



RTKL 667



### 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: 3-3-20 Submitted via:  Email  U.S. Mail  Fax  In Person

**PERSON MAKING REQUEST:**

Name: Edson E Morales Company (if applicable): IBEW Local 229

Mailing Address: 555 Willow Springs Ln

City: York State: PA Zip: 17406 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.*

I would like to view all available pay roll from Garden Spot Electric, currently performing work at your wastewater treatment facility.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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- 667 Date Received: 3/3/2020 Response Due (5 bus. days): 3/10/2020

30-Day Ext.?  Yes  No (If Yes, Final Due Date: 4/09/2020) 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

Benjamin B. Marchant

March 9, 2020

Mr. Edson Morales  
IBEW Local 229  
555 Willow Springs Lane  
York, PA 17406

Re: **RIGHT-TO-KNOW REQUEST – Garden Spot Electric Payroll**

Dear Mr. Morales,

Thank you for writing to Springettsbury Township with your request for “I would like to view all available payroll from Garden Spot Electric, currently performing work at your wastewater treatment facility.”

Your request for information is approved in part and denied in part.

- Requested payroll records are included with this response sent electronically, via email.
- Portions of these records have been redacted in accordance with the Right to Know Law Exception Section 708(6) (i) A record containing all or part of a person’s Social Security number, driver’s license number, personal financial information, home cellular or personal telephone numbers; personal e-mail addresses; employee number or other confidential personal identification numbers.

You have a right to appeal denial of information in writing to Erik Arneson, Executive Director, Office of Open Records, 333 Market Street, 16<sup>th</sup> 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 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 667