



CONNOR

July 6, 2021

Luzerne County  
Property Assessor's Office  
153 N. River Street  
Wilkes-Barre, PA 18711  
LCassessment@luzernecounty.org

ENVIRONMENTAL SITE  
ASSESSMENTS

**Subject:** FOIA Official Request for Information

PROPERTY CONDITION  
ASSESSMENTS

**Reference:** **CONNOR Project Number 1290057002**  
Highland Manor  
750 Schooley Avenue  
Exeter, PA 18643

COST SEGREGATION  
STUDIES

Dear Officer:

LEAD PAINT SERVICES

CONNOR is a consulting firm acting pursuant to the request of the owners of the subject facility to conduct an investigation of current and historical conditions which could potentially impact the condition of this property. CONNOR respectfully requests available information on file related to potential issues concerning the referenced facility. Specifically, please conduct a search of your files, as they relate to any open/unresolved violations of **Building and/or Fire Codes**; provide any information related to the subject facility in conjunction with the following topics or areas of concern:

ASBESTOS SURVEYS

EXPERT TESTIMONY

TRAINING

- Copies of any open/unresolved Building Code violations on file
- Confirmation of Zoning
- Copies of any open/unresolved Fire Code violations on file

MOLD AND MOISTURE  
INFILTRATION ASSESSMENTS

Please include the **CONNOR Project Number 1290057002** on all correspondence forwarded to our offices. Any written responses should be sent to my attention at 1421 Clarkview Road, Suite 100; Baltimore, Maryland 21209.

Drone Services

CONNOR appreciates your efforts in responding to this request. Should you have any questions or concerns, require additional information, or should costs associated with this request exceed \$30.00, please contact me at 443.322.1241 or by email to [jdavidson@connorsolutions.com](mailto:jdavidson@connorsolutions.com).

BARE HILLS BUSINESS CENTER  
1421 CLARKVIEW ROAD  
SUITE 100  
BALTIMORE, MARYLAND 21209-2187  
(410) 296-7971  
[www.connorsolutions.com](http://www.connorsolutions.com)

Sincerely,

CONNOR by



Madeline Burrell  
REDDi



## **Right-To-Know Response Form**

**July 27, 2021**

CONNOR  
Attn.: Madeline Burrell  
1421 Clarkview Rd.  
Suite 100  
Baltimore, MD 21209-2187  
Via email only to [aslaughter@connorsolutions.com](mailto:aslaughter@connorsolutions.com)

RTK REQUEST #2021-100

Dear Mr. Burrell:

Thank you for writing to Luzerne County with your request for information pursuant to the Pennsylvania Right- To-Know law ("RTKL").

Recently, the Luzerne County Office of Law received a request for documents from you described in the attached Right To Know request. Your request is denied because Luzerne County does not maintain these documents. §705 of the RTKL states that "when responding to a request for access, 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".

To further assist you, we suggest reaching out to the Borough of Township directly, where the property is located.

You have a right to appeal this denial of information in writing to Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4<sup>th</sup> Floor, Harrisburg, PA 17120.

If you choose to file an appeal, you must do so within 15 business days of the mailing date of the agency's response. Section 1101. If you have further questions, please contact Laura C. Dennis. Please be advised that this correspondence will serve to close this record with our office as permitted by law.

Respectfully,

Laura C. Dennis, Esq.  
Luzerne County  
Open Records Officer  
200 North River Street  
Wilkes-Barre, PA 18711