

2026

Borough of Bath RTKL AORO Request Tracking Sheet

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#01.2026	01.09.2026	Mark Zurada, Esq.		Company	Email	121 South Walnut Street Curb, Sidewalk, Handicap Ramp & Crosswalk Project Bid Tabulations from 03/18/2019	NO	01.16.2026	01.09.2026	Email	Granted	
#02.2026	02.11.2026	Lori Girvan	Barry Isett & Associates	Company	Email	429 E. Main Street; environmental documentation and various permits	NO	02.19.2026	02.17.2026	Email	Denied; Misdirected	Administration and Codes Department
#3.2026	02.13.2026	Justin Wenig	Starbridge	Company	Email	Payment records for non-person/vendor entities from January 1, 2025, to current date including at a minimum: purchase date, vendor name, description of goods/services purchased, quantity, and price/amount	NO	02.23.2026	02.24.2026	Email	Granted	Bookkeeping; Request was answered 02/24 due to inclement weather and office closed 02/23
#4.2026	03.04.2026	Angel Lucas	Data Research	Company	Email	Copies of all property-related and building/code enforcement violation records for the last 30 days from the date of this request; property address, case/violation ID, violation type or description, date opened, status, and date closed	NO	03.11.2026	03.04.2026	Email	Partially Granted; Partially Denied	
#5.2026	03.05.2026	Trista Gutekunst		Individual	In-Person	Final investigative report, findings, or written conclusion related to the municipal complaints submitted on February 2, 2026 and February 10, 2026 related to mayor; records reflecting any remedial, corrective, or policy measures implemented as a result of the compliant investigation; any written determination indicating whether the complaint was	NO	03.12.2026 03.27.2026	03.11.2026	Email Requestor Appeal OOR AP 2026-1222	Denied; Failure to use Standard RTK Request Form; Record(d) don't exist; record(s) exempt under Section 708 of	Special RTK Solicitor

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						<i>sustained, not sustained, or otherwise resolved</i>		03.31.2026			<i>the Act OOR Denies Appeal AP 2026-1222</i>	
#06.2026	04.01.2026	Mohammed Irfan	Intemind Business Process Solutions	Company	Email	Active/Expired permits; Open Code Violations; Utility bill status, utility lien info RE 246 Poplar Street, Bath, PA 18014	NO	04.09.2026	04.02.2026	Email	Denied; Records do not exist; Service Requested Misdirected Request; Request asks Question instead of Record(s)	Administration and Code/Zoning Department
#07.2026	04.14.2026	Oshea Smith	Sunlight Access	Company	OpenGov	Accounts payable summary and vendor payments for goods, services, or professional services provided to the Borough of Bath from January 1, 2022, through February 28, 2026	NO	04.21.2026				Bookkeeping
#08.2026	05.12.2026	Trista Gutekunst		Individual	OpenGov	Pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. §67.101 et seq., I respectfully request access to and copies of any and all records relating to the municipal complaints dated February 2 and February 10 2026 I submitted concerning the Mayor of the Borough of Bath, including any subsequent review, inquiry, investigation, response, corrective	YES	05.19.2026	05.19.2026	OpenGov	Granted in Part; Denied in Part	Special RTK Law Solicitor

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						<p><i>action, or communications regarding those complaints.</i></p> <p><i>This request specifically includes, but is not limited to:</i></p> <ul style="list-style-type: none"> • <i>Copies of my original complaints and any attachments, supporting materials, or related submissions.</i> • <i>Any and all records documenting receipt of my complaints, including internal routing, acknowledgements, notes, logs, or tracking records.</i> • <i>Any and all records relating to the review, handling, inquiry, or investigation of my complaints, including:</i> <ul style="list-style-type: none"> • <i>investigative notes,</i> • <i>summaries,</i> • <i>findings,</i> • <i>reports,</i> • <i>conclusions,</i> • <i>determinations,</i> • <i>recommendations,</i> • <i>or final outcomes.</i> • <i>Any and all communications regarding my complaints between:</i> <ul style="list-style-type: none"> • <i>the Mayor,</i> • <i>Borough Council members,</i> • <i>Borough employees,</i> • <i>the Borough Solicitor,</i> • <i>law enforcement,</i> <ul style="list-style-type: none"> • <i>engineers,</i> • <i>consultants,</i> 						
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						<ul style="list-style-type: none"> • <i>third parties,</i> • <i>or any governmental agencies. This includes emails, text messages, letters, memoranda, meeting notes, and electronic communications.</i> • <i>Any records relating to statements made by Borough representatives indicating that the matter "was investigated" and/or "addressed."</i> <ul style="list-style-type: none"> • <i>Any records identifying:</i> <ul style="list-style-type: none"> • <i>what actions were taken,</i> • <i>what findings were made,</i> • <i>whether any violations or misconduct were substantiated,</i> • <i>and what corrective or remedial measures, if any, were implemented.</i> • <i>Any meeting minutes, agendas, executive session records, recordings, or notes referencing my complaints or any investigation related to them, to the extent such records are public under Pennsylvania law.</i> • <i>Any Borough policies, procedures, or protocols governing:</i> <ul style="list-style-type: none"> • <i>municipal complaints,</i> • <i>complaint investigations,</i> <ul style="list-style-type: none"> • <i>ethics complaints,</i> • <i>complaints against elected officials,</i> <ul style="list-style-type: none"> • <i>transparency procedures,</i> • <i>or internal investigations.</i> • <i>Any records retention schedules, destruction logs, or disposition</i> 							

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						<p>records relating to records responsive to this request.</p> <p>If any records are withheld pursuant to Section 708 exemptions or any other asserted exemption, I request that:</p> <ul style="list-style-type: none"> • all non-exempt portions be produced pursuant to 65 P.S. §67.706, • the specific exemption relied upon be identified, • and the legal and factual basis for withholding the records be stated with specificity. <p>If the Borough contends that no responsive records exist, please clarify whether:</p> <ul style="list-style-type: none"> • no investigation or review occurred, • no records were created, • or whether records once existed but were destroyed or otherwise disposed of. <p>I request these records in electronic format where available.</p>							
#09.2026	05.15.2026	Michael Long		Individual	OpenGov	<p>1. Tax Revenue Account Records Please provide the records identified below for the Tax Account held at First Northern Bank & Trust, account ending 0642, and for every other account in the Borough's records that</p>	YES	05.22.2026 06.19.2026	05.19.2026	OpenGov	902 Extension	Special RTK Solicitor & Bookkeeping	

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						<p><i>is labeled, classified, or categorized by the Borough as a tax account, tax revenue account, real estate tax account, earned income tax account, local services tax account, per capita tax account, transfer tax account, or by any analogous term identifying the account as one used to receive, hold, reconcile, transfer, accrue, or disburse tax revenue. The records requested are:</i></p> <ol style="list-style-type: none"> <i>1. Monthly bank statements.</i> <i>2. General Journal Entry reports.</i> <i>3. Monthly reconciliation summaries.</i> <i>4. Monthly reconciliation detail reports.</i> <i>5. QuickBooks Voided/Deleted Transactions reports.</i> <i>6. QuickBooks Audit Trail reports.</i> <p>2. Developer Escrow Account Records</p> <p><i>Please provide the records identified below for every developer escrow account held by the Borough. The records requested are:</i></p> <ol style="list-style-type: none"> <i>1. Monthly bank statements.</i> <i>2. General Journal Entry reports.</i> <i>3. Monthly reconciliation summaries.</i> <i>4. Monthly reconciliation detail reports.</i> <i>5. QuickBooks Voided/Deleted Transactions reports.</i> 						

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						<p>6. QuickBooks Audit Trail reports. This request is not limited to developer escrow account numbers known to the requester. It applies to the complete Developers Escrow QuickBooks company file, fund, or accounting-system file, and to every account in any Borough QuickBooks company file, fund, or accounting-system file that is labeled, classified, or categorized by the Borough as developer escrow, subdivision escrow, land-development escrow, SALDO escrow, project escrow, or by any analogous term in the Borough's own chart of accounts, account list, bank account list, reconciliation records, QuickBooks records, or accounting-system records. The universe of responsive accounts is defined by the Borough's own records and labeling, not by any functional analysis required of Borough staff.</p> <p>3. Chart of Accounts / Account Lists Please provide the QuickBooks Chart of Accounts, account list, fund list, bank account list, or other existing account list maintained in the Borough's accounting system showing account names, account</p>							

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						<p><i>numbers or last four digits, account types, fund/company file, active/inactive/closed status, and any parent/subaccount relationship for each QuickBooks company file, fund, or accounting-system file maintained by the Borough during the request period for the following account groups: MS4 Fund; Tax Account held at First Northern Bank & Trust, account ending 0642; Sanitation Fund/Municipal Solid Waste Fund; Fire Protection Fund/Fire Fund; Highway Aid Fund; Developers Escrow; and Capital Improvement Fund.</i></p> <p><i>For Developers Escrow, I am requesting the Chart of Accounts/account list for the Developers Escrow QuickBooks company file, fund, or accounting-system file.</i></p> <p>4. General Journal Entry Reports for Other Identified Accounts</p> <p><i>Please provide General Journal Entry reports for all accounts found within the Chart of Accounts for the following Borough QuickBooks companies, funds, or company files,</i></p>							

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						<p><i>including accounts held at First Northern Bank & Trust and ESSA Bank & Trust: MS4 Fund; General Fund; Sanitation Fund; Fire Protection Fund; Highway Aid Fund; Developers Escrow; Non-Developers Escrow; and Capital Improvement Fund.</i></p> <p><i>This includes accounts and funds with spending constraints or fund-balance classifications including restricted, committed, assigned, unassigned, and unrestricted fund balances, and any Borough QuickBooks company, fund, account, or company file that was open on January 1, 2017 or opened at any point during the timeframe of this request.</i></p> <p>5. Developer Escrow Agreement / Escrow Letter</p> <p><i>Please provide the standard developer escrow agreement, escrow letter, template agreement, form agreement, model agreement, or other standard document used by the Borough during the request period that sets out the responsibilities of the Borough and the developer regarding deposit, custody, management, use, reimbursement, accounting, or return of developer escrow funds.</i></p>						

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						<p>6. Retained Earnings Reports <i>For each QuickBooks company file, fund, account register, subaccount, or accounting-system file maintained by the Borough during the request period, please provide Retained Earnings reports showing transactions involving any account labeled Retained Earnings.</i></p> <p>7. Fiscal Year 2025 Audit / DCED Filing <i>Please provide the Borough's fiscal year 2025 Municipal Annual Audit and Financial Report, Form DCED-CLGS-30, filed with the Pennsylvania Department of Community and Economic Development, including the fiscal year 2025 DCED audit filing required to be made with the state as of April 1, 2026. Please also provide the independent auditor's report and audited financial statements for fiscal year 2025, if maintained separately from the DCED filing.</i></p>						

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UPDATED: As of May 21, 2026