

**6:30PM      MAY 22, 2008 MUNICIPAL BUDGET WORKSHOP SESSION  
(SECOND AND FINAL MEETING)**

**ROLL CALL:**

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

**ALSO IN ATTENDANCE:**  
**ADMINISTRATOR DEL TURCO**

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 in the Minutes of this meeting.

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| <p>(a) Sending Annual Notice as required by Section 13 of the Open Public Meeting Act to the required newspapers on <b>May 16, 2008</b>.</p> <p>(b) Posting the advance written notice on the Official Bulletin Board in the Municipal Building.</p> <p>(c) Filing the advance written notice of the Township Clerk for the purpose of public inspection.</p> |
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**COMMENTS FROM TOWNSHIP COUNCIL**

**COUNCILWOMAN INGRAM** welcomed those that attended stating she wished more turned out and then spoke of her review of the budget noting the sale of property and two liquor licenses leaving \$2.8 million in reserve and it was her desire to use the entire amount to give a 3¢ refund back to the residents. She explained their efforts to pay down debt and felt the surplus that was left for the next Administration would help them and hoped the other Council members would agree that giving money back to the residents was a good idea.

**COUNCILMAN MARTIN** thanked everyone for coming and stated as they went through the budget they are finding some additional savings and some line items that could be cut a little more. One of his goals, due to the shortage in manpower within the Police Department and Telecommunication, was to try to find additional money to help them get additional staffing. He thanked everyone again for coming stating he was looking forward to the presentations as well as questions from the public.

**COUNCILMAN STALLONE-ABSENT**

**COUNCIL VICE PRESIDENT GUDAITIS-ABSENT**

**COUNCIL PRESIDENT UPDEGRAVE** greeted everyone and stated at the beginning of the first budget meeting she stated there could possibly be a \$1million budget cut proposed and that in doing so they could anticipate municipal operations of the 2009 budget to be negatively impacted and possibly result in department layoffs. She felt each department was working at their best and making any decreases at this time is something she didn't think was a good idea. In going through the budget she saw discrepancies but wanted the public to be aware that the figures presented initially were dated December 31, 2007 and it was now 6 months later since that document was printed and there was a difference that could be an overage in money opposed to what was actually there.

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**Council President Updegrave** apologized that at the last budget workshop they didn't allow for questions and wanted to advise the public that after each department overview they would allow individuals to ask questions.

**Clerk Eden** advised the order of the meeting, i.e.: Public Works, Recreation, Senior Services, Commission for the Disabled, Tax Collector, Finance CFO, Tax Assessor and Business Administrator.

### **OPEN MEETING**

#### **TOWNSHIP OF JACKSON 2008 MUNICIPAL BUDGET WORKSHOP**

Location: Main Meeting Room in the Municipal Building - 95 West Veterans Highway  
-All residents are invited to attend & participate in the Budget Review Process-  
-Meetings Start at 6:30 pm-

#### **THURSDAY, May 22, 2008 – Municipal Services:**

**Michael Campbell**, Tax Collector – Tax Collection Rates and Methods, Tax/Lien Sales, Senior & Veterans Deductions, Freeze Act

Mr. Campbell stated they added a new drop box outside the building to help residents that couldn't make their payments during regular business hours, they made the website more user friendly allowing for forms to be downloaded and provide links to County agencies to obtain useful information plus they have an email reminder service for those that registered with his office to remind them about a week ahead of time when quarterly taxes were due. His goal was to collect 980% again and mentioned issues with the block and lot conversion were being worked out, and that updating their software would allow them to receive electronic payments. He then gave a brief overview of the department's goals noting many things don't change from year to year and they have to purchase forms for the dot matrix machine but purchased other forms to use with a printer instead. He spoke of moving ahead with property foreclosures, upgrade to Java and money from last years budget allowed for purchases of printers, etc. Councilwoman Ingram discussed the \$10K budgeted for legal fees regarding foreclosures and how that may be over budgeted since it was the same allocated the previous year but not spent. He explained why that was and felt \$10K was a fair amount and could possibly use more to be more aggressive this year in acquiring properties and fees associated with taking legal action. Councilwoman Ingram asked how he liked working with Java and it was agreed he didn't like it at first but after working out some of the bugs he and staff like it. Administrator Del Turco asked him to discuss staffing. Mr. Campbell stated a key member of his staff retired but with the automation of many functions in the office they were able to work consistently with the exception of a couple sick leaves that took place but felt that was behind him now. He stated he was very pleased with is staff commending them on the work they do.

**JOHN GASKILL-25 NO LAKESIDE DRIVE**-he asked that they refer to the description of the line item as well as the associated number because their handouts didn't have the numbers.

**KEN BRESSI – 462 Diamond Road**- He asked what Mr. Campbell felt his collections would be for next year? Mr. Campbell stated his collections have remained stable year after year although the housing market issues have made things a little tighter this year but the mortgages are being paid by the mortgage companies even though they are not being paid by the homeowners and assured him he would be very aggressive if he needs to but there shouldn't be a problem with his reserve. Mr. Bressi commended him on what he's done with the office compared to years ago. Administrator Del Turco stated last years collection rate was 98.58% and currently the rate was 97.835%.

**LAURIE SMITH, Chairperson–Commission for the Disabled/Americans with Disabilities Act Advisory Board:**

She stated they serve a large number of residents in Jackson providing them with recreational and social activities and through the Helping Hands program they provide additional activities in the evening where they come to cook, watch movies, play games, arts and crafts and socialize. In the past they met two times a week and cut down to one and now she felt the need to increase it because they were getting a younger group due to the increase in Jackson residents plus an increase in handicap children. She explained the current group is between 14-58 years of age and with children as young as 8 coming in there is a need to provide them with more age appropriate activities and was therefore asking for an additional \$4K. She added they meet bi-weekly for ceramic classes, established a website with Christian's help and began therapeutic pony rides, the sports program was expanded to include softball for the disabled, expanded to soccer, and gymnastics, and they are finding children as young as three were joining. She stated they were expanding and funding is needed noting parents have asked for cheerleading and football programs. She stated they received \$10K from the Recreational Opportunity for Individuals with Handicaps and would be having the pony rides again this year on a first come first serve basis. She recommended moving non-medical, free transportation over to the Senior Center because 100% of the people who use the service were seniors and it amounted to half of her budget. Councilwoman Ingram discussed the salary for the Omni bus driver and verified they also provided transportation for non-emergency and stated she spoke to residents at a mobile home park that make doctor appointments well in advance and an incident when they got a call one day before their appointment saying the driver wasn't available. Council President Updegrave stated it was a shared service type of operation charged off to the Senior Center but should be able to use it for recreation in the evening when activities call for transportation. She confirmed having a part time bus driver and one aid that drove with her but the non-medical needs to be moved over to Senior Services since seniors used the service. She stated Ocean Rides offered rides for free and opens the budget up to allow for the \$4K for the Helping Hands Program request. She added they have a buddy program where they get great volunteers from the schools and help out. Mr. Kafton asked how many seniors utilize the bus program and it was stated about 15 per week.

**DENNIS RAFTERY, TAX ASSESSOR** – Assessment of Taxes & Methodology, Tax Map Maintenance, Township Wide Revaluation, Pending Tax Appeals, New Assessments (Construction, Improvements, Added/Omitted, Rollbacks)

Mr. Raftery stated his department discovers properties in town and places a value on them and defends those assessments. He added his department handles Veterans redemptions plus they completed the block and lot conversion in preparation of the revaluation stating it was going on the books for 2009 and suggested they don't look for an extension because of the problems it would cause since they were extended from 2008 to 2009. He went over the expenses in running the office and how the funds were utilized. Council President Updegrave asked about the \$10K for his Deputy Assessor. He stated she was his recommendation to the Mayor and does a fabulous job and he's turned much of his work to her. He stated the website was being updated every month and stated the current revaluation status as of April 29<sup>th</sup> was 8,960 residential properties and 1,538 vacant land parcels, 218 commercial properties and took 16,200 photographs. Administrator Del Turco referred to the tax map maintenance and last year's appropriations of \$25K and this year they only needed \$7,500. He then stated 716 appeals were filed at the County level with a total of assessed value under appeal was a little under \$120 million with a request for reduction from the people was \$97million so the exposure at the County level was \$22,236,300 which he believed there was no way they would lose that much money. Councilwoman Ingram asked about a \$35K discrepancy with the salaries in 2007 on one page compared to another figure located elsewhere. He believed it had to do with the retirement of a clerk in the Assessor's Office but he would review it again later. Mr. Bressi stated Mr. Raftery made a lot of changes when he became the Assessor and has done a great job and wished him the best in his retirement. Mr. Kafton asked how many properties were being assessed and Mr. Raftery stated 19,941. Mr. Kafton asked how the 718 appeals compared to last years and how many might get approved by the County? Mr. Raftery stated there were 35 appeals last year and stated maybe 600 would be approved and that on the very first day they got 98 judgments back with 93 remaining the same.

**FRED RASIEWICZ, DIRECTOR OF PUBLIC WORKS** - Streets & Roads, Building & Grounds, Vehicle Maintenance, Park Maintenance, Recycling Programs, Electricity,

Street Lighting, Natural Gas, Heating Oil, Sewage/ Waste Disposal Treatment, Fuel & Petroleum, Landfill Disposal, Snow Removal

Mr. Rasiewicz introduced himself and stated the Buildings and Grounds Department maintained over 100 square miles of roads throughout Jackson year round which included sweeping, paving, bulk and leaf pickup, snow removal, pot hole repair and process over 1000 work orders from other municipal departments noting they worked closely with Recreation and Senior Services and maintain the majority of the parks. He stated Motor Pool maintains a fleet of over 180 vehicles and related forms and inventory. The office staff takes over 300 calls per week with double the volume during peak times of the year plus they assisted other agencies when necessary. Councilwoman Ingram asked about a specific contractual line item that went from \$9K to \$20K and asked what his plans were? He confirmed with Mr. Del Turco there were more drainage improvements and upgrading with DEP and bringing in contractors to work with them. She stated it was the same explanation last year. He stated they were anticipating more work being done this year. She asked about purchasing vehicles and Mr. Olejarz discussed moving the F250's from his department and asked if there was a way Public Works could get them and Administrator Del Turco stated Public Works put in for a small pickup truck and he stated some of the vehicles have aged and he would consider an exchange program. She then asked about the road patch program if they were regular supplies? He stated that was replenishing his supply. Administrator Del Turco explained to her the baseline budget doesn't include overtime and they pro-rate it. Ms. Rivere asked about replacing vehicles and that in many cases it was more cost effective to replace the vehicles than repair them and asked what they would do with the old vehicles. Administrator Del Turco stated they would be auctioned off and referred to the success with online auctions held for the first time in the Township's history. She was concerned if they passed the aged vehicles within the Township the cost of maintaining them would still exist. Council President Updegrave stated having the online auction enabled people from all over the country to bid on the equipment because what might be of no use to Jackson might be needed somewhere else and it proved to be very successful. Administrator Del Turco stated the diesel trucks have a lot more life in them since they get more than 200K miles out of them. Mr. Gaskill asked about the machine parts and rentals line item. Mr. Rasiewicz explained they were replacement parts and the machine rental was the back of a truck the town already had. Mr. Rasiewicz explained the body was good and all they needed was the back. Administrator Del Turco explained it would come up again under the Capital budget. Mr. Rasiewicz discussed the snow removal portion of his presentation along with inventory and equipment, etc. Councilwoman Ingram asked about the amount he budgeted for and Mr. Rasiewicz stated they've been very lucky over the years but they never know what's coming and if an outside contractor would be needed. Administrator Del Turco agreed they've been lucky with little snow but did have problems with black ice and there was a trust account set up to put about \$20K in a trust account just in case. Mr. Bressi stated the cost of using contractors this year would be more due to the gas prices and felt the money allocated in Mr. Rasiewicz would disappear fast and felt \$100K was appropriate and whatever wasn't used could be put in the snow trust fund. Mr. Kafton asked about the \$100K that was requested and it was explained the Mayor agreed to \$80K because \$20 was in the trust fund. He felt it was an inflated amount and Councilwoman Ingram agreed. Ms. Rivere stated nobody knows for sure what will happen and that's what the money is for. Ken Bressi asked Administrator Del Turco about the \$36,344 CY (2005) for contracted services that would be about \$50K this year given fuel and inflation. How many plows did they use and how many times did they plow and Mr. Rasiewicz stated about 6 with a couple being a little heavier. He felt \$80K was a close figure if they had to hire contractors this year. Mr. Bressi stated the town grew more roadways. Councilman Martin asked about snow removal and felt they needed to take a closer look at two line items. Mr. Kafton stated Councilwoman Ingram spoke of having a cushion but the people don't want that kind of cushion and that's where they need to make cuts. She explained some cushions have been used in the past and didn't feel there would be a need for it this year because in the past couple years they didn't need a contractor. Mr. Kafton agreed with her. Council President Updegrave stated she looked at the budgetary supplement and the differences between what was being proposed and what was spent in the past and she wouldn't want to underfund an item especially when you deal with snow and don't know what will happen this year. Mr. Bressi stated some line items may have too much of a cushion but felt this particular item was justified. Mr. Gaskill confirmed that \$20K was put in the trust fund and if they bank another \$20K this year and build it up to about \$80K or \$100K then maybe they could cut this line item if they find they didn't need to use it. Councilwoman

Ingram agreed and confirmed with Administrator Del Turco that the funds could only be used for snow removal. Councilman Martin asked if this line item was going up and Administrator Del Turco confirmed there was an employee transfer and a departmental miscellaneous charge with one employee and internal charge. Councilman Martin stated it was a 25% increase when overall salaries have gone down. Mr. Del Turco wanted to look into it and check with personnel. Council President Updegrave gave her impression why it may have gone up. Mike Kafton stated the workshop was for asking the questions and both Mr. Del Turco and Mr. Rasiewicz weren't providing the answers. Mr. Del Turco stated salaries were correct for individuals but there may have been circumstances where they transfer between departments. Councilwoman Ingram requested a column be assigned to identify if the employee was transferred or terminated, etc. and Administrator Del Turco agreed. Councilman Martin stated salaries have gone down a little each year and then in 2008 they appear to go up. Mr. Del Turco explained he spoke with Ms. Borys in Personnel regarding a problem with allocations of individuals going from Streets & Roads to Buildings & Grounds and some individuals are transferred to other departments for short periods of time. Mr. Kafton stated the workshop is for asking questions and getting answers and Mr. Del Turco and Mr. Rasiewicz put the budget together yet no one could answer the questions being asked of them. Administrator Del Turco stated he'd have to come up with another report to assist because of short assignments and it's hard to list. Mr. Kafton felt it was suppose to be spelled out in the budget. Administrator Del Turco stated the amounts were accurate for individuals but they have to come up with another way of recording short-term transfers.

#### **FRED RASIEWICZ-RECYCLING**

Mr. Rasiewicz gave an overview of the various line items. Councilman Martin asked how much time was left on their recycling contract and Mr. Rasiewicz stated one year. Councilman Martin asked about considering going with the County where there would be a cost savings instead of continuing with the contract. Mr. Rasiewicz stated he would look into it.

Councilwoman Ingram asked if they used Java to do payroll to which Mr. Del Turco responded no. John Gaskill brought to their attention to some transpositions that Administrator Del Turco stated was not a transposition but the actual amount and showed how they arrived at the numbers. Councilman Martin and Councilwoman Ingram questioned how their budget went up by \$83K if they only replaced the two people they let go (at a lower salary) and didn't hire anyone else because if that's the case their budget should remain the same and wondered if this would reduce the budget further. Ms. Ingram said they have to look at reducing the surplus or find out if there was a need and try to make it make sense. Administrator Del Turco discussed the possibility of retro pay that was paid out but Councilwoman Ingram felt most of that was paid out in 2007. Ms. Rivere agreed there was something wrong with the numbers and salaries plus retro pay and asked about 2008 negotiated union salaries to see if it was a factual amount. Administrator Del Turco showed how each figure was laid out and Council President Updegrave showed where the numbers agreed. Mr. Gaskill stated he understood what Mr. Del Turco was saying and if there was an employee making \$60K per year who retired in March and was budgeted for \$60K then he only used 25% of his salary and the other 75% of that salary is the difference between \$620K and \$661K and Administrator Del Turco explained there were so many things that take place during the year. Mr. Rasiewicz explained how they share services with MUA and the Fire Department, etc. and some cost savings. Ms. Rivere asked why one item went from \$15K to \$25K? Councilwoman Ingram stated they asked for \$10K last year and spent \$26K showing they under budgeted that item.

**MAINTENANCE AND MOTOR VEHICLE MAINTENANCE:** Councilman Martin stated they were increasing their budget and asked if they were expecting more problems with vehicles this year and Mr. Rasiewicz stated it depends on the Police Department and how they go through their vehicles but reminded Council that even with new vehicles they still perform routine maintenance.

**COUNCIL PRESIDENT UPDEGRAVE** stated she spoke with Administrator Del Turco and suggested the Personnel Mgr should attend the May 27<sup>th</sup> meeting to explain any questions people had regarding salaries and Mr. Del Turco stated the CFO should also be present. Mr. Kafton asked if they were introducing the budget for first reading at the 27<sup>th</sup> meeting and Councilman Martin confirmed they were. Councilwoman Ingram

stated she would request that Payroll be done through Java for a cost of \$10K. Administrator Del Turco stated they currently use an outside vender similar to ADP.

**PARK MAINTENANCE:** Mr. Rasiewicz gave an overview of the services they provide for the various parks and new dog park. (inaudible) Councilwoman Ingram asked about contracts pending and those that were approved. Councilman Martin stated they were told maintenance would drop because of the turf fields and Councilwoman Ingram stated they shouldn't approve more than the approved contract. They budgeted \$124K last year and were told it would cost less the following year because of the turf fields yet his budget called for more. Administrator Del Turco named various maintenance purchases and explained many of the purchases belonged on a different line item. Mr. Kafton asked if he had documentation to back up the \$130K expenses? Administrator Del Turco offered to show him and explained there was a need to improve the accounting and break up the line items and list supplies and materials separately. Councilman Martin stated he looked at his 2008 objectives and providing lawn maintenance to the various public parks should be his main objective. Administrator Del Turco asked if Mr. Rasiewicz would like to reconsider his budget because of some valid questions that were raised which he agreed to take another look at it. Mr. Bressi asked if there was some maintenance attached to the turf fields and Mr. Rasiewicz confirmed there was stating the sports organizations using them would maintain them. Mr. Bressi asked if there was any liability for those organizations maintaining them and what the cost was to maintain them. Mr. Bressi commented that they should all have their calculators out while going through the budget addressing the cuts they would make and hasn't heard one motion to take something out. Councilwoman Ingram stated Mr. Rasiewicz's entire department has to be redone because they weren't happy with it. Mr. Kafton stated they put in turf fields without actually knowing how much it would cost to maintain them plus there was \$130K in the budget with no documentation to substantiate it. Councilwoman Ingram stated they were told the sports organizations would maintain the fields even though they cut their annual allocations and she agreed another \$20 could be put into it for unexpected expenses. Mr. Gaskill stated before they come up with a number they should contact someone to get an actual idea on how much it will cost to maintain the fields and have an alternative plan to back it up and find out what a turf tractor costs and the man hours, etc. He asked if the tractor was purchased would that go under the recreation budget? Administrator Del Turco stated it was a capital budget item. Fred spoke of the tractor (inaudible). Mr. Bressi brought up warranties so as not to void them and Mr. Rasiewicz agreed. Mr. Gaskill stated he worked on Giant Stadium and they used a smaller tractor that was about \$15K and not much bigger than a lawn tractor. Councilwoman Ingram suggested looking at leasing the equipment. Mr. Del Turco asked Mr. Rasiewicz if there were any cuts he would make now and Mr. Kafton felt he couldn't make cuts without looking into it further. Councilwoman Ingram stated it wasn't just the one item but his entire budget. Councilwoman Martin stated it should be presented in a couple days once he's had the opportunity to look at it again. Mr. Kafton asked what the \$61K contract was for? Councilman Martin stated it was for all non-turf related fields. Council President Updegrave stated she spoke with the Mayor and he said new turf fields shouldn't appear because they have turf agreements that would maintain the fields for four years and felt \$5K could come off right there. Councilman Martin thought it should be down to about \$80K. Administrator Del Turco discussed the process of amending the budget to make necessary changes after it's approval. Mr. Kafton asked about the parks and Jackson Jungle that hasn't been maintained in some time and how it needed to be power washed and resealed because it was highly used. (response inaudible). John Gaskill asked if there was a water spicket for a pressure washer or if something was needed for a fire hydrant? Mr. Kafton then addressed the skate park and noted it's gone downhill over the year and asked if there was a plan to make improvements to cleaning it up. He stated it was an underutilized park based on the restrictions but felt it could be used on a daily basis if it was cleaned up and suggested they come up with a better schedule noting that bikes, skateboard and scooters are all there at the same time and there have been some injuries and the town needs to look at it noting the park wasn't designed for riding bikes. Administrator Del Turco stated there were some security issues. Mr. Kafton felt it was underutilized and not maintained and the rules need to be addressed. He suggested Council President Updegrave read the rules and she stated Recreation was aware of the problems and would address it.

**UTILITIES**-inaudible Phil stated JCP&L has to go out to bid to purchase power and noted a 4% increase.

**STREET LIGHTING-** Councilman Martin asked for clarification on the provision for private residential communities. Mr. Rasiewicz stated more and more streets were being taken over by the Township. Councilman Martin asked Mr. Del Turco about \$378K and he stated they've started taking over parts of Westlake North and Councilman Martin asked why they were spending \$425K? Administrator Del Turco stated it would no longer be paid out of the Municipal Services Account and apologized for not indicating that on the sheet. Mr. Burke indicated they would try to go through private residents and transfer the costs.

**TELEPHONE & COMMUNICATION** - Councilwoman Ingram recalled at the last year's budget workshop someone had asked what carrier was used and it was noted Monmouth Telcom however it was more costly. Administrator Del Turco stated he was researching other phone carriers. They have two different phone systems and once some problems are addressed they would be able to marry the two together so they could switch carriers or reduce phone lines and rather than go with trunk lines they could look into direct inward dialing which would be less expensive. Mr. Gaskill asked if they have a consultant? Administrator Del Turco stated they have a Technology Committee and many people in private industry were asked first for recommendations. Mr. Gaskill stated his wife works for the business side of Verizon and would have her contact them. Mr. Rasiewicz stated there were still payphones being used that they were being charged \$80 - \$100 per phone. A suggestion was made to put in a local call only phone instead of a pay phone.

**HEATING OIL-** Mr. Rasiewicz stated they provide heat for most of the Township buildings and discussed the various types of fuel used and methods of heating.

**WASTE DISPOSAL TREATMENT-** (Fred Rasiewicz–inaudible) Administrator Del Turco stated it was a joint charge for the Don Connor trunk line they share with the Board of Education.

**FUEL & PETROLEUM** – (Fred Rasiewicz-inaudible) Administrator Del Turco stated he asked the Motor Pool mechanics if the police vehicles could run on regular gasoline and found they could and made the change. He stated they used 133, 656 gasoline at \$3.18 per gallon last year and this year, with higher gas prices they would total about \$425,026 and noted he under budgeted that item because the budget was prepared prior to the cost of fuel increasing. Mr. Del Turco confirmed that Mr. Rasiewicz was making every effort to minimize fuel usage wherever possible and Mr. Rasiewicz advised that other towns pick up bulky waste once a year and Jackson has a schedule where they pick up at designated times throughout the year and stick to that schedule. Mr. Bressi agreed with sticking to their schedule because it limits the wear and tear on the vehicles and fuel consumption. Administrator Del Turco asked the Council to permit him to increase the fuel to \$807K. Mr. Gaskill didn't feel \$807K was inadequate because fuel prices may reach \$5-\$6 per gallon. Administrator Del Turco stated it would carry them until the end of the year plus they may consider buying economical hybrid vehicles.

**LANDFILL DISPOSAL** – Fred Rasiewicz gave an overview and the rate increase for disposing of construction and demolition material. Councilman Martin asked why he showed \$95K and asked for \$133K when he stated everything was included in the \$95K. Mr. Del Turco explained how the figure was derived.

**STEVEN EISENSTEIN, DIRECTOR OF RECREATION - RECREATION SERVICES & PROGRAMS**

Mr. Eisenstein stated he was looking to keep many of the programs self-supporting to take the financial burden off the budget. He went over some of their achievements and stated they perform background checks on volunteer coaches and some seasonal staff over the age of 18, etc. He stated the previous Recreation Director prepared the budget and many items were put under contractual items. Councilman Martin explained the ordinance that was created was intended to close the loopholes regarding background checks. He discussed expanding his department, relocation of offices to a larger facility to expand what they offer the community. Their current location limited what they could do and they only had one room that is dedicated to arts and crafts. Other facilities are used for their summer camps, etc. and that he would like to look into walking program, busing program to theaters and Atlantic City and helping the senior community become more active or just staying active because they have a lot of energy. They are looking for

a 6<sup>th</sup> site for those looking to get into the programs. He suggested increasing the 2009 summer camp fees from \$160.00 to \$200.00 weekly noting other towns charge \$500 - \$700 for the same program with the same hours each year and was requesting the fee be increased to \$200.00. They currently have 200 at each of the 6 sites. Council President Updegrave asked if other towns had a decrease in participants because of the rate increase. He stated in Freehold they went from \$475 to \$600 in a couple years and they don't show any decrease. Councilwoman Ingram asked him about payroll and the budget item for an assistant and asked if it was necessary? Administrator Del Turco stated that position would not be filled and that a reduction could be made. He said there would be about a \$35K reduction in that department.

**MOTION TO REDUCE RECREATION LINE ITEM 011 BY \$35,000**

**MOTION BY: MARTIN**

**MOTION SECONDED BY: INGRAM**

**YES: INGRAM, MARTIN & UPDEGRAVE**

**ABSENT: STALLONE & GUDAITIS**

**SHERI SILVERSMITH, RECREATION PROGRAM ADMINISTRATOR -  
OFFICE OF GOLDEN AGE, SENIOR SERVICES  
OPERATIONS/TRANSPORTATION**

Ms. Silversmith's budget was close to what it's been in the past with very little change. Council President Updegrave stated there are many seniors and it was agreed they do a great job. Mr. Gaskill asked if the Assistant Recreation position was temporary or if it was permanent? Administrator Del Turco stated it was permanent. Councilman Martin stated the position was in the code but never filled and Council President Updegrave confirmed for the public's edification that the position was always in the salary ordinance and wasn't a newly created position and would remain in the Code but was not being filled. Councilwoman Ingram confirmed in order to eliminate the position they would have to amend the salary ordinance and it was agreed. Administrator Del Turco stated they could do that at a later date. Councilman Martin stated they should not remove that position from the salary ordinance just because there was no need for it at this time because in the future they may need to fill it. Councilwoman Ingram suggested analyzing each department to see if there were other positions in the ordinance that were not filled and remove them until there was a need. Ken Bressi agreed because the ordinance keeps things in check. Councilwoman Ingram stated as long as they remain in the ordinance, any Mayor could fill the position without the consent of Council.

**SHARON PINKAVA, CHIEF FINANCIAL OFFICER** - Administrator Del Turco gave a brief overview of some payroll items and the promotion of Sharon Pinkava to CFO and the hiring of an accountant.

**AUDIT SERVICES**-same appropriations from last year.

**UNEMPLOYMENT TRUST FUND** – They have about \$20K set up in a trust fund. Mr. Bressi asked if they had enough money in the Unemployment Trust account to pay for layoffs in the Building Department? Administrator Del Turco stated if layoffs took place he would ask for an increase but right now it's fully funded.

**PRIOR YEAR BILLS**- Councilwoman Ingram confirmed they were caught up.

**ACCUMULATED LEAVE TRUST** – Mr. Del Turco stated \$10K was set aside for personnel retiring.

**PUBLIC EMPLOYMENT RETIREMENT SYSTEM** – Police Fireman's Retirement System – Mr. Del Turco stated pension obligations were due. The State said they were behind and said the program was in trouble and they were putting in 20% each year.

**SOCIAL SECURITY** – Mr. Del Turco stated this went up about \$50K and explained why.

**BOND PRINCIPAL**- long-term debt.

**NOTE PRINCIPAL**- mandatory payment due for debt not currently financed yet.

**BOND INTEREST**-interest due on permanent finance program.

**NOTE INTEREST** – additional borrowing pieces of equipment.

**GMAC LEGLER LOAN** – this was of interest with the MUA for taking over the Legler water system. Mr. Gaskill asked why the MUA was interested in taking it over. Administrator Del Turco explained they have the expertise in running it but before they do anything else they have to look into getting the loan transferred.

**SPECIAL EMERGENCY APPROPRIATIONS (REVALUATION, TAX MAP, MASTER PLAN)** – Administrator Del Turco explained the revaluation which is paid back over a 5 year period could only be appropriated for one year at \$250K, Tax Map is \$50K and Master Plan is \$50K for five years.

**RESERVE FOR UNCOLLECTED TAXES & DCRP (DEFINED**

**CONTRIBUTION BENEFITS PLAN)** - Administrator Del Turco explained this was a buffer in the event people default during these economic times. Mr. Del Turco then stated appointments and elected officials couldn't participate in the state pension program and would begin a slightly different pension plan. This was the first year and he wasn't sure how much to put in and allocated \$5K. He stated non salary items were consistent with last year with the exception of some contractual increases.

Administrator Del Turco stated printing and binding, newsletters, mailings, tax bills, flyers come out of his budget. He explained the tax mailing and various flyers come out of his budget. He spoke of a grant writer to administer the grants and search for other grants and was thinking it could be an in house person on a part time basis with no benefits. He gave the various steps in making the grant work. Mr. Gaskill asked about a company that worked on a commission only basis based on what they wrote. Administrator Del Turco stated they needed someone to follow it through to the end and if it was done in house it had to be done through an ordinance. Councilman Martin thought they should get going on it and Council agreed. He felt it was a specialized field and wanted someone with real experience and not someone just looking to make extra money. Mr. Del Turco stated many towns have a grant writer and it works very well for them and it would be a small expense up front. Councilman Martin thought the position would pay for itself and Mr. Bressi stated many grant writers work for multiple towns.

**MOTION TO CREATE POSITION OF PART TIME GRANT COORDINATOR  
BY: MARTIN**

**MOTION SECONDED BY: INGRAM**

**YES: INGRAM, MARTIN & UPDEGRAVE**

**OFFICE OF THE MAYOR**-no increase in his salary.

**HUMAN RESOURCES**-Council President Updegrave confirmed the increase for staff was due to contractual increases.

**PURCHASING**-Administrator Del Turco stated last year Purchasing and Administration were combined and he went over figures.

**INFORMATION TECHNOLOGY (& INFORMATION TECHNOLOGY COMMITTEE)**-Council President Updegrave stated this went up over \$14K and Administrator Del Turco explained the computers and network operations were upgraded plus the firewall needed repair and most PC's are 2-3 years old and reaching their serviceable life and network servers will be upgraded. Councilwoman Ingram suggested looking to include Java for a long term savings.

**LEGAL SERVICES**-Administrator Del Turco stated he was budgeting slightly higher because of legal matters and COAH issues. Councilman Martin asked for a breakdown of years 2005, 2006 and 2007.

**HISTORICAL COMMISSION AND MAYOR'S PRIVATE RESIDENTIAL COMMUNITIES ADVISORY BOARD** -Administrator Del Turco stated this was consistent with last year and covered the recording secretary, basic supplies and non salaried items.

**LIABILITY-WORKERS COMPENSATION-EMPLOYEE GROUP INSURANCE**-Administrator Del Turco discussed all the items covered under insurance and what changes took place in the past. Councilman Martin asked when the last risk analysis was

done? Mr. Del Turco felt it hadn't been done in recent years. Councilman Martin asked about going to an outside vendor because of the cost savings and noted Bricktown saved over \$1million and since we were grouped together with inner cities it affects our rates. Administrator Del Turco stated there was two (2) more years left on the labor contracts and co-pays would be a critical issue. Council President Updegrave urged caution in making any changes to health benefits but Councilman Martin felt if the plan was the same and coverage was the same there shouldn't be a problem.

**LIABILITY INSURANCE**-Administrator Del Turco gave totals and a breakdown of what it covered noting JIF was made up of municipalities that joined together to create their own insurance company with respect to general liability and workman's compensation in order to save money.

**EMERGENCY MEDICAL SERVICES** – Administrator Del Turco stated he had to pay MONOC the balance of their bill.

**VOLUNTEER AMBULANCE SERVICES**- Administrator Del Turco stated each year First Aid would receive a \$20K contribution but they must first provide a copy of their audit which he didn't receive yet and would look into getting that done. He owes them for last year yet but hasn't received the audit. He'll contact Finance for audit.

**RELOCATION ASSISTANCE**- Administrator Del Turco stated this regarded contract services for people that needed aid.

**CELEBRATION OF PUBLIC EVENTS**-Administrator Del Turco stated this was for Jackson Day and the 4<sup>th</sup> of July and Recreation received donations, etc. Councilman Martin stated Bricktown brings in a professional fundraiser and asked why Jackson didn't do that. Council discussed the existing non-profit organizations ordinance. (inaudible)

**MATCHING FUNDS FOR GRANTS**-Administrator Del Turco explained there were grants that weren't funded 100% and the Township had to match them.

**INTER-LOCAL SERVICES AGREEMENTS-JACKSON MUA**- Administrator Del Turco stated shared services are working and are a great help.

**CAPITAL IMPROVEMENT FUND- CAPITAL IMPROVEMENT PROGRAMS 2008 & BEYOND**-Administrator Del Turco provided a book outlining the programs.

**GRANT PROGRAMS**-Administrator Del Turco referred to the summary book that showed grants currently on record along with details.

**BUDGET REVENUES**-Administrator Del Turco stated there was much surplus utilization, fees, interest cost on taxes and many more. He commented on lack of state aid, property tax and construction code fees were down. Council President Updegrave confirmed the three major decreases and their amounts stating it had a major impact on the overall budget.

Council President Updegrave suggested to co-Council that there should be a brief presentation of the issues brought to Mr. Del Turco's attention at the meeting of May 27<sup>th</sup> stating if Sharon Pinkava and Laura Borys couldn't attend they should provide a explanation regarding questions within the budget. Councilwoman Ingram agreed it would be helpful and Council President Updegrave asked Clerk Eden to include it on the Agenda for the 27<sup>th</sup>. The Council discussed several departments that could have some cuts and Council President Updegrave didn't feel there would be as much as they thought but she and other members would review it with Administrator Del Turco prior to the presentation he would be making on the 27<sup>th</sup>.

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**CONCLUDING COMMENTS BY MAYOR AND COUNCIL ONE-ON-ONE  
EXCHANGE OF IDEAS BETWEEN TOWNSHIP COUNCIL AND TOWNSHIP  
RESIDENTS**

**JOHN GASKILL-25 N LAKESIDE DRIVE:** He questioned comments made Tuesday night that the surplus was used to operate the first three months of the next year. Council

President Updegrave stated it was temporary appropriations and they would actually be operating without a budget in place and bills will continue to be paid until the budget is adopted. Administrator Del Turco stated revenue would continue coming in but stressed they need to get the budget passed as quickly as possible and adopt it by July. Mr. Gaskill felt the surplus didn't have to be so high and was in favor of seeing the \$829K going back to the residents.

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**MOTION TO ADJOURN BY: MARTIN  
MOTION SECONDED BY: INGRAM  
YES: INGRAM, MARTIN & UPDEGRAVE  
ABSENT: STALLONE & GUDAITIS**

**12:10AM**

**RESPECTFULLY SUBMITTED,**

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

**AME/klj**