

**JACKSON TOWNSHIP COUNCIL 2007 BUDGET WORKKORSHOP MEETING
MARCH 22, 2007**

**6:30 PM MARCH 22, 2007 MUNICIPAL BUDGET WORKSHOP SESSION
(SECOND AND FINAL MEETING)**

ROLL CALL:

**COUNCILMAN GUDAITIS
COUNCILWOMAN INGRAM
COUNCILMAN MARTIN
COUNCIL VICE PRESIDENT UPDEGRAVE
COUNCIL PRESIDENT STALLONE
ATTORNEY GILMORE (absent)
TOWNSHIP CLERK EDEN**

**ALSO IN ATTENDANCE:
MAYOR MARK SEDA
ADMINISTRATOR SANTOS**

As Clerk of this meeting, I publicly announce that in compliance with the provisions of the "Open Public Meetings Act" adequate notice of this meeting of the Jackson Township Council has been advertised in the manner prescribed by law. This statement shall be entered into the Minutes of this meeting.

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RESOLUTION 139R-07

**TITLE: RESOLUTION FOR EXECUTIVE SESSION TO AUTHORIZE TOWNSHIP
COUNCIL TO ENTER INTO CLOSED DISCUSSIONS CONCERNING MATTERS
AS NOTED BELOW**

MOTION TO APPROVE BY: GUDAITIS

MOTION SECONDED BY: MARTIN

YES: GUDAITIS, INGRAM, MARTIN, UPDEGRAVE & STALLONE

WHEREAS, Section 8 of the Open Public Meetings Act permits the exclusion of the public from a public meeting under certain circumstances; and

WHEREAS, this governing body is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jackson, County of Ocean, and State of New Jersey, as follows:

1. The public shall be excluded from discussion concerning the hereinafter-specified subject matter.
2. The general nature of the subject matter to be discussed is as follows:
 - a) Personnel
 - b) Litigation/Potential Litigation: Update on-going litigation regarding COAH
 - c) Possible Land Sale/Land Acquisition
 - d) Contracts/Agreements: Update on PBA contract negotiations
3. It is anticipated that the subject matter discussed may be made public upon its conclusion or final disposition.

DATE: 03-22-07

**ANN MARIE EDEN, R.M.C.
TOWNSHIP CLERK**

**6:45 PM MARCH 22, 2007 MUNICIPAL BUDGET WORKSHOP SESSION
SECOND AND FINAL BUDGET WORKSHOP MEETING
PLEDGE OF ALLEGIANCE.**

ROLL CALL:

**COUNCILMAN GUDAITIS
COUNCILWOMAN INGRAM
COUNCILMAN MARTIN
COUNCIL VICE PRESIDENT UPDEGRAVE
COUNCIL PRESIDENT STALLONE
ATTORNEY GILMORE (absent)
TOWNSHIP CLERK EDEN**

**ALSO IN ATTENDANCE
ADMINISTRATOR SANTOS
MAYOR SEDA**

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COMMENTS FROM TOWNSHIP COUNCIL

COUNCILMAN GUDAITIS – He stated for those that were not present at the first budget workshop he is looking forward to insightful questions and comments and thanked all present department heads for attending.

COUNCILWOMAN INGRAM – She greeted everyone and thanked them for coming.

COUNCILMAN MARTIN – He greeted everyone and thanked them for coming and wished everyone a safe trip home.

COUNCIL VICE PRESIDENT UPDEGRAVE – She thanked everyone for coming and explained by following state budget laws and keeping better internal controls, they are looking for ways of addressing short term investments and surplus properties. She added this Administration researched ways to bring fiscally responsible government management back to Jackson and the Administrator, Mayor and Council have put forth a budget representing a zero increase in taxes. She thanked everyone for their hard work.

COUNCIL PRESIDENT STALLONE – He welcomed everyone for coming and explained they will discuss the budget with various department heads and then ask the public for their comments and suggested they refrain from repetitive questions to allow them to finish up tonight.

ADMINISTRATOR SANTOS asked Council to amend the Agenda canceling Saturday's meeting due to Mr. Slattery's passing. He invited Janice Connor, Recreation Program Administrator of the Senior Center to speak first.

JANICE CONNOR-OFFICE OF GOLDEN AGE / SENIOR CENTER

Ms. Connor stated she has a staff of two recreation people, two drivers and two in house office staff. They run programs from 8:30 – 4:30 for seniors 50 years and up and they provide bus service for all of Jackson. She mentioned one staff member had requested a title change. Administrator Santos explained personnel matters would be evaluated over the next few months. He explained Ms. Connors' budget was mainly a maintenance budget and noted a part time Omni bus operator position the Mayor chose not to fill as part of the budget reduction. Councilwoman Ingram asked about the ceramic instructor. Ms. Connor explained they had an instructor on the payroll at one time and found it was more cost effective to contract it out stating the person teaching the class would be responsible for bringing all materials to the class.

Council Vice President Updegrave made reference to the damaged doors of the Senior Center which Ms. Connor explained the automatic doors continually jamb despite numerous service calls.

ADMINISTRATOR SANTOS introduced Matthew Kunz – Director of Public Safety

MATTHEW KUNZ-DIRECTOR OF PUBLIC SAFETY

Mr. Kunz stated he requested six new officers to bring their staffing to 94, based on an independent survey performed in 2005. He discussed the current number of sworn Officers and the number of positions that have become vacant as well as upcoming retirees and the need to increase their staff so that when the Officers retire in 2008 they will have replacements already hired and trained and able to step in. He discussed the various departments that are currently working understaffed and how the growth in population has impacted the Police Department. Administrator Santos confirmed they do need additional staff but with the layoffs, elimination of positions and other budgetary cuts they can't accommodate them at this time. Mr. Kunz also requested their own IT person based on the 90 computers in operation in his building plus other equipment that is computer driven and because of importance and urgency of information required their need for an IT person surpasses that of the Townships'. He stated Captain Ferrarelli has been acting as the IT person, trouble shooting wherever possible without the proper skills and training necessary to perform in a full time capacity that takes him away from his demanding police responsibility. Councilman Martin advised they are currently looking into performing a feasibility study with the Board of Education that includes Information Technology. Mr. Kunz stated anyone working in that capacity would have to be reviewed like any other person working in the Police Department because of the sensitive information they have access to. He discussed the police vehicles with regard to age and mileage. Mayor Seda asked about the number of cars with computers and who drives them? Mr. Kunz responded if it wasn't for the mechanics and their great preventative maintenance program the vehicles would never achieve the extended life they have. He added they want to be as proactive as possible on the highway, and discussed some activity in town and their participation with the State Police Task Force regarding possible gang activity coming to Jackson. He would like to be more proactive rather than just react to calls. Council President Stallone discussed the tour of the Police Department they took after they were elected recalling some areas needing work. Mr. Kunz confirmed everything was taken care of to everyone's satisfaction.

CAPTAIN FERRARELLI – COMMANDER OF SPECIAL SERVICES

Captain Ferrarelli stated he currently had a staff of 27 with the Communication Division currently experiencing a severe shortage. He added the Records section has 5 full time clerical personnel with a 6th person on a leave of absence. The Communications Department has been understaffed for about 8-10 years and handle a high call volume with dispatchers taking calls from officers in the field to check outstanding warrants using the new Administrative Officer of the Court (AOC) system that required more time. Captain Ferrarelli stated he needed to keep a staff of 5 people per shift in order to provide adequate coverage per shift.

Mayor Seda stated part of their capital improvements would address internal cameras, replace defective cameras and put external cameras around the building for added security. Councilman Gudaitis asked Mr. Kunz about officers that are currently in training and when they would be ready for active duty. Mr. Kunz stated one officer would graduate the academy in January of 2008 and by December 2009 he would be working at the Police Department. Councilman Gudaitis asked about the officer returning for 5 months training. Mr. Kunz stated he would receive training at the Burlington Police Academy because of his three years absence from law enforcement and then have a 5-month working test period. Administrator Santos reminded everyone Personnel matters were not appropriate for the Budget Workshop.

Administrator Stallone asked if the communication problems in the police vehicles had been rectified. Director Kunz stated some problems were corrected but other problems with officers changing settings to access the internet are ongoing and being addressed. Mayor Seda asked about disciplinary action. Mr. Kunz felt that wasn't necessary stating it wasn't malicious and one officer keeps a portable device with gang member photos to share with other officers and when connected to the computer it conflicted with the software.

JUNE MUSTO-SENIOR TELECOMMUNICATOR -POLICE DEPARTMENT

Council President Stallone asked Ms. Musto about their call volume. Ms. Musto stated since January of 2007 they have handled approximately 1200 calls with a staff of two people taking approximately 40-60 calls per day. President Stallone asked why the turnover? She explained many have been part-timers and left because of the stress or for full time positions with benefits while others receive training and move on for more money. She discussed the nature of some calls and how important it is to have adequate staffing. Captain Ferrarelli

informed the Council how much was spent in overtime as a result of the manpower shortage and how a full time person would reduce that amount.

MAYOR SEDA thanked Director Kunz for his hard work and expressed appreciation to Mr. Newman and Mr. Ferrarelli for their assistance.

THOMAS CARTER – PURCHASING

Mr. Carter gave a brief overview of his department noting his goal to update the current software to a more efficient program. Councilman Martin referenced their meeting and how professional, well informed and prepared he was. Councilwoman Ingram asked about his knowledge of Java Software? Mr. Carter explained he was more familiar with the purchasing and payables. Council President Stallone asked how much it would be to upgrade and Ms. Ingram replied \$10,000. Council President Updegrave asked if he was looking to implement centralized purchasing and having online auctions. Mr. Carter stated he's been working with the Director of Public Works regarding their needs while following the rules applied to governmental purchasing and how a Java based program would make purchasing more efficient and discussed the numerous benefits and increased exposure they would have with online public auctions.

ADMINISTRATOR SANTOS stated the new Recreation Director will begin April 9th and briefly discussed their budget and how part time summer personnel were paid mostly through fees charged for various activities and the Recreation Trust Account paid many expenses. Mr. Santos gave some background information regarding the new Director stating some professional affiliations and associations he was involved with and that several sports organization gave up their appropriations in order for the Township to fund the ball fields.

PAT MILLER-16 SUNSHINE WAY: She stated the Jackson Roller Hockey League has 16 teams totaling 156 kids and was concerned about some of the conditions that exist with tick infested port-a-johns by the woods and exposed electrical wires and wanted to ask the Mayor and Council's to consider adding restrooms and a snack stand when making field improvements and they would be willing to have their own fund raising if it wasn't in the budget this year. Presently it takes about 3 hours to take everything out of their trailer to set up and explained the sport is growing fast. She explained neighboring towns would like Jackson to host tournaments because of the beautiful Justice Complex and noted Toms River receives \$400.00 an hour for their new rink in Winding River. She confirmed for Council President Stallone that all kids are Jackson residents with the exception of one boy who was a member of the hockey team prior to moving and continues to travel with the team. Mayor Seda confirmed there are changes being made to the Justice Complex thanks to the youth organizations that gave up appropriations in order to help. He might consider incorporating her suggestions after speaking with the engineers to see what the cost would be. She discussed the unsafe entrance to the roller parking area and felt it was a perfect place to make some changes and build a snack stand and restroom. He agreed to take a look at it. Administrator Santos stated he and the Mayor will be discussing a number of issues over the next few years and felt the cuts in this budget has allowed them to make significant improvements.

BARRY OLEJARZ-CONSTRUCTION CODE OFFICIAL

Mr. Olejarz explained the Construction Department is a self sustaining agency and did very well up until the construction decline in 2006 and has taken necessary steps in cutting back expenditures and reducing staff with additional layoffs possible. He stated things will pick up slightly April through November with homeowners getting permits and inspections for pools, decks and sheds. He stated he had a five year plan based on revenue of the department that is increased or decreased depending on how much money they make and discussed raising the amount of cubic feet to assist the department. He spoke of the number of new developments coming and the large number of units still sitting there and the ones that have recently been approved. He was concerned about lay offs and the length of time needed to advertise, hire and train should they not want to return. Administrator Santos confirmed Mr. Olejarz was keeping the inspectors very busy by going over records and performing inspections that fall through the cracks and adjust certain schedules. He also confirmed that part timers have been released and some have been reassigned because he couldn't justify funding salaries when revenue was down. Councilwoman Ingram asked about a line item for microfisch that was in the last budget but not in this one. Mr. Olejarz explained that a contract agreement was struck by the previous purchasing agent that had expired and because of ongoing issues at the time they couldn't get another contract struck. He stated he has 62 banker size boxes filled with tapes that need to be put on microfilm. If they don't strike a contract and start microfilming

soon the number of boxes will double. He stated his department was under constant scrutiny by the public and how one employee worked on a project for 4 weeks, gathering and copying all documents and plans requested by a homeowner researching something and stated how often it happens and when a request comes in they have certain number of days to respond before the State fines them. Clerk Eden confirmed the time frame required by law.

Councilwoman Ingram asked about scanning and saving information to a hard drive and Mr. Olejarz explained they originally wanted to do that but the Department of Records stated records must be stored on microfilm and inspected by them. He discussed a company he was considering and how expensive it was but if they went that route many other departments could benefit and reduce their paper filings. Administrator Santos addressed the Commercial Building Standards. Mr. Olejarz explained the money in the account is very small and pays for inspections performed by other agencies and associated clerical expenses because the State said his department couldn't conduct Commercial CCO inspections on resales or rentals.

BARRY OLEJARZ-OFFICE OF EMERGENCY MANAGEMENT

He stated last year they were very busy and met many objections in numerous training projects and received a lot of recognition for their success from County, Federal and State agencies. In 2007 he expects to continue training and preparing for necessary emergencies within the Township. He advised they set up two shelters to assist residents affected by the recent ice storm, they assisted the fire department with a residential fire and assisted the Police Department with barricades blocking roads with downed power lines. He confirmed strong communication between himself, staff and Jersey Central Power and Light addressing those who were without power. He was very pleased with results and was looking to enhance services and continue working closely with Public Works in various training exercises.

Councilman Gudaitis asked about his request for an emergency vehicle. Mr. Olejarz explained he has a number of trailers that are stocked with life saving equipment for a variety of emergencies. The vehicle he is requesting would be used specifically for transporting those trailers where needed.

(5 minute break)

RICHARD BORYS-ENVIRONMENTAL COMMISSION CHAIRMAN AND KEN BRESSI-PLANNING BOARD CHAIRMAN

Mr. Borys explained how the Environmental Commission and Planning Board are working together and Mr. Bressi added these two Commissions have to work together for the betterment of Jackson. Mr. Bressi thanked Eugene Fowler from the DEP and everyone on the Environmental Commission and Blanche Krubner on the Planning Board for all their hard work and a lot of behind the scenes work and long hours that nobody is aware of. He stated it's their combined efforts that keep Jackson growing in a stable and environmentally sound direction stating Jackson has the most pristine land and fresh water in the State.

KEN BRESSI discussed his letter to the Township to amend the Master Plan. He stated as of March 19th the board memorialized 25 resolutions (11 administrative approvals, 8 for commercial properties, 5 for multi family homes and 1 application for three homes was denied). He detailed many projects the Planning Board is currently involved in and corrected a number of errors reported by the newspapers. He explained the Master Plan is the blue print of the town that needs to be updated to reflect the direction the town is going in and changes in zoning and adjust ordinances accordingly. He stated applicants, contractors and lawyers use the inconsistencies in the Master Plan against the Town in court. He stated many things have changed in the last 20 years and suggests sitting down with planners, engineers, the Pinelands, DEP, etc. He explained the cost would be between \$150K - \$200K and confirmed with Administrator Santos that a Master Plan could be paid over a 5 year period.

Administrator Santos agreed with Mr. Bressi that the Master Plan needs to be redone and discussed ways of funding it. Council President Stallone asked Mr. Bressi if there was one thing in particular to change more urgently? Mr. Bressi stated that was a difficult question because it depended on so many things. He said it depended on the C1 zone and stated it was very important to keep commercial property coming in. He felt the two Boards are the best ever and they ask tough questions of applicants, they don't bend and they take their time deciding and since they can't stop development all they can do is make sure it's done right and urged Council to find the funds to redo the Master Plan because it would benefit the town. Administrator Santos suggested speaking with the Finance Subcommittee to discuss it further.

RICHARD MEGILL – PLANNING & ZONING

He confirmed what Mr. Bressi stated with regard to time spent on a number of applications. Administrator Santos stated the portion of the budget pertaining to salary and wages is a maintenance budget with the same level of staffing and the expense budget and professional fees remained the same as last year. He felt the appropriations for the Master Plan would help relieve some of the stress of this budget and allow Professionals to concentrate on modifications to the Master Plan and related ordinances.

RENT LEVELING BOARD-Administrator Santos explained the change in the Administrative Code in that the Rent Leveling Board was now under the Department of Economic Community Development Enforcement. He stated it was a maintenance budget that fluctuates each year depending on the number of applications and the nature of them where some require more work.

UNSAFE STRUCTURE COMMITTEE - Mr. Megill stated he gets complaints regularly about the Cassville area. He reviewed the list of buildings that are the worst in the Township and stated seven of the nineteen are in the Cassville area where people are simply not taking care of their homes and preserving the pristine historical look. Council President Stallone asked about the line item for contractual services. Mr. Megill stated much of it went to legal services and demolition of some properties. Administrator Santos stated it was a difficult line item to identify. The Attorney and Code Enforcement put pressure on the homeowner to make improvements and clean up any hazard on their property. In some instances when the hazards become a danger to children in the area the Township will expend funds to remove the hazards. Mr. Megill said they are finding more people willing to fix up the property and keep them on the tax roll. It is always a last resort to destroy a building.

JOHN GRILLO-CODE ENFORCEMENT / ANIMAL CONTROL / HOUSING INSPECTOINS

Administrator Santos explained the new Administrative Code created a division within the Department of Community Development Enforcement entitled Code Enforcement, Animal Control and Housing.

JOHN GRILLO – SENIOR CODE ENFORCEMENT OFFICER

He thanked Mayor and Council for the opportunity to fulfill the position and stated how each of these departments work closely together in the field. They enforce all Township codes and he agrees with Mr. Bressi that there are many changes that need to be made and numerous times they lose in court because many ordinances conflict with each other.

HOUSING INSPECTION

Administrator Santos explained the budget was originally prepared by Barry Olejarz and now falls under John Grillo. Mr. Grillo stated they presently have two officers and if they come to his department he would like to get their vehicles switched over also. His department can bring in more money with two officers doing inspections, investigating and canvassing. He stated Code Enforcement brought in \$50K last year in fines for violations found mostly on the weekends with \$5K in overtime. They also generate more money for the Planning and Zoning and Building departments. Councilwoman Ingram asked if their inspections are done for revaluation purposes. Mr. Grillo explained the nature of his inspections come from complaints. The secretary looks at their records to see what permits were issued and when they inspector arrives he looks for those items on the list and if there were improvements made without permits. No CCO approval is given until the homeowner obtains the proper permits and orders another inspection. Also, inspectors cannot go into a home unless they are applying for a CCO inspection. Administrator Santos explained Mr. Grillos' department goes out to a property because of a call he receives from someone and investigates and reports any violation and issues a summons. The company going out to assess homes is not there to report what improvements have been made to a property but just to assess the property. Mayor Seda explained the revaluation company is solely to assess the property and doesn't report back.

ANIMAL CONTROL

Mr. Grillo stated they have one full time officer and two part time officers. He stated he didn't agree with the hours because at times it leaves the office without an Animal Control Officer and noted a situation concerning a raccoon and there was no Animal Control Officer on duty. He is considering a sign in sheet to record activity and felt there should be two full time and part time seasonal officers. Councilwoman Ingram asked about deer carcass removal. Administrator Santos explained the State use to pay for carcass removal and that

stopped last year. The Township now pays for it and the same fund is used for the Ocean County Animal Shelter regarding costs for disposing of an animal.

ANN MARIE EDEN – TOWNSHIP CLERK

Administrator Santos explained other towns break up the expenses between the Mayor and Council because of the differences between the two.

Clerk Eden confirmed how many her staff totaled and added she has requested a Deputy Clerk who would perform the duties of the Township Clerk in her absence. Councilwoman Ingram asked if someone in her office could assume the responsibility of a Deputy Clerk and be paid a stipend and only used during absences and vacations, etc. Ms. Eden stated no one from her department has expressed an interest. Councilman Gudaitis asked if a neighboring township's Deputy could be shared. Administrator Santos stated he would be concerned about the confidential material kept in the Clerk's office that shouldn't be shared. She stated she had someone in-house in mind and would like to approach her if the Council approved her request. Council Vice President Updegrave asked how it would affect the budget to hire a Deputy Clerk? Administrator Santos went over the time required to advertised and hire and suggested they could look for someone with the background that could step right in stating they would be toward the end of the year with regard to the budget. Council President Stallone asked if the Attorney could step in if the Township Clerk wasn't present and as Ms. Eden recalled there was an occasion when the Township Attorney acted as the Interim Clerk when she was ill. Ms. Eden then requested the promotion of Senior Clerk Trish Van Clef to Principal Clerk because of the fine work she has been doing. Council President Stallone asked about the printing and binding line item. Clerk Eden went over past expenses stating in 2006 she anticipated starting the new Administrative Code and the fee in the budget reflects 2007 cost. Ms. Eden explained the recodification process of the Administrative Code where General Code will perform a written editorial analysis and the total re-codification of the entire code that+ includes standard code changes when they adopt an ordinance. Ms. Eden explained the new primary election on February 5th, 2008 and didn't feel they would have a budget at that time. Administrator Santos explained he put \$8K in the budget for the various elections.

BOARD OF HEALTH

Clerk Eden advised there would be a 2¢ postage increase taking affect May 14th. She explained her office processes mail for the entire Township from her budget including the Police Department.

ADMINISTRATION

Administrator Santos went over some expenses, increase in O & E for physicals and drug testing and other line item expenses. Councilwoman Ingram questioned some expenses that Mr. Santos explained.

PUBLIC HEARING

STEPHANIE BROWN-310 SO NEW PROSPECT ROAD: She thanked the Mayor, Administrator and Council for all their hard work.

MOTION TO ADJOURN BY: MARTIN

MOTION SECONDED BY: GUDAITIS

YES: GUDAITIS, INGRAM, MARTIN, UPDEGRAVE & STALLONE

10:25 PM

RESPECTFULLY SUBMITTED,

**ANN MARIE EDEN, R.M.C.
TOWNSHIP CLERK**

AME/klj