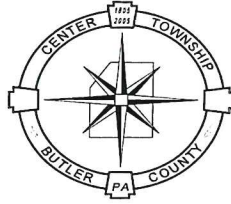


Board of Supervisors:
Philip Wulff, Chairman
Robert Sloan, Vice Chairman
Edward Latuska, Supervisor
Donald Pringle, Supervisor
Alan Smallwood, Supervisor



Kayla Mosey, Secretary/Treasurer
Michael Gallagher, Solicitor
David Heath, Engineer
John Nath, Building Code Official
Randall Brown, Zoning Officer

FORMAL COMPLAINT

Date: _____

Name: _____

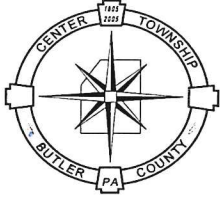
Address: _____

Phone: _____

Complaint: (provide all information including names and addresses of all involved and accurate locations, if applicable. Attach any other necessary information)

Signature: _____

Township Response: _____



**TOWNSHIP OF CENTER
BUTLER COUNTY, PENNSYLVANIA
RESOLUTION NO. 2025-02-08**

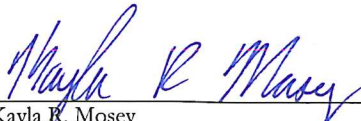
**A RESOLUTION ESTABLISHING PROCEDURES FOR INVESTIGATING COMPLAINTS REGARDING
NON-CRIMINAL VIOLATIONS**

WHEREAS, the Center Township Board of Supervisors desires to establish procedures to be followed by Township staff to investigate complaints involving non-criminal violations:

- A. Complaints involving non-criminal violations shall be documented on a Complaint form (attachment "A"). Complaint forms shall be signed and dated by the Complainant. The Complaint form shall be made available in the office and shall be accessible on the Township's website.
- B. Complaints received over the telephone shall be informed of the requirement to complete a Complaint form either in person, by mail, or by e-mail.
- C. Complaints received by e-mail may be acted upon if staff are satisfied that the sender of the e-mail is legitimate. Staff may also respond to the e-mail by sending a Complaint form to the sender and requesting that the form be completed, signed and e-mailed back to the Township before any further action is taken.
- D. Complaints received anonymously or without any way for staff to verify the author of the complaint shall not be investigated.
- E. Complaints submitted to an agency relating to a non-criminal investigation are exempt from Section 708(b) of the Right-to-Know Law.

RESOLVED AND ADOPTED this 12th day of February 2025.

ATTEST:



Kayla R. Mosey
Township Secretary

CENTER TOWNSHIP
BOARD OF SUPERVISORS



Philip B. Wulff
Chairman



Robert m. Sloan
Vice Chairman

Edward G. Latuska
Supervisor

(SEAL)

Donald E. Pringle
Supervisor


Alan H. Smallwood
Supervisor