



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: March 30, 2023

Submitted via: Email

PERSON MAKING REQUEST:

Name: Michael Long

Company (if applicable):

Mailing Address: [REDACTED]

Email: [REDACTED]

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 – Year-End Employee Compensation and Withholdings (2016-2022, Q1 2023)

Pursuant to the Pennsylvania Right-to-Know Law, I am requesting a detailed report of year-end employee compensation for Borough Manager Bradford T. Flynn of the Borough of Bath for the years 2016 through 2022 and the first quarter of 2023. The report should include the following information:

1. Total compensation from any and all sources within the borough's budget.
2. A breakdown of the compensation, including base salary, overtime pay, bonuses, allowances, and any other forms of payment.
3. The specific source or budget line item associated with each part of the compensation.
4. A list of any and all withholdings, such as taxes, social security, health insurance, retirement contributions, or other deductions.

If there are any fees associated with processing this request, please inform me in advance. If there is any reason to believe the records I have requested are exempt from disclosure, please provide a detailed explanation and cite the specific exemption under the law.

Subject: Right to Know Request – List of Borough Accounts

Pursuant to the Pennsylvania Right-to-Know Law, I am requesting a copy of the complete list of all financial accounts maintained by the Borough of Bath. This should include the account names, account numbers (redacted as necessary to protect sensitive information), account types, and the purpose or description of each account.

If there are any fees associated with processing this request, please inform me in advance. If there is any reason to believe the records I have requested are exempt from disclosure, please provide a detailed explanation and cite the specific exemption under the law.

If possible, I would prefer the records in electronic format. Should you need any clarification or additional information, please do not hesitate to contact me.

Subject: Right to Know Request – Treasurer's Reports (2016-2022, Q1 2023)

Pursuant to the Pennsylvania Right-to-Know Law, I am requesting copies of the Treasurer's Reports for the years 2016 through 2022 and the first quarter of 2023 for Borough of Bath.

Please include the following information in each report:

1. Opening Balance
2. Revenues
3. Expenditures
4. Transfers
5. Ending Balance
6. Budget Comparison

If there are any fees associated with processing this request, please inform me in advance. If there is any reason to believe the records I have requested are exempt from disclosure, please provide a detailed explanation and cite the specific exemption under the law.

If possible, I would prefer the records in electronic format. Should you need any clarification or additional information, please do not hesitate to contact me.

Subject: Right to Know Request – Clarification on 2020 Audit Report

Pursuant to the Pennsylvania Right-to-Know Law, I am requesting clarification on certain items related to the Borough of Bath's 2020 audit report. In the auditors' letter dated December 29, 2020, they mentioned decreased escrow revenue accounts and increased related escrow net asset accounts by \$13,089 to correct posting of custodial activity.

Additionally, the auditors mentioned that they requested certain representations from management that are included in the management representation letter dated December 7, 2022.

Please provide the following information:

1. A copy of the management representation letter dated December 7, 2022.
2. Any additional information or clarification on the decreased escrow revenue accounts and increased related escrow net asset accounts by \$13,089 mentioned in the audit report.
3. Any other information or communication related to the 2020 audit report that may be relevant or useful to understanding the audit findings.

If possible, please provide these materials in an electronic format such as a PDF or Word document. If any records or portions thereof are denied or redacted, please cite the specific exemption(s) and provide a written explanation for the denial or redaction.

Subject: Right to Know Request – Borough Manager's Dues and Subscriptions for 2022 and 2023

Pursuant to the Pennsylvania Right-to-Know Law, I am requesting a copy of the complete and finalized list of dues and subscriptions paid by the Borough of Bath for the Borough Manager for the year 2022, as well as the list for 2023 up to the present date.

Please provide the following information:

1. A list of all dues and subscriptions paid by the Borough of Bath for the Borough Manager for the year 2022 and for 2023 up to the present date.
2. The amount of money spent on each individual dues and subscription for each year.

Subject: Right to Know Request – Stevens & Lee Invoices and Hours for Right to Know Requests (2022-2023)

Pursuant to the Pennsylvania Right-to-Know Law, I am requesting a copy of all invoices and records of payment made to Stevens & Lee for services rendered related to right-to-know requests for the years 2022 and 2023.

Additionally, I would like to request a breakdown of the hours spent by Stevens & Lee handling each right-to-know request during the same time period.

Please provide the following information:

1. Copies of all invoices and records of payment made to Stevens & Lee for services rendered related to right-to-know requests for the years 2022 and 2023.
2. A breakdown of the number of hours spent by Stevens & Lee handling each right-to-know request for the years 2022 and 2023.

If any records or portions thereof are denied or redacted, please cite the specific exemption(s) and provide a written explanation for the denial or redaction.

Subject: Right to Know Request – ARPA Funding Allocation Details (2021-2022)

Pursuant to the Pennsylvania Right-to-Know Law, I am requesting complete financial details regarding the allocation of American Rescue Plan Act (ARPA) funding for the Borough of Bath for the years 2021 and 2022.

Please provide the following information:

1. A breakdown of how the ARPA funding was allocated by the Borough of Bath in 2021 and 2022, including any amounts disbursed to individuals or businesses, if applicable.
2. Documentation related to the specific programs, projects, or initiatives funded by the ARPA funding, including budget reports, financial statements, and any other relevant materials.
3. Any communications, correspondence, or agreements related to the ARPA funding allocation process, including agreements with other entities or organizations.

If possible, please provide these materials in an electronic format such as a PDF or Word document. If any records or portions thereof are denied or redacted, please cite the specific exemption(s) and provide a written explanation for the denial or redaction.

Subject: Right to Know Request – Copies of Electric Bills for Borough Properties and Lighting (2019 - Current)

Pursuant to the Pennsylvania Right-to-Know Law, I am requesting copies of the Borough of Bath's electric bills for all borough properties and lighting for the years 2019 to the present date.

Please provide the following information:

1. Copies of the electric bills for all borough properties and lighting for the years 2019 to the present date.
2. Any additional information related to the billing, including any surcharges, taxes, or fees related to the electricity usage.

If possible, please provide these materials in an electronic format such as a PDF or Word document. If any records or portions thereof are denied or redacted, please cite the specific exemption(s) and provide a written explanation for the denial or redaction.

Subject: Right to Know Request – End of Year Profit and Loss Budget for 2022

Pursuant to the Pennsylvania Right-to-Know Law, I am requesting a copy of the end of year profit and loss budget for the Borough of Bath for the year 2022.

Please provide the following information:

1. Profit/Loss end of year Budget for 2022

Subject: Right to Know Request – Planning Studies and Surveys

Pursuant to the Pennsylvania Right-to-Know Law, I am requesting any planning studies and surveys related to traffic studies on Creek Road and/or Old Forge Drive regarding potential Bathwick LLC Development Plans.

Please provide the following information:

1. Any reports related to traffic studies on Creek Road and/or Old Forge Drive regarding potential Bathwick LLC Development Plans.
2. Any planning studies or surveys related to stormwater management, housing, parks and open space guidelines, mass transit, traffic, community facilities, population and business development that were conducted in relation to the potential development plans of Bathwick LLC.

If possible, please provide these materials in an electronic format such as a PDF or Word document. If any records or portions thereof are denied or redacted, please cite the specific exemption(s) and provide a written explanation for the denial or redaction.

Subject: Right to Know Request – Deeds and Land Records for 400 N Chestnut St, Bath, PA 18014

Pursuant to the Pennsylvania Right-to-Know Law, I am requesting copies of deeds and related land records for the municipal property located at 400 N Chestnut St, Bath, PA 18014.

Please provide the following information:

1. Copies of all deeds to the municipal property located at 400 N Chestnut St, Bath, PA 18014, including:
 - a. Date of deed.
 - b. Names of grantors and grantees.
 - c. Property description and location.
 - d. Amount of sale.
 - e. Conditions and terms of the deed.
 - f. Date recorded and signature of the Recorder.

1. Copies of any related land records for the property located at 400 N Chestnut St, Bath, PA 18014.

If possible, please provide these materials in an electronic format such as a PDF or Word document. If any records or portions thereof are denied or redacted, please cite the specific exemption(s) and provide a written explanation for the denial or redaction.

Subject: Right to Know Request – Borough of Bath Solid Waste and Recycling Fund Financial Breakdown and Charge-off Policy

Pursuant to the Pennsylvania Right-to-Know Law, I am requesting information related to the Solid Waste and Recycling Fund in the Borough of Bath since its inception in 2020, as well as the Borough's policy regarding charge-offs of delinquent accounts in this fund.

Please provide the following information:

1. A complete financial breakdown of the Solid Waste and Recycling Fund since its inception in 2020 till Current, including
 - a. Revenue and expense details for each fiscal year.
 - b. The audit trail associated with excess revenue generated from the amount of funds generated versus expenses related to sanitation between 2017-2019.
 - c. The amount of any charge-offs since 2020 to the current date.
 - d. The length of time these accounts were delinquent prior to the write-off.
1. The Borough of Bath's policy regarding charge-offs of delinquent accounts in the Solid Waste and Recycling Fund, including:
 - a. The criteria for writing off these accounts.
 - b. The process for residents to have their accounts written off.
 - c. Whether residents with written-off accounts are still provided with sanitation services and, if so, under what conditions.

If possible, please provide these materials in an electronic format such as a PDF or Word document. If any records or portions thereof are denied or redacted, please cite the specific exemption(s) and provide a written explanation for the denial or redaction.

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

Do you want certified copies? No

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? Yes

Please notify me if fees associated with this request will be more than (. . .)? Please specify for the Agency \$1.00

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