

**BOROUGH OF NEW FLORENCE**  
**RESOLUTION NO. 3 of 9004**

**A RESOLUTION OF THE BOROUGH OF NEW FLORENCE  
ESTABLISHING A RIGHT TO KNOW POLICY  
AND APPOINTING A RIGHT TO KNOW OFFICER**

**WHEREAS**, the Borough of New Florence desires to formalize a policy addressing the Borough's compliance with the Pennsylvania Right to Know Law (hereinafter "RTKL"), 65 P.S. §§ 67.101 – 67.3104; and

**WHEREAS**, pursuant to the RTKL, specifically Section 502 thereof, the Borough of New Florence desires to appoint an individual as the Open Records Officer.

**NOW, THEREFORE, BE IT RESOLVED** and it is hereby resolved by the Council of the Borough of New Florence as follows:

1. The policy attached hereto and incorporated herein is hereby established as the Right to Know Policy for the Borough of New Florence.
2. That the designated Borough Secretary is hereby appointed the Open Records Officer for the Borough of New Florence.
3. The Open Records Officers shall receive requests submitted to the Borough of New Florence pursuant to the RTKL, direct requests to other appropriate persons within the agency or to appropriate persons in another agency, track the agency's progress in response to request and issue interim and final responses under the RTKL.
4. The appointment of the aforesaid Open Records Officer shall remain in full force and effect until changed by subsequent Resolution.

**BOROUGH OF NEW FLORENCE  
WESTMORELAND COUNTY, PENNSYLVANIA**

**RIGHT-TO-KNOW POLICY**

The Council of the Borough of New Florence hereby establish the following Right-to-Know Policy with respect to requests to the Borough by a party, pursuant to the Pennsylvania Right-to-Know Law.

1. **Open Records Officer.** The Borough hereby designates the Borough Secretary as the Borough's Open Records Officer. The Open Records Officer may be reached at 119 Franklin Street, PO Box 272, New Florence, Westmoreland County, Pennsylvania 15944, Phone 724-235-2000, Fax 724-235-2127, or email at NFBRTKL@gmail.com
2. **General.** Public records shall be available for inspection, retrieval and duplication at the Borough Office during normal business hours or by appointment, with the exception of designated Federal, State or Borough holidays.
3. **Requests.** Requests shall be made in writing to the Borough's Open Records Officer on a form provided by the Pennsylvania Office of Open Records. Anonymous or verbal requests will not be considered.
4. **Fees.** Paper copies shall be \$0.25 per page per side for black and white copies up to the first 1,000 pages; \$0.20 beyond 1,000 pages; and \$0.50 for color copies. The certification of a record is \$5.00 per record. Specialized documents, including but not limited to blueprints, color copies and nonstandard-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 \$100.00.

5. **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 RTKL's five business day timeframe. If the Open Records Officer cannot do so within five business days, the officer 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 while taking reasonable measures to protect original documents from the possibility of theft, damage, and/or modification.
6. **Denial.** If a request is denied, the Open Records Officer will send the requester a letter stating
  - a. A description of the record requested;
  - b. The specific reasons for the denial, including a citation of supporting legal authority;
  - c. Contact information for the Open Records Officer;
  - d. The date of the response; and
  - e. The procedure to appeal the denial.
7. **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, 16<sup>th</sup> Floor, Harrisburg, PA 17101.
8. **Appeals Process.** Appeals must be filed within fifteen (15) business days of the mailing date of the Borough's response. Please note that a copy of the requester's original request and the Borough'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 reasons for denial that the Borough stated in its denial letter.

**RESOLVED** at a public meeting of the New Florence Borough Council duly assembled  
this 20<sup>th</sup> day of August, 2024.

BOROUGH OF NEW FLORENCE

By: Jan L. Beatty  
President

ATTEST:

Cheryl A. Priest  
Secretary  
(Seal of the Borough)

