

BOROUGH OF JENKINTOWN
MONTGOMERY COUNTY, PENNSYLVANIA

RESOLUTION NO. 2026- 18

**A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF
JENKINTOWN, MONTGOMERY COUNTY, ESTABLISHING A RIGHT-TO-
KNOW POLICY AND DESIGNATING AN OPEN RECORDS OFFICER AND
DEPUTY OFFICER**

The Borough Council of the Borough of Jenkintown Montgomery County, Pennsylvania (the "Borough") hereby adopts the following resolution:

WHEREAS, the Borough Council of the Borough of Jenkintown is a local agency subject to the Pennsylvania Right-to-Know Law, Act 2 of 2008, 65 P.S. §§ 67.101 et seq.; and

WHEREAS, the Right-to-Know Law requires local agencies to designate an Open Records Officer to receive, process, and respond to requests for records submitted pursuant to the Right-to-Know Law; and

WHEREAS, Borough Council desires to have a Deputy Officer appointed should the Open Records Officer ever be unavailable to process requests in a timely manner;

WHEREAS, the Borough Council of the Borough of Jenkintown desires to adopt a written Right-to-Know Policy to establish uniform procedures for the receipt, processing, and response to requests for public records in accordance with the Right-to-Know law and application regulations.

NOW THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Jenkintown, hereby establishes the following:

1. **Purpose:** It is the policy of Jenkintown Borough (hereinafter referred to as the "Borough") to provide public records in accordance with the Right-to-Know Law, 65 P.S. Section 67.101. 2008, Feb.14, P.L.6, No. This policy outlines the proper procedures for requesting records from the Borough. Questions about this policy should be directed to the Borough Open Records Officer, George Locke, by phone or by email.
2. **Open Records Officer:** The Borough Manager shall serve as the Open Records Officer. The Borough Manager/Open Records Officer is George Locke. Meredith Gans is the Deputy Open Records Officer. In the event that the Open Records Officer is unavailable, the Deputy Officer shall have authority to respond.
3. **Requests:** Any request made to the Borough under the Right-to-Know Law, if the requester chooses to retain his or her rights and remedies under the Act, shall be in writing and meet the following procedural requirements:

- a) The request must be in writing. No oral requests will be accepted.
 - b) The request must be on the uniform form adopted by the Pennsylvania Office of Open Records, or under a form developed by the Borough and made available on the Borough website or at Borough Hall. The Borough will not respond to requests that are not submitted on approved forms.
 - c) They shall be directed to the Right-to-Know Officer at Borough Hall.
 - d) Specifically identify the record(s) requested, with sufficient specificity to enable the Borough to ascertain which records are being requested.
 - e) State the date of request, name, address and phone number of the requester.
 - f) State whether the requester is a legal resident of the United States.
 - g) No anonymous requests shall be accepted.
4. Any request that does not meet the requirements listed above shall be considered administratively incomplete, and the Borough shall not be required to respond to administratively incomplete requests.
 5. If a request is received by the Borough after the close of regular business hours, it shall be deemed to have been received on the following regular business day. This shall include facsimile or email requests after regular business hours. The regular business hours of the Borough are Monday through Friday, 8:00 a.m. to 4:00 p.m.
 6. Open records requests may be submitted by email to: rtk@jenkintownboro.com, by mail to 700 Summit Ave, Jenkintown, PA 19046, or in person during normal business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m. except for holidays and official office closings.
 7. **Fees:** The Borough follows the [OOR - Official RTKL Fee Schedule \(pa.gov\)](#).
 8. **Responses:** The Right-to-Know 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 Right-to-Know Officer shall respond to all requests in a manner consistent with the Law. The Borough recognizes the 30 categories of exceptions under the Pa Right-to Know Law (D, 16).
 9. **Appeals:** If a written request is denied or deemed denied, the requester may file an appeal within fifteen (15) business days of the mailing date of the response, or within fifteen (15) business days of a deemed denial. Appeals should be made to the following:

Office of Open Records
Commonwealth Keystone Building
400 North Street
Harrisburg, PA 17120

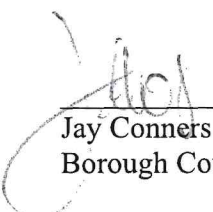
10. For more information regarding the Right-to-Know law, please visit:

www.openrecords.pa.gov

11. Severability. The provisions of this Resolution are declared to be severable. If any provision of this Resolution is declared by a court of competent jurisdiction to be invalid or unconstitutional, such determination shall have no effect on the remaining provisions of this Resolution.
12. Repealer. All Resolutions setting forth Right-to-Know policies or procedures are hereby repealed and replaced with this Resolution.
13. Effective Date. This Resolution shall be effective immediately upon its legal adoption/ approval by the Borough Council.

DULY PRESENTED AND ADOPTED by Jenkintown Borough Council, Borough of Jenkintown, Montgomery County, Pennsylvania, in a public meeting held this 26th day of August 2026.

BOROUGH OF JENKINTOWN



Jay Conners
Borough Council President

ATTEST: 

George Locke
Borough Manager/Secretary