



**TOWNSHIP OF JACKSON**  
**Township Administration**

**INTEROFFICE MEMORANDUM**

**TO:** Lavon Phillip, Business Administrator & Samantha Novak, Asst. Business Administrator

**FROM:** Marianne Horta

**DATE:** August 31, 2025

**SUBJECT:** August Monthly reports

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**Budgetary –**

See attached Edmunds for both Personnel and Purchasing working off a temp budget.

**Personnel –**

Openings: Clerk I: Clerk's Office & DPW – 2 replacement positions

Retirements: Officer Menafra & Eric Stockert (DPW)

**Coming Attractions: (Items that are being worked on**

- Updating employee handbook – has not been updated since 2019, incorporation new laws, policies, and procedures. Not a sole project up-date, working with labor council, Business Adm. and Mayor.
- Planning employee picnic for September 10 or TBA
- Employee Benefits Day – Oct. 17 (Open enrollment Oct 2025)
- Analysis of 2026 Health care and RX rates
- Working with Finance to fully integrate the time and attendance & payroll
- Working with Police on several personnel matters
- Interviewing potential candidate for Depart. Of Public Works
- Scheduling Fall training classes for Supervisors ‘
- Updating employee Family leave and disability log

**Purchasing –**

- Start to work on the bid specifications for 2026 Professional Services
- Submit resolution to clerk for award of bid- Police Uniforms, change order for grant
- Working with Finance to account for budgeting while in a temp budget

- Gathering quotes for various department for 2026 Capital projects
- Processing all of engineering purchasing requests.
- Working with IT dept. on up-grading safety measures on Twp. Buildings.
- Encumber and ensure all Jackson Day vendors have prompt payment