

**2022**

## Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
01-2022	1/3/2022	Kaitlyn Dinkelacker	MEA, Inc	Company	Form filled out	Any records related to underground storage tank or aboveground storage tank installations, removals, releases or spills, hazardous waste, dumping, landfills or discharging permits. Or any other environmental concerns for the property located at 282 N. Walnut St.			02/15/2022	Email	Records do not exist and deferred to PA DEP for further review	PA DEP
02-2022	3/8/2022	Fausto DiOdoardo		Individual	Form filled out	Plot plan for 383 S. Walnut St.	NO	03/15/2022	03/18/2022	US Mail	Granted	
03-2022	03/16/2022	Mike Handzo	Community Action Lehigh Valley	Business	Form filled out	142 E. Northampton Street; Tax Parcel #K6NW4B 98 0503 Building, Zoning, Plumbing, Electrical & Mechanical Permits & Inspection Reports 1/1/2018-Present	NO	03/23/2022	03/18/2022	Email	Granted in Part, denied in part	
04-2022	07/06/2022	Chad Springer		Individual	Form filled out	All records relative to 136 McIlhane Avenue	NO	07/11/2022	07/06/2022	OpenGov	Granted/Denied in part RTKL-22-1 & RTKL-22-2	
05-2022	07/07/2022	Chad Springer	C & S	Individual	Form filled out	All records relative to 149 E. Northampton Street	NO	07/12/2022	07/07/2022	OpenGov	Denied; records don't exist	
06-2022	07/12/2022	Alessandro Giacobbe	Whitetail Disposal, Inc.	Company	Form filled out	Post Bid for MSW Waste & Recycling; communications between Solicitors Office and JP Mascaro; additional documents	YES	07/19/2022; 30-day due on 08/24/2022	07/13/2022		Granted	
07-2022	07/15/2022	Janis Farese	American Transparency	Company	Email	Wage summary report for FY 21 of all Borough Employees and elected	YES	07/22/2022; 30-day due	07/15/2022 Final Delivery	Email	Granted	

2022

## Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
						<i>officials' names and gross wages.</i>		<i>on 08/26/2022</i>	<i>Date of 09/09/22</i>			
08-2022	08/04/2022	Afif Salloum		Individual	Form filled out	222 Fountain Street; Any open permits, CO for required resale, water/sewer public, easements through property			08/24/2022	OpenGOV	Denied, Misdirected	Misdirected – forwarded to appropriate agency
09-2022	08/24/2022	Brent Smith	Sedora Consulting Services, LLC.	Company	Email	7 Allen Street; open building or fire code violations, date of last fire safety inspection, copy of occupancy permit, compliance with local zoning ordinance, USTs, wells, septic systems, hazmat, or other environmental hazards		08/31/2022	08/24/2022	Email	Granted, Denied, Misdirected	Forwarded to appropriate agency
10-2022	08/24/2022	Ben Katz	Friedman, Katz & Shapiro, Inc.	Company	Email	Building permit information for 254 Sleepy Hollow Road Bath Pa 18014		08/31/2022	08/24/2022	Email	Granted	
11-2022	09/27/2022	Michael Long		Individual	OpenGov	See File; Extensive Request	YES	10/04/2022	902 Letter 10/04/2022 Final Letter dated 11/04/2022 <b>MATTER HAS BEEN APPEALED BY LONG TO OOR as of 11/29/2022; AP 2022-2675 FD issued 02/24/2023</b>	Email	Granted, denied in Part	Legal; IT
12-2022	11/15/2022	Venessa	At Brokers	Company	OpenGov	See File; Information on 521 Easter Terrace	No	11/22/2022	11/15/2022	OpenGov/Email	Granted, denied in Part	
13-2022	11.18.2022	Sheryl Reese		Individual	Email	Treasurers Bond	YES	11.28.2022	902-11.28.2022	Email	Granted &	Legal

**2022**

## Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
								<i>Final Date 12.28.2022</i>	<i>Response: 12.16.2022 Appeal deadline 01/12/23</i>		<i>Denied in Part</i>	
14-2022	11.18.2022	Sheryl Reese		Individual	Email	Itemized Borough Budgets	YES	11.28.2022 <i>Final Date 12.28.2022</i>	902-11.28.2022 <i>Response: 12.16.2022 Appeal deadline 01/12/23</i>	Email	Granted & Denied in Part	Legal
15-2022	11.18.2022	Sheryl Reese		Individual	Email	Reimbursable Mileage for Borough Manager & Maintenance Costs	YES	11.28.2022 <i>Final Date 12.28.2022</i>	902-11.28.2022 <i>Response: 12.16.2022 Appeal deadline 01/12/23</i>	Email	Granted & Denied in Part	Legal
16-2022	11.18.2022	Sheryl Reese		Individual	Email	All Credit Card Statements, etc.	YES	11.28.2022 <i>Final Date 12.28.2022</i>	902-11.28.2022 <i>Response: 12.21.2022 Appeal deadline 01/18/23</i>	Email	Granted & Denied in Part	Legal
17-2022	11.18.2022	Sheryl Reese		Individual	Email	State Ethics Commission Statement of Financial Interests	YES	11.28.2022 <i>Final Date 12.28.2022</i>	902-11.28.2022 <i>Response: 12.16.2022 Appeal deadline 01/12/23</i>	Email	Granted	Legal
18-2022	11.18.2022	Sheryl Reese		Individual	Email	All Code Enforcement violations for 2020, 2021 & YTD 2022, and attachment	YES	11.28.2022 <i>Final Date 12.28.2022</i>	902-11.28.2022 <i>Response: 12.16.2022 Appeal deadline 01/12/23</i>	Email	Granted & Denied in Part	Legal
19-2022	11.18.2022	Sheryl Reese		Individual	Email	Employees information including title and wages and attachment	YES	11.28.2022 <i>Final Date</i>	902-11.28.2022 <i>Response:</i>	Email	Granted & Denied in Part	Legal

2022

Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
								12.28.2022	12.22.2022 Appeal deadline 01/19/2023			
20-2022	11.18.2022	Sheryl Reese		Individual	Email	All payment transactions for fiscal years 2019-2022 and attachment	YES	11.28.2022 Final Date 12.28.2022	902-11.28.2022 Response: 12.28.2022 Appeal Deadline 01/23/2022	Email	Denied	Legal
21-2022	11.18.2022	Michael Long		Individual	OpenGov	Facebook postings and comments	YES	11.28.2022 Final Date 12.28.2022	902-11.28.2022 Response: 12.28.2022 Appeal Deadline 01/20/2022 MATTER HAS BEEN APPEALED BY LONG TO OOR as of 01.05.2022 WITHDRAWN BY LONG 01.18.2023; OOR AP 2023-0032	OpenGov/ Email	Granted & Denied in Part	Legal
22-2022	11.30.2022	Sheryl Reese		Individual	Email	Mayor's Insurance payments to the Borough among other things	YES	12.07.2022	902-11.28.2022 Response: 01.05.2022 Appeal Deadline 01/27/2022	Email	Granted & Denied in Part	Legal

UPDATED: As of January 5, 2023

## 2021 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
01-2021	2/25/2021	Katie Lane	Lehigh Valley Live	Company	Email	List of every employee, their job title and how much money they were paid from January 1, 2020 to December 31, 2020; including all overtime pay and other monetary compensation they received in addition to payment from their base salary or hourly rate. Same for 2019	No	March 4, 2021	March 11, 2021	Email	Granted in Part, Denied In Part	
02-2021	3/31/2021	William W. Matz Jr.	Law Office of William Matz	Law Firm	Mail	Any and all documents relating to zoning, land access and land use for the property located at 211 N. Chestnut St., also any and documents relating to Meyers St., with regards to zoning, access, statue as a public st. and records of the gas tax reimbursement calculations made to the state for past 5 years.	YES		April 22, 2021	Brad Sent to legal, 3/31/2021 Sent letter to Wm Matz	Denied	Brad Flynn & Solicitors Office
03-2021	06/09/2021	Alexandra Lancelotta	Enviro21	Firm	Email	Requesting a copy of garbage contract, hauler and when the contract ends.	YES	July 9, 2021	902 Extension on June 9, 2021			Legal Review
04-2021	8/4/2021	Aris Asdourian		Individual	In-Person	Prior Oermit Rejection letter and list for 616 E Main	No	8/10/2021	08/04/2021	Email	Granted Copies submitted; encouraged requestor inspection of separate record at his leisure .Had copies printed of building plans that were submitted for 616 E. Main	BTF & Zoning

## 2021 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
											St.	
05-2021	August 30, 2021	Agent on behalf of Steve Lynch		Individual	In-Person	Any records or reports associated with a fuel spill at Chestnut St and Northampton St on or about August 16, 2021	NO	September 6, 2021	September 2, 2021	Via Email	Information Granted; one report from Borough Office	
06-2021	09/13/2021	Alison Brayton		Individual	Mail	Police Report regarding death of Laurence (Tex) Matthew Monterrubio from 9/3/2021- location 102 W. Main St., above Bud Stefani's insurance agency			9/13/2021	Via Email	Denied	
07-2021	9/20/2021	Brandon Brown	Commonwealth Foundation	Company	Email	CBAs for each bargaining unit from Jan 1, 2015 to present; CBAs from Jan 1, 2015 but remaining in force at any point between January 1, 2020 and the date of request; MOUs, side agreements, or any other agreements between Borough and any employee or labor organizations.	NO	September 27, 2021	09/20/2021	Via Email	Denied	
08-2021	10/25/2021	Janis Farese	American transparency	Company	Email	Electronic copy of all EEs for 2020 with EE's full name and gross wages info broken down by ER, EE and year.		October 29, 2021			Email sent to allow 30 day extension, per Brad	Legal
09-2021	12/14/2021	John Weller	Agency	Company	Email	See File	NO	December 20, 2021	December 14, 2021	Email	Misdirected	
10-2021	11/29/2021	Bert Krantz	Individual		Email	All public records on file regarding the property at 216 N. Chestnut St, Bath, PA18014	NO	December 6, 2021	December 14, 2021	Email	Denied—see letter for additional info	

## 2020 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
2020-01	1/9/2020	Marianne Moyer		Company	Fax	Monthly summary of residential building permits for all new construction houses, renovations or additions issued in December 2019		1-16-2020			Deemed Denial	
2020-02	1/20/2020	Brian Bush			Email	Names of Employees with salary		1-27-2020	1-21-2020	Email	Granted/Denied	
2020-03	1/21/2020	Shauna Ponton		Individual	Email	Personnel and Unionization Questions		1-28-2020	1-21-2020	Email	Granted/Denied	
2020-04	2/7/2020	Mike Reph		Individual	Email	Copies of meeting minutes from all Council appointed committees from 2018 and 2019	YES	2-14-2020	03/12/2020	Email	Granted/Denied	Legal
2020-05	2/13/2020	Marianne Moyer		Company	Fax	Monthly summary of residential building permits for all new construction houses, renovations or additions issued in January		02-20-2020			Deemed Denial	
2020-06	3/10/2020	Jessica Barnett	Commonwealth Foundation	Company	Email	Money transmitted to various listed organizations from 17-18 school year to date		3-17-2020			No follow up record.	
2020-07	3/11/2020	Marianne Moyer		Company	Fax	Provide a monthly summary or residential building permits for all new construction, renovations, or additions for the month of February 2020		3-18-2020			Deemed Denial	
2020-08	04/15/2020	R. Justin Huratiak	HH Bath View Commercial	Company	Email	Provide a copy of the M2-Mixed Use Zoning District Schedule of Permitted, Accessory, Special Exception & Conditional Uses as enforced in 2003 during the time of the approved subdivision and land development approval of the Monocacy Heights LD at 282 N. Walnut St, Bath, PA 18014 Parcel #K6-4-5C, E, & D	NO	04-22-2020	04-20-2020	Email	Denial	Jamie Kratz
2020-09	04/24/2020	Mike Reph		Individual	Email	Schedule of Mayor for 2019	YES	05/01/2020; 05/29/2020	05/26/2020	Email	Denial in part-Granted in	

## 2020 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
											<i>part</i>	
2020-10	5/14/2020	Marianne Moyer		Company	Fax	Provide a monthly summary of residential building permits for all new construction houses, renovations or additions for April 2020					Deemed Denial	
2020-11	5/14/2020	Christopher Bangs	Amalgamated Transit Union	Company	Email	See file		05/21/2020	5/19/2020	Email	Denied; answer given in text of letter	
2020-12	05/20/2020	John McNerney	Hillman Consulting	Company	Email	Building violations		05/27/2020	05/22/2020	Email	Denied	
2020-13	05/22/2020	Sean Lockier	EBI Consulting	Company	Email	Phase I Environmental	YES	05/29/2020	06/01/2020	Email		Legal
2020-14	6/12/2020	Marianne Moyer		Company	Fax	Provide a monthly summary of residential building permits for all new construction houses, renovations or additions issued in May 2020					Deemed Denial	
2020-15	7/20/2020	James Roberts		Company	Fax	Mailroom Records for postage meter lease agreement			07/21/2020	Email	Denied-records do not exist	
2020-16	9/23/2020	Allyce Brailo	Individual	Individual	Drop off	Records pertaining to Meyers St., map of plan for Bath Heights. Land improvements/permits for 211 N. chestnut St. or 302 N. Walnut St.Do we utilize Meyers St for reimbursement calculations to the state. Records regarding use of/ownership of Meyers St.					No follow up record.	R.M. told T.L to file 11/18/2020
2020-17	11/4/2020	Lonnie Hill	Individual	IBEW local NO. 375	Email	Requesting certified payroll for BSI for the electrical portion of waste water treatment plant renovation project form 01/01/2020 to present.			11/04/2020	Email	Denied-no record and may try to contact Borough of Bath Water Authority.	
2020-18	11/24/2020	Steven Goudsouzian	Law Firm	Individual	Email	Trees removed from a property	NO	Nov 3, 2020	11/25/2020	Email	Denied.	



## 2019 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
1-2019	1/9/2019	Marianne Moyer		Company	Fax	Monthly request for Dec, 2018 residential building permits for new construction houses, renovations or additions.					Deemed Denial	
2-2019	2/14/2019	Marianne Moyer		Company	Fax	Monthly summary of residential building permits for new construction houses, renovations or additions for January					Deemed Denial	
3-2019	2/18/2019	Joseph DeMarinis		Individual	Email	What permits have been issued within the borough since 2010 to repair sinkhole damage to dwellings		02/25/2019	02/19/2019	Email	Denied; Record doesn't exist.	
4-2019	3/8/2019	Mike Reph		Individual	Drop off	Copy of Public Works & Facilities Committee Memorandum dated Sept 5 2017, adopted Jan 9 2019, at bi monthly meeting	No	03/15/2019	03/08/2019	Email	Granted	
5-2019	3/8/2019	Mike Reph		Individual	Drop off	Copy of the map used in conjunction with PW & Fac. Committee dated 9/5/17, that was adopted 1/9/19 bi monthly council meeting. That was used to determine which roads would be opened by Ordinance, considered private and roads considered paper street. Also shows the seven areas that the 310 property owners that are affected by this road plan update.	No	03/15/2019	03/08/2019	Email	Granted	
6-2019	3/14/2019	Marianne Moyer		Company	Fax	Monthly summary for February 2019 for residential building permits for all new construction houses, renovations or additions					Deemed Denial	
7-2019	3/22/2019	Janis Grube		Individual		All of the docs from via questions of resident meeting, meetings of updated road plans, map of roads within the boro. Names of all streets, alleys roads, highway	YES	03/29/2019 04/26/2019	03/27/2019 04/26/2019	First Class Mail	902 Extension Required; follow up required by 04/26/2019;	

## 2019 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
											<i>Denial Letter</i>	
8-2019	3/22/2019	Joe Tavianini		Individual		Alleys, streets, cartways involved in road plan	YES	03/29/2019 04/26/2019	03/27/2019 04/26/2019	First Class Mail	902 Extension Required; follow up by 04/26/2019; Denial Letter	
9-2019	4/11/2019	Marianne Moyer		Individual		Monthly summary of residential building permits for all new construction houses, renovations, or additions issued in March					Deemed Denial	
10-2019	4/11/2019	Bill McKissock	SBA Communications	Business	Email	Copy of Building Permit Application for monopole compound installation at 121 Center Street	NO	04/18/2019	04/17/2019	Email	Request Granted; copy of Building Permit App with Project Description Attached	
11-2019	4/16/2019	Trisha Frassetto	Charles Jones, LLC	Business	Mail	March 2019 detailed monthly tax collector statements			04/13/2019	Email	Granted in part; Denied in Part	
12-2019	5/8/2019	Marianne Moyer	Open Records Officer	Business	Fax	Monthly summary of residential building permits for all new construction houses, renovations or additions issued in April					Deemed Denial	
13-2019	5/22/2019	Janis Farese	American Transparency	Business	Email	Employee census data; wages, bonuses, etc.	NO	05/29/2019	05/22/2019	Email	Granted in part; denied in part	
14-2019	5/30/2019	Justin Huratiak	HH Bath View Apartments	Business	Email	Copy of M2-Mixed Use Zoning District Schedule of Permitted, Accessory, Special Exception & Conditional Uses [. . .]; Copy of registered certificate of nonconformance from within one year from the zoning district Amendment that was authorized by the Zoning hearing Board for the purposes of	YES Sent 06/03/2019	06/06/2019	Final Response sent 07/02/2019	Email and First Class Mail	Denial	Legal

2019 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
						ensuring owner the right to continue the nonconforming use per S. 179-106.C of the Zoning Ordinance.						
15-2019	6/3/2019	R. Justin Huratiak		Individual	Mail	M2-Mixed use Zoning District schedule, registered certificate of nonconformance.	See response to RTKR #14.2019					
16-2019	6/20/2019	Marianne Moyer	Open Records Officer	Business	Fax	Monthly summary of residential building permits for all new construction houses, renovations or additions issued in May 2019					Deemed Denial	
17-2019	7/10/2019	Marianne Moyer	Open Records Officer	Business	Fax	Monthly summary of residential building permits for all new construction houses, renovations or additions issued in June 2019.					Deemed Denial	
18-2019	8/14/2019	Marianne Moyer	Open Records Office	Business	Fax	Monthly summary of residential building permits for all new construction houses, renovations or additions issued in July 2019					Deemed Denial	
19-2019	8/14/2019	Bathview Condominium Association	Bathview Condominium	Business	Email to Brad	26 requested documents, see RTK request	YES	08/21/2019	08/21/2019 09/12/2019	Email and US Mail/ called 9/24/19 Ed Hoffman to set up a time for them to review paperwork that was pulled. Called again 9/26/19 said they would call back and set up a date. Ed, Bob and Frank came out 10/24/2019,	30-day extension required Later granted in part; denied in part	LEGAL

## 2019 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
										looked through all records. They labeled what they needed copies of. I scanned what I could and emailed to Ed 10/24/2019 and I have contacted MS Tech to copy the larger plans.		
20-2019	08/26/2019	Michelle Grove	Penns Valley Free Press	Business	Emailed to Brad	2019 emails with the keyword "vexatious"; 01/2019 one page that lists phone calls made/received from Verizon Online Portal; 2019 first page of browsing history from secretary's computer.	YES	09/2/2019	09/27/2019	Email	902 30-day extension required; Partial Grant; Part Denial	LEGAL; IT likely
21-2019	8/26/2019	Kelly Vlasics	Mattie's Strudel House	Business	Drop off	Building records for 126 W. Main St., Record of all prior business dating back to when it was built, and is it registered with the PA registry of Historic Places, needs documentation stating this		09/2/2019	8/27/2019	US Mail and Email	Granted in Part; Denied in Part	Legal reviewed
22-2019	8/26/2019	Richard Groff		Individual	Drop Off	Right of Way owned by boro for Wabash/ liquid fuel collection/any easement given to homeowners on Wabash/ right to remove one way sign in front of alley		09/2/2019	8/27/2019	US Mail	Granted in Part; Denied in Part	Legal reviewed
23-2019	09/06/2019	Brian Bush		Individual	Email	Provide current list of all employees and subcontractors, positions held, and current salary		09/13/2019	9/6/2019	Email	Denied	
24-2019	9/11/2019	Marianne Moyer		Individual	Fax	Monthly summary of residential					Deemed	

## 2019 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
						<i>building permits for all new construction houses, renovations or additions issued in Aug 2019</i>					<i>Denial</i>	
<i>25-2019</i>	<i>9/18.2019</i>	<i>Jeremy Merwarth</i>		<i>Individual</i>	<i>Email</i>	<i>Requesting a list of all residential properties in all municipalities that you service had the water shut off for any time between 8/17/19 and 9/17/2019. Only needs property address. No customer infor needed or reason for shut off.</i>			<i>9/18/2019</i>	<i>Email</i>	<i>Email back and denial</i>	
<i>26-2019</i>	<i>9/18/2019</i>	<i>Jeremy Merwarth</i>		<i>Individual</i>	<i>Email</i>	<i>Requesting a copy of all open and closed code enforcement violations within the municipality between 6/17/19-9/17/19 in MS Excel format</i>			<i>09/30/2009</i>	<i>Email</i>	<i>Granted in part; denied in part</i>	
<i>27-2019</i>	<i>9/19/2019</i>	<i>Jeremy Merwarth</i>		<i>Individual</i>	<i>Email</i>	<i>Requesting a list of all residential properties in our municipalities we service that have had the water shut off greater than 30 days ago, but less than one year ago (from this request) &amp; have not had the water turned back on. Only property address is needed. No customer information is needed or reason for shut off.</i>			<i>9/19/2019</i>	<i>Email</i>	<i>Email back and denial letter</i>	
<i>28-2019</i>	<i>10/8/2019</i>	<i>Albert DeGennaro</i>		<i>Company JP Mascaro</i>	<i>Email</i>	<i>Complete copy of Advanced Disposal's Bid submittal in response to the Borough's recent trash and recycling bid solicitation</i>					<i>Handled by phone call; Records Hand Delivered</i>	<i>Legal</i>
<i>29-2019</i>	<i>10/9/2019</i>	<i>Marianne Moyer</i>		<i>Individual</i>	<i>Fax</i>	<i>Provide a monthly summary of residential building permits for all new construction houses, renovations or additions issued in September 2019</i>					<i>Deemed Denial</i>	
<i>30-2019</i>	<i>10/16/2019</i>	<i>Jovan Zivkovic</i>		<i>Individual</i>	<i>Email</i>	<i>Seeking the records of all residential building permits in the last 5 years. New home construction only, no additions or remodels of pre-existing</i>	<i>NO</i>	<i>10/23/2019</i>			<i>No follow up record.</i>	

2019 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
						houses.						
31-2019	10/18/2019	Jovan Zivkovic		Individual	Email	Records of all Residential building permits in the last 5 years. New Home construction only	No		10/21/2019	Email	Emailed 2 permits	
32-2019	11/11/2019	Taki Bendjilali		Individual	In-Person	Pre-sale Inspection of 224 W Main	No				Copy of CodeMaster Inspection dated 6.9.17	
33-2019	11/14/2019	Marianne Moyer		Individual	Fax	Provide monthly summary of residential building permits for all new construction houses, renovations and additions permitted	No				Deemed Denial	
34-2019	12/9/2019	Tricia Phillips	Tricia Mezzacappa	Individual	Email	Furnish emails received from West Easton Borough, Matthew Dees, West Easton Borough Manager Joan Heebner that included information about "Vexatious RTK Request Resolution and/or Tricia Mezzacappa [. ..]	YES	12/16/2019	12/19/2019	Email	Denied	
35-2019	12/12/2019	Joseph Caiazzo		Individual	In-person	Requested a list of business in the Borough of Bath	No	12/19/2019	12/13/2019	email	Granted in part; denied in part	
36-2019	12/19/2019	Marianne Moyer		Individual	Faax	Monthly summary of residential building permits for all new construction houses, renovations or additions issued in November 2019	No				Deemed Denial	
37-2019	12/30/2019	Joe Caiazzo		Individual	In-person	Requesting contact info of person or persons at PennDot reviewing...master long-range transportation improvement plan.			12/30/2019	Email	Denied	

## 2018 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
----------------	-----------------------	-------------------	------------------------	-------------------	-------------------	-------------------	-------------------------	--------------	--------------------	--------------------	------------------	-----------------------------------

EXAMPLE IN GRAY

1-2018	1-10-18	Marianne Moyer		Company	Fax	Residential building permits for all new construction houses, renovations or additions in December 2017						
2-2018	1-17-2018	Michelle Hupfeld		Individual	In person	If a permit for basement was granted. Wants to know if basement is up to code. Temperature reaches below freezing in basement but deemed to be livable, but there is no heat.			1-19-2018	Brad had Marena call to see if she wanted a denial letter or if a verbal would be ok. Verbal was fine. Left Michelle know we do not require a permit for a basement.	Phone call Also Marena followed up with a denial letter, after Michelle came back in office 1/29/18 and followed up with a 2 <sup>nd</sup> right to know.	
3-2018	1/29/2018	Michelle Hupfeld		Individual	In person	Any permits to convert a garage into a kitchen /office/ foyer						
4-2018	2/14/2018	Marianne Moyer		Company	Fax	Residential building permits for all new construction houses, renovations or additions in January					Deemed Denial	

## 2018 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
						2018						
5-2018	3/14/18	Marianne Moyer		Company	Fax	Residential building permits for all new construction houses, renovations or additions in February 2018					Deemed Denial	
6-2018	3/16/18	Allen George		Individual	In person	Wants building plans and permits for 112 E. Main St.		03.23.2018	03.23.2018	Via Email	Letter	Granted
7-2018	03/19/2018	Claudine Anague	BuildZoom	Company	Email	Building permits; wide range of activity spanning 10 years		03.26.2018	03.23.2018	Via Email	Letter	Granted in part, denied in part
8-2018	4/11/2018	Marianne Moyer		Company	Fax	Residential building permits for all new construction houses, renovations or additions in March 2018					Deemed Denial	
9-2018	4/13/2018	Trisha Frassetto		Company	Mail	DCED Report Tax, and March 2018 Sanitation			04/25/2018	Via Email	Grant; Partial Denial for Redaction	
10-2018	5/9/2018	Marianne Moyer		Company	Fax	Residential building permits for all new construction houses, renovations or additions in April 2018					Deemed Denial	
11-2018	5/15/2018	Trisha Frassetto		Company	Mail	DCED Report Tax, and April 2018 Sanitation				Via Email	Grant; Partial Denial for Redaction	
12-2018	05/12/2018	Claudine Anague	BuildZoom	Company	Email	Building permits;		05/18/2018	05/18/2018	Email	Granted in	



## 2018 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
						since March 16, 2018					part, denied in part	
13-2018	05/16/2018	Tyler Powell	PA Property Firm	Company	Email	Fire Property Damage Escrow Account Activity		05/23/2018	05/18/2018	Email	Denied; Records don't exist	
14-2018	6/11/2018	Riley Yates	The Morning Call	Company	Mail	Sexual harassment settlements entered into by local governments for 2013 to year-to-date.		06/18/2018	06/12/2018	Copy of response in RTK folder from Jamie	Emailed to Jamie 6/11/2018	Solicitors Office
15-2018	6/12/2018	Lawrence W. Fox	Law Offices of Lawrence B. Fox	Company	Fax	325 N. Walnut St. receipt of certified copies of the Borough of Bath's file regarding real estate.		06/19/2018	06/19/2018	Email	Request granted; copies made To physically inspect records on June 22, 2018	
16-2018	6/15/2018	Marianne Moyer		Company	Fax	Residential building permits for May					Deemed Denial	
17-2018	6/15/2018	Trisha Frassetto		Company	Mail	May Trash and detailed real estate tax			06/21/2021		Granted in part; Denied in Part	
18-2018	06/26/2018	Joselyn Conde	Cyan Sky Tech	Company	Email	Recent invoices, leases, maintenance agreements with current office copiers, printers and scanners		07/03/2018	06/29/2018	Email	Request granted	
19-2018	06/28/2018	Tiffany Moon	Oliver	Company	Email	Building permits for		07/09/2018	06/29/2018	Email	Request	

## 2018 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
			<i>Technologies</i>			<i>manufactured, single/double/triple wides from July 1, 2016 through June 30, 2017.</i>					<i>was denied; records did not exist</i>	
20-2018	07/08/2018	Dale Reiser	Ferris Company	Company	Email	Requesting property information relative to 335 Moorestown Drive Bath, PA		07/13/2018	07/09/2018	Email	Wrong jurisdiction of filing; Misdirected	
21-2018	7.20.2018	Michael Reph		Individual	In Person	All Council Meeting Minutes and public sign in sheets for all Council Meetings for 2018		07/27/2018	07/20/2018	Email	Granted in part-denied in part	
22-2018	8/8/2018	Marianne Moyer		Company	Fax	Residential building permits for July					Deemed Denial	
23-2018	8/17/2018	Trisha Frassetto		Company	Mail	June, July Trash and real estate tax					No Follow Up Record	
24-2018	9/12/2018	Marianne Moyer		Company	Fax	Residential permits for August					Deemed Denial	
25-2018	10/2/2018	Rhonda Rothermel		Individual	In person	Details of work/scope of work to be completed before Phase II & III of Bath View	YES		10/8/2018	US Mail		JKratz sent letter
26-2018	10/11/2018	Marianne Moyer		Company	Fax	Residential permits for new construction for September					Deemed Denial	
27-2018	11-15-2018	Marianne Moyer		Company	Fax	Residential building permits for a new construction issued in October 2018					Deemed Denial	
28-2018	12-3-2018	Daniel Spengler		Individual	In person	Park Terrace Subdivision map			12/14/2018	US Mail	Granted	
29-2018	12-12-2018	Marinne Moyer		Company	Fax	Residential building					Deemed	

## 2018 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
----------------	-----------------------	-------------------	------------------------	-------------------	-------------------	-------------------	-------------------------	--------------	--------------------	--------------------	------------------	-----------------------------------

						<i>permits issued in Nov 2018</i>					<i>Denial</i>	
<i>30-2018</i>	<i>12-20-2018</i>	<i>Jane Molchany</i>		<i>Individual</i>	<i>In person</i>	<i>Copies of NOVs sent to 251 Green St</i>	<i>YES</i>	<i>12/31/2018</i>	<i>01/16/2019</i>	<i>US Mail</i>	<i>Denied</i>	<i>Codes; Solicitors Office</i>

## 2017 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
----------------	-----------------------	-------------------	------------------------	-------------------	-------------------	-------------------	-------------------------	--------------	--------------------	--------------------	------------------	-----------------------------------

EXAMPLE IN GRAY

1.2016	1/01/2016	Doe, John	Smith Environ. Firm	Company	e-mail	Environ records specific to East Allen Township	NO	1/08/2016	01/08/2016	e-mail	misdirected	Pa. Dept of Environ. Protection
1.2017	01/11/2017	Marianne Moyer		Company	Fax	Building permits for all new construction or renovations during December 2016	NO	01.18.2017	01/20/2017	Email	Denied	
2.2017	01/16/2017	Robert Sharobiem		Individual	Fax	building/site plans for 107 E Main St	NO	01.23.2017	01/20/2017	Email	Denied in part, granted in part.	
3.2017	01/20/2017	Matthew Selgrath	EMS Enviro	Company	Email	Enviro docs relative to 124 Center St	NO	01.27.2017	01/23/2017	Email	Denied; records don't exist	
4.2017	2/8/2017	Rick Moyer		Individual	Email	Copies of sheets 2 thru 12 of Plans for "Self-Storage & Truck Rental" prepared by Martin, Bradbury and Griffith dated 01/10/2003, last revised 08/14/2003. Sheet 1 of 12 is recorded of record Book 2003-5; pg 231 (see attached pdf)	NO	2.15.2017	02/10/2017	Email; and telephone	Granted	
5.2017	2/8/2017	Marianne Moyer		Company	Fax	Residential building permits for all new construction houses, renovations, or additions in January	NO	2.15.2017			Deemed Denial	

## 2017 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
						2017						
6.2017	03.04.2017	Nicole Mijares	PA Open the Books	Company	Email	Employee statistics and salary information	NO	03.10.2017	03.13.2017	Email	Granted_D enied in part	
7.2017	3.8.2017	Marianne Moyer		Company	Fax	Residential building permits for all new construction houses, renovations, or additions in February 2017	NO	03.15.2017			Deemed Denial	
8.2017	3.9.2017	Donald C. Keeney		Individual	In Person	Property File of 467 Main Street	NO	03.16.2017	03.17.2017	Email	Granted; Visual inspection of Records	
9.2017	03/30/2017	Bob Stoker		Individual	Email	Record of 3-Unit dwelling (277 E Main St); renovations had proper permits and any other pertinent information for a buyer	NO	04.06.2017	04.07.2017	Email	Denied	
10.2017	4.12.2017	Marianne Moyer		Company	Fax	Residential building permits for all new construction houses, renovations, or additions issued in March 2017					Denied	
11.2017	4.17.2017	Trisha Frassetto	Signature Information Solutions, LLC	Company	US Mail	Detailed Monthly Tax Collector Statements- March Trash			04/20/2017	Email	Granted in Part; Denied in Part; Redaction	
12.2017	4.26.2017	Stefania	American Tax Reporting	Company	Fax	355 W Main Street; Outstanding special assessments, code &	NO	05.03.2017		Fax	Denial	

## 2017 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
						<i>permit violations, waste disposal, delinquencies, interest go thru 5/30/2017, liens, is the water service on or off</i>						
13.2017	5.4.2017	Donald Keeney				467 W Main St Property File; blueprints from 1991,1998, and 2013	NO	05.11.2017	05/25/2017	Email	Granted in Part; Denied in Part	
14.2017	05.08.2017	Chief Roy Seiple	CRPD	Org.	Email	Bath Financial Audit Reports for '14, '15, '16; and Bath Actual v. Budgeted for 2016 and 2017	NO	05.15.2017	05.10.2017	Email	Granted	
15.2017	5.10.2017	Marianne Moyer		Company	Fax	Residential building permits for all new construction houses, renovations, or additions issued in April 2017					Denied	
16.2017	05.24.2017	Roberto Romero	IMS	Company	Email	Engineering for Biological Engineered Single Sludge Treatment Plan Due June 5, 2016	NO	06.01.2017	05.25.2017	Email	Denied	Water Authority
17.2017	6.6.2017	Philip Pellegrino		Individual	USPS	Names and addresses of properties with code violations in the past year, sometimes referred to as the 'MARCA' or	NO	06.13.2017	06.07.2017	USPS	Granted in part, denied in part	

## 2017 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
						"Blighted" list.						
18.2017	06/05/2017	Taylor Roe	Millman National Land Services	Company	Email; apparently sent 05/18/2017 but was not found in inbox until week of June 6	Requesting Certificate of Occupancy, Open Zoning and Building Violations along with Future Property Condemnations; request for Zoning Verification Letter	NO	06.13.2017	06.08.2017	Email	Granted-Denied in part	Passed to S. Leidy and Jamie Kratz for further review
19.2017	06/08/2017	Marianne Moyer		Company	Fax	Monthly summary of residential building permits for all new construction houses, renovations, or additions issued in May 2017.					Denied	
20.2017	7.12.2017	Trisha Frassetto	Signature Information Solutions	Company	USPS	Detailed Monthly Tax Collector Report - April, May, June Trash			07/19/2017	Email	Granted in part, denied in part; Redaction	
21.2017	7.12.2017	Marianne Moyer		Company	Fax	Monthly summary of residential building permits for all new construction houses, renovations, or additions issues in June 2017.					Deemed Denial	
22.2017	8.09.2017	Marianne Moyer		Company	Fax	Monthly summary of residential building permits for all new construction houses,					Deemed Denial	

## 2017 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
						<i>renovations, or additions issues in July 2017.</i>						
23.2017	08.17.2017	Leah Rother	American Analytical & Environmental	Company	Email	Relative to Property File (163 and 149 N Walnut Street)	NO	08.24.2017	08.21.2017	Via telephone	Access to inspect records granted	
24.2017	09.13.2017	Marianne Moyer		Company	Fax	Monthly summary of residential building permits for all new construction houses, renovations, or additions issues August 2017					Deemed Denial	
25-2017	09/18/2017	Trisha Frassetto	Signature Information Solutions, LLC	Company	Mail	July Trash Reports			09/22/2017	Email	Granted in Part; Denied in Part for Redaction	
26.2017	09/29/2017	Luis Hernandez	One-Step Lien	Company	Email	236 Penn St; Code Enforcement Violations; Permit Viol/Building Violations	NO	10.06.2017	10.02.2017	Email	Granted & Denied	
27.2017	10/13/2017	Marianne Moyer		Company	Fax	Monthly summary of residential building permits for all new construction houses, renovations, or additions issues September 2017					Deemed Denial	
28.2017	11/08/2017	Ken Deloian	SmartProcure	Company	Email	See File	YES	11.14.2017	12.15.2017	Email		Forwarded to Assistant Solicitor Kratz;



## 2017 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
												<i>Pursuant to phone call with Ken on 12.19.2017, Request #28.2017 was withdrawn</i>
29.2017	11/08/2017	Marianne Moyer		Company	Fax	Monthly summary of residential building permits for all new construction houses, renovations, or additions issues October 2017					Deemed Denial	
30.2017	12/05/2017	Maria A. Keller		Individual	Fax	Correspondence relating to traffic pattern changes near 102-104 N Walnut and 105 W Northampton Sts			12/06/2017	Email		
31.2017	12/6/2017	Joseph Kazlauskas		Individual	In person	Sidewalk notice for 112 Christmas Ave. He filled out a complaint form and hasn't heard anything. It had to go in front of counsel, so this is why the time is so long in between	NO	12/13/2017	12/14/2017	Via Mail	Request Denied	

## 2016 Borough of Bath RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded
1.2016	1/01/2016	Doe, John	Smith Environ. Firm	Company	e-mail	Environ records specific to East Allen Township	NO	1/08/2016	01/08/2016	e-mail	misdirected	Pa. Dept of Environ. Protection
2.2016	1/19/2016 BTF	Unknown	Lotus Environmental Consulting	Company	US Mail	Records of Emergency Responses; Fuel/Oil Spills near construction zone	NO	1/26/2016	1/26/2016	U.S. Mail	No Records Exist	Also referred to CRPD and Northampton County 9-1-1
3.2016	1/27/2016 BTF	Katherine Radle	Better Homes and Gardens Real Estate Cassidon Realty	Company	Fax	Water/Sewer and Trash statements from beginning balance 0 to currently owed; and any liens or violations on said property	YES – 30 Days	02/03/2016; new response date of 03/03/2016	30-Day Extension 02/03/2016	U.S. Mail	No follow up record.	
4.2016	02/10/2016	Marianne Moyer		Individual	Fax	Monthly residential building permits for all new construction home, renovations, additions issued in January 2016	NO	02/18/2016	02/11/2016	E-mail	Denial – No Records Exist	
5.2016	03.09.2016	Marianne Moyer		Individual	Fax	Monthly residential building permits for all new construction, home, renovations, additions issued	NO	03.16.2016	03.14.2016	E-mail	Denial – No Records Exist	

## 2016 Borough of Bath RTKL AORO Request Tracking Sheet

						<i>in February 2016</i>						
6.2016	03.24.2016	Mitch	National Link	Company	Fax	Municipal Liens	NO	04.1.2016	03.24.2016	Phone call and letter sent via email	Denial; Requires Tax/Sanitization Certification with applicable fee	
7.2016	04.05.2016	Linda Hahn	N/A	Individual	Drop-Box	March 7 Regular Session of Council Meeting Minutes for 6:00PM and 7:00PM	NO	04.12.2016	04.07.2016	US. Mail	Records provided. 11 pages plus cover letter; .25 cents per page; total \$4.39, change due of .61 cents	
8.2016	04.13.2016	Trisha Frassetto	Signature Information Solutions, LLC	Company	US Mail	Trash payments; collections made month of March 2016	NO	04.20.2016	04.14.2016	Email	3-Page VUB Report	
9.2016	04.13.2016	Marianne Moyer		Individual	Fax	Monthly residential building permits for all new construction home, renovations, additions issued in January 2016	NO	04.20.2016	04.14.2016	Email	Request for payment of copies made plus postage due; denial in part.	
10.2016	05.11.2016	Marianne Moyer		Individual	Fax	Monthly residential building permits for all new construction, home, renovations, additions issued in April 2016	NO	05.18.2016	05.16.2016	Email	Request denied due to non-payment of RTK Request #09.2016	
11.2016	05.11.2016	Trisha Frassetto	Signature	Company	US Mail	Trash payments;		05.18.2016	05.16.2016	Email	3-Page	

## 2016 Borough of Bath RTKL AORO Request Tracking Sheet

			<i>Information Solutions, LLC</i>			<i>collections made month of April 2016</i>					<i>VUB Report</i>	
12.2016	05.24.2016	Ariselda Martinez	American Tax Reporting Inc.	Company	Fax	Code & Permit Violations filed against 127 N. Walnut St	NO	05.31.2016	05.25.2016	Fax	Denial; Records do not exist	
13.2016	06.8.2016	Marianne Moyer		Individual	Fax	Monthly residential building permits for all new construction, home, renovations, additions issued in May 2016	NO	06.15.2016	06.10.2016	Email	Request denied due to non-payment of RTK Request #09.2016	
14.2016	6.13.2016	Trisha Frassetto	Signature Information Solutions, LLC	Company	US Mail	Trash Payments; collections made month of May 2016		6.18.2016	**	**	7-Page VUB Report	
15.2016	6/30/2016	Barrow/Hoffman	Barrow/Hoffman	Law Firm	US Mail	Bath View Condo Paperwork	YES	07/08/2016	08/05/2016	US Mail	Granted in part, denied in part; open to physical inspection	Jamie Kratz; 07/06/2016
16.2016	06/30/2016	Barrow/Hoffman	Barrow/Hoffman	Law Firm	US Mail	Bath View Condo Paperwork	YES	07/08/2016	08/05/2016	US Mail	08/05/2016 – Granted in part, denied in part; open to physical inspection	Jamie Kratz; 07/06/2016
17.2016	07.13.2016	Marianne Moyer		Individual	Fax	Monthly residential building permits for all new construction, home, renovations, additions issued in June 2016	NO	07.20.2016	07.19.2016	Email	Request denied due to non-payment of RTK Request #09.2016	

## 2016 Borough of Bath RTKL AORO Request Tracking Sheet

18.2016	07.18.2016	Ryan McConnell		Individual	Email	315 Spyglass Hill Rd Bath PA 18014; Active zoning, housing, building, safety, or fire ordinance concerns; copies of the permit of occupancy generated when the building was completed in 1999; copies for all work permits and improvements	YES – 30 Days		07.19.2016	Email	30-Day Extension or Personal File Review Option; BTF	Jamie Kratz; 07.19.2016
19.2016	08.10.2016	Marianne Moyer		Individual	Fax	Monthly residential building permits for all new construction, home, renovations, additions issued	NO	08.17.2016	08.12.2016	US Mail	Request denied due to non-payment of RTK Request #09.2016	
20.2016	8.15.2016	Trisha Frassetto	Signature Information Solutions, LLC	Company	US Mail	Trash payments; collections made months of May, June, and July 2016	NO	08.22.2016	08.22.2016	Email	8-Page VUB Report; awaiting payment	
21.2016	08.23.2016	Gary Smalley	Republic Services LLC.	Company	Email	Current Trash Contract and monthly invoice	NO	08.30.2016	08.23.2016	Email	12-Page Contract and 1 Invoice; Aug '16	
22.2016	08.30.2016	Joseph Genay		Individual	Email	467 W Main St; Engineering paperwork in reference to a 1997 land development submission	NO	09.06.2016	08.30.2016	Email; telephone	Visual inspection of records	
23.2016	09.08.2016	Rob Colontrelle	LMR Disposal	Company	Email	Current Trash	NO	09.15.2016	09.08.2016	Email	12-Page	

## 2016 Borough of Bath RTKL AORO Request Tracking Sheet

						<i>Contract and monthly invoice</i>					<i>Contract and 1 Invoice; Aug '16</i>	
24.2016	9.14.2016	Marianne Moyer		Individual	Fax	Monthly residential building permits for all new construction, home, renovations, additions issued	NO	09.21.2016	09.21.21016	US Mail	Request denied due to non-payment of RTK Request #09.2016	
25.2016	9.15.2016	Thomas P Williams		Individual	Fax	A list of all properties under the fire escrow act.	NO	09.22.2016	09.15.2016	Fax	Denial Letter	
26.2016	9.20.2016	Natalie Eichlin		Individual	Fax	Any and all permits, inspection reports, and Certificate of Occupancy for 277 E Main St on record since January 1, 2016.	NO	09.27.2016	09.21.2016	Email	Denial Letter	
27.2016	9.27.2016	Christine Tierney		Individual	In-Person	Any and all documents including permits related to units 209,210,211,212 ,111,113 and 112.	NO	10.04.2016	09.30.2016	US Mail	Granted/ Denial In part	
28.2016	10.10.2016	Sue Kandil, PE		JENA Engineering Corp	Email	467 W Main St; digital plans and review letters for Meadow Wood Manner II, sheets 1 through 10	NO	10.17.2016	10.11.2016; via email requesting additional information	Email	10.28.2016 ; no response. Denial letter issued	
29.2016	10.12.2016	Marianne Moyer		Individual	Fax	Monthly residential	NO	10.19.2016	10.18.2016	Email	Request denied due	

## 2016 Borough of Bath RTKL AORO Request Tracking Sheet

						<i>building permits for all new constructions, renovations, or additions issued in September 2016</i>					<i>to non-payment of RTK Request #09.2016</i>	
30.2016	10.20.2016	Michael Israel		Individual	Email	<i>Inquiries of all people permitted to create businesses on their land; copies of permits for construction, additions, demolitions and alterations, as well as COs from July until present; copies of new business licenses from July to present; any applications for Food Service Facility Plan</i>	YES	10.27.2016	10.26.2016  11.23.2016	30-Day Extension  Granted in part, denied in part	U.S. Mail  U.S. Mail	Forwarded to Jamie Kratz 10.25.2016; Reviewed by Manager Flynn 10.26.2016  Response sent granting in part and denying in part
31.2016	11.04.2016	Nicole Mijares		America Transparency	Email	Each employee record should contain the employer name; employer zip code; year of compensation; first name,	NO	11.11.2016	11.04.2016	Email	Email; Denial, records don't exist	

**2016 Borough of Bath RTKL AORO Request Tracking Sheet**

						middle initial, last name; hire date (mm-dd- yyyy); gross annual (fiscal or calendar) wages (including but not limited to salary, over- time wages); position; etc. (etc.: means any other public data available, as to not require the agency to have to remove data from existing records.) This data should be broken down by employer, employee and year. We have attached the Standard Right-To-						
--	--	--	--	--	--	--	--	--	--	--	--	--



## 2016 Borough of Bath RTKL AORO Request Tracking Sheet

						Know Request form.						
32.2016	11.07.2016	Trisha Frassetto	Signature Information Solutions, LLC	Company	US Mail	Detailed Monthly Tax Collector Statement for the months May through July.	NO	11.14.2016	11.14.2016	Email	Email sent requesting copy payment; 6 page VUB Reports	
33.2016	12.14.2016	Marianne Moyer		Individual	Fax	Monthly summary of residential building permits for all new construction houses, renovation, or additions issued in November 2016.	NO	12.21.2016	11.16.2016	Email	Request denied due to non-payment of RTK Request #09.2016	
34.2016	12.14.2016	David Grupp		Individual	Email	7 Allen St; Building/Code/Planning/Public Safety Records in reference to environmental conditions of the property	YES	12.21.2016	01/19/2017	US Mail	30-Day Extension filed on 12.21.2016	Forwarded to J.Kratz for further review