

MARCH 3, 2008

The South Harrison Township Committee held a special meeting on Monday March 3, 2008 at 5:30 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 - present, Charles Tyson - present, Robert Campbell - present, Gary Spinner - present, John Eastlack, Solicitor - present, Christie Melfi, CFO - present, Celeste Keen, Deputy Clerk - present.

Old Business:

Resolution R-08-37

Resolution of the Township of South Harrison Appointing a Class IV Member of the Combined Planning/Zoning Board of Adjustment

James McCall, not being familiar with Mr. Warner asked Mayor Tyson to acquaint the Committee with his appointee. Robert Campbell stated that Mr. Warner is an IT professional that has been to several meetings, lives in Ashford Estates and has lived in the Township for approximately a year and a half.

Mr. McIntyre inquired as to any other seats on the Planning/Zoning Board that may be available. Mayor Tyson stated that there is one alternate seat, John Coleman's. Mr. McCall stated that Chris Kudless would be a good candidate as he has served on the Board previously. Mayor Tyson advised that Mr. Kudless is not available due to lack of time. Mr. McIntyre suggested that Mayor Tyson reach out again, Mr. Kudless would be amenable.

Motion to adopt Resolution R-08-37 was made by Robert Campbell, second by Gary Spinner.

Roll Call Vote: James McCall - yes, Cornelius McIntyre - yes, Charles Tyson - yes, Robert Campbell - yes, Gary Spinner - yes. **R.C.V.: 5 - yes', 0 - no's. Motion carried.**

Budget - Public Works

Michael Micklasavage, Public Works Superintendent, discussed the recent changes of his Line Items. Previous budgets have always included Stewart Park improvements and maintenance within the Parks & Recreation budget. This year the park improvements and maintenance are to be included in the Public Works budget. Another change in this year's budget includes Buildings & Grounds being entirely under Public Works authority when previously it had been broken down into several departmental budgets.

Ms. Melfi asked Mr. Micklasavage to explain the Vehicle & Equipment Repair line item. Mr. Micklasavage explained that that is for Vehicle Maintenance. In prior years there were two (2) line items; Vehicle Maintenance (on-site) and another for Vehicle Maintenance (for off-site repairs).

Mr. Campbell stated that the Committee cannot confirm the 2007 actual numbers until confirmed by the auditor. Mr. Micklasavage agreed due to the fact that the different departments were combined midway through the year.

Mr. Micklasavage advised that purchasing snow fence will be required this year. All work at the park has been completed except for the property line split rail fence. He has spoken with Township Engineer as to water run off with parking lot, waiting to hear back.

Mr. Campbell asked what large ticket items the Public Works Department is going to need. Mr. Micklasavage stated that the only concern he has is the age of the dump truck. Colleen Bianco, Township Administrator has mentioned a possible future option of purchasing a pick up truck for the Construction inspectors that may be outfitted with a snow plow for a dual purpose vehicle.

Mr. McCall pointed out a lack of Capital Improvement requests. Mr. Micklasavage advised that he does have a list and he has been working with Ms. Bianco as to how they are going to proceed. The list includes a chainsaw blade sharpener, landscaping rake, grader box and a fuel transfer tank. Other items are park related such as a roof for the concession stand, fence repair and a fire suppression system.

Mr. Campbell asked for the Public Works total budget request. Mr. Micklasavage stated that it is difficult to calculate due to the fact that he feels is necessary for the park may not be what the Committee has in mind to accomplish throughout the year.

Ms. Melfi stated that she has Streets & Roads budget equaling \$20,000. Mr. Micklasavage stated that that sounded right but to keep in mind the price of road salt has recently gone up. The shed is currently full.

Mr. Campbell suggested that this may be the year for Mr. Micklasavage to investigate the possibility of purchasing a used dump truck. Mr. Micklasavage stated that a used truck will run approximately \$80,000.

The Committee thanked Mr. Micklasavage for his time and participation.

Ms. Melfi informed the Committee that the budget amount from 2006 Master Plan was for \$100 and also included \$50 for Zoning operating expenses. The Committee suggested that those were probably typographical errors, should be \$10,000 and \$500 respectively.

Ms. Melfi advised that there was \$18,000 paid to Bach Associates toward Master Plan whereas there was no money in place to pay for those expenses. Henry Ludwigsen will need to address how to handle this matter. Ms. Melfi believes that the \$18,000 will have to be included within CAF. There is approximately \$6,000 in miscellaneous over expenditures which is not as much as was previously anticipated.

Committee agreed that Mr. Ludwigsen would have to answer all questions regarding how to proceed. Mr. Spinner stated that he was of the opinion that everyone would be at the meeting by 5:30 so that the meeting could be over by 7:00.

Ms. Melfi suggested that Bach Associates submit an engineering report at the Committee meetings to 1) keep the Committee informed and 2) keep the budget in check. The Committee agreed that an engineering report was a good idea.

Open Meeting to the Public:

Motion to open the meeting to the public was made by James McCall, second by Robert Campbell. Motion carried.

Marc Nagtegaal asked the Committee what is the cost of maintaining the school property. Mr. McCall advised that the Public Works employees' time is not broken down by park/building/roads/school. Mr. Nagtegaal thinks that the school board should be made aware of the costs associated with school grounds maintenance. Mr. Spinner advised that he and Mr. McIntyre have met with Ms. Cunningham, School Board President and Mr. Datz, School Superintendent, and they have discussed this issue. Mr. Micklasavage offered estimated costs associated with the Public Works Department maintaining the grounds. Mr.

Tyson obtained an estimate from Four Season as to what an outside contractor would cost. Total cost for the Township to maintain is approximately \$6,000 and outside contractor cost would be approximately \$14,000 which includes grass mowing and snow plowing.

Mr. Nagtegaal discussed with the Committee his letter to Mayor Tyson regarding his resignation from Planning/Zoning Board and Environmental Commission. He submitted a new letter withdrawing his resignation from Planning/Zoning. He asks the whole Township Committee to do what is best for the Township by maintaining the rural atmosphere. Mr. Nagtegaal is willing to make the hard decisions to help the Township by staying on the Planning/Zoning Board. One mistake that was made during the Re-examination of the Master Plan, the Board should have created a maximum amount.

Close Meeting to the Public:

Motion to close the meeting to the public was made by Neil McIntyre, second by James McCall. Motion carried.

A recess was held to await the arrival of Henry Ludwigsen, Auditor.

Budget - Audit Update

Henry Ludwigsen updated the Committee regarding the Annual Financial Statement (AFS). Mr. Ludwigsen reviewed his findings to date. It had been discovered that there was a number of record keeping deficiencies in 2007. AFS is to be ready by the end of the week. Mr. Ludwigsen stressed the importance of procedures and controls.

Return to Open Session:

Motion to return to open session was made by James McCall, second by Robert Campbell. Motion carried.

Marc Nagtegaal of Franklinville Road suggested that the Committee keep a watchful eye on temporary budget to assure that departments not over expend. Ms. Melfi stated that she has entered and is tracking all appropriations.

John Coleman questioned whether there are any 2006 checks not posted. Mr. Ludwigsen answered that as of January some checks from December did clear. Mr. Coleman asked if there is any commonality of the checks that were not posted. Mr. Ludwigsen stated that the issues found were across the board.

Close Meeting to the Public:

Motion to close the meeting to the public was made by James McCall, second by Neil McIntyre. Motion carried.

Adjournment:

Motion to adjourn was made by James McCall, second by Neil McIntyre. Motion carried.

Respectfully submitted,

Celeste Keen, RMC
Deputy Clerk