



Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: \_\_\_\_\_ (Attn: AORO)

Date of Request: \_\_\_\_\_ Submitted via: [ ] Email [ ] U.S. Mail [ ] Fax [ ] In Person (Township's online form)

PERSON MAKING REQUEST:

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ 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. 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. Use additional pages if necessary.

Blank lines for providing record details.

DO YOU WANT COPIES? [ ] Yes, printed copies (default if none are checked) [ ] Yes, electronic copies preferred if available [ ] No, in-person inspection of records preferred (may request copies later) Do you want certified copies? [ ] Yes (may be subject to additional costs) [ ] No (May request certified copies after review) 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) [ ] \$\_\_\_\_\_.

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.

## **ADDENDUM TO RTKL REQUEST**

Any and all documents, as that term is defined in the Right-To-Know-Law (“RTKL”), including emails and electronic media, as set forth below.

The term “Property” as used below is defined as the property owned by West Mountain Preserve LLC, tax id. no. 15402-010-001.

1. All e-mails sent or received from or to any Township account, including those of former Township officials, from May 2010 to present related to or referring to Andrew Massimilian, a/k/a Andy Massamilian.
2. All e-mails sent or received from or to any Township account, including those of former Township officials, from May 2010 to present related to or referring to the Property.
3. All e-mails sent or received from or to any Township account, including those of former Township officials from May 2010 to present, related to Ransom Recreational Shooting Sports LLC.
4. Any noise complaints received from the Township from May 2010 to present related to weapon/gun fire, and any documents related to such noise complaints.
5. Any complaints related to gun ranges, shooting ranges, or the discharge of firearms in the Township from May 2010 to present.
6. Invoices from Township consultants in the areas of planning, zoning, subdivision, or land development, to the Township related to the Property or Ordinance No.2 of 2015, from January 1, 2010 to December 31, 2015.
7. Retainer and/or engagement agreement(s) related to Mary Liz Donato and/or any company or entity employing Mary Liz Donato, or which Mary Liz Donato worked for, through, or on behalf of.
8. Invoices from Mary Liz Donato and/or Donato Consulting, and/or any company or entity employing Mary Liz Donato, or which Mary Liz Donato worked for, through, or on behalf of, from 2010-present relating to the Property.
9. Invoices from any attorney including, but not limited to, the solicitor for the Township, the solicitor for the Planning Commission, and any outside or special counsel, relating to the Property or Ordinance No. 2 of 2015.
10. Electronic and/or paper file of all property owners in the Township, e.g., from tax records.
11. All reports issued by Marx Accounting and Forensic Services and any other forensic accountant related to Township financial records from 2010 to present.
12. Financial statements and/or other documents showing the budgeted versus actual expenditures, including any documents showing detailed breakdowns and/or explanations of expenses, from 2010 to present. This request shall include, but not be limited to, documents showing legal and third-party consulting fees.

13. All records related to the personal use of Township credit card(s) by former Supervisor Dennis Macheska from 2010 to present.
14. All records related to Kathy Zielinski from May 2010 to present.