



**TOWNSHIP OF PALMER • NORTHAMPTON COUNTY, PA**

Municipal Building, 3 Weller Place, Palmer, PA 18045-1975, Tel. 610-253-7191, Fax 610-253-9957

Website: palmertwp.com

**ATTESTATION THAT AGENCY PROVIDED ALL RESPONSIVE RECORDS**

**Name of Requester: Jake Towne**

**Records Requested: "any invoices or expense records the township has spent on the stormwater system (current or proposed) for the Palmer Elementary School location from June 1, 2017 through September 24, 2019. This should include any surveying/engineering work or proposal costs, solicitor invoices or invoices from any other vendor (whether itemized or not), especially involved with 110 South Greenwood Ave., Easton, PA 18045."**

**"any data related to township officials' or employees' communications (including but not limited to telephone or email metadata, email copies or transcripts, etc.) to any other party (including but not limited to attorneys in the employ of the school district or Palmer Township, engineers in the employ of the school district or Palmer Township, the homeowners at 110 South Greenwood Ave. or anyone in their employ) related in any stormwater system changes associated with the Palmer Elementary School location or the property at 110 South Greenwood Ave., Easton PA 18045, including any easement, eminent domain, etc. discussions from June 1, 2017 through September 24, 2019."**

**Appeal Caption: IN THE MATTER OF  
Jake Towne, Requester v. Palmer Township, Respondent  
Docket No.: AP 2019-2220**

I, Robert A. Williams, Township Manager, hereby declare under the penalty of perjury, pursuant to 18 Pa. C.S. §4904, that the following statements are true and correct based upon my personal knowledge information and belief:

1. I serve as the Open Records Officer for Palmer Township ("Agency") and am responsible for responding to Right-to-Know requests filed with the Agency.

2. In my capacity as the Open Records Officer, I am familiar with the records of the Agency.
3. Upon receipt of the request, I conducted a thorough examination of files in the possession, custody and/or control of the Agency for records responsive to the request underlying this appeal. Additionally, I discussed the request with the Township Planning Director who also reviewed all physical documents in the project file, and all electronic files received in relation to the project. (All electronic files are saved on the Township's server.) Furthermore, our Township IT professionals searched our email server using the following keywords relevant to the requested records: "Elementary & Stormwater, Elementary & Adams, Elementary & Greenwood, EASD & Stormwater, EASD & Adams, and EASD & Greenwood."
4. Additionally, I have inquired with relevant Agency personnel and, relevant third-party contractors as to whether the requested records exist in their possession. Specifically, I reached out to the Township's engineers office, The Pidcock Company, and after they reviewed their files for this project, there are no additional records/reports in which this appeal is based. All applicable records/reports have been turned over in the Right-to-Know response dated October 25, 2019.
5. After conducting a good faith search of the Agency's files and inquiring with relevant Agency personnel, I identified all records within the Agency's possession, custody and/or control that are responsive to the request and provided them to the requester. The records were provided to the requested via email on October 25, 2019, and are attached as Exhibit "A".

PALMER TOWNSHIP

BY: 

Robert A. Williams  
Township Manager

Date: 2019/10/25