



pennsylvania

OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 08/28/15

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

REQUEST SUBMITTED TO (Agency name & address): Berwick Township Board of Supervisors,
85 Municipal Road, Hanover, PA 17331

NAME OF REQUESTER : Bea Haskins

STREET ADDRESS: 58 Blue Heron Drive

CITY/STATE/COUNTY/ZIP(Required): Hanover, PA, Adams 17331

TELEPHONE (Optional): 717-630-1867 EMAIL (optional): beahaskins@centurylink.net

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

Any written communication sent to the Borough of Abbottstown regarding the cancellation of the Berwick/Abbottstown Mowing/Snow Plowing Agreement, as per the motion approved at the July 13, 2015, Board of Supervisors' meeting. Please provide as a PDF.

DO YOU WANT COPIES? YES NO

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.)*

Berwick Township

85 Municipal Road
Hanover, PA 17331

717-632-1829 (phone)
717-632-2280 (fax)
office@berwicktp.org

July 15, 2015

Abbottstown Borough
4 West Water Street
Abbottstown, PA 17301

Re: Joint Agreement for Snow Removal & Mowing

Dear Borough Council:

At their meeting held on July 13, 2015, the Berwick Township Board of Supervisors cancelled the joint agreement for snow removal & mowing between Abbottstown Borough and Berwick Township.

If you have any questions, please contact me at 717-632-1829.

Sincerely,



Jean A. Hawbaker
Secretary/Treasurer

**BERWICK TOWNSHIP
BOARD OF SUPERVISORS**