

HONEY BROOK TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA

RESOLUTION NO. 2016- 18

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HONEY BROOK TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA, APPOINTING KRISTY J. DEISCHER-EDDY AS OPEN RECORDS OFFICER FOR HONEY BROOK TOWNSHIP AND ADOPTING AN OPEN RECORDS POLICY FOR HONEY BROOK TOWNSHIP

WHEREAS, Honey Brook Township is a Second Class Township in the Commonwealth of Pennsylvania governed by the Second Township Code; and

WHEREAS, the Pennsylvania Second Class Township Code, Article VI, Section 607, charges Supervisors with the governance of the township, the authority to employ persons as may be necessary for the general conduct of township business, and to perform duties and exercise powers as may be imposed or conferred by law or the rules and regulations of any agency of the Commonwealth; and

WHEREAS, the Pennsylvania Right-To-Know Law, 65 P.S. Section 502(a) provides for the establishment of an Open Records Officer in each township and Section 504 for the adoption and posting of the regulations, policies and procedures in each township; and

WHEREAS, it is essential to the proper operation of the government of Honey Brook Township, as well as to assure that the laws are faithfully enforced, that there be an appointment of an Open Records Officer and that a revised Open Records Policy be adopted.

NOW, THEREFORE, BE IT RESOLVED, that the following appointment be made to a Honey Brook Township appointive office, with the appointee to hold such office until her removal from such office or until her successor shall have been appointed by the Board of Supervisors:

Kristy J. Deischer-Eddy is hereby appointed to the office of Open Records Officer of Honey Brook Township and shall fulfill the duties of Township Open Records Officer set forth in the Pennsylvania Right-To-Know Law.

FURTHER RESOLVED, that such appointee shall serve at the pleasure of the Board of Supervisors of Honey Brook Township and for an indefinite term in such appointive office.

FURTHER RESOLVED, that the attached Open Records Policy be adopted for the Township of Honey Brook.

FURTHER RESOLVED, that the above-stated appointment and Open Records Policy shall take effect immediately.

FURTHER RESOLVED, that if any provision, sentence, clause, section, or part of this Resolution shall for any reason be found to be unconstitutional, illegal or invalid, such determination shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of

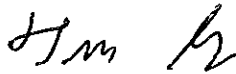
this Resolution, and it is hereby declared to be the intent of the Board of Supervisors of Honey Brook Township that this Resolution would have been adopted had such unconstitutional, illegal or invalid provision, sentence, clause, section or part not been included herein.

FURTHER RESOLVED, that all Resolutions or parts of Resolutions inconsistent with this Resolution are hereby superseded.

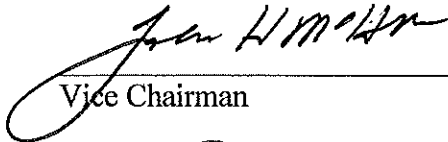
FURTHER RESOLVED, that the Township Secretary shall deliver a certified copy of this Resolution to the appointee.

RESOLVED, by the Board of Supervisors of Honey Brook Township, Chester County, Pennsylvania this 14th day of September, 2016.

BOARD OF SUPERVISORS OF
HONEY BROOK TOWNSHIP,
CHESTER COUNTY, PENNSYLVANIA



Chairman



Vice Chairman



Member

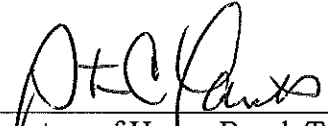
Attest:



Secretary

CERTIFICATE

I hereby certify that the foregoing is a true and accurate copy of a Resolution of the Board of Supervisors of Honey Brook Township, Chester County, Pennsylvania, which was fully adopted at a public meeting held pursuant to notice as required by law on the 14th day of September, 2016.



Secretary of Honey Brook Township

Dated: 9-14, 2016

**TOWNSHIP OF HONEY BROOK
BERKS COUNTY, PENNSYLVANIA**

Open Records Policy

Open Records Officer

The Township of Honey Brook ("Township") has designated Kristy J. Deischer-Eddy as Honey Brook Township Open Records Officer. The Open Records Officer may be reached at:

Honey Brook Township
P O Box 1281
500 Suplee Road
Honey Brook, PA 19344

Phone: 610.273.3970 Fax: 610.273.3909

Email: info@honeybrooktwp.com

General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours (9:00 a.m. to 3:00 p.m., Monday through Friday) with the exception of holidays.

Requests

Requests shall be made in writing to the Township Open Records Officer on a form provided by the Township (see attached form) or the form provided by the Pennsylvania Office of Open Records.

Fees

Paper copies shall be 25 cents per page per side. The certification of a record is \$1 per record. Specialized documents including, but not limited to blue prints, color copies, and non-standard sized documents shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. The Township shall require prepayment if the total fees are estimated to exceed \$100.

Response

The Township shall make a good-faith effort to provide the requested public record(s) as promptly as possible. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original Township documents while taking reasonable measures to protect township documents from the possibility of theft, damage, and/or modification.

The Open Records Officer shall review all written requests for access to public records. As soon as possible, but no later than five (5) business days after receiving a written request to access public records, the Open Records Officer shall respond to such requests in writing consistent with Act 3 of 2008, the Right-to-Know Law.

If access to a record is denied, the response shall include a reason for denial as stipulated in Act 3 of 2008, the Right-to-Know Law.

Contact Information for Appeals

If a written request is denied or deemed denied, the requester may file an appeal in writing to:

Executive Director
Office of Open Records
Commonwealth Keystone Building
400 North Street, Plaza Level
Harrisburg, PA 17120-0225

Appeals of criminal records shall be made to the District Attorney of Chester County:

Thomas P. Hogan, District Attorney
201 W. Market St., Suite 4450
West Chester, PA 19380-0989
Phone: 610-344-6801 Fax: 610-344-5905

Appeals Process

The appeal shall be filed within 15 business days of the mailing date of the Township's response or within 15 business days of a deemed denial. The appeal shall state the grounds upon which the requester asserts the record is a public record and shall address any grounds stated by the Township for delaying or denying the request.

HONEY BROOK TOWNSHIP
P O Box 1281
500 Suplee Road
Honey Brook, PA 19344
Phone:610.273.3970 Fax: 610.273.3909
Email: info@honeybrooktwp.com

HONEY BROOK TOWNSHIP RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: _____

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY/ZIP (Required): _____

TELEPHONE (Optional): _____ EMAIL (Optional): _____

RECORDS REQUESTED:

*Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100? YES NO

** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES **

** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL **

FOR AGENCY USE ONLY

OPEN-RECORDS OFFICER:

I have provided notice to appropriate third parties and given them an opportunity to object to this request

DATE RECEIVED BY THE AGENCY: _____

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: _____

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in the Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*