



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 Township (Attn: AORO)

Date of Request: March 26, 2019 Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: Dawn Scheller Company (if applicable): _____

Mailing Address: 228 Whitley Drive _____

City: Chambersburg State: PA Zip: 17201 Email: [REDACTED]

Telephone: [REDACTED] Fax: _____

How do you prefer to be contacted if the agency has questions? Telephone 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.*

- A. **Please send me the following information via email: the name of the municipal attorney, the municipal attorney's hourly rate, and the total legal budget for years 2018 and 2019.**
- B. **If (A.) cannot be provided, please send me an electronic copy of the municipal budget for years 2018 and 2019.**

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) \$5.00.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: RTK598 Date Received: 3/26/19 Response Due (5 bus. days): 4/2/19

30-Day Ext.? Yes No (If Yes, Final Due Date: 5/2/19) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$ _____

Appropriate third parties notified and given an opportunity to object to the release of requested records.



CREST OF SPRINGETTSBURY
INCORPORATED 1891

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

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Assistant Secretary/Treasurer

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TOWNSHIP MANAGER

Benjamin B. Marchant

April 1, 2019

Ms. Dawn Scheller
228 Whitley Drive
Chambersburg, PA 17201

Re: **RIGHT-TO-KNOW REQUEST –Municipal Attorney Information**

Dear Ms. Scheller,

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

- A. **Please send me the following information via email: the name of the municipal attorney, the municipal attorney's hourly rate, and the total legal budget for years 2018 and 2019.**
- B. **If (A.) cannot be provided, please send me an electronic copy of the municipal budget for years 2018 and 2019.**

The Township has reviewed its files and available records are included with this response electronically.

Provided records are:

- Resolution No. 2018-01 Appointing Township Solicitor
- Resolution No. 2019-01 Appointing Township Solicitor
- Legal Budget
 - 2018 \$75,000
 - 2019 \$85,000
- Records related to the (B.) portion of your request are available on the Township website, www.springettsbury.com.
 - Municipal Budgets for years 2018 and 2019 are accessible from the Township's homepage, left side column under "Budgets and Financials."
 - 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.*

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,

A handwritten signature in black ink, appearing to read 'Abegale Gibb', written in a cursive style.

Abegale Gibb
Right to Know Officer

File: Right-to-Know 598