

3



pennsylvania
OFFICE OF OPEN RECORDS



STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 1/6/2020

REQUEST SUBMITTED BY: ☒ E-MAIL ☐ U.S. MAIL ☐ FAX ☐ IN-PERSON

NAME OF REQUESTER : West Easton Borough Constable

STREET ADDRESS :

CITY/STATE/COUNTY/ZIP(Required): West Easton, PA 18042

TELEPHONE (Optional):

RECORDS REQUESTED: **Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary*

1. I am seeking a policy, ordinance, resolution or any other document which dictates how and when delinquent sewer/ garbage accounts are subjected to enforcement through a municipal lien process, ie, the dollar threshold that must be met before this action is taken, or any other specific factor. 2. All enforcement documents in which a municipal lien was placed on Borough properties for failure to pay sewer/ garbage bills from 2016 to present.

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES ****
**** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

FOR AGENCY USE ONLY

RIGHT TO KNOW OFFICER: Joan Heebner

DATE RECEIVED BY THE AGENCY: 1-6-2020

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: 1-13-2020; 2-12-2020
emailed 1-13-2020

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*