

**RIGHT TO KNOW REQUEST AND APPEALS REPORT
AUGUST 2021**

Description of Request:	Date Township Received RTKR	Date Township Responded	Total Response Time (business days)	Granted/Denied
I would like a copy of the Employee Evaluation Policy including frequency and criteria. Thank you.	8/2/2021	Email 8/9/21	5 Days	Denied
I would like a copy of the Professional Services Agreement with RSK Architects for analysis of Township Administration/Police/Highway future needs. This agreement was authorized by unanimous vote of the Board of Supervisors during the 09/25/2017 meeting. I would also like a copy of the results of that analysis submitted by RSK. Thank you.	8/2/2021	Email 8/9/21	5 Days	Granted in part and Denied in part
In 2018 Pennoni Associates were awarded a contract for \$49,875 to provide conceptual design improvements at the Reading Country Club. Specifically: 1. 2nd driveway access, 2. expansion of the parking lot, 3. potential relation of the maintenance facility 4. connection of golf cart paths	8/2/2021	Email 8/6/21, Email 9/9/21	35 Days	Granted in part and Denied in part
In 2018 a contract was awarded to Barton Associates for \$10,500 to perform an energy study on the Reading Country Club clubhouse. I would like a copy of that report. Within the report if any of the recommendations provided by Barton were approved, please provide the vendors/contracts hired to complete those recommendations including the cost and specifications and the approval by the board to complete the recommendations.	8/2/2021	Email 8/6/21, Email 8/30/21	26 Days	Granted in part and Denied in part
1. The number of housing units approved within the last 2 years August 1, 2019 - August 1, 2021 2. The number of housing units approved within the last 2 years August 1, 2019 - August 1, 2021 that have benn built 3. The number of housing units currently on the Planning Commission Agenda as of August 1, 2021.	8/4/2021	Email 8/9/21	3 Days	Granted
I would like a copy of the current liability insurance policy on the Reading Country Club. Thank you.	8/5/2021	Email 8/10/21	3 Days	Denied
Please provide a Zoning Verification Letter stating zone of the property; and copies of any open/active zoning, building, and fire code violations; variance and conditional/special use permits; certificates of occupancy; and finalized approved site plan for the property located at 71 Vanguard Drive, Parcel: Property ID 43533513134069	8/9/2021	Email 8/10/21	30 Day Extension, Total Response TBD	
Protected by Sections 708(b) and CHRIA	8/13/2021	Email 8/17/21	2 Days	Denied
Deck expansion in 2020, requesting copies of permit and inspection reports for 10 Bowes Lane, Reading.	8/18/2021	Email 8/19/21	1 Day	Granted in part and denied in part

Total RTKR's YTD - 147

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Protected by Sections 708(b) and CHRIA	8/19/2021	Email 8/23/21	2 Days	Denied
Documents related to University Rifle Club, 590 Schoffers Road. Applications for zoning exemptions, permits for improvements or construction, notice of any violations dating back to January 1, 2007.	8/18/2021	Email 8/24/21	30 Day Extension, Total Response TBD	
I have a bid in to purchase the home at 309 Field Street Reading. I am looking for records on when the septic was reported to be cleaned last. Also any records of township sewer planned for that area.	8/19/2021	Email 8/20/21	1 Day	Denied
125 Heister Rd, Birdsboro PA, are there any copies of site plan available and are there any open fire code violations for this property.	8/24/2021	Email 8/31/21	5 Days	Granted
Any open code violations, any citations or tickets issues for lot mowing, clean up charges etc as the property is going to foreclosure. Any open or expired permits for the given property, any special assessments on the property - 6006 Farming Ridge Blvd Reading PA	8/26/2021	Email 8/31/21	3 Days	Granted
Langan is completing a Phase I ESA/PA for the property located at 71 Vanguard Dr Reading PA. Records of interest pertain to generation/storage/disposal of hazardous substances or hazardous wastes, air quality, asbestos, lead-based paint, well records, septic records, permits, violations, underground or aboveground storage tanks	8/26/2021	Email 9/2/21	5 Days	Granted
I would like the three quotes required for the stairs project completed behind the RCC clubhouse. According to law and the dollar amount of the project, \$12,000. you are required to obtain three quotes. You must make a reasonable effort to do so. This means documentation that you contacted more than three or four possible vendors. If there are not enough potential vendors you must also prove this as well. The burden of proof is on the township. If you have less than three quotes, please provide the documents that support the efforts you took to obtain the three quotes for example a summary quote sheet of who you contacted for quotes and this should have the contact phone numbers for my verification. If not enough vendors existed to obtain three quotes provide the proof that resources do not exist to obtain three quotes	8/27/2021	Email 9/3/21	5 Days	Granted in part and denied in part
I would like a copy of the entire Employee Policy Manual. This should be the manual handed to new hires explaining Policy and Procedures for the Township. Thank you.	8/27/2021	Email 9/2/21	4 Days	Granted

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Description of Request:	Date Township Received RTKR	Date Township Responded	Total Response Time (business days)	Granted/Denied
Any public information as to who owns the barber shop Corleone's Barber Studio at 4205 Perkiomen Ave. If there are buisness licenses attached to that property that info as well. Any copies of permit like zoning and building.	8/27/2021	Email 9/3/21	30 Day Extension, Total Response TBD	
Please provide the communication from our insurer (is it DIVIT?) regarding the "insurance finding" that advise that the current steps (slate or stone composition) required repair. It is stated in the affidavits of C. Hamm, T. Stephens, J. Savage that the work performed on the steps were from the advisement of our insurer. (affidavits were submitted to a RTK appeal). Recently in some of the above mentioned affidavits it is indicated that the "repair" for these "steps" was in the capital fund budget. Please provide the portion of the budget where this is allegedly included. Please provide copy of the resolution adopted on November 12th 2019 establishing the "Fund Transfer Policy".	8/30/2021	Email 9/3/21	4 Days	Granted
I would like a copy of the last Statement of Financial Interest filed by each of Board Members Greg Galtere, David Speece and Joseph Staub. It should be in 2020 but I'll take the last one you have. Thank you.	8/30/2021	Email 9/3/21	4 Days	Granted

APPEALS TO THE OFFICE OF OPEN RECORDS ON DENIED REQUESTS

Description of Request:	Appeal Date	Appeal Docket #	Appeal Final Determination Date	Appeal Granted/Denied
Protected by Section 708(b) RTKL	1/21/2021	2021-0131	3/24/2021	Dismissed as untimely
Protected by Section 708(b) RTKL	6/17/2021	2021-1190	6/21/2021	Denied
On 5/27/21 called police at 911 around 10 am. Sounds like someone threw rocks at house and at picnic table. Officers came out but didn't look behind house completely. That night we were sitting at picnic table behind house, my wife said what is that hole. The next morning I checked and saw a hole in bedroom. 5/28/21 Loren called 911 again since no one came out to investigate	6/17/2021	2021-1191	6/21/2021	Denied
Protected by Section 708 (b) RTKL	6/17/2021	2021-1192	6/21/2021	Denied
Please provide a copy of the invoice for legal service performed for David Speece by the township solicitor in the matter Exeter Township/David Speece vs David Hughes as motioned by and passed by the Board of Supervisors during the March 22nd BOS meeting, instructing the solicitor to represent the township and specifically Supervisor David Speece in this matter.	6/1/2021	2021-1060	8/31/2021	Denied
Recently, Mr. David Speece publicly said that "Typically, if we are going to approve legal action, we set a limit or set a dollar spending if it is going to spend a dime of taxpayer money." Based on his statement could you provide documents for the last five times when legal action was taken and the board set a limit prior to that action being taken? Here is the link if you wish to hear Mr. Speece make this statement to the Board: https://youtube/NP-ivprufl8 . You can also find it in his Supervisors Report for 5.24.21.	6/28/2021	2021-1260	8/27/2021	Denied
Please provide drawings and specifications for the planned building of steps between the Dunn Center and the Library. In the meeting where this project was approved, Clarence Hamm indicated a drawing has been made. In the recent 7/12/21 BOS meeting Galtere said all ADA requirements would be met. Please provide the documentation supporting what functionality for ADA is designed into these steps.	7/22/2021	2021-1422		Decision Pending

APPEALS TO THE OFFICE OF OPEN RECORDS ON DENIED REQUESTS

Description of Request:	Appeal Date	Appeal Docket #	Appeal Final Determination Date	Appeal Granted/Denied
As per section 708 Exceptions for Public Records under the Right to Know Law enacted Feb. 14, 2008: (21) (i) Draft minutes of any meeting of an agency until the next regularly scheduled meeting of the agency. Draft minutes of the agency are not public records until the next regularly scheduled meeting of the agency (Exeter Township) Therefore, as the Township Manager has proclaimed draft minutes will not be provided until after approval of the Board of Supervisors, (preventing community members access to the draft) directly conflict with the RTK law, and it is not reasonable to submit a request prior to each regularly scheduled meeting, which such meetings in Exeter are regularly scheduled the 2nd and 4th Monday of each month, I am requesting that at subsequent regular meetings that the draft minutes are supplied at least on the day of the regularly scheduled meeting prior to that meeting. The practice (many years) prior to the new manager has been to provide the draft minutes along with other meeting information such as agenda, check distribution	8/4/2021	2021-1506		Decision Pending
Concerning the recently built/completed steps behind the RCC clubhouse: 1. provide authorization from the Board (I can't locate in the minutes) 2. provide authorized cost. 3. provide signed building permit and all supporting documents to the permit which would include: drawings, specifications, material, PA UCC and ADA compliance reports 4. provide final invoice received from the vendor 5. provide final inspection report by Township Code Enforcement Officer.	8/9/2021	2021-1545	9/10/2021	Denied
Request all documents related to the complete set of missing financial records for the Golf Course and the Food and Beverage RCC business indicated missing in the Forensic Audit performed/completed in 2019. It was suggested the report was forwarded to the District Attorney's office. 1. provide the documents that prove the township forwarded the report to the DA's office 2. provide all documents from the time of discovery of the missing financial books to current, this would include any additional reports, correspondence, minutes, email and notes. 3/ current status of the investigation, when it began, who conducted it, is it closed, when and final conclusions if the investigation was closed.	8/11/2021	2021-1613	9/8/2021	Denied