



## FAIRFIELD TOWNSHIP REGULAR MEETING HELD ON JANUARY 8, 2009



**I. MEETING CALLED TO ORDER AT 7 PM BY PAUL ALTIMUS, CHAIRMAN.**

**II. ROLL CALL:** PAUL ALTIMUS-PRESENT    JAMES BROWN-PRESENT    SOLICITOR-PRESENT (J. MILLER)  
VAUGHN E. TANTLINGER-PRESENT    SECRETARY-PRESENT (EJB)    CITIZENS-5

**III. PREVIOUS MONTHS MEETING HELD ON 12/11/2009:** APPR BY VAUGHN, 2<sup>ND</sup> BY PAUL, UN-YES

**REORGANIZATION MEETING HELD ON 1/5/2009:** APPR BY VAUGHN, 2<sup>ND</sup> BY JIM, UN-YES

**IV. TRUE BILLS PAID AND TO BE PAID ON THE FINANCIAL STATEMENT DATED DECEMBER 2008:** APPR BY PAUL, 2<sup>ND</sup> BY VAUGHN, UN-YES.

**V. CORRESPONDENCE: NONE**

**VI. PERSONS PLACED ON AGENDA: NONE**

**VII. OLD BUSINESS: 1. OPEN RECORDS-**SECRETARY ANNOUNCED THAT AS OF JAN 1<sup>ST</sup> ALL THE TWPS HAVE TO MAKE RECORDS AVAILABLE TO THE PUBLIC WITH CERTAIN REQUIREMENTS FOR THE OPEN RECORDS OFFICE—SUBMIT REQUEST IN WRITING, EMAIL, FAX, ETC. OPEN RECORDS GOVERNS THE FEE FOR SUCH REQUESTS, AND TWPS HAVE TO APPOINT AN OPEN RECORDS OFFICER—I (EMMA BRENDLINGER) WAS APPOINTED AT THE REORGANIZATION MEETING HELD ON JAN 5<sup>TH</sup>. THE TWP HAS TO KEEP A RECORD OF INFORMATION REQUESTED AND THE ACTION TAKEN-APPROVAL OR DENIAL—WHICH ALSO HAS TO BE WRITTEN. THERE IS SOME PERSONAL INFORMATION THAT CAN NOT BE GIVEN OUT WHICH WILL HAVE TO BE TAKEN FROM PUBLIC INFORMATION. TWPS MAY ADOPT RESOLUTION FOR HOW OPEN RECORDS WILL BE HANDLED WITHIN THEIR TWP. MAUREEN BLON ASKED WHO DEVELOPED IT. SECRETARY STATED IT IS THE RIGHT TO KNOW LAW FOR OPEN RECORDS OF PA. THERE IS A WEBSITE FOR GUIDANCE REGARDING OPEN RECORDS, IT WAS DEVELOPED TO MAKE IT UNIFORM FOR EVERYONE. PAUL ASKED SOLICITOR IF TWP HAS TO ADOPT THE RESOLUTION TONIGHT. JEFF SAID THE ACT WENT INTO EFFECT AS OF JAN 1<sup>ST</sup>, THE RECORDS OFFICER HAD TO BE APPOINTED AS SOON AS POSSIBLE; HOWEVER THERE ARE CERTAIN ASPECTS YOU WANT TO ADOPT SOONER RATHER THAN LATER. FOR INSTANCE THE FEE SCHEDULE AND HOW YOU ARE GOING TO ACCEPT THOSE REQUESTS. THE RESOLUTION WILL SPELL OUT IF TWP WILL TAKE IT IN WRITING ON APPROVED FORMS, VERBALLY, EMAIL, FAX, WRITTEN, ETC. WITHOUT THE POLICY THERE WILL BE SOME ISSUES, BUT HE ALSO NOTES THAT FOR AS LONG AS HE HAS BEEN HERE—HE DOES NOT REMEMBER HAVING ANY REQUESTS, SO THE CHANCES TWP WILL GET ONE BEFORE THE FEBRUARY MEETING IS VERY UNLIKELY. PAUL SAID TWP JUST RECEIVED THE RESOLUTION TODAY AND SUPERVISORS HAVE NOT HAD CHANCE TO REVIEW NOR HAS THE OPEN RECORDS OFFICER—EMMA, ALSO COMPARED TO THE SAMPLE RESOLUTION WHICH IS 2 PAGES THE SOLICITOR PREPARED ONE THAT IS 5 PAGES. SOLICITOR SAID YOU CAN WAIT TILL FEBRUARY OR MARCH. PAUL ASKED VAUGHN AND JIM IF THEY HAD ANY PROBLEMS WITH THAT—BOTH SAID NO. PAUL SAID MAKE NOTE THAT SUPERVISORS WILL TABLE THE ADOPTION OF RES #1-2009. SECRETARY ASKED SOLICITOR IF THERE WAS SOME PLACE THAT THE OPEN RECORDS OFFICER FOR TWP HAS TO BE REGISTERED. SOLICITOR SAID THAT TWP NOTIFY THEM AS SOON AS THEY CAN.

**VIII. NEW BUSINESS: NOTHING**

**IX. PUBLIC COMMENTS:** 1. PAULA BROWN                    2. ERN HENDERSON                    3. TOM BLON  
4. MAUREEN BLON                    5. DAN BRENDLINGER

**X. ADJOURNMENT: PAUL MADE MOTION TO ADJOURN, 2<sup>ND</sup> BY JIM, UN-YES.    TIME 7:20 PM**

Submitted by Emma J. Brendlinger, Sec-Tres