RTK-71

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 27, 2011

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

NAME OF REQUESTOR: Timothy Norton, Esq.

STREET ADDRESS: 135 North George St.

CITY/STATE/COUNTY (Required): York, PA 17401

TELEPHONE (Optional): 848-4900

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

Minutes of May 12, 2011 Board of Supervisors Meeting.

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: May 27

AGENCY FIVE (5)-DAY RESPONSE DUE: 06/06/2011

***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.)*

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

30 day July 6

RTK-71

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

COAT OF ARMS OF SPRINGETT FAMILY
1701-1771

BOARD OF SUPERVISORS

WILLIAM H. SCHENCK, III
CHAIRMAN

DONALD P. BISHOP

MICHAEL R. BOWMAN

GEORGE M. DUDRYAK
VICE CHAIRMAN

JUDE A. LANDIS
ASSISTANT SECRETARY/TREASURER

TOWNSHIP MANAGER

JOHN J. HOLMAN
SECRETARY

June 2, 2011

Mr. Timothy Norton, Esq.
135 North George St.
York, PA 17401

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

Dear Mr. Norton,

Thank you for writing to Springettsbury Township with your request for information in regards to "Minutes of May 12, 2011 Board of Supervisors Meeting."

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 July 6, 2011.

- The extent or nature of the request precludes a response within the required time period.
- The request requires the retrieval of documents from a remote or off-site location.
- Timely response to the access cannot be accomplished due to bona fide and specified staffing limitations.

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
Dori Bowders, Manager of Administrative Operations
Betty Speicher, Director of Human Resources
Teri Gilfillan, Grants and Public Relations/Events Specialist
File: Right-to-Know

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

COAT OF ARMS OF SPRINGETT PENN
1701-1731

BOARD OF SUPERVISORS

William H. Schenck, III
Chairman

Donald P. Bishop

Michael R. Bowman

George M. Dvoryak
Vice Chairman

Julie A. Landis
Assistant Secretary/Treasurer

TOWNSHIP MANAGER

John J. Holman
Secretary

June 3, 2011

Mr. Timothy Norton, Esq.
135 North George St.
York, PA 17401

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

Dear Mr. Norton,

Springettsbury Township received your request for information in regards to "Minutes of May 12, 2011 Board of Supervisors Meeting."

Your request is approved; please note that these are the draft and not the approved minutes for the May 12, 2011 meeting. The cost of the copy of the documents is $2.00 if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is $.68 for a total cost of $2.68.

The documents can be picked up or mailed upon receipt of payment to Springettsbury Township. You may contact Ms. Teri Gilfillan, 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
Dori Bowders, Manager of Administrative Operations
Teri Gilfillan, Grants and Public Relations/Events Specialist
File: Right-to-Know