RTK
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pennsylvania
OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 3/18/2020

REQUEST SUBMITTED BY: [X] E-MAIL [ ] U.S. MAIL [ ] FAX [ ] IN-PERSON

REQUEST SUBMITTED TO (Agency name & address): Springettsbury Township

NAME OF REQUESTER: Janis Farese

STREET ADDRESS: P.O. Box 970999

CITY/STATE/COUNTY/ZIP (Required): Boca Raton, FL 33497-0999

TELEPHONE (Optional): _____ **EMAIL (Optional):** [redacted]

RECORDS REQUESTED: **Provide as much specific detail as possible so the agency can identify can identify the information.* **Please use additional sheets if necessary**

Please see attachment "Right to know request text".

DO YOU WANT COPIES? YES OR (NO)
DO YOU WANT TO INSPECT THE RECORDS: YES OR (NO)
DO YOU WANT TO CERTIFIED COPIES OF RECORDS: YES OR (NO)

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES ****
**** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

FOR AGENCY USE ONLY

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RIGHT TO KNOW OFFICER: A. Gibb

DATE RECEIVED BY THE AGENCY: 3/19/2020

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: 3/26/2020

30 Day Response Due: 4/25/2020

**Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought of the information unless otherwise required by law. (Section 703.)

FTK 670

Gibb, Abby

From: [redacted]
Sent: Wednesday, March 18, 2020 6:57 PM
To: Gibb, Abby
Subject: New Right to Know - Springettsbury Township submitted on 03/18/2020
Attachments: Standard Right-To-Know Request Form.pdf

CAUTION: External message!

03/18/2020

Abegale Gibb

Pursuant to the Right to Know, this is a request for a copy of the following records: An electronic copy of any and all employees for year of 2019, (fiscal or calendar year). Each employee record should contain the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year. We have attached the Standard Right-To-Know Request form.

The principal purpose of this is to make this information more accessible to the public and to access and disseminate information regarding the health, safety, and welfare of the general public. This request is not principally for personal or commercial benefit. Our agency is just exercising the general rights of the public. For these reasons, we are requesting a waiver of fees. If there is a charge for this service, please obtain my approval in writing prior to proceeding with request.

All documents can be e-mailed to [redacted] or mailed in electronic format (preferred format would be .csv or .xls). If any documents are not provided in the format specified, please provide the state or federal statutes relied upon for that decision. If any record or portion of a record responsive to this request is contained in a record or portion of a record deemed unresponsive to the request, I would like to inspect the entire document. Under the Open Records Act/Freedom of Information Act, all non-exempt portions of any partially-exempt documents must be disclosed. If any records or portions of records are withheld, please state the exemption on which you rely, the basis on which the exemption is invoked, and the name of the individual responsible for the decision.

Thank you for your prompt consideration of my request. If you have any questions, or if I can be of any assistance, please e-mail me at [redacted]

Sincerely,

Janis Farese
American Transparency
P.O. Box 970999
Boca Raton, FL 33497-0999

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

Donald P. Bishop

Robert F. Cox

TOWNSHIP MANAGER

Benjamin B. Marchant

March 19, 2020

Janis Farese
American Transparency
P.O. Box 970999
Boca Raton, FL 33497-0999

Re: **RIGHT-TO-KNOW REQUEST – Employee Records**

Dear Janis Farese,

Thank you for writing to Springettsbury Township with your request for information: "An electronic copy of any and all employees for year of 2019, (fiscal or calendar year). Each employee record should contain the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year."

I have reviewed the request and given the extenuating circumstances affecting Township operations in response to COVID-19, 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 25, 2020.

- Timely response to the access cannot be accomplished due to bona fide and specified staffing limitations.

At this time there are no fees anticipated 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 670

SPRINGETTSBURY TOWNSHIP

1501 Mt. Zion Road
York, Pennsylvania 17402
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TOWNSHIP MANAGER

Benjamin B. Marchant

April 7, 2020

Janis Farese
American Transparency
P.O. Box 970999
Boca Raton, FL 33497-0999

Re: **RIGHT-TO-KNOW REQUEST – Employee Records**

Dear Janis Farese,

Thank you for writing to Springettsbury Township with your request for information: "An electronic copy of any and all employees for year of 2019, (fiscal or calendar year). Each employee record should contain the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year."

The request for information is approved and available records are included with this response electronically.

General information requested, applicable to all records:
Employer Name: Springettsbury Township
Employer Zip Code: 17402
Year of Compensation: 2019

- The record is provided in the way it currently exists, 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.*

- Please note, some names have been redacted in compliance with *Pennsylvania Right to Know Law, Act 3 of 2008: Section 708(b) (6) (i) (iii):* An agency may redact the name or other identifying information relating to an individual performing an undercover or law enforcement activity from a 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 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 670