



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: Bradford Flynn, Bath Borough Manager (Attn: AORO)

Date of Request: September 27, 2022

Submitted via: Email

PERSON MAKING REQUEST:

Name: Michael Long

Company (if applicable):

Mailing Address: [REDACTED]

Email: [REDACTED]

City: Bath

State: Pennsylvania

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 as 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

-Detailed complete financial records for the years 2016, 2017, 2018, 2019, 2020, 2021, and 2022. I ask to include the preliminary Managers budget, the approved budget, and end-of-year actual budget results for each of the aforementioned years.

-Any and all debt obligations for which the borough is financial liable that exceeds \$10000

Any and all financial records and digital record communications as related to any and all expenses exceeding \$5000 that was termed IT. This would include software, hardware, services as related to cameras made within the last 7 years. Any that had gone through a disclosed bid process may be omitted

-A complete detailed accounting and financial records for the Borough of Bath's federal disbursement of build back better funds issued during the Covid pandemic.

-Detailed accounting of any no bid contract awarded during the current borough managers time of employee, specific to any purchases in excess of \$10,000. For those exceeding \$25000 during this same period, I also require all digital records related to communication or negotiation of said purchases.

-Disclosure of any and all digital records from 2019 to current as it relates to in any and all ways to health insurance coverage issued to the position of mayor. As well as what dates this coverage was active and discounted. If and when this was reimbursed back to the boroughs general fund or what became of any repayment. Disclosure as is related to any discussion starting 6 months prior to issuance, while coverage was active up to and including current and in any digital record form. Disclosure of any and all requests or inquiries of legal guidance as is related directly or indirectly associated with this insurance

-Lastly I request disclosure of any and all records as it relates to the employment contract of the Borough Manager so as to include terms of contract, Disclosure to the amount of performance bonuses paid out, as well as the specific performance that triggered these payouts. A detailed accounting of any and all records as is related to the same employees line item Dues and Subscriptions in accordance with a time line of employee. Complete and detailed accounting of education payout, vehicle expense reimbursement and any and all references to such compensation packages to include any digital record communications such as text message, email or any other form that is legally required to be retained including negotiation leading up to a approved final deal for each of the years requested previously. The basis used in determining the contract structure was valid, inline with comparable positions and in accordance with applicable law

-any and all digital record or communications from 2018 to current that reference Mike Long, Michael Long, Loretta Long, [REDACTED] Bath, PA 18014

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

Do you want certified copies?

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

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
