



2TK 677

### Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. 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: May 14, 2020 Submitted via:  Email

**PERSON MAKING REQUEST:**

Name: Christopher Bangs Company (if applicable): Amalgamated Transit Union

Mailing Address: 10000 New Hampshire Avenue

City: Silver Spring State: Maryland Zip: 20903 Email: [REDACTED]

Telephone [REDACTED] Fax: \_\_\_\_\_

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

**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. 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. Use additional pages if necessary.*

See Attachment

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

DO YOU WANT COPIES?  Yes, electronic copies preferred if available

Do you want certified copies?  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 \$0.

**ITEMS BELOW THIS LINE FOR AGENCY USE ONLY**

Tracking: 2TK677 Date Received: 5/14/2020 Response Due (5 bus. days): 5/21/2020

30-Day Ext.?  Yes  No (If Yes, Final Due Date: 6/24/2020) 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.

RTK 677

Attachment

Abby Gibb  
Springettsbury Township

Dear Abby Gibb,

I am writing to submit a request under the Pennsylvania Right to Know Law. If you are not the Open Records Officer for Springettsbury Township, please forward this request to the appropriate person.

I request records showing which employee jobs classifications / titles / positions are not represented by a union, and how many employees are in each classification. As an example of the type of information I am looking for, if transportation staff are not represented by a union, I would be interested in knowing their job titles and number of employees, such as "Bus Drivers (15 Employees). Bus Aides (5 Employees)."

If the agency does not already maintain that list or combination of lists, then I request the following:

- Records showing the number of employees in each job classification / title / position, such as payroll records or an employee directory (feel free to redact all extraneous information).
- Records showing which classifications are represented by a union, such as collective bargaining agreements, and which are not represented by a union.

Again, I am only interested in the employee job classifications not represented by a union and how many employees are in each classification. If primary records specifically showing that information do not currently exist, it may be easier for the agency to prepare a spreadsheet or email with that information rather than provide these other records. Of course, there is no obligation for the agency to prepare such a record, so if one doesn't exist, these alternative documents would allow me to recreate that list.

Please provide all responsive records and responses to this request by email. Please provide them in a searchable, manipulable electronic format, such as an Excel spreadsheet or a CSV file, to the extent these records are maintained or easily retrieved from a database in that format. Please advise if there will be any costs associated with this request before those costs are incurred.

Please let me know if you have any questions or require any clarification. I understand that extensions may be required due to current circumstances, so please let me know if the agency requires more time to respond to this request.

Best,

Christopher Bangs



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

Mark M. Swomley  
Chairman

George M. Dvoryak  
Vice Chairman

Charles A. Wurster  
Assistant Secretary/Treasurer

Donald P. Bishop

Robert F. Cox

May 19, 2020

Mr. Christopher Bangs  
10000 New Hampshire Avenue  
Silver Spring, MD 20903

Re: **RIGHT-TO-KNOW REQUEST – Employee Job Classifications**

Dear Mr. Bangs,

Thank you for writing to Springettsbury Township with your request for “records showing which employee jobs classifications/titles/positions are not represented by a union and how many employees are in each classification.”

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 by June 20, 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 677



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

Mark M. Swomley  
Chairman

George M. Dvoryak  
Vice Chairman

Charles A. Wurster  
Assistant Secretary/Treasurer

Donald P. Bishop

Robert F. Cox

June 19, 2020

Mr. Christopher Bangs  
10000 New Hampshire Avenue  
Silver Spring, MD 20903

Re: **RIGHT-TO-KNOW REQUEST – Employee Job Classifications**

Dear Mr. Bangs,

Thank you for writing to Springettsbury Township with your request for “records showing which employee jobs classifications/titles/positions are not represented by a union and how many employees are in each classification.”

Available records are included with this response electronically, sent via email.

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 677

Job Class Code Desc.	Qty.
ACCOUNTS PAYABLE CLERK	1
ACCREDITATION COORDINATOR	1
ADMINISTRATIVE ASSISTANT	2
HR ASSISTANT	1
CD CODE ENFORCEMENT I	1
CD CODE ENFORCEMENT II	1
CODE COMPLIANCE SUPERVISOR	1
COMMUNICATIONS MANAGER	1
CROSSING GUARD	3
DEPUTY DIR OF FINANCE	1
DIRECTOR OF ADMINISTRATIVE OPERATIONS	1
DIRECTOR OF COMMUNITY DEVELOPMENT	1
DIRECTOR OF FINANCE	1
DIRECTOR OF HUMAN RESOURCES	1
DIRECTOR OF PW/WWT	1
DIRECTOR OF RECREATION	1
LAB TECH 1	1
MANAGER INFORMATION SYSTEMS	1
PLANNER I	1
POLICE CHIEF	1
POLICE LIEUTENANT	2
PRETREATMENT SPECIALIST	1
SOLIDS HANDLING SPECIALIST	1
STAFF ACCOUNTANT	1
SUPPORT SERVICES ASSOCIATE	3
SUPERINTENDENT OF PUBLIC WORKS	2
SUPERINTENDENT OF WASTEWATER	2
TOWNSHIP MANAGER	1