

**2023**

**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
01-2023	01.17.2023	Sheryl Reese		Individual	Email	QB vendor summary for years 2019, 2020, 2021, and 2022	YES	01.24.23	902 Extension Letter 01.24.23 Final Response 02.20.2023 03.13.2023 Appeal Deadline	Email	Denied; Records do Not Exist	Legal Review; Bookkeepers
02-2023	01.17.2023	Sheryl Reese		Individual	Email	Bonding Information for Borough Manager 2023	NO	01.24.23	01.18.2023 02.08.2023 Appeal Deadline	Email	Granted	Legal Review
03-2023	01.17.2023	Sheryl Reese		Individual	Email	Copies of all invoices for line item 413.16 PEO Equipment purchased for years 2021 and 2022	NO	01.24.23	902 Extension Letter 01.24.23 Final Response 02.20.2023 03.13.2023 Appeal Deadline	Email	Granted & Denied in Part	Legal Review; Bookkeepers
04-2023	01.17.2023	Sheryl Reese		Individual	Email	Copies of all invoices and expenditures for Act 101 Recycling Performance Grant detailing how monies were spent for years 2021 and 2022.	NO	01.24.23	01.20.2023 02.10.2023 Appeal Deadline	Email	Denied; Records Do Not Exist	Legal Review; Bookkeepers
05-2023	01.17.2023	Sheryl Reese		Individual	Email	Copies of all invoices to the Borough of Bath from Borough Solicitor (Stevens & Lee) for years 2021 and 2022	YES	01.24.23	902 Extension Letter 01.24.23 Final Response 02.22.2023 03.15.2022 Appeal Deadline	Email	Granted & Denied in Part	Legal Review
06-2023	01.17.2023	Sheryl Reese		Individual	Email	Copies of all invoices from line item 401.30 (Consultant Fees) in the General Fund for years 2020, 2021, and 2022.	YES	01.24.23	902 Extension Letter 01.24.23 Final Response 02.23.2023 03.16.2023 Appeal Deadline	Email	Granted & Denied in Part	Legal Review; Bookkeepers

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07-2023	01.17.2023	Sheryl Reese		Individual	Email	Copies of source for line item 387.00 (Donation) and documentation of how the monies were spent for year 2022.	NO	01.24.23	01.20.2023 02.10.2023 Appeal Deadline	Email	Granted	Legal Review; Bookkeepers
08-2023	01.17.2023	Sheryl Reese		Individual	Email	Copies of invoices for line item 402.13 (Bookkeeping Services) for year 2022.	YES	01.24.23	902 Extension 01.24.23 Final Response 02.20.2023 03.13.2023 Appeal Deadline	Email	Granted & Denied in Part	Legal Review; Bookkeepers
09-2023	01.17.2023	Sheryl Reese		Individual	Email	Copies of invoice for line item 400.26 (Council Small Office Equipment Purchase) for years 2021 and 2022	NO	01.24.23	01.20.2023 02.10.2023 Appeal Deadline	Email	Denied; Records Do Not Exist	Legal Review; Bookkeepers
10-2023	01.17.2023	Sheryl Reese		Individual	Email	Copies of Manager Vacation Buy-Back, Vacation Day approval, etc.	NO	01.24.23	01.18.2023 02.08.2023 Appeal Deadline	Email	Granted & Denied In Part	Legal Review
11-2023	03.09.2023	Janis Farese	American Transparency	Company	Email	Employees for year 2022	NO	03.16.2023	03.10.2023 03.28.2023 Information Released after payment was received	Email	Granted & Denied in Part	Legal Review; Bookkeepers
12-2023	03.30.2023	Michael Long		Individual	OpenGov	Mayor Insurance Premium Information In 1 Part, 6 subparts	YES	04.06.2023	902 Extension Letter 05.05.2023 Appeal Deadline 05.26.2023 <b>MATTER HAS BEEN APPEALED BY LONG TO OOR as of May 12, 2023; as of</b>	Email thru OpenGov	Granted & Denied in Part	Bookkeeping/ Legal

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									<i>November 3, 2023 OOR AP 2023-1083 Final Determination Issued</i>			
13.2023	03.30.2023	Michael Long		Individual	OpenGov	Credit Card Point Redemptions Information In 1 Part, 6 subparts	YES	04.06.2023 05.05.2023	902 Extension Letter 05.03.2023 Appeal Deadline 05.24.2023 <b>MATTER HAS BEEN APPEALED BY LONG TO OOR as of May 12, 2023; as of November 3, 2023 OOR AP 2023-1083 Final Determination Issued</b>	Email thru OpenGov	Granted & Denied in Part—asking a question	Bookkeeping/Legal
14.2023	03.30.2023	Michael Long		Individual	OpenGov	Any and All communications between Borough and Michael Long In 1 Part, 10 subparts	YES	04.06.2023 05.05.2023	902 Extension Letter 05.05.2023 Appeal Deadline 05.26.2023 <b>MATTER HAS BEEN APPEALED BY LONG TO</b>	Email thru OpenGov	Granted & Denied in Part	Legal/IT

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									<i>OOR as of May 12, 2023 OOR AP 2023-1083 Final Determination Issued</i>			
15.2023	03.30.2023	Michael Long		Individual	OpenGov	See File – 8 Pages 12 Parts, 50 subparts	YES	04.06.2023 05.05.2023       09.22.2023	902 Extension Letter 05.05.2023 Appeal Deadline 05.26.2023 <b>MATTER HAS BEEN APPEALED BY LONG TO OOR as of May 12, 2023 OOR AP 2023-1083 Final Determination Issued</b>	Email thru OpenGov	Granted & Denied in Part	Bookkeeping/Legal
16.2023	04.03.2023	Janis Farese	American Transparency	Company	Email	Vendor payment, checkbook report, checkbook register, expenditure data, transactional detail payment, or disbursements for 2022	YES	04.10.2023 05.10.2023	902 Extension Letter; 04.10.2023 Full Response 04.25.2023	Email	Denied On Second (Revised) Filing— Granted	Legal Review
17.2023	04.05.2023	Michael A Santanasto	Santanasto Law	Firm	Email	Any information or documents regarding laying out, dedication, opening, or other matters related to Pearl Street, a paper street.	No	04.12.2023	04.05.2023	Email/ OpenGOV	Granted	
18.2023	04.24.2023	Michael Rost	Allium Data	Firm	US Mail	Property insurance and employee insurance benefits	NO	05.01.2023	05.05.2023	Email	Granted	

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19.2023	05.05.2023	Ailish Donnelly	EnviroSure	Firm	Email	Phase I Environmental; underground storage tanks, environmental concerns, building permits, and ownership records of 151 N Chestnut Street Bath Borough	NO	05.12.2023	05.08.2023	Email	Granted in part; Denied in Part	Partial Misdirected Request
20.2023	05.17.2023	Michael Long		Individual	OpenGov	See File 2 Parts and 19 subparts	YES	05.24.2023 06.24.2023	902 Extension Letter Sent <b>MATTER HAS BEEN APPEALED BY LONG TO OOR as of July 13, 2023; as of November 3, 2023 OOR AP 2023-1598 Final Determination Issued</b>	OpenGov		Legal
21.2023	06.30.2023	Mallorie Ross		Individual	Email	Sex crimes against females from December 5, 200 and December 8, 2000	NO	07.07.2023	06.30.2023		Denied	Misdirected Request
22.2023	07.10.2023	Sheryl Reese		Individual	Email	Copies of all Code Enforcement citations issued in the Borough of Bath for January 1, 2023 until July 9 (YTD). Please provide a report, filtered by month, issuing officer and citation type. Please [provide] a copy of each citation issued. I am also requesting all salary compensation, 2023, year to date for each person who has issued a code enforcement citation.	YES	07.17.2023 08/16/2023	902 Filed Requestor Improperly Filed an OOR Appeal; Premature. 07/20/2023 RTK Withdrawn with Office by Requestor	Email	Withdrawn	

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23.2023	07.10.2023	Sheryl Reese		Individual	Email	Provide a full electronic copy of all Ordinances adopted by the borough of Bath Council from 2015 until 2023.		07.17.2023 08/16/2023	902 Filed <b>Requestor Improperly Filed an OOR Appeal; Premature. 07/20/2023 RTK Withdrawn with Office by Requestor</b>	Email	Withdrawn	
24.2023	07.17.2023	Michael Long		Individual	OpenGov	IT Invoices		07.24.2023 08.23.2023	902 Filed 08/15/2023	OpenGov OpenGov	Granted	Legal and Bookkeeping
25.2023	07.31.2023	Doreen Curtin		Individual	OpenGov	Permits for work performed at 106-108 Northampton Street	NO	08/07/2023	08/2/2023	OpenGov	Denied; Records don't exist	
26.2023	07.31.2023	Doreen Curtin		Individual	OpenGov	Visual Inspection for 106-108 E. Northampton Street; five different sub-points	YES	08/07/2023 08/04/2023	902 Extension <b>Withdrawn by Requestor</b>	OpenGov	Withdrawn	
27.2023	07.31.2023	Doreen Curtin		Individual	OpenGov	Zoning Hearing Board Application for 106-108 E. Northampton Street	NO	08/07/2023	08/02/2023	OpenGov	Granted	
28.2023	09/08/2023	Rebekah Diehl		Individual	Email	Property File – Due Diligence relative to 7378 Airport Road (Bath Mailing Address but outside Bath jurisdiction)	NO	09/15/2023	09/22/2023	Email	Denied	Misdirected Request
29.2023	09/18/2023	Sheryl Reese		Individual	Email	Committee Meeting minutes	NO	09/25/2023	09/22/2023	Email	Granted & Partially Denied	
30.2023	09.27.2023	Steven Goudsouzian	Goudsouzian & Associates	Law Firm	Fax	Healthcare Insurance paperwork for Fiorella Mirabito	YES	10/04/2023	902 Extension 11/03/2023	Email	Granted & Partially Denied for Redaction Purposes	Legal

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31.2023	09.29.2023	Sheryl Reese		Individual	Email	Bath Parking Enforcement Formation Officer Names Bonding and Insurance Articles of Incorporation	NO	10/06/2023 09/29/2023	10/04/2023 Series of Clarification Questions from Flynn	Email	Partially Granted & Partially Denied	Legal Reviewed
32.2023	10.03.2023	Michael Long		Individual	OpenGov	Meeting minute recordings; motions resolutions for executive session	YES	10/11/2023 11/08/2023	902 Extension Filed Response Filed	OpenGov		Legal Reviewed
33.2023	10.06.2023	Michael Long		Individual	OpenGov	Meeting minute recordings; motions resolutions for executive session	YES	10/16/2023 11/09/2023	902 Extension Filed Response Filed	OpenGov		Legal Reviewed
34.2023	10.19.2023	Doreen Curtin		Individual	OpenGov	106-108 E Northampton Street Zoning Hearing Board Application Information	NO	10/25/2023	10/20/2023	OpenGov	Granted & Partially Denied	
35.2023	10.21.2023	Doreen Curtin		Individual	OpenGov	106-108 E Northampton Street Zoning Hearing Board ZHB 2023-02 Exhibit 4- A and Meeting Date/Time for ZHB 2023-04	NO	10/30/2023	10/25/2023	OpenGov	Granted	
36.2023	10.26.2023	Kevin Carr	TTI Environmental Inc	Company	Email	Phase I Environmental – A harts Market	NO	11/02/2023	10/26/2023	Email	Partially Granted & Misdirected	
37.2023	11.03.2023	Michael Long		Individual	OpenGov	See File; Extensive Request – Bank Statements – 4 years two funds; any account receivable for 4 years; Treasury Reports from previous request; Investment Records; Records Disposal Forms; Prior RTKL Requests, Responses, Appeals for partial 2019; Communications between Borough and Bookkeeper among others; Certified Copies; Chain of Custody	YES	11/13/2023 902 Extension 12/13/2023	11/08/2023 12/13/2023 12/8/2023 Requestor Improperly Filed an appeal with OOR 2023-2949. OOR Dismissed as Premature; New Appeal	OpenGov OpenGov	Granted & Partially Denied	Legal Review IT Review

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						Documentation			Deadline 01/05/2023; as of 01/02/24, appeal filed; OOR AP 2024-0001			
38.2023	11.03.2023	Michael Long		Individual	OpenGov	See File; Extensive Request; Mayor’s Health Insurance reimbursements as in previous two requests; Financial Interest Forms for 4 years; Email chains and communications between certain individuals; Bath’s IT Invoices related to Right-to-Know work; Certified Copies; Chain of Custody Documentation	YES	11/13/2023 902 Extension 12/13/2023	11/08/2023 12/12/2023 12/8/2023 Requestor Improperly Filed an OOR Appeal. OOR Dismissed as Premature; New Appeal Deadline 01/08/23; as of 01/2/24, appeal filed; OOR AP 2024-0001	OpenGov OpenGov	Granted & Partially Denied	Legal Review IT Review

UPDATED: As of January 2, 2024