

SOLEBURY TOWNSHIP BOARD OF SUPERVISORS
August 20, 2024 – 6:00 P.M.
Solebury Township Hall/Virtual - Hybrid Meeting
MEETING MINUTES

Attendance: Hanna Howe, Vice-Chair, John S. Francis, Kevin Morrissey, Christopher Garges, Township Manager, Michele Blood, Assistant Township Manager, and Catherine Cataldi, Secretary. Mark L. Freed, Township Solicitor, Terry Clemons, Township Land Preservation Solicitor, Curtis J. Genner Jr., P.E., Township Engineer and Mark Roth, Township Traffic Engineer were also in attendance.
Absent: Mark Baum Baicker, Chair and Christy Cheever

The recording device was turned on.

I. The meeting was called to order followed by the Pledge of Allegiance.

II. Approval of Bills Payable – July 26, 2024, August 8, 2024, and August 15, 2024

Res. 2024-115 – Upon a motion by Mr. Francis, seconded by Mr. Morrissey, the list of Bills Payable dated July 26, 2024, August 8, 2024 and August 15, 2024 were unanimously approved as prepared and posted.

III. Approval of Meeting Minutes – July 16, 2024

Res. 2024-116 – Upon a motion by Mr. Francis, seconded by Mr. Morrissey the Minutes of the July 16, 2024 meeting were unanimously approved as prepared and posted.

IV. Announcements / Resignations / Appointments

Executive Session

Ms. Howe announced that an Executive Session was held August 13, 2024 dealing with Legal and Property Acquisition Matters and an Executive Session held August 20, 2024, prior to the Board meeting, dealing with Personnel, Zoning and Legal/Litigation Matters.

Appointment of Adrian Max to the Comprehensive Park, Recreation, Open Space, Trail and Greenway Plan Committee

Res. 2024-117 – Upon a motion by Mr. Morrissey, seconded by Mr. Francis, it was unanimously agreed to appoint Adrian Max, without compensation, to the Comprehensive Park, Recreation, Open Space, Trail and Greenway Plan Committee for a term expiring when the update of the Township Comprehensive Park, Recreation, Open Space, Trail and Greenway Plan has been adopted by the Board of Supervisors or the Committee has been disbanded and dissolved by the Board.

V. Supervisor Comment – No Supervisor Comment

VI. Presentation

SALT Design Studio – Green Master Plan Concepts

Katrina Rogus, RLA, Studio Director and Sara Pevaroff Schuh presented the Solebury Green Master Plan Concepts (copy of which is attached) to the Board. Highlights of the presentation included an overview of the Community Engagement Event; Existing Site Conditions; Three Concepts; Inspiration; and Project Schedule.

The Board expressed appreciation to SALT Design Studio. Members of the Board expressed support for Solebury Green to be used as a gathering place and for SALT Design Studios to work with members of the 202 Property Advisory Committee on the concept design.

Ms. Howe expressed concern about survey fatigue.

Eleanor Miller, resident, questioned the entrance off State Route 202 and concerns for the increase of traffic. Ms. Rogus commented on the determination of the proposed entrance and parking lot for the park.

Lorraine Doan, resident, commented on and expressed concerns for increased traffic congestion. Ms. Doan questions the consultant cost for SALT Design Studio and expressed opposition for the project.

Robert McEwan, resident, gave an overview of the previous Board's support for the Circuit Trail system and expressed interest in a bike trail being included in the project.

Sketch Plan Land Development – Goodman Properties (449 Lower York Road, TMP Nos. 41-022-143 and 41-022-143-001)

The applicant, Bruce Goodman was present with council.

John VanLuvanee, council for the applicant, presented an overview of the sketch plan for the construction of a Chase Bank at the old car wash in Logan Square. Highlights of the presentation included: landscape plan, trail location and sign location and sizes.

Robert McEwan, resident, expressed support for the bike trail connecting with other trails.

Comprehensive Plan Committee – Comprehensive Plan Status and Next Steps

James Searing presented an update to the Board on the status and next steps for the Comprehensive Plan (copy of which is attached).

VII. Public Hearing

Historical Architectural Review Board – Certificate of Appropriateness – Steven and Frances Young (TMP No. 41-002-090, 3592 Aquetong Road) and Pipa Pearthree (3693 River Road, TMP No. 41-005-032-001)

The applicant, Steven and Frances Young, are interested in removing all roofing material, exposing the rafters, attaching both horizontal and vertical battens to the rafters and finishing the roof with metal.

Upon a Motion by Patrick Strzelec, seconded by Nancy Ruddle, it was agreed to recommend issuance of a Certificate of Appropriateness to Steven and Frances Young, 3592 Aquetong Road, TMP #41-002-090, for the installation of a 1-inch standing seam metal roof.

Res. 2024-118 – Upon a motion by Ms. Howe, seconded by Mr. Francis, it was unanimously agreed to authorize the Certificate of Appropriateness to TMP # 41-002-090, 3592 Aquetong Road, as per the recommendation from the Historical Architectural Review Board. Issuance of the Certificate of Appropriateness does not relieve the applicant from obtaining any and all applicable permits prior to commencement of work.

VIII. Subdivision/Land Development

Agreement Memorializing Conditions for Minor Subdivision Application – Cherie F. Wright (3691 River Road, TMP No. 41-005-035)

The applicant, Cherie F. Wright, proposed to formalize the creation of TMP No. 41-005-032-001 (the Pearthree Property) from the subdivision of the original lot, TMP No. 41-005-032 (the Wright Property), and in furtherance thereof, Wright has submitted or will submit to the Township a Minor Subdivision Application.

In exchange for Wright's timely submission and completion of a Minor Subdivision Application, including any Plans and Legal Descriptions of the Wright Property and the Pearthree Property, and following an approval of the Minor Subdivision Application by the Board of Supervisor, the Township agrees to withdraw, without prejudice, its March 28, 2024 Zoning Enforcement.

Res. 2024-119 – Upon a motion by Ms. Howe, seconded by Mr. Morrissey, it was unanimously agreed to approve the Agreement Memorializing Conditions for Minor Subdivision Application between Cherie F. Wright, Pippa Pearthree and Solebury Township, and authorize Christopher Garges to execute the agreement.

IX. New Business

Road Program – Bid Award

The Township received one (1) bid for the 2024 Road Program Bid. Wynn Associates reviewed the bid and recommended consideration of the project award to the low/sole bidder (AMS) conditional upon receipt of; performance bond, payment bond, and insurance certificates (naming Solebury Township and its agents as additional insureds).

Res. 2024-120 – Upon a motion by Mr. Morrissey, seconded by Mr. Francis, it was unanimously agreed to award the Bid for the 2024 Road Program Bid to Asphalt Maintenance Solutions, conditional upon receipt of; performance bond, payment bond, and insurance certificates (naming Solebury Township and its agents as additional insureds).

Land Preservation – Amendment to the Lot No. 3 Fell, Now Known as Muller, Conservation Easement (TMP No. 41-022-173, 2285 Aquetong Road)

Mr. Clemons gave an overview of the reasonings for the amendment. The amendment to the Lot # 3 Fell, now known as Muller, Conservation Easement (TMP # 41-022-173, 2285 Aquetong Road), includes modification of the current conservation easement with the following provisions:

1. The impervious coverage for the property gets reduced from 6% of the lot to 10,000 s.f. in the "standard protection area" for agricultural structures
2. To reduce the approved residential location "minimal protection area" from 2-acres to 1.5-acres
3. Add specific and clarifying language in the conservation easement to enhance conservation values for the future,
4. All associated fees/costs will be covered by the property owner.

Res. 2024-121 – Upon a motion by Ms. Howe, seconded by Mr. Francis, it was unanimously agreed to adopt the resolution approving the Amended and Restated Conservation Easement on Parcel Number 41-022-173 comprising 38.86 acres in Solebury Township, Bucks County, Pennsylvania.

Agricultural Accessory Use Ordinance – Authorization to Send to Bucks County and Solebury Township Planning Commissions and Authorization to Advertise

The proposed ordinance amends the Solebury Township Zoning Ordinance of 1988 to create provisions for agricultural uses and to amend the table of uses to permit agricultural accessory uses in all zoning district where agricultural is permitted.

Steven Phillips, resident, expressed gratitude to the Farm Committee for the extensive work on this ordinance. Mr. Phillips commented on the special events area of the ordinance.

Tim Luccaro, resident, expressed gratitude to the Board for their continuing support and for bringing Mr. Clemons on to work with the Farm Committee.

Josh Perlsweig, resident, expressed gratitude and support for the ordinance.

Res. 2024-122 – Upon a motion by Ms. Howe, seconded by Mr. Morrissey, it was unanimously agreed to authorize Township staff to send the Agricultural Accessory Use Ordinance to Bucks County and Solebury Township Planning Commissions, as well as, authorize the advertisement of the ordinance for adoption at the October 15, 2024 Board meeting.

Uniform Notice Ordinance Amendment – Authorization to Send to Bucks County and Solebury Township Planning Commissions and Authorization to Advertise

The proposed ordinance amends the Solebury Township Ordinance regarding the uniform system of notice of pending applications and hearings and Historic Districts.

Res. 2024-123 – Upon a motion by Mr. Francis, seconded by Mr. Morrissey, it was unanimously agreed to authorize Township staff to send the Uniform Notice Ordinance to Bucks County and Solebury Township Planning Commissions, as well as, authorize the advertisement of the ordinance for adoption at the October 15, 2024 Board meeting.

Zoning Hearing Board Application – Andrii Klepatskyi (808 Yearling Drive, TMP # 41-047-048) – Authorize Solicitor to Attend

This topic was eliminated from the agenda.

Zoning Hearing Board Application – Todd Molgat (2775 River Road, T&P # 41-028-050-002) – Authorize Solicitor to Attend

The applicant, Todd Molgat, is appealing the Issuance of an Enforcement Notice of the Zoning Officer dated June 19, 2024 regarding the use of the property located at 2775 River Road, New Hope, Solebury Township, Bucks County and identified as Tax Parcel No. 41-028-050-002 as a bed-and-breakfast inn/small short-term lodging facility.

Res. 2024-124 – Upon a motion by Mr. Morrissey, seconded by Mr. Francis, it was unanimously agreed to authorize the Township Solicitor to attend the Molgat Zoning Hearing Board application hearing/s to represent the Board of Supervisors in this matter.

Zoning Hearing Board Application – Michele and Henry Gasiorowski (2744 River Road, TMP # 41-028-058) – Authorize Solicitor to Attend

This topic was eliminated from the agenda.

Zoning Hearing Board Application – Good Hope Realty Associate LLC (449 York Road, TMP # 41-022-143-001) – Authorize Solicitor to Attend

The applicant, Good Hope Realty Associates LLC, is requesting a variance from the requirements of Sections 27-2404.2.B, 27-2405.1.C and 27-2405.C(3)(b) to permit a monument sign 12' 3/8" in height and 2'5" wide, to erect a new freestanding sign to replace the existing freestanding sign, 12'3/8" x 2'5" and to permit four 38 sq.ft. wall signs at the property located at 449 York Road, New Hope, Solebury Township, Bucks County and identified as Tax Parcel No. 41-022-143-001.

Res. 2024-125 – Upon a motion by Mr. Francis, seconded by Mr. Morrissey, it was unanimously agreed to authorize the Township Solicitor to attend the Good Hope Realty Associate LLC Zoning Hearing Board application hearing/s to represent the Board of Supervisors in this matter.

Zoning Hearing Board Revised Application – Mark and Christine Lotto (1700 Aquetong Rd, TMP # 41-036-107) – Authorize Solicitor to Attend

The applicants, Mark and Christine Lotto, submitted revised plans. The minimum set back being requested has been effectively doubled to 30 feet. In order to provide for the increased rear yard setback depicted on the current plan, the existing well will be relocated.

Res. 2024-126 – Upon a motion by Ms. Howe, seconded by Mr. Francis, it was unanimously agreed to authorize the Township Solicitor to attend the Lotto Zoning Hearing Board application hearing/s to represent the Board of Supervisors in this matter.

Right to Know Policy – Authorization to Approve Update

At the July 16, 2024 Board of Supervisors meeting the Board authorized Township Administration to update the Township’s right to know policy to prohibit anonymous requests. Mr. Freed gave an overview of the policy and the updates.

Res. 2024-127 – Upon a motion by Mr. Morrissey, seconded by Mr. Francis it was unanimously agreed to approve the updated Right to Know Policy prohibiting anonymous requests.

Authorize Request for Proposals - Sustainability Consultant

Mr. Garges gave an overview of the request for proposal.

Mr. Francis expressed gratitude to the Committee for their time and efforts on this.

John DeAndrea, resident, questioned the aspects of the Request for Proposals. Mr. Francis advised that the aspects include a consultant taking the goals of the energy audit and turning them into actionable projects.

Res. 2024-128 - Upon a motion by Ms. Howe, seconded by Mr. Francis, it was unanimously agreed to authorize the Sustainability Consultant Request for Proposals.

X. Public Comment

- Lawrence Booth, President of the New Hope Colony Foundation for the Arts gave an overview of the foundation and extended an invitation to the Board of Supervisors to a community gathering. Eleanor Miller gave an overview of the history of the foundation and name.

XI. Adjournment

The meeting was adjourned at 8:08 pm.

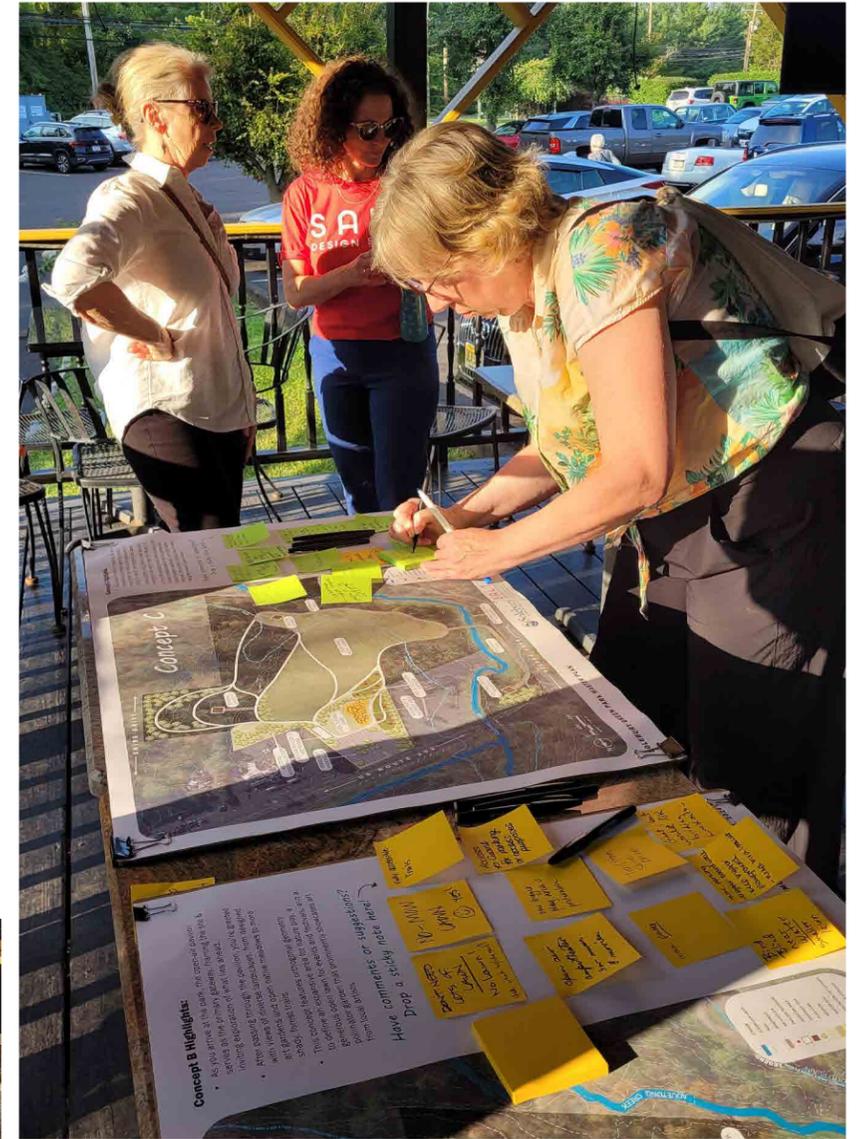
Respectfully submitted,
Catherine Cataldi, Secretary

SOLEBURY GREEN MASTER PLAN

SOLEBURY TOWNSHIP BOARD OF SUPERVISORS MEETING
08/20/2024

COMMUNITY ENGAGEMENT EVENT

8/14/2024



EXISTING SITE CONDITIONS



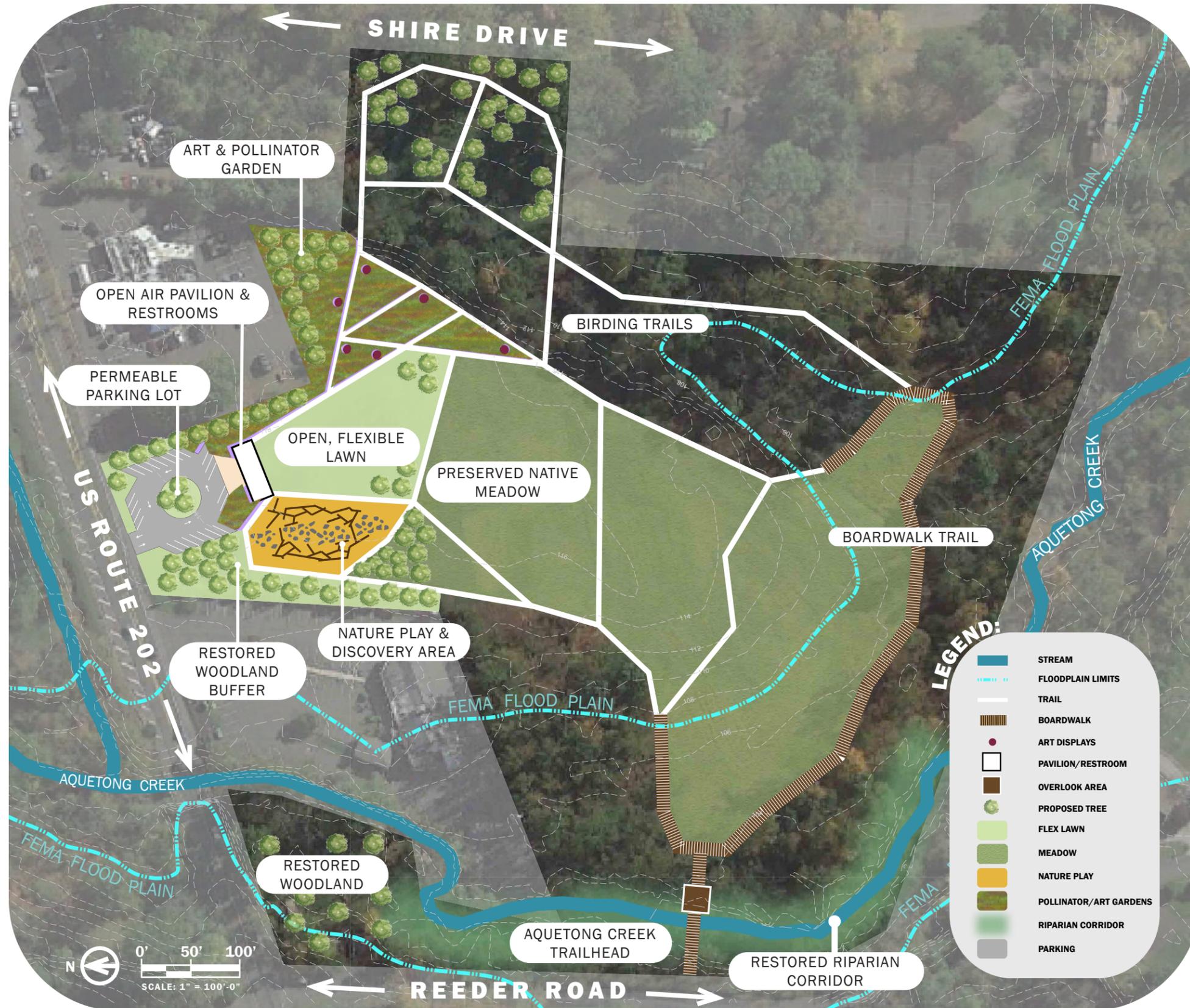
CONCEPT A



Concept A Highlights:

- Programmed areas are intentionally distributed throughout the property, encouraging visitors to explore the entire park and trail system.
- Activity zones are designed to create a variety of intimate spaces where smaller groups can gather, play, and connect with nature. The dispersal of amenities provides ecological diversity for park programming.
- Multiple trails offer visitors the freedom to choose their own routes, allowing them to create unique and varied experiences with each visit to the park.
- Future connections to Route 202 trail and adjacent properties to be discussed.

CONCEPT B



Concept B Highlights:

- As you arrive at the park, the open-air pavilion serves as the primary gateway, framing the site & inviting exploration of what lies ahead.
- After passing through the pavilion, you're greeted with views of diverse landscapes, from designed art gardens and open native meadows to more shady, forest trails.
- This concept features orthogonal geometry to define an expansive area for nature play, a generous open lawn for events and festivals, and a pollinator garden that prominently showcases art from local artists.
- Future connections to Route 202 trail and adjacent properties to be discussed.

CONCEPT C



Concept C Highlights:

- This concept focuses on ‘rewilding’ the park by concentrating amenities near the parking lot, ensuring that the more active park areas don’t disrupt the natural, less programmed spaces.
- Planting buffers along property lines have been thickened to help reduce noise from Route 202.
- In the more secluded areas, birding lookouts offer visitors a peaceful spot to rest and observe the native meadows, woodlands, and wildlife within the park. The proposed Trailhead takes the visitor along the restored riparian corridor.
- Future connections to Route 202 trail and adjacent properties to be discussed.

INSPIRATION

NATURE PLAY & ART



INSPIRATION

STRUCTURES & AMENITIES



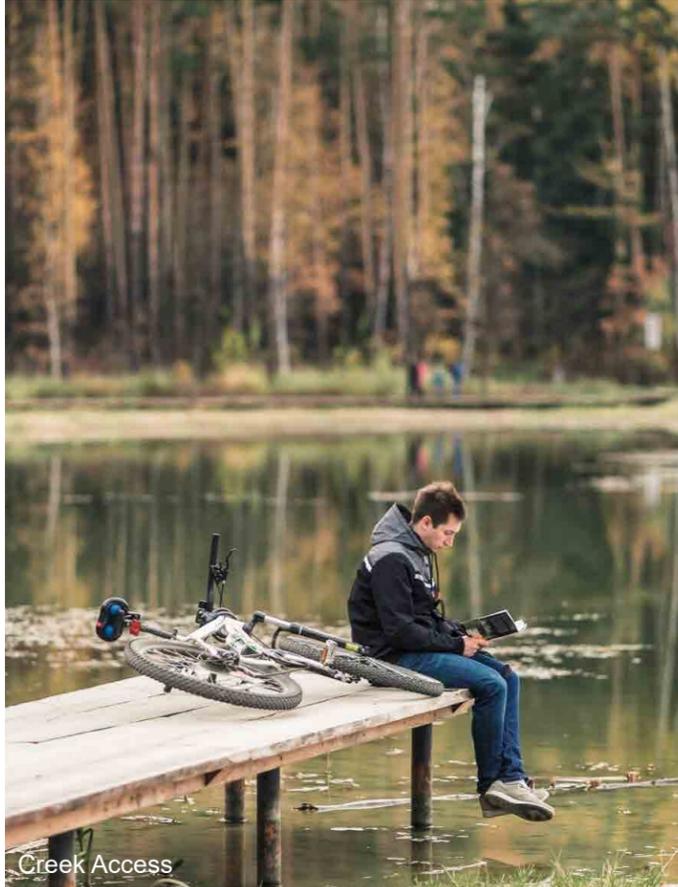
Parking



Boardwalk



Scenic Overlook / Elevated Trail



Creek Access



Trails & Wayfinding



Peaceful Spaces



Pavilion



Open-Air Pavilion



Sculptural Seating



Gathering Areas



Boardwalk Trail

Solebury Township is Updating its Comprehensive Plan

We Hope You Will Join Us!



By the Numbers

- 2 Years from start to finish
- 100% of citizens can have a say in Solebury Township's future
- 2014: The year the previous Comp Plan was completed
- 100+ People have already responded to our Survey
- 3 -4 Community meetings are planned

What is a Comprehensive Plan?

- A process to decide what's important
- Helps answer “What do the community want Solebury to be?”
- A plan to guide our Township’s investments and development
- A way to put the community’s voice into local government
- Brings us together to make it happen

Our Focus is on an Implementable/Action-Oriented Plan

What Topics Could the Plan Include?

- Preserving Natural and Historic Resources
- Transportation
- Sustainability, Climate Change, Resilience
- Planned Growth
- Agriculture
- Community Facilities
- Township Services

Who Makes the Plan?

- We'll Make This Plan ***Together***
- Comprehensive Plan Committee
- Township Committees
- Bucks County Planning Commission
- Direct involvement of the Solebury community

We Want to Hear Your Perspectives

- Township-Wide Survey NOW OPEN Until Sept 15th
 - Mailer to Every Taxpaying Unit Address (4,000+)
 - Email Blasts to Township Email List (1,000+)
 - Paper Copies will be Available at the Township Building

<https://www.surveymonkey.com/r/Solebury2035>

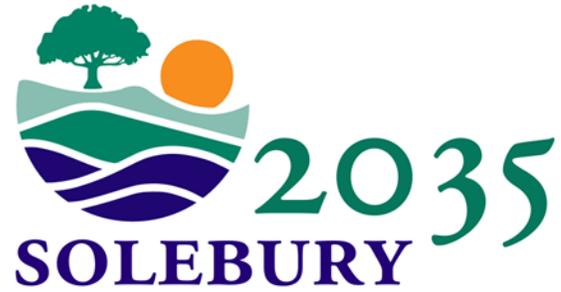
We Want to Hear Your Perspectives

First Community Meeting:
Understanding the Community

Wednesday, September 25th
7pm -9pm

New Hope Eagle Fire Department
46 N Sungan Road, New Hope PA





For More Information:

www.connects.buckscounty.gov/Solebury

Solebury Township Comprehensive Plan Committee

Jim Searing, Chair

Tim Luccaro, Vice Chair

Nancy Stock Allen

Eric Allen

Peter Brussock

Elaine Crooks

Michael Kennerley

Marnie Leasure

Kay Reiss

Supervisor Liaisons: Hanna Howe and Kevin Morrissey

Township Administration: Zachary Zubris

Solebury Township

Right-to-Know Law Policy

(Adopted August 20, 2024 pursuant to 65 P.S. § 67.504(a))

Effective Date: August 20, 2024

I. Authority

Solebury Township (“Agency”) adopts this policy pursuant to Section 504(a) of the Right- to-Know Law, 65 P.S. §§ 67.101-67.3104 (“RTKL”). The Agency has made this policy available to the public at its administrative office(s) [and on its public website] along with a [the Agency Request form or the RTKL Uniform Request Form]. *See* 65 P.S. § 67.504(b) (relating to agency posting requirements under the RTKL).

II. Definitions

All of the definitions set forth in the RTKL are incorporated into this policy by reference. *See* 65 P.S. § 67.102.

AORO. The Agency Open Records Officer designated by the Agency pursuant to Section IV of this policy.

Business day. The regular business hours of the Agency are Monday through Thursday from 8:00 am to 4:00 pm (staff works remotely on Friday). Business days exclude Saturday and Sunday and a weekday on which the Agency is closed for business.

III. Agency Website

The Agency maintains a public website at www.soleburytwp.org. Many of the records most commonly requested from the Agency are available on the website. The following information is also posted on the Agency’s website: AORO contact information; contact information for the OOR; a form which may be used to file a RTKL request; and a copy of this policy. *See* 65 P.S. § 67.504(b) (relating to agency posting requirements under the RTKL).

IV. Submitting a RTKL Request to the Agency

A. Open Records Officer. The Agency has designated an AORO and an Alternate AORO to respond to RTKL requests.

The contact information for the AORO is:

Jean Weiss, AORO

Kelley D. Warner, Police Department AORO

By Mail: 3092 Sungan Road,
PO Box 139,
Solebury Township, PA 18963

In Person: 3092 Sungan Road,
Solebury Township, PA 18963

Phone: 215-297-5656

Fax: 215-297-8402

Email: jweiss@soleburytwp.org

The contact information for the AORO and Alternate AORO is posted on the Agency website.

- B. Request.* Requests must be submitted in writing using the RTKL Uniform Request Form available on the Agency website and must be addressed to the AORO. If a requester chooses not to use the RTKL Uniform Request Form, the request will be considered an informal request, not subject to the RTKL. This means that the requester cannot pursue the relief and remedies provided for in the RTKL. To allow the Agency to locate requested records and determine whether those records are public, requests for records should be specific and concise and clearly identify, as precisely as possible, the records sought. See 65 P.S. § 67.703. Requesters should clearly indicate the preferred method of access – paper copies, electronic copies or by inspection. A requester should retain a copy of the request, as a copy of the request is necessary should a requester appeal the Agency response.
- C. Receipt of the request.* For the purpose of calculating the response deadline, the Agency is deemed to have received the request on the business day that the AORO receives the request. See 65 P.S. § 67.901. Any request that is received by the Agency after the close of regular business hours shall be deemed to be received on the next business day. If the request is received by an Agency employee other than the AORO, the request will be forwarded to AORO as soon as practical.
- D. Verbal requests.* The Agency will respond to verbal requests for records at its discretion. Requesters submitting verbal requests for records should be aware that they may not pursue the remedies available to a requester under the RTKL.

- E. *Anonymous requests.* The Agency will not respond to anonymous requests for records.
- F. *Response period generally.* The Agency has 5 business days to respond to a request for records under the RTKL. If an Agency does not respond, the request is considered “deemed denied,” and a requester’s appeal rights commence.

V. Agency Response

- A. *Extension of time for response.* The Agency is permitted to take an additional 30 calendar days to respond to any request for the reasons set forth in Section 902 of the RTKL. *See* 65 P.S. § 67.902. If the Agency invokes an extension, the Agency will inform the requester in writing, in accordance with the requirements set forth in Section 902(b)(2) of the RTKL.
- B. *Requester’s agreement to extend the response period.* The requester may agree, in writing, to extend the Agency response period. *See* 65 P.S. § 67.902(b)(2). The requester must agree to the extension during the initial 5 business-day response period or the extended 30 calendar day response period, if the Agency has invoked one.
- C. *Trade secrets.* If a request involves records provided to the Agency by a third party and the third party previously provided the Agency with a written statement that the record contains a trade secret or confidential proprietary information, the Agency shall provide notice to the third party. *See* 65 P.S. § 67.707(b).
- D. *Final response.* The Agency may grant a request, partially grant and partially deny a request, or deny a request in its entirety. The final response of the Agency will be in writing. Should the Agency fail to issue a response within the applicable response period, the request is deemed denied. *See* 65 P.S. § 67.901.
 - 1. *Granting access to records.* The Agency may grant a request for records by issuing a response: (1) granting access to inspect Agency records during the Agency’s regular business hours; (2) sending copies of the records to the requester; or (3) by notifying the requester that the records are available on the Agency website or other publicly accessible electronic means. *See* 65 P.S. §§ 67.701(a), 704.
 - 2. *Denying or partially denying access to records.* Should the Agency deny or partially deny a request for records through redaction or otherwise, the Agency will inform the requester of the denial or partial denial in writing. The response will describe the requested records, inform the requester that the Agency does

not possess the responsive records or, if the records are exempt from public access, provide a citation to the relevant legal basis for withholding the requested records. *See* 65 P.S. § 67.903. Additionally, the response will provide the name, signature, title, business address and telephone number of the Open Records Officer who denied the request, as well as the date of the response and the procedure to appeal the denial. *See* 65 P.S. § 67.903.

- E. *Fees.* The Agency will charge fees consistent with the RTKL Fee Structure, available at <http://www.openrecords.pa.gov/RTKL/FeeStructure.cfm>. [*The Agency may, in its discretion, choose to waive some or all of the fees owed on a case-by-case basis. The Agency will waive fees of less than \$5.00.*]

VI. RTKL Appeals

- A. *Generally.* To challenge the denial, partial denial, or deemed denial of a request for Agency records, an appeal may be filed using the OOR appeal form, available at <http://www.openrecords.pa.gov/Appeals/AppealForm.cfm>, or by contacting the OOR at the following address:

Office of Open Records
Commonwealth of Pennsylvania
333 Market St., 16th Floor
Harrisburg, PA 17101-2234
openrecords@pa.gov

Criminal investigative records. To challenge the denial of a request or portion of a request on the basis that records were withheld because they are related to criminal investigative records, an appeal should be filed by contacting:

Timothy Lutes, Assistant District Attorney
Bucks County District Attorney's RTKL Chapter 11 Appeals Officer
District Attorney's Office
100 N Main Street
Doylestown, PA 18901

- B. *Requirements of an appeal.* All appeals must be filed within 15 business days of the mailing date of the Agency's denial, partial denial, or deemed denial of the request. All appeals must be in writing; must state the grounds upon which the requester asserts that the requested records are public records; must address any grounds stated by the Agency for denying the request; and must include a copy of the request and the Agency's response, if any. *See* 65 P.S. § 67.1101(a)(1).

VII. Agency Notification of Third Parties on Appeal

Agency must notify third parties. If records affect a legal or security interest of an employee of the agency; contain confidential, proprietary or trademarked records of a person or business entity; or are held by a contractor or vendor, the Agency must notify such parties of the appeal immediately and provide proof of that notice to the OOR within 7 business days from the date of the OOR's Official Notice of Appeal. Such notice must be made by (1) providing a copy of all documents included with the appeal to the OOR; and (2) advising that interested persons may request to participate in the appeal. *See* 65 P.S. § 67.1101(c).

VIII. Mediation

The RTKL requires the OOR to establish an informal mediation process to resolve disputes under the RTKL. 65 P.S. § 67.1310(a)(6). This is a voluntary process to help parties reach a mutually agreeable settlement on records disputes before the OOR. Mediation, a facilitated conversation between the parties that can serve as a fair and efficient tool to resolve conflict, can save time and expense. When appropriate, the Agency is open to resolving RTKL disputes through the OOR's mediation process.

IX. Record Retention

The Agency's record retention policy is available at 3092 Sungan Road, Solebury Township, PA 18963.

Notwithstanding any other existing record retention policy, once a RTKL request is received, the Agency shall maintain, preserve, retain, protect, and not destroy any and all records, both electronic and hard copy, that are potentially responsive to the request until such time as the request is fulfilled and all associated appeals are resolved.

X. Additional Information about the RTKL

Additional information about the RTKL, the request process, and the appeal process is available on the OOR website at <https://www.openrecords.pa.gov>.