



PAUPACK TOWNSHIP SUPERVISORS

WAYNE COUNTY
25 DANIELS ROAD
LAKEVILLE, PA 18438

**RESOLUTION NO. 2023- 18
TOWNSHIP OF PAUPACK
WAYNE COUNTY, PENNSYLVANIA**

**A RESOLUTION OF THE TOWNSHIP OF PAUPACK,
WAYNE COUNTY, PENNSYLVANIA, ESTABLISHING
A FORMAL OPEN RECORDS POLICY FOR
PROCESSING REQUESTS TO EXAMINE AND/OR
COPY PUBLIC RECORDS HELD OR MAINTAINED
BY THE TOWNSHIP AND APPOINTS AN OPEN
RECORD OFFICER WITHIN PAUPACK TOWNSHIP.**

WHEREAS, the purpose of this policy is to assure compliance with the Commonwealth of Pennsylvania's Right to Know Law (Act 3 of 2008), to provide information to residents of Pennsylvania as requested, provided the information as requested is covered under the law. In addition, this policy seeks to preserve the integrity of the Township's records and to minimize the financial impact to the residents of the Township regarding the resources consumed in copying of Township files, and

WHEREAS, it is the policy of Paupack Township to charge a fair and equitable rate for copying of public records as required within the standard fee schedule adopted by the Commonwealth of Pennsylvania and incorporated herein, and

WHEREAS, the Township of Paupack appoints the following individual as the Township Open Records Officer:

Maureen Camasta, Paupack Township Open Records Officer
25 Daniels Road
Lakeville, P.A. 18438
(570)-226-3115

WHEREAS, the Township of Paupack provides the following contact information for the Commonwealth of Pennsylvania Office of Open Records:

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

Telephone Number: (717)-346-9903
E-Mail Address: openrecords@state.pa.us

THEREFORE, BE IT RESOLVED, that the following procedures shall guide the process to obtain public records pursuant to the Pennsylvania Right to Know Law:

1. Whenever possible, public records will be immediately available for inspection and copying at the Township Municipal Building, 25 Daniels Road, Lakeville, P.A. 18438 during normal business hours, Monday through Friday, 7:00 AM to 3:00 PM, with the exception of holidays.
2. Some public records require time to compile and to copy but the Township's Open Records Officer shall respond to all requests in a manner consistent with the applicable provisions of the Pennsylvania Right To Know Law.
3. The Township shall make a good faith effort to fulfill verbal requests for access to public records. However, in the event the requester wishes to pursue the relief and remedies provided for in the Pennsylvania Right to Know Law (Act 3 of 2008), the requester must initiate such relief with a written request to the Township.
4. Written requests to inspect and/or duplicate public records shall be on a form provided by the Township and addressed to the Paupack Township Open Records Officer, Cheryl Scartelli at 25 Daniels Road, Lakeville, PA 18438. A copy of the form is attached hereto, made a part hereof, and identified as "The Standard Right to Know Request Form." In addition, the form can be found on the Paupack Township website at www.paupacktownship.org.
5. The Township Open Records Officer shall:
 - (1) Stamp the date of receipt on the written request.
 - (2) Compute the day on which the five-day period under Section 901 will expire and make a notation of that date on the written request.
 - (3) Maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been fulfilled.
 - (4) If the request is denied, the written request shall be maintained for 30 days.
 - (5) If an appeal is filed keep the records until a final determination is issued or the appeal is deemed denied.
 - (6) Create a file and keep all of the following:
 - The original request.
 - A copy of the response
 - A record of written communications with the requester

6. The Township Open Records Officer shall review all written requests for access to public records. Within five (5) business days of receiving a written request to access public records, the Township Open Records Officer shall respond to all such requests in a manner consistent with the applicable provisions of the Pennsylvania Right to Know Law.
7. Although the Pennsylvania Right to Know Law makes most government information available to the public, some exceptions do exist. If an exception might apply and the Township Open Records Officer wishes to withhold the information, then the Township Secretary must review the matter with the Township Solicitor for a ruling on whether an exception applies. If the Township Solicitor rules that an exception applies, the Township will not release the information.
8. The Township is not obligated to provide access to records which do not fall under the definition of "public record" as that term is defined in the Pennsylvania Right to Know Law.
9. The Township Open Records Officer shall cooperate with those requesting the review and/or duplication of original Township documents while taking reasonable measures to protect Township documents from the possibility of theft and/or modification.
10. When responding to a request for access, the Township shall not be required to create a public record which does not currently exist or to compile, maintain, format or organize a public record in a manner in which the Township does not currently compile, maintain, format or organize the public record.
11. A public record shall be provided to a person requesting the information in the medium requested if available; otherwise, it shall be provided in the medium in which it exists.
12. Costs for the copying of any requested records shall be based on the fee scheduled adopted by the Commonwealth of Pennsylvania and attached to this Policy.
13. In the event the estimated cost of fulfilling a request submitted under this resolution exceeds one hundred dollars (\$100.00), the Township Open Records Officer shall obtain an estimated payment in advance of fulfilling the request to avoid unwarranted expense of Township resources. Please refer to the attached fee schedule.

14. Public records which are requested to be copied and provided to the requestor must be specific such as to be immediately accessible to Township personnel. It will be the sole discretion of the Township to determine if the request is specific enough to be fulfilled. If not, such records as are public records shall be available for inspection by the requestor, who may identify certain records to be copied. If the requestor identifies records to be copied, the attached fee schedule shall apply.


THEREFORE BE IT RESOLVED THIS 3rd day of January, 2023 that the Board of Supervisors of Paupack Township, Wayne County Pennsylvania hereby adopt this Resolution to ESTABLISH A FORMAL OPEN RECORDS POLICY FOR PROCESSING REQUESTS TO EXAMINE AND/OR COPY PUBLIC RECORDS HELD OR MAINTAINED BY THE TOWNSHIP by a vote of three (3) yes and zero (0) no.

Signed:




Bruce Chandler, Chairperson

1-3-2023
Date




James R. Martin, Supervisor

1/3/2023
Date



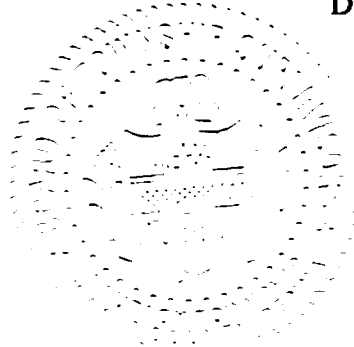
Robert Boogertman, Supervisor

1-3-2023
Date

ATTEST:


Maureen Camasta
Secretary/Treasurer

1-3-2023
Date





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