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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 (1st 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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						sustained, not sustained, or otherwise resolved		*03.31.2026*			*the Act OOR Denies Appeal AP 2026-1222*	
#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 action, or communications regarding*	*YES*	*05.19.2026*	*05.19.2026*	*OpenGov*	*Granted in Part; Denied in Part*	*Special RTK Law Solicitor*

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						those complaints. *This request specifically includes, but is not limited to:* *• Copies of my original complaints and any attachments, supporting materials, or related submissions.* *• Any and all records documenting receipt of my complaints, including internal routing, acknowledgements, notes, logs, or tracking records.* *• Any and all records relating to the review, handling, inquiry, or investigation of my complaints, including:* *• investigative notes,* *• summaries,* *• findings,* *• reports,* *• conclusions,* *• determinations,* *• recommendations,* *• or final outcomes.* *• Any and all communications regarding my complaints between:* *• the Mayor,* *• Borough Council members,* *• Borough employees,* *• the Borough Solicitor,* *• law enforcement,* *• engineers,* *• consultants,* *• third parties,*						

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						• or any governmental agencies. *This includes emails, text messages, letters, memoranda, meeting notes, and electronic communications.* *• Any records relating to statements made by Borough representatives indicating that the matter "was investigated" and/or "addressed."* *• Any records identifying:* *• what actions were taken,* *• what findings were made,* *• whether any violations or misconduct were substantiated,* *• and what corrective or remedial measures, if any, were implemented.* *• 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.* *• Any Borough policies, procedures, or protocols governing:* *• municipal complaints,* *• complaint investigations,* *• ethics complaints,* *• complaints against elected officials,* *• transparency procedures,* *• or internal investigations.* *• Any records retention schedules, destruction logs, or disposition records relating to records responsive*						

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						to this request. *If any records are withheld pursuant to Section 708 exemptions or any other asserted exemption, I request that:* *• 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.* *If the Borough contends that no responsive records exist, please clarify whether:* *• no investigation or review occurred,* *• no records were created,* *• or whether records once existed but were destroyed or otherwise disposed of.* *I request these records in electronic format where available.*						
#09.2026	*05.15.2026*	*Michael Long*		*Individual*	*OpenGov*	***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 is labeled, classified, or categorized*	*YES*	*05.22.2026*	*05.19.2026* *06.19.2026*	*OpenGov* *OpenGov*	*902 Extension* *Granted; Denied in Part*	*Special RTK Solicitor & Bookkeeping*

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						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: *1. Monthly bank statements.* *2. General Journal Entry reports.* *3. Monthly reconciliation summaries.* *4. Monthly reconciliation detail reports.* *5. QuickBooks Voided/Deleted Transactions reports.* *6. QuickBooks Audit Trail reports.4* ***2. Developer Escrow Account Records*** *Please provide the records identified below for every developer escrow account held by the Borough. The records requested are:* *1. Monthly bank statements.* *2. General Journal Entry reports.* *3. Monthly reconciliation summaries.* *4. Monthly reconciliation detail reports.* *5. QuickBooks Voided/Deleted Transactions reports.* *6. QuickBooks Audit Trail reports.*						

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						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. ***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 numbers or*						

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						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. *For Developers Escrow, I am requesting the Chart of Accounts/account list for the Developers Escrow QuickBooks company file, fund, or accounting-system file.* ***4. General Journal Entry Reports for Other Identified Accounts*** *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, including accounts held at First*						

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						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. *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.* ***5. Developer Escrow Agreement / Escrow Letter*** *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.* ***6. Retained Earnings Reports***						

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						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. ***7. Fiscal Year 2025 Audit / DCED Filing*** *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.*						
#10.2026	*05.26.2026*	*Mark Zurada, Esq.*	*PinPoint Analytics*	*Commercial*	*Email*	*Please send the final and compiled bid tabulation (bid tally), including all quantities and unit pricing for each bidder, for* ***'Spyglass Hill Road Stormwater Basins 1 & 2 Retrofit and Broad Street Rain Garden'*** *that*	*NO*	*06.02.2026*	*05.26.2026*	*Email*	*Granted*	

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						*was submitted on **05/22/2026**. I believe the project number is **'26-01'**, but I could be mistaken. If so, please use the project name and date to lookup the responsive documents. We specifically request the **line-item bid tabulation** showing each material, quantity, unit, and unit price for every bidder. If no such line-item tally was created, please provide the full bid submissions from each contractor. A **grand total sheet alone is not sufficient** to satisfy this request unless it was a lump sum bid.*						
#11.2026	*06.16.2026*	*Laura Andersen*	*RC Services, LLC*	*Commercial*	*OpenGov*	*Copies of building code violations, complaints, and inspections for the establishment at 104 E. Main Street, Bath, PA 18014.*	*NO*	*06.24.2026*	*06.23.2026*	*Email*	*Granted in Part; Denied in Part*	*Code/Zoning & Administration*
#12.2026	*06.18.2026*	*Donna Haskins*	*Penn E&R*	*Commercial*	*Email*	*Environmental records, reports, permits and correspondence for 216 Penn Street, Bath, PA 18014*	*NO*	*06.26.2026*	*06.18.2026*	*Email*	*Denied; Lack of Specificity*	
#13.2026	*07.10.2026*	*Denise Cattoni*	*American Transparency*	*Commercial*	*Email*	*An electronic copy of any and all employees for year of 2025, (fiscal or calendar year). At minimum, each employee record should contain the employee's full name and gross annual wages. This data should be broken down by employer, employee and year.*	*YES*	*07.17.2026*	*07/13/2026* *08.11.2026*	*Email* *Email*	*902 Extension Letter* *Grant in Full*	*Bookkeeping*

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#14.2026	*07.16.2026*	*Justin Wenig*	*Starbridge*	*Commercial*	*Email*	*Payment records for all vendor entities from January 1, 2026 to current date including at minimum: purchase date, vendor name, description of goods/services purchased, and line item price/amount.*	*YES*	*07.23.2026*	*07.17.2026* *08.11.2026*	*Email* *Email*	*902 Extension Letter Granted in Full*	*Bookkeeping*
#15.2026	*07.17.2026*	*Cassidy Ellison*	*Data Branchus*	*Commercial*	*Email*	*All products from: BS&A Software, CentralSquare Technologies, Harris Computers, OpenGov, Tyler Tech, Dataminr, Recorded Future, Shadow Dragon.* *We hope to obtain records from 2022 to now reflecting how these engagements are priced — for example, licensing or subscription structures, per-unit rates, and any associated implementation or setup fees.* *We are looking for the following types of records:* • *Contracts, service agreements, order forms* • *Purchase orders relating to the above vendors* • *RFP or solicitation documents* • *Task orders issued against cooperative purchasing agreements*	*NO*	*07.24.2026*	*07.18.2026*	*Email*	*Misdirected; also Request does not adhere to submission requirements*	*Bath Borough Authority*

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#16.2026	*08.04.2026*	*Michael Long*		*Individual*	*OpenGov*	*1. One complete current copy of every distinct QuickBooks company file.* *2. Separately maintained inactive, closed, archived, or predecessor company files.* *3. Associated nonduplicative companion, transaction-log, recovery, accountant-copy, and attached document files.* *4. Existing records identifying the complete company-file and backup universe.*	*YES*	*08.11.2026*	*08.11.2026*	*OpenGov*	*902 Extension Ltr.*	*Bookkeeping, IT, and Legal*
#17.2026	*08.14.2026*	*Echo Loomis*		*Individual*	*OpenGov*	*Cmpt 26 8 fire hazard form. We have court on the 17th and want to take the document stating the hazard and present it to the judge.*	*NO*	*08.21.2026*	*08.17.2026*	*OpenGov & Email*	*Denial*	
#18.2026	*08.24.2026*	*Chris Langston*	*Wehrung's*	*Company*	*Email*	*Please provide building permits issued from April 1, 2026 thru August 20, 2026.* *Looking for a list of building permits issued, commercial and residential, with information that corresponds with each one, such as permit type, address, contractor, issue date, etc.*	*NO*	*08.31.2026*	*08.27.2026*	*Email*	*Granted*	
#19.2026	*08.31.2026*	*Oshea Smith*	*Sunlight Access*	*Company*	*Email*	*I am requesting an electronic summary of purchase orders (not the individual purchase orders themselves) issued by Borough of Bath from March 1, 2026 to July 31,*	*YES*	*09.08.2026*	*09.08.2026* *09.22.2026*	*Email* *Email*	*902 Extension Ltr.* *Granted*	*Bookkeeping*

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						2026. *This report may also be referred to as an accounts payable summary, check summary, check register, bill or claims report, or vendor analysis report. Any spreadsheet or report that lists vendor names and amounts paid would be fully responsive to this request.* *If available, please include:* *-Vendor name* *-Description of purchase or payment* *-Total price or amount paid* *If vendor names are coded, please include the code key if it's easily available. We're happy to accept whatever form this data is already maintained in — raw exports or standard reports (Excel, CSV, or PDF) are perfectly fine. We will accept partial data if you do not have a document with each of the above components or the entire timeframe requested.*						
#20.2026	*08.31.2026*	*Jamal Smith*		*Individual*	*OpenGov*	*Any and all records, including but not limited to: code enforcement logs,*	*NO*	*09.08.2026*	*09.01.2026*	*OpenGov*	*Denied*	*Code Enforcement &*

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						inspection reports, field notes, formal notices of violation, citations, warning letters, and written or digital communications (including emails) sent by Bath Borough administration, the code enforcement officer, or safety, or housing code violations at the following location: 351 Green Street, Bath, PA 18014 between the dates of August 10th, 2026 and August 30th, 2026.						*Administration*
#21.2026	*08.31.2026*	*Jenn Luna*	*Cyan Sky Copiers*	*Company*	*Hand-Delivered*	*Please provide all record/documents related to business equipment, aka scanning, copying, printing, faxing, folding, duplicating, and voice over IP systems from 11/1/2019 to present. If the Borough was in the midst of an agreement term on 11/1/2019, then the documents related to that agreement term should be included, along with all agreements and/or amendments that were entered into on and after that date to the present in regards to business equipment, aka scanning, copying, printing, faxing, folding, duplicating and voice over IP system. Documents requested are lease agreements, service/maintenance agreements, any amendments made over the course of the agreements, invoices*	*YES*	*09.08.2026*	*09.08.2026* *09.22.2026*	*Email* *Email*	*902 Extension Ltr. Granted; Denied in Part*	*Bookkeeping*

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						related to monthly, quarterly, or yearly billing of "overages" related to copying and printing and to the installation and purchase of any business equipment utilized by all of the Borough's locations and departments.						
#22.2026	*09.18.2026*	*Elisa Hernandez*		*Individual*	*OpenGOV*	*commercial hood plans*	*NO*	*09.25.2026*	*09.21.2026*	*OpenGOV & Email*	*Denied; Lack of Specificity; Invited to inspect record*	*Codes/ Administrative*
#23.2026	*09.21.2026*	*Athan Koutsiouroumbas*		*Commercial*	*Email*	*Every building, zoning, construction, alteration, or other permit application submitted between January 1, 2020, and the date of this request that identifies any of the following as the contractor, applicant, builder, or party performing the work: Lehigh Valley Maintenance and Construction, LV Maintenance & Construction, LV Maintenance and Construction, LVMC, LVMC Decks, Knock on Wood, Norman Boell, Norm Boell, and/or Blaize Boell. For each responsive permit, the permit application, issued permit, permit number, project address, property-owner name as recorded on the permit, project description, contractor name, application date, issuance date,*	*NO*	*09.28.2026*	*09.21.2026*	*Email*	*Directed to Borough Website*	

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						inspection results, notices of violation, and certificate of completion or final approval. *If the municipality maintains a permit log, spreadsheet, database, report, or export containing the foregoing information, please provide the responsive information in its existing electronic format, such as Excel, CSV, or PDF.* *This request seeks existing records and does not require the municipality to conduct legal research, answer questions, create a new record, or compile information in a format that does not already exist.* *Electronic production by email or downloadable link is preferred. I do not request paper copies. If fees are expected to exceed $1, please provide an estimate before incurring them. If the municipality possesses no responsive records, please provide a written response confirming that a good-faith search was conducted and that no responsive records were located*						
#24.2026	*09.25.2026*	*Isaac Rose*	*Retained Acquisition*	*Company*	*Email*	*Pursuant to the applicable public*	*NO*	*10.02.2026*	*09.25.2026*	*Email*	*Denied*	*Bookkeeping*

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						records law, we respectfully request all your records of uncashed/unclaimed checks that were issued by your organization. If some of this request is exempt from release, please release the remainder of the record which is admissible. Please provide all outstanding/uncashed/stale dated checks/properties that are greater than $1000. For each item, please provide issue dates, payee names, addresses, and dollar amounts due. If possible, an excel document would be the desired format. Please note that I am not requesting a listing of records which have already been escheated. Please indicate the process needed to have these checks reissued. If some of this request is exempt, please release the admissible material. The date range is 1/1/2021-3/1/2026.						
#25.2026	*09.28.2026*	*Lindsay Weber*	*The Morning Call*	*Company*	*Email*	*I am seeking a copy or a review of Bath borough's contract with Flock Safety: specifically, a document that outlines the terms of the contract with Flock Safety, and its cost to the township, IF such a record exists. If not, just let me know, and consider the request fulfilled. Thank you.*	*NO*	*10.05.2026*	*09.28.2026*	*Email*	*Denied; No Records Exist*	

UPDATED: As of September 28, 2026