

RTK 115



**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: 6/15/12

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): 717-854-5124

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

Copies of the Board of Supervisors meeting minutes for  
May 10, 2012 and May 24, 2012.

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: 6/15/2012

AGENCY FIVE (5)-DAY RESPONSE DUE: 6/22/2012  
30 days 7/10/12

*\*\*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



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 21, 2012

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 pursuant to the Pennsylvania Right-To-Know law.

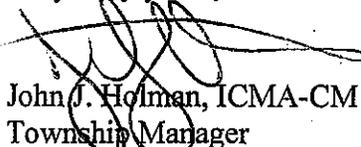
On June 15, 2029, the Township received your request for "Copies of the Board of Supervisors meeting minutes for May 10, 2012 and May 24, 2012"

These meeting minutes have not been approved but the Township Board of Supervisors. Draft copies of the minutes of the two meetings are available.

The cost of reproduction of the documents is \$4.25. Please forward payment to my office made payable to Springettsbury Township in this amount. The documents will be released upon receipt of payment.

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

Very truly yours,

  
John J. Holman, ICMA-CM  
Township Manager

/jjh

cc: Charles Rausch, Solicitor

File: Right-to-Know