

Township of North Lebanon, PA  
Tuesday, December 7, 2021

## Chapter 1. Administration and Government

### Part 9. RIGHT TO KNOW POLICY

#### A.. Policy.

##### § 1-901. Right to Know Policy.

[Ord. 2-2009, 5/18/2009, § II]

1. The Right to Know Policy of North Lebanon Township, Lebanon County, Pennsylvania, shall be administered under the provisions of state law as may be amended from time to time and under the rules, regulations, forms and procedure established by the state agency designated for such purposes, currently the Department of Community and Economic Development.
2. North Lebanon Township has adopted a Resolution that provides for the administrative procedures, the fees, the designation of Open Records officials, the designated persons for the appeal of denials and the necessary forms.<sup>[1]</sup>

[1] *Editor's Note: See Part 9B, following.*

##### § 1-902. Meeting Procedures.

[Ord. 2-2009, 5/18/2009, § II]

1. Requests for individuals and/or groups to be placed on the agenda need to be submitted before 4:00 p.m. on the Tuesday before the regular North Lebanon Township Board of Supervisors' meeting. The request needs to be made by the individual and/or group member who wants to be placed on the agenda.
2. Persons wishing to address the Board in the public comment period must state their name and address prior to speaking. Each person will be given no more than three minutes to present their concern(s). It will be the discretion of the Chairman to extend this time allotment.

#### B.. Administrative Procedures.

##### § 1-911. Right to Know Policy.

[Res. 26-2008, 12/15/2008; as amended by Res. 9-2009, 3/16/2009]

1. The whereas clauses set forth above<sup>[1]</sup> are incorporated herein by reference as if fully set forth.

[1] *Editor's Note: The "whereas clauses" of Res. 26-2008, 12/15/2008, provide:*

*"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 Records 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."*

2. Requests.

- A. 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  
 273-7132  
 273-7672 - FAX

Alternate Records Officer: Sheila Wartluft  
 C/O North Lebanon Township Municipal Building  
 725 Kimmerlings Road  
 Lebanon, PA 17046  
 273-7132  
 273-7672 - FAX

- B. 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.
- 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](http://openrecords.state.pa.us)

E-mail: [openrecords@state.pa.us](mailto:openrecords@state.pa.us)

Appeals of criminal records shall be made to the District Attorney of Lebanon County:

David Arnold, District Attorney of Lebanon County

Lebanon Municipal Building, Room 11

400 South Eighth Street

Lebanon, PA 17042-6794

(717) 274-2801 Ext. 2360