

RESOLUTION NO. 26 - 2008

A RESOLUTION OF NORTH LEBANON TOWNSHIP, A MUNICIPAL CORPORATION ORGANIZED AND EXISTING UNDER THE LAWS OF THE COMMONWEALTH OF PENNSYLVANIA AND LOCATED IN LEBANON COUNTY, PENNSYLVANIA AUTHORIZING THE APPOINTMENT OF THE TOWNSHIP'S OPEN RECORDS OFFICER AND AN ALTERNATE OPEN RECORDS OFFICER, SETTING A FEE SCHEDULE FOR RECORDS REQUESTS AND ADOPTING RIGHT TO KNOW REQUEST FORMS

WHEREAS, the Pennsylvania Right to Know Law, Act 3 of 2008 was signed into law on February 14, 2008 ("the Right to Know Law"); and

WHEREAS, the Right to Know Law requires that the Township appoint an Open Record officer and/or officers and adopt a fee schedule for records requests; and

WHEREAS, it is believed to be in the best interest of the Township that the Pennsylvania Office of Open Records Standard Right to Know Request Form, Right to Know Response Forms and Denial Form be used by the Township in regard to records requests, copies of which are attached hereto as Exhibits "A", "B", "C" and "D"; and

WHEREAS, the Township is required to follow the Fee Schedule established by the Pennsylvania Office of Open Records and wishes to adopt the same as set forth on Exhibit "E" attached hereto.

NOW, THEREFORE BE IT RESOLVED by the North Lebanon Township Board of Supervisors as follows:

1. The Whereas clauses set forth above are incorporated herein by reference as if fully set forth;
2. North Lebanon Township does hereby approve and appoint the Township Manager as its Open Records Officer and the Township Assistant Manager as its alternate Open Records Officer; each to receive requests, direct them as appropriate within the Township, track request progress in responding and issue interim and final responses to requestors. And specifically at the time of this Order:

Open Records Officer:

Cheri Grumbine
North Lebanon Township Municipal Building
725 Kimmerlings Road
Lebanon, PA 17046
(717) 273-7132
(717) 273-7672 - FAX

Alternate Records Officer:

Sheila Wartluft
C/O North Lebanon Township Municipal Building
725 Kimmerlings Road
Lebanon, PA 17046
(717) 273-7132
(717) 273-7672 - FAX

3. North Lebanon Township does hereby authorize standard Right to Know Request Form, standard Right to Know Response Forms, Exhibits "A" through "D" attached hereto for use in North Lebanon Township,

4. North Lebanon Township does hereby authorize and acknowledge that it shall follow the Fee Structure established by the State Office of Open Records,

5. North Lebanon Township does hereby authorize and set the hours of Records Office availability as set forth on Exhibit "F" attached hereto.

6. North Lebanon Township does acknowledge that Appeals from denial of access to a record shall be submitted in writing to:

Terry Mutchler, Executive Director
Office of Open Records
Commonwealth Keystone Building
400 North Street, Plaza Level
Harrisburg, PA 17120-0225
Phone: (717) 346-9903
Web site: openrecords.state.pa.us
E-mail: openrecords@state.pa.us

County: Appeals of Criminal Records shall be made to the District Attorney of Lebanon

David Arnold, District Attorney of Lebanon County
Lebanon Municipal Building, Room 11
400 S. Eighth Street
Lebanon, PA 17042-6794
(717) 274-2801 Ext. 2360

THIS RESOLUTION DULY ADOPTED this 15th day of December, 2008, to
be effective immediately.

ATTEST:

NORTH LEBANON TOWNSHIP

Cheri F. Grumbine
Cheri F Grumbine, Secretary

By: Ed A. Brensing
Edward A. Brensing, Chairman



RIGHT-TO KNOW REQUEST

DATE REQUESTED _____

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

NAME OF REQUESTOR _____

STREET ADDRESS _____

CITY/ STATE _____ COUNTY _____

TELEPHONE _____

□ □ □ □ □ □ □ □ □ □ □ □ □ □

RECORDS REQUESTED

(Provide as much specific detail as possible as the agency can identify the information)

DO YOU WANT COPIES? YES NO

DO YOU WANT TO INSPECT THE RECORDS? YES NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES NO

RIGHT TO KNOW OFFICER: _____

DATE RECEIVED BY AGENCY: _____

AGENCY FIVE (5)-DAY RESPONSE DUE: _____



DATE

CITIZENS NAME
ADDRESS
TELEPHONE NUMBER

Dear Citizen,

Thank you for writing to North Lebanon Township with your request for information pursuant to the Pennsylvania Right-To-Know law.

On (date request received), you requested documents that (description of information or restate the request). Your request is granted and the requested information/documents are enclosed.

Respectfully,
Cheri F. Grumbine
Township Manager – Right To-Know Officer
North Lebanon Township
725 Kimmerlings Road
Lebanon, PA 17046

Cheri F. Grumbine

RES 26-2008

EXHIBIT "B"

725 Kimmerlings Rd
Lebanon, PA 17046

Mon thru Fri
7:30am - 4:00pm

(717) 273-7132 phone
(717) 273-7672 fax



Right-To-Know Response Form

Date

Citizen Name
Address
Telephone Number

Dear [***Citizen***],

Thank you for writing to North Lebanon Township with your request for information pursuant to the Pennsylvania Right-To-Know law.

On [***Date received by agency***], you requested [***Describe information requested, or restate their request***]. Your request is denied for the following reasons, as permitted by Section 706 of the Act.

North Lebanon Township has denied your request because [***describe specific type of information, such as medical records, academic transcripts or other exemption items***] is exempt from disclosure. [***Must cite applicable section of the RTK law. If precluded from release by some other state or federal law, rule or regulation, you must cite that legal authority.***]

You have a right to appeal this denial of information in writing to:

Terry Mutchler, Executive Director
Office of Open Records,
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120.

For Criminal Records you have the right to appeal this denial of information to:

David Arnold, District Attorney of Lebanon County
Lebanon Municipal Building, Room 11
400 South 8th Street
Lebanon, PA 17042-6794
(717)274-2801; Ext. 2360

If you choose to file an appeal you must do so within 15 business days of the mailing date of the agency's response. Section 1101. If you have further questions, please call Cheri F. Grumbine. Please be advised that this correspondence will serve to close this record with our office as permitted by law.

EXHIBIT "C"

725 Kimmerlings Rd
Lebanon, PA 17046

Mon thru Fri
7:30am - 4:00pm

(717) 273-7132 phone
(717) 273-7672 fax

Respectfully,
Cheri F. Grumbine
Township Manager– Right-To-Know Officer
North Lebanon Township
725 Kimmerlings Road
Lebanon, PA 17046

Cheri F. Grumbine

RES 26-2008

*725 Kimmerlings Rd
Lebanon, PA 17046*

EXHIBIT "C"

*Mon thru Fri
7:30am - 4:00pm*

*(717) 273-7132 phone
(717) 273-7672 fax*



DATE

CITIZEN NAME
ADDRESS
TELEPHONE NUMBER

Dear Citizen,

Thank you for writing to North Lebanon Township with your request for information pursuant to the Right-to-Know law.

On (date request was received), you requested (description of information requested or restate their request). Your request is granted in part and denied in part as follows. Your documents are enclosed.

However, North Lebanon Township has withheld information that is exempt from disclosure by law. We redacted (describe redacted info) as outlined in Section 708(b).

This information is exempt from disclosure under (cite applicable section of law. If precluded from release by other federal law, rule or regulation, you must cite to that legal authority).

You have the right to appeal this denial of information to:

Terry Mutchler, Executive Director
Office of Open Records
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120

You have the right to appeal this denial of information to:

David Arnold, District Attorney of Lebanon County
Lebanon Municipal Building, Room 11
400 South 8th Street
Lebanon, PA 17042-6794
(717)274-2801; Ext. 2360

If you choose to file an appeal you must do so within 15 business days of the mailing date of the agency's response, as outlined in Section 1101. If you have further questions, please call Cheri F. Grumbine, Right-to-Know Officer. Please be advised that this correspondence will serve to close this record with our office as permitted by law.

EXHIBIT "D"

725 Kimmerlings Rd
Lebanon, PA 17046

Mon thru Fri
7:30am - 4:00pm

(717) 273-7132 phone
(717) 273-7672 fax

Respectfully,

Cheri F. Grumbine
Township Manager
North Lebanon Township - Right-To-Know Officer
725 Kimmerlings Road
Lebanon, PA 17046
717-273-7132

RES 26-2008

EXHIBIT "D"

*725 Kimmerlings Rd
Lebanon, PA 17046*

*Mon thru Fri
7:30am - 4:00pm*

*(717) 273-7132 phone
(717) 273-7672 fax*

Open Records Officer:

Cheri F. Grumbine
North Lebanon Township Municipal Building
725 Kimmerlings Road
Lebanon, PA 17046
(717)273-7132 (717)273-7672 – FAX

Alternate Records Officer:

Sheila Wartluft
C/O North Lebanon Township Municipal Building
725 Kimmerlings Road
Lebanon, PA 17046
(717)273-7132 (717)273-7672 – FAX

Record Type	<u>Fee Structure</u>	Fee
Copies:		.25 Cents per page
(A "photocopy" is either a single-sided copy or One side of a double-sided black-and-white copy of a standard 8.5" x 11" page)		
Certification of a Record:		\$1 per record, not per page. Please note that Certification fees do not include notarization fees.
Specialized Documents: For example, But not limited to, blue prints, color Copies, non-standard sized documents		Actual Cost
Facsimile/Microfiche/Other Media:		Actual Cost
Redaction Fee:		No Redaction Fee May Be Imposed
Conversion to Paper:		If a record is only maintained electronically or in other non-paper 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. (Sec. 1307(e)).
Postage Fees:		Actual Costs
Prepayment		The Township shall require prepayment if the total fees are estimated to exceed \$100.00.



The hours for the Records Officer are as follows:

Any Monday through Friday, except legal Holidays, from 9:00 a.m. to 3:00 p.m.

North Lebanon Township
725 Kimmerlings Road
Lebanon, PA 17046
(717) 273-7132
(717) 273-7672 – FAX

RES 26-2008

EXHIBIT "F"

*725 Kimmerlings Rd
Lebanon, PA 17046*

*Mon thru Fri
7:30am - 4:00pm*

*(717) 273-7132 phone
(717) 273-7672 fax*

NORTH LEBANON TOWNSHIP
RESOLUTION NO. 9-2009

A RESOLUTION OF NORTH LEBANON TOWNSHIP,
LEBANON COUNTY, PENNSYLVANIA,
A RESOLUTION AMENDING
RESOLUTION NO. 26-2008 – OPEN RECORDS
TO PROVIDE FOR THE PROCEDURE WHEN
REQUESTS ARE MADE FOR RECORDS FROM THE
POLICE DEPARTMENT

WHEREAS, the Board of Supervisors of North Lebanon Township have adopted Resolution No. 26-2008; and

WHEREAS, a copy of Resolution No. 26-2008 is attached hereto; and

WHEREAS, the Board of Supervisors of North Lebanon Township desire to provide for the procedure to be followed when a request is made for open records from the North Lebanon Township Police Department.

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

1. When a request is made on the form provided by the Township to the Open Records Officer or to the Alternative Open Records Officer requesting open records, which are controlled by the North Lebanon Township Police Department, the Open Records Officer or the Alternate shall promptly provide the request to the Chief of Police for response. If the request is denied, the Open Records Officer or the Alternate will provide the response without reading the document or documents, and the Open Records Officer or the Alternate will rely on the written response provided by the Chief of Police of the North Lebanon Township Police Department.

THIS RESOLUTION DULY ADOPTED this 16th day of March, 2009.

ATTEST:

NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS

Cheri F. Grumbine
Cheri F. Grumbine, Secretary

By: Edward A. Brensinger
Edward A. Brensinger, Chairman

**NORTH LEBANON TOWNSHIP
RESOLUTION NO. 27- 2016**

**A RESOLUTION OF NORTH LEBANON TOWNSHIP,
LEBANON COUNTY, PENNSYLVANIA,
FOR APPOINTMENT OF AN
ALTERNATE RIGHT-TO-KNOW OFFICER.**

BE IT RESOLVED AND ENACTED, and the same is hereby resolved and enacted by the Board of Supervisors of North Lebanon Township, to appoint Lori A. Books, Administrative Assistant, as the Alternate Right-To-Know Officer for North Lebanon Township.

This appointment is to become effective immediately.

Resolved this 19 day of December, 2016.

**NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS**

By: Edward A. Brensinger
Edward A. Brensinger, Chairman

ATTEST:
(SEAL)

Cheri F. Grumbine
Cheri F. Grumbine, Secretary