

**LOWER MILFORD TOWNSHIP**  
LEHIGH COUNTY, PENNSYLVANIA

**RESOLUTION 2024-6**

RESOLUTION OF THE BOARD OF SUPERVISORS OF LOWER MILFORD TOWNSHIP,  
LEHIGH COUNTY, PENNSYLVANIA ESTABLISHING AN OPEN RECORDS POLICY  
CONSISTENT WITH THE PENNSYLVANIA RIGHT TO KNOW ACT, AS AMENDED BY  
ACT 3 OF 2008; DESIGNATING A PRIMARY AND ALTERNATE OPEN RECORDS  
OFFICER FOR LOWER MILFORD TOWNSHIP AND ESTABLISHING FEES FOR  
RECORDS REQUEST

**WHEREAS**, The Pennsylvania Right-to-Know Law, 65 P.S. §67.101 et seq., as amended by Act 3 of 2008, sets forth requirements for access to public records; and

**WHEREAS**, The Board of Supervisors of Lower Milford Township pursuant to the authority set forth at 65 P.S. §67.101, et seq. repeals any and all previously enacted Open Records Policies and Fees and hereby enacts the following:

**1. OPEN RECORDS OFFICER**

The Board of Supervisors of Lower Milford Township hereby designates Wendy A. Stryker as the Primary Township Open Records Officer, or as otherwise appointed yearly each January.

The Board of Supervisors of Lower Milford Township hereby designates Elizabeth Lembach as the Alternate Township Open Records Officer, or as otherwise appointed yearly each January.

The Open Records Officer may be reached at 7607 Chestnut Hill Church Road, Coopersburg, PA 18036, by phone at 610-967-4949, by fax at 610-967-1013 and by email at [openrecords@lowermilford.org](mailto:openrecords@lowermilford.org).

**2. GENERAL**

All documents deemed public records shall be available for inspection, retrieval and duplication at the Township Building during regular office hours of 8:00AM – 4:00PM, with the exception of weekends and holidays.

**3. REQUESTS**

Requests shall be made in writing to the Township Open Records Officer on a form provided by the Township. Requests received after business hours will be counted as received on the next working business day of the Open Records Officer or Alternate Open Records Officer.

**4. FEES**

Paper copies shall be charged at a rate of twenty-five (.25) cents per page, per side. The certification of a record is one dollar (\$1) per record. Specialized documents including, but not limited to, blueprints or non-standard sized documents shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. The Township shall require payment in advance if the total fees are estimated to exceed one-hundred dollars (\$100).

5. RESPONSE

The Township shall make a good-faith effort to provide the requested public record(s) as promptly as possible. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original Township documents while taking reasonable measure to protect Township documents from the possibility of theft, damage and/or modification.

The Open Records Officer shall review all written requests for access to public records as soon as possible but no later than five (5) business days after receiving a written request to access public records. The Open Records Officer shall respond to such requests in writing consistent with Act 3 of 2008, the Right-to-Know Law.

If access to a record is denied, the response shall include a reason for denial as stipulated in Act 3 of 2008, the Right-to-Know Law.

6. CONTACT INFORMATION FOR APPEALS

If a written request is denied or deemed denied, the requester may file an appeal in writing to the Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234.

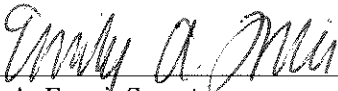
7. APPEALS PROCESS

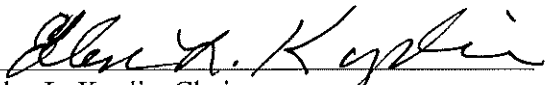
The appeal shall be filed within fifteen (15) business days of the mailing date of the Township’s response or within fifteen (15) business days of a deemed denial. The appeal shall state the grounds upon which the requester asserts the record(s) is a public record and shall address any grounds stated by the Township for delaying or denying the request.

ENACTED AS A RESOLUTION BY THE BOARD OF SUPERVISORS OF LOWER MILFORD TOWNSHIP, LEHIGH COUNTY, PENNSYLVANIA, THIS 15<sup>th</sup> DAY OF FEBRUARY, 2024.


ATTEST:

LOWER MILFORD TOWNSHIP  
BOARD OF SUPERVISORS

  
\_\_\_\_\_  
Emily A. Fucci, Secretary

  
\_\_\_\_\_  
Ellen L. Koplín, Chair

  
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Lowell F. Linde, Vice-Chair

  
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Timothy E. Cogle, Supervisor