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BOROUGH OF JEFFERSON HILLS

925 OLD CLAIRTON ROAD · JEFFERSON HILLS, PA 15025-3133
P (412) 655-7735 · F (412) 655-3143

May 24, 2024

Kevin Smith
2605 Maitland Center Parkway, Suite C
Maitland, FL 32751

In Re: Right-to-Know Request dated May 21, 2024

Dear Mr. Smith:

I serve as the acting Open Records Officer for the Borough of Jefferson Hills and it is in that capacity that I write to you at this time regarding your records request (copy attached) dated and received on May 21, 2024, seeking the following:

Our firm has been requested to research the referenced property for any **BUILDING PERMITS, CODE VIOLATION & SPECIAL ASSESSMENT FEES** on record in any city, town, village or port authority.

Property Address: Council Place, Clairton, Pennsylvania 15025
Parcel: 0881-A-00250-00000-00
Owner: Allen Sherwood/Majestic Lane Development

Upon a thorough search of Borough records, your request for the above requested documents has been denied for the following reasons. Per Section 705 of the Pennsylvania Right-to-Know law, an agency shall not be required to create a record which does not currently exist, or to compile, maintain, format or organize a record in a manner in which the agency does not currently compile, maintain, format or organize the record.

Please be further advised that this letter will serve to close this record request with our office as permitted by law. You have a right to appeal any denials of information. Information regarding the appeals process can be found at <https://www.openrecords.pa.gov/Appeals/HowToFile.cfm>.

Specifically, appeals must be made in writing, through the online version of the official OOR Appeal Form (<https://www.openrecords.pa.gov/Appeals/AppealForm.cfm>), by email (openrecords@pa.gov), fax (717-425-5343), or postal mail addressed to: Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234. All appeals must be made in writing and must be submitted to the Office of Open Records within fifteen (15) business days from the mailing date of this response pursuant to 65 P.S. § 67.1101.

Very truly yours,

Erika Horvat
Open Records Officer

cc: Michele McPeak Cromer, Solicitor

ATTESTATION OF NONEXISTENCE OF RECORDS

Name of Requester: Kevin Smith

Records Requested: See attached Exhibit "A"

I, Erika Horvat, Acting Open Records Officer, hereby declare, pursuant to 18 Pa.C.S. § 4904, that the following statements are true and correct based upon my personal knowledge information and belief:

1. I serve as the Acting Open Records Officer for the Borough of Jefferson Hills (“Agency”).
2. I am responsible for responding to Right-to-Know requests filed with the Agency.
3. In my capacity as the Open Records Officer, I am familiar with the records of the Agency.
4. Upon receipt of the request, I conducted a thorough examination of files in the possession, custody and control of the Agency for records responsive to Kevin Smith’s request.
5. Additionally, I have inquired with relevant Agency personnel and, if applicable, relevant third-party contractors as to whether the requested records exist in their possession.
6. After conducting a good faith search of the Agency’s files and inquiring with relevant Agency personnel, I have made the determination that on the date of the Request, the records requested do not exist within the Agency’s possession, custody or control.
7. It is understood that this does not mean that the requested records do not exist within another agency’s possession custody or control.

Date: May 28, 2024

Signature: 
Erika Horvat, Acting Open Records Officer
Borough of Jefferson Hills



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: Borough of Jefferson Hills (Attn: AORO)

Date of Request: 05/21/2024 Submitted via: [X] Email [] U.S. Mail [] Fax [] In Person

PERSON MAKING REQUEST:

Name: Kevin Smith Company (if applicable): Stellar Innovation

Mailing Address: 2605 Maitland Center Parkway, Suite C,

City: Maitland State: FL Zip: 32751 Email: MLS@stellaripl.com

Telephone: (302) 261-9069 Fax: 407-210-3113

How do you prefer to be contacted if the agency has questions? [] Telephone [X] 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.

Hello

Our firm has been requested to research the referenced property for any BUILDING PERMITS, CODE VIOLATION & SPECIAL ASSESSMENT FEES on record in any city, town, village, or port authority.

Property Address : Council Place, Clairton, Pennsylvania 15025
Parcel : 0881-A-00250-00000-00
Owner: Allen Sherwood/Majestic Lane Development

DO YOU WANT COPIES? [] Yes, printed copies (default if none are checked)
[X] 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
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) [] \$0.00.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: 47-24 Date Received: 5-21-24 Response Due (5 bus. days): 5-29-24

30-Day Ext.? [] Yes [] No (If Yes, Final Due Date:) Actual Response Date: 5-28-24

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.