

ATK-189

pennsylvania
OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 4/11/2013

REQUEST SUBMITTED BY: [] EMAIL [X] U.S. MAIL [] FAX [] IN-PERSON

NAME OF REQUESTOR: Trisha Frassetto
Signature Information Solutions, LLC
tfrassetto@signatureinfo.com

STREET ADDRESS: P.O. BOX 8488

CITY/STATE/COUNTY (REQUIRED): Trenton/ NJ/ Mercer 08650-0488

TELEPHONE (Optional): Toll Free 800-432-8384 ext. 7055 / FAX 866-698-6986

RECORDS REQUESTED: FOR DETAILED MONTHLY TAX COLLECTOR STATEMENTS

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

**Please accept this letter as our request for a copy of the detailed real estate tax collector's monthly report to taxing district submitted to the Agency pursuant to 72 P.S. §5511.25 for the month(s) listed below for the current 2013 tax year. This is the Department of Community and Economic Development (DCEd) report, as stated in the Tax Collector's Manual:*

"The monthly statement must list all taxes collected for the taxing district for the reporting period. This report must list the names of taxpayers and amount collected from each, including discounts and penalties and must carry a total of all taxes collected with discounts and penalties for the reporting period."

Agency Type: Township
Month(s): March

We will accept this financial record in whatever format (electronic or paper) it is provided to you.

Please provide the requested information within 5 days of receipt of this request.

DO YOU WANT COPIES?: YES [X]

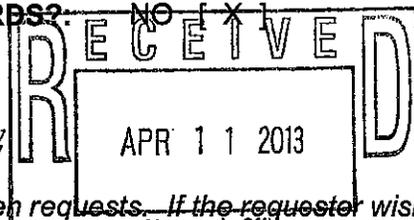
DO YOU WANT TO INSPECT THE RECORDS?: NO [X]

DO YOU WANT CERTIFIED COPIES OF RECORDS?: NO [X]

RIGHT TO KNOW OFFICER:

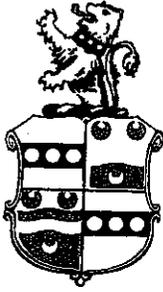
DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE: 4/18/13



***Folic bodies may fill anonymous verbal or written requests. If the requester 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.)*

30 days 5/18/13



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

Julie A. Landis

TOWNSHIP MANAGER

John J. Holman
Secretary/Treasurer

April 17, 2013

Ms. Trisha Frassetto
P.O. Box 8488
Trenton, NJ 08650-0488

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

Dear Ms. Frassetto,

Thank you for writing to Springettsbury Township with your request for information as shown on your request which is enclosed.

Your request is approved. The cost of the copy of the documents is \$26.00 if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is \$5.32 for a total cost of \$31.32.

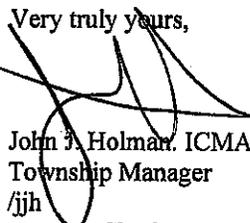
The documents can be picked up or mailed upon receipt of payment to Springettsbury Township. You may contact Ms. Dori Bowders, at 717-757-3521, to schedule a time to pick up the documents.

These documents are as submitted by the tax collector and are not a certification of taxes due or owing on a property in the Township. The Township does not and will not certify to the accuracy of the enclosed reports.

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
S. Fran Surdich, Tax Collector
Jack Hadge, Finance Director
Sandy Ratcliffe, Deputy Finance Officer

File: Right-to-Know

Mailing Address
P.O. Box 8488
Trenton, New Jersey 08650



S I G N A T U R E
INFORMATION SOLUTIONS®

Office Location
300 Phillips Boulevard, Suite 400
Trenton, New Jersey 08618

4/23/12

Springettsbury Township
Attn: John Holman
1501 Mt. Zion Road
York, PA 17402

RE: Right-to-Know Request Payment

Dear John,

Attached please find a check for the amount of \$31.32 for current year tax information.

If there is anything else you need please feel free to contact me.

Thank you,

Trisha Frassetto
Pennsylvania Data Acquisition Manager
Signature Information Solutions
300 Phillips Blvd., Ste 300
Trenton, NJ 08650
Telephone: 800-432-8384 Ext.7055
Direct Line: 609-359-7055
Fax: 609-883-9600
Email: tfrassetto@signatureinfo.com