

**MANCHESTER BOROUGH
YORK COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2025-11

**A RESOLUTION OF MANCHESTER BOROUGH COUNCIL, YORK COUNTY,
PENNSYLVANIA, ENACTING A RIGHT-TO-KNOW POLICY OF
MANCHESTER BOROUGH**

WHEREAS, the Manchester Borough (the “Borough”) Council is authorized by Section 504(a) of the Right-to-Know Law, 65 P.S. §§ 67.101-67.3104 to adopt a policy for requests made under the Right-to-Know Law; and

WHEREAS, the Borough finds it necessary to adopt a Right-to-Know Policy.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of Manchester Borough, York County, Pennsylvania, as follows:

The Borough hereby adopts the Right-to-Know Policy of Manchester Borough, York County, Pennsylvania as set forth in Exhibit “A” attached hereto and incorporated herein.

RESOLVED, this 9th day of June 2025.

ATTEST:

By: 
Tiffany Mays, Secretary

MANCHESTER BOROUGH COUNCIL

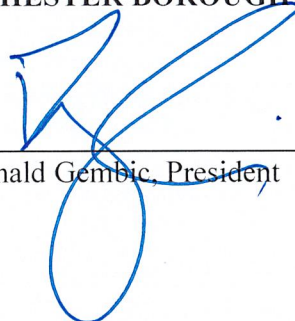
By: 
Ronald Gembic, President



EXHIBIT A

Manchester Borough Right-to-Know Policy

Manchester Borough adopts this policy pursuant to Section 504(a) of the Right-to-Know Law, 65 P.S. §§ 67.101-67.3104. Manchester Borough has made this policy available to the public at its office and on its public website along with the Office of Open Records Uniform Request Form.

Section 1. Open Record Officer: Manchester Borough hereby designates the Borough Manager, as the Manchester Borough Open Records Officer. The Open Records Officer may be reached at:

Tiffany Mays
Borough Manager / Right-to-Know Officer
225 S. Main Street
Manchester, PA 17345
Phone: 717-266-1022; Fax: 717-266-0913
Email: manager@manchesterborough.gov

Section 2. General: All documents deemed public records shall be available for inspection, retrieval, and duplication at the Manchester Borough Office building during normal business hours (Monday, Tuesday, Thursday, Friday: 8:00 am – 1:00pm; and Wednesday: 11:00 am – 3:00 pm) with the exception of Borough- designated holidays.

Section 3. Requests: Requests shall be made in writing to the Manchester Borough Open Records Officer by filling out Office of Open Records Uniform Request Form, found at [THIS LINK](#) and returning it via mail, fax, email, or in person at the above contact. Anonymous or verbal requests will not be considered and shall be denied.

Section 4. Fees: The Borough shall charge the maximum allowable fees as provided in the Office of Open Record's Fee Schedule. Unless otherwise provided for in the Office of Open Record's Fee Schedule, paper copies shall be 25¢ per page, per side, faxed copies shall be 50¢ per page, per side. The certification of a record shall be \$5.00 per record. Reproduction of Photographs will be Costs plus 10% Specialized documents including, but not limited to blue prints, color copies, and non-standard sized documents shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. The Borough shall require prepayment if the total fees are estimated to exceed \$100.00.

Section 5. Response: The Manchester Borough Open Records Officer shall make a good-faith effort to provide the requested public record(s) as promptly as possible and within the RTKL's five business day timeframe. If the Open Records Officer cannot do so within five business days, they are permitted to exercise a 30-day extension upon notifying the requester. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original documents while taking reasonable measures to protect original documents from the possibility of theft, damage, and/or modification. If the request is denied, the Open Records Officer will send the requester a written response stating a reason for denial as well as other required information as stipulated in Act 3 of 2008, the Right-to-Know Law.

Section 6. Contact Information for Appeals: If a written request is denied or deemed denied, the requester may file an appeal in writing to Executive Director, Office of Open Records, 333 Market St., 16th Floor, Harrisburg, PA 17101.

For more information about the Pennsylvania Open Records Act, please visit:
<https://www.openrecords.pa.gov/>

Approved: June 9, 2025.