

Resolution No. 2008-10

A resolution of the Township of Chartiers providing for procedures and fees for requesting and obtaining copies of records maintained by the Township pursuant to the Pennsylvania Right to Know Law 65 P.S. sections 66.1, et seq., as amended.

Whereas, the Township of Chartiers is a municipal corporation organized under the Pennsylvania Law is subject to the Pennsylvania Right to Know Law; and

Whereas, Chartiers Township previously adopted a Resolution establishing an Open Records Policy;

Whereas, in accordance with Act 3 of 2008, enacted into law by the Commonwealth of Pennsylvania the following amendments to Chartiers Township's Open Records Policy will be adopted.

It is hereby resolved as follows:

Section 1: Requirement:

The Township of Chartiers will provide records in accordance with Pennsylvania Act 3 of 2008,

Section 2: Definitions:

“Administrative Proceeding”: A proceeding by an agency the outcome of which is required to be based on a record or documentation prescribed by law or in which a statute or regulation is particularized in application to individuals. The term includes an appeal.

“Appeals Officer”: The Manager of Chartiers Township or other person designated from time to time by the Board of Supervisors of Chartiers Township.

“Confidential proprietary information”: Commercial or financial information received by Chartiers Township:

- 1) Which is privileged or confidential; and
- 2) The disclosure of which would cause substantial harm to the competitive position of the person that submitted the information.

“Financial record”: Any of the following:

- 1) Any account, voucher or contract dealing with:
  - a. The receipt or disbursement of funds by an agency; or
  - b. An agency’s acquisition, use or disposal of services, supplies, materials, equipment or property.
- 2) The salary or other payments or expenses paid to an officer or employee of an agency, including the name and title of the officer or employee.
- 3) A financial audit report. The term does not include work papers underlying an audit.

“Office of Open Records”: The Office of Open Records Commonwealth Keystone Building 400 North Street Plaza Level Harrisburg PA 17120-0225; 717-346-9903; [openrecords@state.pa.us](mailto:openrecords@state.pa.us).

“Personal financial information”: An individual’s personal credit, charge or debit card information; bank account information; bank, credit or financial statements; account or PIN numbers and other information relating to an individual’s personal finances.

“Privilege”: The attorney-work product doctrine, the attorney-client privilege, the doctor-patient privilege, the speech and debate privilege or other privilege recognized by a court interpreting the laws of this Commonwealth.

“Public Record”: A record, including a financial record, of Chartiers Township that:

- 1) Is not exempt under section 12;
- 2) Is not exempt from being disclosed under any other Federal or State law or regulation or judicial order or decree; or
- 3) Is not protected by a privilege.

“Record”: Information, regardless of physical form or characteristics, that documents a transaction or activity of an agency and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of Chartiers Township. The term includes a document, paper, letter, map, book, tape, photographs, film or sound recording, information stored or maintained electronically and a data-processed or image-processed document.

“Requester”: A person that is a legal resident of the United States and requests a record pursuant to this Resolution. The term includes an agency.

“Response”: Access to a record or Chartiers Township’s written notice to a requestor granting, denying or partially granting and partially denying access to a record.

“Terrorist act”: A violent or life-threatening act that violates the criminal laws of the United States or any State and appears to be intended to:

- 1) Intimidate or coerce a civilian population;
- 2) Influence the policy of a government; or affect the conduct of a government by mass destruction, assassination or kidnapping.

“Trade Secret”: Information, including a formula, drawing, pattern, compilation, including a customer list, program, device method, technique or process that:

- 1) Derives independent economic value, actual or potential, from not being generally known to and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use; and
- 2) Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.
- 3) The term includes data processing software obtained by an agency under a licensing agreement prohibiting disclosure.

### Section 3: Prohibition

Chartiers Township may not deny a requester access to a public record due to the intended use of the public record by the requester unless otherwise provided by law.

### Section 4: Presumption

A) General Rule, - A record in the possession of Chartiers Township shall be presumed to be a public record. The presumption shall not apply if:

- i) The record is exempt under Section 12;
- ii) The record is protected by a privilege; or
- iii) The record is exempt from disclosure under any other Federal or State law or regulation or judicial order or decree.

### Section 5: Access

A) Chartiers Township hereby designates the Township Manager as the open-records officer.

B) The open-records officer shall receive requests submitted to Chartiers Township under this Resolution, direct requests to other appropriate persons within the Township or to appropriate persons in another agency, track the Township's progress in responding to requests and issue interim and final responses under this Resolution.

C) Upon receiving a request for a public record the open-records officer shall do all of the following:

- 1) Note the date of receipt on the written request.
- 2) Compute the day on which the five day period 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. If the request is denied, the written request shall be maintained for 30 days

or, if an appeal is filed, until a final determination is issued or the appeal is denied.

#### Section 6: Appeals Officer

A) The Office of Open Records established by the Department of Community and Economic Development will designate an appeals officer for appeals filed pursuant to this Resolution.

#### Section 7: Regulations and Policies

A) From time to time Chartiers Township will adopt regulations as necessary to implement this Resolution.

B) The following information shall be posted at the registered office of Chartiers Township:

- 1) Contact information for the open-records officer.
- 2) Contact information for the Office of Open Records.
- 3) A form which may be used to file a request.
- 4) Regulations, policies and procedures of Chartiers Township for this Resolution.

#### Section 8: Uniform Form and Requests and Responses

A) Chartiers Township will develop a form to be used for requests for records.

B) Chartiers Township may deny a requester access to a record if the requester has made repeated requests for that same record and the repeated request have placed an unreasonable burden on Chartiers Township.

C) Chartiers Township may deny a requester access:

- 1) When timely access is not possible due to fire, flood or other disaster; or

- 2) To historical, ancient or rare documents, records, archives and manuscripts when access may, in the professional judgment of the custodian of records cause physical damage or irreparable harm to the record.

D) Chartiers Township may exercise its discretion to make any otherwise exempt record accessible for inspection and copying if all of the following apply:

- i) If disclosure of the record is not prohibited by Federal or State law or regulation or by judicial order or decree.
- ii) The record is not protected by a privilege.
- iii) The Township manager determines that the public interest favoring access outweighs any individual, Chartiers Township, or public interest that may favor restriction of access.

E) A public record that is not in the possession of Chartiers Township but is in the possession of a party with whom Chartiers Township has contracted to perform an Township function on behalf of Chartiers, and which directly relates to the Township function and is not exempt under this Resolution, shall be considered a public record.

F) A record being provided to a requester shall be in the medium requested if it exists in that medium; otherwise, it shall be provided in the medium in which it exists. public records shall be available for access during regular business hours.

G) No access will be permitted to any computer of Chartiers Township or its employees.

H) Chartiers Township will fulfill written requests for access to Records under this Resolution.

- 1) A written request for access to records may be submitted in person, by mail, by e-mail, by facsimile or, to the extent provided by Chartiers

Township rules, any other electronic means. A written request must be addressed to the open-records officer. Chartiers Township employees shall be directed to forward requests for records to the open-records officer. A written request should identify or describe the records sought with sufficient specificity to enable Chartiers Township to ascertain which records are being requested and shall include the name and address to which Chartiers Township should address its response. A written request need not include any explanation for the requester's reason for requesting or intended use of the records unless otherwise required by law.

- 2) Chartiers Township may make its records available through any publicly accessible electronic means.

- 1) Chartiers Township may respond to a request by notifying the requester that the record is available through publicly accessible electronic means or that the Township will provide access to inspect the record electronically. If the requester is unwilling or unable to access the record electronically, the requester may, within 30 days following the receipt of the Township notification, submit a written request to the Township to have the record converted to paper. The Township shall provide access to the record in printed form within five days of the receipt of the written request for conversion to paper.

#### Section 9: Creation of Record

- A) When responding to a request for access, the Township is not 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 Township does not currently compile, maintain, format or organize the record.

#### Section 10: Redaction

- A) If Chartiers Township determines that a public record contains

information which is subject to access as well as information which is not subject to access, the Township's response shall grant access to the information which is the subject to access and deny access to the information which is not subject to access. If the information which is not subject to access is an integral part of the public record and cannot be separated, the Township will redact from the record the information which is not subject to access, and the response shall grant access to the information which is subject to access. The Township will not deny access to the record if the information which is not subject to access is able to be redacted. Information which the Township redacts shall be a denial of access.

#### Section 11: Production of certain records

A) If Chartiers Township, in response to a request, produces a record that is not a public record they will notify any third party that provided the record to the Township, the person that is the subject of the record and the requester.

B) Chartiers Township shall notify a third party of a request for a record if the third party provided the record and included a written statement signed by a representative of the third party that the record contains a trade secret or confidential proprietary information,. Notification shall be provided within five business days of receipt of the request for the record. The third party shall have five business days from receipt of notification from the Township to provide input on the release of the record. The Township will deny the request for the record or release the record with ten business days of the provision of notice to the third party and shall notify the third party of the decision.



C) Prior to an adjudication becoming final, binding and nonappealable, a transcript of an administrative proceeding shall be provided to a requester by Chartiers' Township stenographer or a court reporter, in accordance with the Township's procedure or an applicable contract. Following an adjudication becoming final, binding and nonappealable, a transcript of an administrative proceeding shall be provided to a requester in accordance with the duplication rates established herein.

#### Section 12: Exceptions for public records

A) The burden of proving that a record of Chartiers Township is exempt from public access shall be on the Township by a preponderance of evidence.

B) The following are exempt from access by a requester under this Resolution:

- 1) A record the disclosure of which would result in the loss of Federal or State Funds;
- 2) A record which would reasonably likely to result in a substantial and demonstrable risk of physical harm or the personal security of an individual.
- 3) A record, the disclosure of which creates a reasonable likelihood of endangering safety or the physical security of a building, public utility, resource, infrastructure, facility or information storage system, which may include: documents or data relating to computer hardware, source files, software and system networks that could jeopardize computer security, lists of infrastructure, resources which are deemed critical due to their nature, building plans or infrastructure records that expose or create vulnerability through disclosure of the location, configuration or security of Chartiers Township.
- 4) A record regarding computer hardware, software and networks, including administrative or technical records, which, if disclosed, would be reasonably likely to jeopardize computer security.
- 5) A record of an individual's medical, psychiatric or psychological history or disability status including an evaluation, consultation, prescription, diagnosis or treatment; results of those tests, including drug tests; enrollment in a health care program or program designed for participation by persons with disabilities, including vocational rehabilitation, workers' compensation and unemployment compensation; or related information that would be individually identifiable health information.

- 6) The following personal identification information: a record containing all or part of a person's Social Security number; driver's license number; personal financial information; home, cellular or personal telephone numbers; personal e-mail addresses; employee number or other confidential personal identification number; a spouse's name; marital status, beneficiary or dependent information.
  - a. Nothing in this paragraph shall preclude the release of the name, position, salary or expenses, employment contract, employment related contact or agreement and length of service of a public official or Township employee.
- 7) The following records relating to a Township employee:
  - a. A letter of reference or recommendation or qualifications of an identifiable individual.
  - b. A performance rating or review.
  - c. The employment application of an individual who is not hired by the Township.
  - d. Workplace support services program information.
  - e. Written criticisms of an employee.
  - f. Grievance material, including documents related to discrimination or sexual harassment.
  - g. Information regarding discipline, demotion or discharge contained in a personnel file. This paragraph shall not apply to the final action of the Township that results in demotion or discharge.
  - h. An academic transcript.
  - i. The results of a civil service or similar test if the release of the results are restricted in a collective bargaining agreement—only passing scores are subject to disclosure.
- 8) A record relating to strategy or negotiations relating to labor relations or collective bargaining and related arbitration proceedings. This paragraph shall not apply to a final or executed contract or agreement between the parties in a collective bargaining procedure.
  - a. In the case of the arbitration of a dispute or grievance under a collective bargaining agreement, an exhibit entered into evidence at an arbitration proceeding, a transcript of the arbitration or the opinion. This paragraph shall not apply to the final award or order of the arbitrator in a dispute or grievance procedure.
- 9) The draft of a resolution, regulation, statement of policy, management directive or amendment thereto prepared by or for the Township.
- 10) A record that reflects the internal, predecisional deliberations of Chartiers Township, its members, employees or officials or predecisional deliberations between Township members, employees or officials and members, employees or officials of another agency, including predecisional deliberations relating to a budget recommendation.

- 11) A record that constitutes or reveals a trade secret or confidential proprietary information.
- 12) Notes and working papers prepared by or for a public official or Township employee used solely for that official's or employee's own personal use, including telephone slips, routing slips and other materials that do not have an official purpose.
- 13) Records that would disclose the identity of an individual who lawfully makes a donation to the Township unless the donation is intended for or restricted to providing remuneration or personal tangible benefit to a named public official or employee of the Township, including lists of potential donors compiled by the Township to pursue donations, donor profile information or personal identifying information relating to a donor.
- 14) A record of Chartiers Township relating to a noncriminal investigation, including:
  - a. Complaints submitted to the Township.
  - b. Investigative materials, notes, correspondence and reports.
  - c. A record that includes the identity of a confidential source, including individuals subject to the act of December 12, 1986 (P.L. 1559, No. 169), known as the Whistleblower Law.
  - d. A record that includes information made confidential by law.
  - e. Work papers underlying an audit.
  - f. A record that, if disclosed, would do any of the following: Reveal the institution, progress or result of a Township investigation, except the imposition of a fine or civil penalty, the suspension, modification or revocation or a license, permit, registration, certification or similar authorization issued by the Township or an executed settlement agreement unless the agreement is determined to be confidential by a court of competent jurisdiction; deprive a person of the right to an impartial adjudication; constitute an unwarranted invasion of privacy; hinder the Township's ability to secure an administrative or civil sanction; endanger the life or physical safety of an individual.
- 15) Draft minutes of any meeting of Chartiers Township; minutes of an executive session and any record of discussions held in executive session.
- 16) The contents of any real estate appraisals, engineering or feasibility estimates, environmental reviews, audits or evaluations made for or by Chartiers Township for construction projects except this shall not apply once the decision is made to proceed with the lease, acquisition or disposal of real property or an interest in real property or the purchase of public supply or construction project.
- 17) A proposal pertaining to Chartiers Township procurement or disposal of supplies, services or construction prior to the award of the contract or prior to the opening and rejection of all bids; financial information of a bidder or offeror requested in an invitation for bid or request for proposals to demonstrate the bidder's or offeror's economic capability; or the identity of

members, notes and other records of Township proposal evaluation committees.

18) A record or information relating to a communication between Chartiers Township and its insurance carrier, administrative service organization or risk management office. This paragraph shall not apply to a contract with an insurance carrier, administrative service organization or risk management office or to financial records relating to the provision of insurance.

19) A record of Chartiers Township relating to or resulting in a criminal investigation including:

- a. Complaints of potential criminal conduct other than a private criminal complaint.
- b. Investigative materials, notes, correspondence, videos and reports.
- c. A record that includes the identity of a confidential source or the identity of a suspect who has not been charged with an offense to who confidentiality has been promised.
- d. A record that includes information made confidential by law or court order.
- e. Victim information, including any information that would jeopardize the safety of the victim.
- f. A record that, if disclosed, would do any of the following: reveal the institution, progress or result of a criminal investigation, except the filing of criminal charges; deprive a person of the right to a fair trial or an impartial adjudication; impair the ability to locate a defendant or co-defendant; hinder the Chartiers Township Police Department ability to secure an arrest, prosecution or conviction; endanger the life or physical safety of an individual.
- g. A record containing the address of a law enforcement officer or judge.
- h. A record containing the name or other identifying information relating to an individual performing an undercover or covert law enforcement activity.

This paragraph shall not apply to information contained in a police blotter as defined in 18 Pa.C.S. §9102 and utilized or maintained by the Chartiers Township Police Department or in a traffic report except as provided under 75 Pa.C.S. §3754(b).

20) A record maintained by Chartiers Township and/or The Chartiers Township Police Department in connection with law enforcement or other public safety activity which, if disclosed, reasonably likely would jeopardize or threaten public safety or preparedness or public protection activity.

21) A record identifying the name, home address, or birth date of a child 17 years of age or younger.

22) The exceptions set forth in Section 12(B) shall not apply to financial records,

except that Chartiers Township may redact that portion of a financial record protected under paragraphs 12(B)(1),(2),(3),(4),(5),(13).

23) In determining whether a record is exempt from access under this section the Township will consider and apply each exemption separately.

### Section 13: Township Response

A) Upon receipt of a written request for access to a record, Chartiers Township shall make a good faith effort to determine if the record requested is a public record and whether the Township has possession, custody or control of the identified record, and to respond as promptly as possible under the circumstances existing at the time of the request. All applicable fees shall be paid in order to receive access to the record requested. The time for response shall not exceed five business days from the date the written request is received by the open-records officer for the Township. If the Township fails to send the response within five business days of receipt of the written request for access, the written request for access shall be deemed denied.

B) Upon receipt of a written request for access, the open-records officer for Chartiers Township shall determine if one of the following applies:

- 1) The request for access requires redaction of a record in accordance with Section 10;
- 2) The request for access requires the retrieval of a record stored in a remote location;
- 3) A timely response to the request for access cannot be accomplished due to bona fide and specified staffing limitations;
- 4) A legal review is necessary to determine whether the record is a record subject to access under this Resolution;
- 5) The requester has not complied with the Township's policies regarding access to records;
- 6) The requester has refused to pay applicable fees;

- 7) The extent or nature of the request precludes a response within the required time period.

C) Upon a determination that one of the factors listed in Section 13(B) applies, the open-records officer shall send written notice to the requester within five business days of receipt of the request for access. The notice shall include a statement notifying the requester that the request for access is being reviewed, the reason for the review, a reasonable date that a response is expected to be provided and an estimate of applicable fees owed when the record becomes available. If the date that a response is expected to be provided is in excess of 30 days, following the five business days allowed in Section 13(A), the request for access shall be deemed denied unless the requester has agreed in writing to an extension to the date specified in the notice. If the requester agrees to the extension, the request shall be deemed denied on the day following the date specified in the notice if the Township has not provided a response by that date.

D) If Chartiers Township's response is a denial of a written request for access, whether in whole or in part, the denial shall be issued in writing and shall include:

- 1) A description of the record requested.
- 2) The specific reason for the denial, including a citation of supporting legal authority.
- 3) The typed written name, title, business address, business telephone number and signature of the open-records officer on whose authority the denial is issued.
- 4) Date of the response.
- 5) The procedure to appeal the denial of access under this Resolution.

E) If Chartiers Township's response grants a request for access, the Township shall, upon request, provide the requester with a certified copy of the record if the requester pays the applicable fees established by this Resolution.

F) If Chartiers Township's response to a requester states that copies of the requested records are available for delivery at the office of the Township and the requester fails to retrieve the records within 60 days of the Township's response, the Township will dispose of any copies which have not been retrieved and retain any fees paid to date.

#### Section 14: Filing of appeal

A) If a written request for access to a record is denied or deemed denied, the requester may file an appeal with the Office of Open Records within 15 business days of the mailing date of Chartiers Township's response or within 15 business days of a deemed denial. The appeal shall state the grounds upon which the requester asserts that the record is a public record and shall address any grounds stated by the Township for delaying or denying the request. In an appeal from the Township's open-record officer the Office of Open Records shall assign an appeals officer to review the denial

B) Unless the requester agrees otherwise, the appeals officer shall make a final determination which shall be mailed to the requester and Chartiers Township within 30 days of receipt of the appeal.

C) If the appeals officer fails to issue a final determination within 30 days, the Appeal is deemed denied.

D) Prior to issuing a final determination, a hearing may be conducted. The determination by the appeals officer shall be a final order. The appeals officer shall provide a written explanation of the reason for the decision to the requester and Chartiers Township.

E) A person other than Chartiers Township or requester with a direct interest in the record subject to an appeal may within 15 days following receipt of actual knowledge of the appeal but no later than the date the appeals officer issues an order, file a written request to provide information or to appear before the appeals officer or to file information in support of the requester's or Township's position. Copies of the written request shall be sent to the Township and the requester.

F) The appeals officer may grant a request under Section 14(E) if:

- 1) No hearing has been held;
- 2) The appeals officer has not yet issued its order; and
- 3) The appeals officer believes the information will be probative.

G) An appeals officer designated herein shall do all of the following:

- 1) Set a schedule for the requester and the open-records officer to submit Documents in support of their position.
- 2) Review all information filed relating to the request. The appeals officer may hold a hearing. A decision to hold or not hold a hearing is not appealable. The appeals officer may admit into evidence testimony, evidence and documents that the appeals officer believes to be reasonably probative and relevant to an issue in dispute. The appeals officer may limit the nature and extent of evidence found to be cumulative.
- 3) Consult with the Chartiers Township's Solicitor.
- 4) Issue a final determination on behalf of the Office of Open Records or other agency.

#### Section 15: Judicial Review

A) Within 30 days of the mailing date of the final determination of the appeals officer or the date a request for access is deemed denied, a requester or Chartiers Township may file a petition for review with the Washington County Court of Common Pleas.

B) A petition for review under this section shall stay the release of documents



until a decision has been issued.

C) Notice of the filing of a petition for review shall be served on Chartiers Township, the requester and the Office of Open Records.

D) The record before the Court shall consist of the request, the response of Chartiers Township, the appeal filed to the Office of Open Records, any hearing transcript and the final determination of the appeals officer.

E) If a Court reverses the final determination of the appeals officer or grants access to a record after a request for access was deemed denied, the court may award reasonable attorney fees and costs of litigation or an appropriate portion thereof to a requester if the Court finds either of the following:

1) Chartiers Township willfully or with wanton disregard deprived the requester of access to a public record subject to access or otherwise acted in bad faith; or

2) The exemptions, exclusions or defenses asserted by the Township in its final determination were not based on a reasonable interpretation of the law.

F) The Court may award reasonable attorney fees and costs of litigation or an appropriate portion thereof to Chartiers Township or the requester if the Court finds that the legal challenge was frivolous.

#### Section 16: Civil Penalty

A) A Court may impose a civil penalty of not more than \$1,500.00 if Chartiers Township denied access to public record in bad faith.

B) If Chartiers Township or a public official does not promptly comply with a Court order they are subject to a civil penalty of not more than \$500.00 per day until the records are provided.

C) There shall be no civil or criminal damages or penalties for complying with written public record retention and disposition schedule.

Section 17: Fee limitations

A) Fees for postage may not exceed the actual cost of mailing.

B) Fees for duplication by photocopying, printing from electronic media or microfilm, copying onto electronic media, transmission by facsimile or other electronic means and other means of duplication shall be established by the Office of Open Records. The fees must be reasonable and based on prevailing fees for comparable duplication services provided by local business entities.

C) Chartiers Township may impose reasonable fees for official certification or copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record

D) If a record is only maintained electronically or in other nonpaper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive medium

E) If Chartiers Township offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by a requester, the Township will establish user fees specifically for the provision of the enhanced electronic access, but only to the extent that the enhanced electronic access is in addition to making the records accessible for inspection and duplication by a requester. The user fee for enhanced electronic access may be a flat rate, a subscription fee for a period of time, a

per-transaction fee, a fee based on the cumulative time of system access or any other reasonable method and any combination thereof which said fees must be approved by the Office of Open Records.

F) Chartiers Township may waive fees for duplication when the requester duplicates the record or if the Township deems it is in the public interest to do so.

G) Except as otherwise provided by statute no other fees may be imposed unless Chartiers Township necessarily incurs costs for complying with the request. No fee may be charged for the Township's review of a record to determine whether the record is a public record subject to access.

H) Prior to granting a request for access Chartiers Township will require a requester to prepay an estimate of the fees if such fees required to fulfill the request are expected to exceed \$100.00.

#### Section 18: Prohibition

A) Chartiers Township will not adopt a policy or regulation which will limit the number of records which may be requested or made available for inspection or duplication or which will require a requester to disclose the purpose or motive in requesting access to records.

#### Section 19: Requests for access to public records shall be made in writing to:

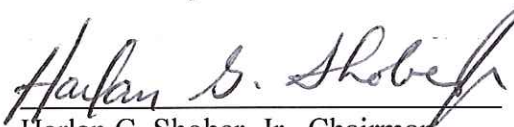
Township Manager  
The Township of Chartiers  
2 Buccaneer Drive  
Houston, PA 15342  
724-745-3415


Section 20: The prior Open Records Resolution is superseded by this Resolution.

Resolved this 16<sup>th</sup> day of December 2008.

The Township of Chartiers

  
Richard L. Heinz, Secretary

  
Harlan G. Shober, Jr., Chairman

  
A. William Kiehl, Vice-Chairman

I certify this to be a true copy of the original as adopted

  
Samuel R. Stockton, Township Manager

c: JPLFolder/Chartiers/open records resolution revised August 2008

