

**ABINGTON TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA**

RESOLUTION NO. 11-004

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF
ABINGTON AMENDING RESOLUTION 08-025 BY APPOINTING MICHAEL
LEFEVRE TO THE POSITION OF OPEN RECORDS OFFICER OF THE TOWNSHIP
OF ABINGTON**

WHEREAS, the Board of Commissioners of the Township of Abington previously adopted Resolution 08-025, setting forth the policy of the Township of Abington (hereinafter the "Township") regarding access to public records; and

WHEREAS, Resolution 08-025 appointed Township Manager Burton T. Conway (hereinafter "Mr. Conway") as the Township's Open Records Officer; and

WHEREAS, Mr. Conway has announced his intention to retire, such that he will no longer be in the employ of the Township, and the Township Board of Commissioners has accepted Mr. Conway's notice of retirement; and

WHEREAS, the Board of Commissioners has appointed Michael LeFevre to the position of Township Manager effective January 3, 2011; and

WHEREAS, the Board of Commissioners desires to appoint Michael LeFevre to the position of Open Records Officer.

NOW, THEREFORE, be it **RESOLVED** as follows:

1. Michael LeFevre is hereby appointed to the position of Open Records Officer for the Township of Abington.
2. Section 1(a) of Resolution 08-025 shall be and hereby is amended to read as follows:

The Township Manager is hereby appointed the Township's Open Records Officer in accordance with the Right To Know Law. The Open Records Officer may be replaced from time to time by the further resolution of the Board of Commissioners. The Open Records Officer may be contacted as follows:

Michael LeFevre, Township Manager
1176 Old York Road
Abington, PA 19001
Telephone: (267) 536-1001
Fax: (215) 884-8271
Email: mlefevre@abington.org

3. The remainder of Resolution No. 08-25 shall remain in full force and effect and shall be unaffected by this Resolution.

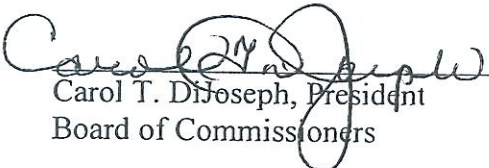
RESOLVED and **ADOPTED** this 13th day of January, 2011.

TOWNSHIP OF ABINGTON

Attest:



Susan W. Matiza, Assistant Secretary

By: 

Carol T. DiJoseph, President
Board of Commissioners

TOWNSHIP OF ABINGTON

PUBLIC RECORD REVIEW/DUPLICATION REQUEST

Please Print Legibly

Date of Request: _____

Requester's Name: _____

Address: _____

Requester's Telephone/E-Mail Address: _____

I request review duplication (check applicable boxes) of the following records. Important: You must identify or describe the records with sufficient specificity to enable the Township to determine which records are being requested. Use additional sheets if necessary.

I certify that I am a citizen of the 'United States'.

Signature of Requester

This request may be submitted in person, by mail or by facsimile to:

**Michael LeFevre, Township Manager
1176 Old York Road
Abington, PA 19001
Phone: 267-536-1000
Fax: 215-884-8271
Email: mlefevre@abington.org**

TOWNSHIP OF ABINGTON

PUBLIC RECORD REVIEW/DUPLICATION REQUEST

To be completed by: _____
(Name of Township Employee(s) designated by Manager)

Request No.: _____

Date Received: _____

Action Taken:

Approved **Date of Approval** _____

Denied **Date Notice Mailed:** _____

Additional Review **Date Notice Mailed:** _____