

**EAST GOSHEN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION 09-40**

**A RESOLUTION REGARDING MAIL AND SUBPOENAS**

**WHEREAS**, Board of Supervisors believes certain mail and any subpoena received at the Township should be delivered only to the intended recipient;

**BE IT RESOLVED THAT** the Board of Supervisors adopts the following rules for the receipt of certain mail and subpoenas:

- Confidential and/or Personal Mail – all mail received by the Township that is marked either “confidential” and/or “personal” shall not be opened by the receptionist. Upon receipt of such mail the receptionist shall call the addressee and advise them that the mail will be held for them at the Township Building.
- Certified Mail and Return Receipt Mail - all certified mail and/or return receipt mail received by the Township with the green return receipt postcard attached shall not be opened or signed for by the receptionist. Upon receipt of such mail the receptionist shall call the addressee and advise them that the mail will be held for them at the Township Building. In the event the postman asks the receptionist to sign the green return receipt postcard he/she will refuse and tell the postman he can either leave it for the addressee to sign later or in the alternative the postman can return it to the sender.
- Subpoenas – in the event a person attempts to deliver a subpoena for a member of the Board of Supervisors, an ABC member, or a Township employee the receptionist will not sign for it nor accept the document. In the case where the subpoena is for a Township employee the receptionist will attempt to locate that employee to receive delivery.

**RESOLVED AND ADOPTED**, this 3rd day of February, 2009.

ATTEST:

**EAST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_