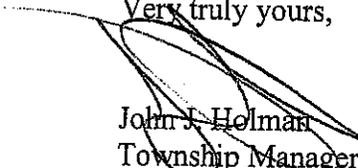
Thank you for writing to Springettsbury Township with your request for information pursuant to the Pennsylvania Right-To-Know law. You requested a copy of Springettsbury Ordinance #04-02.

The copy of the ordinance is available for pick up from the Township Municipal Building or via mail. The cost of the copy of the ordinance is \$1.50 if picked up from the municipal office. Should you wish to have the information mailed the additional cost is \$0.61 cents for a total cost of \$2.11.

The document can be picked up or mailed upon receipt of payment by Springettsbury Township. You may contact Mrs. Dori Bowders, Manager of Administrative Operations, at 717-757-3521 to schedule a time to pick up the document.

If you have any questions please do not hesitate to contact me.

Very truly yours,


John J. Holman
Township Manager

/jjh

File: Right-to-Know

ORDINANCE NO. 04-02

AN ORDINANCE OF SPRINGGETTSBURY TOWNSHIP, YORK COUNTY, PENNSYLVANIA, ESTABLISHING AND REESTABLISHING A DEPARTMENT OF PARKS AND RECREATION, PROVIDING FOR A DIRECTOR AND FOR AN ADVISORY BOARD, CLASSIFYING PARK AND RECREATION AREAS AND FACILITIES IN THE TOWNSHIP, PROVIDING FOR THE ADOPTION OF RULES AND REGULATIONS FOR THE USE OF ALL FACILITIES CONSISTENT WITH TOWNSHIP POLICIES, PROVIDING FOR ADMINISTRATIVE APPEALS AND PENALTIES FOR THE VIOLATION OF THIS ORDINANCE.

SECTION 1. Purpose.

The Board of Supervisors of Springettsbury Township recognizes that recreation is an essential element to the quality of life desired for Township residents of all ages. To this end, the Township has made and continues to make a major investment in the facilities at its central park while continuing to upgrade and improve facilities at numerous neighborhood parks and playgrounds. Of no less importance are the improvement of existing programs and the development of new programs for the enjoyment and participation of Township residents. It is the purpose of this Ordinance to establish and reestablish a Department of Parks and Recreation for the Township responsible for the administration and operation of all Township parks and recreation areas, the use of the facilities provided at each site, and the programs to be made available for participation and enjoyment of Township residents.

SECTION 2. Department Established.

The Springettsbury Township Department of Parks and Recreation is hereby established and reestablished.

SECTION 3. Director of Department.

The Department of Parks and Recreation shall be administered and directed by an individual whose title shall be "Director of Parks and Recreation." The Director shall be responsible for operation all of the parks, playgrounds and recreation areas of the Township, the use of the facilities provided at each site and the development and implementation of programs for the participation and enjoyment of Township residents. The Director's duties shall include: proposing rules, regulations and policies to the Board of Supervisors; implementing the park and recreation policies established from time to time by the Board of Supervisors; and, reporting to and taking direction from the Township Manager.

SECTION 4. Park and Recreation Board.

There is hereby established and reestablished a Park and Recreation Board of Springettsbury Township as follows:

(a) The Park and Recreation Board shall consist of seven (7) members, appointed on an annual basis by the Board of Supervisors, who shall serve without compensation and at the pleasure of the Board of Supervisors. The Chairman of the Park and Recreation Board shall promptly notify the Board of Supervisors of any vacancies in the Board, and such vacancy may be filled by the Board of Supervisors for the unexpired term.

(b) All of the members of the Park and Recreation Board shall be residents of Springettsbury Township, York County, Pennsylvania, at the time of appointment and for the term of the appointment.

(c) The Board shall elect a Chairman and a Vice Chairman and create and fill such other offices as it may determine. Officers shall serve annual terms and may succeed themselves. The Board may make and alter bylaws and rules and regulations to govern its procedures consistent with the ordinances of Springettsbury Township and the laws of the Commonwealth of Pennsylvania.

(d) The Board shall meet not less than bimonthly for the purpose of discussing and recommending park and recreation policies and programs for the Township to the Board of Supervisors. The Board's recommendations and advice shall be communicated through the Director of Parks and Recreation who shall be notified of each meeting of the Board and be entitled to attend each meeting and participate in discussions without vote.

SECTION 5. Classification of Facilities.

The Director shall classify all park and recreation areas and facilities of the Township into categories generally conforming to the following:

(a) Active/Group Use Facilities. Those areas and facilities within any park or playground designed or appropriate for interactive recreational use, including, but not limited to athletic fields, practice fields, ball fields, basketball courts, volleyball courts, tennis courts, and the in-line skating rink.

(b) Passive/Individual Use Facilities. Those areas and facilities within any park or playground designed or appropriate for passive or individual recreational use, including, but not limited to, picnic areas, pavilions, playground areas, walking or jogging paths, lawn and other non-specific use areas, and the amphitheater.

(c) Support Facilities. Those areas and facilities within any park or playground designed or appropriate for support of the recreational use of all other facilities, including, but not limited to restrooms, concession stands, parking areas, storage buildings and areas, and the light, sound and visual equipment appurtenant to the amphitheater.

SECTION 6. Rules and Regulations.

- (a) It is expected that all users of Township facilities will conduct themselves and their activities in such a way as will not obstruct or interfere with the use and enjoyment of the facilities by others. Respect for, courtesy to, and cooperation with other users is expected, and any failure to demonstrate these qualities may result in denial of use of the facilities.
- (b) Springettsbury Township Parks will be subject to the following rules and regulations:
1. Springettsbury Township Park will open at 7 a.m. and close at 11p.m. All other parks will operate from dawn to dusk. There shall be no trespassing on park property during non-operating hours.
 2. The amphitheatre at the Springettsbury Township Park shall be a smoke free environment at all times.
 3. The Township Manager, the Chairman of the Board of Supervisors, the Chief of Police or the Director of Parks and Recreation may close the park(s) if hazardous conditions exist that endanger life or property. There shall be no trespassing on park property during such times.
 4. Littering is prohibited.
 5. Vandalism and negligent or deliberate destruction or removal of natural or physical property is prohibited.
 6. Open fires or hot charcoals shall only be permitted in Township park grills. Grills are not to be left unattended and shall be thoroughly extinguished upon departure, except for Township-sponsored events.
 7. Picnic tables are not to be removed from the picnic shelters.
 8. The solicitation, selling, or the distribution of any items or services unrelated to Township sponsored activities is prohibited.
 9. Posting of signs of any kind is prohibited without prior approval of the Director.
 10. Possession, use or distribution of alcoholic beverages and controlled substances are prohibited.
 11. Use of explosives or explosive devices, fireworks, sparklers, hot air-balloons, rockets, guns, remote control air planes or vehicles, firearms, air guns, bows, slingshots or any similar items for non-Park and Recreation sponsored events is prohibited.
 12. Injury or killing of wild or domestic animals are prohibited.
 13. No dogs or other pets are allowed, except for those assisting a person with disabilities.
 14. No hitting of golf balls.
 15. Use of any amplification devices and microphones is prohibited, unless the activity is sponsored by the Township.
 16. Motorized vehicles are prohibited other than in designated parking areas, and except those expressly authorized by the Township.
 17. Facilities and equipment shall be used only for the purpose intended.

18. Use of electrical outlets is restricted only for Township equipment or Township-sponsored events.
19. Skateboarding, in-line skating and bicycling are prohibited in all picnic shelters and in the amphitheatre area including the stage, terrace seating area and designated access points.
20. It shall be unlawful for any person to engage in any abusive, loud, vulgar or otherwise disorderly conduct.
21. Parking areas are for park users only. All vehicles shall be parked within the designated spaces provided.
22. Tents, canopies or any other similar structures are prohibited, unless used for a Township-sponsored event

A violation of any Park Rules and Regulations shall be a summary offense subject to the penalties set forth in Section 10 of this Ordinance.

SECTION 7. Park Policies.

(a) General Policies. The Board of Supervisors hereby declares the following policies applicable to all park and recreation areas and facilities:

(i) There shall be no discrimination in use of any facilities because of a person's race, sex, sexual orientation, age, religion, national origin or handicap; provided, however, that where a handicap or disability of any person would jeopardize the health or safety of such person or others participating in the specific activity or program, then a reasonable accommodation shall be sought for such person within the program or activity consistent with such person's limitations.

(ii) All recreation programs and activities shall be conducted and operated in such manner as will assure the health and safety of the participants, spectators, staff, all other persons who may be present within the area where such program or activity is taking place and the general public.

(iii) All recreation programs and activities shall be conducted and operated in such manner as will prevent damage, ordinary wear and tear excepted, to the areas or facilities being used.

(iv) Use of all park and recreation areas shall be subject to a first priority allocation process for those organizations, groups, clubs, leagues and other entities that meet the requirement that at least 50% of the participants in the program or activity are residents of the Township.

(v) The Director shall have the authority to establish a first priority allocation process for Township residents for any program or activity.

(vi) Before authorizing the use of Active Group Use Facilities or the Concession Stand by an organization, group, club, league or other entity, the Director shall require the user to provide to the Township a certificate of insurance issued by an insurance company acceptable to

the Township evidencing general liability coverage for the protection of persons and property with single limits of not less than one million (\$1,000,000) dollars. Such user shall further enter into an agreement with the Township agreeing to indemnify and hold the Township harmless from and against any claims, demands, suits, actions or causes of action arising out of the activity of the user.

(b) Facility Specific Policies. The Board of Supervisors hereby declares certain facility specific policies as follows:

(i) Active/Group Use Facilities will be made available for use by organizations, groups, clubs, leagues or other entities operating independently of the Department under and pursuant to an allocation and scheduling policy established by the Director designed to fairly allocate and assign the use of such facilities among competing interests. To qualify for the use of these facilities, the organization requesting the use must meet the policies of the Board of Supervisors, participate in all planning meetings called by the Director and agree to be bound by all rules, regulations and policies governing the use of any facilities.

(ii) Where a proposed use of an Active/Group Use Facility by an independent organization conflicts with the use of such facility by a Department sponsored program or activity, the Department sponsored program or activity shall have priority.

(iii) Unless taken out of play for recovery or repair, any Active/Group Use Facility when not scheduled for or in use by a Department sponsored program or activity or by an independent organization's activity shall be available for unorganized group play by Township residents.

(iv) Passive/Individual Use Facilities, excluding the amphitheater, will generally be available to the general public on a first-come/first use basis.

(v) The amphitheater shall be used only for Township-sponsored programs or activities or for programs or activities sponsored by a Township-related organization with which the Department has agreed to affiliate for the purpose of the event. "Affiliation" for the purpose of this subsection shall mean a program or activity described and presented in detail by the applicant to the Director which is reviewed and recommended by the Park and Recreation Board, and with which the Department agrees to appear as a co-sponsor.

SECTION 8. Fees and Charges.

(a) The Director is authorized to establish a schedule of reasonable fees and charges for the use of park facilities to be paid in advance of use. Such fees and charges shall be reasonably related to the cost to the Township in maintaining the facilities in good order and repair. Such schedule of fees and charges shall be approved by resolution of the Board of Supervisors.

(b) The Director shall have the discretion to establish fees or charges for admission to amphitheater programs and events in amounts deemed necessary to recover the cost of the program or event to the Township. The Board of Supervisors reserves the right to reduce such

fees or charges where the program or event is of special significance or of substantial benefit to the Township as a whole.

SECTION 9. Applications for Use.

Any person, firm, group, league or other organization desiring to use any Active/ Group Use Facility, the Concession Stand, or to reserve use of a Pavilion shall first make a written application to the Department on a form provided for that purpose setting forth with specificity the facility, the use proposed and the date or dates of the activity. Users of any facilities agree to be bound by all rules, regulations and policies governing the use of any facilities. The Director shall approve or deny an application in writing within ten (10) days following receipt. Any appeals from a denial by the Director shall be presented to the Township Manager who shall affirm, modify or overrule the Director's decision within five (5) days of receipt of an appeal.

SECTION 10. Violations and Penalties.

Any person, firm, group, league or other organization violating any provision of this Ordinance shall upon conviction thereof in a summary proceeding, be subject to pay a fine of not less than \$50.00 and not more than \$600.00 per violation, plus costs of prosecution, and in default of payment thereof, be subject to the penalties for failure to pay a fine pursuant to the Pennsylvania Rules of Criminal; Procedure. Each time that a violation occurs or each day that a violation continues shall be deemed a separate offense.

SECTION 11. Severability.

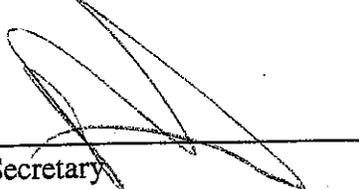
If any provision, section, clause or part of this Ordinance, or if any rule or regulation adopted hereunder shall be held to be invalid by a court of competent jurisdiction, such invalidity shall not affect or impair the remaining provisions of this Ordinance which shall remain in full force and effect.

SECTION 12. Effective Date.

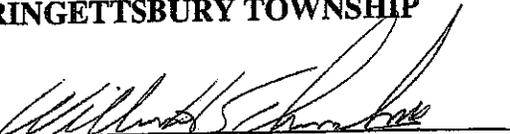
This Ordinance shall be effective five (5) days after enactment.

ENACTED AND ORDAINED this 26th day of February, 2004.

ATTEST:


Secretary

**BOARD OF SUPERVISORS OF
SPRINGETTSBURY TOWNSHIP**

BY: 
William H. Schenk, III, Chairman