OFFICIAL
CECIL TOWNSHIP
RESOLUTION NO. 12 -2009

THE BOARD OF SUPERVISORS OF CECIL TOWNSHIP,
WASHINGTON COUNTY, PENNSYLVANIA
RIGHT TO KNOW POLICY

WHEREAS, Cecil Township Board of Supervisors desires to implement a Right to Know Policy, pursuant to Act 3 of 2008, State Right to Know Law; and

WHEREAS, the Township desires to designate Don Gennuso as the Township's Open Records Officer; and

WHEREAS, the Township Open Records Officer can be contacted at:
3599 Millers Run Road
Cecil, PA 15321
724.745.2227
Fax - 724.745.2905
E-Mail: manager@ceciltownship.com

WHEREAS, all documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building between the hours of 9:00 a.m. and 4:00 p.m. with the exception of weekends and holidays.

WHEREAS, requests shall be made in writing to the Township Open Records Officer on the form provided by the Township and attached hereto.

WHEREAS, paper copies shall be $.25 per page per side. The certification of a record is $1.00 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 in the total fees are estimated to exceed $100.00.

WHEREAS, 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 measure to protect township documents from the possibility of theft, damage, and/or modification.

WHEREAS, the Open Records Officer shall review all written requests for access to public records. As soon as possible, but no later than five 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.

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

Terry Mutchler, Executive Director
Office of Open Records
Commonwealth Keystone Building
400 North Street, Plaza Level
Harrisburg, Pa 17120-0225.

WHEREAS, appeals of criminal records shall be made to the District Attorney of Washington County:

Washington County Courthouse
Suite 1003
1 South Main Street
Washington, PA 15301
Phone: (724) 228-6790
Fax: (724) 250-6515

WHEREAS; 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(s) is a public record and shall address any grounds stated by the township for delaying or denying the request.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the Township of Cecil, County of Washington, Pennsylvania, as follows:

Pursuant to Act 3, the Right-to-Know Act, The Cecil Township Board of Supervisors implements a "Right to Know Policy."

RESOLVED THIS 5th DAY OF JANUARY, 2009.

ATTEST:

TOWNSHIP OF CECIL

_____
Don Gennuso,
Township Manager

By: _____
Kevin Camerson
Chairman, Board of Supervisors