



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 September 5, 2018, requesting the following information:

- *Job description for part-time sewer/water authority maintenance employee.
- *January-August 2018 Payroll report.

Your request for access to the job description for the part-time sewer/water authority maintenance employee has been granted, however no responsive records exist. Your request for access to the payroll report has been granted. The cost of copies for this record will be \$0.50, 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

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