



**BOARD OF SUPERVISORS**

111 Valley Park Road | Phoenixville, PA 19460

Tel. 610-933-5843

[www.schuylkilltwp.org](http://www.schuylkilltwp.org)

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November 2, 2023

RE: Right-to-Know Request Dated October 27, 2023

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On October 27, 2023, you filed a Right-to-Know (“RTK”) request with the Office of Open Records of Schuylkill Township (the “Agency”), 111 Valley Park Road, Phoenixville, PA 19460-5700. The documents requested:

“Please advise if the below address has any open/pending/expired permits and demolition permits that need attention and any fees due currently, any open code violation or fines due that needs attention currently, any unrecorded liens/fines/special assessments due for address 308 Wetherill Ln Phoenixville PA.”

Your Request is denied. The Township does not have any of the requested documents.

Please note that you have the right to appeal this decision. To do so, you must file an appeal with the Office of Open Records, in writing, to Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120 within fifteen (15) business days of the date of this letter. Any appeal must fully state the grounds upon which the requestor asserts that the record is a public record, legislative record or financial record and shall address all grounds stated by the agency for delaying or denying the request. A copy must also be provided to the Township. The appeal form and the instructions as to how to appeal are available on the website of the Pennsylvania Office of Open Records.

Please be advised that this correspondence will serve to close this record with our office as permitted by law.

Sincerely,

*Tina Stephens*

Tina Stephens  
Open Records Officer