RTK 650 (pg 1)

pennsylvania
OFFICE OF OPEN RECORDS

Springettsbury Township
1501 Mt Zion Road
York, PA 17402
717-757-3521
717-757-7856 (Fax)
www.springettsbury.com

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: Abby Gibb abby.gibb@springettsbury.com (Attn: AORO)

Date of Request: _____ Submitted via: ☐ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: RICHARD PAGE Company (if applicable): _____

Mailing Address: 27 S. KERSHAW ST. YORK PA.

City: YORK State: PA Zip: 17402 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.*

1. AMOUNT OF COMPENSATION FOR THE TWP ENGINEERING FIRM "FIRST CAPITAL ENGINEERING" ALOTTED IN THE 2019 BUDGET.
2. COPIES OF ALL BILLINGS FROM FIRST CAPITAL ENGINEERING FROM 3/1/2019 TO 11/1/2019

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) ☐ $_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: RTK- 650 Date Received: 11/20/19 Response Due (5 bus. days): 11/27/19

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: 12/~~29~~ 27/19) 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.

NOTE: In most cases, a completed RTKL request form is a public record.
More information about the RTKL is available at https://www.openrecords.pa.gov

Form updated Nov. 27, 2018

RTK 650
(pg 2)

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Date of Request: 11/20/2019 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: RICHARD PAGE Company (if applicable): _____

Mailing Address: 28 S. KERSHAW ST.

City: YORK State: PA Zip: 17402 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.*

PLEASE PROVIDE A COPY OF THE CONSULTING ENGINEERING AGREEMENT BETWEEN SPRINGETTSBURY TWP AND REDEVELOPMENT AUTHORITY AND FIRST CAPITAL ENGINEERING CO. THAT WAS ADOPTED FEB 20, 1997 (SEE ATTACHED)

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

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

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Form updated Nov. 27, 2018

FIRST CAPITAL ENGINEERING

December 7, 2018

Mr. Benjamin Marchant, Township Manager
Springettsbury Township
1501 Mt. Zion Road
York, Pennsylvania 17402

Re: Letter of Request for Reappointment – 2019 Township Engineer & Authority Engineer

Dear Mr. Marchant:

The Consulting Engineer Agreement between the Springettsbury Township and Redevelopment Authority and First Capital Engineering, Inc. was adopted February 20, 1997. We are pleased to offer engineering services for 2019 under this agreement, with fees based on the attached 2019 Rate Schedule.

First Capital Engineering wants to reaffirm our commitment to assisting the Township in addressing any citizen complaints or concerns regarding proposed development, permitting and the permitting process, traffic concerns, roadway and pedestrian safety, and other engineering issues. Please remember that you can reach me at any time, to assist in handling any Township engineering issues.

We are looking forward to the privilege of serving the township, Board of Supervisors and staff again in the coming year. If you have any questions or desire additional information, please do not hesitate to contact us.

Sincerely,
First Capital Engineering, Inc.

John J. Luciani, PE, PLS, SEO
Township Engineer

Ann K. Luciani
CEO

Attachment: Rate Schedule – 2019

F:\Jobs\173-X\173-001\Reappointment Letters\Reappointment Letter - Springettsbury_2019.doc

48 South Richland Ave. ★ York. PA 17404 ★ 717-845-3227 ★ FAX: 717-852-7891
Gettysburg, PA 17325 ★ 717-337-3827 ★ www.FCAP.com ★ info@fcap.com

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

CREST OF SPRINGETTSBURY
INCORPORATED 1891

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

November 27, 2019

Mr. Richard Page
28 S. Kershaw Street
York, PA 17402

Re: **RIGHT-TO-KNOW REQUEST – First Capital Engineering**

Dear Mr. Page,

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

1. **Amount of compensation for the Twp. engineering firm "First Capital Engineering" allotted in the 2019 budget.**
2. **Copies of all billing from First Capital Engineering from 3/1/2019 to 11/1/2019**
3. **Please provide a copy of the consulting engineering agreement between Springettsbury Twp. and Redevelopment Authority and First Capital Engineering Co that was adopted Feb 20, 1997 (December 7, 2018 Request for Reappointment is included in the attachment)**

The Township has reviewed its files your request is approved.

1. The Township approved budget for 2019 indicates that $120,000 is allotted for engineering costs for Community Development. All invoices for First Capital Engineering are handled within the Community Development department.

2. Copies of billing from First Capital Engineering and the consulting engineering agreement are provided electronically via this link (also provided in the response email):

[redacted]

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,

Abegale Gibb
Right to Know Officer
File: Right-to-Know 650