



## MEMORANDUM

From the Office of the  
Township Manager

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TO: BOARD OF SUPERVISORS  
FROM: CHRISTOPHER BASHORE  
RE: APPOINTMENT OF JENNIFER POLONOLI AS ASSISTANT TOWNSHIP SECRETARY  
AND DEPUTY OPEN RECORDS OFFICER  
DATE: JUNE 6, 2023

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Before the Board of Supervisors this evening is consideration to appoint Jennifer Polonoli as the Assistant Township Secretary and Deputy Open Records Officer for West Goshen Township. Ms. Polonoli recently began as the Executive Assistant to the Township Manager and brings with her the experience necessary to perform these duties involved, including experience with responding to Open Records Requests from her past employment. I am confident that she will be able to execute these duties accordingly.

Please let me know if you have questions. Thank you.