

**TOWNSHIP OF SHENANGO
LAWRENCE COUNTY, PENNSYLVANIA
RESOLUTION NO. 25 OF 2024**

**A RESOLUTION OF THE TOWNSHIP OF SHENANGO PROHIBITING THE ACCEPTANCE
OF ANONYMOUS REQUESTS AND COMPLAINTS, TO ESTABLISH GUIDELINES AND
PROCEDURES FOR THE SUBMISSION AND HANDLING OF REQUESTS AND
COMPLAINTS TO ENSURE ACCOUNTABILITY AND TRANSPARENCY IN THE
TOWNSHIP'S OPERATIONS**

WHEREAS, Shenango Township is committed to maintaining a high standard of accountability and transparency in its operations; and

WHEREAS, the acceptance of anonymous requests and complaints undermines these principles and can lead to inefficiencies and difficulties in addressing issues effectively; and

WHEREAS, the Board of Supervisors of Shenango Township believes it is in the best interest of the community to require identifying information for all requests and complaints submitted to the township;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Shenango Township, Commonwealth of Pennsylvania, as follows:

Section 1: Prohibition of Anonymous Requests and Complaints

General Prohibition: Shenango Township shall not accept, process, or act upon any request or complaint that is submitted anonymously. All requests and complaints must include the name, address, and contact information of the individual or entity submitting the request or complaint.

Submission Requirements: Requests and complaints must be submitted in writing and must include the following information:

- Full name of the individual or entity making the submission.
- Address of the individual or entity making the submission.
- Contact information, including a phone number and/or email address.
- A clear and concise description of the request or complaint.

Verification: Shenango Township reserves the right to verify the identity of individuals or entities submitting requests or complaints. Failure to provide accurate and verifiable information will result in the request or complaint being disregarded.

Section 2: Procedures for Handling Non-Compliant Submissions

Notification: If a request or complaint is submitted without the required identifying information, Shenango Township shall notify the submitter, if contact information is available, that the submission is non-compliant and will not be processed until the necessary information is provided.

Non-Processing: Requests and complaints that do not comply with the submission requirements outlined in this resolution will be considered invalid and will not be processed or acted upon by Shenango Township.

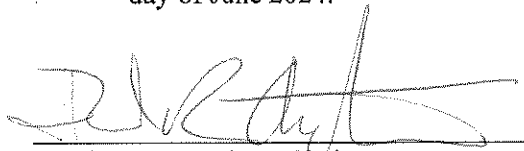
Section 3: Confidentiality

While the identity of individuals or entities submitting requests or complaints will be recorded, Shenango Township shall handle all submissions with due regard to privacy and confidentiality, in accordance with applicable laws and regulations. Identifying information shall not be disclosed to the public without the consent of the submitter, except as required by law.

Section 5: Implementation

The Township Manager is hereby authorized and directed to establish procedures and forms necessary to implement the provisions of this resolution.

RESOLVED AND ADOPTED by the Board of Supervisors of Shenango Township, this 13th day of June 2024.

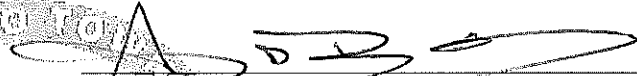


Frank R. Augustine - Chairman

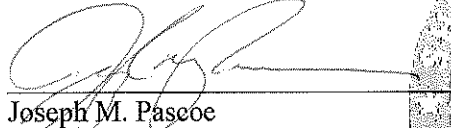
**BOARD OF SUPERVISORS
SHENANGO TOWNSHIP
LAWRENCE COUNTY, PENNSYLVANIA**



Brandon M. Rishel - Vice-Chairman



Albert D. Burick - Township Manager



Joseph M. Pascoe

