

RESOLUTION NO. 2002 -- 05

TOWNSHIP OF MOUNT JOY, ADAMS COUNTY, PENNSYLVANIA

A RESOLUTION ESTABLISHING POLICIES AND PROCEDURES TO COMPLY WITH ACT 100 OF 2002 (the Pennsylvania “Right-to-Know Law”, providing for access to “public records”), AND SETTING FEES FOR COSTS.

The Board of Supervisors of the Township of Mount Joy adopts the following Resolution.

A. REGULAR BUSINESS HOURS OF TOWNSHIP OFFICE

The regular business hours for the Township office are as follows:

Monday through Thursday from 9:00 a.m. – 3:00 p.m.

The above schedule will not be observed when national or state holidays coincide with regular business hours, when the Township building is being used for national or state/local elections, or when inclement weather or other extraordinary event occurs and the Township determines to close the office.

B. RECEIPT OF REQUESTS FOR ACCESS TO PUBLIC RECORDS

The Township will receive requests (whether by personal visit, by telephone, or by mail) on the days that the regular business hours of the Township office are observed (see A. above).

C. OFFICER TO WHOM REQUESTS FOR ACCESS TO PUBLIC RECORDS ARE TO BE DIRECTED

All requests for access to public records, which are made pursuant to the Right-to-Know Law, must be directed to the Secretary of the Township, at the Township Office. The address and telephone number of the Township Office are:

902 Hoffman Home Road
Gettysburg, PA 17325
(717) 359-4500

D. FEES FOR DUPLICATION OF RECORDS

1. Fees for duplication of records, which can be accomplished by the Township. The fee for duplicating Township records (whether they are public records or other records which the Township has consented to duplicate) are:

- a. Photocopying: 25¢ per page for paper documents that can be duplicated on the Township's photocopier.
- b. Disk copies: \$1.00 per computer 3.5 floppy disk, for material that is electronically stored and which is requested to be copied on to a disk. Only disks furnished by the Township will be used to duplicate electronically stored records (to protect the Township's systems from possible outside electronic interference or infection).

2. Fees for duplication of records, which cannot be accomplished by the Township. The fee for duplicating records which the Township staff cannot perform at the Township Office with Township equipment shall be the actual cost to the Township plus: 15% of the actual cost to the Township, but not less than \$5.00 per document. (Examples of documents that the Township may not be able to duplicate with its equipment are: subdivision plans; land development plans; drafts of survey; zoning maps; and other documents which are larger than 8.5 inches by 14 inches.)

3. Fees for duplication of records created by others. Certain records are created by others whose living is dependent upon being paid for copies of the documents, or are created by those who may have copyrights to the documents. (An example of the former is a transcript of a hearing prepared by a court reporter who is entitled to compensation for copies of transcripts.) In those cases, the Township will either direct the requester to contact the document's preparer, or (in its sole discretion) determine the fee owing to the preparer and add 15% to determine the

total cost due. Fees for these documents must be paid in advance of the placement of an order for a duplicated copy, no matter what the total cost may be.

4. Copies of published documents. In certain cases, documents are duplicated and ready for distribution in advance of a request. Those documents will be made available at the price determined from time to time by the Township. (Examples of such documents are copies of the Subdivision and Land Development ordinance and the Zoning Ordinance.)

5. Payment of fees. Fees for duplication expenses, except as provided in 3. above, shall be paid prior to delivery of the duplicates to the requester. Where the anticipated fees for duplication are likely to exceed \$100.00, the Township may require an advanced payment prior to making the duplicates. (See, Right-to-Know Law, section 7.(H).)

E. CERTIFICATION OF DUPLICATES

The fee for a certification of a duplicated document shall be \$5.00 per document.

ADOPTED this 17th day of October, 2002.

TOWNSHIP OF MOUNT JOY

Attest:

Its Secretary

Its Chairman
