**Memorandum of Understanding between Sustainable Haddon Township**

**and the Haddon Township Environmental Commission**

**DRAFT: AUGUST 28, 2012**

This Memorandum of Understanding (MOU) establishes an acknowledgement of a cooperative arrangement between the private volunteer organization Sustainable Haddon Township and the Haddon Township Environmental Commission. It sets forth the understandings between Sustainable Haddon Township and the Haddon Township Environmental Commission regarding Sustainable Haddon Township’s efforts to promote sustainable practices in Haddon Township effectively and the Environmental Commission’s intentions to collaborate in those efforts. This MOU stands as evidence that Sustainable Haddon Township and the Township of Haddon intend to work together toward the mutual goal of encouraging and effecting sustainable practices for the benefit of Haddon Township residents and businesses. These parties acknowledge the following outline of their cooperative arrangement, which is designed to respect the boundaries of each organization’s respective responsibilities and constraints.

Whereas Sustainable Haddon Township, formerly known as the Green Team, and the Haddon Township Environmental Commission have agreed to enter into a collaborative arrangement; and

Whereas, Sustainable Haddon Township and the Haddon Township Environmental Commission herein desire to enter into a Memorandum of Understanding setting forth the actions and responsibilities of both groups; and

Whereas, this Memorandum of Understanding is anticipated to be approved by the Haddon Township Environmental Commission, Sustainable Haddon Township, and the Township Commissioners on and effective as of September 19, 2012; and

Whereas, the parties to this agreement can be characterized by the following descriptions:

1. The Haddon Township Environmental Commission advises the Township’s Board of Commissioners and Planning Board on environmental matters including Sustainability and has a standing subcommittee on Sustainability. The Commission also provides education and information to the public on environmental protection and works with other local, regional, state and federal agencies in supporting environmental programs. The Mayor appoints its seven members plus two alternates.
2. Sustainable Haddon Township began as the Haddon Township Green Team which was the first step in establishing a community sustainability program enabling Haddon Township to be certified on a bronze level through Sustainable Jersey. It was formally established by resolution of the Mayor and Commissioners. Since Haddon Township anticipates applying for silver level certification, the Green Team is still a mandatory program for certification. Its name was changed to Sustainable Haddon Township after bronze certification was awarded by Sustainable Jersey. The skills and expertise of team members are used to implement programs and assist with educational opportunities that support the creation of a sustainable community.

Whereas the decision to coordinate the efforts of the Environmental Commission and Sustainable Haddon Township was the result of an open and thorough airing and analysis of options as summarized here:

1. Sustainable Haddon Township approached the Haddon Township Environmental Commission in the spring of 2012 about a possible collaboration due to decreased participation of the community members. The need and desire for community involvement in Sustainable Haddon Township motivated this discussion.
2. The sense of discussions held during the Environmental Commission’s public meetings in July and August 2012 with the participation of Sustainable Haddon Township members was that the collaboration would be of mutual benefit to both parties. Sustainable Haddon Township would benefit from a working arrangement with an active and committed Environmental Commission and the Commission would benefit from the additional interest in educational opportunities and the enthusiasm of the remaining members of Sustainable Haddon Township to further the Commission’s designated responsibilities of promoting environmentally sound practices in the Township.
3. Following the public meetings and Sustainable Haddon Township’s review of a survey of community members, both the Environmental Commission and Sustainable Haddon Township felt that a trial collaboration was indicated.

NOW THEREFORE, it is hereby agreed by and between the Haddon Township Environmental Commission and Sustainable Haddon Township as follows:

1. Representatives designated by Sustainable Haddon Township will be appointed by the Environmental Commission Chair to serve as citizen members of the Sustainability Subcommittee of the Haddon Township Environmental Commission. As a standing subcommittee of the Environmental Commission, the Sustainability Subcommittee will continue to also include Environmental Commission members and any other public members appointed by the Environmental Commission Chair. Subcommittee members—Sustainable Haddon Township designees as well as other citizen appointees— must be residents of Haddon Township, although non-residents may assist with the Subcommittee’s work despite not being formally designated as a member.
2. At least one person designated by Sustainable Haddon Township will attend the regular monthly meetings of the Haddon Township Environmental Commission. A monthly report of activities where Sustainable Haddon Township participated as well as those planned will be presented and discussed. Any help needed from the Environmental Commission will be requested and addressed. Any concerns from members of Sustainable Haddon Township will be discussed. The Haddon Township Environmental Commission will present to Sustainable Haddon Township any needs they have that Sustainable Haddon Township might be able to meet.
3. Between regularly scheduled meetings, Sustainable Haddon Township and the Environmental Commission will maintain regular communication on relevant matters of mutual interest to the two organizations. Typically, this will be via e-mail or telephone communication between the Environmental Commission Chair and the Sustainable Haddon Township designee.
4. As with other Environmental Commission subcommittees, the Sustainability Subcommittee may meet separately from the full Environmental Commission at times in addition to the regular full Environmental Commission meetings. If acting as the Sustainability Subcommittee, all members of the Subcommittee must be notified of meetings scheduled and be welcome to participate. If acting as Sustainable Haddon Township, only that organization’s rules need apply for holding a meeting, with the understanding that any deliberations or actions taken do not represent those of the Environmental Commission’s Sustainability Subcommittee.
5. Both organizations will make their best efforts to work toward making Haddon Township be successful in obtaining the silver certification from Sustainable Jersey.
6. Members of both organizations will make efforts to participate in each other’s events when possible and to avoid schedule conflicts to the extent possible.
7. Members of Sustainable Haddon Township will be notified of Haddon Township Environmental Commission meetings and urged to attend as well as receive the email agenda prior to each meeting.
8. Occasionally, Sustainable Haddon Township will meet separately simultaneous with the Environmental Commission meeting and report during their allotted time on the Environmental Commission agenda. Sustainable Haddon Township may also meet at other times. Between meetings, most communication among Sustainable Haddon Township members will occur via email or telephone.
9. Sustainable Haddon Township will maintain its blog to inform members.
10. Reports and recommendations of the Sustainability Subcommittee of the Environmental Commission will reflect a majority vote of all members of that Subcommittee, including those Sustainable Haddon Township members appointed to the Subcommittee. The majority of the full Environmental Commission may register agreement with the Subcommittee’s decision or may reject it by a vote of the full Environmental Commission, with only Commission members able to vote. Should Sustainable Haddon Township members choose to pursue an initiative not approved by the full Environmental Commission, they have that right; in representing such a decision, they must make clear that they are acting as Sustainable Haddon Township and not with the endorsement of the Environmental Commission. Obviously, it is hoped that both parties will be able to agree but if this becomes a chronic problem, it may become reason to dissolve the collaboration.
11. The primary budget for Sustainable Haddon Township will continue to come under the Township’s Recycling and Sustainability budget, **where applicable expenditures are appropriate**, and will be maintained completely separate from the Environmental Commission budget.
12. Both the Haddon Township Environmental Commission and Sustainable Haddon Township are committed to working together to achieve each organization’s goals where they coincide. This will be maintained via open and regular communication, and include, for example, scheduling use of the Environmental and Historical Center of Haddon Township for appropriate Sustainable Haddon Township activities and events.
13. The trial period of this agreement will be one year, which—upon mutual agreement by both parties—may be renewed each year. The agreement may be terminated immediately at any time upon notification by either party.

We, the undersigned have read and agree with this Memorandum of Understanding.

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Peter Kroll, Chair of the Haddon Township Environmental Commission

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Barbara Prince, Municipal Representative of Sustainable Haddon Township

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gwenne Baile, Community Representative of Sustainable Haddon Township

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor Randall Teague, Mayor of Haddon Township

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_