

ATK64 ← (F)



**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:** May 4, 2011

**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):** 717-854-5124

**RECORDS REQUESTED:**

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

Copies of all wire and/or ACH payments or transfer request forms or evidence of such payments or transfers from Springettsbury Township to First Capital Engineering, Inc. and/or John Luciani from 2001 to the 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:** 5/4/2011

**AGENCY FIVE (5)-DAY RESPONSE DUE:** 5/11/2011

**\*\*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.)** 30 days June 10<sup>th</sup>

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

ATK-64



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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## TOWNSHIP MANAGER

JOHN J. HOLMAN  
SECRETARY

May 10, 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 wire and/or ACH payments or transfer request forms or evidence of such payments or transfers from Springettsbury Township to First Capital Engineering, Inc. and/or John Luciani from 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 June 10, 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.

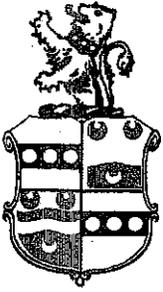
Very truly yours,

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

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VICE CHAIRMAN

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ASSISTANT SECRETARY/TREASURER

## TOWNSHIP MANAGER

JOHN J. HOLMAN  
SECRETARY

June 2, 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 wire and/or ACH payments or transfer request forms or evidence of such payments or transfers from Springettsbury Township to First Capital Engineering, Inc. and/or John Luciani from 2001 to present."

Your request is approved. The cost of the copy of the documents is \$194.25 if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is \$10.00 for a total cost of \$204.25.

Springettsbury Township will begin copying the documents after receipt of payment. You may contact Ms. Teri Gilfillan 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

/jjh

cc: Charles Rausch, Township Solicitor  
Sandy Ratcliffe, Deputy Finance Director  
Teri Gilfillan, Grants and Public Relations/Events Specialist

File: Right-to-Know