

TOWNSHIP OF SANDYCREEK  
VENANGO COUNTY, PENNSYLVANIA

RESOLUTION NO. 8 OF 2024

A RESOLUTION OF THE BOARD OF SUPERVISORS OF SANDYCREEK  
TOWNSHIP, VENANGO COUNTY, PENNSYLVANIA, AMENDING THE  
RIGHT-TO-KNOW POLICY TO DESIGNATE THE TOWNSHIP  
SECRETARY/TREASURER AS THE OPEN RECORDS OFFICER, TO DESIGNATE  
THE CORRECT CONTACT PERSON FOR APPEALS, AND TO PROHIBIT  
ANONYMOUS REQUESTS

WHEREAS, the Board of Supervisors of Sandycreek Township, Venango County, Pennsylvania (the "Township") has a Policy, set forth in Resolution No. 2 of 2009 (copy attached as Appendix A), regarding requests for information pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101, *et seq.* ("RTKL");

WHEREAS, the current Policy specifies a prior Township Secretary/Treasurer as the Township Open Records Officer under the RTKL, and the Township wishes to clarify that said Officer will always be the current Secretary/Treasurer;

WHEREAS, the current Policy specifies a prior Executive Director of the Pennsylvania Office of Open Records ("OOR") as the contact person for appeals, and the Township wishes to clarify that said contact person will always be the current Executive Director; and

WHEREAS, the Township determines that anonymous RTKL requests serve no useful purpose and can be burdensome for the Township to respond to and wishes to amend said Policy to prohibit anonymous requests,

NOW, THEREFORE, BE IT RESOLVED, AND IT IS HEREBY RESOLVED, by the Supervisors of the Township of Sandycreek at a meeting duly and regularly called on August 6, 2024, that Sandycreek Township Resolution No. 2 of 2009, the Right-to-Know Policy, is hereby amended as follows:

1. The Township Open Records Officer under the RTKL shall be the Township Secretary/Treasurer at the time of the RTKL request.
2. The contact person for appeals from Township determinations shall be the Executive Director of the Pennsylvania OOR at the time of the determination.
3. The Township shall not respond to anonymous RTKL requests and shall only respond to requests from a "person that is a legal resident of the United

States..." pursuant to the RTKL, 65 P.S. § 67.1101(a)(1).

4. The remaining provisions of Resolution No. 2 of 2009 shall remain in full force and effect except as may be modified herein.

This Resolution shall take effect immediately.

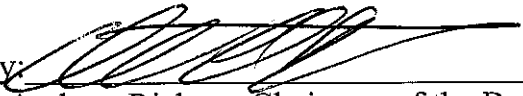
VOTING FOR 3

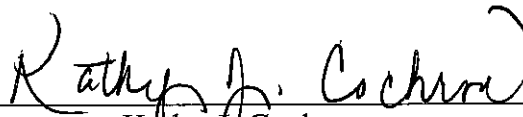
VOTING AGAINST 0


Seal


This 6<sup>th</sup> day of August 2024

Township of Sandycreek

By:   
C. Andrew Richey, Chairman of the Board of Supervisors

By:   
Kathy J. Cochran

By:   
Herbert M. Jankovich

✓  
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ATTEST:  
  
Dawn R. Jankovich, Secretary