

2025

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 (1 st 5 Days/Ext.)	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded or NOTES
#01.2025	01.21.2025	Michael Long		Individual	OpenGov	Mayor's Fund Bank Statement (9 years), QuickBooks Audit Trails (PDF & Excel) from General Fund, and Full Chart of Accounts (unspecified) Funds	YES	01.28.2025 02.27.2025	01.23.2025 02.27.2025 03.05.2025	OpenGov Portal OpenGov Portal Email	30-Day Extension Granted and Denied in Part Requestor Appeal OOR AP 2025-0522	Bookkeeping, Legal & ESSA Bank & Trust Final Determination issued 04/30/2025; Requestors Appeal is DENIED
#02.2025	02.04.2025	Michael Long		Individual	OpenGov	Checks and Invoices from Keystone Consulting Engineers, Inc. from January 1, 2019, to December 31, 2020 (2019, 15 checks, 2020, 14 checks) Including metadata files	YES	02.11.2025 03.13.2025	02.06.2025 03.13.2025	OpenGov Portal OpenGov Portal	30-Day Extension Granted and Denied in Part; Payment Prior to Release of Records	Bookkeeping, Legal, ESSA Bank & Trust
#03.2025	02.04.2025	Willem Shimer	Gunton Corp.	Company	Email	Building permits in Bath Borough from Jan 1 st to February 4 th 2025	NO	02.11.2025	02.04.2025	Email	Granted	Administration & Codes Department
#04.2025	03.05.2025	Willem Shimer	Gunton Corp.	Company	Email	Building permits in Bath Borough from February 1 st to March 5 th 2025	NO	03.12.2025	03.05.2025	Email	Granted	Administration & Codes Department

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#05.2025	03.28.2025	Michael Long		Individual	OpenGov	Copy of any and all video and audio surveillance footage captured by the Borough's camera(s) at or near 400 N. Chestnut Street on March 27, 2025, between the hours of 1:00 PM and 1:30 PM.	NO	04.04.2025	03.28.2025	OpenGov Portal	Denied; Records do not exist.	Public Works and Legal
#06.2025	04.17.2025	Janis Farese	American Transparency	Company	Email	2024 calendar year employee name and gross annual wages.	NO	04.25.2025	04.17.2025	Email	Partially Denied; Partially Granted	Bookkeeping
#07.2025	04.23.2025	Mia Tomlinson	Dynamic Engineering	Company	OpenGov	252 N. Walnut Street: site plans, surveys, resolutions, Engineering Reports (PCSM, E&S, Environmental Impact, Traffic), PADEP Permits, NPDES Permits, and PennDOT HOP Permits	YES	04.30.2025 05.30.2025	04.29.2025	OpenGov	Notice of Withdraw	Administration and Codes Department 04/29/25 Requestor withdrew Request in Lieu of Public Inspection of Property File scheduled for 04.30.2025 at 2P
#08.2025	05.05.2025	Janis Farese	PA Open the Books	Company	Email	2024 calendar year General Fund vendor payee name and amount paid.	NO	05.12.2025	05.06.2025	Email	Granted in Part; Denied in Part; Lacked Specificity. Referred to Borough Website for records	Legal & Bookkeeping

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#09.2025	June 6, 2025	Michael Long		Individual	OpenGov	1. Quickbooks Company BOROUGH OF BATH DEVELOPERS ESCROW FUNDS Audit Trails covering the years 2018-2024 for accounts 100, 100.20, 230.01, 259; 2. Quickbooks Company BOROUGH OF BATH NON-GENERAL FUND ESCROW ACCOUNTS Audit Trails covering years 2018-2024 for accounts 100.50, 392.01, 492, and 492.30; 3. Quickbooks Company BOROUGH OF BATH OPERATING GENERAL FUND ACCOUNTS Audit Trails covering the years 2018-2024 for accounts 101.70, 106.00, 107.00, 12000, 130.10, 130.20, 130.30, 130.99, 230.10, 250.00, 321.90, 321.00, 331.10, 331.12, 331.14, 342.00, 342.20, 342.21, 342.53, 362.41, 404.00, 404.317, 405.15, 405.18, 407.43, 427.10, 492.00, 492.40, 492.96, 493.00 and 66900	YES	06/13/2025 07/14/2025 07/14/2025	07/07/2025	OpenGov Portal Requestor Appeal OOR AP 2025-1943	requested. Granted in Part; Denied in Part – Requestor asking for Records to be Created, which is not authorized under Section 705 of the RTKL OOR Partially grants and denies Appeal	Legal & Bookkeeping

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						<p>4. Quickbooks Company BOROUGH OF BATH ESCROW ACCOUNT (#8414) Audit Trail report from January 1, 2019 through December 31, 2024; Bank Reconciliation Reports from January 2019 through December 2024</p> <p>5. Quickbooks Company BOROUGH OF BATH CAPITAL IMPROVEMENTS FUND SAVINGS (#2064) Audit Trail report from January 1, 2019, to December 31, 2023; Bank Reconciliation Reports from January 2019 through December 2023</p> <p>6. Quickbooks Company BOROUGH OF BATH CAPITAL IMPROVEMENT PROJECT (#0483) Audit Trail report from January 1, 2019 through December 31, 2023; Bank Reconciliation report from January 2019 through December 2023</p> <p>7. Quickbooks Company BOROUGH OF BATH FIRST NORTHERN BANK AND TRUST ACCOUNT (Municipal Solid Waste) Audit Trail</p>							
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						<i>report from January 1, 2018 through the account closure date; Bank Reconciliation reports from January 2018 through the account closure date.</i> 8. <i>BOROUGH MANAGER TRANSACTION REPORT (Across all QuickBooks Company Accounts/Funds from 2018-2024)</i> 9. <i>Voided and Deleted Transaction Summary Reports for all QuickBooks company files, provide the Voided/Deleted Transaction Summary Report and Voided/Deleted Transaction Report for January 1, 2018 through December 31, 2024</i>						
#10.2025	07.17.2025	Michael Long		Individual	OpenGov	<i>Bank Statements, Reconciliation reports, and audit trails associated with Borough Bank Account #0227723657; from opening date to present.</i>	NO	07.24.2025	07.21.2025	OpenGov	<i>Granted in Part; Denied in Part – Requestor asking for Records to be Created, which is not authorized under Section 705 of the</i>	<i>Legal & Bookkeeping</i>

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#11.2025	07.31.2025	Marissa Vila	Trinity Solar	Company	Email	Any and all permits regarding the installation of a solar energy system at the following location between January 1, 2023 to the present: 113 Turnberry Court, Bath.	NO	08.07.2025	07.31.2025	Email	RTKL Denied; Records Requested do Not Exist	Codes Department
#12.2025	08.11.2025	Michael Long			OpenGov	1) All records reflecting authorization, approval, or initiation of any amendment, modification, or adjustment to the 2019 budgeted or estimated figures for the Mayor's Fund, including but not limited to increases in Available Assets & Revenues or Expenditures & Transfers, as later reflected in the 2020 Manager's/Preliminary Budget 2) All meeting minutes, agendas, resolutions, or ordinances from January 1, 2019 through December 31, 2019 that record council action or approval of any changes to the 2019 Mayor's Fund line items. 3) All correspondence, memoranda, internal communications, and/or text	YES	08.18.2025 09.10.2025	08.11.2025	OpenGov		Bookkeeping and Legal

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						<p><i>messages (including SMS, MMS, and encrypted messaging platforms) amongst and/or any combination of the Borough Manager, Mayor, Council Members, Treasurer, or any borough staff relating to changes in the 2019 Mayor's Fund budgeted or estimated figures.</i></p> <p>4) <i>Any financial worksheets, accounting entries, or budget revision documents used to prepare or support the 2019 Mayor's Fund figures appearing in the 2020 Manager's/Preliminary Budget.</i></p> <p>5) <i>Any and all accounting software reports, exports, or audit trails (including QuickBooks audit trails) that record changes to the 2019 Mayor's Fund line items, showing the date and time of the change, the prior value, the new value, and the username or account making the change.</i></p>							
#13.2025	08.20.2025	Woo Park	The Data Branch	Company		Commercial Request for all purchase	NO	08.27.2025	08.22.2025	Email	Denial In-Part	Bookkeeping	

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				Commercial Request		orders from January 1, 2021, to present day. Including Purchase Order numbers, purchase date, vendor ID or equivalent, vendor name, line-item details, line-item quantity, line-item unit price, and line-item total price					for Lack of Specificity; Granted In-Part	
#14.2025	09.03.2025	Mark Zurada	Pinpoint Analytics	Commercial Request	Email	...[T]he final and compiled bid tabulation (bid tally), including all quantities and unit pricing for each bidder, for 'Penn Street Reconstruction and Handicap Ramp Project' that was submitted on 04/29/2021. If a line-item bid summary or tally was not prepared, please provide the individual bid submissions from each general contractor so I can analyze the line items directly...	NO	09.10.2025	09.03.2025	Email	Granted	Secretary & Keystone Consulting Engineers
#15.2025	10.09.2025	Peter Parker	Protitle USA	Commercial Request	Email	Code violations, open/expired building permits, demolition orders unrecorded, special assessments/liens (tall grass, junk/debris, or lot mowing, etc.) and outstanding water/sewer balance for the property good thru unit 10/10/2025. Date range from 01/01/1990 to Present. Property located at 128 McIlhane Street Bath, PA 18014; Owner Glenn	NO	10.17.2025	10.16.2025	Email	Denied. Records requested do not exist.	

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#16.2025	11.02.2025	Willem Shimer	Company	Commercial	Email	Doyle Building permits issued from October 1, 2025, to November 2, 2025	NO	11.13.2025	11.12.2025	Email	Granted; Referred to future website for access under Section 704 of RTKL	Codes Department
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UPDATED: As of November 12, 2025