

RTK 111



pennsylvania
OFFICE OF OPEN RECORDS

RECEIVED

MAY 18 2012

Springettsbury Township

11:25 AM
EAW



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: 5-18-12

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

NAME OF REQUESTOR: DAVID G. TROTT

STREET ADDRESS: 3360 DRUCK VALLEY RD

CITY/STATE/COUNTY (Required): YORK, PA 17406

TELEPHONE (Optional): [REDACTED]

RECORDS REQUESTED:

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

SEE ATTACHMENT

DO YOU WANT COPIES? YES or NO (AS LISTED)

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: 5/18

AGENCY FIVE (5)-DAY RESPONSE DUE: May 25

***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 Aug 6/24

Springettsbury Township
Right To Know Continuation
Date: May 18, 2012
David G. Trott

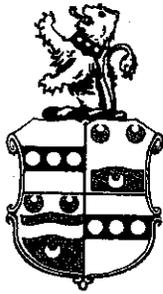
1. I am requesting a compilation of all bills, expenses, fees paid, etc. which were directly related to the 2011/2012 search for the vacant Springettsbury Twp. Police Chief's position.

This should include but not be limited to advertising fees, professional consulting fees, travel expenses, document preparation, etc..

2. I am requesting a copy of the Township's non-contractual, employee benefits policy, which specifically relates to "bonuses." I would like the "bonus" policy for the years 2000 to present. I only need one copy unless changes were made to the policy from year to year.
3. I am requesting a list of names of those employees who received a "bonus" from the Township, which will include the amount of money paid in each bonus and any and all supporting documentation used to justify the payment of said bonus.


David G. Trott

5-18-12
Date



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 and 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

William H. Schenck, III
Chairman

Donald P. Bishop
Vice Chairman

Michael R. Bowman
Assistant Secretary/Treasurer

George M. Dvoryak

Julie A. Landis

TOWNSHIP MANAGER

John J. Holman
Secretary/Treasurer

May 24, 2012

Mr. David G. Trott
3360 Druck Valley Road
York, PA 17406

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

Dear Mr. Trott,

Thank you for writing to Springettsbury Township with your request for information as shown on the reverse of this correspondence.

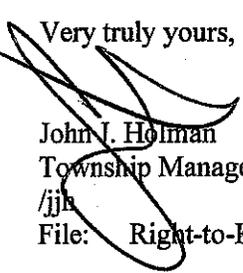
I reviewed the request and an extension of time to respond is required due to the reasons set forth below. The Township anticipates responding to your request no later than June 24, 2012.

- 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.
- o Timely response to the access cannot be accomplished due to bona fide and specified staffing limitations.

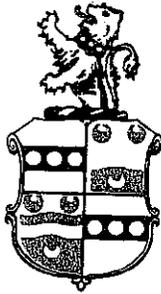
The applicable fees associated with your request are unknown at this time. You will be advised of the estimated fees after completion of review of your request.

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

Very truly yours,


John J. Holman
Township Manager

/jjh
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: 717-757-7856
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

BOARD OF SUPERVISORS

William H. Schenck, III
Chairman

Donald P. Bishop
Vice Chairman

Michael R. Bowman
Assistant Secretary/Treasurer

George M. Dvoryak

Julie A. Landis

TOWNSHIP MANAGER

John J. Holman
Secretary/Treasurer

June 22, 2012

Mr. David G. Trott
3360 Druck Valley Road
York, PA 17406

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

Dear Mr. Trott,

Thank you for submitting to Springettsbury Township a Right-To Know Request form dated May 18, 2012.

Your request is approved in part and denied in part.

Request #1.

Your request stated: I am requesting a compilation of all bills, expenses, fees paid, etc. which were directly related to the 2011/2012 search for the vacant Springettsbury Twp. Police Chief's position.

This should include but not be limited to advertising fees, professional consulting fees, travel expenses, document preparation, etc.

Your request is approved as to the following invoices:

Advertising Invoices (9 pages);
Professional Services (10 pages);
Fed Ex Invoices (2 pages);
Meeting Room Expense (1 page);
Travel Expenses: Meal (1 page);

The records for professional services have been redacted for the following reasons:

1. Section 102: The definition of a public record excludes records that are protected by a privilege. Some of the records under this request fall within the attorney/client privilege.
2. Section 708(b)(7)(iv): The employment application of an individual who is not hired by the agency.
3. Section 708(b)(10)(i)(A): The internal, predecisional deliberations of an agency, its members, employees or officials or predecisional deliberations between agency members, employees or officials and members, employees or officials of another agency, including predecisional deliberations relating to a budget recommendation, legislative proposal, legislative amendment, contemplated or proposed policy or course of action or any research, memos or other documents used in the predecisional deliberations.
4. Section 708(b)(15)(ii): Examinations, examination questions, scoring keys or answers to examinations.

The records for travel and meeting room expenses have been redacted for the following reasons:

1. Section 102: The definition of a public record excludes records that are protected by a privilege. Some of the records under this request fall within the attorney/client privilege.
2. Section 706: Information not subject to access.

Your request for document preparation costs etc. is hereby denied as no such record exists. If you have a specific record in mind with regard to "etc." please identify it so that the Township can determine if that record is a public record subject to disclosure under the Right-To-Know Law.

Request #2.

Your request stated: I am requesting a copy of the Township's non-contractual, employee benefits policy, which specifically relates to "bonuses." I would like the "bonus" policy for the years 2000 to present. I only need one copy unless changes were made to the policy from year to year.

The following documents are provided:

1. Resolution No. 02-49: A resolution of the Board of Supervisors of Springettsbury Township, York County, Pennsylvania. Amending the non-contractual employees benefit policy. (3 Pages);
2. Springettsbury Township Benefits Policy for Salaried and Hourly Non-Bargaining Employees Adopted May 13, 2010. (1 page);

Request #3.

Your request stated: I am requesting a list of names of those employees who received a "bonus" from the Township, which will include the amount of money paid in each bonus and any and all supporting documentation used to justify the payment of said bonus.

Your request did not identify any specific year but we are providing years 2000 through 2012. The following documents are provided for employees who received a "bonus" from the Township:

1. Bonus employee detail sheets 2000 through 2012. (39 pages);
2. Notification of Personnel Action Forms with Redactions: Section 708(b)(6)(i)(A): A record containing all or part of a person's Social Security Number; driver's license number; personal financial information; home, cellular or personal telephone numbers; personal e-mail addresses; employee number or other confidential personal identification number. (10 pages);

Should there be any supporting documentation used to justify the payment of said bonuses your request is denied for the following reasons under the Right-To-Know Law:

1. Section 102: The definition of a public record excludes records that are protected by a privilege. Some of the records under this request fall within the attorney/client privilege.
2. Section 708(b)(10)(i)(A): The internal, predecisional deliberations of an agency, its members, employees or officials or predecisional deliberations between agency members, employees or officials and members, employees or officials of another agency, including predecisional deliberations relating to a budget recommendation, legislative proposal, legislative amendment, contemplated or proposed policy or course of action or any research, memos or other documents used in the predecisional deliberations.
3. Section 708(b)(12): Notes and working papers prepared by or for a public official or agency employee used solely for that official's or employees own personal use, including telephone message slips, routing slips and other materials that do not have an official purpose.
4. Section 708(b)(7)(ii): A performance rating or review.

The cost of the copy of the documents is 76 pages @ .25 cents per page, or \$19.00 if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is \$3.30 for a total cost of \$22.30.

The documents can be picked up or mailed upon receipt of payment to Springettsbury Township. You may contact Ms. Dori Bowders, at 717-757-3521, to schedule a time to pick up the documents.

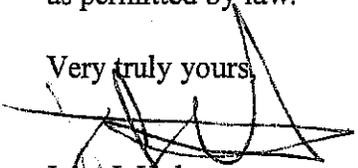
Right to Know
June 22, 2012
Page 5 of 5

You have a right to appeal 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 of the Right-To-Know Law. 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.

Very truly yours,



John J. Holman
Township Manager

/jjh

cc: Charles Rausch, Township Solicitor

File: Right-to-Know