



Pennsylvania  
Office of Open Records

**Standard Right-to-Know Law Request Form**

Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.

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

Date Request Submitted: 11/21/24 Submitted via:  Email  U.S. Mail  Fax  In Person

**PERSON MAKING REQUEST:**

Full Name: Theresa Suplizio

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

Please send response via:  Email  U.S. Mail

*If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.*

Email: [REDACTED]

Mailing Address: 314 Hamor St.

City: DuBois State: PA Zip: 15801 Telephone: [REDACTED]

How do you prefer to be contacted if the agency has questions?  Telephone  Email  U.S. Mail

**By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.**

**RECORDS REQUESTED:** *Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.*

Records concerning the planting of trees, including but not limited to:

Copies of donations received

Copies of bills and invoices for the trees, pots, soil, and any other material needed to plant the trees

Manhours and cost used for city workers to dig holes and/or prepare for the planting of trees - include total dollar figure of loaded rate for city wages and dollar amount for use of city equipment

***Form continues on page 2. Retain a copy of both pages.***

**RECORDS REQUESTED (continued):**

**DO YOU WANT COPIES?**    Yes, printed    Yes, electronic    No, in-person inspection

*Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the Official RTKL Fee Schedule for more details.*

**I understand that my request may incur fees. Notify me before further processing if fees will be more than**  \$100 (or)  \$10.00 \_\_\_\_\_.

Do you want certified copies?    Yes (may be subject to additional costs)    No

**ITEMS BELOW THIS LINE FOR AGENCY USE ONLY**

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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.

***Retain a copy of both pages of this Form.***



## CITY OF DuBOIS, PENNSYLVANIA

P.O. BOX 408

16 W. SCRIBNER AVE.

DuBOIS, PENNSYLVANIA 15801

TELEPHONE: (814) 371-2000

FAX: (814) 371-1290

November 27, 2024

VIA EMAIL

Ms. Theresa Suplizio  
314 Hamor Street  
DuBois, PA 15801



Dear Ms. Suplizio,

Thank you for writing the City of DuBois with your request for information pursuant to the Pennsylvania Right-To-Know law.

On November 21, 2024, you requested records concerning the planting of trees, including but not limited to: Copies of donations received, Copies of bills and invoices for the trees, pots, soil, and any other material needed to plant the trees, Manhours and cost used for city workers to dig holes and/or prepare for the planting of trees - include total dollar figure of loaded rate for city wages and dollar amount for use of city equipment.

Pursuant to Section 902(a) of the Right to Know Law, the City of DuBois requires an additional 30 days to respond to the request:

- A timely response to the request cannot be accomplished due to bona fide and specified staffing limitations.

The City of DuBois expects to respond to your request on or before December 27, 2024.

Respectfully,

Shawn Arbaugh  
City Manager  
City of DuBois, Clearfield County

*"Gateway To Big Game Country"*



## CITY OF DUBOIS, PENNSYLVANIA

PO BOX 408 16 W. SCRIBNER AVE. DUBOIS, PENNSYLVANIA 15801

TELEPHONE: 814-371-2000

FAX: 814-371-1290

December 23, 2024

Theresa Suplizio  
314 Hamor Street  
DuBois, PA 15801

RE: RTK dated 11.21.2024

Dear Ms. Suplizio,

Thank you for writing the City of DuBois with your request for information pursuant to the Pennsylvania Right- To-Know law.

On 11.21.2024 you requested financial information regarding tree plantings and pots. The City of DuBois requested a 30 day extension to your request.

In response to your request, we are forwarding the following:

- Donation letter for \$4,000 from Keep PA Beautiful and The GIANT Company
- Domtar Donation for \$5,000
- Man hours listing
- Expenditure details for trees, planters and bulbs
- Associated invoices

Thank you for your interest in the important work of the City of DuBois. If you have any questions, you can contact me directly at 814-371-2000 X 109.

Respectfully,

Lisa Hagberg  
Interim City Manager  
City of DuBois, Clearfield County

Grant \$4000<sup>00</sup>

**Shawn Arbaugh**

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August 13, 2024

City of DuBois  
16 W. Scribner Ave  
DuBois, Pennsylvania 15801

Re: 2024 Healing the Planet grant application

Dear Joseph Mitchell,

The GIANT Company and Keep Pennsylvania Beautiful® are pleased to inform you that your organization has been awarded a grant from our 2024 Healing the Planet grant program. A total of 76 applications were received, making this a very competitive process.

Application Amount: \$4000  
Funded Amount: \$4000  
Project Title: DuBois Tree Planting

In all, 32 grants totaling more than \$100,000 were awarded to organizations across Pennsylvania for tree planting projects.

All Healing the Planet grant projects are to be completed by **November 30, 2024**, with final reports due by **December 13, 2024**. The grant is subject to the terms and conditions outlined below and this signed letter will serve as your grant contract upon receipt.

- 1. Use of funds** – Grant funds must be used as described in the application. Grant funds may not be used to influence legislation or for any purpose that does not meet the Internal Revenue Service Code provisions for charitable, educational, and scientific purposes. None of the grant funds are to be transferred to any other organization without written approval from Keep Pennsylvania Beautiful.
- 2. Hold Harmless/Insurance** – The grantee agrees to defend, indemnify, and hold harmless Keep Pennsylvania Beautiful, its directors, employees, agents, and assigns from and against any claim arising out of or related to the grant project regardless of cause or form of action. Grantee shall maintain, at its sole expense, any insurance and/or bonds required by law for the project execution.
- 3. Reporting** – At the conclusion of the project, a completed final report including measurable outcomes, final budget, and before, during, and after photos must be submitted by **December 13, 2024**. Photos, along with your project reports, help us tell your story, champion grassroots community improvement efforts and garner additional resources for groups working to improve their community. The final report form will be available closer to the project completion period and will be found at <https://www.keppabeautiful.org/grants-awards/grants/healing-the-planet-grant/healing-the-planet->

2024/ Final reports are required, and failure to report will result in grantee ineligibility for future Keep Pennsylvania Beautiful funding.

- 4. **Acknowledgement** - We encourage you to promote this award. KPB and The GIANT Company plan to publicly announce winners in a press release. To promote your award and project locally, a sample press release template, social media posts, and logos can also be found at the above link. Please share any related press about this project, again, it helps us tell your story! In all public acknowledgements, Keep Pennsylvania Beautiful requires that you use the following tag line: *This project was funded by The GIANT Company and Keep Pennsylvania Beautiful's Healing the Planet grant program.*
- 5. **Funds** - Funds will be released upon receipt of this signed contract along with a fully executed contract copy for your files. Any funds not expended or committed for the purposes of the grant must be returned to Keep Pennsylvania Beautiful.

If you have any grant or project questions, please contact Heidi Pedicone at [hpedicone@keepbeautiful.org](mailto:hpedicone@keepbeautiful.org). On behalf of The GIANT Company and Keep Pennsylvania Beautiful, we wish you every success with your project.

Sincerely,

Shannon Reiter  
President, Keep Pennsylvania Beautiful

Courtney Hopcraft  
Manager of Community Relations and Charitable Giving, The GIANT Company

I understand and accept the terms of the 2024The GIANT Company and Keep Pennsylvania Beautiful Healing the Planet grant. *To indicate your understanding and accept the terms of this grant, please sign and date this letter below and return a signed original in the envelope provided, to Keep Pennsylvania Beautiful.*

Project Title: DuBois Tree Planting

Signature of grantee

9-9-24

Date

PAT REASINGER

Print Name

MAYOR

Print Title

Signature, Keep Pennsylvania Beautiful

9-12-24

Date

Heidi Pedicone

Print Name

Director of Programs

Print Title



Domtar Paper Company, LLC  
 100 Kingsley Park Drive  
 Fort Mill, SC 29715-6475

JP MORGAN CHASE BANK, N.A.  
 SYRACUSE NY

50-937  
 213

CHECK DATE	CHECK NUMBER
01/11/2024	51625628
NOT NEGOTIABLE AFTER 6 MONTHS FROM DATE OF CHECK	

PAY FIVE THOUSAND AND NO/100 DOLLARS  
 EXACTLY

\$\*\*\*\*\*5,000.00

TO THE  
 ORDER  
 OF

CITY OF DUBOIS  
 PO BOX 408  
 DUBOIS PA 15801

BY DOMTAR PAPER COMPANY, LLC  
 UNIQUE CHARACTER FACSIMILE SIGNATURE

⑈ 5 16 256 28 ⑈ ⑆ 0 2 1 309379⑆ ⑆ 30 1 546 259 509 ⑈



Domtar Paper Company, LLC  
 100 Kingsley Park Drive  
 Fort Mill, SC 29715-6475

PLEASE DETACH BEFORE DEPOSITING

ATTACHED IS OUR CHECK IN PAYMENT OF ITEMS LISTED. IF NOT CORRECT, PLEASE CONTACT APPROPRIATE LOCATION.

SUPPLIER NO./PAYMENT DOCUMENT NO. 3158328-1500002682	CHECK NO. 04-51625628
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LOCATION	INVOICE NO.	REFERENCE NO.	AMOUNT	DEDUCTIONS	NET AMOUNT
	08012024	INTERNAL MAIL TO FORT MILL Attn.: Jan Pytlarz	5,000.00	0.00	5,000.00
<p><i>Deposit            Neighborhood            Account.</i></p>					
SEE REVERSE SIDE FOR LOCATION CODE EXPLANATION			5,000.00	0.00	5,000.00
TOTALS ==>					

2024 Tree Project

Date	Employee	Regular Hours	Over Time Hours	Cost Per Hour	Fringe Benefits	Cost Per Hour	Total Cost
10/24/2024	SVO Operator	8		\$27.09	30%	\$35.22	\$281.76
10/24/2024	SVO Operator	8		\$27.09	30%	\$35.22	\$281.76
10/24/2024	Flagger	8		\$26.96	30%	\$35.05	\$280.38
10/24/2024	Flagger	8		\$27.09	30%	\$35.22	\$281.76
10/25/2024	SVO Operator	8		\$27.09	30%	\$35.22	\$281.76
10/25/2024	SVO Operator	8		\$27.09	30%	\$35.22	\$281.76
10/25/2024	Flagger	8		\$26.96	30%	\$35.05	\$280.38
10/25/2024	Flagger	8		\$27.09	30%	\$35.22	\$281.76
10/28/2024	SVO Operator	8		\$27.09	30%	\$35.22	\$281.76
10/28/2024	SVO Operator	8		\$27.09	30%	\$35.22	\$281.76
10/28/2024	Flagger	8		\$30.11	30%	\$39.14	\$313.14
10/28/2024	Flagger	8		\$27.09	30%	\$35.22	\$281.76
10/29/2024	SVO Operator	8		\$27.09	30%	\$35.22	\$281.76
10/29/2024	SVO Operator	8		\$27.09	30%	\$35.22	\$281.76
10/29/2024	Flagger	8		\$30.11	30%	\$39.14	\$314.14
10/29/2024	Flagger	8		\$27.09	30%	\$35.22	\$281.76
11/9/2024	Operator		6.5	\$40.64	30%	\$52.83	\$343.41
11/12/2024	SVO Operator	8		\$27.09	30%	\$35.22	\$281.76
11/12/2024	SVO Operator	8		\$27.09	30%	\$35.22	\$281.76
11/12/2024	Flagger	8		\$30.11	30%	\$39.14	\$314.14
11/12/2024	Flagger	8		\$27.09	30%	\$35.22	\$281.76
11/12/2024	Operator	3		\$27.09	30%	\$35.22	\$105.65

Equipment

10/24/2024	Vactor Truck	8		\$109.97			\$879.76
10/25/2024	Vactor Truck	8		\$109.97			\$879.76
10/28/2024	Vactor Truck	8		\$109.97			\$879.76
10/29/2024	Vactor Truck	8		\$109.97			\$879.76
11/9/2024	Loader	6.5		\$94.20			\$612.30
11/12/2024	Vactor Truck	4		\$109.97			\$439.88
11/12/2024	Loader	3		\$94.20			\$282.60

Material

Top Soil	2			\$875.00			\$1,750.00
Mulch	1			\$145.84			\$145.84

Total = \$12,827.30



Account No: GF-455-450  
 Description: Install Trees  
 Starting Date: 11/01/24  
 \* Transaction is included in Previous and/or Opening Balance  
 En = PO Line Item First Encumbrance Date

Type: Sub Account  
 Ending Date: 12/03/24  
 \*\* Transaction is not included in Balance  
 BC = Blanket Control

Po Transactions: Summarized  
 BS = Blanket Sub

Date	Description	Trans Amount	Balance
	OPENING BALANCE		25,000.00
11/01/24	PO 24-02393 1 Paid Ck 63705 TREE PLANTING Vn NETHE005 Netherlands Bulb Company En 11/01/24	513.02-	24,486.98
11/29/24	PO 24-02624 1 Paid Ck 63817 TREE PLANTING Vn LANDS005 LANDSCAPE ONE INC. En 11/29/24	588.79-	23,898.19
11/29/24	PO 24-02625 1 Paid Ck 63799 PLANTERS Vn EQUIN005 Equinox Desert Planters En 11/29/24	14,144.46-	9,753.73
11/29/24	PO 24-02626 1 Paid Ck 63831 TREES Vn SCHIC005 Schichte'l's Nursery Inc En 11/29/24	6,235.00-	3,518.73



2720 Industrial Way  
 Vineland, NJ 08360  
 Phone: 1.800.78.TULIP (88547)  
 Fax: 1.888.508.3762

**I N V O I C E**

Page: 1  
 Catalog: L24  
 Order Date: 10/14/2024  
 Order Number: 1420979  
 Purchase Order: R24-0650  
 Terms: NET 30 DAYS  
 Rep: HOUSE CUSTOMER  
 Invoice Date: 10/16/2024  
 Invoice Number: 1633938  
 Due Date: 11/15/2024

Bill To: 321371  
 CITY OF DUBOIS  
 ATTN: ACCOUNTS PAYABLE  
 16 WEST SCRIBNER AVE  
 DUBOIS, PA 15801

Ship To: 321370  
 CITY OF DUBOIS  
 ATTN: RECEIVING  
 43 W SCRIBNER AVE  
 DUBOIS, PA 15801

Store:

Item #	Qty	Unit	Name	Description	Pack		Bulbs	Each	Ext.
					Per	Unit			
9082	200	BAG		HYACINTHOIDES HISPANICA WOOD HYACINTH MIXTURE 8/10 cm	1	50	\$	.250 \$	50.00
9088	200	BAG		ALLIUM DRUMSTICKS 6/+ cm	1	25	\$	.150 \$	30.00
9200	210	BAG		ALLIUM GLADIATOR 18/+ cm	1	10	\$	1,600 \$	336.00
9427	200	BAG		FRITILLARIA MIXTURE 6/+ cm	1	50	\$	.180 \$	35.00

A FINANCE CHARGE OF 1.5% PER MONTH WILL BE APPLIED TO ANY PAST DUE BALANCES. CREDITS MUST BE SUBMITTED WITHIN 90 DAYS.

Account No. GF 455 450  
 Due/Check Date 11/01  
 Purchase Order No. 24-02393  
 Check No. \_\_\_\_\_  
 Check Amount \_\_\_\_\_  
 Assigned \_\_\_\_\_ Approved \_\_\_\_\_

Job Name:

Subtotal: \$ 452.00  
 .0% Discount: \$  
 Shipping: \$ 61.02  
 Tax: \$ .00  
 Total: \$ 513.02  
 Payments: \$ .00  
 Balance Due: \$ 513.02

Ship Date:

Order Type C

LANDSCAPE ONE INC.

PO Box 273  
DuBois, PA 15801  
+1 8143750656  
www.landscapeonedubois.com



INVOICE

BILL TO  
City of DuBois  
Pat Reasinger  
DuBois, PA 15801

INVOICE # 4443  
DATE 11/11/2024

TERMS Net 30

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Misc.	Hardwood Posts	100	1.96	196.00
Misc.	Hose Pieces - trunk protectors, no charge	1	0.00	0.00
Misc.	Wire	1	47.79	47.79
Misc.	Water Bags	30	11.50	345.00

BALANCE DUE

\$588.79

Account No. GP 455 450  
 Due/Check Date 11/29  
 Purchase Order No. 24-02624  
 Check No. \_\_\_\_\_  
 Check Amount \_\_\_\_\_  
 Term(s) \_\_\_\_\_

**Equinox Industries Ltd.**

**Invoice**

401 Christlind Street  
 Winnipeg, Manitoba, R2C 5G4  
 Phone: (204) 633-7564  
 Fax: (204) 694-7133

Date	Page
Nov 8, 2024	1
Invoice Number	
IN00203853	

**Sold To:**

CITY OF DUBOIS  
 168 W SCRIBNER AVENUE  
 DUBOIS, PA 15801

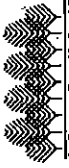
**Ship To:**

CITY GARAGE 15801  
 10 PARKWAY DRIVE  
 814-591-0628  
 DUBOIS, PA 15801

Order No. ORD0169827	Order Date Oct 28, 2024	Customer No. CIT012	Salesperson 32090076	PO Number R24-0651	Ship Via ABF	Terms N30
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Qty. Ord.	Qty. Shp.	Qty. B/O	Item Number	Description	Unit Price	UOM	Extended Price
27.0000	27.0000	0.0000	AL-3403 MC0000	TERRACE 42 DARK GREY FREIGHT	422.000000	EA	11,394.00 2,750.46
			<u>Due Date</u>	<u>Amount Due</u>	<u>Discount Date</u>	<u>Disc. Amount</u>	
			Dec 08, 2024	14,144.46	Nov 08, 2024	0.00	
Amount Due <u>66 455 450</u> Due/Check Date <u>11/29</u> Purchase Order No. <u>24-02625</u> Check No. _____ Check Amount _____ Approved _____ Approved _____							

<b>Comments:</b> PLEASE HAVE DRIVER CALL WITH AN ETA IN THE MORNING OF DELIVERY DAY PH#814-591-0628	<b>Tax summary:</b> OE0001 0.00 OE0002 0.00	Subtotal Total sales tax	14,144.46 0.00
		Total amount Less payment Less pmt. disc	14,144.46 0.00 0.00
		Amount due	14,144.46



**SCHICHEL'S NURSERIES, INC.**  
 7420 PETERS ROAD - SPRINGVILLE, NY 14141  
 Office (716) 592-9583 • Fax (716) 592-4282

**INVOICE**

INVOICE NO. 002856201 INVOICE DATE 11/06/24 ORDER NO. 00285622 PAGE NO. 1

PO# IS: REC# CUSTOMER NO. 10/10/24 ORDER DATE

NET 30 DAYS TERMS: JEK

TO DUBOIS PA 15801

SEARCH NO. 6E455450  
 Date/Check Date 11/29  
 Purchase Order No. 24-62526  
 Check No. \_\_\_\_\_  
 Check Amount \_\_\_\_\_

FROM CITY OF DUBOIS PA 15801

SHIP TO CITY OF DUBOIS PA 15801

ITEM NUMBER / DESCRIPTION	ORDER QTY.	SHIP QTY.	PRICE	UNIT PRICE	EXTENSION	TAX
1120-TF-BR-015 ACER RUBRUM 'BOMHALL' 1 1/2"	21	21	112.00	EA	2352.00	
1201-TF-BR-015 ACER TATAR. 'HOT WINGS' 1 1/2"	4	4	112.00	EA	448.00	
1246-TF-BR-015 AMELANCHIER 'SPRING FLOERY' 1 1/2"	19	19	127.00	EA	2413.00	
1590-TF-BR-015 GLEDITSIA 'SKYLINE' 1 1/2"	1	1	112.00	EA	112.00	
2378-TF-BP-015 SYRINGA RET. 'IVORY SILK' 1 1/2"	5	5	112.00	EA	560.00	

TOTAL THIS ORDER 5885.00

FREIGHT CHG/ALLW 350.00

NET PMT 6335.00  
 NET DUE DATE 12/06/24  
 GROSS AMT 6235.00  
 GROSS DUE DATE 12/06/24

A SERVICE CHARGE OF 1% PER MONTH WILL BE ADDED TO ALL ACCOUNTS NOT PAID WITHIN THE TERMS STATED ABOVE (ANNUAL PERCENTAGE RATE OF 12%)

EQUAL OPPORTUNITY EMPLOYER

TOTAL	\$6235.00
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