

Shrewsbury Township

**Right-To-Know Requests**

**APRIL 2013**

Request Date	Requestor	Request	Form of Request	Cost	Date Completed	Time Req. (hrs)
3/14/13	Shirley Simpson	Request for the following items: - Twp. office bldg. parcel file - Treasurer's Report for July 2006 - June 2007 - Liability Ins. Loss Run report - Parcel file for 45000A10030A000000 (Solomon) - Fox/Van Voorhis subdivision file & fee invoice - <u>Statement of Financial Interest for 2013 candidates</u>	Paper Copy	\$5.25	3/19/13	0.50
4/4/13	Earl Schuckman	Request as follows: 1. Document given to satisfy Mr. Andre's 2012 request for residence address of CD. 2. Address of residence given to Banks in 2012 for CD to be signer on accounts. 3. Address provided by CD to Township office as official residence address to be used on forms & reports to other government agencies & PSATS. 4. Official residence address given to township office for 2013 for same as #3. 5. Address on latest W4 on file. 6. Address where meeting packets & other information is delivered or mailed. 7. Copy of either cashed check or check register for Supervisor pay or reimbursement for December 2012, January 1st thru April 3rd 2013. (showing total & who paid to). 8. Address on file of residence for CD with Shrewsbury Township per capita tax collector along with information if per capita tax was/is paid for 2011, 2012, and 2013 & if was delinquent. 9. Address CD used to file 2011 Shrewsbury Township earned income tax with York/Adams tax bureau (YATB) & also if tax return was filed. 10. Address on file for CD with YATB for year 2012 also 2013 for payroll withholding. 11. Cope of Shrewsbury Townships latest official contact sheet. 12. Any Documents filed either with or by Shrewsbury Township since November 16th 2012 thru April 3rd 2013 showing an address for CD, including complaint forms. 13. Statements of financial interest filed by CD in 2011, ^ 2012 also 2013 if on file. 14. Tenant Registration Forms for - 1. Hughes, 2. Strine, 3 Phillips	Paper Copy	\$4.75	4/16/13	4.75
				\$0.50	4/22/13	0.25
4/11/13	Shirley Simpson	Request for the following items: - HUD-1 (settlement sheet) for 11505 Susquehanna Trail - Jean Greene 401K info - 1999 Financial Statement (ending 12/31/1999) - <u>2009 Financial Statement (ending 12/31/2009)</u>	Paper Copy	\$7.75	4/22/13	2.25
4/16/13	Signature Information Solutions, LLC	Copy of detailed monthly tax collector report, including such details as names of taxpayers, amount collected from each, including discounts and penalties, for the month of March 2013.	Paper Copy			
4/17/13	Jason Yeager	Requested copy of building permit report for the period of February and March 2013.	Email	\$0.00	4/18/13	0.25
4/23/13	Katie Huegel	Request for site information for Rutter's Convenience Store (249 North Main Street, Shrewsbury)	Paper Copy	\$0.00	4/23/13	0.25

Notes
<p>03/19/2013 - Requested reviewed requested files and had 22 copies made.</p> <p>04/22/2013 - Requestor reviewed the Solomon parcel file.</p>
<p>04/08/2013 - Mailed 30 day extension letter.</p> <p>04/10/2013 - Received email from requestor for certain information by 04/12/2013.</p> <p>04/11/2013 - Emailed requestor advising that the request for partial information by 04/12/2013 may not be achievable, but that the request would be answered no later than 04/17/2013.</p> <p>04/16/2013 - Notified requestor via email that requested was ready for pickup.</p> <p>04/17/2013 - Requestor picked up information at Township office.</p>
<p>04/22/2013 - Notified requestor that remaining items were ready for pickup.</p>
<p>04/15/2013 - Mailed 30 day extension letter.</p> <p>04/22/2013 - Requestor reviewed requested documents; copies provided of requested material.</p>
<p>04/18/13 - Mailed 30 day extension letter.</p>
<p>04/18/2013 - One page report emailed to requestor.</p>
<p>04/23/2013 - Letter of denial mailed to requestor; property is not located in Shrewsbury Township.</p>