



# 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 Road

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*

Wording of the motion made by Supervisor Danner during the Public Comments portion of the August 10, 2015, Board of Supervisors' meeting, relating to the Office Manager's cell phone. Said motion was read by Supervisor Danner and approved by the Board. Please provide in PDF format.

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 \*\***

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### 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 BOARD OF SUPERVISORS**

85 Municipal Road  
Hanover, PA 17331  
Telephone #: (717) 632-1829  
Fax #: (717) 632-2280

September 3, 2015

Bea Haskins  
58 Blue Heron Road  
Hanover, PA 17331

Dear Bea:

Your right to know request dated August 28, 2015 asking for the wording of the motion made by Supervisor Danner at the August 10, 2015 meeting is denied pursuant to 65 P.S. Section 708(21)(i), stating that draft minutes of any meeting are exempt. The motion will be in the minutes available to the public when they are finalized.

Should you have any questions, feel free to contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read "Pete Socks", with a large, stylized flourish extending from the end of the signature.

Pete Socks,  
Right-To-Know Officer  
85 Municipal Road  
Hanover, PA 17331  
717-637-1829