



BOROUGH OF CONSHOHOCKEN

Office of the Borough Manager

Robert Frost

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Stephanie Cecco
Interim Borough Manager

August 24, 2017

Kevin Tierney
304 E. Logan Street
Norristown, PA 19401

RE: RIGHT TO KNOW REQUEST

Dear Mr. Tierney:

Enclosed please find the records that are responsive to your Right to Know Request dated July 18, 2017. The Borough worked diligently to provide information without having to compile, maintain, format or organize a record in a manner in which the Borough does not currently compile, maintain, format or organize the public record within the range of staff availability. Your request is granted in part and denied in part.

Please note that there are portions of your request where no such records exist; are not available due to staffing limitations; or require retrieval from a server that is no longer operational. Specifically, there are no records of written or electronic communication regarding municipal insurance policies prior to 2015. Additionally, per the Pennsylvania Municipal Records Manual, only policies, claims, supporting papers or contracts of insurance are required to be retained. Therefore, we do not have any copies of solicitations for bids to supply municipal insurance policies.

Information Available in response to submitted Right to Know Request:

1. Insurance Brokers (based on information readily available):
 - a. Brown & Brown of Lehigh Valley LP
 - b. Cohen Partners LLC
2. Invoices available from 2015-2017:
 - a. DVHT Invoice- 1 invoice per year provided as these invoices do not change annually
 - b. Travelers Invoices - A copy of quarterly invoices for Travelers from 2015-2017

The Borough reserves the right to further supplement this response at any time by providing additional records that are in response to your request. For example, our IT manager is still in the process of finalizing a data search on our current email server. Should applicable records exist that are relevant to your request, they will be forwarded to you.

You have the right to appeal this decision within fifteen (15) days of the notice of denial or deemed denial. Appeals must be filed with the Commonwealth of Pennsylvania, Department of Community & Economic Development, Office of Open Records at Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, PA 17120-0225. The appeal must state the grounds upon which you assert that the record is a public record and/or why you dispute any grounds state by the Borough for delaying or denying the request.

Sincerely,

Stephanie Cecco
Open Records Officer