

JANUARY 30, 2008

The South Harrison Township Committee held a special meeting on Wednesday, January 30, 2008 at 6:00 p.m. in the South Harrison Township Municipal Building.

Mayor Charles T. Tyson 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: James McCall - present, Cornelius McIntyre – absent, Charles Tyson - present, Robert Campbell – absent, Gary Spinner – present, Christie Melfi, Chief Finance Officer - present, Colleen Bianco, Administrator – present, Nancy Kearns, Municipal Clerk - present.

New Business:

Resolution R-08-21

Resolution of the Township of South Harrison Requesting Approval of the Director of Local Government Services to Establish a Dedicated Trust by Rider for Outside Employment of Off Duty Police Officers Pursuant to N.J.S.A. 40A:4-39

Motion to adopt Resolution R-08-21 was made by James McCall, second by Gary Spinner.

Roll Call Vote: James McCall - yes, Cornelius McIntyre - absent, Charles Tyson – yes, Robert Campbell – absent, Gary Spinner – yes. **R.C.V.:** 3 - yes', 0 - no's. **Motion carried.**

Parks and Recreation Report

Mike Micklasavage, Public Works Manager reviewed his memo regarding how Public Works Department works in Harrison Township. Mike highlighted points in the memo advising he takes direction from the Township Committee in supervising employees engaged in any construction, operation, maintenance or repair of any township owned facilities, including parks. He has complete responsibility over any public works functions that are in the parks, including repairs, maintenance to grounds, buildings, roadways, and landscaping and tree maintenance. He oversees installation of equipment and gets required permits. When contracted outside the Department, reviews the site plans. Mike is also the Safety Coordinator for the Township and makes sure they are in compliance with IIF regulations. Requests the capital items for the parks, suggesting improvements to and for the parks. With events, the Recreation Commission will put the event together, but as the Safety Coordinator he will review for compliance and logistics. Committeeman Spinner summarized stating Publics Works piece is to coordinate the safety and maintenance of the park, and handles the set up in the park, but not the planning and booking of the events, that is done by the full-time Recreation Director. The Public Works Department has the responsibility of the budget for and maintenance of the park.

Ordinance O-08-03

Ordinance of the Township of South Harrison Establishing a Board of Recreation Commissioners

Introduction and First Reading.

Motion to table Ordinance O-08-03 on introduction and first reading was made by Gary Spinner, second by Charles Tyson.

Roll Call Vote: James McCall – abstained, Cornelius McIntyre - absent, Charles Tyson – yes, Robert Campbell – absent, Gary Spinner – yes. **R.C.V.:** 2 - yes', 0 - no's, 1 - abstention. **Motion carried.**

Budget Preparation

Colleen Bianco, Administrator spoke on the preparation of 2008 Department budgets and is requesting the Department Heads to submit by next Friday (February 8) what they were budgeted in 2007, what was actually spent and what they are requesting for 2008. Colleen and Christie will be meeting with everyone to go over what their line items numbers are, Christie made sub-categories for a better breakdown next year. Christie advised that she is bringing the Auditors to review 2007 expenditures to allow for a starting point. Colleen is planning on reviewing the Department Budgets and if a department is requesting an increase, there will be a narrative explaining the increase and as she gets the department budgets will put them in the Committee's mailboxes for review, hopefully this will allow for less work session meetings in completing the 2008 Municipal Budget. Discussion of starting the process in November going forward which would allow for the budget to be adopted early in 2009.

South Harrison Elementary – Analysis of Hard Costs

Committeeman Spinner received an email from Fran Adler regarding their analysis for using the school as a community center. For 06-07 year the school calculated \$181,000.00 stating the school was used as a community center 205 days out of 365 days and for this year to date 73 days used for \$79,989.00. Committeeman Spinner advised that Neil and he are meeting with Dave Datz on Friday to discuss the situation that arose when the Committee sent the letter advising that the Interlocal was not being renewed. Committeeman Spinner reported that Mr. Datz has been telling people that the Township Committee cut the funding and possibly people won't be able to use the school or may be charged for use of the facility. Committeeman Spinner would like to know what the Committee would like communicated and to discuss the analysis given, there is no scientific calculation to allocate the cost they are claiming. Committeeman Spinner sent three questions back to Fran and does not have a response yet.

Open Meeting to the Public:

Motion to open the meeting to the public was made by Gary Spinner, second by James McCall. Motion carried.

Ed Crispin stated the original \$30,000.00 was for one year and to be renewed if necessary, the Committee wanted to use the school as a community center. When discussed with the school, they talked about the added cost. The Committee asked for the best estimate of the additional cost. The school has never come back with the cost. Mr. Crispin stated he was at a meeting on January 23 and the school said if the Township doesn't do the Interlocal it is going to raise taxes. It doesn't come from the landfill, that agreement covers the ambulance and Fire Company along with additional costs for police service and the lost taxes on the 420 acres. The \$30,000.00 comes out of the general fund.

Marc Nagtegaal stated you should ask Mike about the cost of the snow removal and grass cutting, the school doesn't pay for this.

Close Meeting to the Public:

Motion to close the meeting to the public was made by Gary Spinner, second by James McCall. Motion carried.

The Committee discussed the process for paying the bills and reviewing the vouchers. It was suggested that the vouchers for each department be reviewed by the Township Committee Members on the Department Committee prior to the meetings.

Christie Melfi advised that in the future there will be two bill lists, one for the departments and the other for bills that are paid out of trust accounts. Christie advised that she would like to bring payroll back in house and this can be done through an Edmunds program. The Committee by consensus agreed to do a spending ordinance for the software program.

Resolution R-08-22

Resolution for Excluding the Public

Motion to adopt Resolution R-08-22 was made by Gary Spinner, second by James McCall.

Roll Call Vote: James McCall - yes, Cornelius McIntyre - absent, Charles Tyson – yes, Robert Campbell – absent, Gary Spinner – yes. **R.C.V.: 3 - yes', 0 - no's. Motion carried.**

Open Meeting to the Public:

Motion to open the meeting to the public was made by Gary Spinner, second by James McCall. Motion carried.

Marc Nagtegaal asked who the department head of Planning/Zoning is. Colleen advised that internally it is Celeste, under your and Nancy's direction. Mr. Nagtegaal was advised that the 2007 budget numbers were given to Celeste today. Mr. Nagtegaal asked if it includes the Master Plan, Colleen advised that the Master Plan bills were held as the budget only shows \$100.00 in that account. Marc Nagtegaal asked about the Environmental Commission, Colleen advised that it would be you, there is no one internally. Mr. Nagtegaal stated last year was the first year he got a letter regarding budgets. Mr. Nagtegaal stated the first paragraph in the ordinance you were looking at tonight is in conflict with the Environmental Commission ordinance. The Environmental Commission is allowed to look for open space and park land to acquire. If you are transferring those rights to the Recreation Commission then you have to change the Environmental Commission ordinance.

Close Meeting to the Public:

Motion to close the meeting to the public was made by Gary Spinner, second by James McCall. Motion carried.

Return to Open Session:

Motion to return to open session was made by Gary Spinner, second by James McCall. Motion carried.

Resolution – R-08-23

Resolution of the Township Committee of the Township of South Harrison Hiring Maria Berkett to the Part-Time Position of Assistant to the Chief Finance Officer Effective January 30, 2008

Motion to adopt Resolution R-08-23 was made by Gary Spinner, second by James McCall.

Roll Call Vote: James McCall - yes, Cornelius McIntyre - absent, Charles Tyson – yes, Robert Campbell – absent, Gary Spinner – yes. **R.C.V.: 3 - yes', 0 - no's. Motion carried.**

Adjournment:

Motion to adjourn was made by James McCall, second by Gary Spinner. Motion carried

Respectfully submitted,

Nancy E. Kearns, RMC
Municipal Clerk

Information Only