

Public Access Counselor

1. Should any employee or official of the Township receive a "Request for Review" from the Public Access Counselor (PAC), that person shall notify the Clerk, Supervisor and all Board Trustees individually by e-mail or as otherwise directed by that board member/Trustee as soon as practicable.
2. Based on availability, the Supervisor, Clerk or Township Administrator shall take appropriate action in reply to the Request for Review within the statutory time limit or the time limit prescribed by the PAC, unless extenuating circumstances exist. The administrator taking this action must seek advice from the Township Attorney prior to reply to the PAC. The Township Attorney may respond to any PAC request on behalf of the Township and copy all Board members electronically as soon as practicable.
3. All correspondence (including queries, directives and opinions) between the PAC and any Township employees, representatives or officials shall be forwarded to all elected Board Members as soon as practicable.
4. Any elected Board Member in consultation with the Township Attorney may request an advisory opinion from the PAC.