

**MAY 5, 2009**

The South Harrison Township Committee held a special meeting on Tuesday May 5, 2009 at 6:00 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 (L-6:15), Gary Spinner – present, Charles Tyson – present (L-6:10), Celeste Keen, Deputy Clerk – present.

**Work Session:**

Mayor Campbell advised that the purpose of the meeting was to discuss the position and candidate specifications of the part time Administrator position.

Committeeman Diaz began by reviewing the unofficially amended Township Administrator Ordinance which was amended by Robert Campbell and Robert Gaines. Mr. Diaz stated that his first objective would be paring down the duties from a full time Township Administrator position to a part time position.

Mayor Campbell believes that maintaining local, state and federal experience in the job description is beneficial.

**Charles Tyson arrived and assumed his seat.**

Mayor Campbell stated that the duties should be broad and clearly state that the duties may include other aspects not included within the job description.

Committeeman Spinner noted that item 9 under 19-9 B has been changed to add the word "Some" in regards to knowledge of laws and regulations governing municipalities and inquired as to the reasoning. Mayor Campbell advised that the Township has professionals (ie. Township Solicitor and Township Clerk) that are more than qualified in the knowledge of the laws and therefore the part time Township Administrator have some knowledge would suffice.

**Robert Gaines arrived and assumed his seat.**

Committeeman Diaz noted that two (2) duties that should be removed from the PT Administrator would be Fund Commissioner and Claims Coordinator. Mr. Diaz inquired as to how effective someone would be as a liaison to the Township Committee while only in the building two (2) days per week. The Purchasing Agent aspect while set up administratively has

not been created by ordinance which will need to be done. The collective bargaining duty should be relieved. Mr. Diaz noted that the Public Information Provider job duty is also a time constraint issue, while only working 15 hours how would a part time Administrator be effective?

Committeeman Spinner noted that there is the Communications Committee and that the PT Administrator will have to submit items to the Township Committee and wait for authorization prior to releasing information to the public. Working two (2) days per week would hinder the public from receiving information in a timely manner. Deputy Mayor Tyson advised that the PT Administrator would have to check their voicemails and emails. Committeeman Diaz questioned whether or not the 15 hours would include daily checking of voicemails and emails and/or the attendance of meetings? Mr. Tyson stated that it would be part of their duties.

Committeeman Diaz inquired as to which two (2) days the PT Administrator would be working. Committeeman Spinner inquired as to whether or not the PT Administrator would be required to attend Committee meetings. Mayor Campbell advised that the current Administrator does not attend the Committee meetings and that depending on the topics at hand the PT Administrator could attend meetings and it could be explained that the attendance of certain Committee meetings depending on the agenda items would be included but not count towards the 15 hours.

Committeeman Diaz noted that someone needs to be dedicated as:

- Health Benefits Official
- Time Tracking Official
- JIF Claims Coordinator
- Overseeing of Professional Service Invoice
- COAH Liaison
- Grant Writer

Mayor Campbell stated that the new PT Administrator will be responsible for delegating as he/she determines is necessary.

Committeeman Diaz advised that Colleen was an authorized signatory for checks and he believes that individuals with that authority must be bonded. Deputy Mayor Tyson advised that he is a signatory. Mayor Campbell advised that he is not a signatory for checks and does not sign all vouchers as he does not feel that the Township has the proper controls.

Mayor Campbell stated that the PT Administrator would benefit from visiting Elk Township and Woodstown to see how they incorporate shared services and outsourcing.

**Charles Tyson departed the meeting room.**

Mayor Campbell distributed copies of a resident's resume that he felt would be a good interim person while the position is filled permanently. Mr. Diaz noted that the individual had no municipal experience and that the resume submitted has a minimum of three (3) typographical errors. The position calls for a detail oriented person and the resume submitted does not reflect that of a detail oriented person.

**Charles Tyson returned and assumed his seat.**

Committeeman Spinner stated that the advertisement be put on the NJ League of Municipalities website as well as the Township's website. Mr. Spinner also asked what would be the interview process. Mayor Campbell stated that either the Finance Committee or the Personnel Committee would be in charge of the initial interviews. They would subsequently bring their findings to the full Committee. Committeeman Diaz suggested that Mayor Campbell and Committeeman Spinner be in charge of the initial interviews as it is their profession in the private sector. The Deputy Clerk was instructed to see that Mayor Campbell and Committeeman Spinner receive all copies of PT Administrator applicant information.

**Open Meeting to the Public:**

Motion to open the meeting to the public was made by Robert Diaz, second by Robert Gaines. Motion carried.

Janice Huggins of 22 Lincoln Mill Road suggested leaving the Municipal Clerk as a full time position; returning some of the duties she has done in the past and outsourcing the grant writing aspect of the position.

**Close Meeting to the Public:**

Motion to close the meeting to the public was made by Charles Tyson, second by Gary Spinner. Motion carried.

Mayor Campbell noted that he will contact Ms. Melfi, CFO, to discuss the Construction Department line items within the budget.

**Adjournment:**

Motion to adjourn was made by Charles Tyson, second by Robert Gaines. Motion carried.

Respectfully submitted,

Celeste Keen, RMC  
Deputy Clerk