

**BRECKNOCK TOWNSHIP, BERKS COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2025- 12**

**A RESOLUTION OF THE TOWNSHIP OF BRECKNOCK, BERKS COUNTY, PENNSYLVANIA, APPOINTING SHEILA MCCUNE AS OPEN RECORDS OFFICER FOR BRECKNOCK TOWNSHIP AND ADOPTING A REVISED OPEN RECORDS POLICY**

WHEREAS, the Pennsylvania Second Class Township Code, Article VI, Section 607, charges Supervisors with the governance of the township, the authority to employ persons as may be necessary for the general conduct of township business, and to perform duties and exercise powers as may be imposed or conferred by law or the rules and regulations of any agency of the Commonwealth;

WHEREAS, the Pennsylvania Right To Know Law, 65 P.S. Section 67.502(a), provides for the establishment of an Open Records Officer in each township beginning January 1, 2009;

WHEREAS, Sheila McCune is employed by Brecknock Township as the Township Secretary; and

WHEREAS, it is essential to the proper operation of the government of Brecknock Township, as well as to assure that the laws are faithfully enforced, that there be an appointment of an Open Records Officer.

NOW, THEREFORE, BE IT RESOLVED, that the following appointment be made to a Brecknock Township appointive office, with the appointee to hold such office until her removal from such office or until her successor shall have been appointed by the Board of Supervisors:

1. Sheila McCune is hereby appointed to the office of Open Records Officer of Brecknock Township, and shall fulfill the duties of Township Open Records Officer set forth in the Pennsylvania Right To Know Law.

FURTHER RESOLVED, that such appointee shall serve at the pleasure of the Board of Supervisors of Brecknock Township and for an indefinite term in such appointive office.

FURTHER RESOLVED, that the attached Open Records Policy be adopted for the Township of Brecknock.

FURTHER RESOLVED, that the above-stated appointment and attached Open Records Policy shall take effect immediately.

FURTHER RESOLVED, that if any provision, sentence, clause, section, or part of this Resolution shall for any reason be found to be unconstitutional, illegal or invalid, such determination shall not affect or impair any of the remaining provisions, sentences, clauses,

sections, or parts of this Resolution, and it is hereby declared to be the intent of the Board of Supervisors of Brecknock Township that this Resolution would have been adopted had such unconstitutional, illegal or invalid provision, sentence, clause, section or part not be included herein.

FURTHER RESOLVED, that all Resolutions or parts of Resolutions inconsistent with this Resolution are hereby superseded.

FURTHER RESOLVED, that the Township Secretary shall deliver a certified copy of this Resolution to the appointee.

IN WITNESS WHEREOF, the Board of Supervisors of Brecknock Township has adopted this Resolution in lawful session this 3<sup>rd</sup> day of June, 2025.

BOARD OF SUPERVISORS OF BRECKNOCK  
TOWNSHIP, BERKS COUNTY,  
PENNSYLVANIA

By:

Chairman



~~Member~~

Member



Attest:

Secretary

CERTIFICATE

I hereby certify that the foregoing is a true and accurate copy of a Resolution of the Board of Supervisors of BRECKNOCK TOWNSHIP, Berks County, Pennsylvania, which was fully adopted at a public meeting held pursuant to notice as required by law on the 3rd day of June, 2025.

Sheila McCune  
Secretary of Brecknock Township

Dated: June 3, 2025