

**Township of South Harrison
Public Question Form**



The purpose of this form is for Township residents to put forth questions regarding Township matters such as policies & procedures, boards or committees, departmental functions, etc. It is intended that this form will facilitate transparency and an ongoing dialogue among citizens, staff and public officials.

Request Number: _____ Date of Request: _____

Name of Person(s) Making Request: _____

Telephone: _____ Email: _____

Question/Concern (please attach second sheet if necessary):

Office Use Only

Received By: _____ Date: _____ Initial: _____

Departmental Issue: Yes () No () Date: _____ Dept.: _____

Township Committee Issue: Yes () No () Date: _____ Initial: _____

Name of Staff/Committee Person Responsible: _____

Issue Resolved: Yes () No () Date: _____ Initial: _____

Follow-Up/Further Action Needed: _____

All Forms are to be directed to the Township Administrator. Forms will be processed in a timely manner and will be circulated to the appropriate department upon review. If your question or request is directed to the Township Committee, it must be received no later than one week prior to the next regularly scheduled Committee Meeting for inclusion on the agenda. Typically, this deadline would fall on the first Wednesday of every month.

The Township reserves the right to request additional information or require submission of the OPRA form in order to provide adequate information to residents. For more information on OPRA please contact the Municipal Clerk's Office.

Each request will be numbered according to the order it was received. Residents are to refer to this number when following up with the Township Administrator in order to determine the status and/or find out which department is handling the request.