



pennsylvania OFFICE OF OPEN RECORDS

Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Springettsbury Twp, Abby Gibb (Attn: AORO)

Date of Request: Submitted via: [] Email [] U.S. Mail [] Fax [] In Person

PERSON MAKING REQUEST:

*Date Rec'd 3/15/19

Name: Harold Schwartz Company (if applicable): Connection Christian Church

Mailing Address: 2901 Pleasant Valley Road

City: York State: PA Zip: 17402 Email: [Redacted]

Telephone: [Redacted] Fax: [Redacted]

How do you prefer to be contacted if the agency has questions? [] Telephone [X] Email [] U.S. Mail

RECORDS REQUESTED: Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.

See attached sheet for complete description of Records Requested:

- DO YOU WANT COPIES? [] Yes, electronic copies preferred if available [] Yes, printed copies preferred [] No, in-person inspection of records preferred (may request copies later)

Do you want certified copies? [] Yes (may be subject to additional costs) [] No RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

Please notify me if fees associated with this request will be more than [] \$100 (or) [] \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: RTK 595 Date Received: 3/15/19 Response Due (5 bus. days): 3/22/19

30-Day Ext.? [] Yes [] No (If Yes, Final Due Date: 4/21/19) Actual Response Date: [Redacted]

Pennsylvania Office of Open Records
Standard Right-To-Know Law Request Form
Records Requested Continued

Please provide copies of all the available information about the contract between Springettsbury Township and The York Water Company which was initiated in the 1985, 1986 time frame, concerning the main extension in the Mt. Zion District of The York Water Company, transcripts of hearings at which the contract and arrangements were discussed, communication with the Water Company, accounting logs and registers documenting money received and paid.



CREST OF SPRINGGETTSBURY
INCORPORATED 1891

SPRINGGETTSBURY 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

Mark M. Swomley
Chairman

George M. Dvoryak
Vice Chairman

Charles A. Wurster
Assistant Secretary/Treasurer

Justin A. Tomevi

Robert F. Cox

TOWNSHIP MANAGER

Benjamin B. Marchant

March 18, 2019

Mr. Harold Schwartz
Connection Christian Church
2901 Pleasant Valley Road
York, PA 17402

Re: **RIGHT-TO-KNOW REQUEST – Mt. Zion District, The York Water Company**

Dear Mr. Schwartz,

Thank you for writing to Springettsbury Township with your request for information:

“Please provide copies of all the available information about the contract between Springettsbury Township and The York Water Company which was initiated in the 1985, 1986 time frame, concerning the main extension in the Mt. Zion District of The York Water Company, transcripts of hearings at which the contract and arrangements were discussed, communication with the Water Company, accounting logs and registers documenting money received and paid.”

I have 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 April 21, 2019.

- The extent or nature of the request precludes a response within the required time period.
- The request requires the retrieval of historic records.
- Timely response to the access cannot be accomplished due to bona fide and specified staffing limitations.

At this time there are no fees associated with your request. You will be advised of any fees required upon the complete review of available records.

Thank you,

Abegale Gibb
Right to Know Officer

File: Right-to-Know 595



CREST OF SPRINGGETTSBURY
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Justin A. Tomevi

Robert F. Cox

TOWNSHIP MANAGER

Benjamin B. Marchant

April 19, 2019

Mr. Harold Schwartz
Connection Christian Church
2901 Pleasant Valley Road
York, PA 17402

Re: **RIGHT-TO-KNOW REQUEST – Mt. Zion District, The York Water Company**

Dear Mr. Schwartz,

Thank you for writing to Springettsbury Township with your request for information:
"Please provide copies of all the available information about the contract between Springettsbury Township and The York Water Company which was initiated in the 1985, 1986 time frame, concerning the main extension in the Mt. Zion District of The York Water Company, transcripts of hearings at which the contract and arrangements were discussed, communication with the Water Company, accounting logs and registers documenting money received and paid."

The request is approved in part and denied in part. The available records are included with this response electronically.

The records provided include:

- Map of the Mt Zion Water District from 1985
- Minutes from Board of Supervisor meetings from 1985-1986 that reference the Mt. Zion Water District
- Ordinance 85-05
- Ordinance information with any updates is available on the Township's ordinance website, www.ecode360.com/5176784 - Chapter 319. Water, Article I: Connection to System in Mt. Zion Water District, §319-1 through 10
 - Pennsylvania Right To Know Law, Act 3 of 2008 Section 704. Electronic Access:
 - (b) (1) In addition to the requirements of section 701, an agency may respond to a request by notifying the requester that the record is available through publicly accessible electronic means or that the agency will provide access to inspect the record electronically. (b) (2) If the requester is unwilling or unable to access the record electronically, the requester may, within 30 days of following receipt of the

agency notification, submit a written request to the agency to have the record converted to paper. The agency shall provide access to the record in printed form within five days of the receipt of the written request for conversion to paper.

The Township has done a review of files and the existing records have been provided as stated above. Some records may not exist based on retention policies. For example, the finance retention policy indicates that records only be retained for a period of seven years. Therefore, the request is denied in part because additional records requested do not exist. Per Pennsylvania Right to Know Law, Act 3 of 2008, Section 705: *Creation of record. When responding to a request for access, 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 in which the agency does not currently compile, maintain, format or organize the record.*

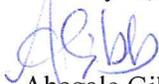
You have a right to appeal denial of information in writing to Erik Arneson, Executive Director, Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234

If you choose to file an appeal, you must do so within fifteen (15) business days of the mailing date of the agency's response, as outlined in Right to Know Law Act 3 of 2008, Section 1101 of the Right-To-Know Law.

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.

Thank you,



Abegale Gibb
Right to Know Officer

File: Right-to-Know 595