

MEMORANDUM

TO: Jackson Township Mayor and Council
FROM: Lavon Phillips: Business Administrator
DATE: 31AUG25
RE: Monthly Report

Personnel

Reviewing issues with staff prior to my employment to create best practices going forward.
Upcoming Job Postings: IT Director for PD. Safety Director for PD.

Budgetary

Budget amended on 26AUG25. Budget Presentation on 09SEPT25.

2026 Budget Preparation Process

- Rolled over the Budget Prep section of Edmunds.
- Proposed Timeline:
- 1st Week of September - Memo sent to department heads with a due date of mid-October for submission of budget requests.
- Mid-October to Mid-November - CFO and Administration review department head requests.
- Mid-November - Budget hearings scheduled (TBD Monday before NJLM)
- After Hearings - CFO and Administration meet to discuss any items raised during the hearings.
- End of November / Early December - Individual meetings with department heads to discuss personnel plans for 2026.
- Early 2026 - Budget presentation to Council.

Projects

- Review/Update of Facilities Use Forms, Sponsorship Forms, rental/vendor fees, and enhancements to events for 2026.
 - Jackson Day 14SEPT25. 100% ready. Show starts at 11 AM.
 - Personally worked with Drone Company to create show. Demo being developed.
- Reviewing quotes for Security upgrades to include: Phase 1-Fobs, door upgrades, panic buttons. Phase 2- Camera upgrades and Metal Detector.
 - Upgrading jacksontwpnj.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 2026.
 - 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 with T&M and Gregory.
- Reviewing/updating Employee Handbook with Personnel.
- Code Enforcement Plan being implemented 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.
 - Intensive in person SDL training being scheduled on September 16 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.

- Zoom call with Evesham to assist Payroll Department in using PrimePoint to full capability.
- Multiple meetings with Public Safety Director and Traffic Safety to ascertain PD needs, budgetary concerns, and growth potential.
- Working with Food Pantry volunteers for future options.
- Assisting Clerk's Office in evaluating Agenda Prep and Board Engagement Software. Reviewing Peak Agenda, Bearable, and Civic Plus.
- Working with Buildings & Grounds, IT, and Council President Kuhn to update & modernize Municipal Building hallways, doors, etc with new paint, floor polish, and digital screens.

Grants Year to Date

Grant Tracking: [Google Spreadsheet updated by Colliers and Lavon](#)

- New Jersey Department of Community Affairs, Local Recreation Improvement Grant Program
 - Project: Justice Complex Park recreation infrastructure improvements
 - Application Status: Awarded \$92,000.00
- New Jersey Department of Environmental Protection, Green Acres Jakes Law Program
 - Project: Justice Complex Park Playground Improvements, All Inclusive Park
 - Application Status: Not Funded
- New Jersey Department of Transportation, Municipal Aid Program
 - Project: Manhattan Street Improvements
 - Application Status: Pending Notification
 - Request Amount: \$1,954,759.44
- US Department of Transportation, Federal Highway Administration, Safe Streets and Roads for All Program
 - Project: Supplemental Planning and Demonstration
 - Application Status: Pending Notification
 - Request Amount: \$204,000.00
- US Department of Justice, COPS Hiring Program
 - Project: Jackson Township New Officer Hiring
 - Application Status: Pending Notification
 - Request Amount: \$7,752,192.00
- NJ Board of Public Utilities, Community Energy Plan Grant Program
 - Project: Jackson Township Community Energy Plan
 - Application Status: Pending Notification
 - Request Amount: \$10,000.00