



September 14, 2018

**Via Email Only:**

Michelle Grove  
PO Box 253  
Spring Mills, PA 16875  
michelleyvonnegrove@gmail.com

**Via Email Only:**

Jennifer Snyder  
Agency Open Records Officer  
Gregg Township  
106 School Street  
PO Box 184  
Spring Mills, PA 16875  
secretary@greggtownship.org

RE: OFFICIAL NOTICE OF APPEAL-DOCKET #AP 2018-1653

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 **September 13, 2018**. 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 **October 15, 2018**.

**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 **September 25, 2018**. 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)).

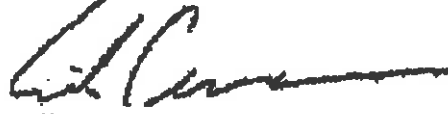
Commonwealth Court has held that “the burden [is] on third-party contractors ... to prove by a preponderance of the evidence that the [requested] records are exempt.” (*Allegheny County Dep’t of Admin. Servs. v. A Second Chance, Inc.*, 13 A.3d 1025, 1042 (Pa. Commw. Ct. 2011)). Failure of a third-party 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,

A handwritten signature in black ink, appearing to read 'Erik Arneson', written over a horizontal line.

Erik Arneson  
Executive Director

Enc.: Assigned Appeals Officer contact information  
Entire appeal as filed with OOR



# 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.**

Sostar, Janelle K

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**From:** no-reply@openrecords.pa.gov  
**Sent:** Thursday, September 13, 2018 1:08 PM  
**To:** michelleyvonnegrove@gmail.com  
**Subject:** PA Office of Open Records - Appeal Confirmation

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**pennsylvania**  
OFFICE OF OPEN RECORDS

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

**RECEIVED**

SEP 13 2018

OFFICE OF OPEN RECORDS

**Records Requested:** \*Jan-Jun 2018 P&L Reports for all funds. \*April 2018-current Employee timecards.  
\*2018 Report of all payments made to SEO. Include Invoices from SEO. \*2016&2017

Tax income reports (same reports as requested in 2016) \*All issues of "Gregg Township News"

**Request Submitted to Agency Via:** e-mail

**Request Date:** 08/07/2018

**Response Date:** 09/07/2018

**Deemed Denied:** No

**Agency Open Records Officer:** Jennifer Snyder, AORO

**Reasons for Appeal:** Not a Good Faith Search

**Attached a copy of my request for records:** Yes

**Attached a copy of all responses from the Agency regarding my request:** Yes

**Attached any letters or notices extending the Agency's time to respond to my request:** Yes

**Agree to permit the OOR an additional 30 days to issue a final order:** No

**Interested in resolving this issue through OOR mediation:** No

**Attachments:**

- Request.pdf
- Extension.pdf
- Response.pdf

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.



# pennsylvania

OFFICE OF OPEN RECORDS

## STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 8/7/2018

REQUEST SUBMITTED BY: ☒ E-MAIL ☐ U.S. MAIL ☐ FAX ☐ IN-PERSON

REQUEST SUBMITTED TO (Agency name & address): Gregg Township, 106 School Street,  
PO Box 184, Spring Mills, PA 16875

NAME OF REQUESTER : Michelle Grove

STREET ADDRESS: PO Box 253

CITY/STATE/COUNTY/ZIP(Required): Spring Mills, PA 16875

TELEPHONE (Optional): 814-470-1132 EMAIL (optional): michelle.vonnegrove@gmail.com

RECORDS REQUESTED: *\*Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary*

\*Jan-Jun 2018 P&L Reports for all funds.

\*April 2018-current Employee timecards.

\*2018 Report of all payments made to SEO. Include invoices from SEO.

\*2016 & 2017 Tax income reports (same reports as requested in 2016)

\*All issues of "Gregg Township News"

DO YOU WANT COPIES? ☒ YES ☐ NO ELECTRONIC

DO YOU WANT TO INSPECT THE RECORDS? ☒ YES ☐ NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? ☐ YES ☐ NO

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100? ☒ YES ☐ NO

**\*\* PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES \*\***  
**\*\* IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL \*\***

### FOR AGENCY USE ONLY

OPEN-RECORDS OFFICER:

☐ I have provided notice to appropriate third parties and given them an opportunity to object to this request

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*





# **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

August 14, 2018

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 to 67.3104, as set forth in your Standard Right-to-Know Request Form dated August 7, 2018, requesting the following information:

- \*Jan-June 2018 P&L Reports for all funds
- \*April 2018 - Current Employee Timecards
- \*2018 Report of all payments made to SEO. Include invoices from SEO.
- \*2016 & 2017 Tax income reports (same reports as requested in 2016)
- \*All issues of "Gregg Township News"

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.

Respectfully,

*Jennifer Snyder*

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Jennifer Snyder, Secretary/Treasurer, CGA  
Gregg Township, Centre County  
Right to Know Officer



# 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

September 7, 2018

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 to 67.3104, as set forth in your Standard Right-to-Know Request Form dated August 7, 2018, requesting the following information:

- \*Jan – June 2018 P&L Reports for all funds
- \*April 2018-current Employee Time Cards
- \*2018 Report of all payments made to SEO. Include Invoices from SEO.
- \*2016-2017 Tax Income Reports (same reports as requested in 2016)
- \*All Issues of "Gregg Township News"

The request has been granted and all electronic responsive records are attached to this letter. The cost for the non-electronic records will be \$15, and costs shall be paid at or prior to the release of the records. If you choose to inspect the records at the Gregg Township Office, please call me at the contact information provided above at least 24 hours in advance to schedule an appointment for inspection. Please be advised that this correspondence will serve to close this record with our office as permitted by law.

Respectfully,

---

Jennifer Snyder, Secretary/Treasurer, CGA  
Gregg Township, Centre County  
Right to Know Officer