

RTK 59



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: March 14, 2011
REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON
NAME OF REQUESTOR: Stacey R. MacNeal
STREET ADDRESS: 345 East Market Street
CITY/STATE/COUNTY (Required): York, PA 17403 (York County)
TELEPHONE (Optional): [REDACTED]

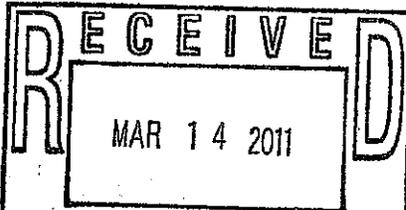
RECORDS REQUESTED:
**Provide as much specific detail as possible so the agency can identify the information.*

Copies of all First Capital Engineering invoices related to the Ridge View Heights Subdivision Plan

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: 3/22
AGENCY FIVE (5)-DAY RESPONSE DUE:



***Public bodies may fill anonymous verbal or written requests. If the requester wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Springettsbury Township) 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

Received 46:48 on 3/24



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
(717) 757-3521 FAX: (717) 840-0680

BOARD OF SUPERVISORS

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ASSISTANT SECRETARY/TREASURER

TOWNSHIP MANAGER

JOHN J. HOLMAN
SECRETARY

March 10, 2011

Stacey R. MacNeal, Esquire
345 East Market Street
York, PA 17403

Re: **RIGHT-TO-KNOW REQUEST**

Dear Ms. MacNeal,

Thank you for writing to Springettsbury Township with your request for information in regards to "Copies of the 2007 Planning Commission Minutes and Copies of the 2007 and 2008 Board of Supervisors Minutes related to Ridge View Heights."

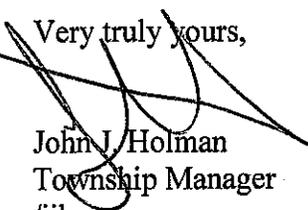
I reviewed the request and an extension of time to respond is required due to the reasons set forth below. The Township anticipates responding to your request no later than April 15, 2011.

- o The extent or nature of the request precludes a response within the required time period.
- o The request requires the retrieval of historic records.

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.

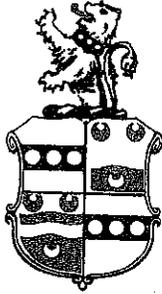
Very truly yours,


John J. Holman
Township Manager

/jjh

cc: Charles Rausch, Township Solicitor
James Baugh, Director of Community Development

File: Right-to-Know



COAT OF ARMS OF SPRINGETT PENN
1701-1731

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ASSISTANT SECRETARY/TREASURER

TOWNSHIP MANAGER

JOHN J. HOLMAN
SECRETARY

March 21, 2011

Stacey R. MacNeal, Esquire
345 East Market Street
York, PA 17403

Re: **RIGHT-TO-KNOW REQUEST**

Dear Ms. MacNeal,

Thank you for writing to Springettsbury Township with your request for information in regards to "Copies of the 2007 Planning Commission Minutes and Copies of the 2007 and 2008 Board of Supervisors Minutes related to Ridge View Heights."

Your request is approved in part and denied in part in accordance with the right to know statute. The Planning Commission and Board of Supervisor Minutes are maintained in a date time group format and not by subject matter. The Township does not maintain the record in the format you requested. Under Section 705 of the Right-to-Know Law, Creation of a 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 a record." Therefore, providing the information requested would require the Township to compile, format and organizing the record in a new format.

Your request is approved in that the Township can provide the 2007 complete set of Planning Commission minutes as well as the 2007 and 2008 complete set of Board of Supervisors minutes.

I spoke to Hank, from your office on March 16, 2011, and understand that you would like these documents in electronic format. I can have the documents placed on a CD Rom disc in a PDF format. The cost of the CD is \$0.32 and a CD disc case is \$0.24 for a total cost of \$.056 cents if picked up at the municipal building. There would be an additional cost for a CD mailer as well as actual mailing costs should you wish to have this mailed to your office.

Right to Know
03/21/2011
Page 2 of 2

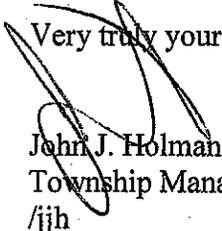
The documents can be picked up upon receipt of payment to Springettsbury Township. You may contact Ms. Stephanie Conrad of my office, at 717-757-3521, to schedule a time to pick up the documents.

You have a right to appeal this denial of information in writing to Terry Mutchler, Executive Director, Office of Public Records, Commonwealth Building, 400 North Street, 4th Floor, Harrisburg, PA 17120.

If you choose to file an appeal you must do so within fifteen business days of the mailing date of the agency's response, as outlined in Section 1101. If you have further questions, please call John Holman, Township Manager. 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,



John J. Holman
Township Manager

/jjh

cc: Charles Rausch, Township Solicitor
James Baugh, Director of Community Development
File: Right-to-Know