

15-2008

RESOLUTION

**CITY OF MONONGAHELA
WASHINGTON COUNTY, PENNSYLVANIA**

Upon motion of Councilman Doty, seconded by Councilman Caudill, that:

WHEREAS, the City of Monongahela is a third-class city under the Municipal Code and is a local government unit of the Commonwealth of Pennsylvania; and

WHEREAS, as a Pennsylvania third class city, the City of Monongahela is an agency of the Commonwealth of Pennsylvania; and

WHEREAS, agencies of the Commonwealth of Pennsylvania are subject, effective January 1, 2009, to the requirements of the Right to Know Law, Act 3 of 2008, codified at 65 P.S. § 67.101 et seq; and

WHEREAS, it is necessary for compliance with the Right to Know Act to appoint an Open Records Officer.

NOW, THEREFORE, BE IT RESOLVED, that the City of Monongahela (“City”) hereby appoints Carole Foglia as the Open Records Officer pursuant to the Open Records Act, 65 P.S. § 67.502, who shall be responsible to:

1. Receive written requests for access to records submitted to the City;
2. Review and respond to written requests in accordance with the law, the City policy and administrative regulations;
3. Direct written requests to other appropriate individuals within the City or its agents;
4. Track the City’s progress in responding to the written requests;
5. Issue interim and final responses to submitted written requests;
6. Maintain a log of all written requests and their disposition;
7. Ensure the City staff is trained to perform assigned job functions relative to written requests for access to records.

This appointment shall remain in effect until a successor is appointed.

RESOLVED THIS 12th day of November 2008.

Vote:

Aye: 5

Nay: 0

ATTEST:

CITY OF MONONGAHELA

Carole Boglia
City Clerk

By: *Bob Meyers*
Mayor

(SEAL)