

TOWNSHIP OF WAYNE, LAWRENCE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2009- 5

A RESOLUTION OF WAYNE TOWNSHIP, LAWRENCE COUNTY, COMMONWEALTH OF PENNSYLVANIA, DESIGNATING AN OPEN RECORDS OFFICER AND PROVIDING FOR THE POSTING OF INFORMATION PERTAINING TO REQUESTS FOR PUBLIC RECORDS AT THE TOWNSHIP MUNICIPAL BUILDING AND ON THE TOWNSHIP'S WEB SITE AS REQUIRED BY PENNSYLVANIA'S RIGHT-TO-KNOW LAW.

WHEREAS, the General Assembly of the Commonwealth of Pennsylvania has amended Pennsylvania's Right-to-Know Law, newly codified at 65 P.S. §§ 67.101 et seq., with the amendments to take effect January 1, 2009; and,

WHEREAS, as a result of said amendments, Wayne Township is required to designate an Open Records Officer who shall be responsible to receive and respond to requests for public records, among other duties as set forth under the new law; and,

WHEREAS, the Township is also required to post certain information pertaining to the new Right-to-Know Law at the Township Municipal Building and on the Township's official web site; and,

WHEREAS, the Board of Supervisors of Wayne Township desire to appoint an Open Records Officer and to comply with the other requirements of the new Right-to-Know Law.

NOW THEREFORE, be it resolved by the Board of Supervisors of Wayne Township, Lawrence County, Pennsylvania, in meeting assembled, as follows:

1. The Board of Supervisors hereby designates the Township Secretary as the Open Records Officer of Wayne Township, who shall fulfill all of the duties set forth under Pennsylvania's Right-to-Know Law, as amended, 65 P.S. §§ 67.101 et seq.
2. The following information shall be posted at the Municipal Building of the Township, at a place open and visible to the public, and be posted on the Township's web site.
  - (1) Contact information for the Open Records Officer.
  - (2) Contact information for the Office of Open Records or other applicable appeal officer.
  - (3) A form which may be used to file a request for public records.

- (4) Any regulations, policies and procedures of the Township relating to the Right-to-Know Law.

RESOLVED AND ADOPTED THIS 5<sup>th</sup> DAY OF JANUARY, 2009.

ATTEST:

TOWNSHIP OF WAYNE, LAWRENCE  
COUNTY, PENNSYLVANIA

\_\_\_\_\_  
Name: Sharon Baney  
Title: Secretary

By: \_\_\_\_\_  
Name: Dennis Hall  
Title: Chairman

By: \_\_\_\_\_  
Name: Robert Abraham  
Title: Assistant Chair

By: \_\_\_\_\_  
Name: Charles Hutchison  
Title: Supervisor

**CERTIFICATION**

I, Sharon Baney, Secretary of Wayne Township, Lawrence County, Pennsylvania, hereby certify that the foregoing is a true and correct copy of the Resolution duly adopted by the majority vote of the Supervisors of Wayne Township, at a meeting duly held on the 5<sup>th</sup> day of January, 2009, and that the Minutes of said meeting showing how each Supervisor voted have been duly recorded in the official Minutes of Wayne Township.

IN WITNESS WHEREOF, I hereunto set my hand and seal this 5<sup>th</sup> day of January, 2009.

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Sharon D. Baney  
Secretary