

**WEST WHITELAND TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2008 - 13

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF WEST
WHITELAND TOWNSHIP, CHESTER COUNTY, APPOINTING AN
OPEN-RECORDS OFFICER FOR WEST WHITELAND TOWNSHIP.**

WHEREAS, Section 502(a)(1) of the Act 3 of 2008 of the Commonwealth of Pennsylvania, known as the "Right-to-Know Law", requires all local agencies in the Commonwealth, including West Whiteland Township, to appoint an official or employee as the agency's open-records officer; and

WHEREAS, the Office of Open Records, established under the Right-to-Know Law to provide guidance in the application of the Right-to-Know Law, recommends for local agencies to appoint a high-level employee of the agency who understands the agency and has a working knowledge of the records in the agency's possession as the open-records officer.

WHEREAS, the Board of Supervisors is aware that, from time to time, the open-records officer may be unable to fulfill his/her duties within the required time periods established under the Right-to-Know Law, therefore, the Board of Supervisors finds it necessary to appoint a deputy open-records officer to perform the duties of the open-records officer when he or she is unable to perform his/her duties within the required time periods.

NOW, THEREFORE, BE IT RESOLVED and ADOPTED by the Board of Supervisors of West Whiteland Township, Chester County, as follows:

Section 1. The Board of Supervisors hereby appoints Michael A. Cotter, to serve as West Whiteland Township's open-records officer pursuant to the requirements of the Right-to-Know Law.

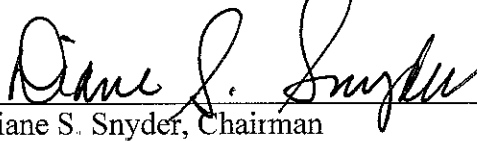
Section 2. The Board of Supervisors hereby appoints Patricia A. Launi, to serve as West Whiteland Township's administrative department deputy open-records officer, who shall perform the duties of the open-records officer pertaining to requests for administrative department records, under the supervision of the open-records officer and pursuant to the requirements of the Right-to-Know Law.

Section 3. The Board of Supervisors hereby appoint Lieutenant Stephen Meacham, to serve as West Whiteland Township's police department deputy open-records officer and Yvette Johnson as assistant police department deputy of opens-records officer, who shall perform the duties of the open-records officer pertaining to requests for police department records, under the supervision of the open-records officer and pursuant to the requirements of the Right-to-Know Law.

Section 4. This Resolution shall become effective on December 18, 2008.

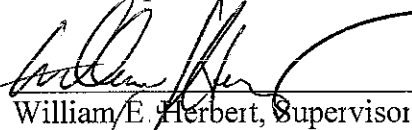
RESOLVED and **ADOPTED** this 18 day of December, 2008.

**BOARD OF SUPERVISORS
WEST WHITELAND TOWNSHIP**



Diane S. Snyder, Chairman

Keith Choper, Vice Chairman



William E. Herbert, Supervisor

Attest:



Michael Cotter, Township Manager