

RTK 61



**pennsylvania**

OFFICE OF OPEN RECORDS



**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: 3/21/11

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

NAME OF REQUESTOR: L. C. Heim

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.*

Please provide copies of all First Capital Engineering Invoices from January 1, 2001 to present.

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: 3/21

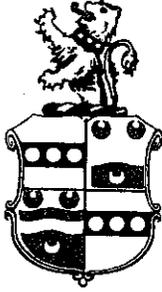
AGENCY FIVE (5)-DAY RESPONSE DUE: 3/28

*\*\*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

30 (May 2)

RTK 61



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

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## TOWNSHIP MANAGER

JOHN J. HOLMAN  
SECRETARY

March 25, 2011

Mr. L.C. Heim  
345 East Market Street  
York, PA 17403

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

Dear Mr. Heim,

Thank you for writing to Springettsbury Township with your request for information in regards to "Copies of all First Capital Engineering Invoices from January 2, 2001 to present."

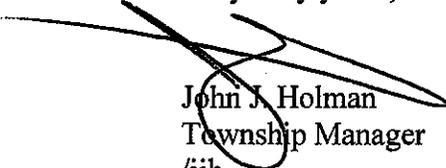
I reviewed the request and an extension of time to respond is required due to the reasons set forth below. The Township anticipates responding to your request no later than May 2, 2011.

- 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.

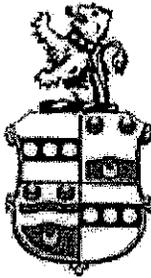
The applicable fees associated with your request are unknown at this time. You will be advised of the estimated fees after completion of review of your request.

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  
Jack Hadge, Finance Director  
Sandy Ratcliffe, Deputy Finance Director  
File: Right-to-Know



COAT OF ARMS OF SPRINGETT PENN  
1701-1731

# SPRINGETTSBURY TOWNSHIP

1501 Mt. Zion Road  
York, Pennsylvania 17402  
717-757-3521 Fax: 717-757-7858  
www.springettsbury.com  
email: info@springettsbury.com

Police: 717-757-3525 Fax: 717-840-1908  
Police and Fire Emergencies - Dial 911  
Recreation Office: 717-605-0408

Wastewater Treatment Facility  
3501 North Sherman Street  
717-757-3521 Fax: 717-840-0880

## BOARD OF SUPERVISORS

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## TOWNSHIP MANAGER

John J. Holman  
Secretary

April 15, 2011

L. C. Heim, Esquire  
345 East Market Street  
York, PA 17403

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

Dear Mr. Heim,

Springettsbury Township received your request for information in regards to "Copies of all First Capital Engineering invoices from January 1, 2001 to present" on March 21, 2011.

The Township received a follow-up letter on April 8, 2011, responding to my correspondence of March 25, 2011, amending the request to "limit your response to my previous request by only providing copies of all Form 1099s issued by the Township to First Capital Engineering from 2002 until the present."

Springettsbury Township does not issue Form 1099s to First Capital Engineering. I.R.S. regulation section 1.6049-4(c)(1)(ii) states that generally, payments to corporations are not reportable.

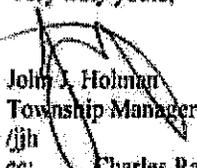
Your original request for "Copies of all First Capital Engineering invoices from January 1, 2001 to present" is approved. The cost of the copy of the documents is \$1,474.25 if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is \$26.14 for a total cost of \$1,500.39.

Springettsbury Township will begin copying the documents after receipt of payment. You may contact Ms. Stephanie Conrad of my office, at 717-757-3521, to schedule a time to pick up the documents.

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

cc: Charles Rausch, Township Solicitor  
Sandy Ratcliffe, Deputy Finance Director

File: Right-to-Know

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