

**CITY OF CORRY  
RESOLUTION**

26-09

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORRY ADOPTING A FORMAL POLICY AND STANDARDIZED FORM FOR HANDLING RESIDENT REQUESTS FOR ASSISTANCE**

WHEREAS, City Council receives requests from residents seeking assistance, review, or referral regarding City-related matters; and

WHEREAS, City Council desires to establish a clear, uniform, and transparent process for receiving and addressing such requests in a manner consistent with the Pennsylvania Third Class City Code; and

WHEREAS, City Council recognizes the importance of distinguishing between its legislative and policy-making role and the administrative and operational responsibilities assigned to City staff and departments; and

WHEREAS, the adoption of a standardized Resident Request for Assistance Form and corresponding policy will promote efficiency, fairness, proper recordkeeping, and clear communication with residents;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Corry, Erie County, Pennsylvania, as follows:

**1. Adoption of Policy**

City Council hereby adopts the *City of Corry City Council Policy – Handling of Resident Requests for Assistance*, as presented and attached hereto, establishing procedures for the submission, review, referral, and response to resident requests.

**2. Adoption of Standardized Form**

City Council hereby adopts the *City of Corry Resident Request for Assistance Form* as the official method for residents to submit requests for Council review, assistance, or referral.

**3. Use and Administration**

The City Clerk and/or designated administrative staff shall receive, log, and maintain resident requests in accordance with this policy and applicable public record requirements.

**4. Consistency with Law**


Nothing in this policy or form shall be construed to expand or limit the authority of City Council beyond that granted by the Pennsylvania Third Class City Code or other applicable law.

**5. Effective Date**

This Resolution shall take effect immediately upon adoption.

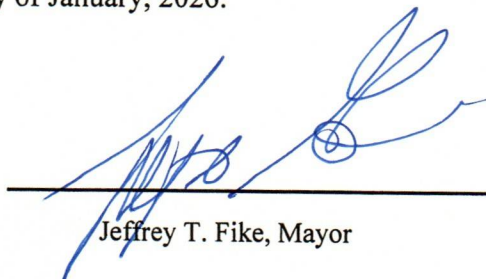
RESOLVED AND ADOPTED this 19th day of January, 2026.

ATTEST:



A blue ink signature of Laura L. Thomas, written over a horizontal line.

Laura L. Thomas, City Clerk



A blue ink signature of Jeffrey T. Fike, written over a horizontal line.

Jeffrey T. Fike, Mayor