

EAST BUFFALO TOWNSHIP
RIGHT-TO-KNOW LAW POLICY

East Buffalo Township (“Township”) adopts this policy pursuant to Section 504(a) of the Right-to-Know Law, 65 P.S. §§67.101-67.3104. The Township has made this policy available to the public at its administrative office along with the Request Form.

Open Records Officer

The Township hereby designates Jolene Helwig as the Township’s Open Records Officer. The Open Records Officer may be reached at 589 Fairground Road, Lewisburg, PA 17837, 570-523-6320 ex. 301, jolenehelwig@ebtwp.org.

The Township hereby designates Gayle Boudman as the Township’s alternate Open Records Officer. The Open Records Officer may be reached at 589 Fairground Road, Lewisburg, PA 17837, 570-523-6320, gayleboudman@ebtwp.org.

General

Public records shall be available for inspection, retrieval, and duplication at the Township office during normal business hours, Monday through Friday from 7:30 am to 4:00 pm, with the exception of township designated holidays.

Requests

Requests shall be made in writing to the Township’s Open Records Officer on the Pennsylvania Office of Open Records’ Standard Right-to-Know Request Form. Anonymous or verbal request will not be considered.

Fees

Paper copies shall be \$.25 per page per side for black and white copies up to the first 1,000 pages and \$.20 beyond 1,000 pages and \$.50 for color copies. The certification of record is \$5 per

record. Specialized documents, including but not limited to blueprint, color copies, and non-standard sized documents, shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. All fees must be paid before documents will be released. Prepayment is required if the total fees are estimated to exceed \$100.

Response

The Open Records Officer shall make a good-faith effort to provide the requested public record(s) as promptly as possible and within the RTLK's five business day timeframe. If the Open Records Officer named cannot do so within five business days, she is permitted to exercise a 30-day extension upon notifying the requester. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original documents from the possibility of theft, damage, and/or modification. If the request is denied, the Open Records Officer will send the requester a letter stating, 1) a description of the record requested; 2) the specific reason for denial, including a citation of supporting illegal authority; 3) contact information for the Open Records Officer; 4) the date of the response; and 5) the procedure to appeal the denial.

Contact Information for Appeals

If a written request is denied, the requester has the right to file an appeal in writing to Executive Director, Office of Open Records, 333 Market Street, 16thFloor, Harrisburg, PA 17101.

Appeals Process

Appeals must be filed within 15 business days of the mailing date of the Township's response. Please note that a copy of the requester's original request and the Township's denial letter must be included when filing an appeal. The law requires an appeal to include reasons why the record is a public record and to address the reason for denial that the Township stated in its denial letter. Visit the OOP's website at www.openrecords.pa.gov for additional information on filing an appeal.

Adopted this 14th day of October, 2024.

ATTEST:

East Buffalo Township Board of
Supervisors

Wayle Doudman
Secretary

BY: James E. Knight
Chairman