

RTK 160



**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:** November 15, 2012

**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.*

Please provide us with copies of all First Capital Engineering Invoices to Springettsbury Township regarding the Darrah Graham Street property from 2009 to present

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

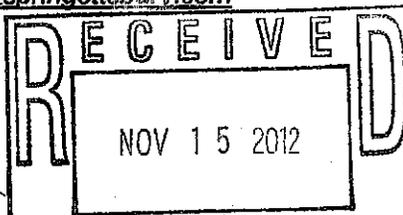
DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

**RIGHT TO KNOW OFFICER:** JOHN J. HOLMAN, TOWNSHIP MANAGER/SECRETARY  
john.holman@springettsbury.com

**DATE RECEIVED BY THE AGENCY:**

**AGENCY FIVE (5)-DAY RESPONSE DUE:**

11/22/12



**\*\*Public bodies may fill anonymous verbal or written requests. Manager's Office Springettsbury Township 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](mailto:openrecords@state.pa.us)

12/25/12



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

November 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 in regards to "Please provide us with copies of all First Capital Engineering Invoices to Springettsbury Township regarding the Darrah Graham Street property 2009 to present.

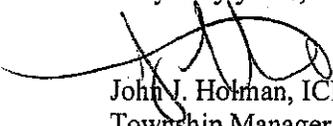
I reviewed the request and an extension of time to respond is required due to the reasons set forth below. The Township anticipates responding to your request no later than December 26, 2012.

- 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.

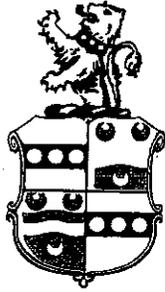
Very truly yours,

  
John J. Holman, ICMA-CM  
Township Manager

/jjh

cc: Charles Rausch, Township Solicitor  
Jack Hadge, Finance Director

File: Right-to-Know



COAT OF ARMS OF SPRINGETT PENN  
1701-1731

# SPRINGETTSBURY TOWNSHIP

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## TOWNSHIP MANAGER

John J. Holman  
Secretary/Treasurer

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December 12, 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 in regards to "Please provide us with copies of all First Capital Engineering Invoices to Springettsbury Township regarding the Darrah Graham Street property 2009 to present."

Your request is approved in part and denied in part.

The Township does not have the records related to your request in the form you requested:

- Format of Report: Section 705: an agency shall not be required to create a record which does not currently exist or to compile, maintain, format or organize a record in a manner which the agency does not currently compile, maintain, format or organize the record.

The Township does have on file invoices from First Capital Engineering from 2009 to present. These invoices would include any billings for the Darrah Graham Street property as you have requested.

The cost of reproduction of the documents is 388 pages @ \$0.25 per page, or \$97.00 if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is \$5.45 for a total cost of \$102.45.

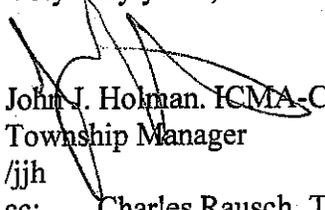
The documents can be picked up or mailed upon receipt of payment to Springettsbury Township. You may contact Ms. Dori Bowders, at 717-757-3521, to schedule a time to pick up the documents.

You have a right to appeal this denial of information in writing to Terry Mutchler, Executive Director, Office of Public Records, Commonwealth Building, 400 North Street, 4<sup>th</sup> 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. 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.

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, Township Solicitor  
Jack Hadge, Finance Director

File: Right-to-Know