

JANUARY 12, 2009

The South Harrison Township Committee held a special meeting on Monday January 12, 2009 at 5:30 p.m. in the South Harrison Township Municipal Building.

Mayor Robert Campbell called the meeting to order and was followed by the flag salute.

Requirements of the "Open Public Meetings Act" were met. Notice of this meeting was given by: (1) sending sufficient notice herewith to the Today's Sunbeam of Salem and the Gloucester County Times of Woodbury; and (2) posting notice on the public bulletin board at the South Harrison Township Municipal Building.

Roll Call Vote: Robert Campbell – present, Robert Diaz – present, Robert Gaines – present, Gary Spinner – present, Charles Tyson – present, Colleen Bianco, Administrator – present, Nancy Kearns, Municipal Clerk – present.

Work Session:

The Committee discussed the need for a communications committee regarding newsletters, press releases and the website. There was a resolution prepared to deal with press releases. The Committee reviewed this resolution, and by consensus, made changes to the resolution for adoption on Wednesday, January 14, 2009. Further discussion of the communications committee will include John Eastlack, Township Solicitor to establish the guidelines and appointments in a future resolution.

Mayor Campbell spoke about the need to add two (2) additional local banks to Resolution R-09-08, thus amending a resolution that has already been added to the agenda for the Wednesday, January 14, 2009 meeting. The Township Committee discussed writing RFP's for the Township's financial business and it was agreed that Mayor Campbell and Colleen Bianco would draft the RFP.

Mayor Campbell spoke about the IT services and the website. He stated that he feels RFP's are also needed for this service. The Committee discussed this matter in relationship to the budget, stating that until the budget for 2009 is reviewed, it would be hard to determine what amount of money is available for IT services and as such, the RFP should not be issued yet. Colleen Bianco suggested the possibility of a 3 to 5 year plan for this matter.

The Committee reviewed Resolution R-09-12 and after discussion it was determined by consensus that this resolution be amended by adding that the agenda is to be posted to the website 48 hours in advance of scheduled meetings. This will be done at the regularly scheduled February meeting. Ms. Bianco added that posting agendas to the website will only be possible if she and the staff are provided with the agenda the week

prior to the meeting date. In addition, the Committee has opted to format all minutes, resolutions and ordinances to letter size paper. Nancy Kearns will order the new minute paper and archival books to comply with this decision.

A discussion on confidentiality and privacy involving Township matters will be discussed in a closed session with the Township Solicitor on Wednesday, January 14th. This discussion will also involve litigation matters.

Committee discussion on keyless entry and the use of time clocks is being tabled until such time as the budget numbers are determined. Ms. Bianco stated that this would be considered a capital expense.

Mayor Campbell spoke about the trash contract with Waste Management, which expires in June, 2009. He feels the Township should look into shared services, possibly joining with Elk Township on their contract.

Open Meeting to the Public:

Motion to open the meeting to the public was made by Robert Campbell, second by Charles Tyson. Motion carried.

Dan Webster addressed the Committee regarding the website. He advised that an improved interactive site could automatically produce and distribute newsletters, and he volunteered his help, free of charge, to draft the RFP for IT services.

Jeanine Campbell asked about the communications committee and if it would be used to help get information to the public rather than squelch information. Ms. Campbell was advised that this committee, when formed, would be intended to keep the residents informed with newsletters and updating of the website. Jeanine Campbell stated that she would happily opt out of the paper form and receive the newsletter through the internet, which would save expenses. Committeeman Tyson stated that paper newsletters were important for residents who do not have internet access.

Close Meeting to the Public:

Motion to close the meeting to the public was made by Charles Tyson, second by Robert Gaines. Motion carried.

Adjournment:

Motion to adjourn was made by Robert Diaz, second by Robert Campbell. Motion carried.

Respectfully submitted,
Nancy E. Kearns, RMC
Municipal Clerk