

2026

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
#01.2026	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				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><i>records relating to records responsive to this request.</i></p> <p><i>If any records are withheld pursuant to Section 708 exemptions or any other asserted exemption, I request that:</i></p> <ul style="list-style-type: none"> <i>• all non-exempt portions be produced pursuant to 65 P.S. §67.706,</i> <i>• the specific exemption relied upon be identified,</i> <i>• and the legal and factual basis for withholding the records be stated with specificity.</i> <p><i>If the Borough contends that no responsive records exist, please clarify whether:</i></p> <ul style="list-style-type: none"> <i>• no investigation or review occurred,</i> <i>• no records were created,</i> <i>• or whether records once existed but were destroyed or otherwise disposed of.</i> <p><i>I request these records in electronic format where available.</i></p>							

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UPDATED: As of May 12, 2026