Shaler Township

PENNSYLVANIA

November 20, 2026

Via Electronic Mail
Jeffrey Inscho
[redacted]
jeffrey@inscho.org

RE: Right-to-Know Law Record Request

Dear Mr. Inscho:

On November 13, 2026, the Shaler Township Open Records Officer ("Township") received your record request via email dated the same day, seeking the following pursuant to the Right-to-Know Law, 65 P.S. §67.101 *et seq.* ("RTKL"):

> ***"This is a written request under the Pennsylvania Right-to-Know Law, 65 P.S. § 67.101 et seq. I request copies of the following records relating to the Township's agreement with Vipr AI for automated license plate reader (ALPR) cameras:***
>
> ***1. The fully executed contract or agreement with Vipr AI, including all amendments, exhibits, schedules, order forms, statements of work, and pricing or fee schedules.***
>
> ***2. The resolution, motion, or other official action by which the Board of Commissioners approved the contract, along with the agenda, agenda packet materials, and minutes for the meeting at which it was considered.***
>
> ***3. Any policy, procedure, or directive governing the Township's or its police department's use of ALPR data, including data retention periods, who may search the data and for what purposes, audit procedures, and any sharing of data with other agencies or third parties.***
>
> ***4. Any agreement, memorandum of understanding, or data-sharing arrangement between the Township or its police department and any other agency or entity relating to ALPR data.***
>
> ***5. Records sufficient to show the number and planned locations of ALPR cameras covered by the contract."***

Pursuant to Section 902 of the RTKL, 65 P.S. §67.902, the Township is notifying you that it requires an extension of time to respond to your request because a timely response to the request cannot be accomplished due to bona fide and specified staffing limitations, because a legal review is necessary to determine whether the record is a record subject to access under the RTKL, because the extent or nature of the request precludes a response within the required time period, and possibly to redact any responsive records in accordance with Section 706 of the RTKL, 65 P.S.

§67.706. In addition, pursuant to Office of Open Records guidance, the Township will notify any interested third parties of this request.

The Township will provide you with a response within thirty (30) days of the date of this letter. The Township will also provide you with the costs, if any, associated with fulfilling your request at that time.

Very truly yours,

Melanie Crawford

Melanie Crawford
Open Records Officer

cc: Anna S. Jewart, Esquire, Township Solicitor