



237 SEVENTH STREET, WEST EASTON, PA 18042-6172 610-252-6651 FAX: 610-252-6993

Date Received Stamp

## COMPLAINT FORM

By filing this written complaint you will be assisting your borough representatives in recognizing concerns that are important to residents and in keeping an official record of a possible problem that may need to be forwarded to another state agency for further action.

Please complete all contact information below.

Name:

Address:

Phone:

Email:

Check this box if you prefer the response by USPS Mail

### SUBJECT OF COMPLAINT: \_\_\_\_\_

This will assist our Public Relations Committee in contacting the appropriate Councilperson who may be able to answer your complaint, or forward for Council discussion. Examples: "Roads", "Business", "Sidewalks", "Park", "Street Light", etc.

**DETAILS OF COMPLAINT:** *include relevant date(s), time(s), location, and background information, including municipal employees you have contacted regarding this matter.*

*information, such as relevant photographs, can be attached to this form.*  
You will receive a response within 30 days.

*Thank you for taking the  
time to share your concerns!*

PLEASE WRITE YOUR CONCERN  
ON THE BACK OF THIS FORM  
IN THE SPACE PROVIDED

**COMPLAINT DETAILS:**

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OFFICE USE ONLY - DO NOT WRITE BELOW THESE LINES

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Received by:

Position:

Has this complainant filed the same complaint in the last 30 days? Yes  No

Is this complaint against an employee of West Easton? Yes  No

Borough Manager Signature for receipt of complaint. \_\_\_\_\_ Date \_\_\_\_\_

**BOROUGH MANAGER USE**

Public Relations Committee members received copy of complaint on \_\_\_\_\_.

Method of delivery: \_\_\_\_\_

Was this complaint addressed at the Office Level Yes  No

If, "No," which Committee do you recommend Public Relations have address it? \_\_\_\_\_

Are they scheduled to meet before the 30 days expires on this complaint? Yes  No

If, "No," will it be added to the Agenda for a \*Council Meeting discussion? Yes  No

If, "No," note in "Action Taken" and send notice to complainant of next scheduled Committee Meeting to which it has been assigned.

**Action Taken (Attach copy of Elected Official response, if any):**

Complainant sent "Action Taken" via: Email  USPS Mail  Date: \_\_\_\_\_

\*Only written complaints will be discussed by Council if a verbal complainant does not appear.