



RTKL 46



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.

Attn: Abby Gibb

SUBMITTED TO AGENCY NAME: Springettsbury Township abby.gibb@springettsbury.com (Attn: AORO)

Date of Request: 10/31/2019 Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: Tamara F. Rose, Esq. Company (if applicable): Stevens and Lee, P.C.

Mailing Address: 17 N. 2nd Street, 16th Floor

City: Harrisburg State: PA Zip: 17101 Email: [REDACTED]

Telephone: [REDACTED] Fax: [REDACTED]

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 copy of the Springettsbury Township Business Privilege Tax Ordinance and Regulations as enacted on 11/30/1988.

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- 646 Date Received: 10/31/19 Response Due (5 bus. days): 11/7/19

30-Day Ext.? Yes No (If Yes, Final Due Date: 12/7/19) 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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TOWNSHIP MANAGER

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November 7, 2019

Ms. Tamara Rose
Stevens and Lee, P.C.
17 N. 2nd Street, 16 Floor
Harrisburg, PA 17101

Re: **RIGHT-TO-KNOW REQUEST – Business Privilege Tax Ordinance**

Dear Ms. Rose,

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

“A copy of the Springettsbury Township Business Privilege Tax Ordinance and Regulations as enacted on 11/30/1988.”

The records requested are available on the Township’s website, www.springettsbury.com. Specifically, this link provides an overview of all Business Tax information with additional links (also provided in the response email):

https://www.springettsbury.com/index.asp?Type=B_BASIC&SEC={3133036D-4CB9-4BDF-B7B1-136869E622DB}

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,

Handwritten signature of Abegale Gibb in blue ink.

Abegale Gibb
Right to Know Officer

File: Right-to-Know 646