



March 28, 2019

**Via Email Only:**

Ms. Michelle Grove  
PO Box 253  
Spring Mills, PA 16875  
rtk@michellegrove.com

**Via Email Only:**

Pamela Hackenburg, AORO  
Agency Open Records Officer  
Gregg Township  
106 School St  
PO Box 184  
Spring Mills, PA 16875  
secretary@greggtownship.org

RE: OFFICIAL NOTICE OF APPEAL-DOCKET #AP 2019-0467

Dear Parties:

**Please review this information carefully as it affects your legal rights.**

The Office of Open Records ("OOR") received this appeal under the Right-to-Know Law ("RTKL"), 65 P.S. §§ 67.101, *et seq.* on **March 27, 2019**. This letter describes the appeal process. A binding Final Determination will be issued pursuant to the timeline required by the RTKL. In most cases, that means within 30 calendar days. The OOR's Final Determination is currently due on **April 26, 2019**.

**OOR Mediation:** This is a voluntary, informal process to help parties reach a mutually agreeable settlement on records disputes before the OOR. To participate in mediation, both parties must agree in writing. The Parties agreement to mediate stays the Final Determination Deadline. If mediation is unsuccessful, both parties will be able to make submissions to the OOR, and the OOR will have 30 calendar days from the conclusion of the mediation process to issue a Final Determination, unless the Requester agreed to an additional 30 calendar day extension on the appeal form.

**Note to Parties:** Statements of fact must be supported by an affidavit or attestation made under penalty of perjury by a person with actual knowledge. Any factual statements or allegations submitted without an affidavit will not be considered. The agency has the burden of proving that records are exempt from public access (*see* 65 P.S. § 67.708(a)(1)). **To meet this burden, the agency must provide evidence to the OOR.** The law requires the agency's position to be supported by sufficient facts *and* citation to all relevant sections of the RTKL, case law and OOR Final Determinations. An affidavit or attestation is required to show that records do not exist. Blank sample affidavits are available on the OOR's website.

**Submissions to OOR:** Both parties may submit information and legal argument to support their positions by 11:59:59 p.m. on April 8, 2019. The record closing date is seven (7) business days from the date of this letter unless the proceedings have been stayed for the parties to submit a completed mediation agreement form, then the record will remain open for seven (7) additional business days beyond the mediation agreement submission deadline. *Submissions sent*

via postal mail and received after 5:00 p.m. will be treated as having been received the next business day. The agency may assert exemptions on appeal even if it did not assert them when the request was denied (*Levy v. Senate of Pa.*, 65 A.3d 361 (Pa. 2013)).

**Include the above docket number on all submissions related to this appeal. Also, any information you provide to the OOR must be provided to all parties involved in this appeal. Information shared with the OOR that is not also shared with all parties will not be considered.**

**Agency Must Notify Third Parties:** If records affect a legal or security interest of an employee of the agency; contain confidential, proprietary or trademarked records of a person or business entity; or are held by a contractor or vendor, **the agency must notify such parties of this appeal immediately and provide proof of that notice by the record closing date set forth above.** Such notice must be made by: (1) providing a copy of all documents included with this letter; **and** (2) advising that interested persons may request to participate in this appeal (*see* 65 P.S. § 67.1101(c)).

Commonwealth Court has held that "the burden [is] on third-party contractors ... to prove by a preponderance of the evidence that the [requested] records are exempt." (*Allegheny County Dep't of Admin. Servs. v. A Second Chance, Inc.*, 13 A.3d 1025, 1042 (Pa. Commw. Ct. 2011)). **Failure of a third-party contractor to participate in an appeal before the OOR may be construed as a waiver of objections regarding release of the requested records.**

**Law Enforcement Records of Local Agencies:** District Attorneys must appoint Appeals Officers to hear appeals regarding criminal investigative records in the possession of a local law enforcement agency. If access to records was denied in part on that basis, the Requester should consider filing a concurrent appeal with the District Attorney of the relevant county.

**Public Record Notice:** All dockets, filings and OOR orders and opinions in this appeal will be public records and subject to public access with limited exception. The OOR's Final Determination will generally include a summary of the case including the identity of the parties and the relevant factual background. Final Determinations are available on the OOR's website and searchable on-line.

If you have general questions about the appeal process, please contact the OOR at (717) 346-9903. If you have questions specific to your appeal, please email the assigned Appeals Officer (contact information is enclosed) - and be sure to provide a copy of any correspondence to all other parties involved in this appeal.

Sincerely,



Erik Arneson  
Executive Director

Enc.: Assigned Appeals Officer contact information



# **pennsylvania**

## **OFFICE OF OPEN RECORDS**

**APPEALS OFFICER:**

**Erin Burlew, Esq.**

**CONTACT INFORMATION:**

**Commonwealth of Pennsylvania  
Office of Open Records  
333 Market Street, 16<sup>th</sup> Floor  
Harrisburg, PA 17101-2234**

**FACSIMILE:**

**(717) 425-5343**

**EMAIL:**

**eburlew@pa.gov**

**Preferred method of contact and  
submission of information:**

**EMAIL**

**Please direct submissions and correspondence related to this appeal to the above Appeals Officer. Please include the case name and docket number on all submissions.**

**You must copy the other party on everything you submit to the OOR. The Appeals Officer cannot speak to parties individually without the participation of the other party.**

The OOR website, <https://openrecords.pa.gov>, is searchable and both parties are encouraged to review prior final determinations involving similar records and fees that may impact this appeal.

The OOR website also provides sample forms that may be helpful during the appeals process. OOR staff are also available to provide general information about the appeals process by calling (717) 346-9903.

## REQUEST TO PARTICIPATE BEFORE THE OOR

Please accept this as a Request to Participate in a currently pending appeal before the Office of Open Records. The statements made herein and in any attachments are true and correct to the best of my knowledge, information and belief. I understand this statement is made subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsifications to authorities.

**NOTE: The requester filing the appeal with the OOR is a named party in the proceeding and is NOT required to complete this form.**

OOR Docket No: \_\_\_\_\_

Today's date: \_\_\_\_\_

Name: \_\_\_\_\_

**PUBLIC RECORD NOTICE: ALL FILINGS WITH THE OOR WILL BE PUBLIC RECORDS AND SUBJECT TO PUBLIC ACCESS WITH LIMITED EXCEPTION. IF YOU DO NOT WANT TO INCLUDE PERSONAL CONTACT INFORMATION IN A PUBLICLY ACCESSIBLE RECORD, PLEASE PROVIDE ALTERNATE CONTACT INFORMATION IN ORDER TO RECEIVE FUTURE CORRESPONDENCE RELATED TO THIS APPEAL.**

Address/City/State/Zip \_\_\_\_\_

E-mail \_\_\_\_\_

Fax Number: \_\_\_\_\_

Name of Requester: \_\_\_\_\_

Address/City/State/Zip \_\_\_\_\_

Telephone/Fax Number: \_\_\_\_\_ / \_\_\_\_\_

E-mail \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Address/City/State/Zip \_\_\_\_\_

Telephone/Fax Number: \_\_\_\_\_ / \_\_\_\_\_

E-mail \_\_\_\_\_

Record at issue: \_\_\_\_\_

I have a direct interest in the record(s) at issue as (check all that apply):

- ☐ An employee of the agency
- ☐ The owner of a record containing confidential or proprietary information or trademarked records
- ☐ A contractor or vendor
- ☐ Other: (attach additional pages if necessary) \_\_\_\_\_

**I have attached a copy of all evidence and arguments I wish to submit in support of my position.**

Respectfully submitted, \_\_\_\_\_ (must be signed)

**Please submit this form to the Appeals Officer assigned to the appeal. Remember to copy all parties on this correspondence. The Office of Open Records will not consider direct interest filings submitted after a Final Determination has been issued in the appeal.**

## Devenyi, Dylan

---

**From:** no-reply@openrecords.pa.gov  
**Sent:** Wednesday, March 27, 2019 5:00 PM  
**To:** rtk@michellegrove.com  
**Subject:** PA Office of Open Records - Appeal Confirmation



**pennsylvania**  
OFFICE OF OPEN RECORDS

You have filed an appeal of an agency's response to a request for records under the Right-to-Know Law.

**Name:** Michelle Grove

**Address 1:** PO Box 253

**Address 2:**

**City:** Spring Mills

**State:** Pennsylvania

**Zip:** 16875

**Phone:** 814-470-1132

**Fax:**

**Email:** rtk@michellegrove.com

**Agency (list):** Gregg Township

**Agency Address 1:** 106 School Street

**Agency Address 2:** PO Box 184

**Agency City:** Spring Mills

**Agency State:** Pennsylvania

**Agency Zip:** 16875

**Agency Phone:** 814-422-8218

**Agency Fax:** 814-422-8080

**Agency Email:** secretary@greggtownship.org

**Records Requested:** 2016-2019 Verizon Phone Bills from the Verizon Wireless online portal, in electronic format. I am looking for the detailed bills that have phone numbers listed on them.

**RECEIVED**

**MAR 27 2019**

**OFFICE OF OPEN RECORDS**

	2018-2019 Emails with the subject "insurance information" from all email accounts used for township business, in electronic format.
<b>Request Submitted to Agency Via:</b>	e-mail
<b>Request Date:</b>	03/19/2019
<b>Response Date:</b>	03/27/2019
<b>Deemed Denied:</b>	No
<b>Agency Open Records Officer:</b>	Pamela Hackenburg, AORO
<b>Additional Reasons for Appeal:</b>	This is a deemed denial. The extension notice is late, and the reasons given for the extension are bogus. The township uses the same four reasons on every extension notice, in bad faith, and does not specify the staffing limitations.
<b>Attached a copy of my request for records:</b>	Yes
<b>Attached a copy of all responses from the Agency regarding my request:</b>	Yes
<b>Attached any letters or notices extending the Agency's time to respond to my request:</b>	Yes
<b>Agree to permit the OOR an additional 30 days to issue a final order:</b>	No
<b>Interested in resolving this issue through OOR mediation:</b>	No
<b>Attachments:</b>	<ul style="list-style-type: none"> <li>• Request.pdf</li> <li>• Extension.pdf</li> </ul>

I requested the listed records from the Agency named above. By submitting this form, I am appealing the Agency's denial, partial denial, or deemed denial because the requested records are public records in the possession, custody or control of the Agency; the records do not qualify for any exemptions under § 708 of the RTKL, are not protected by a privilege, and are not exempt under any Federal or State law or regulation; and the request was sufficiently specific.



## 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:** Gregg Township (Attn: AORO)

Date of Request: 03/19/2019 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

**PERSON MAKING REQUEST:**

Name: Michelle Grove Company (if applicable): \_\_\_\_\_

Mailing Address: PO Box 253

City: Spring Mills State: PA Zip: 16875 Email: rtk@michellegrove.com

Telephone: 814-470-1132 Fax: \_\_\_\_\_

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☐ Email ☐ U.S. Mail

**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 requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

2016-2019 Verizon Phone Bills from the Verizon Wireless online portal, in electronic format. I am looking for the detailed bills that have phone numbers listed on them.

2018-2019 Emails with the subject "insurance information" from all email accounts used for township business, in electronic format.

If you have questions about what I am looking for, please ask.

**DO YOU WANT COPIES?** ☒ Yes, electronic copies preferred if available  
☐ Yes, printed copies preferred  
☐ No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? ☐ Yes (*may be subject to additional costs*) ☒ No

*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 (or) ☒ \$10 \_\_\_\_\_.

**ITEMS BELOW THIS LINE FOR AGENCY USE ONLY**

Tracking: \_\_\_\_\_ Date Received: \_\_\_\_\_ Response Due (5 bus. days): \_\_\_\_\_

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: \$ \_\_\_\_\_

☐ 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 a public record.  
More information about the RTKL is available at <https://www.openrecords.pa.gov>*

Form updated Nov. 27, 2018





# pennsylvania

OFFICE OF OPEN RECORDS

## **Right-To-Know Response Form**

Gregg Township  
106 School Street PO BOX 184  
Spring Mills PA 16875  
814-422-8218 [secretary@greggtownship.org](mailto:secretary@greggtownship.org)

March 27, 2019

Michelle Grove  
PO Box 253  
Spring Mills, PA 16875

Dear Requestor:

This letter acknowledges receipt of your request for access to public records under the Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101, as set forth in your Standard Right-to-Know Law Request Form received March 19, 2019, which sought the following information:

\*2016-2019 Verizon Phone Bills from the Verizon Wireless online portal, in electronic format. I am looking for the detailed bills that have phone numbers listed on them.

\*2018-2019 Emails with the subject "insurance information" from all email accounts used for township business, in electronic format.

Your request for access is being reviewed, and an extension of time to respond is necessary due to the reason noted below: (1) the request for access potentially requires redaction of a record in accordance with Section 706, (2) a timely response to the request for access cannot be accomplished due to bona fide and specified staffing limitations, (3) a legal review is necessary to determine whether the record is a record subject to access, and (4) the extent or nature of the request precludes a response within the required time period.

I expect to respond to your request within thirty days from the date of this letter. If access is granted, the fees owed will be:

Copy fee: \$ 0.25 per page

Certification fee: \$ 0.00

Postage fee: Cost of postage

Other fees: As allowed

I will set forth the actual fees cost in the letter granting access, and said costs shall be paid at or prior to my release of the record.



Sincerely,

*Pamela Hackenburg*

---

Pamela Hackenburg,  
Secretary/Treasurer, Right to Know Officer  
Gregg Township, Centre County