

**JACKSON TOWNSHIP COUNCIL 2006 BUDGET WORKSHOP MEETING  
AUGUST 26, 2006**

**9:00 AM AUGUST 26, 2006 MUNICIPAL BUDGET WORKSHOP SESSION  
PLEDGE OF ALLEGIANCE.**

**ROLL CALL:**

**COUNCILMAN GUDAITIS  
COUNCILWOMAN INGRAM  
COUNCILMAN MARTIN  
COUNCIL VICE PRESIDENT UPDEGRAVE  
COUNCIL PRESIDENT STALLONE  
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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| <p>(a) Sending Annual Notice as required by Section 13 of the Open Public Meeting Act to the required newspapers on <b>August 18<sup>th</sup>, 2006.</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**

**COUNCILMAN GUDAITIS - Waived**

**COUNCILWOMAN INGRAM** – She thanked everyone for coming to their first Budget Workshop and stated Mayor Seda and Administrator Santos spent numerous hours preparing the budget and reviewing the supporting documents that transpired over the last seven months. She believed government should be run like a business. The first thing to do is identify and fix problems, establish policy and procedures and take control on spending.

**COUNCILMAN MARTIN – Waived**

**COUNCIL VICE PRESIDENT UPDEGRAVE** – Government flaws that cost taxpayers money. She stated the Jackson governing body refused to hide the truth from the public. The Mayor and Council would never propose a significant tax increase to the all ready tax burdened residents if budgetary laws did not dictate it. Due to the mismanagement of the prior Administration the Council has no choice but to follow state laws.

**COUNCIL PRESIDENT STALLONE** – He reminds the public that the purpose of the meeting was to discuss the budget and will not permit any other comments.

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**OVERVIEW OF ESTIMATED TAX BILLS**

**ADMINISTRATOR SANTOS:** He began by announcing this meeting was the first of three budget workshops and a couple handouts that cover the subject matter and the estimated time frame and subjects to be discussed today and for the other two remaining budget workshops. There is a budget summary for them to take home. He welcomed everyone to look over the books as the Council goes thru them. He then introduced Lily Ann Farley as the Chief Financial Officer.

**LILY ANN FARLEY:** She explained every year in July there is a cash flow problem because they get the school budget and every year it goes up, they pay the fire districts.

When the budget wasn't passed earlier this year she was concerned there would be a cash flow problem and no money coming in August 1<sup>st</sup>. and was concerned they wouldn't be able to make the payment to the school. In May she discussed this with the Administrator Salerno who felt there was no problem and assured her that the budget would be passed in July and they would have ample time to get the bills out.

Lily Ann Farley took questions from Council Vice President Updegrave, Councilman Martin, Councilwoman Ingram, Mayor Seda and Council President Stallone. She explained how she brought several concerns to Mr. Salerno's attention, how she and other department heads were instructed to bring all matters to his attention and he would use his discretion to inform the Committee. In January she provided Administrator Salerno with a financial report that he later used to prepare his budget instead of asking for an updated report. When she reviewed his budget she found many discrepancies, improper transfers and wrong accounts used to pay for services. She recalled \$300K was taken from the Tree Trust Account to pay for gypsy moth spraying when it should have been taken from the Regular Account and when she brought it to his attention he called the attorney and was told it was ok. On occasions when Mr. Salerno asked her to do things she would call the Auditor to be sure they weren't crossing the line and that her department was operating properly. When the new form of government took over she went immediately to Administrator Santos to inform him of their financial state. An estimated tax bill was prepared and mailed, costing approximately \$12,000.00. Mayor Seda stated the tax and budget hit the residents very hard and during his 16 months on the Committee no one ever spoke of a major increase. He made it clear to her that under the new Administration she is to come to him, Administrator Santos and Council members with any problems or concerns. Administrator Santos stated Ms. Farley sent a letter to the previous auditor on June 15<sup>th</sup> regarding various costs and as a result the recycling account was greatly adjusted.

**PAUL MAYEROWITZ-91 CYPRESS POINT:** He asked Ms. Farley various questions and made several comments regarding his definition and expectation of the Township's CFO. She explained what her obligation to the taxpayers was and that all financial information was presented to Mr. Salerno as her superior as well as the Auditor. In a business environment the CFO's accounting operation of the Township and the Administrator is responsible for the budgeting and judiciary responsibility of the Township. Not a traditional CFO function that he was use to and suggested to the Council if they wanted a true CFO they should change the job description. He suggested the Council focus on getting out of this situation and take control of the future.

**KEN BRESSI-462 DIAMOND ROAD:** He asked if there was a liason appointed? Ms. Farley stated a liason was appointed and she went to them for several months but after Mr. Salerno came he made it clear that he was handling the day-to-day operations and she was to report strictly to him. Mr. Bressi stated each individual has a responsibility and felt there was a lapse in procedure of informing the liason regardless of Mr. Salerno's instructions because liaisons are appointed by the Committee and he asked the Council to prevent that from happening in the future.

**GARY BLACK-76 LEWIS LANE:** He read an article in the paper about money taken out of wrong accounts and things such as fax machines and dinners were paid out of the wrong account and asked if they raised a red flag or not? Ms. Farley stated she questioned those items and called the Auditor and was told by the attorney that it was all right. Mr. Black felt she didn't do enough and things were coming out of accounts they shouldn't have and wouldn't accept her explanation. He stated if he was in her place he wouldn't have stopped at the Administrator but would have kept on going because he wouldn't be doing his job as a public employee if he didn't.

**TED SONDERMAN - 1031 W COMMODORE BLVD.:** He confirmed Ms. Farley brought matters to his attention regarding the cell tower contract and that payments were being paid out of the Capital Improvement Account which she felt was improper. He had no control over where the money came from to be paid but agreed that she did bring it to his attention. Administrator Santos stated \$3,200.00 per month was paid out of the Capital Account for nearly a year. The current Auditor and Attorney both agreed the money should not have come from that account and that money is now part of the Operating Budget as it should have been from the start. Council Vice President Updegrave asked Mr. Santos what the difference was between the accounts. He explained the Operating budget should be day-to-day operating expenses to run the Township and

the Capital account is long term improvements and recurring accounts. Ms. Farley stated she did as much as she could to bring these errors to Mr. Salerno's attention. Council President Stallone explained to the public they will have many opportunities to ask questions and this was just the beginning. Councilman Gudaitis stated he felt she didn't do as much as she could and she had the liason and felt she didn't take advantage of that and wanted to make sure she fulfills her responsibility not only to the Mayor and Council but also to the taxpayers and exhaust all avenues.

**JOESEPH MALTOS**-He suggested the best way to handle the budget would be to conserve 1% or more on every line item. That wouldn't hurt as much as them raising it to \$4.00.

**PAUL MAYEROWITZ-91 CYPRESS POINT LANE:** He asked where Capital Leases would come from in the future. As an example he stated a computer is an asset and instead of buying it they could lease it for 7 years, and asked if that would that be a capital improvement or an operating lease coming from the Operating budget? Administrator Santos explained they haven't decided yet and the Council would look at what makes good budget sense to buy something on long term or not. Mr. Mayerowitz would like to see the Council adopt a policy for treatment of long-term leases and assets so the residents would know in the future when it should come out of the Capital Improvement Fund or Operating Budget.

**JOHN SULLIVAN-17 MARLOW DRIVE:** He asked why Jackson's tax rate was divided into four districts? Council President Stallone explained it had to do with the fire districts and each fire district had it's own tax rate. Administrator Santos explained there are four separate fire districts that operate under The Board of Fire Commissioners who are elected by the residents of that district and they set forth the financial needs of the district and what they feel is required to operate for that particular fire district. The tax rate ranges from 9.6 cents to 17.9 cents. They are a separate taxing authority elected by the public and have the ability to adjust taxes as they see appropriate and the Township only reviews their budgets and collects the money. Mr. Sullivan asked about Ms. Farley's interaction with the Council and why it would be different than when there was a Committee. Mayor Seda explained how the previous form of government worked and presently the Council has no say on what happens in house other than requesting information, offer ideas and the Mayor gives the direct order. Council President Stallone reminded Mr. Sullivan they are still working on the Administrative Code. Administrator Santos stated with this form of government the Mayor's responsibility is to prepare and present the budget to the Council for review and the Council is exercising it's right to review and ask questions. The Council does have some oversight but the priority and direction of certain departments and programs come directly from the Mayor's Office.

**PETE SABLE-26 STAFFORD DRIVE:** He questioned his tax bill and Council President Stallone explained it was an estimated tax bill based on a whole year. Mr. Santos explained the last quarter, and first and second quarter of next year would be adjusted.

**MIKE CAMPBELL-TOWNSHIP TAX COLLECTOR:** He stated most people saw an 8% to 9% increase between last year taxes and this year. There were new constructions the taxes caught up with at the last six months of the year.

**CHARLES GAROFANO-34 MERION LANE:** He asked Ms. Farley about the individual's she went to with her concerns regarding Mr. Salerno. Ms. Farley explained she went to Mr. Giblin and Mr. Broderick with no satisfaction.

**GARY BLACK-76 LEWIS LANE:** He apologized for his statements earlier thinking Ms. Farley only went to Mr. Salerno and now he understood she went to Mr. Giblin and Mr. Broderick and wanted to apologize for his remarks earlier.

**ADMINISTRATOR SANTOS – FINANCE Book 1 page 92**

Ms. Farley went over some items on the budget. Councilwoman Ingram asked for clarification on the payroll line item that she clarified and took suggestions.

**PAUL MAYEROWITZ-91 CYPRESS POINT LANE:** He questioned the service provided by Ocean First Bank, payroll services and any fees. Ms. Farley explained it was a service the bank provided at no charge. Mayor Seda explained Ocean First bid on providing Jackson Township with payroll service. Administrator Santos added the bank went thru the bidding process and is providing Jackson Township with a free service as a public service gesture and in turn it may attract other clients to them because they can say they handle our payroll.

**AUDIT SERVICES - Book 1 Page 127**

Administrator Santos stated the Mayor and Council went through the fair and open process pertaining to the professional service contract. They received four proposals from which they made their selection.

(Council President Stallone excused Ann Updegrave to attend a ribbon cutting ceremony stating she would return later.)

**LILY ANN FARLEY** discussed the services provided by the Auditor and various fees. Administrator Santos clarified for the public's edification the Auditor is paid for additional services above and beyond the Audit and those services are paid out of the Financial Departments expense account.

**UNEMPLOYMENT TRUST FUND – Book 1 Page 371**

Ms. Farley explained in 2005 there was enough money in the Unemployment Trust Fund to get them through the year so they only budgeted \$25.00. By the end of the year there was only \$30K left accounting for the jump in the budget.

**PAUL MAYEROWITZ-91 CYPRESS POINT LANE** asked how she planned on keeping unemployment claims to a minimum by reducing staff through attrition? Ms. Farley directed him to the Personnel Office regarding unemployment matters. He then asked if any 2005-2006 claims were appealed? Mr. Santos explained no appeals were filed since he came other than the previous Administrator that was denied.

**KEN BRESSI-462 DIAMOND ROAD** stated any employer has the right to appeal or challenge any unemployment claim. Council President Stallone informed those in attendance that Mr. Bressi was a former Mayor of Jackson.

**PRIOR YEARS BILLS - Book 2 Page 824**

Lily Ann Farley explained the previous finance office – *inaudible – pages shuffling over speaker – couldn't make out anything to form a full sentence*

**ACCUMULATED LEAVE TRUST FUND - Book 2 Page 854**

Lily Ann Farley explained two Police Officers retired and were owed accumulated sick time in addition to Mr. Salerno. Administrator Santos encouraged the Council to examine the Unemployment and Sick Leave Trust Fund to find some middle ground to prevent spikes in those accounts.

**PAUL MAYEROWITZ-91 CYPRESS POINT LANE** was concerned about the fluctuation in the last few years and felt the previous administration either under budgeted or over budgeted. Administrator Santos explained they look ahead to get a true sense of the needs of the Town by individuals showing interest in retiring, etc.

**PETE SABLE-26 STAFFORD DRIVE** questioned sick leave and what the Township is responsible for paying? Administrator Santos explained there are limitations depending on contracts. Accrued vacation time is permitted up to two years. He added Police salaries are much higher therefore if they accumulate 12 weeks of sick time and vacation, it takes a large portion of funds. He's funding on anticipated responsibility and he will sit with the Personnel Director to get a sense of who has shown interest in retiring and budget accordingly.

**PERS & PFRS PENSION CONTRIBUTIONS - Book 2 Page 875**

Administrator Santos explained these were mandatory items in accordance with State regulations and identified the significant increase over last year. The amount in the budget reflected the pension increase anticipated for next year.

**GARY BLACK-76 LEWIS LANE** he asked if the bill ever went through for the State to share a portion of those benefits that were also extended to include PERS? No one was aware of it and Mr. Black asked if someone could look into it and let him know.

**PAUL MAYEROWITZ-91 CYPRESS POINT LANE** asked if we had the option to opt out of the State Pension Plan or find alternative advisors to invest funds presently in the plan? Administrator Santos replied no. Mr. Mayerowitz asked what the rate of return was and Mr. Santos suggested the Department of Treasury Division of Pension Benefits website has a lot of information available.

**FICA Book 2 Page 881**

Administrator Santos stated the Township under budgeted about \$45K last year.

Councilwoman Ingram asked who made the calculations last year? Mr. Santos or Ms. Farley were not aware and guessed it may have been Mr. Salerno

**BOND PRINCIPAL, BOND INTEREST, NOTE INTEREST Book 2 Pages 951-971**

Lily Ann Farley gave an overview noting the various bonds and payments. (*inaudible-pages rustling as she spoke*).

The Township pays approximately \$2 million dollars per year for General Bonds. Mr. Santos explained that was a mandatory payment and the Council has no discretion, also the Township will see a reduction in the net debt of the Township that hasn't occurred in decades. Ms. Farley stated the debt has gone down. The total bond debt is approximately \$37million.

Council Vice President Updegrave has returned to the meeting (11:25AM)

**KEN BRESSI-462 DIAMOND ROAD:** He asked if there was a standard amount they have to put down and Mr. Santos replied, not less than 5%. He suggested the goal of the Mayor and Council should be to work on reducing their debt.

**GARY BLACK-76 LEWIS LANE:** He felt the previous administration put everything on a credit card like a college kid and made minimal payments.

**EDA LOAN PRINCIPAL/INTEREST #2 956**

Lily Ann Farley explained outstanding notes are about \$10million dollars. Administrator Santos explained he and the Mayor are exploring the issuance of bonds so they can start paying the principal back and seeking a better interest rate.

**GMAC LOAN-PRINCIPAL/INTEREST**

Administrator Santos asked about the Legler Water System repayment of 40 year notes and thought they were half way through.

**PAUL MAYEROWITZ-91 CYPRESS POINT LANE:** He stated the rate on Municipal Money Market Funds is currently 3.3%. He thought the Township could roll it over and refinance at a lower rate. Administrator Santos stated he has not had the opportunity to explore options because they have been focusing on getting the budget prepared but will certainly look at that as well as other options very shortly.

**TAX COLLECTOR PAGE 138**

**TAX COLLECTION RATE AND METHODS**

**TAX BILL CALCULATION (3<sup>RD</sup> QUARTER VS. YEARLY TAX PAYMENTS)**

Michael Campbell stated the Fire District, County and School tax bills are actual and not estimated and then explained how they arrive at their figures. The bill that comes out after the budget has been adopted will have an actual rate of the Township and the county will do a re-extension, certify the rate, subtract the first 3 quarters and the difference remaining is the reconciled tax bill.

**SALARY AND WAGES ACCOUNT**

Michael Campbell explained salaries are by contract. He added there has not been any technology therefore salaries have remained the same and employees are cross-trained so that when someone is out the office flows smoothly.

Michael Campbell gave a brief over view of the actual budget stating it doesn't change much from year to year. He stream lines it and finds some areas of savings and makes the adjustment. He went down the list indicating items that were estimated. Delinquent notices are sent monthly to keep tax numbers down. He explained his department has been microfilming permanent records so they can eventually destroy paperwork. He went over various conferences he is required to attend and the purpose of those conferences.

Councilwoman Ingram was pleased to see someone looking ahead to save the Township money. She asked why there was a big jump in the actual and budgeted foreclosure accounts? He explained the number of things that come out of the foreclosure account. Administrator Santos stated the Tax Collector's office and the Tax Assessors Office are the two most important offices in the Township because of the revenue aspect and the importance of having the tax bills go out on time and accurately. This is just a tool used by the tax collector in improving the collection rate. It is important for the Tax Collector to have the resources available and to keep the tax rate up for taxpayers that pay their taxes late.

**PAUL MAYEROWITZ-91 CYPRESS POINT LANE:** He stated receipts have gone down while expenses are up. He asked about foreclosures. Mr. Campbell explained some searches performed cost more than others and it his educated guess that tax rates will go up more in 2007. Mr. Campbell didn't see a decrease in the collection rate because he felt things have leveled off.

**GEORGE WONG-ELANA DRIVE:** He asked about collection transactions and about the more difficult transactions? Mr. Campbell stated he works a little harder on the difficult collections utilizing the funds available and the only additional money they have allocated was for the second tax bill. He stated programs that have to be administered are being done through his office. Mr. Wong felt he had a good handle on the numbers and asked how often he reports to the Administrator? Mr. Campbell stated he gives a monthly report to the CFO, Administrator and governing body. Council President Stallone discussed a new procedure they are looking into on reforming the old code and have a report generate to forecast on a quarterly basis. They will look into it once the Administrative Code has been completed. Mayor Seda advised Mr. Wong that many of the financial details he was looking for were available at the Municipal Building.

**GARY BLACK-76 LEWIS LANE:** He stated it would be helpful for people to know where to go for some information and found the Township Website helpful.

**RICHARD ZAUNER-109 NORTH COUNTY LINE ROAD:** He asked Mr. Campbell if he had a liason on the Township Council and if there was a problem how would it be handled? Mr. Campbell stated there was a liason and if there were any problem he would first go to the Administrator and the liason next. He added he has worked well with each Township Administrator without the need of a liason.

**TAX ASSESSOR - DENNIS RAFTERY**  
(Experiencing problem with tape recorder)

**ASSESSMENT OF TAXES Book #1 Page 152**

Dennis Raftery stated his department processes all changes that come through such as property changes, property sales, field inspections, processes deeds as well as other job functions. He then explained various line items.

Councilman Martin asked about toner and the possibility of recycling.

Council Vice President Updegrave asked what was the purpose of having a Deputy Assessor? Mr. Raftery explained most municipalities have a deputy to cover vacations, absences and job related absences.

**RICHARD ZAUNER-109 NORTH COUNTY LINE ROAD:** He asked how the Governor's change has affected the Metedeconk and it's tributaries and the revaluation of property and taxes? Mr. Raftery explained each year on February 1st a postcard goes out advising each resident of their property tax and they have an opportunity to appeal with the County Tax Board. Mr. Zauner asked who his direct supervisor was and Mr. Raftery

explained he reports directly to the Ocean County Board of Taxation and the report he gives to the Tax Administrator is copied to the Township.

**KEN BRESSI-462 DIAMOND ROAD:** He commended Mr. Raftery and Campbell for their good work.

**PAUL MAYEROWITZ-91 CYPRESS POINT LANE:** He questioned the expenses and asked why there was an addition to the manpower and raises. Administrator Santos reminded him there was a Deputy Tax Assessor hired in November along with any contractual raises.

**GEORGE WONG- ELANA DRIVE:** He asked if they gave any thought to consolidating Township functions. Mr. Raftery explained one Tax Assessor is mandated by law in NJ and stated other questions regarding personnel should be directed to Human Resources. Mr. Wong felt they could make changes regardless of laws and regulations if they really wanted to.

**TAX MAP MAINTENANCE - REVALUATION UPDATE AND TIME-LINE  
IMPLEMENTATION Page 219**

Administrator Santos explained the increase and asked Dennis Raftery to update Council and residents. Mr. Raftery stated the State of New Jersey ordered the Township to present updated and digitized tax maps. The company hired to do the work presented the maps to the State and some revisions were necessary. The Township was granted a one year extension to complete work. During the time the tax maps were being done there were more than 3000 homes being built and need to added. His office is presently re-numbering the homes and they expect to be completed by January 2007. Council President Stallone asked if homes are assessed 100% and he replied no but they come close.

**GARY BLACK-LEWIS LANE:** He asked the Tax Assessor if he noticed a drop in the price of homes? Mr. Raftery stated they haven't seen it yet but it may be too soon.

**PAUL MAYEROWITZ-91 CYPRESS POINT LANE:** He commented on how the properties were assessed and that most residents feel they are being unfairly disadvantaged in the assessment process and the Township should demonstrate with examples throughout the Town how they are not being unfairly penalized. Mr. Raftery explained he had a slide presentation that would be helpful. He also noted he visited Westlake and Winding Ways to discuss this and answer any questions.

**LARRY HARTMAN-53 MERION LANE:** He questioned the tax rate - inaudible

**JOHN SULLIVAN-17 MARLOW DRIVE:** He received the tax bill and was curious how they arrived at their figures because his tax bill was different than his neighbor who has the same house. Mr. Raftery explained they use a property record read out.

**MUNICIPAL COURT**

Municipal Court Judge, Daniel Sahin, briefed the Council on his overall budget. He also noted that the Court runs very efficiently and he has a very good staff.

**GARY BLACK-76 LEWIS LANE** – Addressed the issue of safety/security equipment for the Court and suggested getting together with other towns, counties, etc. and collaborate purchase. Judge Sahin replied he would check in that. Judge Sahin also stated due to mandatory security measures imposed by the State, he would need to address certain issues by February 2007.

*(Recess 1:50 to 2:35 pm)*

**PURCHASING-PAGE 18 BOOK 1**

**DENISE HAMMERSTONE** stated her department handles all the purchasing for the Township and produces approximately 2200 purchase orders a year. They are governed by local public contract laws and regulations and must abide by those laws when filling Purchase Orders. Councilman Martin asked about toners and cartridges and the possibility or recycling to cut down costs? She explained they recycled at one time unfortunately they didn't last as long and they ran into a number of other problems. Ms.

Hammerstone explained her department solicits quotations from numerous vendors at the beginning of the year and when a need presents itself they look to find the best price. They also belong to a co-op and use their state contracts and co-op contracts that have already secured goods at a greater savings. It also eliminates the Purchasing Departments time going out to bid. Council President Stallone asked if Ms. Hammerstone could identify a cost savings since coming on board. Ms. Hammerstone replied she has a report, which identifies the various costs savings, although she does not have it with her in order to answer his question. She stated that she estimates a cost savings of tens of thousands of dollars. Mr. Stallone then noted that for a few tens of thousands, we have a department of three people with a cost to the Township around \$140,000.00 (salaries and benefits) so where is the cost savings? Ms. Hammerstone replied that the Township has benefited from the work she and her staff have done and stated that that prior to her employment here at the Township, there were numerous violations made against the Public Contracts Law.

**GEORGE WONG-ELANA DRIVE:** He asked Ms. Hammerstone about the \$500 yearly fee to belong to the co-op. She explained the Ocean County Co-op surveys each member to assess their needs, research vendors and buy in volume which saves everyone money. The schools, county governmental purchasing association, county, municipal members all belong to the co-op. They also purchase fuel through the co-op. If the Township's budget allows they submit a purchase order for \$25K at a time. The State and County put their contracts on line, which allows her office to review contracts to see if it meets their needs. If it does they print it and place the order.

Councilwoman Ingram asked about centralized purchasing? Ms. Hammerstone explained each office in the Township use to order their own supplies. Now it is centralized and all purchase orders go to her office where they are able to buy in bulk and shop around for the best price. Ms. Ingram and Councilman Martin discussed how 2.200 purchase orders a year work out to approximately three purchase orders a day giving each person in the office one purchase order to handle. Council President Stallone questioned how saving the Township \$30K to \$40K a year is worth paying \$200K per year in salaries, insurance and benefits made sense. What is she buying in bulk and what are savings? He then asked once they completed their purchase order, what do they do with the rest of their day? Ms. Hammerstone explained they research vendors and supplies, resolve any problems, contact vendors, and resolve any problems with departments and vendors and added each day is different.

**KEN BRESSI-462 DIAMOND ROAD:** How are State contract vendors approved. Mrs. Hammerstone responded that when the State goes out to bid the vendor knows when submitting the bid they are getting a large order and prices are lower.

**GEORGE WONG-ELANA DRIVE:** He asked if the database used is shared and if they could access it from home? She explained the software title is Edmunds and each department uses the portion of Edmunds that pertain to their department and they were not able to use it remotely.

**(Experiencing problem with tape recorder)**

Councilman Martin asked if the average purchase order could cause any significant spike or increase in coming years? She stated it seemed to be the same yearly.

**PUBLIC WORKS - LUIS MOLLINEDO PAGE 490 BOOK #2**

Administrator Santos stated they are looking to fill existing vacancies but will not be adding new jobs. He added the cost of materials used by the Recreation Department came from the actual budget and not the Capital Improvement budget.

Councilman Martin questioned the line item under Recreation, showing a handicap park that they didn't have before. Luis Mollinedo explained they supply and maintain the porta john stands and replacing things that have broken such as the slide stating it was more costly to replace a handicap slide than a regular one. Mr. Mollinedo also stated there was some vandalizing that required cleaning and painting and was not covered by insurance. Any unused money goes back into the operating budget. Mr. Wong questions the cost of clothing allowance to which Mr. Mollinedo responded that it is contractual (TWU).

**STREETS AND ROADS:**

Luis Mollinedo stated his department was responsible for all Township owned buildings, roads, parks, Justice Complex and any buildings that have been taken over by the Township. They also operate the Compost transfer facility that processes leaf collection, brush collection and a number of other collections.

**PICK-UP OF RECYCLES**

**GARY BLACK – 76 LEWIS LANE:** asked if there was any way the Township verifies that the recycling company has made the required pick-up's to which Mr. Mollinedo responded yes through GPS tracking.

**PARK MAINTENANCE BUILDING & GROUNDS:**

**GEORGE WONG – ELANA DRIVE:** asked if DPW projects the number of man-hours required to complete a project although each project is different and requires different man-hours. Mr. Mollinedo responded that there is no system in place to analyze the man-hours and at this time of year it would be difficult to do.

**FUEL & PETROLEUM:**

**ADMINISTRATOR SANTOS** discussed the rise/fluctuation in fuel costs, however, there is one advantage to adopting the budget at this point in time, and we already have a good idea as to what has been spent and what we will require finishing out the year.

**MAYOR SEDA** asked about the status of the fuel card reader(s) to which Mr. Mollinedo responded it should be completed by end of last week, however, there were some problems with some parts and he'll check on it and advise.

**UTILITIES: ELECTRIC/STREET LIGHTING/NATURAL GAS/HEATING OIL**

**COUNCIL PRESIDENT STALLONE** asked about a \$3,000.00 gas bill for the Justice Complex to which Mr. Mollinedo stated he would check into and advise.

**ANIMAL CONTROL SERVICES (full time animal control officer 4 p/t control officers):**

**JOSEPH SBANO (Animal Control Officer)** briefed the Council on the standard operating procedures of Animal Control

**MAYOR SEDA** asked who is responsible for the deer carcass removal to which Mr. Mollinedo responded the State, which contracts with a vendor.

**GEORGE WONG-ELANA DRIVE:** asked about deer carcass protocol adding that the standards should be refined. Mr. Mollinedo agreed but stated until such time as the control falls to the municipality, the standards are set by the State.

**COUNCILWOMAN INGRAM** asked about the procedures for dog licensing and how does the Township confirm that all dogs are licensed? Mr. Sbano responded that in order to ensure "all" dogs are licensed, would require canvassing which would be very costly to the Township (noting there are approximately 8,000 dogs in Jackson).

**DIANE CRAIG-JACKSON MILLS ROAD:** inquired about skunk and ground capture. Mr. Sbano replied that a resident could obtain a trap from the Animal Control Office

**JOSEPH SBANO** advised the Council that the location of the Animal Control Office (DPW Building) is a perfect location for the office – they have a shed, their equipment is safely stored and there is also a holding pen.

**ENGINEERING/MUNICIPAL ENGINEER:**

Mr. Santos advised the Council that due to a medical emergency, Daniel Burke, Township Engineer, will not be attending this meeting to discuss his budget. Mr. Santos noted that this item can be addressed during the remaining Budget Workshop meetings.

**GENERAL ADMINISTRATION, HUMAN RESOURCES, PURCHASING,  
INFORMATION TECHNOLOGY, HISTORICAL COMMISSION, MAYOR'S  
PRIVATE RESIDENTIAL COMMUNITIES ADVISORY, RENT LEVELING  
BOARD, LIABILITY/WORKERS COMPENSATION INSURANCE, EMPLOYEE  
GROUP INSURANCE, VOLUNTEER AMBULANCE AID, JUVENILE  
CONFERENCE COMMITTEE, COMMUNITY SERVICES ACT – SNOW  
REMOVAL, RELOCATION ASSISTANCE, AID TO HEALTH CARE  
FACILITIES, CELEBRATION OF PUBLIC EVENTS, MATCHING FUNDS FOR  
GRANTS, INTERLOCAL SERVICES AGREEMENT, JACKSON M.U.A.,  
PUBLIC DEFENDER:**

**WILLIAM SANTOS** addressed the Council with regard to the Office of Administration's procedures and standards. He addressed Human Resources and identified weaknesses in the previous personnel practices. He stated that we now have a Personnel Manager who is very knowledgeable and we are addressing and correcting those issues. Mayor Seda agreed noting that they are correcting all the previous problems within personnel. Mr. Santos addressed and justified all items including snow removal services noting that due to the previous administration's failure to make payment in the past years, the Township is only now reimbursing these communities pursuant to the Community Services Act.

**COUNCILMAN GUDAITIS** stated he has noticed a decline in the salary appropriation in the Office of Administration to which Mr. Santos responded that they have eliminated two positions (Aide to the Mayor and Confidential Assistant to the Administrator) at a cost of over \$100,000.00.

**GEORGE WONG-ELANA DRIVE** asked about employee evaluation; procedures and policies. William Santos responded that evaluations have not been done in the past but agrees that it needs to be done. Mayor Seda noted that it will be done under this Administration we're waiting for the adoption of the new Administrative Code, which includes all the new policies and procedures.

**MURRAY FIRESTONE-ONE HAZELTON LANE** stated this Council has nothing to do with the proposed increase. The previous administrator should be held accountable and this is why this problem exists.

**GARY BLACK-76 LEWIS LANE** agreed with Mr. Firestone noting that this Mayor and Council is not the cause of this increase.

**OFFICE OF THE TOWNSHIP CLERK, BOARD OF HEALTH (REGISTRAR),  
POSTAGE & PHOTOCOPY, MAY AND NOVEMBER ELECTION COSTS:**

Township Clerk Eden addressed the Council with regard to the budget. Mr. Santos advised that in the 2007 Operating Budget Mayor and Council will be broken out in that the Council will fall under the Township Clerk (not Administration as noted in this budget).

**MOTION TO CLOSE PUBLIC HEARING BY: MARTIN  
MOTION SECONDED BY: UPDEGRAVE  
YES: GUDAITIS, INGRAM, MARTIN, UPDEGRAVE & STALLONE**

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

**5:00 PM**

**RESPECTFULLY SUBMITTED,**

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

**AME/klj**