

TO: Lavon Phillips, Business Administrator
FROM: Camille Elluzzi, Municipal Court Administrator
DATE: August 29, 2025
RE: Monthly Report - Municipal Court

Personnel

Current staff includes two Deputy Court Administrators, Jennifer Mulcahy-Pancza and Hailey Varca, and one Clerk 2, Jasmine Kraus. We have an open spot for a Clerk 1 that was vacated by Victoria Smith on 6/27/2025. Requests to post that job have been made with both Personnel and most recently Administration. We ask that this be looked into again and that the office be made whole to preserve the exemplary service our customers are accustomed to. Jasmine just completed (August 28th) and passed all of her exams in the second level of POMCA (Principles of Municipal Court Administration) classes, sponsored by the NJ Judiciary in Trenton. We look forward to sign her up for level three classes once scheduling is available through the state to continue her court education.

Budgetary

We have had standard monthly operating expenses. Multiple blanket purchase orders have been requested for increase to continue making payments to contracted staff by means of resolution (Public Defenders and Prosecutors) and necessary vendors (language service providers, Cablevision, etc). Once the budget has been fully adopted we will look to restock items for the remainder of the year as necessary (letterhead, general supplies) and get services for shredding to complete the destruction reports required by the state.

Monthly Financials

As discussed, the municipal court reports for the month do not print until after the first full weekend, so financial information provided is for the month prior (July). Copies of the cashbook will be attached via PDF. Total amount collected in the month of July was \$98,184.16. Of that, \$41,941.23 was turned over to the township by way of check # 5508 reflecting the amount owed for Title 39 split, criminal fines, costs, etc. Additionally, \$1044.00 was turned over by way of check # 5509 reflecting amounts collected for Public Defender Fees (\$1022.00) and Parking Offense Adjudication Act (\$22.00).

Court Sessions

August 7th - full day in person session beginning at 9:00 am (sessions are 9:00 am, 10:30 am and 12:30 pm trials)

August 8th – full day special DWI session which included the assistance of a Spanish Interpreter, paid for by the DWI funds we receive yearly from the state

August 13th – 4:00 pm virtual first appearance session which includes the assistance of a Spanish Interpreter via zoom to assist with the ever-growing needs of our community of court users.

August 14th – full day in person session beginning at 9:00 am (session times same as above)

August 21st – full day in person session beginning at 9:00 am (session times same as above)

August 27th - 4:00 pm virtual first appearance session which includes the assistance of a Spanish Interpreter via zoom to assist with the ever-growing needs of our community of court users.

August 28th – full day session – virtual beginning at 9:00 am (one session at 9:00 am with attorneys and one at 10:30 am for pro se first appearances) and continuing to an in person session featuring some pro se trials beginning at 12:30 pm.

Cases Added vs Disposed June

DWI: 14 added – 12 disposed

Parking Violations: 10 added – 35 disposed

All Other Traffic Violations: 958 added – 944 disposed

Indictable Criminal Offenses: 67 added – all referred to Ocean County Prosecutor’s Office

DP & PDP offenses: 100 added – 50 disposed

All Other Non-Traffic: 105 added – 42 disposed

Upcoming Events

In September we will be having a full day Code Enforcement Session on September 4th.

During the session all code officers will be on hand to conference cases that they have issued that were not simply able to be resolved by a guilty plea or dismissal during our monthly virtual sessions. We have several trials scheduled for them as well starting at 12:00 pm.

September 12th we will attending the mandatory Ocean County Municipal Division Conference held annually in Manchester Township. This event includes a day of required CEC’s for the Municipal Court Administrators and Deputies, and the CLE’s for the Judges. Agenda has just been made available and will be attached via PDF. Camille, Jen and Judge Mabie will all be in attendance for the entirety of the day session, Hailey and Jasmine will be in the office throughout the day.