

MEMORANDUM

TO: Jackson Township Mayor and Council
FROM: Lavon Phillips: Business Administrator
DATE: 31JULY25
RE: Monthly Report

Personnel

Introductions to staff, volunteers, boards/commissions, professionals, Unions, etc.

Toured multiple departments and buildings/facilities.

Reviewing issues with staff prior to my employment to create best practices going forward.
Department Head Meeting 02JULY25 meet & greet. Subsequent One-on-One meetings with each department to ascertain needs.

Budgetary

Budget introduced on 22JULY25.

Projects

- Review/Update of Facilities Use Forms, Sponsorship Forms, rental/vendor fees, and enhancements to events for 2026.
 - Jackson Day 14SEPT25. 90% ready. Drone show only contract not complete; getting multiple quotes.
 - Addressing deposit, cancellation, and 'cash payment' regarding vendor contracts.
- Reviewing quotes for Security upgrades to include: Phase 1-Fobs, door upgrades, panic buttons. Phase 2- Camera upgrades and Metal Detector.
 - Upgrading jacksontownnj.net website for public intro in December. Plan to integrate AI machine learning to facilitate self-serving public questions and concerns.
 - Reviewing design/implementation/upkeep of new municipal smart phone app for public intro in December.
 - Designing a new event focused website to help vendors, sponsors, and residents facilities use requests.
 - Comprehensive improvement of current facilities use forms.
 - New and improved events for the 2026 season being planned.
- Working on Eruv options exploration.
- Reviewing/updating Employee Handbook with Personnel.
- Code Enforcement Plan being drafted to foster transparency, community engagement, data-driven decisions, and equitable enforcement. Meeting every two weeks scheduled. Reports due on 1st and 15th of each month.
 - Various reviews of neighborhood Community Development issues include road paving, sidewalks, high-grass, noise, pot holes, etc.
 - SDL CEO/Staff meeting with department heads 30JULY25. Intensive in person SDL training being scheduled in August for all departments using SDL. Internal hardware/software being tested to meet the needs of full SDL implementation. Full implementation no later than December 2025. Community learning session and app introduction being scheduled for January and March.
- Attended Diverging Diamond Interchange (DDI) stakeholder meeting Six Flags on 07JULY25. Future Executive Session briefing by Six Flags to Council TBD.
- Multiple meetings with Public Safety Director to ascertain PD needs, budgetary concerns, and growth potential.

TO: LAVON PHILLIPS, BUSINESS ADMINISTRATOR
FROM: ANDREW CHENEY
DATE: JULY 31, 2025
RE: MONTHLY WORK REPORT JULY 2025/ANIMAL CONTROL

Please see attached report

CC: Samantha Novak, Assistant Business Administrator