

R7K -182

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MAR 21 2013

Springettsbury Township



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: March 18, 2013

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.*

Please provide a copy of the audio recording of the March 14, 2013 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:

AGENCY FIVE (5)-DAY RESPONSE DUE: 3/28/13

***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 4/28/13



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

Julle A. Landis

TOWNSHIP MANAGER

John J. Holman
Secretary/Treasurer

March 27, 2013

Mr. David Trott
3360 Druck Valley Rd.
York, PA 17406

Re: **RIGHT-TO-KNOW REQUEST – Audio Recording**

Dear Mr. Trott,

Springettsbury Township received your request to “Please provide a copy of the audio recording of the March 14, 2013 Board of Supervisors meeting.”

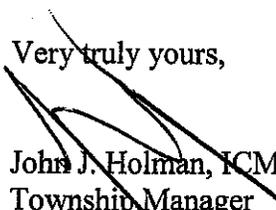
Your request is approved. The cost of the disc with the electronic file is \$10.00. Should you wish to have the information mailed, the additional cost is \$0.46 cents for a total cost of \$10.46.

The documents can be picked up or mailed upon receipt of payment to Springettsbury Township. You may contact Mrs. Dori Bowders, Manager of Administrative Operations, at 717-757-3521 to schedule a time to inspect 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, ICMA-CM
Township Manager

/jjh

cc: Charles Rausch, Township Solicitor
Dori Bowders, Manager of Administrative Operations

File: Right-to-Know

PENNSYLVANIA OFFICE OF OPEN RECORDS

In the Matter of :
David G. Trott, Complainant : Docket No. AP2013- 0612
v. :
Springettsbury Township, :
Respondent :

SUPPLEMENTAL AFFIDAVIT

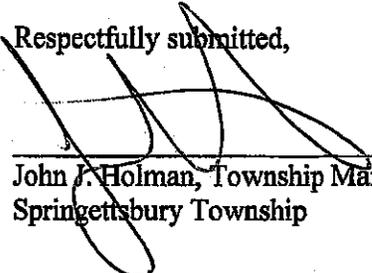
The undersigned, as Right-to-Know Officer and Township Manager for Springettsbury Township, hereby files this supplemental affidavit pursuant to the letter from the Office of Open Records dated May 10, 2013 and certifies as follows:

1. The actual cost to the third-party vendor for providing the flash drive to the Township for Right-To-Know requests is \$7.99, plus 6% sales tax (\$.48) for a total of \$8.47. The balance of the \$10.00 fee represents proportionate processing/handling costs.
2. The Township does not audiotape Township meetings, but relies on a third-party vendor to transcribe the minutes of meetings. The third-party vendor uses a recording device to assist in the transcription of the meeting minutes, which device and audiotape belong to the third-party vendor.
3. The Township does not request a copy of the audiotape in the normal course of business. A request to receive a copy of the audiotape from the third-party vendor only is made when a Right-To-Know request is received.
4. The \$120.00 cost to the Township is for the third-party vendor's time in processing the Right-To-Know request and delivering the flash drive to the Township. When the Right-To-Know request for an audiotape of a meeting is processed by the third-party vendor, the Township also receives its own copy of the audiotape to keep for its records.
5. The Township does not reproduce its own copy of an audiotape since a copy is made for the requester at the same time, and the Township relies on the third-party vendor to make sure that the original audiotape is copied for a Right-To-Know request.
6. The Township points out that it is not required under the law to audiotape public meetings, and that under the Sunshine Law anyone attending a Township meeting is permitted to use recording devices.

This certification is made pursuant to 18 Pa. C.S. 4904 relating to unworn falsification to authorities.

Dated: May 16, 2013

Respectfully submitted,



John J. Holman, Township Manager
Springettsbury Township