

Shrewsbury Township

**Right-To-Know Requests**

**MAY 2013**

Request Date	Requestor	Request	Form of Request	Cost	Date Completed	Time Req. (hrs)
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	\$0.00	5/15/13	0.75
5/8/13	Preston Beall	Request for Building Rights	Paper Copy	\$0.00	5/16/13	0.25
5/15/13	Gene Montanarelli	Request for lists of email (addresses) collected by Sue Fox for the 2012 Farmers Market.	Paper Copy	\$0.00	5/22/13	0.50
5/15/13	Shirley Simpson	Request for documentation of General Fund repaying the EDU fund for the purchase of the Township building (11505 Susquehanna Trail); and copies of minutes for the period of Aug. 2006 - October 2006.	Paper Copy	\$0.00	5/22/13	0.75
0517/2013	Erin Single	Request to review stormwater management plans for Snowden Terrace and Reddale drive area of the Russett Farm subdivision.	Paper Copy	\$1.00	5/24/13	0.25
5/20/13	Meghan Check	Requested copy of resume and salary information for Senator Mike Waugh, while he served at Township Supervisors from 1989 - 1992.	Paper Copy	\$0.00	5/28/13	0.50

Notes
04/18/13 - Mailed 30 day extension letter.
05/15/2013 - Tax Collector, Julie Rohrbaugh, emailed a list of all tax payments for 2013; through a portion of May.
05/16/2013 - Explained to Mr. Beall that this was not a RTK request, and that he should apply for a Pre-application consultation at a staff review meeting.
05/18/2013 - Mr. Beall submitted an application for the June 4, 2013 staff review meeting.
05/16/2013 - Emailed Sue Fox requesting information; Sue Fox replied to email asking for a scanned copy of the RTK request.
05/17/2013 - Township scanned and emailed a copy of the RTK request to Sue Fox.
05/22/2013 - Not having a response from Sue Fox, Township emailed follow-up request; same date, Sue Fox emailed a reply that she did not have the information.
05/22/2013 - Sent letter advising that documentation regarding repayment to the EDU fund could not be located, and that minutes of the meeting dates requested are available on the Township's website.
05/24/2013 - Requestor visited Township office and reviewed the parcel files for the subdivision; requested copies of 4 letter size pages.
05/28/2013 - Notified Ms. Check. Check via letter that records requested do not exist.