



RTK-685

### 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 / Abby Gibb (Attn: AORO)

Date of Request: 06-30-2020 Submitted via:  Email  U.S. Mail  Fax  In Person

**PERSON MAKING REQUEST:**

Name: Brian Bush Company (if applicable): \_\_\_\_\_

Mailing Address: 513 Third Street

City: Ellwood City State: PA Zip: 16117 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.*

Requesting for the List of Landlords with the following details:

1) First & Last Name 2) property address and mailing address 3) phone number

Information can be found on property inspections or real estate tax sheets

Please feel free to email me directly with no cost.

- 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 685 Date Received: 6/30/2020 Response Due (5 bus. days): 7/8/2020

30-Day Ext.?  Yes  No (If Yes, Final Due Date: 8/7/2020) 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

Mark M. Swomley  
Chairman

George M. Dvoryak  
Vice Chairman

Charles A. Wurster  
Assistant Secretary/Treasurer

Donald P. Bishop

Robert F. Cox

July 7, 2020

Brian Bush  
513 Third Street  
Ellwood City, PA 16117

Re: **RIGHT-TO-KNOW REQUEST – “Landlords List”**

Dear Mr. Bush,

Thank you for writing to Springettsbury Township with your request for information:  
**“1) First & Last Name 2) property address and mailing address 3) phone number  
Information can be found on property inspections or real estate tax sheets.”**

I have reviewed the request and 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 August 7, 2020.

- Timely response to the access cannot be accomplished due to bona fide and specified staffing limitations.
- The extent or nature of the request precludes a response within the required time period.

At this time there are no fees associated 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 685



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Donald P. Bishop

Robert F. Cox

July 10, 2020

Mr. Brian Bush  
513 Third Street  
Ellwood City, PA 16117

Re: **RIGHT-TO-KNOW REQUEST – “Landlords List”**

Dear Mr. Bush,

Thank you for writing to Springettsbury Township with your request for information:  
**“Requesting for the List of Landlords with the following details: 1) First & Last Name 2) property address and mailing address 3) phone number  
Information can be found on property inspections or real estate tax sheets.”**

The Township does not maintain a list of “landlords” and these records do not exist in our files. Property owner information is maintained by York County and information on properties in York County can be accessed electronically on the York County website, <https://yorkcountypa.gov/>. More specifically, property assessment information can be accessed using the York County searchable assessment mapping and database found here: <https://yorkcountypa.gov/property-taxes/assessment-and-tax-claim-office/assessment-information/searchable-assessment-database-and-mapping.html>.

Please note, the York County assessment information only provides information on the property owner and may not necessarily identify who is/is not a “landlord.”

York County is a separate agency from Springettsbury Township.

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.

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 685