

**TOWNSHIP OF FRANKLIN  
COUNTY OF HUNTERDON**

**RESOLUTION 2018 – 61**

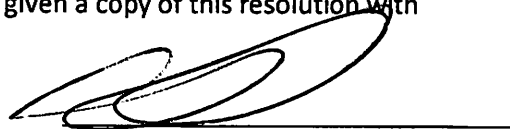
**WHEREAS**, the Township Committee has determined there is need to adopt a formal policy of making all communications, requests, actions, confirmations, documentation and other information available to any and all appropriate officials of Franklin Township; and

**WHEREAS**, the adoption of such a policy will facilitate and cause more efficient operations of the municipality; and

**WHEREAS**, the Township Committee has considered the attached recommendation for implementation.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Franklin that the attached ***Communications Policy*** is hereby adopted and shall be made part of the Township of Franklin Policy Manual and all employees/staff shall be notified and given a copy of this resolution with attachment.

Adopted: 9-27-2018



Craig Repmann, Mayor  
Township Committee

Attest:



Ursula V. Stryker, RMC  
Municipal Clerk

# Fwd: Communications Policy Resolution

Craig Repmann

Thu 9/27/2018 11:43 AM

To: Stryker, Ursula <clerk@franklin-twp.org>;

Hi Ursula,

Please have the below put on tonight's agenda as a resolution.

Thank you.

Regards,

Craig Repmann

Communications Policy

In order to facilitate proper documentation throughout the municipality and the various integral agents that are a part of our organization, we are formally adopting a policy of making all communications, requests, actions, confirmations, documentation and other information to be sent via email. In the past, we have relied on verbal communications and paper documents to facilitate our operations. Thus, the following are examples of the proper process moving forward:

## 1. Requests, Actions & Confirmations

- If a "Request" is being made to any department or individual, it must be made via email. For example:
  - i. A request to DPW for a Municipal Building repair should be made via email to DPW Supervisor, Department Head.
  - ii. An inter-office request from CFO to Payroll Administrator for a fund transfer between municipal bank accounts for payroll.
  - iii. An inter-office request from Clerk to Deputy Clerk for a Marriage License.
  - iv. If any municipal business is conducted via verbal communication, then it should be confirmed and memorialized via email.
- Actions & Confirmations of duties should be sent via email. For example above with Jean, Jean would reply via email that a transfer was completed.

## 2. Documentation

- Any document that may be sent electronically via email, must be done so. For example, if there is a letter received that needs to be disseminated throughout the Municipal team, then it should be scanned and emailed to everyone pertinent.

## 3. Notices

- Any notice, information or communication that is formally related to a function within the municipality must be sent via email. For example, an event where a resident or taxpayer has an accident on municipal premises must be notified via email.

## 4. Other Instances

• Proper communication via email is required for all instances. If proper communication is not conducted via email, the municipality is left without a record of the event. Thus, we're unable to substantial a claim otherwise.

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