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CRAIG W. STEDMAN
DISTRICT ATTORNEY

October 6, 2009

East Cocalico Township
Board of Supervisors
100 Hill Road
Denver, PA 17517

East Cocalico Township Solicitor
Thomas L. Goodman, Esq.
246B Manor Ave.
Millersville, PA 17551

Dear Attorney Goodman and Members of the East Cocalico Board of Township Supervisors:

We have received a complaint from a citizen of East Cocalico Township regarding a suspected violation of the Sunshine Act. More particularly, the complaint concerns the failure to take written minutes at two separate informational meetings both held April 22, 2009.

Pursuant to the Sunshine Act, 65 Pa.C.S.A. §§ 701 *et seq.*, written minutes are to kept of all open township board meetings. The only exceptions to open meetings are those defined in the Act. In the future, please announce when the Board is employing an exception to the open meeting requirement and state the exception. Unless the Board so states a valid exception listed in the Act to the open meetings requirement - any meeting will be deemed an open meeting triggering the written minutes provision. The failure to take written minutes may be a violation of the Sunshine Act. It is provided for in the Act, that any agency member (Township Supervisor) in violation of the provisions of the Act would be considered to have committed a summary offense that is punishable by a fine of up to \$100 plus the costs of prosecution. 65 Pa.C.S.A. § 714.

Very truly yours,

Craig W. Stedman
District Attorney of Lancaster County