



## 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: Borough of Bath (Attn: AORO)**

Date of Request: May 17, 2023

Submitted via: Email

**PERSON MAKING REQUEST:**

Name: Michael Long

Company (if applicable):

Mailing Address: [REDACTED]

Email:

City: Bath

State: PA

Zip: 18014

Telephone: [REDACTED]

Fax:

How do you prefer to be contacted if the agency has questions? Email

**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 request 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.*

NARRATIVE

**Subject: Right-to-Know Request**

**Dear Open Records Officer,**

**Pursuant to the Pennsylvania Right-to-Know Law (RTKL), I am requesting the following records:**

1. **All communications, including but not limited to emails, memos, notes, and text messages, between Bradford Flynn, Fiorella Mirabito, Michele Ehr Gott, Phyllis Andrews, Barry Fenstermaker, and James Kratz, from September 20, 2021, to May 15, 2022, regarding:**
  - **The resignation of Mark Saginario**
  - **The vacated council seat following Mark Saginario's resignation**
  - **The appointment of Emmanuel Mirabito to the council seat**
    - **Borough policy on a vacated council seat**
  - **Any potential employment, position, benefits, compensation for Fiorella Mirabito**
    - **Advertisement of any new position within the Borough**
    - **The resignation of Marena Rasmus**
    - **Clerk positions within the Borough**
  - **The hiring of any individual for a clerk position within the Borough**

- Borough policy on hiring for new positions
- Any public announcement regarding the above topics

Please note that this request includes any relevant communications that are not covered by attorney-client privilege. Under the RTKL, attorney-client privilege does not apply to factual information or data, the application of law to fact, or legal strategy, among other things.

2. A list of all employees hired by the Borough of Bath outside of the Public Works Department since January 1, 2022. For each employee, please provide the following information:

- Full name
- Position title
- Date of hire
- Department
- Full-time or part-time status
- Salary or hourly wage
- Any additional compensation or benefits

Please note that personal identifying information such as home addresses, personal phone numbers, and social security numbers can be redacted for privacy reasons.

Please provide these records in electronic format. If any of these requests are denied, please cite each specific exemption you believe justifies the refusal to release the information and notify me of appeal procedures available under the law.

Thank you for your attention to this matter.

Sincerely,

**DO YOU WANT COPIES? Yes, electronic copies preferred if available.**

Do you want certified copies? Yes (may be subject to additional costs).

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?**

**Please notify me if fees associated with this request will be more than ( . . )? Please specify for the Agency \$50**

**ITEMS BELOW THIS SECTION FOR AGENCY USE ONLY**

Tracking:

Date Received:

Response Due (5 Bus. Days):

30-Day Extension Required?:

If Yes, Final Due Date:

Actual Response Date:

Request was?:

Cost to Requestor:

Appropriate third parties notified and given an opportunity to object to the release of requested records?

*NOTE: In most cases, a completed RTKL request form is public record.*

More information about the RTKL is available at <https://www.openrecords.pa.gov>

Form updated Nov. 27, 2018