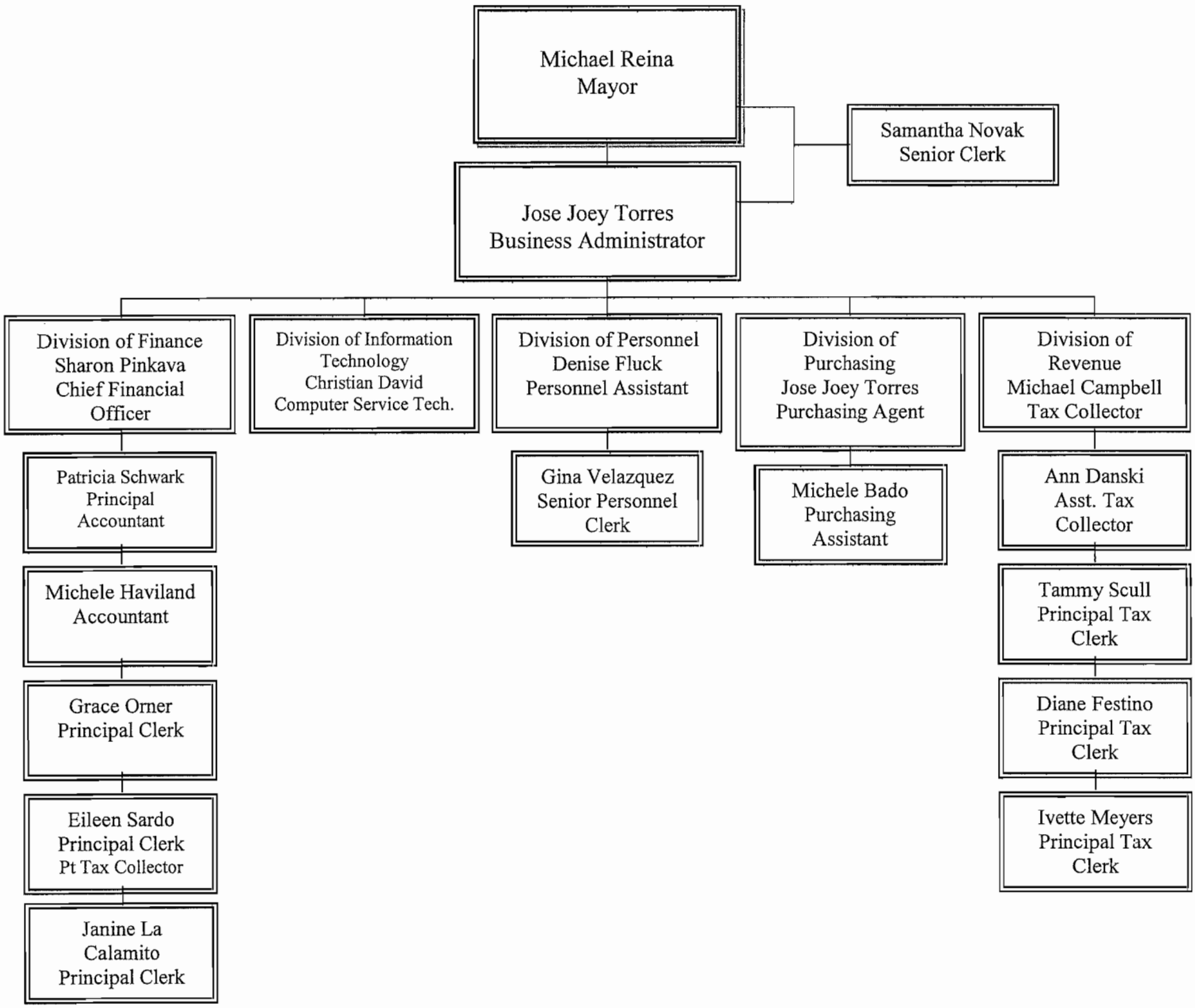
DEPARTMENT OF ADMINISTRATION

Office of the Business Administrator

JACKSON TOWNSHIP 2012 BUDGET

ORGANIZATIONAL CHART

Department Name: **Administration Department #100**



JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: **ADMINISTRATION - 100**

GENERAL DUTIES

The Business Administrator, under the direction and supervision of the Mayor, shall:

Assist in the preparation of the budget.

Administer a centralized purchasing system.

Be responsible for the development and administration of a sound personnel system.

Perform such other duties as Council may prescribe as delineated by ordinance.

The Business Administrator shall, subject to the direction of the Mayor, supervise the administration of each of the departments created and established in this Code. For this purpose, he or she shall have power to investigate the organization and operation of any and all departments, to prescribe standards and rules of administrative practice and procedure, and to consult with the heads of the departments under his or her jurisdiction; provided that with respect to any department of law or department of audit, accounts or control, the authority of the business administrator under this section shall extend only to matters of budgeting, personnel and purchasing.

I HEREBY APPROVE MY DEPARTMENT'S/BOARD'S BUDGET AS HERETO ATTACHED_____

Range of Budget Accounts: 2-01-20-100-000-000 to 2-01-50-899-999-999 Incl Revenue Accts: No
Subtotal CAFR: No Subtotal Department: No Subtotal Extd: No Department Page Break: Yes
For Budget: %PY = ((Budgeted / (Appropriated + Transfers)) - 1) * 100

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
GENERAL ADMINISTRATION 2-01-20-100-000-000	H							
SALARIES & WAGES 2-01-20-100-000-010	C							
ADM-BASE PAY 2-01-20-100-000-011	S	221,198.13 219,862.45	192,404.90 182,700.00	165,627.93 165,440.41	156,734.00	156,733.82		0.00
Transfers included in Approp		914.13	3,046.00	4,344.82				
Control Total		221,198.13 219,862.45	192,404.90 182,700.00	165,627.93 165,440.41	156,734.00	156,733.82	0.00	0.00
Transfers included in Approp		914.13	3,046.00	4,344.82				
OTHER EXPENSES 2-01-20-100-000-020	C							
ADM-ADVERTISING 2-01-20-100-000-021	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
ADM-PRINTING & BINDING 2-01-20-100-000-023	S	3,000.00 1,362.00	2,500.00 101.61	1,500.00 263.75	1,000.00	1,000.00		0.00
Transfers included in Approp		0.00	0.00	1,000.00-				
Stationary/ business cards, newsletters								
ADM-MAINTENANCE OTHER EQUIP 2-01-20-100-000-026	S	200.00 18.16	200.00 0.00	200.00 0.00	100.00	100.00		0.00
Fax and printer shared with Mayor's dept								
ADM-PROFESSIONAL CONSULTANT 2-01-20-100-000-028	S	25,000.00 7,029.13	15,000.00 5,704.00	0.00 0.00	12,000.00	12,000.00		0.00
Transfers included in Approp		0.00	0.00	15,000.00-				
Affordable Housing Issues								

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-100-000-000 GENERAL ADMINISTRATION								
ADM-BOOKS & PUBLICATIONS								
2-01-20-100-000-033	S	450.00	350.00	350.00	350.00	350.00		0.00
		117.38	117.37	397.33				
					NJSA 40/40A & misc. publications			
ADM-OFFICE MATERIALS & SUPPLIE								
2-01-20-100-000-036	S	2,800.00	2,500.00	1,500.00	1,500.00	1,500.00		0.00
		2,271.73	855.92	1,493.15				
					office supplies			
ADM-CONFERENCES & MEETING								
2-01-20-100-000-041	S	1,800.00	2,000.00	2,000.00	500.00	500.00		0.00
		3,288.93	474.00	60.00				
					NJ League of Municipalities & conference s			
ADM-TRAINING & EDUCATION								
2-01-20-100-000-042	S	1,200.00	900.00	900.00	500.00	500.00		0.00
		244.00	229.00	0.00				
					Mandatory continuing education			
ADM-PROFESSIONAL ASSOC. DUES								
2-01-20-100-000-044	S	500.00	500.00	500.00	300.00	300.00		0.00
		355.00	255.00	180.00				
					Govt Purchasing Association			
ADM-OTHER EQUIP&SUPP/MACH RENT								
2-01-20-100-000-058	S	200.00	200.00	200.00	200.00	200.00		0.00
		0.00	0.00	0.00				
					Shredders, adding machines, printers			
ADM-MISCELLANEOUS								
2-01-20-100-000-099	S	65,500.00	69,555.00	56,055.00	62,000.00	57,000.00		0.00
		84,543.01	85,119.43	44,809.48				
Transfers included in Approp		15,500.00	7,000.00	10,000.00-				
					COAH			
Control Total		100,650.00	93,705.00	63,205.00	78,450.00	73,450.00	0.00	0.00
		99,229.34	92,856.33	47,203.71				
Transfers included in Approp		15,500.00	7,000.00	26,000.00-				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
NOVAK	SAMANTHA	100	Administration	6/15/2004	40,182.00		0.00			0.00	40,182.00	40,583.82
TORRES	JOSE	100	Administration		115,000.00		0.00			0.00	115,000.00	116,150.00
			Administration Total		155,182.00	0.00	0.00	0.00	0.00	0.00	155,182.00	156,733.82

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: **ADMINISTRATION- 100**

2012 Objective
Demonstrate and strengthen accountability and transparency to citizens and other interested parties.
Finalize new Collective Bargaining Agreements with the TWU (Public Works), PBA (Police Officers), SOA (Superior Officers) and AFSCME (Clerical/Dispatch) labor unions.
Improve accountability from all Department Heads and closely monitor all government operations to advance efficiency and effectiveness of services and programs.
Continue an aggressive program for the pursuit of State, Local and Federal grants along with Private Endowments.
Pursuit of sustainable cost reduction / energy programs through grant funded programs, currently working with Going Green Committee to secure grants.
Further use of Community Development Block Grant Funds to be used for Handicapped Curb Cuts along with further field & surveillance improvements to the Justice Complex.
Continue to coordinate with the Township's Council on Affordable Housing (COAH) team to bring about an equitable Municipal solution to the New Affordable Housing rules.
Continue to seek resolution to the Mitch Leigh project litigation for development sizing factoring for sizing along with incorporating the mix for residential and commercial ratables, consisting with the Township Master Plan.
Procure an automated /network integrated time and attendance system. Intended applications include an employee hand scanning time-clock system to reduce labor intensive manual record-keeping along with improving efficiency and accuracy.
Provide for improvements to the Senior Center by installing a new room dividing door and installation of new roof.

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: **ADMINISTRATION- 100**

As phase II, file appropriate DEP and Pineland applications for the permanent sighting of a state of the art Compost/Ecological recycling center to be located at the Vista Center site.
Develop performance management program that will alert Administration if timely deliverable of services fall short.

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: ADMINISTRATION - 100

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits		
Samantha Novak	+6,313	Samantha has taken on additional responsibility which has provided coverage to allow the Administration Office to function without replacing the Senior Clerk who left in 2011. She has taken on most of the Business Administrator's clerical work along with her responsibilities for the Mayor. This increase allows for a savings of $27,478.
Total Salary and Benefits Variance	6,313	
Other Expenses		
Total Budget Change	6,313	

DEPARTMENT OF ADMINISTRATION

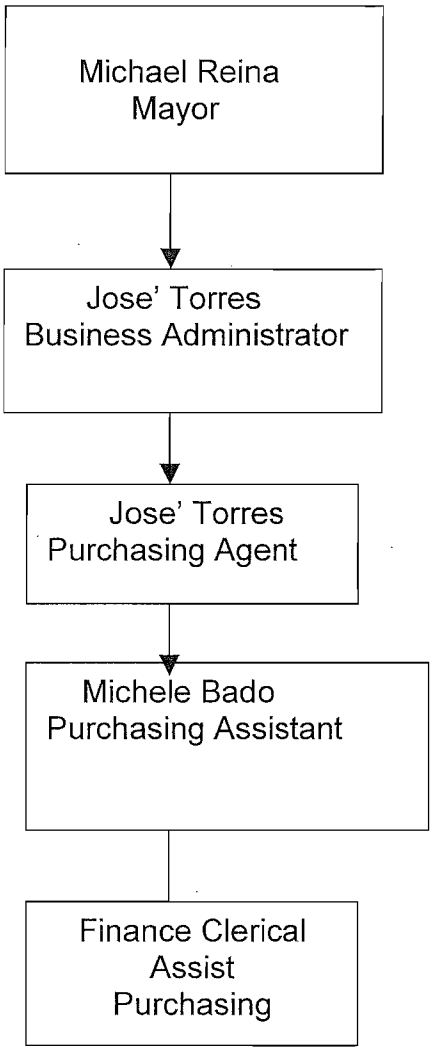
Division of Purchasing

Form 1

JACKSON TOWNSHIP 2012 BUDGET

ORGANIZATIONAL CHART

Department Name: ADMINISTRATION
Division of Purchasing



Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: ADMINISTRATION
Division of Purchasing

A. GENERAL DUTIES:

The primary function of the Purchasing Department is to insure compliance with all NJ State laws as they pertain to public purchasing. Additionally, the department has the responsibility to ensure that all materials/service needs of the Township departments and/or agencies are met in an expeditious and economical manner. This includes the processing of requisitions, bids, RFPs and quotations from all departments, boards and commissions.

Review bid specification and include all pertinent information to complete a package for requests for bids, proposals and quotations. After the advertisement of a bid, requests are received by email from vendors requesting bid packets. The bid packets are emailed to the requesting vendor. Prepare all Addendums when necessary and email/fax them to all vendors that picked up bid packages. Keep a log of all vendors who receive bid packets. Assist the Township Clerk with the bid openings.

Supervise and/or administer joint purchasing agreements between the Township and other contracting agencies of the State of New Jersey. Keep all departments aware of all joint agreements that will be expiring and keep them update on all items that the department may be interested in.

Assist staff from other Township Departments with purchasing procedures and entering requests into the Edmunds system. Solicit quotes from vendors for goods and services.

Oversee and process the monthly payment Vouchers for UPS, Nextel phones, USA Mobility pagers, copy machines, and Cablevision.

I hereby approve my department's/board's budget as hereto attached.

M. Bado

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-103-000-000 PURCHASING					Comments			
PURCHASING 2-01-20-103-000-000	H							
SALARIES & WAGES 2-01-20-103-000-010	C							
PUR-BASE SALARY 2-01-20-103-000-011	S	103,458.70 102,468.71	91,612.78 90,317.20	50,843.40 46,255.95	62,793.00	56,379.21	_____	0.00
Transfers included in Approp		3,416.70	0.00	915.14				
PUR-OVERTIME 2-01-20-103-000-014	S	0.00 371.44	400.00 0.00	400.00 0.00	200.00	200.00	_____	0.00
					will be receiving a title change. No above class needed			
Control Total		103,458.70 102,840.15	92,012.78 90,317.20	51,243.40 46,255.95	62,993.00	56,579.21	0.00	0.00
Transfers included in Approp		3,416.70	0.00	915.14				
OTHER EXPENSES 2-01-20-103-000-020	C							
PUR-POSTAGE 2-01-20-103-000-022	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
PUR-PRINTING & BINDING 2-01-20-103-000-023	S	1,200.00 1,101.17	1,000.00 873.96	1,000.00 674.63	800.00	800.00	_____	0.00
					Business cards, Purchase orders			
PUR-OTHER CONTRACTUAL 2-01-20-103-000-029	S	1,600.00 2,132.10	1,900.00 1,680.00	13,900.00 4,709.35	12,500.00	12,500.00	_____	0.00
Transfers included in Approp		0.00	0.00	3,000.00-				
					QPA consulting services,Edmunds yearly Requisition licensing fee,record disposal			
PUR-BOOKS & PUBLICATIONS 2-01-20-103-000-033	S	120.00	120.00	120.00	100.00	100.00	_____	0.00

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-103-000-000 PURCHASING					Comments			
		117.37	117.38	137.37				
					40 & 40A subscription renewal			
PUR-OFFICE MATERIALS & SUPPLY								
2-01-20-103-000-036	S	400.00	500.00	400.00	200.00	200.00	_____	0.00
		526.53	148.54	44.81				
					pens,white out,markers,staples, calculat or paper etc.			
PUR-CONFERENCES & MEETINGS								
2-01-20-103-000-041	S	500.00	400.00	600.00	500.00	500.00	_____	0.00
		139.00	414.00	463.88				
					GPANJ 6 meetings per year, Purchasing Fo rum/May, cert.renewal			
PUR-TRAINING & EDUCATION								
2-01-20-103-000-042	S	1,745.00	1,000.00	500.00	500.00	500.00	_____	0.00
		1,492.00	1,045.00	375.00				
					NEED TO TAKE QPA REVIEW COURSE FOR EXAM			
PUR-PROFESSIONAL ASSOC.DUES								
2-01-20-103-000-044	S	90.00	90.00	90.00	90.00	90.00	_____	0.00
		90.00	90.00	90.00				
					GPANJ membership dues			
PUR-TRAVEL ALLOWANCE								
2-01-20-103-000-045	S	150.00	100.00	100.00	50.00	50.00	_____	0.00
		0.00	0.00	0.00				
					To and from Conferences			
PUR-OFFICE EQUIPMENT								
2-01-20-103-000-053	S	100.00	100.00	100.00	50.00	50.00	_____	0.00
		0.00	0.00	0.00				
					Purchase order printer, repair			
PUR-OFFICE FURNITURE								
2-01-20-103-000-057	S	100.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
PUR-OTHER EQUIPMENT								
2-01-20-103-000-058	S	0.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
Control Total		6,005.00	5,210.00	16,810.00	14,790.00	14,790.00	0.00	0.00
		5,598.17	4,368.88	6,495.04				
Transfers included in Approp		0.00	0.00	3,000.00-				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
BADO	MICHELE	103	Purchasing	5/3/2003	45,821.00		0.00			0.00	45,821.00	46,279.21
VACANT	VACANT	103	Purchasing		0.00						0.00	0.00
TORRES	JOSE	103	Purchasing		10,000.00		0.00			0.00	10,000.00	10,100.00
Z ABOVE CLASS		103	Purchasing		0.00						0.00	0.00
			Purchasing Total		55,821.00	0.00	0.00	0.00	0.00	0.00	55,821.00	56,379.21

JACKSON TOWNSHIP

2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
Z OVERTIME		103	Purchasing		200.00						200.00	200.00
			Purchasing Total		200.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: ADMINISTRATION
Division of Purchasing

2012 Objective
1) To use more Ocean County bids which are extended to the Township.
2) To use Co-operative purchasing contracts when available.
3) To join other Co-operative units that solicit bids for goods that we use and are not available through State Contract.
4) To monitor State Contracts and WSCA contracts and use for savings to the Township.
5) To solicit more quotations, both formal and informal, in order to make the most effective use of available funds.
6) To have an open form of communication with all department personnel. This will allow for smoother and quicker operation with the purchasing of all departments materials.

JACKSON TOWNSHIP 2012 BUDGET

PROPOSED STAFFING CHANGES

Department Name: ADMINISTRATION
Division of Purchasing

Title	Job Class	Service impact or justification, if any, and productivity steps	Salary	Benefits	Total	Head Count
Senior Clerk/Senior Purchasing Assistant		Michele Bado to receive a promotion once a QPA certification is received	Union contract			

DEPARTMENT OF ADMINISTRATION

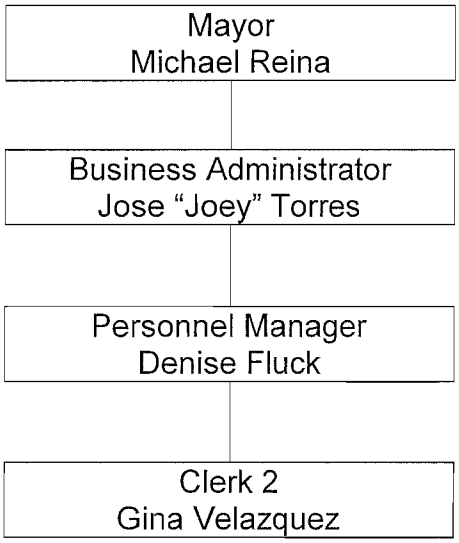
Division of Personnel

JACKSON TOWNSHIP 2012 BUDGET

ORGANIZATIONAL CHART

Department Name: PERSONNEL DEPARTMENT - 105

Please attach or insert updated table of organization on this form.



JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: PERSONNEL DEPARTMENT - 105

General Duties:

State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code

Use additional sheets (blank bond paper) as required.

The Division of Personnel shall be responsible for:

1. Develop and administer the Township's Personnel program, including up-to-date job classifications and pay plans, active recruitment of needed personnel and in-service training programs.
2. Design, install and maintain personnel records for each Township officer and employee, including a job description and qualifications required, the education, training and experience of the employee, any professional or trade licenses held, all personnel actions taken with respect to the employee, compensation, pension status, the Merit System Board and any other such information deemed pertinent at the discretion of the Personnel Officer
3. Develop, install and administer an orderly procedure for the consideration, review and adjustment of employee grievances subject to any requirements in collective bargaining agreements.
4. Coordinate the processes of appointment and removal of municipal employees within the various departments with Department Heads, the Business Administrator and the Mayor, and to this end, review and recommend proposed procedures.
5. Maintain a continuing review and analysis of budget operations, work programs and costs of municipal services as they pertain to Personnel.
6. As directed by the Mayor or Business Administrator, assign and transfer employees temporarily, from one department to another as efficient administration may require.
7. Develop, prescribe and enforce rules and regulations for the efficient management of the Township government, so as to avoid any duplication or overlapping of effort among the departments or among units within a department, and for the improvement of methods and procedures of administration.
8. Conduct entrance and exit interviews of employees.
9. Attend meetings and conferences at the request of the Mayor.
10. Monitor labor relations and negotiations and regularly advise the Municipal Attorney of any labor issues.
11. Monitor and administer employee fringe benefit programs, as applicable.
12. Assist in preparation of salary budget for all employees in the Township.
13. May conduct a desk audit of all positions to determine whether duties and responsibilities correspond to job classifications and salary grade.
14. Maintenance of employee database
15. Work with Civil Service Commission to ensure compliance with regulations.

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: PERSONNEL DEPARTMENT - 105

16. Communicate regularly with Finance Department on payroll issues.
17. Administer and supervise time and attendance for all departments and assist those departments with time entries as needed, as well as entry of all corrections.
18. Oversee Workers Compensation program and coordinate with the Joint Insurance Fund to review claims, as well as coordinate with the Safety Coordinator to ensure all training is up to date.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-20-105-000-000 HUMAN RESOURCES								
HUMAN RESOURCES								
2-01-20-105-000-000	H							
SALARIES & WAGES								
2-01-20-105-000-010	C							
HR-BASE PAY								
2-01-20-105-000-011	S	129,769.88	101,028.80	102,992.49	108,000.00	105,410.67	_____	0.00
		126,711.68	100,735.80	101,331.99				
Transfers included in Approp		1,348.88	4,179.14	4,118.92				
HR-OVERTIME								
2-01-20-105-000-014	S	0.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
Control Total		129,769.88	101,028.80	102,992.49	108,000.00	105,410.67	0.00	0.00
		126,711.68	100,735.80	101,331.99				
Transfers included in Approp		1,348.88	4,179.14	4,118.92				
OTHER EXPENSES								
2-01-20-105-000-020	C							
HR-ADVERTISING								
2-01-20-105-000-021	S	2,800.00	2,000.00	1,000.00	1,000.00	1,000.00	_____	0.00
		3,084.17	474.24	600.57				
Transfers included in Approp		0.00	1,000.00-	0.00				
					HELP WANTED ADS			
HR-POSTAGE								
2-01-20-105-000-022	S	0.00	25.00	25.00	25.00	25.00	_____	0.00
		7.33	0.00	0.00				
					FED EX, ETC.			
HR-PRINTING								
2-01-20-105-000-023	S	1,000.00	200.00	200.00	200.00	200.00	_____	0.00
		555.00	0.00	0.00				
					POLICY MANUAL/EMPLOYEE HANDBOOKS			
HR-OTHER CONTRACTUAL ITEMS								
2-01-20-105-000-029	S	0.00	0.00	2,205.00	2,205.00	2,205.00	_____	0.00
		0.00	0.00	2,205.00				
					EDMUNDS EMPLOYEE DATABASE & TIME AND ATT			

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-105-000-000 HUMAN RESOURCES					Comments			
					ENDANCE			
HR-BOOKS & PUBLICATIONS								
2-01-20-105-000-033	S	100.00	100.00	100.00	100.00	100.00	_____	0.00
		0.00	361.00	76.00				
					TITLE 4A UPDATES			
HR- OFFICE MATERIALS & SUPPLIE								
2-01-20-105-000-036	S	1,500.00	1,100.00	1,000.00	200.00	200.00	_____	0.00
		1,142.74	974.77	327.27				
					TONER, OTHER SUPPLIES			
HR-CONFERENCES								
2-01-20-105-000-041	S	300.00	150.00	100.00	50.00	50.00	_____	0.00
		0.00	50.00	50.00				
					NJ LEAGUE			
HR-TRAINING & EDUCATION								
2-01-20-105-000-042	S	500.00	500.00	500.00	1,700.00	1,700.00	_____	0.00
		0.00	300.00	145.00				
					EEO CERTIFICATION			
HR-PROFESSIONAL DUES								
2-01-20-105-000-044	S	0.00	160.00	160.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
					NOT NEEDED AT THIS TIME			
HR-TRAVEL								
2-01-20-105-000-045	S	0.00	50.00	50.00	50.00	50.00	_____	0.00
		0.00	0.00	0.00				
					TRAVEL EXPENSE RELATED TO EDUCATION			
HR-OFFICE EQUIPMENT								
2-01-20-105-000-053	S	500.00	0.00	0.00	_____	_____	_____	0.00
		239.75	0.00	0.00				
					NOT NEEDED AT THIS TIME			
HR-OTHER EQUIPMENT								
2-01-20-105-000-058	S	0.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
					NOT NEEDED AT THIS TIME			
HR-DATA PROCESSING								
2-01-20-105-000-059	S	0.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
HR-SETTLEMENTS								
2-01-20-105-000-091	S	0.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-105-000-000		HUMAN RESOURCES						
HR-PHYSICALS								
2-01-20-105-000-093	S	3,000.00	5,000.00	3,000.00	2,800.00	2,800.00	_____	0.00
		4,627.72	2,311.14	2,353.00				
					DRUG TESTING, FIT FOR DUTY			
HR-MISCELLANEOUS								
2-01-20-105-000-099	S	0.00	0.00	150.00	150.00	150.00	_____	0.00
		0.00	150.00	300.00				
					OTHER MISC ITEMS			
Control Total		9,700.00	9,285.00	8,490.00	8,480.00	8,480.00	0.00	0.00
		9,656.71	4,621.15	6,056.84				
Transfers included in Approp		0.00	1,000.00-	0.00				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
FLUCK	DENISE	105	Personnel	11/2/2009	70,000.00		0.00			0.00	70,000.00	70,700.00
KALINAUSKAS	DINA	105	Personnel	7/6/2009	30,932.00	2,000.00	0.00			0.00	32,932.00	33,261.32
VELAZQUEZ	GINA	105	Personnel	6/29/2004	1,435.00		0.00			0.00	1,435.00	1,449.35
			Personnel Total		102,367.00	2,000.00	0.00	0.00	0.00	0.00	104,367.00	105,410.67

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: **PERSONNEL DEPARTMENT – 105**

2012 Objective
Settle contract negotiations prior to start of 2012 for all bargaining units (in process) and implement any changes that come as a result.
Update policy manual and employee handbook and ensure we are in compliance with Ocean County JIF guidelines. (in process)
Assist with new timeclock setup and implementation.
Implement an employee assistance program, which provides employees with access to counselors for short-term problems and assist with work-life balance.

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: PERSONNEL DEPARTMENT – 105

Please identify major changes in department budget submission including increased spending and/or reductions made to achieve budget target. Variances for Salaries and Benefit details calculated by the Department of Personnel will be provided when such data becomes available.

Additional lines may be added, as appropriate.

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits		
Gina Velazquez	+1,000	Gina has moved to the front office and taken on additional responsibility which has provided coverage to allow the Administration Office to function without replacing the Senior Clerk who left in 2011. The salary of the Senior Clerk was $33,791, however her salary was in the Administration budget.
Total Salary and Benefits Variance	1,000	
Other Expenses		
Training and Education	+1,200	Enrollment in Rutgers EEO Certification program. N.J.A.C. 4A:7-2.3 states that local authorities may establish an EEO/AA program under the advice and assistance of the State Division of EEO/AA. It is also recommended by our risk manager. This certification would enable EEO claims to be investigated in-house rather than outsource them to the Township attorney. The certification requires that seven courses be taken over a three-year period. The budget request reflects three courses.
Total Other Expense Variances	1,200	

Equal Employment Opportunity

2011

Effectively manage diversity and ensure EEO compliance

RUTGERS

Center for Management Development

www.cmd.rutgers.edu/eeo

Workshop Series and Certificate Program

About EEO

An organization can learn the hard and expensive way what it should do to comply with federal, state, and local laws on employment discrimination through lengthy litigation procedures, *or* be prepared to anticipate and prevent problems, and deal effectively with those that do arise.

As an EEO professional, you can help your organization boost productivity and morale by providing a workplace in which employees are treated fairly, promoted fairly, and have confidence that their organization is really committed to equal employment opportunity...and at the same time, you can improve your opportunities for career advancement.

The Equal Employment Opportunity Workshop Series and Certificate Program

In response to the growing importance of and frequent changes in EEO law, the EEO Workshop Series and Certificate Program has been designed to cover every aspect of your job. You'll be able to select from a series of workshops that will enable you to:

- Develop procedures to meet EEO guidelines regarding the employment of women, minorities, older employees, and the disabled
- Find out how to prepare for a compliance review and investigation, and what to do if your organization is found to be in noncompliance
- Review the fundamentals of EEO law and see how they apply to the daily decisions you make regarding hiring, firing, promotions, discipline, testing, safety, etc.
- Discover how to use statistics effectively to prove or disprove employment discrimination
- Learn how to develop and implement an acceptable affirmative action plan for your organization
- Manage workplace diversity

The workshops are presented by experts in the field who are aware of the latest court cases. They can help you evaluate your present programs and guide you in ways to make your current system more effective. You'll interact and network with other EEO professionals, discuss issues of current concern, and acquire skills to enhance your personal and professional career goals.

CEUs, PHR/SPHR Recertification and CPEs

Continuing Education Units (CEUs) are awarded for participation in all CMD programs upon request only. If you are interested in receiving CEUs please contact the CMD office at 732/445-5526. Each workshop has also been approved for 6 recertification credit hours towards PHR and SPHR recertification through the Human Resource Certification Institute (HRCI) and 6 Continuing Professional Education (CPE) credit hours towards a triennial license renewal from the NJ Board of Accountancy.

How to Earn a Certificate in Equal Employment Opportunity

The Rutgers Certificate Program in Equal Employment Opportunity is honored by many organizations as an indication of knowledge and accomplishment in the field.

A full series of nine workshops covers the many different aspects of applying EEO Guidelines in your organization. Each workshop focuses on the skills you need, practical suggestions for applying these skills, and the opportunity to interact with other EEO professionals from many organizations.

- Several workshops focus on helping you provide equal employment opportunity for different segments of the population—women, minorities, disabled, older employees, veterans, various ethnic groups, and religions
- Other programs focus on how to administer the EEO program through an effective affirmative action plan and use of statistics to support your plan
- Programs also discuss the basis of equal opportunity law and how to ensure that your organization complies with federal and state regulations

In order to earn the certificate, you must complete seven of the nine workshops in this series within a three-year period. Workshops may be taken in any sequence. However, we recommend that EEO Law be taken first since information is provided that forms the basis for later programs. **If you wish to take individual workshops and not complete the certificate, you are also welcome to do so.**

Certificate of Achievement

As a permanent symbol of your completion of this certificate program, you will receive a personalized, mounted Certificate of Achievement. It is a visible reminder to you and your colleagues of your commitment to professional growth and excellence.

The Center for Management Development

The Center is sponsored by Rutgers Business School and the School of Management and Labor Relations. With over two hundred workshops and briefings scheduled each year, Rutgers Center for Management Development strives to bring the highest quality programs and speakers to New Jersey businesses without the high costs of travel and lost time.

Who Needs to Know about EEO?

Chances are that you do! There are many employees in an organization who should be concerned with EEO:

- Supervisors pressured by the need for employee productivity
- Affirmative Action Officers responsible for complying with and enforcing EEO law
- EEO/HR managers, personnel directors, employee relations specialists, and other personnel responsible for anticipating problems and implementing corrective action
- EEO/HR executives responsible for developing affirmative action plans
- In-house counsel responsible for legal proceedings

Can your organization afford not to know?

Convenient Dates and Location

This series of workshops has been planned to provide you with alternate dates for attending those workshops you select. Each program will be presented several times during the year, on the Piscataway Campus of Rutgers University. Please advise us in advance if ADA accommodations are required.

Registration Fee

The fee for each workshop is $475 and includes lunch and workshop materials. Payment can be made by credit card, check or purchase order payable to Rutgers, The State University of New Jersey. Enclose your payment with the registration form or we can bill your company with proper authorization. **Payment is requested prior to the program date.**

Special Discount Offer

Special discount fees continue to be available for the EEO Workshop Series and Certificate Program. You and your organization can benefit from our team discount—$25 is deducted from the workshop fee when two or more registrations from your organization are received at the **same time for the same workshop on the same date.** Plan now to take advantage of the opportunity to save! **Ask us about the RU Alumni Discount.**

Workshop Schedule

Workshops run for one day from 9:00 A.M.–4:00 P.M., with lunch from 12:00 P.M.–1:00 P.M. Registration is from 8:30–9:00 A.M. and includes coffee and refreshments. **Please advise us in advance if you have special dietary or ADA requirements.**

Cancellation Policy

Cancellations and rescheduling requests must be made at least **five working days** in advance of the program for a full refund. **We require written notification before the request can be processed.** Any later requests are subject to a $100 **non-refundable fee.** If you do not attend the workshop and do not inform us in advance, you will be subject to the full non-refundable fee. Substitution of registrants may be made at any time. CMD reserves the right to substitute an equally qualified instructor for any course, should unforeseen circumstances so require.

Workshop Descriptions

1. Equal Opportunity Law and Lawful Employment Programs

We suggest you take this workshop first to learn the fundamentals of EEO law

This workshop will review the statutes, executive orders, and regulations regarding equal employment opportunity that affect both the public and private sectors. The basic information conveyed in this workshop provides an important framework for subsequent EEO workshops.

Key Subjects

Law and enforcement agencies
- Title VII of the Civil Rights Act of 1964 and Sections 1981-83 of the Civil Rights Acts
  - Coverage and limitations
  - Discussion of fundamental principles and legal theories
- Equal Pay Act
- Age Discrimination in Employment Act
- Americans with Disabilities Act
- New Jersey Law Against Discrimination

Within this context, the following issues will be addressed:
- Recruitment
- Hiring criteria
- Preemployment screening and testing
- Promotion and transfer
- Performance reviews
- Discipline
- Deterring sexual harassment
- Seniority
- Other conditions of employment
- Documentation requirements

Program leader: **Barbara A. Lee** is Professor of Human Resource Management and former Dean of the School of Management and Labor Relations at Rutgers University. She holds a Ph.D and law degree, and serves as an expert witness in employment lawsuits.

Dates: January 20, 2011
September 8, 2011

2. Realities of the Americans with Disabilities Act

How to prepare your organization to better utilize the skills of disabled persons

This program will focus primarily on the Americans with Disabilities Act (ADA) and its implementation, with particular emphasis on the employment areas of the legislation. You will review key aspects in hiring, firing, and better utilization of disabled workers, as well as understanding the key provisions of the ADA. Students are encouraged to discuss current issues and problems. Practical solutions are presented. You will also focus on other federal and state laws to assist you with regard to the employment of disabled persons in the workplace.

Key Subjects

Understanding the Americans with Disabilities Act
- Review of Title I and Title V
- Review of regulations affecting employment
- Review of key terms to understand the ADA
- How the ADA relates to the Rehabilitation Act and state law
- Key Phrases
  - "Qualified handicapped individual"
  - "Otherwise qualified"
  - "Federal financial assistance"

Policy considerations—understanding and defining reasonable accommodations

Enforcement

Recent developments

Program leader: **Roger B. Jacobs, Esq.**, is Managing Partner at Jacobs Rosenberg, LLC and a prominent attorney in the field of labor and employment law in New Jersey and New York. He is also a faculty member of Fordham Law School, and the author of many publications in the field of labor law including Labor and Employment in New Jersey (Lexis Law Publishing) which deals with all aspects of employment law in New Jersey.

Dates: February 15, 2011
September 22, 2011

3. EEO Compliance: Practical Strategies and Techniques

How to prepare for and respond to reviews and investigations by EEO-related agencies

This workshop will review the structure and function of the EEOC, the DCR, and other government agencies responsible for compliance with and enforcement of equal employment opportunity laws. It will review the role of corporate staff in preparing for and successfully responding to compliance reviews and charge investigations. It will also provide a forum for exchanging information on strategies and techniques that have worked for employers undergoing scrutiny by EEO authorities.

Key Subjects

Overview of Key EEO Laws and Liability Theories

Overview of EEO Agencies
- The EEOC
- The OFCCP
- The DCR
- Other Agencies

EEOC Charges
- Agency Jurisdiction
- Analyzing the Charge
- Preparing the Response
- Making the Record
- Controlling the Investigation
- Reconciliation vs. Litigation

DCR Charges
- Agency Jurisdiction
- Interaction with EEOC

Affirmative Compliance Reviews
- Agency Jurisdiction
- Preparing for the Review

Reducing Employer Risk
- The Role of HR Staff
- The Importance of the Self-Audit
- The Proper Use of Training
- Assessing the Costs/Benefits of Prevention

Program leader: **John L. Thurman, Esq.**, is a partner with Farrell & Thurman in Princeton, New Jersey. He is experienced in all phases of employment litigation and regularly consults with employers on compliance issues.

Dates: March 1, 2011
October 5, 2011

4. Handling EEO Complaints within the Organization

How to identify, assess, and resolve EEO concerns before they become adversarial

This workshop will focus on the most common sources of EEO complaints, how to create opportunities to interdict potential problems, how to access risks when they arise, and how to resolve disputes without creating greater liability. The workshop includes a review of basic EEO laws, principles, and theories and draws on caselaw to illustrate the consequences of improper handling of complaints. Attention will be given to practical techniques and procedures that have proved valuable in resolving EEO concerns.

Key Subjects

Overview of EEO principles

Review of the role of EEO staff

Common sources of EEO problems

How to assess risk

Common inhouse mistakes

Getting employees to use internal procedures

Running an investigation

The importance of the record

When to involve an attorney

How to avoid personal liability

Program leader: **John L. Thurman, Esq.**, is a partner with Farrell & Thurman in Princeton, New Jersey. He is experienced in all phases of employment litigation and regularly consults with employers on compliance issues.

Dates: March 30, 2011
October 27, 2011

Counseling and On-Site Programs
Contact Dr. Claudia Meer at 732/483-7172 or at hr@cmd.rutgers.edu for additional information about the content of these programs and to find out about bringing these or any other workshops to your location. You'll be able to have several of your staff trained at the same time, hear the same message, interact as a team, and apply newly acquired concepts and skills immediately and with renewed enthusiasm.

5. Harassment in the Workplace

The legal and personnel issues involved in preventing illegal harassment in your organization

This workshop will provide an understanding of the EEOC guidelines and court rulings on sexual harassment and their application to harassment on the basis of race, ethnicity, religion and other protected classifications.

Key Subjects

Definition of sexual harassment and other forms of illegal harassment in the workplace

EEOC guidelines and judicial interpretations
- What they say
- Their implications
- Role of the courts

Potential problems for employers
- What is employer liability
  For conduct of supervisors
  For conduct of co-workers
  For conduct of third parties

Employer responsibilities
- Duty to investigate
- Duty to take appropriate action

Related problems
- Consensual affairs
- Nonparticipant employees

How to minimize the risk of liability
- Develop policies against illegal workplace harassment
- Develop a complaint resolution mechanism
- Supervisor training
- Timely investigation of potential problems
- How to take corrective action

Program leader: **M. Elaine Jacoby, Esq.**, is of Counsel to the Princeton office of Duane, Morris & Heckscher, LLP and past Co-Chair of the Employment and Labor Relations Law Committee of the American Bar Association's section of litigation. Her publications include *Designing an Effective Equal Employment Opportunity Compliance Program* and she regularly consults with employers on prevention of illegal harassment in the workplace.

Dates: April 20, 2011
November 9, 2011

6. Litigation and Performance Appraisals: A Checklist for Managers

Performance appraisals are a necessary part of management. How you approach them is the key.

This session will be hands-on exploration of the building blocks for an effective performance management process using real models of successful performance systems. We will also look at those that have failed and why.

Participants may bring a copy of any performance review they would like to offer for analysis. It can be anonymous. The class will divide into teams, and break down the review into its essential components i.e. what the review intends to accomplish, what does it measure, what skills are being sought and whether the review document asks questions which are job related or which violate any existing laws prohibiting unlawful pre-employment inquiries. In short, is that review the right tool for "the job".

Key Subjects
- What is successful performance and how should it be measured
- What are the best "rating" systems
- How best to communicate performance
- How to handle the disgruntled employee
- How and when to give feedback
- How to give the actual review (role playing)
- Legal constraints and risks
- Lawful terminations

Program leader: **Pamela S. Poff, Esq.**, has over 30 years of experience as a senior employment lawyer in the governmental arena. Prior to her creating her own business, she served as Deputy General Counsel/Senior Vice President at UBS financial Services Inc. (formerly Paine Webber, Inc). She was formerly Director of the New Jersey Division on Civil Rights with direct reporting responsibility to the Attorney General.

Dates: May 3, 2011
December 13, 2011

PHR and SPHR Recertification
Each workshop has been approved for 6 recertification credit hours through HRCI

7. Understanding EEO Statistics

Do you put off analyzing EEO data because statistics are scary and intimidating? Do you pay someone to analyze your data, but keep putting off paying attention to the results of the analysis? Do you even know if you track and retain all necessary data? If so, you are driving your EEO car down the road with a blindfold on. A failure to conduct a thorough analysis of EEO data, interpret the results, and take appropriate action can result in potentially costly liabilities that often can be avoided. Many employers are agreeing to significant monetary settlements because they can not defend themselves. This workshop was designed for EEO Professionals who are not statisticians. A seasoned practitioner will share real life examples and explain in lay person terms how to gather data, analyze the data, and interpret the results.

Key Subjects

The Legal Foundation
- Statistical analysis in disparate treatment cases
- Statistical analysis in adverse impact cases
- The Uniform Guidelines on Employee Selection Procedures

Selecting statistical tools
- The four-fifths rule
- Tests of statistical significance

Analyzing specific employment practices
- Recruiting
- Hiring
- Promotion
- Compensation
- Termination

Interpreting results
- Documenting legitimate reasons for disparities
- Making adjustments

Dates: May 11, 2011
November 30, 2011

8. Emerging Issues in Employment Law

An in depth knowledge of advanced and emerging issues in the workplace.

This workshop offers a hands-on look into the more complex employment law issues facing employers of all sizes, public and private sector. Real case studies will be offered and attendees will be challenged in small problem-solving groups.

Key Subjects:
- Employee privacy
- Data protection
- Blogging
- Cyber spacing
- Electronic reference checking
- Background checks
- Current rights under the amended FMLA
- New Jersey Family Leave
- Developing employment torts
- Caregiver discrimination
- Unique Reasonable Accommodation Issues

It is recommended that you take the EEO Law and Lawful Employment Programs workshop prior to attending this workshop.

Program leader: **Pamela S. Poff, Esq.**, has over 30 years of experience as a senior employment lawyer in the governmental arena. Prior to her creating her own business, she served as Deputy General Counsel/Senior Vice President at UBS financial Services Inc. (formerly Paine Webber, Inc). She was formerly Director of the New Jersey Division on Civil Rights with direct reporting responsibility to the Attorney General.

Dates: May 26, 2011
December 8, 2011

9. Managing Diversity in the Workplace

The workshop provides a management level introduction to managing workplace diversity. The objectives of the workshop include understanding the issues and challenges related to managing a workforce that is diverse in gender, race, age, physical ability, and sexual orientation; making a distinction between the goals of affirmative action versus the goals of affirming diversity; acquainting ourselves with our own cultural values, biases, and behaviors; and exploring organizational strategies for managing a diverse workforce.

Key Subjects
- The Changing American Labor Force
- Organizational Cultures and Effective Management
- Affirmative Action versus Affirming Diversity
- Why Value Diversity?
- Models of Organizational Management
- Managing Diversity and Competitive Advantage
- Strategies for Managing a Diverse Workforce

Program leader: **Ryan A. Smith, Ph.D.**, is a Associate Professor, School of Public Affairs, Baruch College, City University of New York and a former Research Fellow, W.E.B. Dubois Institute for Afro-American Research, Harvard University. His research interests include Race and Gender Stratification at work, Race and Ethnic Relations and the Effects of Diversity on Workplace Outcomes.

Dates: June 1, 2011
December 20, 2011

Employment Law Certificate Program

Several of these EEO workshops also qualify for credit in the Employment Law Program. Please call Judy Granelli at 732/483-7172 for further information.

RUTGERS
Center for Management Development

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Center for Management Development
94 Rockafeller Road, Suite 215
Piscataway, NJ 08854-8098
Tel: 732/483-7172
hr@cmd.rutgers.edu

Nonprofit
Organization
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PAID
New Brunswick, NJ
Permit No. 369

Registration Form (please duplicate as needed)

REGISTRATION IS EASY! Mail or FAX registration form to:
Center for Management Development, Rutgers, The State University of New Jersey, Janice H. Levin Building, 94 Rockafeller Road, Suite 215, Piscataway, NJ 08854-8098, Attention: Judith Granelli
CMD phone: 732/483-7172, CMD FAX: 732/445-5665, Email: hr@cmd.rutgers.edu or visit our website: www.cmd.rutgers.edu/eeo

Register early – enrollment is limited!

Name _____ Title _____

Organization _____

Email address _____

Address _____

City, State, Zip Code _____

( ) _____ ( ) _____ ( ) _____

Office Telephone FAX Home Telephone (emergency use)

☐ Check enclosed for $475 (payable to Rutgers, The State University of New Jersey)
☐ Please bill my organization

Authorized manager's signature required

☐ Please bill my credit card:
☐ American Express ☐ MasterCard ☐ Visa

Card No.

Expiration Date (month/year)

Your name as it appears on the card

Billing Address

Signature required for credit card transaction

For information about other programs offered through CMD, please check below:

☐ Mini-MBA™: Business Essentials
☐ Mini-MBA™: Finance Essentials
☐ Mini-MBA™: BioPharma Innovation
☐ Mini-MBA™: Strategic Healthcare Mgmt.
☐ Mini-MBA™: Digital Marketing
☐ Mini-MBA™: Social Media Marketing
☐ Mini-MBA™: Strategic Marketing Mgmt.
☐ Leadership Development Series
☐ Mid Management Development Series
☐ Essentials Management Skills
☐ Human Resource Management Essentials
☐ Strategic Human Resource Management
☐ Employment Law
☐ Custom Programs (tailored to meet the needs of your organization)

Registration Fee:
The fee for each workshop is $475 and includes lunch, breaks, and workshop materials.

Please register me for the following program(s):

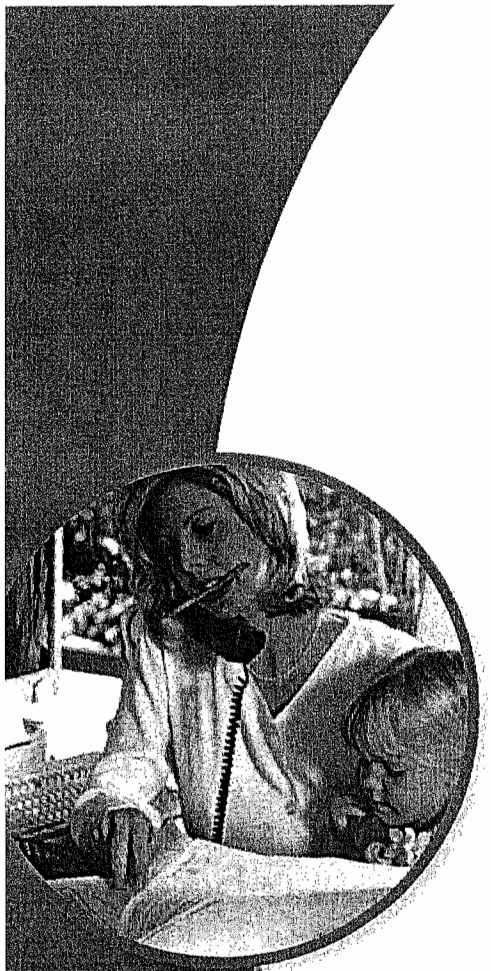
1. Equal Opportunity Law and Lawful Employment Programs
   ☐ 1/20/2011 ☐ 9/8/2011
2. Realities of the ADA
   ☐ 2/15/2011 ☐ 9/22/2011
3. EEO Compliance: Practical Strategies and Techniques
   ☐ 3/1/2011 ☐ 10/5/2011
4. Handling EEO Complaints within the Organization
   ☐ 3/30/2011 ☐ 10/27/2011
5. Harassment in the Workplace
   ☐ 4/20/2011 ☐ 11/9/2011
6. Litigation and Performance Appraisal
   ☐ 5/3/2011 ☐ 12/13/2011
7. Understanding EEO Statistics
   ☐ 5/11/2011 ☐ 11/30/2011
8. Emerging Issues in Employment Law
   ☐ 5/26/2011 ☐ 12/8/2011
9. Managing Diversity in the Workplace
   ☐ 6/1/2011 ☐ 12/20/2011

Check our website at: www.cmd.rutgers.edu/eeo for remaining 2010 dates.

Please take a moment and let us know how you heard about this program:
☐ Web ☐ Supervisor Recommendation
☐ Mail ☐ Referral_____
☐ Past Participant ☐ Other_____

UNUM
Better benefits at work.

Life can pull you in many directions. **Find your balance.**



When you have questions, concerns or emotional issues surrounding either your personal or work life, there are resources that can help you. Through your employer's work-life balance employee assistance program (EAP), you have unlimited access to consultants by telephone, resources and tools online and up to three face-to-face visits with counselors for help with a short-term problem.

Your well-being, productiveness and happiness depend on balancing your life at home and your life at work. It's difficult to be on task in the office or on the job if you're worried about problems at home; and you can't devote sufficient time to yourself and your family if you're feeling overwhelmed by the demands of your job.

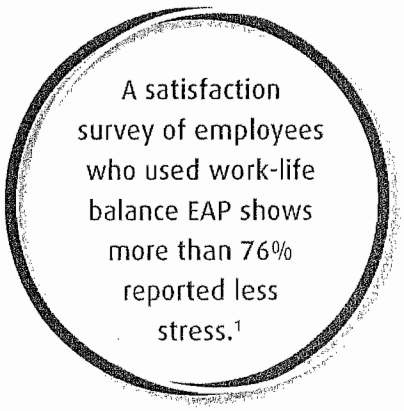
Help for personal challenges, big and small

Personal problems can occur unexpectedly, and unnecessary worrying can affect your health and your professional life. Ease the stress of any uncomfortable situation by calling and speaking with Master's level consultants when you or your family members need confidential* information to:

- Locate childcare and eldercare services and obtain matches to the appropriate provider based on your (or your family's) preferences and criteria (the consultant will even confirm space availability).
- Speak with financial experts by phone regarding issues such as budgeting, controlling debt, teaching children to manage money, investing for college and preparing for retirement.
- Work through complex, sensitive issues such as personal or work relationships, depression and substance abuse.
- Get advice on how to deal with a conflict between you and a co-worker.
- Get a referral to a local attorney for a free, 30-minute in-person or telephonic legal consultation. You'll have access to an attorney for state-specific legal information and services. (If you decide to retain the attorney, you may be eligible to receive a 25% discount on additional services.)

You also have unlimited website access at www.lifebalance.net where you can:

- read books, life articles and guides;
- view videos and listen to audio files online;
- subscribe to customized e-mail newsletters;
- find information on parenting, retirement, finances, education and more;
- use health management online calculators and other tools to help you with topics such as losing weight or starting a new exercise program;
- access links to other informative websites;
- use school, camp, eldercare and childcare locators;
- use financial calculators, retirement planners, worksheets and more.



Guidance for work-related conflicts

If you're a manager and recognize issues with your staff such as an employee who's feeling overwhelmed by his or her workload, you have unlimited access to guidance from a team of Master's-level consultation experts. Call the toll-free work-life balance EAP number to:

- have a confidential sounding board and objective view;
- work on communication and problem-solving skills; and
- learn techniques to stay productive and motivated.

Supervisors or those who are working to become supervisors can visit the website at www.lifebalance.net to get information on managing people using resources such as:

- e-mail management newsletters;
- recommended reading lists on management;
- self-assessment tools to be a better manager;
- monthly management quick tips.

Your human resources department can give you a wallet card with contact details. You can also visit www.unum.com/worklifebalance for more information.

Balance is only a call or click away:

1-800-854-1446, English

1-877-858-2147, Spanish

1-800-999-3004, TTY/TDD

www.lifebalance.net

(user ID and password: lifebalance)

*The consultants must abide by federal regulations regarding duty to warn of harm to self or others. In these instances the consultant may be mandated to report a situation to the appropriate authority.

1 Performance dashboard survey, Unum Group LTD and Life, Ceridian Corporation, January 1 to September 30, 2006.

Work-life balance employee assistance program services are provided by Ceridian Corporation. These services are available with selected Unum insurance offerings. Exclusions, limitations and prior notice requirements may apply, and service features, terms and eligibility criteria are subject to change. The services are not valid after termination of coverage and may be withdrawn at any time. Please contact your Unum representative for full details.

Unum Group, 1 Fountain Square, Chattanooga, TN 37402 unum.com

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MK-1337 (2-08)

TOWNSHIP COUNCIL

JACKSON TOWNSHIP 2012 BUDGET

ORGANIZATIONAL CHART

Department Name: TOWNSHIP COUNCIL 2-01-20-110-000-000

2012
ORGANIZATIONAL CHART

TOWNSHIP COUNCIL

KENNETH J. BRESSI
COUNCIL PRESIDENT

ANN UPDEGRAVE
COUNCIL V.P.

MICHAEL KAFTON	SCOTT MARTIN	BOBBIE RIVERE
COUNCILMAN	COUNCILMAN	COUNCILWOMAN

Submitted by:

Kenneth J. Bressi, Council President

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: **TOWNSHIP COUNCIL**

GENERAL DUTIES

The Township Council, in addition to such other powers and duties as may be conferred upon it by N.J.S.A. 40:69A-31 to -48, or otherwise by general law, may:

A. Require any municipal officer, in its discretion, to prepare and submit sworn statements regarding his or her official duties in the performance thereof, and otherwise investigate the conduct of any department, office or agency of the municipal government.

B. Remove, by at least two-thirds vote of the whole number of the Township Council, any municipal officer, other than the Mayor or a member of Council, for cause, upon notice and an opportunity to be heard.

Budget and Control.

A. Upon the submission of the budget to the Township Council by the Mayor, the Council may reduce any item or items in the Mayor's budget by a vote of a majority of the Council, but an increase in any item or items therein shall become effective only upon an affirmative vote of two-thirds (2/3) of the members of the Council.

B. The Council shall, where practicable, provide for the maintenance of a system of work programs and quarterly allotments for operation of the budget. It shall be the duty of the officer or department administering any such program to develop or report appropriate unit cost of budgeted expenditures.

C. The Council shall provide by ordinance for the exercise of a control function in the management of the finances of the municipality by some officer other than the Business Administrator. The control function shall include provision for any encumbrance system of budget operation, for expenditures only upon written requisition, for the pre-audit of all claims and demands against the municipality prior to payment, and for the control of all payments out of any public funds by individual warrants for each payment to the official having custody thereof.

I hereby approve my department's/board's budget as hereto attached.

K. J. Bressi /amc

Kenneth J. Bressi, Council President

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-110-000-000 OFFICE OF TOWNSHIP COUNCIL								
OFFICE OF TOWNSHIP COUNCIL 2-01-20-110-000-000	H							
SALARIES & WAGES 2-01-20-110-000-010	C							
CL-BASE PAY 2-01-20-110-000-011	S	48,180.00 47,539.88	43,575.42 42,465.88	43,882.04 42,867.46	44,340.00	44,340.00	_____	0.00
Control Total		48,180.00 47,539.88	43,575.42 42,465.88	43,882.04 42,867.46	44,340.00	44,340.00	0.00	0.00
OTHER EXPENSES 2-01-20-110-000-020	C							
CL-ADVERTISING 2-01-20-110-000-021	S	500.00 0.00	0.00 125.00	150.00 0.00	100.00 Misc. publications, events, budget works hops	100.00	_____	0.00
CL-PRINTING & BINDING 2-01-20-110-000-023	S	2,200.00 2,458.25	2,500.00 65.00	200.00 105.00	100.00 Stationary, business cards, etc.	100.00	_____	0.00
CL-OTHER CONTRACTUAL ITEMS 2-01-20-110-000-029	S	0.00 0.00	0.00 160.00	0.00 0.00	_____	_____	_____	0.00
CL-BOOKS & PUBLICATIONS 2-01-20-110-000-033	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
CL-OFFICE MATERIALS & SUPPLI 2-01-20-110-000-036	S	0.00 207.20	250.00 58.25	200.00 0.00	150.00 General office supplies	150.00	_____	0.00
CL-CONFERENCES & MEETINGS								

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-110-000-000 OFFICE OF TOWNSHIP COUNCIL								
2-01-20-110-000-041	S	2,200.00	750.00	500.00	400.00	400.00		0.00
		1,032.10	310.00	250.00				
					Misc. confrences, training			
CL-TRAINING & EDUCATION								
2-01-20-110-000-042	S	250.00	250.00	250.00				0.00
		0.00	0.00	0.00				
CL-PROFESSIONAL ASSOC DUES								
2-01-20-110-000-044	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
CL-OTHER EQUIPMENT								
2-01-20-110-000-058	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
CL-REC SUPPLIES & SPEC ARTIC								
2-01-20-110-000-066	S	500.00	100.00	150.00	100.00	100.00		0.00
		90.00	123.80	80.00				
					Certificates, special presentations, pla ques, etc.			
Control Total		5,650.00	3,850.00	1,450.00	850.00	850.00	0.00	0.00
		3,787.55	842.05	435.00				

JACKSON TOWNSHIP

2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
BRESSI	KENNETH	110	Council	11/4/2009	9,668.00		0.00			0.00	9,668.00	9,668.00
KAFTON	MICHAEL	110	Council	7/1/2008	8,668.00		0.00			0.00	8,668.00	8,668.00
MARTIN	SCOTT	110	Council	7/1/2006	8,668.00		0.00			0.00	8,668.00	8,668.00
RIVERE	ROBERTA	110	Council	7/1/2008	8,668.00		0.00			0.00	8,668.00	8,668.00
UPDEGRAVE	ANN	110	Council	8/10/1987	8,668.00		0.00			0.00	8,668.00	8,668.00
			Council Total		44,340.00	0.00	0.00	0.00	0.00	0.00	44,340.00	44,340.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: TOWNSHIP COUNCIL

2012 Objective
Continue to work cooperatively with the Board of Education in identifying shared services. Continue the establishment of Fiscal management policies which give due emphasis to: Responsiveness and openness to every resident of the Community. Maximizing the use of every tax dollar. Excellence in maintenance and gradual improvement of the communities' infrastructure and fixed assets. Development of a professional, cohesive and responsive force of municipal workers. Aggressively seek out Federal and State grants. Work closely with the Mayor's Office in addressing such important issues as property taxes and over development as well as COAH related matters. Expand community education programs.

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: TOWNSHIP COUNCIL

Please identify major changes in department budget submission including increased spending and/or reductions made to achieve budget target. Variances for Salaries and Benefit details calculated by the Department of Personnel will be provided when such data becomes available.

Additional lines may be added, as appropriate.

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits		See attached
Total Salary and Benefits Variance		
Other Expenses		
Total Other Expense Variances		
Total Budget Change		

OFFICE OF THE MAYOR

Michael Reina
Mayor

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: **MAYOR - 112**

GENERAL DUTIES

Enforce the charter and all ordinances of the Township adopted by the Council and all general laws applicable thereto.

Report annually on a calendar basis to the Council and to the public on the state of the Township and the work of the previous year; he or she shall also recommend to the Council whatever action or programs he or she deems necessary for the improvement of the Township and the welfare of its residents. He or she may from time to time recommend any action or programs he or she deems necessary or desirable for the Township to undertake.

Supervise, direct and control departments of the Township and shall require each department to make an annual report in January of each calendar year, and shall require such other reports on its work as he or she may deem desirable.

Require such reports and examine such accounts, records and operations of any board, commission or other agency of the Township, as he or she deems necessary.

Prepare and submit to Council for its consideration and adoption an annual operating budget and a capital budget, establish the schedules and procedures to be followed by all Township departments, offices and agencies in connection therewith, and supervise and administer all phases of the budgetary process.

Supervise the care and custody of all Township property, institutions and agencies, and make recommendations concerning the nature and location of municipal improvements and execute improvements determined by Council.

Sign all contracts, bonds and other instruments requiring the consent of the Township, after approval by Council.

Review, analyze and forecast trends of municipal services and finances and programs of all boards, commissions, agencies and other municipal bodies, and report and recommend thereon to Council.

Supervise the development, installation and maintenance of centralized budgeting, personnel and purchasing procedures as may be authorized by ordinance.

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: **MAYOR - 112**

Negotiate contracts for the municipality subject to Council approval.

Assure that all terms and conditions imposed in favor of the municipality or its inhabitants in any statute, franchise or other contract are faithfully kept and performed.

Serve as an ex officio nonvoting member of all appointive bodies in municipal government of which he or she is not an official voting member.

I hereby approve my department's/board's budget as hereto attached.

_____

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-20-112-000-000 OFFICE OF THE MAYOR								
OFFICE OF THE MAYOR								
2-01-20-112-000-000	H							
SALARIES & WAGES								
2-01-20-112-000-010	C							
M-BASE PAY								
2-01-20-112-000-011	S	29,500.00	24,436.58	100.00	29,500.00	15,000.00	_____	0.00
		29,499.96	20,649.96	0.00				
Transfers included in Approp		0.00	2,000.00-	0.00				
Control Total		29,500.00	24,436.58	100.00	29,500.00	15,000.00	0.00	0.00
		29,499.96	20,649.96	0.00				
Transfers included in Approp		0.00	2,000.00-	0.00				
OTHER EXPENSES								
2-01-20-112-000-020	C							
M-ADVERTISING								
2-01-20-112-000-021	S	100.00	100.00	100.00	_____	_____	_____	0.00
		0.00	125.00	0.00				
M-PRINTING & BINDING								
2-01-20-112-000-023	S	2,500.00	1,200.00	1,200.00	1,500.00	1,500.00	_____	0.00
		1,174.32	2,344.00	1,940.15				
					Tax bill inserts, certs of appreciation			
M-OTHER CONTRACTUAL ITEMS								
2-01-20-112-000-029	S	150.00	150.00	150.00	200.00	200.00	_____	0.00
		1,487.50	0.00	511.40				
					office equipment maintenance			
M-BOOKS & PUBLICATIONS								
2-01-20-112-000-033	S	350.00	200.00	200.00	100.00	100.00	_____	0.00
		115.00	0.00	0.00				
					Twp. Directory, NJ Conference of Mayors			
M-OFFICE MATERIALS & SUPPLIES								
2-01-20-112-000-036	S	500.00	750.00	750.00	1,250.00	1,250.00	_____	0.00
		880.80	284.64	1,180.69				
					office supplies			

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-112-000-000 OFFICE OF THE MAYOR					Comments			
M-CONFERENCES & MEETINGS								
2-01-20-112-000-041	S	500.00	400.00	400.00	500.00	500.00		0.00
		327.00	159.00	353.00				
					NJ Conf. of Mayors, NJ League of Municip alities			
M-TRAINING & EDUCATION								
2-01-20-112-000-042	S	300.00	0.00	0.00				0.00
		0.00	0.00	0.00				
M-PROFESSIONAL ASSOC. DUES								
2-01-20-112-000-044	S	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00		0.00
		1,255.00	1,155.00	1,240.00				
					NJ Conf of Mayors, NJ League of Municipa lities			
M-OTHER EQUIPMENT								
2-01-20-112-000-058	S	0.00	0.00	0.00				0.00
		0.00	0.00	25.93				
M-REC SUPPLIES & SPEC ARTIC								
2-01-20-112-000-066	S	2,500.00	2,000.00	2,000.00	1,000.00	1,000.00		0.00
		2,553.51	534.45	159.00				
					Award plaques			
Control Total		8,250.00	6,150.00	6,150.00	5,900.00	5,900.00	0.00	0.00
		7,793.13	4,602.09	5,410.17				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
REINA	MICHAEL	110.01	Mayor	7/1/2008	15,000.00		0.00			0.00	15,000.00	15,000.00
			Mayor Total		15,000.00	0.00	0.00	0.00	0.00	0.00	15,000.00	15,000.00

Form 3

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: **MAYOR- 112**

2012 Objective
Continue review of the Township's Codes both in an administrative and land use aspect to provide the public with an efficient service while maintaining equity to its residents as to make Jackson Township a model community.
Seek participation of our residents through advisory committees in the formulation of the challenging 2011 Municipal Budget as to provide the least tax impact while providing a quality of services.
Work closely with the First Aid, Fire Districts and Fire Companies in improving efficient Municipal Services.
Analyze, plan, review and implement a comprehensive capital improvement program addressing infrastructure, senior citizen, recreational facilities and equipment needs for both in a short and long term solution.
Finalize a Township Ecological facility to accommodate for a recycling and composting facility in an effort to promote an environmentally responsible community program, which will also reduce landfilling costs.
Assure that Township interests are fairly represented before other governmental agencies. Placing particular emphasis on obtaining a greater and fairer share of state aid for the Township and School District.
Procure an automated /network integrated time and attendance system. Intended applications include an employee hand scanning time-clock system to reduce labor intensive manual record-keeping along with improving efficiency and accuracy.
Continue the establishment of sound fiscal management policies that will promote the most efficient use of every property tax dollar.
Actively promote citizen awareness and participation of local government operations through the direct interaction with community groups.

	JACKSON TOWNSHIP 2012 BUDGET **2012 OBJECTIVES** Department Name: **MAYOR- 112**

Seek available grant programs to supplement the need of the community while reducing a direct burden on taxpayers.
Work with federal, state, and county government to improve infrastructure along township commercial corridor.
Finalize negotiations with JCP&L by participating in a Capital Contribution program to reduce Street lighting costs.

OFFICE OF THE TOWNSHIP CLERK

Form 1

JACKSON TOWNSHIP 2012 BUDGET

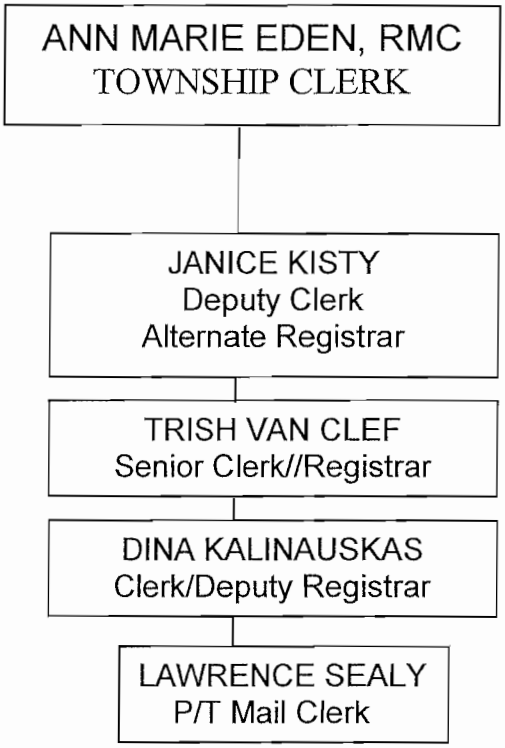
ORGANIZATIONAL CHART

Department Name: OFFICE OF THE TOWNSHIP CLERK

2012

ORGANIZATIONAL CHART

OFFICE OF THE TOWNSHIP CLERK



Submitted By:

Ann Marie Eden, RMC
Township Clerk

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: OFFICE OF THE TOWNSHIP CLERK 2-01-20-120-000-000

General Duties:

The Municipal Clerk's Office holds one of the most important and exacting positions in municipal government, serving the Governing Body and the Municipality. These tasks are summarized below.

Among the many tasks related to the Office of the Municipal Clerk, one of the core duties is to maintain custody of all minutes, books, deeds, bonds, contracts, ordinances, resolutions and archive records of the municipal corporation and provide information in a timely and efficient manner and provide technical assistance to individuals and public officials. The Township Clerk's Office prepares and distributes Council meeting agendas and is also responsible for keeping the Council knowledgeable of State directives and objectives. The Township Clerk's Office records Oaths of Office as well as issues licenses/permits as authorized by the Governing Body and New Jersey Statutes.

Within the Office of the Municipal Clerk is the Registrar of Vital Statistics. The Registrar records marriages, domestic partnerships, civil unions, births and deaths. The Township Clerks Office is also responsible for assisting the County with elections and voter registration.

I hereby approve my department's/board's budget as hereto attached.

Ann Marie Eden RMC
Township Clerk

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-20-120-000-000 MUNICIPAL CLERK								
MUNICIPAL CLERK								
2-01-20-120-000-000	H							
SALARIES & WAGES								
2-01-20-120-000-010	C							
CL-BASE PAY								
2-01-20-120-000-011	S	276,773.93	233,912.89	205,179.88	207,388.00	206,023.27	_____	0.00
		271,568.01	232,791.80	195,601.62				
Transfers included in Approp		7,004.93	11,264.15	9,105.62				
CL-OVERTIME								
2-01-20-120-000-014	S	0.00	500.00	500.00	500.00	500.00	_____	0.00
		561.76	1,601.07	3,281.48				
Control Total		276,773.93	234,412.89	205,679.88	207,888.00	206,523.27	0.00	0.00
		272,129.77	234,392.87	198,883.10				
Transfers included in Approp		7,004.93	11,264.15	9,105.62				
OTHER EXPENSES								
2-01-20-120-000-020	C							
CL-ADVERTISING								
2-01-20-120-000-021	S	15,000.00	15,000.00	15,000.00	11,000.00	11,000.00	_____	0.00
		15,629.54	10,290.80	9,048.50				
					Publication of various legal notices			
CL-PRINTING & BINDING								
2-01-20-120-000-023	S	21,000.00	15,000.00	15,000.00	15,000.00	15,000.00	_____	0.00
		12,063.26	16,762.36	16,897.43				
					Code book updates, supplements, receipts , stationary, licenses, etc.			
CL-MAINTENANCE OTHER EQUIPMENT								
2-01-20-120-000-026	S	700.00	750.00	1,200.00	1,000.00	1,000.00	_____	0.00
		901.00	1,007.61	0.00				
					Yearly maintenance meeting room recorder , date stamp, typewriters			
CL-OTHER PROFESSIONAL SERVS								
2-01-20-120-000-028	S	0.00	0.00	0.00	_____	_____	_____	0.00
		8.00	16.00	64.00				

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-120-000-000 MUNICIPAL CLERK								
CL-BOOKS & PUBLICATIONS								
2-01-20-120-000-033	S	1,200.00	1,000.00	1,200.00	1,200.00	1,200.00		0.00
		696.37	1,131.38	1,323.37				
Comments: Reference books, subscriptions/publications(The Quill, League of Mun. NJ Reg.)								
CL-OFFICE MATERIALS & SUPPLIES								
2-01-20-120-000-036	S	3,200.00	2,500.00	1,500.00	1,500.00	1,500.00		0.00
		2,229.16	2,393.34	1,498.89				
Comments: General Office supplies								
CL-CONFERENCES & MEETINGS								
2-01-20-120-000-041	S	700.00	575.00	575.00	575.00	400.00		0.00
		536.00	55.00	250.00				
Comments: Conferences (Clerks Spring Conference, League Conference, etc.)								
CL-TRAINING & EDUCATION								
2-01-20-120-000-042	S	1,000.00	750.00	1,200.00	1,200.00	1,000.00		0.00
		627.70	1,421.00	253.00				
Comments: Training/Education (CEU's) for Township Clerk and Deputy Clerk								
CL-PROFESSIONAL ASSOC DUES								
2-01-20-120-000-044	S	3,300.00	3,300.00	3,600.00	3,400.00	3,700.00		0.00
		3,280.00	3,305.00	3,590.00				
Comments: League of Mun. dues ($3,080), Chamber (150.) O.C. Clerks & Mun. Clerks Assoc.								
CL-OFFICE EQUIPMENT								
2-01-20-120-000-053	S	1,200.00	500.00	500.00	500.00	500.00		0.00
		0.00	101.76	405.00				
Comments: Misc. office equipment (fax/computer)								
CL-OTHER EQUIP & SUPPLIES								
2-01-20-120-000-058	S	5,600.00	200.00	300.00	300.00	150.00		0.00
		275.00	250.00	78.29				
Transfers included in Approp		400.00-	0.00	0.00				
Comments: Purchase of CD's								
CL-DATA PROCESSING EQUIPMENT								
2-01-20-120-000-059	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
CL-REC SUPPLIES & SPECIAL ART								
2-01-20-120-000-066	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				

Description Budget Account Number	2009 Approp Actual	2010 Approp Actual	2011 Approp Actual	********** Year 2012 ********** Requested Comments	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-120-000-000	MUNICIPAL CLERK						
Control Total	52,900.00	39,575.00	40,075.00	35,675.00	35,450.00	0.00	0.00
	36,246.03	36,734.25	33,408.48				
Transfers included in Approp	400.00-	0.00	0.00				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
EDEN	ANN	120	Clerk	4/7/1997	81,821.00		0.00			0.00	81,821.00	82,639.21
FESTINO	DIANE	120	Clerk	9/25/2000	29,580.72		0.00			0.00	29,580.72	29,876.53
GREGORY	BRENDA	120	Clerk	3/7/1988	0.00		0.00			0.00	0.00	0.00
KALINAUSKAS	DINA	120	Clerk	7/6/2009	0.00		0.00			0.00	0.00	0.00
KISTY	JANICE	120	Clerk	9/15/2003	42,177.00		0.00			0.00	42,177.00	42,598.77
SEALY	LAWRENCE	120	Clerk	8/27/2002	13,260.00		0.00			0.00	13,260.00	13,392.60
VANCLEF	PATRICIA	120	Clerk		1,250.00						1,250.00	1,262.50
VANCLEF	PATRICIA	120	Clerk	3/13/2002	34,081.00		0.00	1,813.71		0.00	35,894.71	36,253.66
			Clerk Total		202,169.72	0.00	0.00	1,813.71	0.00	0.00	203,983.43	206,023.26

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
Z OVERTIME		120	Clerk		500.00						500.00	500.00
			Clerk Total		500.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: OFFICE OF THE TOWNSHIP CLERK

Please identify major changes in department budget submission including increased spending and/or reductions made to achieve budget target. Variances for Salaries and Benefit details calculated by the Department of Personnel will be provided when such data becomes available.

Additional lines may be added, as appropriate.

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits		See attached
Total Salary and Benefits Variance		
Other Expenses		
Total Other Expense Variances		
Total Budget Change		

TOWNSHIP OF JACKSON
REQUEST FOR SALARY INCREASE- JUSTIFICATION SHEET
2012 BUDGET

DEPARTMENT NAME: MUNICIPAL CLERK
DEPARTMENT BUDGET CODE: 120

Each request must include: (1) Proposed position or title change; (2) Proposed salary/adjustment; (3) Detailed justification for said changes(s).

PROPOSED POSITION OR TITLE CHANGE:	ANN MARIE EDEN, RMC
CURRENT POSITION OR TITLE:	TOWNSHIP CLERK
NEW/PROPOSED POSITION/TITLE:	N/A
CURRENT SALARY:	$81,821.00
PROPOSED SALARY/ADJUSTMENT:	$94,740. (Equal to that of the Chief Financial Officer Tax Collector current rate)

DETAILED JUSTIFICATION FOR SAID CHANGE(S):

This salary adjustment reflects parity with other township officials (specifically the Chief Financial Officer, former Tax Assessor and Tax Collector). The position of Township Clerk is statutory, requiring continued education within the licensed field and should be equally compensated as that of the Chief Financial Officer, former Tax Assessor and Tax Collector. Although the 2012 rates for Department Heads and Confidentials has not yet been established, the requested increase would reflect an equal rate of pay given to that of the Chief Financial Officer (former Tax Assessor) and Tax Collector. The recent change in the form of government has increased my duties as Township Clerk in that the Clerk's Office falls under the jurisdiction of the Township Council placing greater responsibilities on my duties as Township Clerk. Also, it is my sole responsibility to conduct the non-partisan municipal elections and prepare all the necessary paperwork relating to that election. There is an increased workload due to the stricter guidelines imposed by the new pay-to-play law with regard to the fair and open process and there has been a significant increase in the number of OPRA requests, which has created further responsibilities adding additional obligations to my existing extensive workload.

TOWNSHIP OF JACKSON
REQUEST FOR SALARY INCREASE- JUSTIFICATION SHEET
2012 BUDGET

DEPARTMENT NAME: MUNICIPAL CLERK
DEPARTMENT BUDGET CODE: 120

Each request must include: (1) Proposed position or title change; (2) Proposed salary/adjustment; (3) Detailed justification for said changes(s).

PROPOSED POSITION OR TITLE CHANGE:	TRISH VAN CLEF
CURRENT POSITION OR TITLE:	SENIOR CLERK
NEW/PROPOSED POSITION/TITLE:	PRINCIPAL CLERK
CURRENT SALARY:	$34,081.00
PROPOSED SALARY/ADJUSTMENT:	In accordance with AFSCME Contract and Salary Ordinance

DETAILED JUSTIFICATION FOR SAID CHANGE(S):

Trish Van Clef is a very conscientious and hard working employee. She is very responsible and dependable and completes all assignments accurately and in a timely manner. Trish is an asset in the Clerk's Office and is very deserving of this promotion.

NJLM New Jersey State League of Municipalities

222 West State Street, Trenton, New Jersey 08608
PHONE (609) 695-3481 • FAX (609) 695-0151
EMAIL league@njslom.com • www.njslom.com

William G. Dressel, Jr., EXECUTIVE DIRECTOR | Michael J. Darcy, CAE, ASSISTANT EXECUTIVE DIRECTOR

Budget 2012

September 14, 2011

Jackson Township, Ocean
95 W Veterans Hwy
Jackson, NJ 08527

Dear Municipal Clerk:

Re: Notice of Proposed 2012 Membership Dues

Please make a copy available to the Mayor and Members of the Governing Body.

Pursuant to Section 2 of Article II of the League's Constitution, you are hereby notified that the League Executive Board will not increase Membership Dues for calendar year 2012. This proposal will be on the agenda and will be voted on at the Annual Business Meeting to be held Friday, November 18, 2011 in the Pearl Ballroom (2nd Level) of the Sheraton Convention Center Hotel in Atlantic City.

All Membership dues will generate $589,114 which represents 18% of NJLM 2011/2012 budget of $3,275,242.

Please note while NJLM will not increase membership dues rate for 2012, the 2010 federal census may result in a change in your membership dues amount because your membership dues are based on the attached rate schedule and your municipality's population.

Based on the 2010 federal census we have recorded your population as: **54,856**
For your budgeting purposes enclosed is the membership dues rate schedule.

If you have any questions with regards to your population noted above please contact Marie Johnson at 609-695-3481 x113 or email mjohnson@njslom.com in the subject line please type "dues/population".

Very truly yours,

William G. Dressel, Jr.
Executive Director

WGD/mlj

Section 2. Dues. The Annual dues of member municipalities shall be the following rates based on their respective populations according to the last Federal census as promulgated by the state of New Jersey

Population Range			2012	
1	-	500	$197	
501	-	1,000	$227	
1,001	-	1,500	$252	
1,501	-	2,000	$274	
2,001	-	2,500	$310	
2,501	-	3,000	$343	
3,001	-	3,500	$376	
3,501	-	4,000	$411	
4,001	-	4,500	$441	
4,501	-	5,000	$493	
5,001	-	6,000	$537	
6,001	-	7,000	$571	
7,001	-	8,000	$607	
8,001	-	9,000	$634	
9,001	-	10,000	$674	
10,001	-	15,000	$66	Per Thousand or a Fraction there of
15,001	-	50,000	$65	Per Thousand or a Fraction there of
50,001	-	100,000	$56	Per Thousand or a Fraction there of
100,001	-	200,000	$52	Per Thousand or a Fraction there of
Over	-	200,000	$45	Per Thousand or a Fraction there of
Maximum			$7,956	*(Population Rounded Up to Nearest Thousand)*

All membership Dues shall be based on the calendar year and payable on or before April 1 of each year.

ELECTIONS

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: ELECTIONS 2-01-20-125-000-000

GENERAL DUTIES

One of the Township Clerk's core duties is that of Chief Administrative Officer of all elections held in the municipality. Residents may register to vote on any business day during normal business hours (and certain evenings which are determined by statute). The Clerk certifies to the County existing vacancies on the local level of government, receives nominating petitions and certifies validly and eligibility to the County Clerk. The Municipal Clerk also suggests polling locations and collates and certifies certain election results. Under the new form of government greater responsibilities are placed on the Office of the Township Clerk in that the May non-partisan election is the sole responsibility of the Township Clerk (i.e. prepare petitions, validate and certify nominating petitions, conduct drawing for position on the ballot, canvass the votes after the election and certify election results for municipal office(s) in a non partisan election).

I hereby approve my department's/board's budget as hereto attached.

Ann Marie Eden RMC
Township Clerk

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-125-000-000 ELECTIONS								
ELECTIONS								
2-01-20-125-000-000	H							
SALARIES & WAGES								
2-01-20-125-000-010	C							
CL-BASE PAY								
2-01-20-125-000-011	S	0.00	0.00	0.00				0.00
		0.00	0.00	255.48				
CL-OVERTIME								
2-01-20-125-000-014	S	4,800.00	4,170.00	5,400.00	5,000.00	5,000.00		0.00
		3,002.57	3,184.48	2,653.99				
Transfers included in Approp		0.00	830.00-	0.00				
					Overtime for elections - June and November 2012			
Control Total		4,800.00	4,170.00	5,400.00	5,000.00	5,000.00	0.00	0.00
		3,002.57	3,184.48	2,909.47				
Transfers included in Approp		0.00	830.00-	0.00				
OTHER EXPENSES								
2-01-20-125-000-020	C							
CL-PRINTING & BINDING								
2-01-20-125-000-023	S	21,000.00	48,000.00	49,000.00	20,000.00	20,000.00		0.00
		4,826.37	46,911.12	23,498.14				
Transfers included in Approp		0.00	2,000.00-	0.00				
					Cost of printing ballots, mailing ballots June & Nov. Elections (by County)			
CL-OTHER CONTRACTUAL ITEMS								
2-01-20-125-000-029	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
Control Total		21,000.00	48,000.00	49,000.00	20,000.00	20,000.00	0.00	0.00
		4,826.37	46,911.12	23,498.14				
Transfers included in Approp		0.00	2,000.00-	0.00				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
VARIOUS		125	Elections		5,000.00						5,000.00	5,000.00
			Elections Total		5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: ELECTIONS

2012 Objective
Calendar year 2012 will consist of three (3) elections (School, Primary and General). The Township Council adopted Ordinance No. 21-11 allowing the May nonpartisan municipal election to be held in November (during the General Election) eliminating the need to budget for the May election (every two years). This change will result in a tremendous cost savings to the taxpayers of Jackson Township.

ORDINANCE 21-11

AN ORDINANCE OF THE TOWNSHIP OF JACKSON, COUNTY OF OCEAN, STATE OF NEW JERSEY TO CHANGE THE ELECTION DATE OF THE NONPARTISAN MUNICIPAL ELECTION FROM THE SECOND TUESDAY OF MAY TO THE DATE OF THE NOVEMBER GENERAL ELECTION.

WHEREAS, the New Jersey Legislature enacted P.L. 2009 c. 196, providing that any municipality governed by the provisions of the "Uniform Nonpartisan Elections Law" (N.J.S.A. 40:45-5 et seq.) may choose to conduct regular municipal elections on the day of the general election, the Tuesday after the first Monday in November; and

WHEREAS, the Mayor and the Township Council of the Township of Jackson recognizes that the likelihood of increased voter participation and decreased election expenses will be realized.

BE IT ORDAINED by the Mayor and Township Council of the Township of Jackson, County of Ocean, and State of New Jersey, as follows:

SECTION 1:

The Township of Jackson shall conduct nonpartisan regular municipal elections on the day of the general election, the Tuesday after the first Monday in November.

SECTION 2:

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Date: _____

_____
Mayor Michael Reina

NOTICE

NOTICE IS HEREBY GIVEN that the foregoing ordinance was introduced and passed by the Township Council on first reading at a meeting of the Township Council of the Township of Jackson held on the 14th day of June, 2011, and will be considered for second reading and final passage at a regular meeting of the Township Council to be held on the 28th day of June, 2011at 7:30 p.m., at the Township Municipal Building, located at 95 West Veterans Highway, Jackson, New Jersey, at which time and place any persons desiring to be heard upon the same will be given the opportunity to be so heard.

_____
Ann Marie Eden
Township of Jackson

I, Ann Marie Eden, Municipal Clerk of the Township of Jackson in the County of Ocean, hereby certify that the above is a true copy of an Ordinance adopted by the Township Council on the 28th day of June 2011.

_____
ANN MARIE EDEN, RMC
TOWNSHIP CLERK

TOWNSHIP OF JACKSON
PERSONNEL - JUSTIFICATION SHEET 2012

DEPARTMENT NAME: **ELECTIONS** DEPARTMENT BUDGET CODE: **125**

This sheet is to be used to list the job duties of all full-time, part-time or seasonal personnel currently employed by JACKSON TOWNSHIP and working in your department.

Describe in detail each distinct task, duty, etc., each employee or group of employees perform. Use additional sheets as required.

TITLE: PRIMARY AND GENERAL ELECTION DAY OCCUPANT(S): PRIM. & TAB/ASSISTANCE

JOB DUTIES/FUNCTIONS:

Overtime generated by regular staff for, Primary Election (5:00 a.m. to 8:30 a.m. and 4:30 p.m. to 10:00 p.m.) and General Election/Non-Partisan Election (5:00 a.m. to 10:00 p.m.). Overtime paid to Township Clerk and Staff for all elections (at a rate of time and half).

TITLE: EVENING REGISTRATION OCCUPANT(S): 3 NIGHTS MAND.

JOB DUTIES/FUNCTIONS:

Late night registration – three (5) elections – (2) School, Non-Partisan, Primary and General (4:30 p.m. to 9:00 p.m.) (4 ½ hours each) 3 hours each

TITLE: OVERTIME OCCUPANT(S): VARIOUS

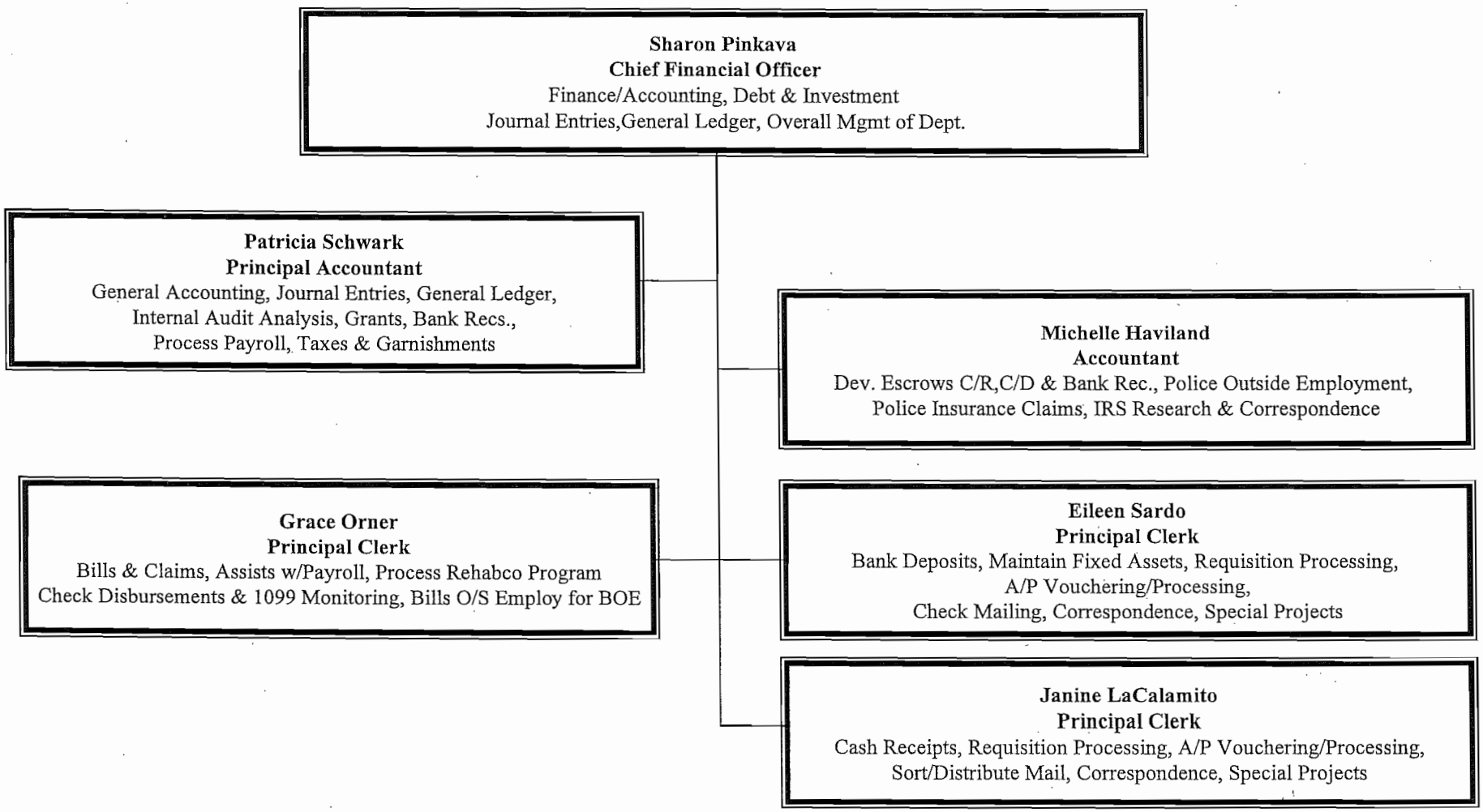
JOB DUTIES/FUNCTIONS:

See Primary & General Election and Evening Registration (above)

NOTE: FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN A REDUCTION IN WORK FORCE.

DEPARTMENT OF FINANCE

TOWNSHIP OF JACKSON
DEPARTMENT OF FINANCE
ORGANIZATIONAL CHART
2012



Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: FINANCIAL ADMINISTRATION DEPT 20-130

General Duties:

The Chief Financial Officer is responsible for the Township's accounting operation that includes; debt management, bookkeeping, cash controls, investments, accounts receivable, accounts payable, payroll and municipal assets. They are also responsible for maintaining financial statements and analysis in accordance with the standards set forth by the New Jersey Division of Local Government.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-130-000-000 FINANCIAL ADMINISTRATION					Comments			
FINANCIAL ADMINISTRATION								
2-01-20-130-000-000	H							
SALARIES & WAGES								
2-01-20-130-000-010	C							
FIN-BASE PAY								
2-01-20-130-000-011	S	337,268.90	330,402.00	338,539.43	334,927.50	319,112.92		0.00
		337,923.31	329,727.03	321,713.79				
Transfers included in Approp		38,472.90	11,249.52	13,584.03				
FIN-OVERTIME								
2-01-20-130-000-014	S	1,500.00	300.00	300.00	300.00	300.00		0.00
		248.78	0.00	86.92				
Control Total		338,768.90	330,702.00	338,839.43	335,227.50	319,412.92	0.00	0.00
		338,172.09	329,727.03	321,800.71				
Transfers included in Approp		38,472.90	11,249.52	13,584.03				
OTHER EXPENSES								
2-01-20-130-000-020	C							
FIN-ADVERTISING								
2-01-20-130-000-021	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
FIN-PRINTING & BINDING								
2-01-20-130-000-023	S	1,500.00	900.00	1,350.00	1,350.00	1,350.00		0.00
		886.87	1,214.31	332.60				
					1099's, env.-Escrow Fd-W-2's & env. Payroll, 1099's & env. A/P			
FIN-MAINTENCE OTHER EQUIMENT								
2-01-20-130-000-026	S	500.00	250.00	250.00	250.00	250.00		0.00
		0.00	0.00	0.00				
					Maint. office equip. & repairs/replacement			
FIN-OTHER CONTRACTUAL ITEMS								
2-01-20-130-000-029	S	40,000.00	47,500.00	35,690.00	48,690.00	35,690.00		0.00
		20,987.47	37,678.93	24,638.50				

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-130-000-000 FINANCIAL ADMINISTRATION					Comments			
					School Bdgt exam, Auditor,Bond services, record destruction,Arbitrage,Edmunds			
FIN-BOOKS & PUBLICATIONS								
2-01-20-130-000-033	S	150.00	125.00	150.00	150.00	150.00		0.00
		117.38	117.37	137.38				
					Statute 40, 40A			
FIN-OFFICE MATERIALS & SUPPLIE								
2-01-20-130-000-036	S	3,000.00	2,500.00	1,850.00	1,700.00	1,700.00		0.00
		2,806.58	1,726.13	915.98				
					General office supplies			
FIN-CONFERENCES & MEETINGS								
2-01-20-130-000-041	S	850.00	500.00	400.00	400.00	400.00		0.00
		778.00	534.00	375.00				
					GFOA/NJLM			
FIN-TRAINING & EDUCATION								
2-01-20-130-000-042	S	1,400.00	1,200.00	1,216.00	2,500.00	2,500.00		0.00
		1,184.00	1,513.00	1,255.00				
					Updates, CEU's, Rutgers Courses			
FIN-PROFESSIONAL ASSOC DUES								
2-01-20-130-000-044	S	300.00	175.00	175.00	200.00	200.00		0.00
		165.00	165.00	165.00				
					TCTA & GFOA			
FIN-TRAVEL								
2-01-20-130-000-045	S	150.00	75.00	75.00	150.00	150.00		0.00
		0.00	84.27	214.32				
					Seminars & meetings-increase due to upda tes			
FIN-OFFICE EQUIPMENT								
2-01-20-130-000-053	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
FIN-OTHER EQUIPMENT & SUPPLIES								
2-01-20-130-000-058	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
Control Total		47,850.00	53,225.00	41,156.00	55,390.00	42,390.00	0.00	0.00
		26,925.30	43,033.01	28,033.78				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
HAVILAND	MICHELE	130	Finance	10/6/2000	39,162.00		0.00			0.00	39,162.00	39,553.62
LACALAMITO	JANINE	130	Finance	12/28/1993	45,657.00		0.00			0.00	45,657.00	46,113.57
ORNER	GRACE	130	Finance	1/28/2002	35,227.00		0.00	2,099.17		0.00	37,326.17	37,699.43
PINKAVA	SHARON	130	Finance	5/21/1996	94,740.00		0.00			0.00	94,740.00	95,687.40
SARDO	EILEEN	130	Finance	12/17/2001	22,907.01		0.00	47.73		0.00	22,954.74	23,184.29
SCHWARK	PATRICIA	130	Finance		15,000.00		0.00			0.00	15,000.00	15,000.00
SCHWARK	PATRICIA	130	Finance	4/21/2008	60,262.00		0.00			0.00	60,262.00	60,864.62
Z ABOVE CLASS		130	Finance		1,000.00						1,000.00	1,010.00
			Finance Total		313,955.01	0.00	0.00	2,146.90	0.00	0.00	316,101.91	319,112.92

JACKSON TOWNSHIP

2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
Z OVERTIME		130	Finance		300.00						300.00	300.00
			Finance Total		300.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: FINANCIAL ADMINISTRATION DEPT 20-130

2012 Objective
Maintain cash flow analysis to maximize investment yield potential. Monitor Cash flow on a daily basis. Active integration of accounting systems. Maintain internal controls to insure proper procedures and compliance with State Statutes. Decrease dependency of Auditors for reporting purposes. Question and scrutinize the need for non-essential Purchase Orders/Expenditures. Cross train Personnel in order to maximize staff to its full potential.

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: FINANCIAL ADMINISTRATION DEPT-20-130

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits		
Total Salary and Benefits Variance		
Other Expenses		
Other Contractual Items	11,000.00	Due to the finalization of the 2011 Budget, we were able to reduce the amount that was not needed for the School Budget Exam. This year it is included.
Training & Education	1,285.00	Needed updates to changes with State Laws and regulations in areas such as Pension, Health Benefits.
Total Other Expense Variances		
Total Budget Change	12,285.00	

Edmunds & Associates, Inc.
301 A Tilton Road
Northfield, NJ 08225
ATTN: Linda Cienkowski
TEL: (609)645-7333 EXT: 201
FAX: (609)645-3111

INVOICE NO.
12-00222

INVOICE DATE: 10/01/11
DUE DATE: 01/02/12

Thank you for your business!
Please contact Linda Cienkowski at (609) 645-7333 with questions regarding your invoice

CUSTOMER #: JACKS

Jackson Township
Attn: Accounts Payable
95 W Veterans highway
Jackson, NJ 08527

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	MHEAD	2012 Software Maintenance	0.0000	0.00
1.00	MNJTX2	SS Tax Collection	6,300.0000	6,300.00
1.00	MNJFN2	SS Financial Accounting	5,514.0000	5,514.00
1.00	MNJER2	SS Electronic Requisitions	1,680.0000	1,680.00
1.00	MNJES1	SS Escrow Accounting	945.0000	945.00
1.00	MNJPR1	SS Payroll I	2,316.0000	2,316.00
1.00	MNJHR1	SS Human Resources	2,205.0000	2,205.00
1.00/YR	WIPP-RET	MCSJ WIPP Tax Annual Fee	1,200.0000	1,200.00
			TOTAL INVOICE	20,160.00

Purchasing

Finance

8,775.00

RETURN THIS PORTION WITH PAYMENT

Please Remit to:

Invoice # 12-00222

MCSJ

EDMUNDS & ASSOCIATES, INC
Attn: Accounts Receivable
301 A Tilton Road
Northfield, NJ 08225

PRINCIPLES OF FINANCIAL MANAGEMENT
$813 28 HOURS

FM-2108-FA11-1
New Brunswick
Rutgers University
CGS, 6th Fl., Classroom C
303 George Street
Saturdays, 4 sessions
September 10, 17
October 1, 8
8:30 a.m. - 4:00p.m.
Jill Goldy, CPA
CFO/Comptroller
City of Perth Amboy

FM-2108-FA11-2
Morris Plains/Parsippany
Morris County Public Safety
Training Academy
Room 102A
500 West Hanover Avenue
Thur/Mon*/Tues+, 7 sessions
November 3, 10, 14*, 22+
December 1, 8, 15
5:15 p.m. - 9:15 p.m.
Joseph A. Kovalcik, Jr.
Assistant County Treasurer
County of Morris

PREPARATION OF ANNUAL FINANCIAL STATEMENTS
$1144 39 HOURS

FM-2109-FA11-1
New Brunswick
Rutgers University
CGS, 6th Fl., Classroom A
303 George Street
Tuesdays, 10 sessions
September 6, 13, 27,
October 4, 11, 18,
November 1, 8, 22, 29
6:00 p.m. - 10:00 p.m.
William Homa
CPA/RMA/CMFO/CTC
Finance Director
Township of Cedar Grove

PREPARATION OF ANNUAL FINANCIAL STATEMENTS (cont'd.)

FM-2109-FA11-2
Boonton Township
Municipal Building
155 Powerville Road
Thurs*/Mon, 11 sessions
September 8*, 12, 19, 26,
October 3, 24, 31,
November 7, 17,*, 21, 28
5:00 p.m. - 8:30 p.m.
Norman Eckstein
Chief Finance Officer
Township of Boonton

CMFO EXAM REVIEW: STATUTES SECTION #
$419 12 HOURS

FM-2110-FA11-1
New Brunswick
Rutgers University
CGS, 6th Fl., Classroom A
303 George Street
Saturdays, 2 sessions
October 29, November 12
8:30 a.m. - 3:30 p.m.
Richard Krawczun
Municipal Manager/CFO
Township of Lawrence

CMFO EXAM REVIEW: ACCOUNTING SECTION #
$463 14 HOURS

FM-2111-FA11-1
New Brunswick
Rutgers University
Bloustein School, Room 113
33 Livingston Avenue
Saturdays, 2 sessions
October 22, November 5
8:30 a.m. - 4:30 p.m.
William Homa
CPA/RMA/CMFO/CTC
Finance Director
Township of Cedar Grove

COUNTY FISCAL OPERATIONS
$969 33 HOURS

FM-2112-FA11-1
New Brunswick
Rutgers University
CGS, 6th Fl., Classroom C
303 George Street
Saturdays, 6 sessions
October 15, 22, 29
November 5, 12, 19
9:00 a.m. - 4:00 p.m.
Charles L. Houck
Chief Finance Officer
Warren County

CONTINUING EDUCATION COURSES

EVALUATING FINANCIAL CONDITIONS AND TRENDS #
$199 3 HOURS

SA-9996-FA11-B
New Brunswick
Rutgers University
CGS, 6th Fl., Classroom A
303 George Street
1 Session
Wednesday, November 2
9:00 a.m. - 12:00 noon
Christopher Raths
Municipal Manager
Roxbury Township
DLGS-11117: CMFO

CONTINUING EDUCATION COURSES (cont'd.)

SPECIFICATION WRITING #
$128 4 HOURS

PP-2211-FA11-1
New Brunswick
Rutgers University
CGS, 6th Fl., Classroom A
303 George Street
1 Session
Thursday, October 13
9:00 a.m. - 1:00 p.m.
Ron Prykanowski
Purchasing Agent
Montgomery Township
DLGS-RUTGERSCGS-1
CMFO/CCFO, RMC, CPWM

THE BIDDING PROCESS #
$128 4 HOURS

PP-2212-FA11-1
New Brunswick
Rutgers University
CGS, 6th Fl., Classroom A
303 George Street
1 Session
Thursday,November 10
9:00 a.m. - 1:00 p.m.
Ron Prykanowski
Purchasing Agent
Montgomery Township
DLGS-RUTGERSCGS-2
CMFO/CCFO, RMC, CPWM

+ Another $500 updates

 # Food service will be provided at these courses.

 # Food service will be provided at these courses.

AUDIT

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: AUDIT **DEPT 135**

General Duties:

This account covers the cost of all audit services required by Federal, State and Municipal agencies. A registered municipal accountant appointed by the Township Council for a one-year term performs said services. The auditor conducts an annual audit of all accounts, provides support services for budget preparations and related services. The auditor is paid in accordance with his or her professional contract. The auditor is not an employee of the Township, and hence, receives no benefits.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp Actual	2010 Approp Actual	2011 Approp Actual	********** Year 2012 ********** Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-20-135-000-000 AUDIT SERVICES								
AUDIT SERVICES								
2-01-20-135-000-000	H							
OTHER EXPENSES								
2-01-20-135-000-020	C							
FIN-OTHER PROFESSIONAL SERVICE								
2-01-20-135-000-028	S	40,000.00 40,000.00	40,000.00 40,000.00	40,000.00 40,000.00	40,000.00 Audit Services	41,000.00	_____	0.00
Control Total		40,000.00 40,000.00	40,000.00 40,000.00	40,000.00 40,000.00	40,000.00	41,000.00	0.00	0.00

	JACKSON TOWNSHIP 2012 BUDGET **2012 OBJECTIVES** **Department Name: AUDIT** **DEPT 135**

2012 Objective
Work to ensure compliant and timely submission of annual audit and financial statements.

FIRM RATES

Position	Hourly Rate
Partner	$180.00 - $200.00 per hour
Technical Review Partner	$180.00 - $200.00 per hour
Manager	$135.00 per hour
Supervisor	$125.00 per hour
Senior	$100.00 per hour
Staff Accountant	$90.00 per hour

AGREEMENT

THIS AGREEMENT made this 3rd day of January 2012 by and between the Township of Jackson, County of Ocean a municipal corporation of the State of New Jersey, (hereinafter referred to as "Municipality") and Rodney R. Haines, C.P.A., R.M.A., P.S.A. (hereinafter referred to as "Auditor")

WITNESSETH:

WHEREAS, by virtue of Resolution 003R-12, passed January 3, 2012, Rodney R. Haines, C.P.A., R.M.A., P.S.A. of Holman & Frenia, P.C. has been appointed Auditor for the Township of Jackson; and

WHEREAS, the parties hereto have reviewed existing appropriations for funds and desire by this Agreement to reduce the understanding with reference to the compensation of the Auditor in writing;

NOW THEREFORE, in consideration of the mutual terms, conditions and covenants herein, it is agreed by and between the parties as follows:

1. SCOPE

The Auditor agrees to perform the professional services ordinarily provided by Registered Municipal Accountants of the State of New Jersey, including the audit of the accounts and financial transactions for the 2012 calendar year with the appointment to expire December 31, 2012.

Audit Objective

The objective of the audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with New Jersey Department of Community Affairs, Division of Local Government Services accounting principles. The audit will be conducted in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the requirements of the New Jersey Department of Community Affairs, Division of Local Government Services, and will include tests of the accounting records of the Municipality and other procedures considered necessary to enable the Auditor to express such opinions. If the opinions on the financial statements are other than unqualified, the Auditor will fully discuss the reasons with the Municipality in advance. If, for any reason, the Auditor is unable to complete the audit or is unable to form or have not formed opinions, the Auditor may decline to express opinions or to issue a report as a result of this engagement.

The Auditor will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of applicable laws, regulations, contracts,

fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that the Auditor may report.

Management is responsible for establishment and maintenance of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for the Auditor previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to the Auditor corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on the Auditor's current findings, conclusions, and recommendations, as well as your planned corrective actions, and the timing and format related thereto.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, the audit will involve judgment about the number of transactions to be examined and the areas to be tested. The Auditor will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by the Auditor. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, the Auditor will inform management of any material errors and any fraudulent financial reporting or misappropriation of assets that come to the Auditor's attention. The Auditor will also inform management of any violations of laws or governmental regulations that come to the Auditor's attention, unless clearly inconsequential. The Auditor's responsibility is limited to the period covered by the audit and does not extend to later periods for which the Auditor is not engaged.

The Auditor's procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct

determine that they have appropriate procedures in place to prevent the unauthorized release of the Municipality's confidential information to others. In the event that the Auditor is unable to secure an appropriate confidentiality agreement, the Municipality will be asked to provide consent prior to the sharing of confidential information with the third-party service provider. Furthermore, the Auditor will remain responsible for the work provided by any such third-party service providers.

The Auditor understands that municipal employees will prepare all cash or other confirmations the Auditor requests and will locate any documents selected by the Auditor for testing.

The audit documentation for this engagement is the property of the Auditor and constitutes confidential information. However, pursuant to authority given by law or regulation, the Auditor may be requested to make certain audit documentation available to a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. The Auditor will notify management of any such request. If requested, access to such audit documentation will be provided under the supervision of the Auditor's personnel. Furthermore, upon request, the Auditor may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date. If we are aware that a federal or state awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

2. COMPENSATION

The Auditor's fees for these services will be based on the actual time spent at the firm's standard hourly rates. Standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to the audit. Invoices for audit fees will be rendered as work progresses and are payable on presentation subject to Municipal approval. Based on preliminary estimates, the Audit fee should approximate $41,000.00. This estimate anticipates a maximum of 10 hours assistance during the budgeting process. Should the new State budget mandates require additional time these hours will be billed separately at the following hourly rates:

Engagement Partner	$180.00-200.00
Technical Review Partner	180.00-200.00
Manager	140.00
Supervisor	130.00
Senior	115.00
Staff Accountant Level	90.00

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

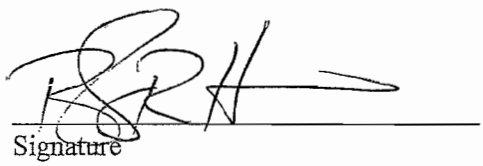
Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant **to Subchapter 10 of the Administrative Code at N.J.A.C.17:27.**

Holman & Frenia, P.C.
Print Name of Company/Firm

Rodney R. Haines
Print Name

Janaury 25, 2012
Date



Signature

IN WITNESS WHEREOF, the partner hereto has set his hand and seal, the day and year first above written.

ATTEST:

By: _____
Township Clerk

TOWNSHIP OF JACKSON

By _____
Mayor

_____
Auditor

DEPARTMENT OF ADMINISTRATION

DIVISION OF INFORMATION TECHNOLOGY

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: **INFORMATION TECHNOLOGY - 140**

GENERAL DUTIES

Install, manage and Administer network file servers, Windows Workstations, Network Printers, Avaya Voice, Mail systems, Avaya telephone systems and other electronic equipment.

Evaluate and /or recommend purchases of computers, network hardware, peripheral equipment, and software.

Investigate user problems, identify source, determine possible solutions, test and implement solutions.

Install, configure, and maintain personal computers, Ethernet networks, network cabling (including fiber optics) and other related equipment, devices, and systems; adds or upgrades and configures modems, disk drives, data acquisition boards, CD ROM units, printers, and related equipment.

Perform and/or oversee software and application development, installation and upgrades.

Maintain site licenses for department/ organization.

Plan and implement network security, including building firewalls, applying cryptography to network applications, managing host security, file permissions, backup, file system integrity, and adding and deleting users.

Troubleshoot networks, systems, and applications to identify and correct malfunctions and other operational difficulties.

Conduct various training and instruction for system users on operating systems, relational databases, and other applications; assist users in maximizing use of networks and computing systems.

Identify utilization patterns and their effect on operation/ system availability and performance expectations.

Anticipate communication and networking problems and implement preventative measures.

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: **INFORMATION TECHNOLOGY - 140**

Establish and perform maintenance programs following Township and vendor standards.

Ensure timely user notification of maintenance requirements and effects on system availability.

Investigate, recommend and install enhancements and operating procedures that optimize network availability.

Maintain confidentiality with regard to the information being processed, stored or assessed by the network.

Document network problems and resolutions for future reference.

Assist personnel of other departments as a computer resource.

Provide on-the-job training to new department staff members.

Provide computer orientation to new staff.

Design and Maintain Township website.

I hereby approve my department's/ board's budget as hereto attached.

_____

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-140-000-000 COMPUTERIZED DATA PROCESSING					Comments			
COMPUTERIZED DATA PROCESSING								
2-01-20-140-000-000	H							
SALARIES & WAGES								
2-01-20-140-000-010	C							
DP-BASE PAY								
2-01-20-140-000-011	S	78,088.62	49,351.15	49,747.55	50,880.00	58,379.76	_____	0.00
		58,527.35	49,417.89	49,569.74				
Transfers included in Approp		5,396.38-	4,206.40	3,564.38				
DP-OVERTIME								
2-01-20-140-000-014	S	1,000.00	1,000.00	1,500.00	500.00	1,000.00	_____	0.00
		919.67	581.26	1,548.23				
Transfers included in Approp		0.00	0.00	1,000.00				
Control Total		79,088.62	50,351.15	51,247.55	51,380.00	59,379.76	0.00	0.00
		59,447.02	49,999.15	51,117.97				
Transfers included in Approp		5,396.38-	4,206.40	4,564.38				
OTHER EXPENSES								
2-01-20-140-000-020	C							
DP-MAINTENANCE OF OTHER EQUIPM								
2-01-20-140-000-026	S	2,000.00	2,000.00	2,000.00	1,000.00	1,000.00	_____	0.00
		99.95	80.00	0.00				
					server, printers, etc.			
DP-OTHER PROFESSIONAL SERV								
2-01-20-140-000-028	S	1,800.00	1,500.00	1,500.00	1,500.00	1,500.00	_____	0.00
		0.00	78.24	0.00				
					email			
DP-OTHER CONTRACTUAL ITEMS								
2-01-20-140-000-029	S	7,500.00	5,000.00	5,000.00	8,000.00	8,000.00	_____	0.00
		4,623.86	1,014.40	9,426.40				
					Dell, telephones, HP			
DP-OFFICE MATERIAL & SUPPLIES								
2-01-20-140-000-036	S	1,000.00	500.00	500.00	500.00	500.00	_____	0.00
		676.51	0.00	1,165.42				
					supplies			

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-140-000-000		COMPUTERIZED DATA PROCESSING			Comments			
DP-TRAINING & EDUCATION								
2-01-20-140-000-042	S	1,500.00	0.00	0.00	1,500.00	1,500.00	_____	0.00
		0.00	0.00	0.00				
					Zimbra, VM Ware			
DP-OFFICE EQUIPMENT								
2-01-20-140-000-053	S	10,000.00	1,500.00	8,500.00	5,000.00	5,000.00	_____	0.00
		8,914.69	110.93	897.93				
Transfers included in Approp		0.00	7,000.00-	0.00				
					ext. drive. switches			
Control Total		23,800.00	10,500.00	17,500.00	17,500.00	17,500.00	0.00	0.00
		14,315.01	1,283.57	11,489.75				
Transfers included in Approp		0.00	7,000.00-	0.00				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
DAVID	JOSE	140	Info Tech	11/22/1999	50,376.00		0.00			0.00	50,376.00	50,879.76
VANCANT		140	Info Tech		7,500.00						7,500.00	7,500.00
			Info Tech Total		57,876.00	0.00	0.00	0.00	0.00	0.00	57,876.00	58,379.76

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
Z OVERTIME		140	Info Tech		1,000.00						1,000.00	1,000.00
			Info Tech Total		1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00

DEPARTMENT OF ADMINISTRATION

Division of Revenue Collections (Tax Collector)

JACKSON TOWNSHIP 2012 BUDGET

ORGANIZATIONAL CHART

Department Name: **TAX COLLECTOR** Department# 145

TAX COLLECTOR
MICHAEL W. CAMPBELL

ASSISTANT TAX COLLECTOR
ANN DANSKI

PRINCIPAL TAX CLERK
TAMMY SCULL

PRINCIPAL TAX CLERK
DIANE FESTINO

PRINCIPAL TAX CLERK
IVETTE MEYERS

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: **TAX COLLECTOR** Department# 145

A. GENERAL DUTIES

The general duties of the tax office are to bill and collect property taxes, to provide tax account information to interested parties by phone and in person, to grant tax deductions, to adjust and reconcile tax accounts, to maintain bank code information, to process tax refunds, to prepare resolutions, to mail quarterly and year end delinquent notices, to conduct an annual tax sale, prepare and process redemptions, maintain permanent lien records, file and maintain bankruptcy claims and arrears registers, prepare and maintain all required reports and journals.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-145-000-000 COLLECTION OF TAXES								
COLLECTION OF TAXES 2-01-20-145-000-000	H							
SALARIES & WAGES 2-01-20-145-000-010	C							
TC-BASE PAY 2-01-20-145-000-011	S	274,185.99 273,732.59	246,835.49 246,948.35	256,916.98 254,527.18	271,410.00	258,650.97		0.00
Transfers included in Approp		9,546.99	7,386.85	9,860.14				
TC-OVERTIME 2-01-20-145-000-014	S	1,500.00 0.00	500.00 0.00	500.00 0.00				0.00
Control Total		275,685.99 273,732.59	247,335.49 246,948.35	257,416.98 254,527.18	271,410.00	258,650.97	0.00	0.00
Transfers included in Approp		9,546.99	7,386.85	9,860.14				
OTHER EXPENSES 2-01-20-145-000-020	C							
TC-ADVERTISING 2-01-20-145-000-021	S	1,200.00 1,998.44	2,500.00 2,192.84	2,500.00 2,748.00	2,900.00	2,900.00		0.00
					# OF PARCELS IN TAX SALE AD-INCREASE			
TC-PRINTING & BINDING 2-01-20-145-000-023	S	8,200.00 6,643.38	10,250.00 10,875.25	10,400.00 6,430.13	8,640.00	8,640.00		0.00
					INCLUDES ESTIMATED TAX BILLS			
TC-MAINTENANCE OTHER EQUIPMENT 2-01-20-145-000-026	S	7,200.00 8,377.00	9,065.00 7,200.50	8,475.00 7,119.00	8,385.00	8,385.00		0.00
					INCLUDES WIPP /REMOVES COPIER CONTRACT			
TC-LEGAL EXPENSES 2-01-20-145-000-027	S	7,000.00 7,000.00	5,000.00 5,000.00	3,500.00 3,500.00	5,000.00	5,000.00		0.00
					FORECLOSURE OF ADDITIONAL TWP LIENS			

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-145-000-000 COLLECTION OF TAXES					Comments			
TC-OTHER PROFESSIONAL SERVICES								
2-01-20-145-000-028	S	7,225.00	5,750.00	7,250.00	5,800.00	5,800.00	_____	0.00
		6,191.74	5,955.77	3,182.50				
					INCLUDES MAILING OF ESTIMATED TAX BILLS			
TC-OTHER CONTRACTUAL ITEMS								
2-01-20-145-000-029	S	0.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	199.50				
TC BOOKS & PUBLICATIONS								
2-01-20-145-000-033	S	120.00	100.00	115.00	125.00	125.00	_____	0.00
		100.00	115.00	125.00				
					PRICE FOR UPDATES INCREASE			
TC-OFFICE MATERIAL & SUPPLIES								
2-01-20-145-000-036	S	1,800.00	1,800.00	1,800.00	1,600.00	1,600.00	_____	0.00
		2,030.19	1,880.56	1,705.58				
					SUPPLIES			
TC-CONFERENCES & MEETINGS								
2-01-20-145-000-041	S	375.00	255.00	250.00	250.00	250.00	_____	0.00
		67.00	235.00	50.00				
					CONFERENCES			
TC-TRAINING & EDUCATION								
2-01-20-145-000-042	S	100.00	25.00	25.00	25.00	25.00	_____	0.00
		0.00	0.00	0.00				
					TAX COLLECTION SEMINAR			
TC-PROFESSIONAL ASSOC DUE								
2-01-20-145-000-044	S	180.00	180.00	180.00	180.00	180.00	_____	0.00
		180.00	180.00	180.00				
					PROFESSIONAL ASSOCIATIONS			
TC-OFFICE EQUIPMENT								
2-01-20-145-000-053	S	2,500.00	1,000.00	750.00	750.00	750.00	_____	0.00
		563.46	272.98	511.80				
					REPLACEMNT OF A VALIDATOR			
TC-PURCHASE SALES TAX								
2-01-20-145-000-303	S	100.00	50.00	25.00	10.00	10.00	_____	0.00
		0.00	0.00	0.00				
					TAX SALE PARCEL BIDDING ACCOUNT			
Control Total		36,000.00	35,975.00	35,270.00	33,665.00	33,665.00	0.00	0.00
		33,151.21	33,907.90	25,751.51				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
CAMPBELL	MICHAEL	145	Tax Collector	2/15/1999	94,740.00		0.00			0.00	94,740.00	95,687.40
DANSKI	ANN	145	Tax Collector	6/22/1992	50,402.00		4,032.00			0.00	54,434.00	54,978.34
DE HOPE	TAMMY	145	Tax Collector	12/13/1988	43,244.00		4,324.40			0.00	47,568.40	48,044.08
FESTINO	DIANE	145	Tax Collector	9/25/2000	7,936.28		0.00			0.00	7,936.28	8,015.64
MEYERS	IVETTE	145	Tax Collector	4/22/2002	35,227.00		0.00	1,526.67		0.00	36,753.67	37,121.20
SARDO	EILEEN	145	Tax Collector	12/17/2001	14,609.99		0.00	47.73		0.00	14,657.72	14,804.30
			Tax Collector Total		246,159.27	0.00	8,356.40	1,574.40	0.00	0.00	256,090.07	258,650.97

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: **TAX COLLECTOR** Department# 145

2012 Objective
TO MAINTAIN THE PERCENTAGE OF COLLECTIONS
TO MAINTAIN A HIGH LEVEL OF CUSTOMER SERVICE.
TO CONTINUE TO EVALUATE AND STREAMLINE ALL OFFICE POLICIES AND PROCEDURES TO WORK MORE EFFECTIVELY. THIS INCLUDES INCREASING THE STORAGE OF DATA, AND TRANSMISSION OF DATA, IN ELECTRONIC FORMAT.
TO MOVE THE TOWNSHIP LIEN FORECLOSURE PROCESS FORWARD
TO MAKE PROGRESS IN AREAS THAT WERE SET ASIDE OR HAD REDUCED ATTENTION DURING THE FURLOUGH PERIOD

Form 4

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: **TAX COLLECTOR** Department# 145

Please identify major changes in department budget submission including increased spending and/or reductions made to achieve budget target. Variances for Salaries and Benefit details calculated by the Department of Personnel will be provided when such data becomes available.

Additional lines may be added, as appropriate.

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits		
Total Salary and Benefits Variance		
Other Expenses		
ADVERTISING	+$ 400	INCREASE FOR ADDITIONAL PARCELS IN TAX SALE AD
PRINTING & BINDING	- $1760	DECREASE - CHANGED VENDOR FOR TAX BILLS & OTHER FORMS
LEGAL	+$1500	INCREASE FOR FORECLOSURE OF ADDT'L TOWNSHIP LIENS
OTHER PROFESSIONAL	- $1450	DECREASE-CHANGE IN VENDOR & PERFORMED FUNCTIONS IN-HOUSE
MAINT CONTRACTS&SUPPLIES	- $ 295	SLIGHT DECREASES IN BOTH CATEGORIES
Total Other Expense Variances	- $1605	
Total Budget Change		

OFFICE OF TAX ASSESSOR

Form 1

JACKSON TOWNSHIP 2012 BUDGET

ORGANIZATIONAL CHART

Department Name: **ASSESSOR OFFICE**

Please attach or insert updated table of organization on this form.

2012
MUNICIPAL ASSESSOR'S DEPARTMENT ORGANIZATION CHART

MUNICIPAL TAX ASSESSOR
Toni Nagle-Rowe, CTA

ASSISTANT TAX ASSESSOR
Gloria Yanis

SECRETARIAL ASSISTANT
Nicole Najarian

SENIOR ASSESSING AIDE
Ted Tobiassen, CTA

SENIOR CLERK
Vacant

ASSESSING AIDE
Craig Enz, CTA

SENIOR CLERK
Marie O'Donnell

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: ASSESSOR OFFICE

General Duties:

State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code
Use additional sheets (blank bond paper) as required.

DEPARTMENT NAME: TAX ASSESSOR
CODE: 150

A. GENERAL DUTIES

The Municipal Assessor's office is responsible for discovery, listing and valuing all taxable property. To Maintain the records of the 21,000 parcels within the Township accurately and ensure that the value is proper so that each taxpayer pays no more than his fair share of taxes.

The Municipal Assessor is responsible for defending Assessments before the Ocean County Board of Taxation or the New Jersey Tax Court as required. She also administers all state Deductions and Exemptions for Real Property.

The Municipal Assessor occupies a unique position within the framework of local government. Assessors, though they are chosen and appointed by Municipal Officials are nevertheless Public Officers in the broadest sense. Their duties are imposed by State Law and clearly defined in State Statutes. When assessing property for taxation, the Assessor performs a governmental function in which she has been described as acting as an agent of the Legislature. In determining the taxability of property and in assessing property, the position of Assessor takes on judicial quality. In the discharge of these duties the Assessors, like Judges should be free to perform their duties without fear of local retaliation and should, to the greatest extent possible, be immune from undue pressure and harassment. However, though Statutory scheme is to free the Assessor from local control in levying assessment, the Assessor, nevertheless, is subject to compliance with certain local requirements, and is further subject to supervision at both the County and State levels of Government. (From the Handbook for New Jersey Assessors)

B. SPECIFIC ACHIEVEMENTS FOR 2012

Completed the work involved in placing on the tax rolls all new minor and major subdivisions, in addition to all newly constructed homes and improvements.

To maintain our records and continually inspect all properties in the Township in order to reduce expense in the future, so we can perform a reassessment or chapter 101. (In house reassessment)

I hereby approve my department's/board's budget as hereto attached.

Toni Nagle Rowe
Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-20-150-000-000 ASSESSMENT OF TAXES								
ASSESSMENT OF TAXES 2-01-20-150-000-000	H							
SALARIES & WAGES 2-01-20-150-000-010	C							
TA-BASE PAY 2-01-20-150-000-011	S	291,872.15 291,872.71	274,050.70 265,425.20	277,896.14 274,861.03	302,757.00	224,463.76		0.00
Transfers included in Approp		856.15	8,000.00-	0.00				
TA-OVERTIME 2-01-20-150-000-014	S	2,000.00 0.00	500.00 0.00	500.00 0.00				0.00
Control Total		293,872.15 291,872.71	274,550.70 265,425.20	278,396.14 274,861.03	302,757.00	224,463.76	0.00	0.00
Transfers included in Approp		856.15	8,000.00-	0.00				
OTHER EXPENSES 2-01-20-150-000-020	C							
TA-ADVERTISING 2-01-20-150-000-021	S	30.00 47.96	55.00 47.96	55.00 95.00	55.00	25.00		0.00
					ADVERTISING TREC ANNUAL AD-ASBURY PARK P RESS			
TA-PRINTING & BINDING 2-01-20-150-000-023	S	50.00 271.30	0.00 132.50	133.00 267.93	190.00	190.00		0.00
					ANNUAL FARMLAND FORMS PRINTED & ASSESSOR DEPT. PRINTED MAILING ENVELOPES			
TA-MAINTANCE OTHER EQUIPMENT 2-01-20-150-000-026	S	0.00 0.00	0.00 0.00	0.00 0.00	600.00			0.00
					BROADBAND CARD FOR LAPTOP, SERVICE FOR O FFICE TYPEWRITER			
TA-OTHER PROFESSIONAL SERVICE 2-01-20-150-000-028	S	13,500.00	12,000.00	12,000.00	12,000.00	12,000.00		0.00

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-150-000-000 ASSESSMENT OF TAXES								
		9,645.62	12,458.43	13,203.05				
					TREC, APPRAISER FOR STATE TAX COURT, MAR CHALL & SWIFT PROGRAM			
TA-OTHER CONTRACTUAL ITEMS								
2-01-20-150-000-029	S	0.00	1,000.00	1,000.00	1,000.00	1,200.00		0.00
		2,180.60	850.00	677.06				
					ENGINEERING, BROADBAND CARD FOR LAPTOP, SERVICE FOR OFFICE TYPEWRITER			
TA-CLOTHING & UNIFORMS								
2-01-20-150-000-032	S	200.00	200.00	200.00	200.00	150.00		0.00
		0.00	216.75	161.70				
					WORK CLOTHS			
TA-BOOKS & PUBLICATIONS								
2-01-20-150-000-033	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
					BOOKS & REPRODUCTIONS			
TA-OFFICE MATERIAL & SUPPLIES								
2-01-20-150-000-036	S	1,500.00	1,200.00	1,000.00	1,000.00	1,000.00		0.00
		2,503.63	721.26	1,128.50				
					OFFICE SUPPLIES			
TA-CONFERENCES & MEETINGS								
2-01-20-150-000-041	S	500.00	500.00	500.00	500.00	350.00		0.00
		407.00	350.00	50.00				
					MEETINGS & CONVENTIONS			
TA-TRAINING & EDUCATION								
2-01-20-150-000-042	S	1,100.00	800.00	800.00	800.00	200.00		0.00
		943.00	0.00	0.00				
					TRAINING			
TA-PROFESSIONAL ASSOC DUES								
2-01-20-150-000-044	S	525.00	525.00	525.00	500.00	400.00		0.00
		425.00	425.00	475.00				
					MEMBERSHIP & DUES			
TA-TRAVEL								
2-01-20-150-000-045	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
					TRAVEL ALLOWANCES			
TA-REC SUPPLIES & SPECIAL ART								
2-01-20-150-000-066	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-20-150-000-000		ASSESSMENT OF TAXES						
TA-GIS MAPPING								
2-01-20-150-000-106	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
Control Total		17,405.00 16,424.11	16,280.00 15,201.90	16,213.00 16,058.24	16,845.00	15,515.00	0.00	0.00

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
ENZ	CRAIG	150	Tax Assessor	10/28/2002	3,500.00		0.00	0.00		0.00	3,500.00	3,500.00
NAGLE-ROWE	TONI	150	Tax Assessor	10/3/2005	82,000.00		0.00			0.00	82,000.00	82,820.00
NAJARIAN	CLAIRE	150	Tax Assessor	4/25/1994	0.00							
O'DONNELL	MARIA	150	Tax Assessor	9/17/2001	36,372.00		0.00			0.00	36,372.00	36,735.72
TOBIASSEN	THEODORE	150	Tax Assessor	8/6/2001	38,662.00		0.00			0.00	38,662.00	39,048.62
YANIS	GLORIA	150	Tax Assessor	2/9/1981	56,129.00		5,613.00			0.00	61,742.00	62,359.42
			Tax Assessor Total		216,663.00	0.00	5,613.00	0.00	0.00	0.00	222,276.00	224,463.76

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: ASSESSOR OFFICE

Please identify major changes in department budget submission including increased spending and/or reductions made to achieve budget target. Variances for Salaries and Benefit details calculated by the Department of Personnel will be provided when such data becomes available.

Additional lines may be added, as appropriate.

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits	$2,000	This increase is for Ted Tobiassen for passing his CTA exam.
	$4,868	Promotion for Ted Tobiassen. Due to the high amount of County and State Tax Appeals, I need a CTA to assist me with the Courts.
	$12,000	Toni Nagle-Rowe Salary Increase.
Total Salary and Benefits Variance	$18,868	
Other Expenses	$600	Broadband card for our lap top that was provided by the Ocean County Tax Board.
Total Other Expense Variances		
Total Budget Change	$19,468	

TOWNSHIP OF JACKSON

DEPARTMENT NAME: TAX ASSESSOR DEPARTMENT CODE: 150

REQUEST FOR SALARY INCREASE

The Request for Salary Increase Sheet is used to request a salary increase for existing personnel without a title change or promotion. This form is to be used for increases above and beyond the normal increase given an employee.

Name of Employee: Toni Nagle Rowe

Present Title: Tax Assessor

Present Salary: $82,000

Proposed Salary: $94,000

Detailed Justification for Increase:

My position of deputy assessor, when I was hired was created to oversee the revaluation and its aftermath, as well as future compliance plans as warranted.

In becoming assessor, the position of deputy assessor was eliminated, which added the responsibilities of that deputy assessor position to the already challenging responsibilities as Tax assessor.

As you know I was offered the position of Tax Assessor in August 2008,

With a promise and the ideas that in January 2009 my salary would increase in **parity** with other statutory positions in Jackson Township. As far as I am concerned this is not a raise request this is a request to fulfill the promises that were made to me when I took this position.

According to statute **40A:9-165** I am entitled to receive a raise.

ALL BUDGETS MUST BE SIGNED BY DEPARTMENT HEAD/CHAIRPERSON
I HEREBY APPROVE MY DEPARTMENT'S/BOARD'S BUDGET AS

HERETO ATTACHED _____

TOWNSHIP OF JACKSON

DEPARTMENT NAME: TAX ASSESSOR DEPARTMENT CODE: 150

REQUEST FOR PROMOTION

The Personnel Justification Sheet is used to request all promotions of existing personnel with a Department.

Name of Employee: Ted Tobiassen

Present Title: Sr. Assessing Aid

Proposed Title: Assistant Assessor

Present Salary: $36,372

Proposed Salary: $41,240

Detailed Justification for Promotion:

Ted came to the Township in June of 2001, as an Assessing Aid, in 2004 he became the Sr. Assessing Aid, and in 2008 acquired the certificate to be a Certified Tax Assessor (CTA) a designation that is very difficult to acquire.

Since 2001 Ted has taken many of the courses through Rutgers, his achievements and his dedication in the last seven years has made Ted very valuable to the Assessor's Office.

I believe his value to the Township will only increase in the coming years. Not only has he stepped up in the last few months but he is also looking forward to the challenges and learning experiences this job has to offer in the future. As a CTA he will also be able to assist me in the future with defense of our assessed values during Tax Appeal season. Now he has the credentials to go with his background to appear before the County Board of Taxation.

DEPARTMENT OF LAW

Township Attorney

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: **DEPARTMENT OF LAW- 155**

GENERAL DUTIES

The Municipal Attorney shall be a legal advisor to the Mayor, Council and all departments, except as otherwise provided by the Charter or the Township Code. He or she shall prosecute and defend actions and proceedings by and against the Township and every department thereof. In furtherance of these general powers and without limitation thereto, he or she shall:

(1) Advise the Council and its members, the Mayor and other officers of the Township, as to all matters which may be submitted to her or him for his or her opinion.

(2) Review and approve all contracts, deeds, documents and instruments prior to the execution thereof by or on behalf of the Township.

(3) Institute litigation and conduct appeals from orders, decisions or judgments affecting any interest of the Township as he or she may in his or her discretion determine to be necessary or desirable.

(4) Subject to the approval of Council, have the power to enter into any agreement, compromise or settlement of any litigation in which the Township is involved.

(5) Render opinions in writing upon any question of law submitted to him or her by the Mayor, the Council, the Business Administrator, Municipal Clerk, Tax Assessor, or the head of any department.

(6) Maintain a record of all actions, suits, proceedings and matters which relate to the Township=s interest and report thereon from time to time as the Mayor or Council may require.

(7) Attend such Council meetings as requested by Council.

(8) Have such other and different functions, powers and duties as may be provided by the Charter, this Code or other ordinance.

_____

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Year 2012 Admin. Recmnd	Year 2012 Budgeted	%PY
Department: 2-01-20-155-000-000 LEGAL SERVICES					Comments			
LEGAL SERVICES								
2-01-20-155-000-000	H							
OTHER EXPENSES								
2-01-20-155-000-020	C							
ADM-LEGAL SERVICES								
2-01-20-155-000-027	S	415,500.00	390,000.00	518,000.00				0.00
		124,334.79	2,578.65	5,625.00				
Transfers included in Approp		25,500.00	15,000.00-	58,000.00				
ADM-LEGAL SERVICES-GENERAL COUNCIL								
2-01-20-155-001-027	S	0.00	0.00	0.00	330,000.00	330,000.00		0.00
		235,854.58	297,398.01	481,084.85				
ADM-LEGAL SERVICES-AFFORDABLE HOUSING								
2-01-20-155-002-027	S	0.00	0.00	0.00				0.00
		4,561.81	0.00	0.00				
ADM-LEGAL SERVICES-SPECIAL								
2-01-20-155-003-027	S	0.00	0.00	0.00		50,000.00		0.00
		38,881.32	33,310.99	0.00				
ADM-LEGAL SERVICES-LABOR								
2-01-20-155-004-027	S	0.00	0.00	0.00	20,000.00	20,000.00		0.00
		2,676.50	1,734.00	29,235.31				
Control Total		415,500.00	390,000.00	518,000.00	350,000.00	400,000.00	0.00	0.00
		406,309.00	335,021.65	515,945.16				
Transfers included in Approp		25,500.00	15,000.00-	58,000.00				

Range of Accounts: 1-01-20-155-000-000 to 1-01-20-155-004-027 Year To Date As Of: 03/09/12
Current Period: 01/01/11 to 03/09/12 Cap Accounts Switch: Yes Include Requisitions: No
Print PO/Contract/Budget: No Print Add/Changes: No Department Page Break: No Subtotal CAFR: No Subtotal Department: No
Subtotal Extd: No Fund Control Totals: No CAFR Control Totals: No Department Control Totals: No
Modified = Adopted + Amended + Transfers
Total Paid/Charged = Expended + Encumbered - Reimbursed %Used = Total Paid/Charged YTD / (Modified - Cancel)
Balance = Modified - Total Paid/Charged - Canceled Unexpended = Modified - Expended + Reimbursed YTD - Canceled
Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the As of Date
* Transaction is included in Previous and/or Begin Balance ** Transaction is not included in Balance Po Transactions: Summarized
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Account No / Description	Adopted	Amended	Transfers	Modified	Balance YTD %Used	
	Expended YTD	Encumber YTD	Reimbrsd YTD	Canceled	Unexpended	
	Expended Curr		Reimbrsd Curr	Pd/Chrgd YTD		

Date	Transaction Data/Comment		Vendor/Reference			Trans Amount	Trans Balance	User
1-01-20-155-000-000	LEGAL SERVICES							
1-01-20-155-000-020	OTHER EXPENSES							
1-01-20-155-000-027	ADM-LEGAL SERVICES							
		460,000.00	0.00	58,000.00	518,000.00	512,375.00	1	
		5,625.00	0.00	0.00	0.00	512,375.00		
		5,625.00		0.00	5,625.00			
Begin Balance: 01/01/11							460,000.00	
02/22/11 PO V1123681	1 Paid Ck 84106	GENERAL MATTERS 1/1 1/31/11	APP06	MELANIE S. APPLEBY		En 02/14/11	900.00-	459,100.00 GEO
03/22/11 PO V1123958	1 Paid Ck 84305	GENERAL MATTERS 2/1 2/28	APP06	MELANIE S. APPLEBY		En 03/14/11	585.00-	458,515.00 GEO
11/29/11 PO V1126058	2 Paid Ck 85724	BDG DPT FILE #010-1512A-U73934	SCI03	SCIBAL ASSOCIATES, INC.		En 11/21/11	4,140.00-	454,375.00 GEO
12/27/11 Transfer To Acct	TRANSFER #4 436R-11		Reference	2329 12			48,000.00	502,375.00 PS
01/24/12 Transfer To Acct	TRANSFER #5 015R-12		Reference	2337 5			10,000.00	512,375.00 PS
1-01-20-155-001-027	ADM-LEGAL SERVICES-GILMORE							
		0.00	0.00	0.00	0.00	481,084.85-	0	
		481,084.85	0.00	0.00	0.00	481,084.85-		
		481,084.85		0.00	481,084.85			
Begin Balance: 01/01/11							0.00	
01/25/11 PO V1123347	1 Paid Ck 83895	GENERAL MATTERS 1/1-16/11	GIL02	GILMORE & MONAHAN, P.A.		En 01/18/11	15,239.55-	15,239.55- GEO
01/25/11 PO V1123459	1 Paid Ck 83895	TAX APPEAL MTRS 1/1-16/11	GIL02	GILMORE & MONAHAN, P.A.		En 01/18/11	881.00-	16,120.55- GEO

Account No — Description

Adopted / Amended / Transfers / Modified / Balance YTD %Used
Expended YTD / Encumber YTD / Reimbrsd YTD / Canceled / Unexpended
Expended Curr / Reimbrsd Curr / Pd/Chrgd YTD

Date	Transaction	Data/Comment		Vendor/Reference			Trans Amount	Trans Balance	User
01/25/11	PO V1123460	1 Paid Ck 83895	COAH MATTERS 1/1-16/11	GIL02	GILMORE & MONAHAN, P.A.	En 01/18/11	450.00-	16,570.55-	GEO
01/25/11	PO V1123461	1 Paid Ck 83895	JKSN ads. LIEGH 1/1-16/11	GIL02	GILMORE & MONAHAN, P.A.	En 01/18/11	390.00-	16,960.55-	GEO
01/25/11	PO V1123462	1 Paid Ck 83895	BANKRUPTCY MTRS 1/1-16/11	GIL02	GILMORE & MONAHAN, P.A.	En 01/18/11	45.00-	17,005.55-	GEO
01/25/11	PO V1123463	1 Paid Ck 83895	JSKN v. HIGHLAND 1/1-16/11	GIL02	GILMORE & MONAHAN, P.A.	En 01/18/11	390.00-	17,395.55-	GEO
01/25/11	PO V1123464	1 Paid Ck 83895	JKSN v. ASHLEY ESTS 1/1-16/11	GIL02	GILMORE & MONAHAN, P.A.	En 01/18/11	75.00-	17,470.55-	GEO
01/25/11	PO V1123465	1 Paid Ck 83895	JKSN ads. JKSN HLDNGS 1/1-16	GIL02	GILMORE & MONAHAN, P.A.	En 01/18/11	45.00-	17,515.55-	GEO
02/22/11	PO V1123763	1 Paid Ck 84140	GENERAL MATTERS 1/17-2/13/11	GIL02	GILMORE & MONAHAN, P.A.	En 02/17/11	25,489.15-	43,004.70-	ES
02/22/11	PO V1123764	1 Paid Ck 84140	TAX APPEAL 1/17-2/13/11	GIL02	GILMORE & MONAHAN, P.A.	En 02/17/11	3,744.00-	46,748.70-	ES
02/22/11	PO V1123765	1 Paid Ck 84140	JKS VS YETKA CORP 1/17-2/13/11	GIL02	GILMORE & MONAHAN, P.A.	En 02/17/11	483.60-	47,232.30-	ES
02/22/11	PO V1123766	1 Paid Ck 84140	JKS VS ASHLEY EST 1-17-2-13-11	GIL02	GILMORE & MONAHAN, P.A.	En 02/17/11	296.40-	47,528.70-	ES
02/22/11	PO V1123767	1 Paid Ck 84140	JKS V BEAR TRAIL 1/17-2/13/11	GIL02	GILMORE & MONAHAN, P.A.	En 02/17/11	1,250.00-	48,778.70-	ES
02/22/11	PO V1123768	1 Paid Ck 84140	JKS V FARMINGDALE 1-17-2-13-11	GIL02	GILMORE & MONAHAN, P.A.	En 02/17/11	120.00-	48,898.70-	ES
02/22/11	PO V1123769	1 Paid Ck 84140	JKS V JEWEL RIDGE 1-17-2-13-11	GIL02	GILMORE & MONAHAN, P.A.	En 02/17/11	135.00-	49,033.70-	ES
02/22/11	PO V1123770	1 Paid Ck 84140	JKS VS HIGHLAND 1/17-2/13/11	GIL02	GILMORE & MONAHAN, P.A.	En 02/17/11	1,076.40-	50,110.10-	ES
02/22/11	PO V1123771	1 Paid Ck 84140	BANKRUPTCY MTTRS 1/17-2/13/11	GIL02	GILMORE & MONAHAN, P.A.	En 02/17/11	30.00-	50,140.10-	ES
02/22/11	PO V1123772	1 Paid Ck 84140	JKS ADS OLEJARZ 1/17-2/13/11	GIL02	GILMORE & MONAHAN, P.A.	En 02/17/11	655.20-	50,795.30-	ES
02/22/11	PO V1123773	1 Paid Ck 84140	JKS ADS LEIGH 1/17-2/13/11	GIL02	GILMORE & MONAHAN, P.A.	En 02/17/11	795.60-	51,590.90-	ES
02/22/11	PO V1123774	1 Paid Ck 84140	COAH MATTERS 1/17-2/13/11	GIL02	GILMORE & MONAHAN, P.A.	En 02/17/11	1,216.80-	52,807.70-	ES
02/22/11	PO V1123775	1 Paid Ck 84140	JKS ADS JKS HOLD 1/17-2/13/11	GIL02	GILMORE & MONAHAN, P.A.	En 02/17/11	530.40-	53,338.10-	ES
03/22/11	PO V1124003	1 Paid Ck 84330	GENERAL MATTERS 2/14 3/10	GIL02	GILMORE & MONAHAN, P.A.	En 03/15/11	15,107.39-	68,445.49-	GEO
03/22/11	PO V1124004	1 Paid Ck 84330	TAX APPEAL MATTERS 2/14 3/10	GIL02	GILMORE & MONAHAN, P.A.	En 03/15/11	2,870.40-	71,315.89-	GEO
03/22/11	PO V1124005	1 Paid Ck 84330	COAH MATTERS 2/14 3/10	GIL02	GILMORE & MONAHAN, P.A.	En 03/15/11	561.60-	71,877.49-	GEO
03/22/11	PO V1124006	1 Paid Ck 84330	JKSN ads. DVT ENTRP	GIL02	GILMORE & MONAHAN, P.A.	En 03/15/11	167.84-	72,045.33-	GEO
03/22/11	PO V1124007	1 Paid Ck 84330	JSKN ads. LEIGH 2/14 3/10	GIL02	GILMORE & MONAHAN, P.A.	En 03/15/11	1,092.00-	73,137.33-	GEO
03/22/11	PO V1124008	1 Paid Ck 84330	JKSN ads. OLEJARZ	GIL02	GILMORE & MONAHAN, P.A.	En 03/15/11	920.40-	74,057.73-	GEO
03/22/11	PO V1124009	1 Paid Ck 84330	JKSN v. HIGHLAND LLC 2/14 3/10	GIL02	GILMORE & MONAHAN, P.A.	En 03/15/11	75.00-	74,132.73-	GEO
03/22/11	PO V1124010	1 Paid Ck 84330	JSKN v. JEWEL RIDGE 2/14 3/10	GIL02	GILMORE & MONAHAN, P.A.	En 03/15/11	135.00-	74,267.73-	GEO
03/22/11	PO V1124011	1 Paid Ck 84330	JKSN v. BEAR TRAIL 2/14 3/10	GIL02	GILMORE & MONAHAN, P.A.	En 03/15/11	150.00-	74,417.73-	GEO
03/22/11	PO V1124012	1 Paid Ck 84330	JKSN v. ASHLEY ESTS 2/14 3/10	GIL02	GILMORE & MONAHAN, P.A.	En 03/15/11	436.80-	74,854.53-	GEO
03/22/11	PO V1124013	1 Paid Ck 84330	JKSN v. YETKA 2/14 3/10	GIL02	GILMORE & MONAHAN, P.A.	En 03/15/11	150.00-	75,004.53-	GEO
03/22/11	PO V1124014	1 Paid Ck 84330	JKSN ads. JKSN HLD 2/14 3/10	GIL02	GILMORE & MONAHAN, P.A.	En 03/15/11	1,716.00-	76,720.53-	GEO
03/22/11	PO V1124015	1 Paid Ck 84330	JKSN ads. KRUPNICK 2/14 3/10	GIL02	GILMORE & MONAHAN, P.A.	En 03/15/11	327.60-	77,048.13-	GEO
04/12/11	PO V1124225	1 Paid Ck 84434	GENERAL MATTERS 3/11 4/5	GIL02	GILMORE & MONAHAN, P.A.	En 04/11/11	21,148.71-	98,196.84-	GEO
04/12/11	PO V1124227	1 Paid Ck 84434	COAH MATTERS	GIL02	GILMORE & MONAHAN, P.A.	En 04/11/11	608.40-	98,805.24-	GEO
04/12/11	PO V1124228	1 Paid Ck 84434	JKSN TWP ads. LEIGH 3/11 4/5	GIL02	GILMORE & MONAHAN, P.A.	En 04/11/11	546.00-	99,351.24-	GEO
04/12/11	PO V1124229	1 Paid Ck 84434	JKSN ads. OLEJARZ	GIL02	GILMORE & MONAHAN, P.A.	En 04/11/11	120.00-	99,471.24-	GEO

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Expended YTD / Encumber YTD / Reimbrsd YTD / Canceled / Unexpended
Expended Curr / Reimbrsd Curr / Pd/Chrgd YTD

Date	Transaction	Data/Comment	Vendor/Reference			Trans Amount	Trans Balance	User
04/12/11	PO V1124230	1 Paid Ck 84434	JKSN ads. LAKESIDE EST 3/114/5	GIL02	GILMORE & MONAHAN, P.A.	En 04/11/11	165.00-	99,636.24- GEO
04/12/11	PO V1124231	1 Paid Ck 84434	JKSN v. BEAR TRAIL 3/11 4/5	GIL02	GILMORE & MONAHAN, P.A.	En 04/11/11	343.20-	99,979.44- GEO
04/12/11	PO V1124232	1 Paid Ck 84434	JKSN v. ASHLEY EST 3/11 4/5	GIL02	GILMORE & MONAHAN, P.A.	En 04/11/11	249.60-	100,229.04- GEO
04/12/11	PO V1124233	1 Paid Ck 84434	JKSN ads. JKSN HLDGS 3/11 4/5	GIL02	GILMORE & MONAHAN, P.A.	En 04/11/11	702.00-	100,931.04- GEO
04/12/11	PO V1124234	1 Paid Ck 84434	JKSN ads. MAJESTIC 3/1 4/5	GIL02	GILMORE & MONAHAN, P.A.	En 04/11/11	30.00-	100,961.04- GEO
04/12/11	PO V1124235	1 Paid Ck 84434	JKSN ads. KRUPNICK 3/11 4/5	GIL02	GILMORE & MONAHAN, P.A.	En 04/11/11	120.00-	101,081.04- GEO
04/12/11	PO V1124236	1 Paid Ck 84434	JSKN v. TOLL BROS 3/11 4/5	GIL02	GILMORE & MONAHAN, P.A.	En 04/11/11	405.60-	101,486.64- GEO
05/10/11	PO V1124226	1 Paid Ck 84559	TAX APPEAL MATTERS 3/11 4/5	GIL02	GILMORE & MONAHAN, P.A.	En 04/18/11	1,484.25-	102,970.89- GEO
05/10/11	PO V1124448	1 Paid Ck 84559	JACKSN ADS.CASTELLAR 4/6-30/11	GIL02	GILMORE & MONAHAN, P.A.	En 05/04/11	90.00-	103,060.89- MAH
05/10/11	PO V1124449	1 Paid Ck 84559	JACKSN TWP V YETKA 4/6-30/11	GIL02	GILMORE & MONAHAN, P.A.	En 05/04/11	75.00-	103,135.89- MAH
05/10/11	PO V1124450	1 Paid Ck 84559	JACKSN ADS.JACK HOLD 4/6-30/11	GIL02	GILMORE & MONAHAN, P.A.	En 05/04/11	1,466.40-	104,602.29- MAH
05/10/11	PO V1124451	1 Paid Ck 84559	JACK TWPADS.KRUPREAL 4/6-30/11	GIL02	GILMORE & MONAHAN, P.A.	En 05/04/11	60.00-	104,662.29- MAH
05/10/11	PO V1124452	1 Paid Ck 84559	JACKSN V TOLL BRO 4/6-30/11	GIL02	GILMORE & MONAHAN, P.A.	En 05/04/11	1,385.60-	106,047.89- MAH
05/10/11	PO V1124453	1 Paid Ck 84559	JACKSN ADS.WILSON 4/6-30/11	GIL02	GILMORE & MONAHAN, P.A.	En 05/04/11	374.40-	106,422.29- MAH
05/10/11	PO V1124454	1 Paid Ck 84559	GENERAL MATTERS 4/6-4/30/11	GIL02	GILMORE & MONAHAN, P.A.	En 05/04/11	27,021.23-	133,443.52- MAH
05/10/11	PO V1224455	1 Paid Ck 84559	TAX APPEALS 4/6-30/11	GIL02	GILMORE & MONAHAN, P.A.	En 05/04/11	3,366.00-	136,809.52- MAH
06/14/11	PO V1124703	1 Paid Ck 84826	JKSN v. WHSPRNG WDS 5/1 5/31	GIL02	GILMORE & MONAHAN, P.A.	En 06/13/11	450.00-	137,259.52- GEO
06/14/11	PO V1124704	1 Paid Ck 84826	JKSN v. TOLL BRTHS 5/1 5/31/11	GIL02	GILMORE & MONAHAN, P.A.	En 06/13/11	575.00-	137,834.52- GEO
06/14/11	PO V1124705	1 Paid Ck 84826	JKSN ads. KRPNK 5/1 5/31/11	GIL02	GILMORE & MONAHAN, P.A.	En 06/13/11	1,200.00-	139,034.52- GEO
06/14/11	PO V1124706	1 Paid Ck 84826	JKSN ads. HECHT 5/1 5/31/11	GIL02	GILMORE & MONAHAN, P.A.	En 06/13/11	255.00-	139,289.52- GEO
06/14/11	PO V1124707	1 Paid Ck 84826	JKSN ads. JKSN HLDNGS 5/1 5/31	GIL02	GILMORE & MONAHAN, P.A.	En 06/13/11	2,435.00-	141,724.52- GEO
06/14/11	PO V1124708	1 Paid Ck 84826	JKSN v. YETKA 5/1 5/31/11	GIL02	GILMORE & MONAHAN, P.A.	En 06/13/11	555.00-	142,279.52- GEO
06/14/11	PO V1124709	1 Paid Ck 84826	JKSN v. BEAR TRAIL 5/1 5/31/11	GIL02	GILMORE & MONAHAN, P.A.	En 06/13/11	180.00-	142,459.52- GEO
06/14/11	PO V1124710	1 Paid Ck 84826	JKSN v. HIGHLNDS 5/1 5/31/11	GIL02	GILMORE & MONAHAN, P.A.	En 06/13/11	60.00-	142,519.52- GEO
06/14/11	PO V1124711	1 Paid Ck 84826	BANKRUPTEY MATTERS 5/1 5/31/11	GIL02	GILMORE & MONAHAN, P.A.	En 06/13/11	615.00-	143,134.52- GEO
06/14/11	PO V1124712	1 Paid Ck 84826	JKSN ads. OLEJARZ 5/1 5/31/11	GIL02	GILMORE & MONAHAN, P.A.	En 06/13/11	315.00-	143,449.52- GEO
06/14/11	PO V1124713	1 Paid Ck 84826	JKSN ads. LEIGH 5/1 5/31/11	GIL02	GILMORE & MONAHAN, P.A.	En 06/13/11	570.00-	144,019.52- GEO
06/14/11	PO V1124714	1 Paid Ck 84826	COAH MATTERS 5/1 5/31/11	GIL02	GILMORE & MONAHAN, P.A.	En 06/13/11	540.00-	144,559.52- GEO
06/14/11	PO V1124715	1 Paid Ck 84826	TAX APPEAL MATTERS 5/1 5/31	GIL02	GILMORE & MONAHAN, P.A.	En 06/13/11	3,525.00-	148,084.52- GEO
06/14/11	PO V1124719	1 Paid Ck 84826	GENERAL MATTERS 5/1 5/31/11	GIL02	GILMORE & MONAHAN, P.A.	En 06/13/11	29,479.69-	177,564.21- GEO
06/28/11	PO V1124764	1 Paid Ck 84866	JKSN v. JR LNDSCPNG 5/1 5/31	GIL02	GILMORE & MONAHAN, P.A.	En 06/20/11	9,930.05-	187,494.26- GEO
07/05/11	PO V1124882	1 Paid Ck 84934	GENERAL MATTERS 6/1 6/23	GIL02	GILMORE & MONAHAN, P.A.	En 06/29/11	17,003.60-	204,497.86- GEO
07/05/11	PO V1124883	1 Paid Ck 84934	TAX APPEAL MATTERS 6/1 6/23	GIL02	GILMORE & MONAHAN, P.A.	En 06/29/11	3,588.00-	208,085.86- GEO
07/05/11	PO V1124884	1 Paid Ck 84934	COAH MATTERS 6/1 6/23	GIL02	GILMORE & MONAHAN, P.A.	En 06/29/11	592.80-	208,678.66- GEO
07/05/11	PO V1124885	1 Paid Ck 84934	JKSN ads. DIAMOND 6/1 6/23	GIL02	GILMORE & MONAHAN, P.A.	En 06/29/11	60.00-	208,738.66- GEO
07/05/11	PO V1124886	1 Paid Ck 84934	JKSN ads. OLEJARZ 6/1 6/23	GIL02	GILMORE & MONAHAN, P.A.	En 06/29/11	45.00-	208,783.66- GEO

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07/05/11	PO V1124887	1 Paid Ck 84934 JKSN v. HIGHLAND LLC 6/1 6/23	GIL02	GILMORE & MONAHAN, P.A.	En 06/29/11	90.00-	208,873.66-	GEO
07/05/11	PO V1124888	1 Paid Ck 84934 JKSN v. YETKA CORP 6/1 6/23	GIL02	GILMORE & MONAHAN, P.A.	En 06/29/11	265.20-	209,138.86-	GEO
07/05/11	PO V1124889	1 Paid Ck 84934 JKSN ads. JKSN 6/1 6/23	GIL02	GILMORE & MONAHAN, P.A.	En 06/29/11	655.20-	209,794.06-	GEO
07/05/11	PO V1124890	1 Paid Ck 84934 JKSN ads. MAJESTIC 6/1 6/23	GIL02	GILMORE & MONAHAN, P.A.	En 06/29/11	30.00-	209,824.06-	GEO
07/05/11	PO V1124891	1 Paid Ck 84934 JKSN ads. KRUPNICK 6/1 6/23	GIL02	GILMORE & MONAHAN, P.A.	En 06/29/11	2,449.20-	212,273.26-	GEO
07/05/11	PO V1124892	1 Paid Ck 84934 JKSN ads. WILSON 6/1 6/23	GIL02	GILMORE & MONAHAN, P.A.	En 06/29/11	234.00-	212,507.26-	GEO
07/05/11	PO V1124893	1 Paid Ck 84934 JKSN v. WHISPERING WOODS 6/1	GIL02	GILMORE & MONAHAN, P.A.	En 06/29/11	90.00-	212,597.26-	GEO
07/05/11	PO V1124894	1 Paid Ck 84934 JKSN v. JR LANDSCAPING 6/1-23	GIL02	GILMORE & MONAHAN, P.A.	En 06/29/11	5,349.60-	217,946.86-	GEO
07/26/11	PO V1125122	1 Paid Ck 84993 GNERAL MATTERS 6/24 7/17	GIL02	GILMORE & MONAHAN, P.A.	En 07/19/11	16,826.74-	234,773.60-	GEO
07/26/11	PO V1125123	1 Paid Ck 84993 TAX APPEAL MATTERS 6/24 7/17	GIL02	GILMORE & MONAHAN, P.A.	En 07/19/11	2,584.00-	237,357.60-	GEO
07/26/11	PO V1125124	1 Paid Ck 84993 COAH MATTERS 6/24 7/17	GIL02	GILMORE & MONAHAN, P.A.	En 07/19/11	312.00-	237,669.60-	GEO
07/26/11	PO V1125125	1 Paid Ck 84993 JKSN ads. CASTELLAR	GIL02	GILMORE & MONAHAN, P.A.	En 07/19/11	135.00-	237,804.60-	GEO
07/26/11	PO V1125126	1 Paid Ck 84993 JKSN ads. W&R ENT/BRYANT	GIL02	GILMORE & MONAHAN, P.A.	En 07/19/11	218.40-	238,023.00-	GEO
07/26/11	PO V1125127	1 Paid Ck 84993 JSKN ads. LEIGH	GIL02	GILMORE & MONAHAN, P.A.	En 07/19/11	249.60-	238,272.60-	GEO
07/26/11	PO V1125128	1 Paid Ck 84993 LAPLACA DEED 6/24 7/17	GIL02	GILMORE & MONAHAN, P.A.	En 07/19/11	120.00-	238,392.60-	GEO
07/26/11	PO V1125129	1 Paid Ck 84993 JKSN ads. YETKA 6/24 7/17	GIL02	GILMORE & MONAHAN, P.A.	En 07/19/11	60.00-	238,452.60-	GEO
07/26/11	PO V1125130	1 Paid Ck 84993 JKSN ads. SCHNEIDER	GIL02	GILMORE & MONAHAN, P.A.	En 07/19/11	2,542.80-	240,995.40-	GEO
07/26/11	PO V1125131	1 Paid Ck 84993 JKSN ads. KRUPNICK 6/24 7/17	GIL02	GILMORE & MONAHAN, P.A.	En 07/19/11	2,260.80-	243,256.20-	GEO
07/26/11	PO V1125132	1 Paid Ck 84993 JKSN ads. TOLL BROS. 6/24 7/17	GIL02	GILMORE & MONAHAN, P.A.	En 07/19/11	987.00-	244,243.20-	GEO
07/26/11	PO V1125133	1 Paid Ck 84993 JKSN v. JR LNDSCP 6/24 7/17	GIL02	GILMORE & MONAHAN, P.A.	En 07/19/11	5,194.80-	249,438.00-	GEO
08/23/11	PO V1125315	1 Paid Ck 85125 GENERAL MATTERS 7/8 8/11	GIL02	GILMORE & MONAHAN, P.A.	En 08/16/11	24,208.77-	273,646.77-	GEO
08/23/11	PO V1125316	1 Paid Ck 85125 TAX APPEAL MATTERS 7/15 8/8	GIL02	GILMORE & MONAHAN, P.A.	En 08/16/11	3,759.60-	277,406.37-	GEO
08/23/11	PO V1125317	1 Paid Ck 85125 COAH MATTERS 7/21 7/25	GIL02	GILMORE & MONAHAN, P.A.	En 08/16/11	165.00-	277,571.37-	GEO
08/23/11	PO V1125318	1 Paid Ck 85125 JKSN TWP ads. CASTELLAR	GIL02	GILMORE & MONAHAN, P.A.	En 08/16/11	180.00-	277,751.37-	GEO
08/23/11	PO V1125319	1 Paid Ck 85125 JKSN TWP ads. W&R	GIL02	GILMORE & MONAHAN, P.A.	En 08/16/11	788.30-	278,539.67-	GEO
08/23/11	PO V1125320	1 Paid Ck 85125 LAPLACA DEED RESTRCTN 8/10	GIL02	GILMORE & MONAHAN, P.A.	En 08/16/11	150.00-	278,689.67-	GEO
08/23/11	PO V1125321	1 Paid Ck 85125 JKSN v SFD ,LLC 7/18 8/11	GIL02	GILMORE & MONAHAN, P.A.	En 08/16/11	165.00-	278,854.67-	GEO
08/23/11	PO V1125322	1 Paid Ck 85125 JKSN v JEWEL RDG 7/18 8/11	GIL02	GILMORE & MONAHAN, P.A.	En 08/16/11	312.00-	279,166.67-	GEO
08/23/11	PO V1125323	1 Paid Ck 85125 JKSN ads BOGAN 7/18 8/11	GIL02	GILMORE & MONAHAN, P.A.	En 08/16/11	436.80-	279,603.47-	GEO
08/23/11	PO V1125324	1 Paid Ck 85125 JKSN v YETKA 7/18 8/11	GIL02	GILMORE & MONAHAN, P.A.	En 08/16/11	180.00-	279,783.47-	GEO
08/23/11	PO V1125325	1 Paid Ck 85125 JKSN ads SCHNEIDER (#2) 7/18	GIL02	GILMORE & MONAHAN, P.A.	En 08/16/11	499.20-	280,282.67-	GEO
08/23/11	PO V1125326	1 Paid Ck 85125 JKSN ads JKSN HLDNGS 7/18	GIL02	GILMORE & MONAHAN, P.A.	En 08/16/11	150.00-	280,432.67-	GEO
08/23/11	PO V1125327	1 Paid Ck 85125 JKSN ads HECHT 7/18 8/11	GIL02	GILMORE & MONAHAN, P.A.	En 08/16/11	30.00-	280,462.67-	GEO
08/23/11	PO V1125328	1 Paid Ck 85125 JKSN ads KRUPNICK 7/18 8/11	GIL02	GILMORE & MONAHAN, P.A.	En 08/16/11	1,500.60-	281,963.27-	GEO
08/23/11	PO V1125329	1 Paid Ck 85125 JKSN v TOLL BRTHRS 7/18 8/11	GIL02	GILMORE & MONAHAN, P.A.	En 08/16/11	728.10-	282,691.37-	GEO
08/23/11	PO V1125330	1 Paid Ck 85125 JKSN v JR LNDSCPNG 7/18 8/11	GIL02	GILMORE & MONAHAN, P.A.	En 08/16/11	717.60-	283,408.97-	GEO

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08/23/11	PO V1125331	1 Paid Ck 85125	POLICE DISCPLN MTR 7/18 8/11	GIL02	GILMORE & MONAHAN, P.A.	En 08/16/11	2,033.40-	285,442.37-	GEO
09/27/11	PO V1125611	1 Paid Ck 85315	GENERAL MATTERS	GIL02	GILMORE & MONAHAN, P.A.	En 09/22/11	27,439.25-	312,881.62-	GEO
09/27/11	PO V1125612	1 Paid Ck 85315	TAX APPEAL MATTERS	GIL02	GILMORE & MONAHAN, P.A.	En 09/22/11	4,229.15-	317,110.77-	GEO
09/27/11	PO V1125613	1 Paid Ck 85315	AFFORDABLE HSNG MATTERS	GIL02	GILMORE & MONAHAN, P.A.	En 09/22/11	150.00-	317,260.77-	GEO
09/27/11	PO V1125614	1 Paid Ck 85315	JKSN ads. CASTELLAR DEVEL.	GIL02	GILMORE & MONAHAN, P.A.	En 09/22/11	343.20-	317,603.97-	GEO
09/27/11	PO V1125615	1 Paid Ck 85315	SOLAR AVE. LAND ACQUISITION	GIL02	GILMORE & MONAHAN, P.A.	En 09/22/11	120.00-	317,723.97-	GEO
09/27/11	PO V1125616	1 Paid Ck 85315	JKSN to WHITESVILLE IND PK	GIL02	GILMORE & MONAHAN, P.A.	En 09/22/11	150.00-	317,873.97-	GEO
09/27/11	PO V1125617	1 Paid Ck 85315	LAPLACA DEED RESTRICTION	GIL02	GILMORE & MONAHAN, P.A.	En 09/22/11	30.00-	317,903.97-	GEO
09/27/11	PO V1125618	1 Paid Ck 85315	BANKRUPTCY MATTERS	GIL02	GILMORE & MONAHAN, P.A.	En 09/22/11	592.80-	318,496.77-	GEO
09/27/11	PO V1125619	1 Paid Ck 85315	JKSN v. SFD HGHLNDS/HRTG ESTS	GIL02	GILMORE & MONAHAN, P.A.	En 09/22/11	195.00-	318,691.77-	GEO
09/27/11	PO V1125620	1 Paid Ck 85315	JKSN ads. BOGAN	GIL02	GILMORE & MONAHAN, P.A.	En 09/22/11	546.00-	319,237.77-	GEO
09/27/11	PO V1125621	1 Paid Ck 85315	JKSN v. YETKA CORP.	GIL02	GILMORE & MONAHAN, P.A.	En 09/22/11	1,638.00-	320,875.77-	GEO
09/27/11	PO V1125622	1 Paid Ck 85315	JKSN ads. JKSN HLDGS	GIL02	GILMORE & MONAHAN, P.A.	En 09/22/11	561.60-	321,437.37-	GEO
09/27/11	PO V1125623	1 Paid Ck 85315	JKSN v. TOLL BROTHERS	GIL02	GILMORE & MONAHAN, P.A.	En 09/22/11	234.00-	321,671.37-	GEO
09/27/11	PO V1125624	1 Paid Ck 85315	JKSN v. JR LANDSCAPING	GIL02	GILMORE & MONAHAN, P.A.	En 09/22/11	280.80-	321,952.17-	GEO
09/27/11	PO V1125625	1 Paid Ck 85315	POLICE DISCIPLINARY MATTERS	GIL02	GILMORE & MONAHAN, P.A.	En 09/22/11	374.40-	322,326.57-	GEO
09/27/11	PO V1125626	1 Paid Ck 85315	JKSN v. DM DEV/CHPN PLACE	GIL02	GILMORE & MONAHAN, P.A.	En 09/22/11	1,513.20-	323,839.77-	GEO
10/25/11	PO V1125889	1 Paid Ck 85488	GENERAL MATTERS 8/31 10/13	GIL02	GILMORE & MONAHAN, P.A.	En 10/19/11	27,275.49-	351,115.26-	GEO
10/25/11	PO V1125890	1 Paid Ck 85488	TAX APPEAL MATTERS 9/13 10/11	GIL02	GILMORE & MONAHAN, P.A.	En 10/19/11	3,944.40-	355,059.66-	GEO
10/25/11	PO V1125891	1 Paid Ck 85488	AFFORDABLE HSNG MATTERS 9/16	GIL02	GILMORE & MONAHAN, P.A.	En 10/19/11	0.00	355,059.66-	GEO
10/25/11	PO V1125892	1 Paid Ck 85488	JKSN to WHITESVILLE 10/06	GIL02	GILMORE & MONAHAN, P.A.	En 10/19/11	75.00-	355,134.66-	GEO
10/25/11	PO V1125893	1 Paid Ck 85488	JSKN v. SFD HIGHLANDS 9/16	GIL02	GILMORE & MONAHAN, P.A.	En 10/19/11	60.00-	355,194.66-	GEO
10/25/11	PO V1125894	1 Paid Ck 85488	BANKRUPTCY MATTERS 9/19-21	GIL02	GILMORE & MONAHAN, P.A.	En 10/19/11	234.00-	355,428.66-	GEO
10/25/11	PO V1125895	1 Paid Ck 85488	LAPLACA DEED RSTRN 9/20-26	GIL02	GILMORE & MONAHAN, P.A.	En 10/19/11	180.00-	355,608.66-	GEO
10/25/11	PO V1125896	1 Paid Ck 85488	JKSN ads MAJESTIC 9/19 10/07	GIL02	GILMORE & MONAHAN, P.A.	En 10/19/11	465.00-	356,073.66-	GEO
10/25/11	PO V1125897	1 Paid Ck 85488	JKSN ads. JKSN HLDS 9/22 10/4	GIL02	GILMORE & MONAHAN, P.A.	En 10/19/11	624.00-	356,697.66-	GEO
10/25/11	PO V1125898	1 Paid Ck 85488	JKSN v. YETKA 9/19 10/13	GIL02	GILMORE & MONAHAN, P.A.	En 10/19/11	1,332.45-	358,030.11-	GEO
10/25/11	PO V1125899	1 Paid Ck 85488	JKSN ads. BOGAN 9/12 10/11	GIL02	GILMORE & MONAHAN, P.A.	En 10/19/11	374.40-	358,404.51-	GEO
10/25/11	PO V1125900	1 Paid Ck 85488	JKSN v DM DVLPRS 9/16 10/06	GIL02	GILMORE & MONAHAN, P.A.	En 10/19/11	452.40-	358,856.91-	GEO
10/25/11	PO V1125901	1 Paid Ck 85488	POLICE DISPLNRY 9/19 10/12	GIL02	GILMORE & MONAHAN, P.A.	En 10/19/11	1,793.40-	360,650.31-	GEO
10/25/11	PO V1125902	1 Paid Ck 85488	JKSN ads JR LNDSCP 9/19	GIL02	GILMORE & MONAHAN, P.A.	En 10/19/11	312.00-	360,962.31-	GEO
10/25/11	PO V1125903	1 Paid Ck 85488	JKSN ads WILSON 10/13	GIL02	GILMORE & MONAHAN, P.A.	En 10/19/11	150.00-	361,112.31-	GEO
10/25/11	PO V1125905	1 Paid Ck 85488	JKSN ads. LEIGH	GIL02	GILMORE & MONAHAN, P.A.	En 10/19/11	60.00-	361,172.31-	GEO
10/25/11	PO V1125906	1 Paid Ck 85488	JKSN ads KRUPNICK 9/22 10/13	GIL02	GILMORE & MONAHAN, P.A.	En 10/19/11	5,928.00-	367,100.31-	GEO
11/14/11	PO V1125891	2 Paid Ck 85583	AFFORDABLE HSNG MATTERS 9/16	GIL02	GILMORE & MONAHAN, P.A.	En 10/24/11	75.00-	367,175.31-	GEO
11/29/11	PO V1126150	1 Paid Ck 85693	GENERAL MATTERS 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 11/22/11	46,206.32-	413,381.63-	GEO

Account No Description

Adopted Amended Transfers Modified Balance YTD %Used
Expended YTD Encumber YTD Reimbrsd YTD Canceled Unexpended
Expended Curr Reimbrsd Curr Pd/Chrgd YTD

Date	Transaction	Data/Comment	Vendor/Reference			Trans Amount	Trans Balance	User
12/13/11	PO V1126254	1 Paid Ck 85769	TAX APPEAL MATTERS 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	5,554.25-	418,935.88- GEO
12/13/11	PO V1126254	1 Void Ck 85769	TAX APPEAL MATTERS 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.		5,554.25 **	418,935.88- GEO
12/13/11	PO V1126254	1 Paid Ck 85816	TAX APPEAL MATTERS 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	5,554.25-*	418,935.88- GEO
12/13/11	PO V1126255	1 Paid Ck 85769	AFFD HSNG MATTERS 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	150.00-	419,085.88- GEO
12/13/11	PO V1126255	1 Void Ck 85769	AFFD HSNG MATTERS 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.		150.00 **	419,085.88- GEO
12/13/11	PO V1126255	1 Paid Ck 85816	AFFD HSNG MATTERS 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	150.00-*	419,085.88- GEO
12/13/11	PO V1126256	1 Paid Ck 85769	JKSN ads.CASTELLAR 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	218.40-	419,304.28- GEO
12/13/11	PO V1126256	1 Void Ck 85769	JKSN ads.CASTELLAR 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.		218.40 **	419,304.28- GEO
12/13/11	PO V1126256	1 Paid Ck 85816	JKSN ads.CASTELLAR 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	218.40-*	419,304.28- GEO
12/13/11	PO V1126257	1 Paid Ck 85769	JKSN ads W&F DEV 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	30.00-	419,334.28- GEO
12/13/11	PO V1126257	1 Void Ck 85769	JKSN ads W&F DEV 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.		30.00 **	419,334.28- GEO
12/13/11	PO V1126257	1 Paid Ck 85816	JKSN ads W&F DEV 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	30.00-*	419,334.28- GEO
12/13/11	PO V1126258	1 Paid Ck 85769	JKSN v. CNCRD (V GRDSN) 14/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	530.40-	419,864.68- GEO
12/13/11	PO V1126258	1 Void Ck 85769	JKSN v. CNCRD (V GRDSN) 14/17	GIL02	GILMORE & MONAHAN, P.A.		530.40 **	419,864.68- GEO
12/13/11	PO V1126258	1 Paid Ck 85816	JKSN v. CNCRD (V GRDSN) 14/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	530.40-*	419,864.68- GEO
12/13/11	PO V1126259	1 Paid Ck 85769	JKSN v SFD HLNDS 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	60.00-	419,924.68- GEO
12/13/11	PO V1126259	1 Void Ck 85769	JKSN v SFD HLNDS 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.		60.00 **	419,924.68- GEO
12/13/11	PO V1126259	1 Paid Ck 85816	JKSN v SFD HLNDS 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	60.00-*	419,924.68- GEO
12/13/11	PO V1126260	1 Paid Ck 85769	JKSN ads BOGAN 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	135.00-	420,059.68- GEO
12/13/11	PO V1126260	1 Void Ck 85769	JKSN ads BOGAN 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.		135.00 **	420,059.68- GEO
12/13/11	PO V1126260	1 Paid Ck 85816	JKSN ads BOGAN 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	135.00-*	420,059.68- GEO
12/13/11	PO V1126261	1 Paid Ck 85769	JKSN v YETKA 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	1,842.00-	421,901.68- GEO
12/13/11	PO V1126261	1 Void Ck 85769	JKSN v YETKA 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.		1,842.00 **	421,901.68- GEO
12/13/11	PO V1126261	1 Paid Ck 85816	JKSN v YETKA 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	1,842.00-*	421,901.68- GEO
12/13/11	PO V1126262	1 Paid Ck 85769	JKSN ads JKSN HLDNGS 10/14	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	920.40-	422,822.08- GEO
12/13/11	PO V1126262	1 Void Ck 85769	JKSN ads JKSN HLDNGS 10/14	GIL02	GILMORE & MONAHAN, P.A.		920.40 **	422,822.08- GEO
12/13/11	PO V1126262	1 Paid Ck 85816	JKSN ads JKSN HLDNGS 10/14	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	920.40-*	422,822.08- GEO
12/13/11	PO V1126263	1 Paid Ck 85769	JKSN ads MJSTC 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	1,622.40-	424,444.48- GEO
12/13/11	PO V1126263	1 Void Ck 85769	JKSN ads MJSTC 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.		1,622.40 **	424,444.48- GEO
12/13/11	PO V1126263	1 Paid Ck 85816	JKSN ads MJSTC 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	1,622.40-*	424,444.48- GEO
12/13/11	PO V1126264	1 Paid Ck 85769	JKSN ads KRPNK 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	3,510.00-	427,954.48- GEO
12/13/11	PO V1126264	1 Void Ck 85769	JKSN ads KRPNK 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.		3,510.00 **	427,954.48- GEO
12/13/11	PO V1126265	1 Paid Ck 85769	JKSN ads WILSON 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	1,357.20-	429,311.68- GEO
12/13/11	PO V1126265	1 Void Ck 85769	JKSN ads WILSON 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.		1,357.20 **	429,311.68- GEO
12/13/11	PO V1126265	1 Paid Ck 85816	JKSN ads WILSON 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	1,357.20-*	429,311.68- GEO
12/13/11	PO V1126266	1 Paid Ck 85769	POLICE DISCPLN 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	En 12/07/11	30.00-	429,341.68- GEO

Account No Description

Adopted Amended Transfers Modified Balance YTD %Used
Expended YTD Encumber YTD Reimbrsd YTD Canceled Unexpended
Expended Curr Reimbrsd Curr Pd/Chrgd YTD

Date	Transaction	Data/Comment	Vendor/Reference			Trans Amount	Trans Balance	User
12/13/11	PO V1126266	1 Void Ck 85769	POLICE DISCPLN 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	30.00 **	429,341.68-	GEO
12/13/11	PO V1126266	1 Paid Ck 85816	POLICE DISCPLN 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A. En 12/07/11	30.00-*	429,341.68-	GEO
12/13/11	PO V1126267	1 Paid Ck 85769	JKSN v DM DEV. 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A. En 12/07/11	839.60-	430,181.28-	GEO
12/13/11	PO V1126267	1 Void Ck 85769	JKSN v DM DEV. 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	839.60 **	430,181.28-	GEO
12/13/11	PO V1126267	1 Paid Ck 85816	JKSN v DM DEV. 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A. En 12/07/11	839.60-*	430,181.28-	GEO
12/13/11	PO V1126268	1 Paid Ck 85769	JKSN ads CATTONAR 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A. En 12/07/11	4,212.00-	434,393.28-	GEO
12/13/11	PO V1126268	1 Void Ck 85769	JKSN ads CATTONAR 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A.	4,212.00 **	434,393.28-	GEO
12/27/11	PO V1126261	2 Paid Ck 85858	JKSN v YETKA 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A. En 12/20/11	30.00-	434,423.28-	GEO
12/27/11	PO V1126264	1 Paid Ck 85858	JKSN ads KRPNK 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A. En 12/07/11	3,510.00-*	434,423.28-	GEO
12/27/11	PO V1126268	1 Paid Ck 85858	JKSN ads CATTONAR 10/14 11/17	GIL02	GILMORE & MONAHAN, P.A. En 12/07/11	4,212.00-*	434,423.28-	GEO
12/27/11	PO V1126364	1 Paid Ck 85858	GENERAL MATTERS 11/18 12/15	GIL02	GILMORE & MONAHAN, P.A. En 12/21/11	20,729.45-	455,152.73-	GEO
12/27/11	PO V1126365	1 Paid Ck 85858	TAX APPEAL MATTERS 11/18 12/15	GIL02	GILMORE & MONAHAN, P.A. En 12/21/11	3,268.15-	458,420.88-	GEO
12/27/11	PO V1126366	1 Paid Ck 85858	AFFDB HSNG 11/18 12/15	GIL02	GILMORE & MONAHAN, P.A. En 12/21/11	390.00-	458,810.88-	GEO
12/27/11	PO V1126367	1 Paid Ck 85858	JKSN ads. CASTELLR 11/18 12/15	GIL02	GILMORE & MONAHAN, P.A. En 12/21/11	717.60-	459,528.48-	GEO
12/27/11	PO V1126368	1 Paid Ck 85858	JKSN ads. W&R (BRYANT) NOV/DEC	GIL02	GILMORE & MONAHAN, P.A. En 12/21/11	180.00-	459,708.48-	GEO
12/27/11	PO V1126369	1 Paid Ck 85858	JKSN v. CONCORDE 11/18 12/15	GIL02	GILMORE & MONAHAN, P.A. En 12/21/11	358.80-	460,067.28-	GEO
12/27/11	PO V1126370	1 Paid Ck 85858	JKSN v. SFD HGHLN 11/18 12/15	GIL02	GILMORE & MONAHAN, P.A. En 12/21/11	105.00-	460,172.28-	GEO
12/27/11	PO V1126371	1 Paid Ck 85858	JKSN v. JEWEL RDG 11/18 12/15	GIL02	GILMORE & MONAHAN, P.A. En 12/21/11	75.00-	460,247.28-	GEO
12/27/11	PO V1126372	1 Paid Ck 85858	JKSN v. YETKA 11/18 12/15	GIL02	GILMORE & MONAHAN, P.A. En 12/21/11	405.60-	460,652.88-	GEO
12/27/11	PO V1126373	1 Paid Ck 85858	JKSN v. JKSN HLD 11/18 12/15	GIL02	GILMORE & MONAHAN, P.A. En 12/21/11	748.80-	461,401.68-	GEO
12/27/11	PO V1126374	1 Paid Ck 85858	JKSN ads. HECHT 11/18 12/15	GIL02	GILMORE & MONAHAN, P.A. En 12/21/11	2,043.60-	463,445.28-	GEO
12/27/11	PO V1126375	1 Paid Ck 85858	JKSN ads. MAJESTIC 11/18 12/15	GIL02	GILMORE & MONAHAN, P.A. En 12/21/11	967.20-	464,412.48-	GEO
12/27/11	PO V1126376	1 Paid Ck 85858	JKSN ads. KRUPNICK 11/18 12/15	GIL02	GILMORE & MONAHAN, P.A. En 12/21/11	105.00-	464,517.48-	GEO
12/27/11	PO V1126377	1 Paid Ck 85858	JKSN ads. WILSON 11/18 12/15	GIL02	GILMORE & MONAHAN, P.A. En 12/21/11	936.00-	465,453.48-	GEO
12/27/11	PO V1126378	1 Paid Ck 85858	POLICE DISCIPLINARY 11/18 - 15	GIL02	GILMORE & MONAHAN, P.A. En 12/21/11	180.00-	465,633.48-	GEO
12/27/11	PO V1126379	1 Paid Ck 85858	JKSN v. D.M. DEVELOPERS	GIL02	GILMORE & MONAHAN, P.A. En 12/21/11	702.00-	466,335.48-	GEO
12/27/11	PO V1126380	1 Paid Ck 85858	JKSN ads. CATTONAR	GIL02	GILMORE & MONAHAN, P.A. En 12/21/11	452.40-	466,787.88-	GEO
01/24/12	PO V2126430	1 Paid Ck 86007	GENERAL MATTERS 12/16 12/31	GIL02	GILMORE & MONAHAN, P.A. En 01/11/12	10,141.97-	476,929.85-	GEO
01/24/12	PO V2126431	1 Paid Ck 86007	TAX APPEAL MATTERS 12/16 12/31	GIL02	GILMORE & MONAHAN, P.A. En 01/11/12	2,355.00-	479,284.85-	GEO
01/24/12	PO V2126432	1 Paid Ck 86007	AFFD HSNG MATTERS 12/16 12/31	GIL02	GILMORE & MONAHAN, P.A. En 01/11/12	105.00-	479,389.85-	GEO
01/24/12	PO V2126433	1 Paid Ck 86007	JKS TWP ads. CASTLLAR 12/16/31	GIL02	GILMORE & MONAHAN, P.A. En 01/11/12	150.00-	479,539.85-	GEO
01/24/12	PO V2126434	1 Paid Ck 86007	JKSN TWP ads. W&R 12/16 12/31	GIL02	GILMORE & MONAHAN, P.A. En 01/11/12	90.00-	479,629.85-	GEO
01/24/12	PO V2126435	1 Paid Ck 86007	JKSN TWP v. SFD HGLND 12/16-31	GIL02	GILMORE & MONAHAN, P.A. En 01/11/12	30.00-	479,659.85-	GEO
01/24/12	PO V2126436	1 Paid Ck 86007	JKSN TWP. ads. BOGAN 12/16-31	GIL02	GILMORE & MONAHAN, P.A. En 01/11/12	75.00-	479,734.85-	GEO
01/24/12	PO V2126437	1 Paid Ck 86007	JKSN TWP. v. JKSN HLD 12/16-31	GIL02	GILMORE & MONAHAN, P.A. En 01/11/12	120.00-	479,854.85-	GEO
01/24/12	PO V2126438	1 Paid Ck 86007	JKSN TWP. ads. HECHT 12/16-31	GIL02	GILMORE & MONAHAN, P.A. En 01/11/12	225.00-	480,079.85-	GEO

Account No / Description	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended	
Date Transaction Data/Comment		Vendor/Reference			Trans Amount	Trans Balance User
01/24/12 PO V2126439 1 Paid Ck 86007 JKSN TWP. ads. WILSON 12/16-31	GIL02	GILMORE & MONAHAN, P.A.		En 01/11/12	120.00-	480,199.85- GEO
01/24/12 PO V2126440 1 Paid Ck 86007 POLICE DISCPLN MATTER 12/16-31	GIL02	GILMORE & MONAHAN, P.A.		En 01/11/12	360.00-	480,559.85- GEO
01/24/12 PO V2126441 1 Paid Ck 86007 JKSN TWP. ads. BORBOTKO 12/16	GIL02	GILMORE & MONAHAN, P.A.		En 01/11/12	375.00-	480,934.85- GEO
01/24/12 PO V2126442 1 Paid Ck 86007 JKSN TWP. ads. MJSTC 12/16-31	GIL02	GILMORE & MONAHAN, P.A.		En 01/11/12	150.00-	481,084.85- GEO
1-01-20-155-002-027 ADM-LEGAL SERVICES-RUSSO&CASSIDY						
	0.00	0.00	0.00	0.00	0.00 0	
	0.00	0.00	0.00	0.00	0.00	
	0.00		0.00	0.00		
1-01-20-155-003-027 ADM-LEGAL SERVICES-STARKEY						
	0.00	0.00	0.00	0.00	0.00 0	
	0.00	0.00	0.00	0.00	0.00	
	0.00		0.00	0.00		
1-01-20-155-004-027 ADM-LEGAL SERVICES-CITTA						
	0.00	0.00	0.00	0.00	29,235.31- 0	
	29,235.31	0.00	0.00	0.00	29,235.31-	
	29,235.31		0.00	29,235.31		
Begin Balance: 01/01/11						0.00
04/12/11 PO V1124087 1 Paid Ck 84405 GENERAL LABOR SVCRS 2/2 2/28	CIT01	CITTA,HOLZAPFEL & ZABARSKY		En 04/04/11	2,916.68-	2,916.68- GEO
04/12/11 PO V1124087 2 Paid Ck 84405 GENERAL LABOR 4 % FEE 2/2 2/28	CIT01	CITTA,HOLZAPFEL & ZABARSKY		En 04/04/11	102.00-	3,018.68- GEO
05/10/11 PO V1124289 1 Paid Ck 84534 PROFESSIONAL SRVCS JAN 2011	CIT01	CITTA,HOLZAPFEL & ZABARSKY		En 04/20/11	2,793.75-	5,812.43- GEO
05/10/11 PO V1124289 2 Paid Ck 84534 PROFESSIONAL SRVCS JAN 2011	CIT01	CITTA,HOLZAPFEL & ZABARSKY		En 04/20/11	37.50-	5,849.93- GEO
05/10/11 PO V1124289 3 Paid Ck 84534 PROFESSIONAL SRVCS JAN 2011	CIT01	CITTA,HOLZAPFEL & ZABARSKY		En 04/20/11	325.00-	6,174.93- GEO
05/10/11 PO V1124289 4 Paid Ck 84534 PROFESSIONAL SRVCS JAN 2011	CIT01	CITTA,HOLZAPFEL & ZABARSKY		En 04/20/11	25.00-	6,199.93- GEO
05/10/11 PO V1124289 5 Paid Ck 84534 PROFESSIONAL SRVCS JAN 2011	CIT01	CITTA,HOLZAPFEL & ZABARSKY		En 04/20/11	62.50-	6,262.43- GEO
05/10/11 PO V1124289 6 Paid Ck 84534 PROFESSIONAL SRVCS JAN 2011	CIT01	CITTA,HOLZAPFEL & ZABARSKY		En 04/20/11	550.00-	6,812.43- GEO
05/10/11 PO V1124289 7 Paid Ck 84534 PROFESSIONAL SRVCS JAN 2011	CIT01	CITTA,HOLZAPFEL & ZABARSKY		En 04/20/11	112.50-	6,924.93- GEO
05/10/11 PO V1124289 8 Paid Ck 84534 4% COST FEE	CIT01	CITTA,HOLZAPFEL & ZABARSKY		En 04/20/11	156.25-	7,081.18- GEO
05/10/11 PO V1124329 1 Paid Ck 84534 SRVCS RNDRD MARCH 2011	CIT01	CITTA,HOLZAPFEL & ZABARSKY		En 04/20/11	437.50-	7,518.68- GEO
05/10/11 PO V1124329 2 Paid Ck 84534 SRVCS RNDRD MARCH 2011	CIT01	CITTA,HOLZAPFEL & ZABARSKY		En 04/20/11	100.00-	7,618.68- GEO
05/10/11 PO V1124329 3 Paid Ck 84534 SRVCS RNDRD MARCH 2011	CIT01	CITTA,HOLZAPFEL & ZABARSKY		En 04/20/11	25.00-	7,643.68- GEO
05/10/11 PO V1124329 4 Paid Ck 84534 SRVCS RNDRD MARCH 2011	CIT01	CITTA,HOLZAPFEL & ZABARSKY		En 04/20/11	712.50-	8,356.18- GEO
05/10/11 PO V1124329 5 Paid Ck 84534 SRVCS RNDRD MARCH 2011	CIT01	CITTA,HOLZAPFEL & ZABARSKY		En 04/20/11	75.00-	8,431.18- GEO

Account No — Description

Adopted / Amended / Transfers / Modified / Balance YTD %Used
Expended YTD / Encumber YTD / Reimbrsd YTD / Canceled / Unexpended
Expended Curr / Reimbrsd Curr / Pd/Chrgd YTD

Date	Transaction	Data/Comment		Vendor/Reference			Trans Amount	Trans Balance	User
05/10/11	PO V1124329	6 Paid Ck 84534	SRVCS RNDRD MARCH 2011	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 04/20/11	318.75-	8,749.93-	GEO
05/10/11	PO V1124329	7 Paid Ck 84534	SRVCS RNDRD MARCH 2011	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 04/20/11	456.25-	9,206.18-	GEO
05/10/11	PO V1124329	8 Paid Ck 84534	SRVCS RNDRD MARCH 2011	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 04/20/11	1,650.00-	10,856.18-	GEO
05/10/11	PO V1124329	9 Paid Ck 84534	4 % COST FEE	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 04/20/11	151.00-	11,007.18-	GEO
06/14/11	PO V1124605	1 Paid Ck 84754	CONTRACT NEGOATATIONS PBA	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 05/31/11	918.75-	11,925.93-	GEO
06/14/11	PO V1124605	2 Paid Ck 84754	4% COST	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 05/31/11	133.75-	12,059.68-	GEO
06/14/11	PO V1124605	3 Paid Ck 84754	TWU LEAVE OF ABSENCE	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 05/31/11	1,006.25-	13,065.93-	GEO
06/14/11	PO V1124605	4 Paid Ck 84754	TWU LOCAL 225 BRANCH	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 05/31/11	169.50-	13,235.43-	GEO
06/14/11	PO V1124605	5 Paid Ck 84754	AFSCME - CIVIL SRVC COMMISSION	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 05/31/11	114.35-	13,349.78-	GEO
06/14/11	PO V1124605	6 Paid Ck 84754	TWU FURLOUGH DAYS	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 05/31/11	118.75-	13,468.53-	GEO
06/14/11	PO V1124605	7 Paid Ck 84754	PBA HEARING OF OFFICE	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 05/31/11	1,013.41-	14,481.94-	GEO
06/14/11	PO V1124605	8 Paid Ck 84754	AFSCMEN HEALTH INS. WITHHOLDGS	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 05/31/11	237.50-	14,719.44-	GEO
06/14/11	PO V1124605	9 Paid Ck 84754	TWU FURLOUGH DAYS	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 05/31/11	37.50-	14,756.94-	GEO
06/28/11	PO V1124767	1 Paid Ck 84844	UNIONS TWU LEAVE OF ABSENCE	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 06/20/11	493.75-	15,250.69-	GEO
06/28/11	PO V1124767	2 Paid Ck 84844	4% COST	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 06/20/11	89.25-	15,339.94-	GEO
06/28/11	PO V1124767	3 Paid Ck 84844	UNIONS PBA CONTRACT NEGOTNS	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 06/20/11	150.00-	15,489.94-	GEO
06/28/11	PO V1124767	4 Paid Ck 84844	UNIONS AFSCME APPEAL TEMP LYOF	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 06/20/11	50.00-	15,539.94-	GEO
06/28/11	PO V1124767	5 Paid Ck 84844	UNIONS TWU FAILURE TO NEG.	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 06/20/11	1,193.75-	16,733.69-	GEO
06/28/11	PO V1124767	6 Paid Ck 84844	UNIONS TWU GOOD FAITH ISSUES	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 06/20/11	81.25-	16,814.94-	GEO
06/28/11	PO V1124767	7 Paid Ck 84844	UNIONS AFSCME UNFAIR PRACTICE	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 06/20/11	262.50-	17,077.44-	GEO
07/26/11	PO V1124995	1 Paid Ck 84976	PBA,TWU,AFSCME GENERAL FILE	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 07/18/11	2,985.46-	20,062.90-	GEO
09/13/11	PO V1125433	1 Paid Ck 85191	TWU FURLOUGH	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 09/01/11	25.00-	20,087.90-	GEO
09/13/11	PO V1125433	2 Paid Ck 85191	DIS. HEARING OF M.K.	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 09/01/11	50.00-	20,137.90-	GEO
09/13/11	PO V1125433	3 Paid Ck 85191	DIS. HEARING OF C.W.	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 09/01/11	500.00-	20,637.90-	GEO
09/13/11	PO V1125433	4 Paid Ck 85191	AFSCME WHITE COLLAR	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 09/01/11	87.50-	20,725.40-	GEO
09/13/11	PO V1125433	5 Paid Ck 85191	AFSCME UNFAIR PRACTICE	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 09/01/11	62.50-	20,787.90-	GEO
09/13/11	PO V1125433	6 Paid Ck 85191	4% COST	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 09/01/11	29.00-	20,816.90-	GEO
09/27/11	PO V1125565	1 Paid Ck 85292	SERVICES RENDERED AUGUST 2011	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 09/19/11	69.38-	20,886.28-	GEO
09/27/11	PO V1125565	2 Paid Ck 85292	PBA LOCAL 168	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 09/19/11	150.00-	21,036.28-	GEO
09/27/11	PO V1125565	3 Paid Ck 85292	TWU TEMP. LAYOFF PLAN	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 09/19/11	275.00-	21,311.28-	GEO
09/27/11	PO V1125565	4 Paid Ck 85292	TWU FURLOUGH FAILURE TO NEG.	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 09/19/11	100.00-	21,411.28-	GEO
09/27/11	PO V1125565	5 Paid Ck 85292	TWU FURLOUGH GOOD FAITH	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 09/19/11	100.00-	21,511.28-	GEO
09/27/11	PO V1125565	6 Paid Ck 85292	DIS. HEARING OF C.W.	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 09/19/11	706.25-	22,217.53-	GEO
09/27/11	PO V1125565	7 Paid Ck 85292	AFSCME WHITE COLLAR	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 09/19/11	1,350.00-	23,567.53-	GEO
09/27/11	PO V1125565	8 Paid Ck 85292	AFSCME UPC FURLOUGH	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 09/19/11	375.00-	23,942.53-	GEO
09/27/11	PO V1125565	9 Paid Ck 85292	COST FEE 4%	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 09/19/11	122.25-	24,064.78-	GEO

Account No / Description	Adopted / Amended / Transfers / Modified / Balance YTD %Used					
	Expended YTD	Encumber YTD	Reimbrsd YTD	Canceled	Unexpended	
	Expended Curr		Reimbrsd Curr	Pd/Chrgd YTD		
Date Transaction Data/Comment			Vendor/Reference		Trans Amount	Trans Balance User
10/25/11 PO V1125867 1 Paid Ck 85469	TWU DOCKET #2011-2569	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 10/18/11	50.00-	24,114.78- GEO
10/25/11 PO V1125867 2 Paid Ck 85469	TWU FURLOUGH DAYS	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 10/18/11	87.50-	24,202.28- GEO
10/25/11 PO V1125867 3 Paid Ck 85469	AFSCME UNFAIR PRACTICE CHARGE	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 10/18/11	718.75-	24,921.03- GEO
10/25/11 PO V1125867 4 Paid Ck 85469	AFSCME WHITE COLLAR NEGOTATNS	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 10/18/11	175.00-	25,096.03- GEO
10/25/11 PO V1125867 5 Paid Ck 85469	PBA NEGOTIATIONS	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 10/18/11	500.00-	25,596.03- GEO
10/25/11 PO V1125867 6 Paid Ck 85469	4% FEE	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 10/18/11	61.25-	25,657.28- GEO
11/29/11 PO V1126056 1 Paid Ck 85676	GNRL FILE/PBA/AFSCME/TWU	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 11/16/11	62.50-	25,719.78- GEO
11/29/11 PO V1126056 2 Paid Ck 85676	PBA	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 11/16/11	431.25-	26,151.03- GEO
11/29/11 PO V1126056 3 Paid Ck 85676	AFSCME WHITE COLLAR	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 11/16/11	1,000.00-	27,151.03- GEO
11/29/11 PO V1126056 4 Paid Ck 85676	AFSCME UFP FURLOUGH DAYS	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 11/16/11	229.03-	27,380.06- GEO
11/29/11 PO V1126056 5 Paid Ck 85676	TWU	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 11/16/11	87.50-	27,467.56- GEO
11/29/11 PO V1126056 6 Paid Ck 85676	4% OF FEE	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 11/16/11	64.75-	27,532.31- GEO
12/27/11 PO V1126300 1 Paid Ck 85834	GENERAL LABOR/TWU/PBA/AFSCME	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 12/15/11	1,157.00-	28,689.31- GEO
02/14/12 PO V2126666 1 Paid Ck 86087	PBA	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 02/07/12	250.00-	28,939.31- GEO
02/14/12 PO V2126666 2 Paid Ck 86087	AFSCME	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 02/07/12	62.50-	29,001.81- GEO
02/14/12 PO V2126666 3 Paid Ck 86087	TWU IMP. FURLOUGH ARB	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 02/07/12	125.00-	29,126.81- GEO
02/14/12 PO V2126666 4 Paid Ck 86087	TWU TEMP/FURLOUGH LAYOFF	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 02/07/12	87.50-	29,214.31- GEO
02/14/12 PO V2126666 5 Paid Ck 86087	4% COST	CIT01	CITTA,HOLZAPFEL & ZABARSKY	En 02/07/12	21.00-	29,235.31- GEO

Control Total	460,000.00	0.00	58,000.00	518,000.00	2,054.84	100
	515,945.16	0.00	0.00	0.00	2,054.84	
	515,945.16		0.00	515,945.16		
Fund Budgeted	460,000.00	0.00	58,000.00	518,000.00	2,054.84	100
	515,945.16	0.00	0.00	0.00	2,054.84	
	515,945.16		0.00	515,945.16		
Fund Non-Budgeted	0.00	0.00	0.00	0.00	0.00	0
	0.00	0.00	0.00	0.00	0.00	
	0.00		0.00	0.00		
Fund Total	460,000.00	0.00	58,000.00	518,000.00	2,054.84	100
	515,945.16	0.00	0.00	0.00	2,054.84	
	515,945.16		0.00	515,945.16		
Final Budgeted	460,000.00	0.00	58,000.00	518,000.00	2,054.84	100

Account No / Description	Adopted / Amended / Transfers / Modified / Balance YTD %Used					
	Expended YTD	Encumber YTD	Reimbrsd YTD	Canceled	Unexpended	
Date Transaction Data/Comment	Expended Curr		Reimbrsd Curr	Pd/Chrgd YTD		
	Vendor/Reference				Trans Amount	Trans Balance User
	515,945.16	0.00	0.00	0.00	2,054.84	
	515,945.16		0.00	515,945.16		
Final Non-Budgeted	0.00	0.00	0.00	0.00	0.00	0
	0.00	0.00	0.00	0.00	0.00	
	0.00		0.00	0.00		
Final Total	460,000.00	0.00	58,000.00	518,000.00	2,054.84	100
	515,945.16	0.00	0.00	0.00	2,054.84	
	515,945.16		0.00	515,945.16		

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

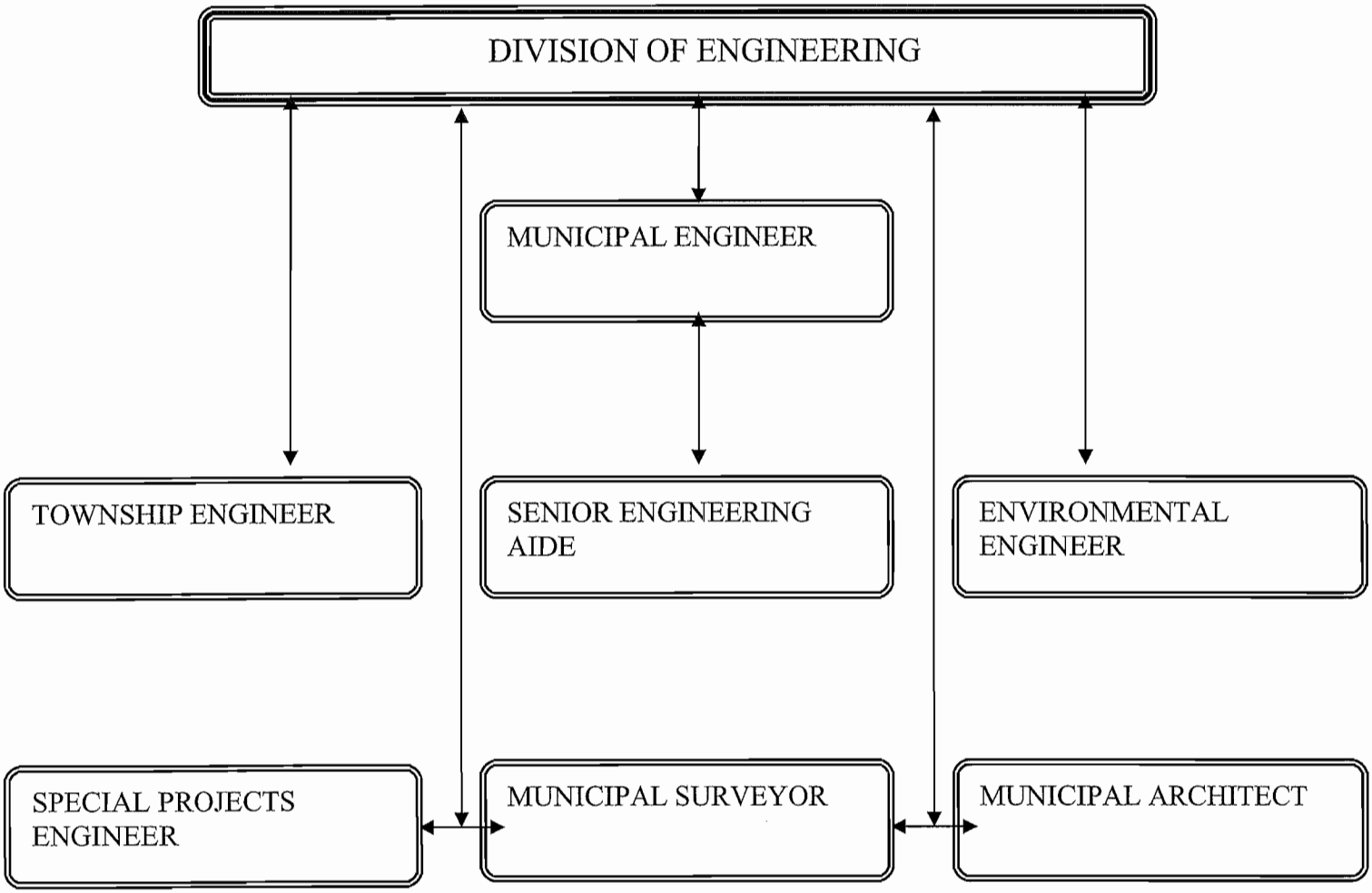
Department Name: **DEPARTMENT OF LAW - 155**

2012 Objective
Continue to aggressively pursue the draw down of bonds on builders that have failed or refused to correct problems identified by the Township Engineer.
Implement practices related to the new Ordinance for collection of Uniform Construction Code violations.
Work closely with all municipal staff in an attempt to resolve any issue without the involvement of the court system.
Work closely with Mayor Reina and the Township Council in addressing all legal issues that may arise during 2012.
Aggressively defend the Township in its efforts to maximize utilization of it's workforce in accordance with federal & state guidelines.
Closely monitor the activities of all legal counsel working for the Township of Jackson ensuring that each individual provides the best service possible at the lowest possible cost.

ENGINEERING

JACKSON TOWNSHIP 2012 BUDGET
ORGANIZATIONAL CHART

Division Name: **ENGINEERING**



JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

DIVISION of **ENGINEERING**

General Duties:

Provide engineering support to the Township's operating and administrative departments

Provide Engineering services for municipal operations and capital improvement work.

The Engineering Department maintains and preserves map, charts, records of roads, utilities, public buildings and structures of all public facilities owned or operated by the Municipality. The Engineering Department prepares specifications for all Capital Improvement projects, Public Works contracts, supervises and inspects the execution of such contracts to certify satisfactory completion of work.

Prepares short and long range planning for Township Road improvement and maintenance programs

Coordinates with and represents the Township in all matters involving the County Engineering Department and County road improvements

Performs field and office tasks involved with capital and maintenance project construction, inspection and operations, including making routine inspections, field visits to determine progress of work conditions, construction problems resolution and productivity review. Interfaces with property owners, address complaints involving drainage, grading, streets, or any other Township facility issues

Coordinates with the Jackson Police traffic Division on traffic engineering matters.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-165-000-000 ENGINEERING SERVICES					Comments			
ENGINEERING SERVICES 2-01-20-165-000-000	H							
SALARIES & WAGES 2-01-20-165-000-010	C							
ENG-BASE PAY 2-01-20-165-000-011	S	165,859.06 165,358.70	152,441.59 151,555.14	155,999.09 155,762.33	165,061.00	165,061.10	_____	0.00
Transfers included in Approp		7,688.06	7,906.35	6,966.71	Only Engineering labor			
ENG-OVERTIME 2-01-20-165-000-014	S	1,000.00 963.37	1,000.00 0.00	2,000.00 1,489.69	2,000.00	2,000.00	_____	0.00
					For construction project			
Control Total		166,859.06 166,322.07	153,441.59 151,555.14	157,999.09 157,252.02	167,061.00	167,061.10	0.00	0.00
Transfers included in Approp		7,688.06	7,906.35	6,966.71				
OTHER EXPENSES 2-01-20-165-000-020	C							
ENG-POSTAGE 2-01-20-165-000-022	S	50.00 0.00	50.00 0.00	50.00 44.11	50.00	50.00	_____	0.00
ENG-PRINTING & BINDING 2-01-20-165-000-023	S	4,500.00 2,450.70	3,000.00 3,106.36	1,500.00 0.00	6,000.00	6,000.00	_____	0.00
					All costs assoc. with Eng copier, lease purchase & operational costs			
ENG-OTHER PROFESSIONAL SERVICE 2-01-20-165-000-028	S	116,700.00 110,237.33	110,000.00 115,264.40	120,000.00 118,413.83	120,000.00	120,000.00	_____	0.00
Transfers included in Approp		3,300.00-	0.00	0.00				
					Consultant, Eng, Arch, Surveyor, Spect p rojects			
ENG-OTHER CONTRACTUAL ITEMS 2-01-20-165-000-029	S	5,000.00	4,000.00	4,000.00	6,000.00	5,000.00	_____	0.00

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-165-000-000 ENGINEERING SERVICES					Comments			
		6,586.52	3,162.02	3,018.52	Testing water and material			
ENG-MATERIALS & SUPPLIES								
2-01-20-165-000-030	S	150.00	150.00	250.00	200.00	_____	_____	0.00
		129.00	66.00	0.00	Misc Field supplies - paint, survey and measurement supplies			
ENG-CHEMICALS								
2-01-20-165-000-031	S	0.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
ENG-UNIFORMS & CLOTHING								
2-01-20-165-000-032	S	0.00	50.00	100.00	100.00	100.00	_____	0.00
		0.00	0.00	100.00	allowance for field inspector			
ENG-BOOKS & PUBLICATION								
2-01-20-165-000-033	S	100.00	100.00	150.00	100.00	100.00	_____	0.00
		84.00	37.80	0.00	Reference materails			
ENG-OFFICE MATERIALS & SUPPLIE								
2-01-20-165-000-036	S	750.00	675.00	700.00	700.00	600.00	_____	0.00
		643.79	668.86	382.28	Files, Inks, toners, pens, etc.			
ENG-CONFERENCES & MEETINGS								
2-01-20-165-000-041	S	200.00	200.00	500.00	1,250.00	1,250.00	_____	0.00
		287.05	325.50	1,456.84	required for TCHs for maintenace of lice nse			
ENG-TRAINING								
2-01-20-165-000-042	S	250.00	200.00	2,500.00	2,500.00	2,000.00	_____	0.00
		200.25	75.00	2,150.00	continuing professional education			
ENG-PROFESSIONAL DUES								
2-01-20-165-000-044	S	150.00	150.00	150.00	150.00	150.00	_____	0.00
		150.00	150.00	150.00	NJSME annual dues			
ENG-OFFICE EQUIPMENT								
2-01-20-165-000-053	S	1,000.00	200.00	1,000.00	1,000.00	250.00	_____	0.00
		1,067.65	530.00	961.52	Maint. and repair of office equipment - Eng copier, plotter, color printer			

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-165-000-000 ENGINEERING SERVICES					Comments			
ENG-FURNITURE & FURNISHINGS								
2-01-20-165-000-057	S	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	250.00	250.00	_____	0.00
ENG-OTHER EQUIPMENT & SUPPLIES								
2-01-20-165-000-058	S	2,500.00 / 4,995.00	2,000.00 / 3,091.15	5,300.00 / 4,954.87	250.00	450.00	_____	0.00
					Items for field work as required			
ENG-LICENSES & FEES								
2-01-20-165-000-119	S	25,000.00 / 19,504.00	10,000.00 / 310.00	2,500.00 / 5,643.63	4,000.00	4,000.00	_____	0.00
					App fees, Eng software subscription rene wal, professional license fees.			
Control Total		156,350.00 / 146,335.29	130,775.00 / 126,787.09	138,700.00 / 137,275.60	142,550.00	140,200.00	0.00	0.00
Transfers included in Approp		3,300.00-	0.00	0.00				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
BURKE	DANIEL	165	Engineering		2,500.00						2,500.00	2,500.00
BURKE	DANIEL	165	Engineering		12,000.00						12,000.00	12,000.00
BURKE	DANIEL	165	Engineering	11/13/2002	106,786.00		0.00			0.00	106,786.00	107,853.86
KANE	SUSAN	165	Engineering		4,000.00						4,000.00	4,000.00
KANE	SUSAN	165	Engineering	9/9/2003	38,324.00		0.00			0.00	38,324.00	38,707.24
			Engineering Total		163,610.00	0.00	0.00	0.00	0.00	0.00	163,610.00	165,061.10

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
Z OVERTIME		165	Engineering		2,000.00						2,000.00	2,000.00
			Engineering Total		2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

DIVISION of ENGINEERING

2012 Objective
Scope, design, permit, bid, inspect and complete various capital improvements
Grant preparation, submission and administration of New Jersey Department of Transportation (NJDOT)

ECONOMIC DEVELOPMENT

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-20-170-000-000 ECONOMIC DEVELOPMENT ADVISORY								
ECONOMIC DEVELOPMENT ADVISORY 2-01-20-170-000-000	H							
SALARIES & WAGES 2-01-20-170-000-010	C							
BASE PAY 2-01-20-170-000-011	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
Control Total		0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES 2-01-20-170-000-020	C							
ADVERTISING 2-01-20-170-000-021	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
PRINTING & BINDING/PHOTO REPRO 2-01-20-170-000-023	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
OTHER CONTRACTUAL ITEMS 2-01-20-170-000-029	S	5,000.00 270.00	5,000.00 270.00	1,000.00 0.00	750.00	750.00		0.00
Transfers included in Approp		20,000.00-	0.00	0.00				
BOOKS & PUBLICATIONS 2-01-20-170-000-033	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
OFFICE MAT'L & SUPPLIES/OTHER 2-01-20-170-000-036	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
CONFERENCES & MEETINGS								

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-20-170-000-000		ECONOMIC DEVELOPMENT ADVISORY						
2-01-20-170-000-041	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
TRAINING & EDUCATION								
2-01-20-170-000-042	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
Control Total		5,000.00	5,000.00	1,000.00	750.00	750.00	0.00	0.00
		270.00	270.00	0.00				
Transfers included in Approp		20,000.00-	0.00	0.00				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
VACANT	VACANT	170	Economic Adv Bd		0.00						0.00	0.00
			Economic Adv Bd Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

HISTORICAL COMMISSION

Description / Budget Account Number		2009 Approp Actual	2010 Approp Actual	2011 Approp Actual	********** Year 2012 ********** Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-20-175-000-000		HISTORICAL COMMISSION						
HISTORICAL COMMISSION								
2-01-20-175-000-000	H							
SALARIES & WAGES								
2-01-20-175-000-010	C							
BASE PAY								
2-01-20-175-000-011	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
Control Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00				
OTHER EXPENSES								
2-01-20-175-000-020	C							
PRINTING & BINDING/PHOTO REPRO								
2-01-20-175-000-023	S	200.00	200.00	200.00	100.00	100.00		0.00
		0.00	0.00	0.00				
OTHER CONTRACTUAL ITEMS								
2-01-20-175-000-029	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
GENERAL HARDWARE & MINOR TOOLS								
2-01-20-175-000-038	S	50.00	50.00	50.00	25.00	25.00		0.00
		0.00	0.00	0.00				
AIDS, ASSIST. & CONTRIBUTIONS								
2-01-20-175-000-116	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
Control Total		250.00	250.00	250.00	125.00	125.00	0.00	0.00
		0.00	0.00	0.00				

DEPARTMENT OF PUBLIC SAFETY

Municipal Alliance Committee

Form 1

JACKSON TOWNSHIP 2012 BUDGET

ORGANIZATIONAL CHART

Department Name: Municipal Alliance 20-176

Please attach or insert updated table of organization on this form.

Mayor Michael Reina
Chief Matthew Kunz
Superintendent Thomas Gialanella
Barbara Fiero – board Member
Jamie Boccia
Kurt Holtz
Carol Mould
Reverend Daniel Schaeffer
TBA– Chairperson
Grace Orner – Consultant

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: Municipal Alliance 20-176

General Duties:

To increase awareness of community risks and events through public service messages and increased advertisement promoting positive messages and articles in community newspapers.

To bring to the community tools, workshops and information that they can use to deal with issues such as drug abuse, alcohol abuse, bullying, gang awareness and parenting problems.

The Jackson Municipal Alliance, Jackson Board of Education and the Jackson Police Department work together hand in hand to promote and foster these programs.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	********** Year 2012 ********** Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-20-176-000-000		COMMUNITY ALLIANCE-DRUG ABUSE						
COMMUNITY ALLIANCE-DRUG ABUSE								
2-01-20-176-000-000	H							
SALARIES & WAGES								
2-01-20-176-000-010	C							
BASE PAY - COMM ALL DRUG ABUSE								
2-01-20-176-000-011	S	1,140.00	1,140.00	1,140.00	1,140.00	1,140.00	_____	0.00
		475.00	380.00	285.00				
Control Total		1,140.00	1,140.00	1,140.00	1,140.00	1,140.00	0.00	0.00
		475.00	380.00	285.00				
COMMUNITY ALLIANCE O & E								
2-01-20-176-000-020	C							
ALLIANCE O & E								
2-01-20-176-000-104	S	250.00	100.00	100.00	100.00	100.00	_____	0.00
		0.00	92.60	0.00				
Control Total		250.00	100.00	100.00	100.00	100.00	0.00	0.00
		0.00	92.60	0.00				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
VACANT	VACANT	176	Community Alliance		1,140.00						1,140.00	1,140.00
			Community Alliance Total		1,140.00	0.00	0.00	0.00	0.00	0.00	1,140.00	1,140.00

Form 3

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: **Municipal Alliance 20-176**

2012 Objectives
Senior Smart Start/Intervention Connection Peer Leadership Programs Parenting Workshops Explorer Youth Program Anti-Bullying Assemblies Heroes & Cool Kids DARE - AOK Kids National Night Out SAFE Nights Project Crash SAFE Night – Sleep Tight O.C.E.A.N., Inc. Youth Crime Watch Grim Reaper Project Alive at 25 National Crime Victims Weeks Gang Awareness Parenting sessions specifically for underage drivers County wide indoor soccer tournament Charity events in conjunction with Jackson PBA #168 • Develop a program for our senior community • Teen dating violence • Mind of Teenage Killer – indicator of potential teenage violence

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: Municipal Alliance 20-176

Please identify major changes in department budget submission including increased spending and/or reductions made to achieve budget target. Variances for Salaries and Benefit details calculated by the Department of Personnel will be provided when such data becomes available.

Additional lines may be added, as appropriate.

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits		
Total Salary and Benefits Variance		
Other Expenses		
Total Other Expense Variances		
Total Budget Change		No major budget changes

DRAFT OCTOBER 20, 2011... pending update(s).
951

MAYOR'S COMMUNITY ADVISORY BOARD

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-20-177-000-000 MAYOR'S COMMUNITY ADVISORY BD.					Comments			
MAYOR'S COMMUNITY ADVISORY BD.								
2-01-20-177-000-000	H							
SALARY & WAGES								
2-01-20-177-000-010	C							
BASE PAY								
2-01-20-177-000-011	S	1,200.00	700.00	0.00				0.00
		861.81	615.74	0.00				
Control Total		1,200.00	700.00	0.00	0.00	0.00	0.00	0.00
		861.81	615.74	0.00				
OTHER EXPENSES								
2-01-20-177-000-020	C							
OFFICE MAT'L SUPPLIES/OTHER								
2-01-20-177-000-036	S	50.00	50.00	50.00	50.00	50.00		0.00
		0.00	0.00	0.00				
Control Total		50.00	50.00	50.00	50.00	50.00	0.00	0.00
		0.00	0.00	0.00				

DEPARTMENT OF PLANNING & ZONING

JACKSON TOWNSHIP 2012 BUDGET

ORGANIZATIONAL CHART

Department Name: **Planning and Zoning**

Please attach or insert updated table of organization on this form.

Jeffrey M. Purpuro
Zoning Officer
-Review plans for zoning approvals.
-Gathers information for all property inquiries.
-Issue Flood Zone Certifications.
-Authorize payments of vouchers.
-etc.

Antonia Sempkowski
Senior Clerk Typist
-Handles all vouchers for both Boards.
-Handles all escrow accounts, including replenishments and payments.

Dawn D'Agostino
Senior Clerk
-Bd of Adj. apps.
--Daily deposits.
-Answers most zoning questions when Zoning Off is not in office.

Doris Beck
Clerk
Tree Permits.
Clothing Bins.
General Office duties.
Daily Deposits.
Able to Assist Other Twp Offices.

Denise Buono
Secretary/Bd Commission
--All Planning Bd. matters.

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: **Planning and Zoning**

General Duties:

The Office of Planning and Zoning provides services to the residents and business owners of Jackson Township. This office issues zoning permits for improvements such as; in-ground and above ground swimming pools, fences, sheds, decks, gazebos, detached garages, additions, finished basements, commercial tenant fit-outs, site plans and sub-divisions. And although the Municipal Land Use Law (MLUL) requires that zoning application determinations be made no longer than (10) business days, most if not all, get done within 48 to 72 hours.

Tree removal permits now go through the Office of Planning and Zoning. As this process is still new in nature, this office goes above and beyond to accommodate the residents and other applicants. But as the Tree Specialist is solely responsible for the field and office review for each application, the process does not move a quickly as it could. Ideally, this permit process can be moved to a separate office, where as the Tree Specialist can handle the permits directly from the applicant, rather than making the Office of Planning and Zoning another step in the permitting process.

The Board of Adjustment is meeting once and sometimes twice a month, with the majority of applications being generated by the residential homeowner. Most never wait more then two months to be heard, and in the grand scheme of things, two months is a positive and reasonable time frame. Although the Zoning Board has the second meeting of the month as a reserve meeting day, the Board tries to use one meeting per month, as it saves the Township the costs on the Recording Secretary and Court Stenographer. There are more and more commercial type applications that are being heard by the Board of Adjustment, which have warranted the reserve meeting of each month. And at times, this Board has set aside the reserve meeting for only one application, which allows the Board to concentrate on one large application at a time.

The Planning Board is meeting twice a month, and based on proposed ordinances, commercial site plan applications, sub-division application, administrative approvals, and the such, two meetings a month are essential for this Board.

Another new aspect of the zoning permit process, are the issuance of permits for Charitable Clothing Bins. These permits are issued on a yearly basis, and have not caused any immediate concerns or problems. Code Enforcement has been aiding in monitoring bins with no approvals, and is authorized to step in when enforcement is needed.

In general, whether its a Use Variance application to the Board of Adjustment, an Administrative Approval by the Planning Board or a basic fence permit, the world of Planning and Zoning is taking care of its objectives and goals within the time limits and deadlines that are imposed by the Township Ordinance or the MLUL, and does it with the professionalism that is expected by the Township and its residents.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested / Comments	Admin. Recmnd	Budgeted	%PY
Department: 2-01-21-183-000-000 PLANNING/ZONING BOARD								
PLANNING/ZONING BOARD 2-01-21-183-000-000	H							
SALARIES & WAGES 2-01-21-183-000-010	C							
PZ-BASE PAY 2-01-21-183-000-011	S	221,534.00 221,297.80	203,685.98 202,322.67	211,997.27 206,930.17	223,496.00	193,140.57	_____	0.00
Transfers included in Approp		3,152.00	3,059.84	5,185.43				
PZ-OVERTIME 2-01-21-183-000-014	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
Control Total		221,534.00 221,297.80	203,685.98 202,322.67	211,997.27 206,930.17	223,496.00	193,140.57	0.00	0.00
Transfers included in Approp		3,152.00	3,059.84	5,185.43				
OTHER EXPENSES 2-01-21-183-000-020	C				n/a			
PZ-ADVERTISING 2-01-21-183-000-021	S	1,200.00 2,574.93	1,800.00 613.04	1,000.00 537.00	1,000.00 Public notices for Board decisions, reso lutions, special meeting dates, etc.	1,000.00	_____	0.00
PZ-PRINTING & BINDING 2-01-21-183-000-023	S	1,000.00 798.21	800.00 1,215.01	1,000.00 967.23	1,000.00 Zone map updates. Nameplates for new Boa rd members. Ordinance updates.	1,000.00	_____	0.00
PZ-MAINT OF OTHER EQUIPMENT 2-01-21-183-000-026	S	900.00 857.52	2,102.40 525.60	0.00 0.00	_____ n/a	_____	_____	0.00
PZ OTHER CONTRACTUAL ITEMS 2-01-21-183-000-029	S	91,000.00 89,131.54	59,935.00 52,850.78	51,500.00 50,311.39	60,000.00	50,000.00	_____	0.00

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-21-183-000-000 PLANNING/ZONING BOARD								
Transfers included in Approp		26,000.00	12,000.00-	1,000.00-				
					Billing from Board's professionals not t aken from escrows. Primarily appeals.			
PZ-UNIFORMS & CLOTHING								
2-01-21-183-000-032	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
					n/a			
PZ-BOOKS & PUBLICATIONS								
2-01-21-183-000-033	S	200.00	0.00	400.00	400.00	300.00		0.00
		25.00	0.00	0.00				
					Keeps us current with various P & Z publ ications.			
PZ-OFFICE MATERIAL & SUPPLIES								
2-01-21-183-000-036	S	1,300.00	1,300.00	800.00	800.00	500.00		0.00
		1,951.11	507.53	366.56				
					Typical office supplies. Never go over, and always watch our bottom line.			
PZ-CONFERENCES & MEETINGS								
2-01-21-183-000-041	S	800.00	200.00	500.00	300.00	300.00		0.00
		195.00	0.00	0.00				
					League of Municipalities, usually for Bo ard Chairs, and possibly Zoning Officer.			
PZ-TRAINING & EDUCATION								
2-01-21-183-000-042	S	500.00	775.00	900.00	500.00	500.00		0.00
		951.00	810.00	125.00				
					Seminars to keep our various certificati ons.			
PZ-PROFESSIONAL ASSOC DUES								
2-01-21-183-000-044	S	400.00	375.00	400.00	400.00	400.00		0.00
		375.00	360.00	360.00				
					Dues for the League, and membership to t he NJ Planning Officials.			
PZ-EQUIPMENT & SUPPLIES								
2-01-21-183-000-058	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
					n/a			
PZ-REC SUPPLIES/SPECIAL ARTICL								
2-01-21-183-000-066	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
					n/a			
Control Total		97,300.00	67,287.40	56,500.00	64,400.00	54,000.00	0.00	0.00

Description Budget Account Number	2009 Approp Actual	2010 Approp Actual	2011 Approp Actual	********** Year 2012 ********** Requested Comments	Admin. Recmnd	Budgeted	%PY
Department: 2-01-21-183-000-000	PLANNING/ZONING BOARD						
	96,859.31	56,881.96	52,667.18				
Transfers included in Approp	26,000.00	12,000.00-	1,000.00-				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
BECK	DORIS	183	Planning/Zoning	12/13/2005	3,200.00		0.00			0.00	3,200.00	3,200.00
BUONO	DENISE	183	Planning/Zoning	4/20/2009	35,907.00		0.00		1,370.00	0.00	37,277.00	37,649.77
D'AGOSTINO	DAWN	183	Planning/Zoning	9/2/1999	36,372.00		0.00			0.00	36,372.00	36,735.72
KISTY	JANICE	183	Planning/Zoning		1,625.00						1,625.00	1,625.00
KISTY	JANICE	183	Planning/Zoning		3,125.00						3,125.00	3,125.00
PURPURO	JEFFREY	183	Planning/Zoning	9/12/1999	71,046.00		0.00			0.00	71,046.00	71,756.46
SEMPKOWSKI	ANTONIA	183	Planning/Zoning	4/3/1995	38,662.00		0.00			0.00	38,662.00	39,048.62
			Planning/Zoning Total		189,937.00	0.00	0.00	0.00	1,370.00	0.00	191,307.00	193,140.57

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: **Planning and Zoning**

2012 Objective
Our objectives have always been the same. Keep the residents, developers, businesses, real estate agents, board members, and yes, attorneys, informed and current with what the Township offers, as it pertains to Land Use. And based on feedback, I'm certain that are accomplishing our objectives.

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: **Planning and Zoning**

Please identify major changes in department budget submission including increased spending and/or reductions made to achieve budget target. Variances for Salaries and Benefit details calculated by the Department of Personnel will be provided when such data becomes available.

Additional lines may be added, as appropriate.

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits		
Total Salary and Benefits Variance		**No Major Changes for Planning and Zoning**
Other Expenses		
Total Other Expense Variances		
Total Budget Change		

MAINTENANCE OF TAX MAPS

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	********** Year 2012 ********** Requested / Comments	Admin. Recmnd	Budgeted	%PY
Department: 2-01-21-187-000-000 MAINTENANCE OF TAX MAPS								
MAINTENANCE OF TAX MAPS								
2-01-21-187-000-000	H							
OTHER EXPENSES								
2-01-21-187-000-020	C							
OTHER CONTRACTUAL ITEMS								
2-01-21-187-000-029	S	15,100.00	15,000.00	14,500.00	14,500.00	14,500.00	_____	0.00
		15,100.00	14,220.83	7,850.36				
Transfers included in Approp		9,000.00	0.00	0.00				
Control Total		15,100.00	15,000.00	14,500.00	14,500.00	14,500.00	0.00	0.00
		15,100.00	14,220.83	7,850.36				
Transfers included in Approp		9,000.00	0.00	0.00				

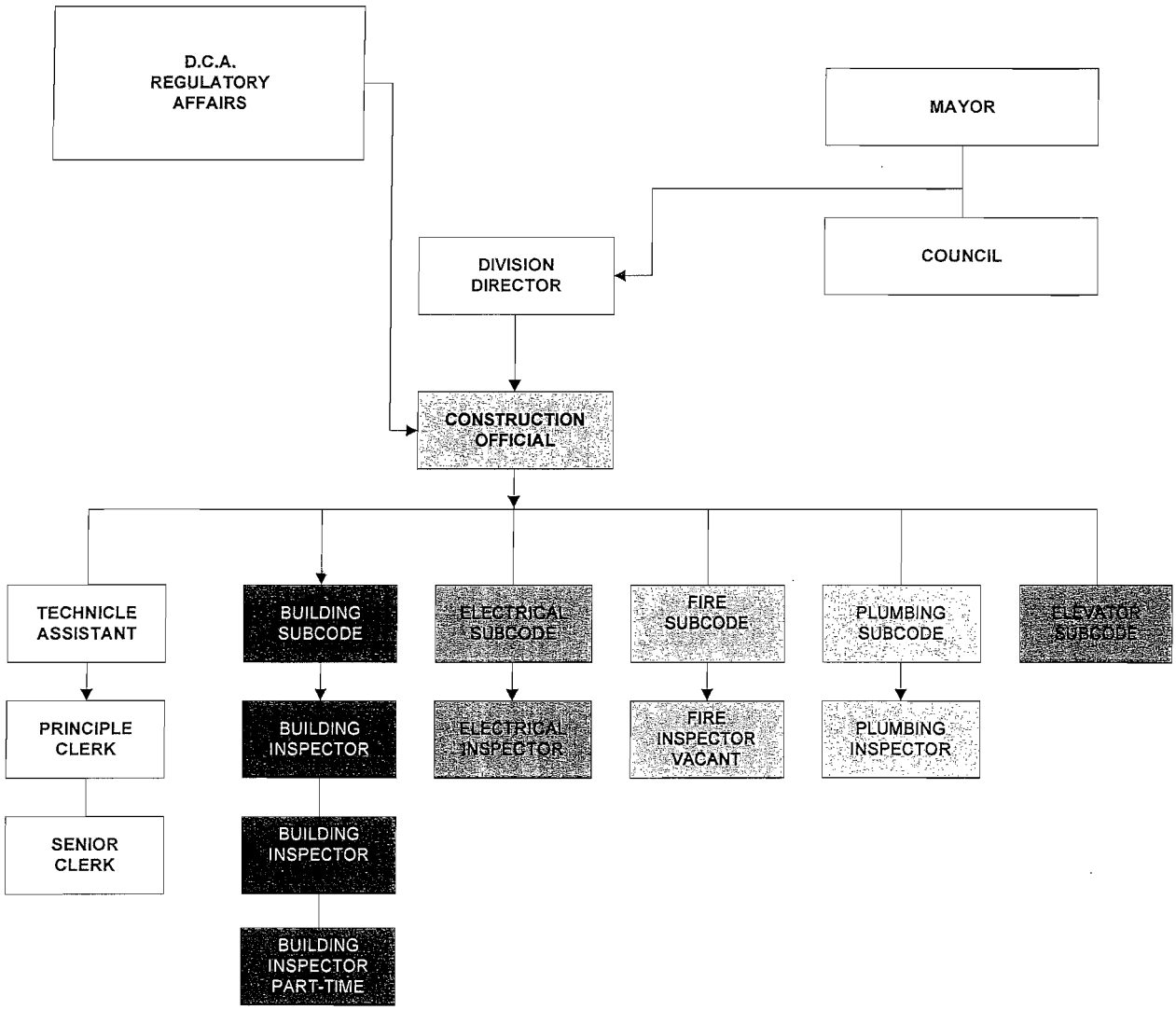
DEPARTMENT OF COMMUNITY DEVELOPMENT

Division of Inspections
(Uniform Construction Code)

JACKSON TOWNSHIP 2012 BUDGET

ORGANIZATIONAL CHART

Department Name: **UNIFORM CONSTRUCTION CODE**



JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: **UNIFORM CONSTRUCTION CODE**

General Duties:

1. To enforce the regulations of the State Uniform Construction Code Act, N.J.S.A. 52:27D-1119 et seq. (P.L. 1975, c.217)

    a. To encourage innovation and economy in construction and to provide requirements for construction and construction materials consistent with nationally recognized standards.
    b. To formulate such requirements, to the extent practicable, in terms of performance objectives, so as to make adequate performance for the use intended as the test of acceptability.
    c. To permit to the fullest extent feasible the use of modern technical methods, devices and improvements, including pre-manufactured systems, consistent with reasonable requirements for the health, safety and welfare of occupants or users of buildings and structures.
    d. To insure adequate maintenance of buildings and structures throughout the Township and to adequately protect the health, safety and welfare of the people.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-22-195-000-000 UNIFORM CONSTRUCTION CODE								
UNIFORM CONSTRUCTION CODE								
2-01-22-195-000-000	H							
SALARIES & WAGES								
2-01-22-195-000-010	C							
CC-BASE PAY								
2-01-22-195-000-011	S	695,064.49	643,275.78	672,688.80	726,203.00	732,261.91	_____	0.00
		692,314.50	629,698.31	675,427.89				
Transfers included in Approp		13,156.49	8,098.24	14,067.25				
					Base Salary Increase			
CC-OVERTIME								
2-01-22-195-000-014	S	5,000.00	3,000.00	3,000.00	3,000.00	3,000.00	_____	0.00
		2,737.32	1,149.22	178.39				
					Over Time As Needed			
Control Total		700,064.49	646,275.78	675,688.80	729,203.00	735,261.91	0.00	0.00
		695,051.82	630,847.53	675,606.28				
Transfers included in Approp		13,156.49	8,098.24	14,067.25				
OTHER EXPENSES								
2-01-22-195-000-020	C							
CC-ADVERTISING								
2-01-22-195-000-021	S	0.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
CC-POSTAGE								
2-01-22-195-000-022	S	3,000.00	3,500.00	4,500.00	5,000.00	5,500.00	_____	0.00
		5,000.00	3,500.00	4,500.00				
					Regular & Certified Mail			
CC-PRINTING & BINDING								
2-01-22-195-000-023	S	3,150.00	3,000.00	3,000.00	3,000.00	3,000.00	_____	0.00
		4,927.25	1,879.11	3,443.00				
					Permit Application, Letterhead, Envelope s			
CC-BUILDING MAINTENANCE								
2-01-22-195-000-024	S	900.00	500.00	500.00	500.00	500.00	_____	0.00
		679.23	0.00	530.00				
					General Building Repairs, Fire / Buglar			

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-22-195-000-000 UNIFORM CONSTRUCTION CODE					Comments			
					Alarm Testing			
CC-VEHICLE MAINTENANCE & REPAI								
2-01-22-195-000-025	S	5,000.00	2,500.00	3,800.00	6,000.00	5,000.00	_____	0.00
		1,358.12	3,689.32	2,954.93				
Transfers included in Approp		0.00	0.00	1,700.00-				
					Repairs To Department Vehicles			
CC-MAINTENANCE OTHER EQUIP								
2-01-22-195-000-026	S	250.00	150.00	300.00	1,000.00	1,000.00	_____	0.00
		34.00	230.00	983.75				
					Repairs To Office Equipment Not Under Co ntract			
CC-LEGAL CONSULTING								
2-01-22-195-000-027	S	15,000.00	2,000.00	2,000.00	2,000.00	2,000.00	_____	0.00
		4,395.00	0.00	4.30				
					Legal Services For Board Of Appeals Hear ings			
CC-PROFESSIONAL CONSULTING								
2-01-22-195-000-028	S	0.00	0.00	10,000.00	15,000.00	_____	_____	0.00
		0.00	0.00	6,499.00				
					Micro Filming Of Documents			
CC-OTHER CONTRACTUAL ITEMS								
2-01-22-195-000-029	S	27,850.00	5,650.00	5,650.00	5,650.00	21,000.00	_____	0.00
		5,279.57	5,679.78	4,040.43				
					Service Contracts For Micro Film Machine , Copy Machines, Computer Programs			
CC-MATERIALS & SUPPLIES								
2-01-22-195-000-030	S	1,200.00	1,200.00	1,200.00	1,000.00	_____	_____	0.00
		1,072.88	402.50	0.00				
					Smoke Detector Test Supplies, Safety Equ ipment For Staff			
CC-CHEMICALS & GASES								
2-01-22-195-000-031	S	50.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
CC-UNIFORMS & CLOTHING								
2-01-22-195-000-032	S	600.00	475.00	450.00	450.00	450.00	_____	0.00
		450.00	0.00	722.72				
					Rain Gear, Jackets			
CC-BOOKS & PUBLICATIONS								
2-01-22-195-000-033	S	750.00	1,500.00	1,500.00	1,500.00	1,500.00	_____	0.00
		1,687.97	3,934.42	746.05				

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-22-195-000-000 UNIFORM CONSTRUCTION CODE					Comments			
					Code & Reference Books For Plan Review & Inspections			
CC-TIRE & TUBES								
2-01-22-195-000-034	S	1,500.00	1,300.00	2,000.00	2,000.00	1,500.00	_____	0.00
		1,430.56	2,202.14	1,099.50				
					Tires For Department Vehicles			
CC-JANITORIAL								
2-01-22-195-000-035	S	0.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
CC-OFFICE MATERIAL & SUPPLIES								
2-01-22-195-000-036	S	4,500.00	2,800.00	3,200.00	3,200.00	3,200.00	_____	0.00
		2,885.79	3,218.50	5,005.18				
					Pens, Markers, File Storage Boxes, Stapl es, Printer Ink Cartages, File Folders			
CC-ELECTRICAL PARTS								
2-01-22-195-000-037	S	200.00	175.00	175.00	175.00	175.00	_____	0.00
		224.18	0.00	0.00				
					Batteries For Office & Field Equipment			
CC-MISC TOOLS								
2-01-22-195-000-038	S	300.00	0.00	350.00	300.00	250.00	_____	0.00
		0.00	328.00	87.92				
					Electric Testers, Water Temperature Test ers & Tape Measures For Field Inspection			
CC-CONFERENCES & MEETINGS								
2-01-22-195-000-041	S	0.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
CC-TRAINING & EDUCATION								
2-01-22-195-000-042	S	500.00	2,000.00	1,000.00	1,000.00	500.00	_____	0.00
		1,835.00	0.00	0.00				
					Staff Training For Additional Licenses			
CC-PROFESSIONAL ASSOC DUES								
2-01-22-195-000-044	S	1,000.00	500.00	500.00	500.00	500.00	_____	0.00
		230.00	982.50	225.00				
CC-TRAVEL								
2-01-22-195-000-045	S	0.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
					Memberships To NFPA, International Build ing Code, Construction Official Assoc.			

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-22-195-000-000 UNIFORM CONSTRUCTION CODE								
CC-PURCHASE OF VEHICLES								
2-01-22-195-000-051	S	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	40,000.00			0.00
Comments: Two Vehicles To Replace Failing Equipment								
CC-FOODS & MEDICAL SUPPLY								
2-01-22-195-000-052	S	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00				0.00
CC-OFFICE EQUIPMENT								
2-01-22-195-000-053	S	500.00 / 190.00	300.00 / 0.00	300.00 / 81.67	300.00	300.00		0.00
Comments: Replacement Calculators, Staplers Date Stamps								
CC-ELECTRIC, LIGHT & COMM								
2-01-22-195-000-054	S	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00				0.00
CC-HVAC, PLUMBING & SUPPLIES								
2-01-22-195-000-055	S	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00				0.00
CC-EMERGENCY SAFETY & MATERIAL								
2-01-22-195-000-056	S	50.00 / 194.47	150.00 / 0.00	150.00 / 0.00	150.00	100.00		0.00
CC-FURNITURE & FURNISHINGS								
2-01-22-195-000-057	S	100.00 / 0.00	0.00 / 0.00	0.00 / 0.00				0.00
CC-OTHER EQUIPMENT								
2-01-22-195-000-058	S	500.00 / 0.00	500.00 / 0.00	500.00 / 532.54	500.00	400.00		0.00
Comments: Two Field Cameras Used For Investigations & Building Documentation								
CC-DATA PROCESSING EQUIPMENT								
2-01-22-195-000-059	S	4,000.00 / 3,589.17	3,000.00 / 11,618.30	3,000.00 / 2,946.45	3,000.00	3,000.00		0.00
Comments: Replacement Of Three Office Computers								
CC-REC SUPPLIES/SPECIAL ARTICL								

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-22-195-000-000 UNIFORM CONSTRUCTION CODE					Comments			
2-01-22-195-000-066	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
CC-ELECTRICITY 2-01-22-195-000-071	S	5,500.00 5,500.00	5,500.00 2,200.00	2,300.00 2,300.00	2,300.00 Costs For Departments Electric Use	2,300.00		0.00
CC-WATER 2-01-22-195-000-072	S	600.00 100.00	100.00 0.00	150.00 150.00	150.00 Costs For Departments Water Use	250.00		0.00
CC-PETROLEUM 2-01-22-195-000-074	S	20,000.00 8,000.00	8,000.00 6,760.00	7,500.00 7,500.00	8,000.00 Costs For Departments Vehicle Fuel	8,500.00		0.00
CC-TELEPHONE 2-01-22-195-000-076	S	3,500.00 3,206.38	3,200.00 4,757.77	4,800.00 4,657.52	4,800.00 Costs For Department Phone Use & Wireles s Hook-up For Field Computers	4,800.00		0.00
CC-TELECOMMUNICATION 2-01-22-195-000-077	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
CC-NATURAL GAS 2-01-22-195-000-079	S	0.00 0.00	0.00 0.00	400.00 400.00	400.00 Costs For Departments Natural Gas Use	400.00		0.00
CC-HEALTH/PRESCIPTION 2-01-22-195-000-090	S	183,700.00 183,700.00	193,275.00 193,275.00	0.00 0.00				0.00
CC-MEDICAL 2-01-22-195-000-093	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
CC-OTHER EXP-ANNL APPR NEW BLD 2-01-22-195-000-099	S	3,000.00 781.00	0.00 0.00	0.00 0.00				0.00

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-22-195-000-000 UNIFORM CONSTRUCTION CODE					Comments			
CC-VEHICLE INSURANCE								
2-01-22-195-000-101	S	10,000.00	9,000.00	4,200.00	4,200.00	4,200.00		0.00
		10,000.00	3,582.00	4,200.00				
					Vehicle Insurance Cost			
CC-INVESTIGATIONS								
2-01-22-195-000-122	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
CC-SIGNS								
2-01-22-195-000-126	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
Control Total		297,200.00	250,275.00	63,425.00	112,075.00	70,325.00	0.00	0.00
		246,750.57	248,239.34	53,609.96				
Transfers included in Approp		0.00	0.00	1,700.00-				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
ARATA	GEORGE	195	Construction	7/8/2002	53,009.00		0.00			0.00	53,009.00	53,539.09
CIRZ	ANTHONY	195	Construction	2/7/2005	62,340.00		0.00			0.00	62,340.00	62,963.40
DEMARCO	STEPHANIE	195	Construction	2/18/2000	37,517.00		0.00			0.00	37,517.00	37,892.17
DITTMAR	GEORGE	195	Construction	6/1/1998	69,579.00		6,957.90			0.00	76,536.90	77,302.27
DZUMYK	VERA	195	Construction	10/31/1988	44,389.00		4,438.90			0.00	48,827.90	49,316.18
ELY	RAYMOND	195	Construction	2/6/2002	2,948.00		0.00			0.00	2,948.00	2,977.48
GOURLEY	DONALD	195	Construction	9/2/2008	56,983.00		0.00			0.00	56,983.00	57,552.83
KIERCE	WAYNE	195	Construction	6/15/1998	69,273.00		0.00			0.00	69,273.00	69,965.73
OLEJARZ	BARRY	195	Construction	6/11/1990	81,886.00		7,852.00			0.00	89,738.00	90,635.38
RUDOLPH	DAVID	195	Construction	8/25/2008	56,983.00		0.00			0.00	56,983.00	57,552.83
SCHMALZ	KEVIN	195	Construction	1/2/2001	67,038.00		0.00			0.00	67,038.00	67,708.38
SHERRY	JUDITH	195	Construction	6/14/2000	36,372.00		0.00			0.00	36,372.00	36,735.72
USCHMANN	RICHARD	195	Construction		6,000.00						6,000.00	6,060.00
WILTON	RICHARD	195	Construction	4/18/2001	58,656.00		0.00			0.00	58,656.00	59,242.56
Z ABOVE CLASS		195	Construction		2,790.00						2,790.00	2,817.90
			Construction Total		705,763.00	0.00	19,248.80	0.00	0.00	0.00	725,011.80	732,261.92

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
Z OVERTIME		195	Construction		3,000.00						3,000.00	3,000.00
			Construction Total		3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: **UNIFORM CONSTRUCTION CODE**

2012 Objective

1. Maintain operational costs at a minimum, reflecting the present economies growth.
2. Review construction activity to determine whether an increase or even a decrease in permits fees would be required to maintain the department's operational costs or compliance with the regulations set forth.
3. Upgrade codebooks pursuant the adoptions made by the state.
4. Continue to perform the duties and responsibilities as set forth by the Department of Community Affairs and as written within the Uniform Construction Code.
5. Pending department funding and availability of college classes, provide additional training for department inspectors to secure multiple licenses to assist with scheduled inspections.
6. Request title changes for those inspectors who have secured additional licenses and utilize them to assist in the daily operations of the department.
7. Request again to install Sound Acoustical Finish to ceiling or provide office enclosure by way of an addition to the building for the Construction Official. The public and staff members overhear all private and personnel conversations.
8. Purchase replacement vehicles for inspectors.
9. Continue replacing older computers.
10. Continue microfilming closed documents.

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: **UNIFORM CONSTRUCTION CODE**

Please identify major changes in department budget submission including increased spending and/or reductions made to achieve budget target. Variances for Salaries and Benefit details calculated by the Department of Personnel will be provided when such data becomes available.

Additional lines may be added, as appropriate.

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits	**740,000.47**	**$81,378.92 Increase**. Based on a 2% salary increase, this amount includes the 2011 Promotion Request & Dual Licensing added for the inspectors.
Total Salary and Benefits Variance	740.000.47 **81,378.92**	
Other Expenses		
01-22-195-000-022	5,000.00	**$500 Increase**. Actual Costs of regular and certified mail
01-22-195-000-025	6,000.00	**$500 Increase**. Cover vehicle repairs
01-22-195-000-026	1,000.00	**$700 Increase**. To cover repairs of old equipment
01-22-195-000-028	15,000.00	**$5,000 Increase**. To increase number of boxes of files to be micro-filmed
01-22-195-000-030	1,000.00	**$200 Decrease**
01-22-195-000-038	300.00	**$50 Decrease**
01-22-195-000-051	40,000.00	**$40,000 Increase**. To purchase replacement vehicles
01-22-195-000-074	8,000.00	**$500 Increase**. To cover fuel costs for department vehicles

RENT LEVELING BOARD

Department: 2-01-22-197-000-000 RENT LEVELING BOARD

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
RENT LEVELING BOARD								
2-01-22-197-000-000	H							
RL-SALARIES & WAGES								
2-01-22-197-000-010	C							
RL-BASE PAY								
2-01-22-197-000-011	S	3,035.00	1,545.00	3,145.00	1,500.00	3,145.00	_____	0.00
		1,556.48	1,385.40	1,698.59				
Control Total		3,035.00	1,545.00	3,145.00	1,500.00	3,145.00	0.00	0.00
		1,556.48	1,385.40	1,698.59				
OTHER EXPENSES								
2-01-22-197-000-020	C							
ADVERTISING								
2-01-22-197-000-021	S	100.00	100.00	100.00	_____	100.00	_____	0.00
		64.70	72.80	34.00				
POSTAGE & EXPRESS CHARGES								
2-01-22-197-000-022	S	0.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
LEGAL SERVICES								
2-01-22-197-000-027	S	19,000.00	13,500.00	17,500.00	_____	17,500.00	_____	0.00
		14,371.86	16,278.75	10,492.12				
Transfers included in Approp		1,500.00	0.00	0.00				
OTHER PROFESSIONAL SERVICES								
2-01-22-197-000-028	S	15,500.00	19,000.00	10,000.00	_____	3,000.00	_____	0.00
		18,965.68	9,285.17	10,987.50				
					Jan, Feb, if applicable			
OFFICE MAT'L & SUPPLIES/OTHER								
2-01-22-197-000-036	S	0.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
CONFERENCES & MEETINGS								

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-22-197-000-000		RENT LEVELING BOARD						
2-01-22-197-000-041	S	50.00	0.00	0.00				0.00
		0.00	0.00	0.00				
Control Total		34,650.00	32,600.00	27,600.00	0.00	20,600.00	0.00	0.00
		33,402.24	25,636.72	21,513.62				
Transfers included in Approp		1,500.00	0.00	0.00				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
SEVCENKO	KATHLEEN	197	Rent Leveling Bd	1/22/1974	3,145.00		0.00			0.00	3,145.00	3,145.00
			Rent Leveling Bd Total		3,145.00	0.00	0.00	0.00	0.00	0.00	3,145.00	3,145.00

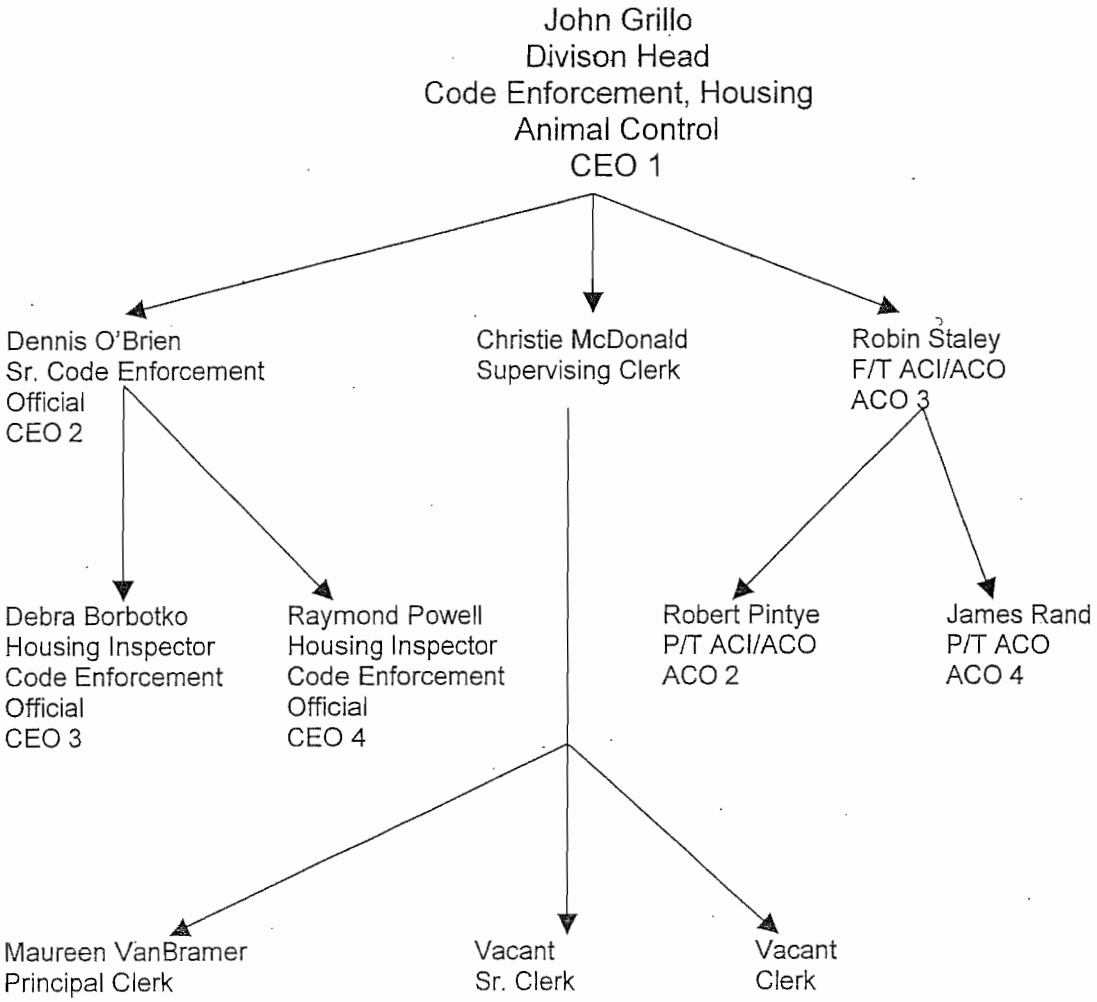
DEPARTMENT OF COMMUNITY DEVELOPMENT

Division of Code Enforcement, Housing
Animal Control
(Housing Inspections)

JACKSON TOWNSHIP 2012 BUDGET

ORGANIZATIONAL CHART

Department Name: Code Enforcement, Housing and Animal Control



JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: Code Enforcement

General Duties:

Conduct on-site inspections or surveys to assess compliance with applicable codes. Perform investigations to substantiate alleged or suspected instances or patterns of non-compliance. Notify residents of violations, follow-up inspections, write summonses when needed. Court appearances when required. Assist other agencies when requested.

I hereby approve my department's/board's budget as hereto attached.

_____

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-22-198-000-000 CODE ENFORCEMENT					Comments			
CODE ENFORCEMENT 2-01-22-198-000-000	H							
SALARIES & WAGES 2-01-22-198-000-010	C							
CE-BASE PAY 2-01-22-198-000-011	S	186,957.85 186,538.23	171,554.02 164,117.14	173,282.35 150,622.05	158,154.00	179,157.42	_____	0.00
Transfers included in Approp		22,060.85	119.20-	4,503.73-	MOVE DEPT 200 HOUSING EES TO DEPT 198 CODE ENFORCEMENT			
CE-OVERTIME 2-01-22-198-000-014	S	5,000.00 824.76	2,000.00 802.47	2,000.00 1,092.57	2,000.00	2,500.00	_____	0.00
					MOVE DEPT 200 HOUSING EES TO DEPT 198 CODE ENFORCEMENT			
Control Total		191,957.85 187,362.99	173,554.02 164,919.61	175,282.35 151,714.62	160,154.00	181,657.42	0.00	0.00
Transfers included in Approp		22,060.85	119.20-	4,503.73-				
OTHER EXPENSES 2-01-22-198-000-020	C							
CE-ADVERTISING 2-01-22-198-000-021	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
CE-PRINTING & BOOKBINDING 2-01-22-198-000-023	S	1,300.00 2,663.79	700.00 700.25	1,000.00 623.08	1,000.00	800.00	_____	0.00
					copier			
CE-MAINTANCE/ OTHER EQUIPMENT 2-01-22-198-000-026	S	1,500.00 803.29	900.00 482.50	1,200.00 810.00	1,200.00	850.00	_____	0.00
					maintenance/other equiptment			
CE-OTHER CONTRACTUAL 2-01-22-198-000-029	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-22-198-000-000 CODE ENFORCEMENT					Comments			
					contractual program for housing			
CE-UNIFORMS & CLOTHING 2-01-22-198-000-032	S	1,000.00 797.28	800.00 800.00	800.00 800.00	500.00	400.00	_____	0.00
					clothing allowence			
CE-BOOKS PUBLICATION 2-01-22-198-000-033	S	50.00 0.00	0.00 0.00	250.00 0.00	250.00	200.00	_____	0.00
					code books-INCLUDES HOUSING			
CE-MOTOR VEHICLE PARTS 2-01-22-198-000-034	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	700.00	_____	0.00
					motor vehicle parts used vehicles need r epairs-MOVED FROM DEPT 200			
CE-OFFICE MATERIAL SUPPLIES 2-01-22-198-000-036	S	800.00 1,152.89	1,100.00 556.93	500.00 339.04	1,500.00	850.00	_____	0.00
					office materials-INCLUDES DEPT 200			
CE-CONFERENCES & MEETINGS 2-01-22-198-000-041	S	300.00 134.95	150.00 0.00	500.00 0.00	500.00	250.00	_____	0.00
					conference meetings			
CE-TRAINING & EDUCATION 2-01-22-198-000-042	S	300.00 205.00	250.00 405.00	400.00 715.00	400.00	400.00	_____	0.00
					training and education-INCLUDES DEPT 200			
CE-PROFESSIONAL ASSOC DUES 2-01-22-198-000-044	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
CE-PURCHASE OF VEHICLES 2-01-22-198-000-051	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
CE-OFFICE EQUIPMENT 2-01-22-198-000-053	S	0.00 0.00	0.00 0.00	0.00 0.00	500.00	500.00	_____	0.00
					office equiptment			
CE-MISC OTHER EXPENSES 2-01-22-198-000-099	S	600.00	100.00	0.00	200.00	200.00	_____	0.00

Description Budget Account Number	2009 Approp Actual	2010 Approp Actual	2011 Approp Actual	********** Year 2012 ********** Requested Comments	Admin. Recmnd	Budgeted	%PY
Department: 2-01-22-198-000-000	CODE ENFORCEMENT						
	37.60	34.10	0.00				
Transfers included in Approp	500.00	0.00	0.00	misc			
MISC-FIRE DAMAGE OLD LIBRARY							
2-01-22-198-000-199 S	0.00	0.00	0.00				0.00
	0.00	0.00	0.00				
Control Total	5,850.00	4,000.00	4,650.00	6,050.00	5,150.00	0.00	0.00
	5,794.80	2,978.78	3,287.12				
Transfers included in Approp	500.00	0.00	0.00				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
GRILLO	JOHN	198	Code Enforcement		1,370.00						1,370.00	1,370.00
GRILLO	JOHN	198	Code Enforcement	6/13/1994	27,600.00		0.00			0.00	27,600.00	27,876.00
MCDONALD	CHRISTIE	198	Code Enforcement	6/19/1995	40,953.00		0.00			0.00	40,953.00	41,362.53
O'BRIEN	DENNIS	198	Code Enforcement		1,370.00						1,370.00	1,370.00
O'BRIEN	DENNIS	198	Code Enforcement	9/1/1996	51,101.00		0.00			0.00	51,101.00	51,612.01
BORBOTKO	DEBRA	198	Code Enforcement	5/3/1999	35,407.00		0.00			0.00	35,407.00	35,761.07
POWELL	RAYMOND	198	Code Enforcement	8/26/2003	40,666.00		0.00			0.00	40,666.00	41,072.66
			Code Enforcement Total		198,467.00	0.00	0.00	0.00	0.00	0.00	198,467.00	200,424.27

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
Z OVERTIME		198	Code Enforcement		2,500.00						2,500.00	2,500.00
			Code Enforcement Total		2,500.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00

Form 4

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: Code Enforcement

2012 Objective
Computerize Re-inspection files
Create database to better track inspections, summons issued, fees collected & dispositions
Devise a system that will keep accurate records of assisting other agency list
Devise system to automatically list any re-inspections for the officers on a weekly basis

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: Code Enforcement

Please identify major changes in department budget submission including increased spending and/or reductions made to achieve budget target. Variances for Salaries and Benefit details calculated by the Department of Personnel will be provided when such data becomes available.
Promotion Christie McDonald

Additional lines may be added, as appropriate.

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits	1,432.00	Promotion Christie McDonald to Administrative Clerk as per job description
Total Salary and Benefits Variance		
Other Expenses		
Total Other Expense Variances		
Total Budget Change		

Form 7

JACKSON TOWNSHIP 2012 BUDGET

PROPOSED STAFFING CHANGES

Department Name: Code Enforcement

Title	Job Class	Service impact or justification, if any, and productivity steps	Salary	Benefits	Total	Head Count
Christie McDonald Promotion to	Supervising Clerk Typist	Christie has been doing work which is more consistent with the job description of Administrative Clerk since 2004 and was advised in 2009 she would get her title changed to meet her job duties	40,953.00			
	Administrative Clerk Typist		42,385.00			

UNSAFE STRUCTURES

Department: 2-01-22-199-000-000 UNSAFE STRUCTURES COMMITTEE

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested / Comments	Admin. Recmnd	Budgeted	%PY
UNSAFE STRUCTURES COMMITTEE 2-01-22-199-000-000	H							
SALARIES & WAGES 2-01-22-199-000-010	C							
BASE PAY 2-01-22-199-000-011	S	1,440.00 360.00	1,000.00 0.00	0.00 0.00				0.00
Control Total		1,440.00 360.00	1,000.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES 2-01-22-199-000-020	C				THIS COMMITTEE HAS BEEN UNFUNDED FOR A F EW YEARS AND IS THEREFORE INACTIVE			
ADVERTISING 2-01-22-199-000-021	S	50.00 0.00	50.00 0.00	0.00 0.00				0.00
REPRO/PHOTO 2-01-22-199-000-023	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
LEGAL CONSULTING 2-01-22-199-000-027	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
CONTRACTUAL SERVICE 2-01-22-199-000-029	S	5,000.00 0.00	5,000.00 0.00	0.00 0.00				0.00
OFFICE MATERIAL & SUPPLIES 2-01-22-199-000-036	S	100.00 0.00	100.00 0.00	0.00 0.00				0.00
MISCELLANEOUS								

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-22-199-000-000		UNSAFE STRUCTURES COMMITTEE						
2-01-22-199-000-099	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
Control Total		5,150.00 0.00	5,150.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00

DEPARTMENT OF COMMUNITY DEVELOPMENT

Division of Code Enforcement, Housing

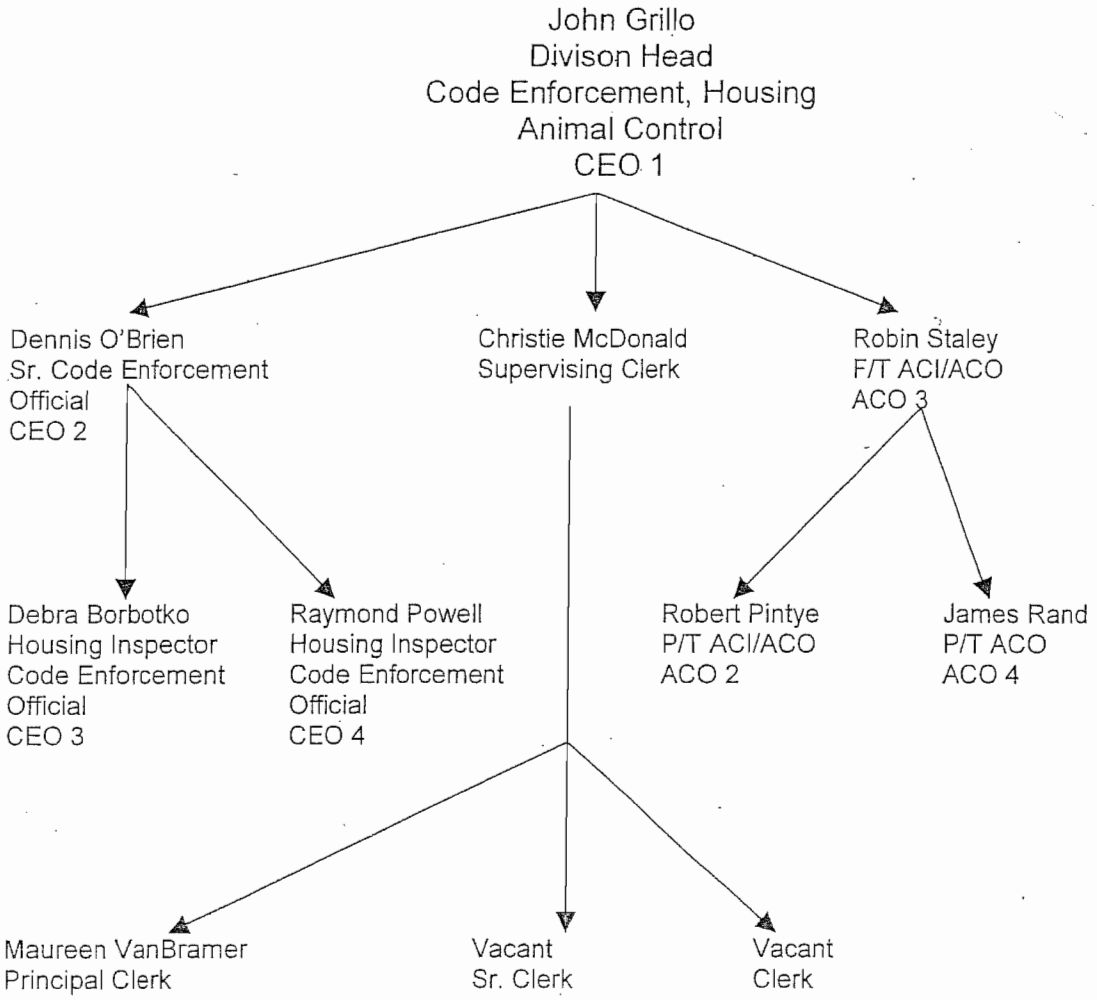
Animal Control (Housing Inspections)

Form 1

JACKSON TOWNSHIP 2012 BUDGET

ORGANIZATIONAL CHART

Department Name: Code Enforcement, Housing and Animal Control



Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: Housing

General Duties:

1. Pursuant to Township Ordinance 68-13, there is created the position of the Housing Officer of the Township. The Housing Officer is hereby authorized and empowered to exercise all powers as may be necessary to carry out and effectuate the purpose and provisions of the code, including the following, in addition to other powers herein granted:
   a. To investigate the dwelling conditions of the township in order to determine which dwelling are unfit for human habitation.
   b. To administer oaths, affirmations, examine witnesses and receive evidence.
   c. To enter upon premises for the purpose of making examinations, provided that such entries shall be made in such manner as to cause the least possible inconvenience to the persons in possession.
   d. To appoint and fix the duties of such officers, agents, and employees as he/she deems necessary to carry out the purpose of the code.
   e. To delegate any functions and powers under this chapter to such officers and agents as he/she may designate where such delegation is allowed NJ law.

I hereby approve my department's/board's budget as hereto attached.

_____
Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-22-200-000-000 HOUSING & INSPECTION CODE					Comments			
HOUSING & INSPECTION CODE 2-01-22-200-000-000	H							
SALARIES & WAGES 2-01-22-200-000-010	C							
HI-BASE PAY 2-01-22-200-000-011	S	74,723.70 71,179.30	67,820.23 67,401.66	68,466.78 62,986.53	76,834.00	21,266.85	_____	0.00
Transfers included in Approp		1,505.70	2,205.70	1,342.77				
					MOVE DEPT 200 HOUSING EES TO DEPT 198 CODE ENFORCEMENT			
HI-OVERTIME 2-01-22-200-000-014	S	1,000.00 129.04	300.00 221.65	500.00 0.00	500.00	_____	_____	0.00
Control Total		75,723.70 71,308.34	68,120.23 67,623.31	68,966.78 62,986.53	77,334.00	21,266.85	0.00	0.00
Transfers included in Approp		1,505.70	2,205.70	1,342.77				
OTHER EXPENSES 2-01-22-200-000-020	C							
HI-POSTAGE 2-01-22-200-000-022	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
HI-PRINTING & BINDING 2-01-22-200-000-023	S	100.00 277.79	100.00 0.00	100.00 247.00	_____	_____	_____	0.00
HI-VEHICLE REPAIR & MAINT 2-01-22-200-000-025	S	500.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
HI-LEGAL CONSULTING 2-01-22-200-000-027	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-22-200-000-000 HOUSING & INSPECTION CODE								
HI-OTHER CONTRACTUAL ITEMS								
2-01-22-200-000-029	S	1,200.00	1,200.00	1,400.00	1,400.00	1,400.00		0.00
		1,180.00	1,760.32	1,317.45				
					contractual program for housing-MOVED TO DEPT 198			
HI-CHEMICAL & GASES								
2-01-22-200-000-031	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
HI-CLOTHING & UNIFORM								
2-01-22-200-000-032	S	1,000.00	800.00	800.00	1,000.00	800.00		0.00
		997.99	800.00	800.00				
					clothing allowence-MOVED TO DEPT 198			
HI-BOOKS & PUBLICATION								
2-01-22-200-000-033	S	100.00	0.00	100.00	500.00			0.00
		0.00	0.00	0.00				
					code books-MOVED TO DEPT 198			
HI-MOTOR VEHICLE PARTS								
2-01-22-200-000-034	S	200.00	500.00	2,500.00	2,500.00			0.00
		0.00	0.00	390.08				
HI-OFFICE MATERIAL & SUPPLIES								
2-01-22-200-000-036	S	600.00	800.00	1,000.00	1,000.00	650.00		0.00
		1,162.52	513.50	913.50				
					office materials-MOVED TO DEPT 198			
HI-ELECTRIC & COMM SUPPLIES								
2-01-22-200-000-037	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
HI-GEN HARDWARE & MINOR TOOLS								
2-01-22-200-000-038	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
HI-TRAINING AID								
2-01-22-200-000-042	S	0.00	0.00	800.00	1,000.00	500.00		0.00
		0.00	0.00	352.65				
					training and education-MOVED TO DEPT 198			
HI-MEMBERSHIPS								
2-01-22-200-000-044	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested / Comments	Admin. Recmnd	Budgeted	%PY
Department: 2-01-22-200-000-000 HOUSING & INSPECTION CODE								
HI-PURCHASE OF VEHICLES								
2-01-22-200-000-051	S	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	40,000.00 / purchase of vehicles			0.00
HI-OTHER EQUIPMENT & SUPPLIES								
2-01-22-200-000-058	S	0.00 / 40.00	0.00 / 0.00	0.00 / 0.00				0.00
HI-DATA PROCESSING EQUIPMENT								
2-01-22-200-000-059	S	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00				0.00
HI-PETROLEUM								
2-01-22-200-000-074	S	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00				0.00
HI-TELEPHONE								
2-01-22-200-000-076	S	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00				0.00
HI-HEALTH/PRESCRIPTION								
2-01-22-200-000-090	S	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00				0.00
HI-VEHICLE INSURANCE								
2-01-22-200-000-101	S	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00				0.00
HI-SIGNS								
2-01-22-200-000-126	S	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00				0.00
Control Total		3,700.00 / 3,658.30	3,400.00 / 3,073.82	6,700.00 / 4,020.68	47,400.00	3,350.00	0.00	0.00

Form 4

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: Housing

2012 Objective
Purchase two vehicles for housing officers, as loaners are inoperable
Computerization of housing inspection appointment book

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: Housing

Housing Official vehicles have been on loaner since merging with Code Enforcement. Both vehicles have been deemed inoperable and two vehicles are needed for appropriate functioning of the department.
Salary increase for Debra Borbotko

Additional lines may be added, as appropriate.

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits		
Debra Borbotko	5,062.00	Bring up to level of inspectors
Total Salary and Benefits Variance		
Other Expenses	40,000.00	Vehicle purchase (2)
Total Other Expense Variances	45,920.00	
Total Budget Change		

Form 6

JACKSON TOWNSHIP 2012 BUDGET

CAPITAL IMPROVEMENT ACQUISTION REQUESTS

Department Name: Housing

This form is to be used for all proposed Capital Improvement Projects and equipment acquisitions.

Each request must include:

(1) 2 work trucks for housing officers
(2) Prior trucks were on loan and have now been deemed inoperable.
(3) 5 years
(4) 3 months
(5) 40,000.00

Failure to provide complete information will result in automatic rejection of said request.

Form 7

JACKSON TOWNSHIP 2012 BUDGET

PROPOSED STAFFING CHANGES

Department Name: Housing

Title	Job Class	Service impact or justification, if any, and productivity steps	Salary	Benefits	Total	Head Count
Debra Borbotko	Housing Inspector	Salary needs to be brought up to range with other (junior) housing inspector. Deb started as clerk in 1999 and was promoted to sr. clerk 2001 had she stayed in clerical pool her salary would now be $36,372 for 11 years of service. Promoted to housing inspector 2005. Requesting salary increase to 39,140. Which is equivalent to other housing inspector who is junior to her.	34,078			
Salary increase	Salary increase		39,140			
Debra Borbotko	Stipend	Noise Control Officer	1,370.00			
Raymond Powell	Stipend	Noise Control Officer	1,370.00			

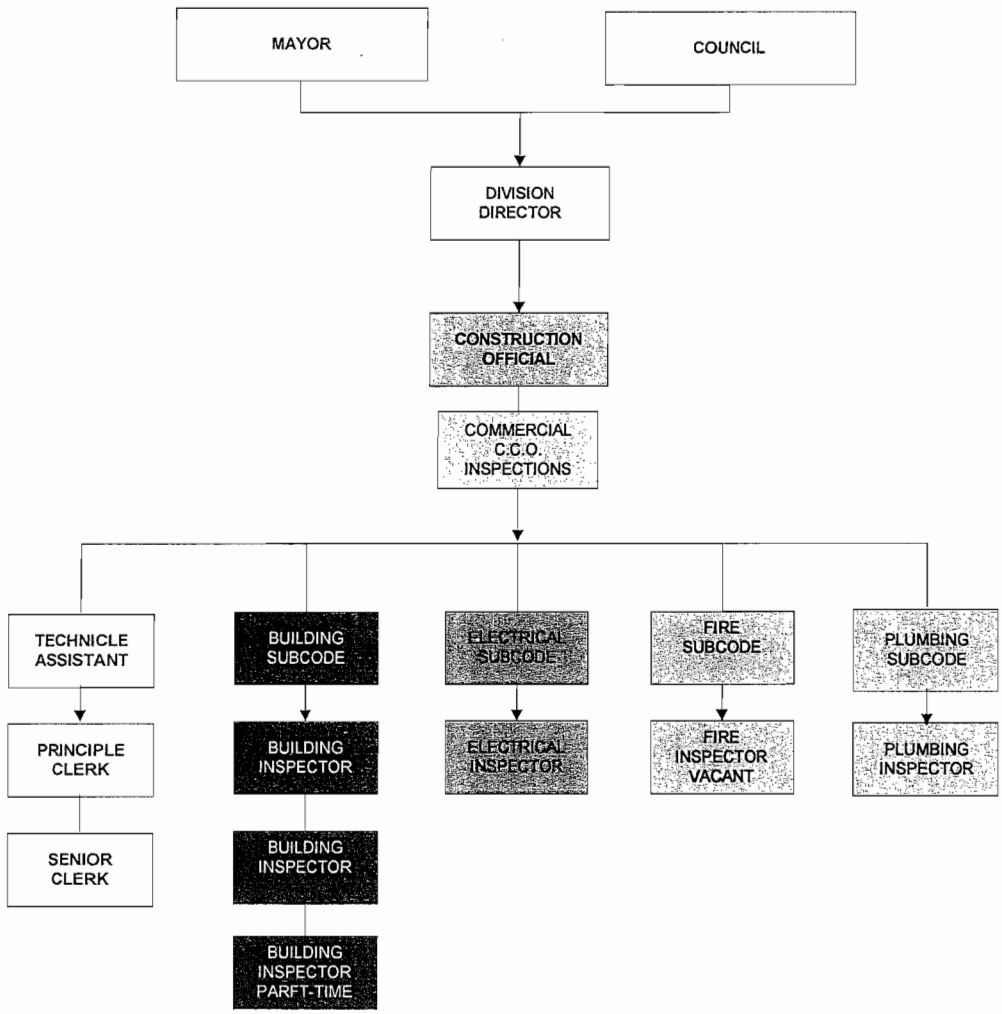
DEPARTMENT OF COMMUNITY DEVELOPMENT

Division of Inspections
(Commercial Building Standards)

JACKSON TOWNSHIP 2012 BUDGET

ORGANIZATIONAL CHART

Department Name: **COMMERCIAL BUILDING STANDARDS**



JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: **COMMERCIAL BUILDING STANDARDS**

General Duties:

Pursuant to Ordinance 10-05, there is created the position of the Commercial Building Inspector. The Commercial Building Officer is hereby authorized and empowered to exercise all powers as may be necessary to carry out and effectuate the purpose and provisions of the code, including the following, in addition to other powers herein granted:

1. Investigate the conditions of all commercial buildings before issuing a continuous certificate of occupancy.
2. Investigate all complaints made by the property owner and/or tenant.
3. To enter upon the premises for the purpose of making examinations, provided that such entries shall be made in such manner as to cause the least possible inconvenience to the owner or occupant.
4. To appoint and fix the duties of such officers, agents and employees as he deems necessary to carry out the powers of the code.
5. To delegate any functions and powers under this chapter to such officers and agents as he may designate where such delegation is allowed by law.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-22-201-000-000 COMMERCIAL BUILDING STANDARDS								
COMMERCIAL BUILDING STANDARDS 2-01-22-201-000-000	H							
SALARIES & WAGES 2-01-22-201-000-010	C							
CC-BASE PAY 2-01-22-201-000-011	S	3,000.00 3,000.00	7,000.00 3,625.00	6,000.00 4,125.00	7,000.00	10,000.00	_____	0.00
Transfers included in Approp		0.00	0.00	2,000.00-				
CC-OVERTIME 2-01-22-201-000-014	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
Control Total		3,000.00 3,000.00	7,000.00 3,625.00	6,000.00 4,125.00	7,000.00	10,000.00	0.00	0.00
Transfers included in Approp		0.00	0.00	2,000.00-				
OTHER EXPENSES 2-01-22-201-000-020	C							
CC-POSTAGE 2-01-22-201-000-022	S	0.00 0.00	50.00 0.00	500.00 0.00	500.00	500.00	_____	0.00
					Costs For Regular & Certified Mail, Violation Notices, Certificates & General			
CC-PRINTING & BINDING 2-01-22-201-000-023	S	50.00 0.00	50.00 0.00	50.00 0.00	50.00	50.00	_____	0.00
					Printing Inspection Forms			
CC-LEGAL CONSULTING 2-01-22-201-000-027	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
CC-OFFICE MATERIAL & SUPPLIES 2-01-22-201-000-036	S	200.00 183.42	200.00 182.35	200.00 196.22	200.00	200.00	_____	0.00
					Paper, Pens, Printer Ink, Post-its & Mar			

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-22-201-000-000 COMMERCIAL BUILDING STANDARDS					Comments			
					kers			
CC-PETROLEUM								
2-01-22-201-000-074	S	350.00 0.00	0.00 0.00	0.00 0.00				0.00
Control Total		600.00 183.42	300.00 182.35	750.00 196.22	750.00	750.00	0.00	0.00

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
VARIOUS		201	Comm Bldg Stndrds		10,000.00						10,000.00	10,000.00
			Comm Bldg Stndrds Total		10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: **COMMERCIAL BUILDING STANDARDS**

2011 Objective

1. Maintain operational costs at a minimum, reflecting the present economies growth.
2. Maintain prompt and efficient inspections throughout the fiscal year.
3. Continue proper notification to the responsible agencies in charge (i.e.; Building Department, Fire Official, Fire Department, Code Enforcement, and Police.
4. Continue to maintain up-to-date files, web site and inspection check sheets.

LIABILITY INSURANCE

(Property, Casualty, Liability, Auto, Environmental, Public Officials, Deductibles, Accident, Surety, New Facilities

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-23-210-000-000 LIABILITY INSURANCE								
LIABILITY INSURANCE								
2-01-23-210-000-000	H							
OTHER EXPENSES								
2-01-23-210-000-020	C							
INSURANCE & SURETY BONDS								
2-01-23-210-000-090	S	540,000.00 443,803.06	578,731.00 477,471.71	487,692.43 484,202.42	499,884.30	514,884.30	_____	0.00
					projected 2.5% increase			
Control Total		540,000.00 443,803.06	578,731.00 477,471.71	487,692.43 484,202.42	499,884.30	514,884.30	0.00	0.00

Denise Fluck

To: Michael Avalone
Subject: RE: 2012 invoice

Budget and assessments will be adopted at the November 17 meeting.

The 2012 numbers therefore are subject to change:

2011 Total Assessment : $1,100,048 Dividend: $28,830.25 Net Assessment: $ 1,071,218
2012 Total Projected Assessment: $1, 108,497 Projected Dividend: $10,013 Projected Net assessment: $1,098,484

The decrease in dividend is attributable to the fact that the Fund is returning more surplus according to the regulations for Fund years for the period for which Jackson sought/bought an alternative program for those years.

The net increase projected is 2.5% for Jackson and all members.

We hope this is helpful.

Be well, be safe,

Mike A.

Michael C. Avalone, CRM, CIC | *Vice President* | Governmental Risk Management Practices Leader
Conner Strong & Buckelew
NJ Offices: Toms River 732-736-5263 | Parsippany 973-659-6520 | Marlton 856-552-4870
C : 609-417-1797 | F : 732-736-5250
mavalone@connerstrong.com | connerstrong.com

Please consider the environment before printing this email

WORKERS COMPENSATION INSURANCE

Department: 2-01-23-215-000-000 WORKERS COMPENSATION INSURANCE

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
WORKERS COMPENSATION INSURANCE 2-01-23-215-000-000	H							
SALARIES & WAGES 2-01-23-215-000-010	C							
OTHER EXPENSES 2-01-23-215-000-020	C							
INSURANCE & SURETY BONDS 2-01-23-215-000-090	S	627,929.66 626,543.88	641,846.00 641,315.02	656,526.33 656,526.33	672,939.49 projected 2.5% increase; revised to actual billing	654,510.04	_____	0.00
Control Total		627,929.66 626,543.88	641,846.00 641,315.02	656,526.33 656,526.33	672,939.49	654,510.04	0.00	0.00

Denise Fluck

To: Michael Avalone
Subject: RE: 2012 invoice

Budget and assessments will be adopted at the November 17 meeting.

The 2012 numbers therefore are subject to change:

2011 Total Assessment : $1,100,048 Dividend: $28,830.25 Net Assessment: $ 1,071,218
2012 Total Projected Assessment: $1, 108,497 Projected Dividend: $10,013 Projected Net assessment: $1,098,484

The decrease in dividend is attributable to the fact that the Fund is returning more surplus according to the regulations for Fund years for the period for which Jackson sought/bought an alternative program for those years.

The net increase projected is 2.5% for Jackson and all members.

We hope this is helpful.

Be well, be safe,

Mike A.

Michael C. Avalone, CRM, CIC | *Vice President* | Governmental Risk Management Practices Leader
Conner Strong & Buckelew
NJ Offices: Toms River 732-736-5263 | Parsippany 973-659-6520 | Marlton 856-552-4870
C : 609-417-1797 | F : 732-736-5250
mavalone@connerstrong.com | connerstrong.com

Please consider the environment before printing this email

EMPLOYEE GROUP INSURANCE

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-23-220-000-000 EMPLOYEE GROUP INSURANCE								
EMPLOYEE GROUP INSURANCE								
2-01-23-220-000-000	H							
OTHER EXPENSES								
2-01-23-220-000-020	C							
INSURANCE & SURETY BONDS								
2-01-23-220-000-090	S	3,395,112.00	3,881,688.00	3,977,532.93	3,970,547.00	3,907,288.00	_____	0.00
		3,255,734.89	3,604,378.18	3,647,195.57				
Transfers included in Approp		0.00	1,500.00-	11,000.00-				
					Approx 10% increase to SHBP, offset by increased employee contributions			
Control Total		3,395,112.00	3,881,688.00	3,977,532.93	3,970,547.00	3,907,288.00	0.00	0.00
		3,255,734.89	3,604,378.18	3,647,195.57				
Transfers included in Approp		0.00	1,500.00-	11,000.00-				

2012 Employee Group Insurance
Summary

NJ State Health Benefits	$3,780,000
Delta Dental	$292,000
Unum Disability	$100,000
EyeMed	$6,200
TOTAL	$4,178,200

Less: Employee Contributions	$270,912
GRAND TOTAL	$3,907,288

Less: Building Department	$243,259

JACKSON TOWNSHIP
2012 BUDGET
GROUP INSURANCE - 220

State Health Benefits

	AETNA			CIGNA			NJD10			NJD15			RX		
	Enrollees	Rate		Enrollees	Rate		Enrollees	Rate		Enrollees	Rate		Enrollees	Rate	
SINGLE	6	$598.95	$3,593.70	1	$602.26	$602.26	25	$621.15	$15,528.75	7	$591.50	$4,140.50	39	$170.40	$6,645.60
MARRIED	5	$1,197.90	$5,989.50	0	1204.52	0	23	$1,242.30	$28,572.90	6	$1,183.00	$7,098.00	34	$340.80	$11,587.20
FAMILY	16	$1,497.38	$23,958.08	0	$1,505.65	$0.00	76	$1,552.88	$118,018.88	11	$1,478.75	$16,266.25	103	$426.00	$43,878.00
PARENT	3	$886.45	$2,659.35	0	$891.34	$0.00	12	$919.30	$11,031.60	2	$875.42	$1,750.84	17	$252.19	$4,287.23
	30		$36,200.63	1		$602.26	136		$173,152.13	26		$29,255.59	193		$66,398.03

TOTAL EMPLOYEES: 193

Aetna	$36,200.63
Cigna	$602.26
NJD10	$173,152.13
NJD15	$29,255.59
RX	$66,398.03
MONTHLY TOTAL	$305,608.64

Annual Amt.	$3,667,303.68
Considerations	$95,000
TOTAL	**$3,762,303.68**
layoff/new hire	**$13,951.40**
	$3,776,255.08

CONSIDERATIONS:

POSSIBLE ADDITIONS OF DEPENDENTS: $35,000
(ex. 5 ee's go from single to family coverage
$931 medical difference + $256 rx difference x 5 ee's x 6 mos
=$35,610)

NEW HIRES OR REPLACE EMPLOYEES ON WAIVER: $60,000
(ex. 5 ee's go onto family coverage for 6 mos.
Family covg. $1553 + Rx $426 = $1,979/month
x 5ee's x 6 months = $59,370)

Layoffs:	$3,166.20	x 2 mos=	$6,332.40
New PD	$761.90	x 10 mos=	$7,619.00
			$13,951.40

227

State Health Benefits October bill: 283,647.70
annualized 3,403,772.40
Approx. 10% increase $340,377.24
$3,744,149.64

2012 SHBP Request: $3,780,000

JACKSON TOWNSHIP
2012 BUDGET
GROUP INSURANCE - 220

Delta Dental

	Plan 0001 - AFSME			Plan 0002 - Non-aligned			Plan 0003 - DPW			Plan 0004 - PBA/		
	01- TWP AFSME	Monthly Cost	Sub-total	02 - TWP Non-Union	Monthly Cost	Sub-total	Employees	Monthly Cost	Sub-total	04 - PBA	Monthly Cost	Sub-total
SINGLE	10	$36.09	$360.90	5	$36.09	$180.45	16	$34.64	$554.24	8	$54.16	$433.28
MARRIED	19	$64.84	$1,231.96	11	$64.84	$713.24	11	$63.47	$698.17	15	$93.83	$1,407.45
FAMILY	13	$117.32	$1,525.16	21	$117.32	$2,463.72	16	$109.66	$1,754.56	47	$147.05	$6,911.35
PARENT/CHILD	0	$64.84	$0.00	0	$64.84	$0.00	0	$63.47	$0.00	0	$93.83	$0.00
PARENT/CHILDREN	4	$117.32	$469.28	2	$117.32	$234.64	1	$109.66	$109.66	4	$147.05	$588.20
	46		$3,587.30	39		$3,592.05	44		$3,116.63	74		$9,340.28

Total Employees: 203
Total Monthly Cost: $19,636.26 (2011 Rates)
Annual: $235,635.12
***Rate Increase 10%** $23,563.51
Add Considerations: $32,310.00
TOTAL REQUEST: $291,508.63

CONSIDERATIONS:

POSSIBLE ADDITIONS OF DEPENDENTS: $27,900
(ex. 5 ee's go from single to family coverage
Difference in coverage - $93 x 5 ee's x 6 months
=$27,900)

NEW HIRES OR REPLACE EMPLOYEES ON WAIVER: $4,410
(ex. 5 ee's go onto family coverage for 6 mos.
$147 x 5 ee's x 6 months = $4,410

November billing : $20,281.99
Annualized: $243,383.88
Add 10%: $267,722.27

2012 Delta Budget Request: $292,000

JACKSON TOWNSHIP
2012 BUDGET
GROUP INSURANCE - 220

EyeMed

	All Employees		
	Number of Employees	Monthly Cost	Sub-total
SINGLE	214	$2.37	$507.18
	214		$507.18

Total Employees:	214
Total Monthly Cost:	$507.18
Annual:	$6,086.16
Plus Considerations:	$75.00
Total Request:	$6,161.16

CONSIDERATIONS:

NEW HIRES OR REPLACE EMPLOYEES ON WAIVER: $75
(ex. 5 ee's x 6 months @ $2.37/month = $71.10)

October 2011 billing: $507
Annualized: $6,086

2012 EyeMed Budget Request: $6,200.00

JACKSON TOWNSHIP
2012 BUDGET
GROUP INSURANCE - 220

UNUM - Disability

	All Employees Except Police		
	Covered Employees	Monthly Cost	Approximate Sub-total
Long Term Disability	131	.46 per $100	$2,218.00
Short Term Disability	130	1.00 per $10	$5,620.00
			$7,838.00

Total Employees:	131
Total Monthly Cost:	$7,838.00
Annual:	$94,056.00
Plus Considerations:	$4,250.00
Total Request:	$98,306.00

CONSIDERATIONS:

NEW HIRES OR REPLACE EMPLOYEES ON WAIVER: $2,250
(ex. 5 ee's x 6 months @ $75/month = $2250)

POSSIBLE SALARY AND/OR RATE INCREASES: $2,000

Nov. 2011 bill: $7,710
Annualized $92,520

2012 Unum Budget Request: $100,000

230

2012
Inspection Department Health Insurance Costs

Employee	Title	Medical	Prescription	Dental	Vision	Disability	Total Per Month	Total for 2012
Barry Olejarz	Construction Official	$ 1,497.38	$ 426.00	$ 117.32	$ 2.37	$ 107.92	$ 2,150.99	$ 25,811.88
Wayne Kierce	Building Subcode Official	$ 1,183.00	$ 340.80	$ 64.84	$ 2.37	$ 65.56	$ 1,656.57	$ 19,878.84
George Dittmar	Electrical Subcode Official	$ 1,242.30	$ 340.80	$ 64.84	$ 2.37	$ 65.59	$ 1,715.90	$ 20,590.80
Kevin Schmalz	Plumbing Subcode Official	$ 1,552.88	$ 426.00	$ 117.32	$ 2.37	$ 64.73	$ 2,163.30	$ 25,959.60
Anthony Cirz	Fire Inspector Subcode Official/Insp.	$ 1,552.88	$ 426.00	$ 117.32	$ 2.37	$ 59.58	$ 2,158.15	$ 25,897.80
George Arata	Building Inspector	$ 1,552.88	$ 426.00	$ 117.32	$ 2.37	$ 59.56	$ 2,158.13	$ 25,897.56
Richard Wilton	Building Inspector	$ -	$ -	$ 117.32	$ 2.37	$ 61.44	$ 181.13	$ 2,173.56
David Rudolph	Electrical Inspector	$ 1,552.88	$ 426.00	$ 117.32	$ 2.37	$ 21.02	$ 2,119.59	$ 25,435.08
Don Gourley	Plumbing Inspector	$ 1,242.30	$ 340.80	$ 64.84	$ 2.37	$ 61.02	$ 1,711.33	$ 20,535.96
Vera Dzumyk	Technical Assistant to Const. Off.	$ 602.26	$ 170.40	$ 36.09	$ 2.37	$ 57.02	$ 868.14	$ 10,417.68
Stephanie Demarco	Principal Clerk	$ 919.30	$ 252.19	$ 64.84	$ 2.37	$ 53.51	$ 1,292.21	$ 15,506.52
Judy Sherry	Senior Clerk	$ 1,497.38	$ 426.00	$ 117.32	$ 2.37	$ 53.06	$ 2,096.13	$ 25,153.56
	Totals:	**$ 14,395.44**	**$ 4,000.99**	**$ 1,116.69**	**$ 28.44**	**$ 730.01**	**$ 20,271.57**	**$ 243,258.84**

(FH-0276-1011X) blue

(FOR EMPLOYERS WHO OFFER THE EMPLOYEE PRESCRIPTION DRUG PLAN OR A PRIVATE PLAN)

DEPARTMENT OF THE TREASURY - DIVISION OF PENSIONS AND BENEFITS
NEW JERSEY STATE HEALTH BENEFITS PROGRAM

LOCAL MONTHLY ACTIVE GROUP - LOCAL GOVERNMENT EMPLOYERS
MONTHLY RATES EFFECTIVE 1/1/2012 to 12/31/2012

PLAN/COVERAGE DESCRIPTION	EMPLOYER SINGLE COST	DEPENDENT COST	TOTAL
MEDICAL PLANS AVAILABLE WITH PRESCRIPTION DRUG PROGRAM #201			
NJ DIRECT15 - #150(1)			
Single	$591.50	-------	$591.50
Member & Spouse/Partner	$593.19	$589.81	$1,183.00
Family	$593.81	$884.94	$1,478.75
Parent & Child	$592.24	$283.18	$875.42
NJ DIRECT10 - #050(1)			
Single	$621.15	-------	$621.15
Member & Spouse/Partner	$622.84	$619.46	$1,242.30
Family	$623.46	$929.42	$1,552.88
Parent & Child	$621.89	$297.41	$919.30
AETNA, INC. - #019(1)			
Single	$598.95	-------	$598.95
Member & Spouse/Partner	$600.64	$597.26	$1,197.90
Family	$601.26	$896.12	$1,497.38
Parent & Child	$599.69	$286.76	$886.45
CIGNA HealthCare HMO - #020(1)			
Single	$602.26	-------	$602.26
Member & Spouse/Partner	$603.95	$600.57	$1,204.52
Family	$604.57	$901.08	$1,505.65
Parent & Child	$603.00	$288.34	$891.34
PRESCRIPTION DRUG PROGRAM - #201			
Single	$170.40	-------	$170.40
Member & Spouse/Partner	$170.40	$170.40	$340.80
Family	$170.40	$255.60	$426.00
Parent & Child	$170.40	$81.79	$252.19
MEDICAL PLANS AVAILABLE WITH PRESCRIPTION DRUG PLAN #205			
NJ DIRECT1525 #051(2)			
Single	$573.78	-------	$573.78
Member & Spouse/Partner	$575.47	$572.09	$1,147.56
Family	$576.09	$858.37	$1,434.46
Parent & Child	$574.52	$274.68	$849.20
AETNA 1525 #061(2)			
Single	$552.50	-------	$552.50
Member & Spouse/Partner	$554.19	$550.81	$1,105.00
Family	$554.81	$826.45	$1,381.26
Parent & Child	$553.24	$264.47	$817.71
CIGNA 1525 #071(2)			
Single	$555.55	-------	$555.55
Member & Spouse/Partner	$557.24	$553.87	$1,111.11
Family	$557.86	$831.03	$1,388.89
Parent & Child	$556.29	$265.93	$822.22
PRESCRIPTION DRUG PROGRAM #205			
Single	$154.55	-------	$154.55
Member & Spouse/Partner	$154.55	$154.56	$309.11
Family	$154.55	$231.83	$386.38
Parent & Child	$154.55	$74.19	$228.74

1) Subscribers in #150 are subject to $15 Primary Care and $15 Specialist office visit copayment and are eligible for Prescription Drug Plan #201. Subscribers in #050, #019, & #020 are subject to $10 Primary Care and $10 Specialist office visit copayment and are eligible for Prescription Drug Plan #201.

2) Subscribers in #051, #061, & #071 are subject to $15 Primary Care and $25 Specialist office visit copayment and are eligible for Prescription Drug Plan #205

3) Subscribers in #052, #062, & #072 are subject to $20 Primary Care and $30 adult/$20 child Specialist office visit copayment and are eligible for Prescription Drug Plan #206

4) Subscribers in High Deductible Plans #90, #92, #94 are subject to $4,000 In-Network deductible

5) Subscribers in High Deductible Plans #91, #93, #95 are subject to $1,500 In-Network deductible

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: EMPLOYEE GROUP INSURANCE – 23-220

Please identify major changes in department budget submission including increased spending and/or reductions made to achieve budget target. Variances for Salaries and Benefit details calculated by the Department of Personnel will be provided when such data becomes available.

Additional lines may be added, as appropriate.

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits		
Total Salary and Benefits Variance		
Other Expenses	$341,000	State Health Benefit Rates increased approximately 10% this year. Discussions with unions are ongoing regarding which plans will be offered.
	($106,179)	Mandated employee contributions have increased due to Chapter 78
Total Other Expense Variances		
Total Budget Change		

HEALTH BENEFIT WAIVER

	JACKSON TOWNSHIP 2012 BUDGET **NARRATIVE SUMMARY** Department Name: HEALTH WAIVER Dept 23-221

General Duties:

This account covers the cost of waivers given to employees who choose not to participate in the Health Insurance program in the Township.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp Actual	2010 Approp Actual	2011 Approp Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-23-221-000-000 HEALTH BENEFIT WAIVER					Comments			
HEALTH BENEFIT WAIVER								
2-01-23-221-000-000	H							
OTHER EXPENSES								
2-01-23-221-000-020	C							
INSURANCE & INSURETY BONDS								
2-01-23-221-000-090	S	0.00	0.00	17,280.00	21,120.00	29,520.00	_____	0.00
		0.00	0.00	16,040.00				
					12 EEs at $160/Mo.; 1 EE at 11 MTHS; Est for mid-yr additions; Prev rcded to S&W			
Control Total		0.00	0.00	17,280.00	21,120.00	29,520.00	0.00	0.00
		0.00	0.00	16,040.00				

UNEMPLOYMENT INSURANCE

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: UNEMPLOYMENT INS TRUST DEPT 23-225

General Duties:

Appropriations in this account are used to contribute towards the Unemployment Dedicated Trust Fund authorized by the State of New Jersey. Eligible employment claims are paid directly through the Township's Trust Fund.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp Actual	2010 Approp Actual	2011 Approp Actual	********** Year 2012 ********** Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-23-225-000-000		UNEMPLOYMENT INSURANCE TRUST						
UNEMPLOYMENT INSURANCE TRUST								
2-01-23-225-000-000	H							
OTHER EXPENSES								
2-01-23-225-000-020	C							
INSURANCE & SURETY BONDS								
2-01-23-225-000-090	S	50,000.00 50,000.00	150,000.00 150,000.00	197,101.90 197,101.90	50,000.00	50,000.00	_____	0.00
Control Total		50,000.00 50,000.00	150,000.00 150,000.00	197,101.90 197,101.90	50,000.00	50,000.00	0.00	0.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: UNEMPLOYMENT INS TRUST DEPT 23-225

2012 Objective
Continue to keep unemployment claims at a minimum by reducing staff, where necessary, through attrition.

Jackson Township 23-225
General Trust - Unemployment Insurance - 810
Actual - Five Years Ending 12/31/10

	2006	2007	2008	2009	2010	est. 2011	est. 2012
Opening Balance	24,440.84	63,284.06	143,126.07	137,263.77	109,465.15	192,059.32	146,564.48
Budget Appropriation	75,000.00	20,000.00	20,000.00	50,000.00	150,000.00	197,101.90	50,000.00
amount still not transferred						(197,101.90)	
	0.00	75,000.00	0.00	0.00			
Qtrly SUI/SDI Return	13,076.20	27,036.87	23,305.06	23,832.70	23,289.30	21,775.33	22,532.32
INTEREST	1,179.88	5,381.50	2,565.70	1,209.26	1,375.41	1,251.22	1,313.32
Qtrly Unemployment Contribution	(48,528.86)	(47,576.36)	(51,005.56)	(101,180.82)	(91,302.54)	(67,837.39)	(79,569.97)
Catastrophic Illness Fund	(471.00)	0.00	(727.50)	(720.00)	(768.00)	(684.00)	(726.00)
Misc adj due to P/R	0.00	0.00	0.00	(939.76)			
Anticipated Layoffs-2010							
Medical Malpractice	(1,413.00)	0.00	0.00	0.00			
Net Annual Increase/(Decrease)	38,843.22	79,842.01	(5,862.30)	(27,798.62)	82,594.17	(45,494.84)	(6,450.33)
Ending Balance	63,284.06	143,126.07	137,263.77	109,465.15	192,059.32	146,564.48	140,114.15

STATE OF NEW JERSEY DEPARTMENT OF LABOR AND
WORKFORCE DEVELOPMENT
BUREAU OF BENEFIT PAYMENT CONTROL
PO BOX 946
TRENTON, NEW JERSEY 08625-0946

293

RECEIVED
JUL 14 2011
FINANCE DEPT.
JACKSON TOWNSHIP

FORM B187Q

UNEMPLOYMENT BENEFITS CHARGED TO REIMBURSABLE ACCOUNT

SUCCESSOR

TOWNSHIP JACKSON
C/O PHIL DELTUREC
95 W VETERANS HWY
JACKSON NJ 08527

RECEIVED
JUL 8 _ 2011
MUNICIPAL ADMINISTRATOR'S OFFICE
TOWNSHIP OF JACKSON

EMPLOYER ID NUMBER
0-216-004-702/00000 0000000

PAGE 1 OF 3

QUARTER ENDING 06-30-2011

DATE OF MAILING
07-29-2011

SEE REVERSE SIDE FOR IMPORTANT INFORMATION

THIS IS NOT A BILL,
A QUARTERLY BILL WILL BE MAILED BASED UPON THESE CHARGES.

SOCIAL SECURITY NO.	CLAIMANT'S NAME LAST	FIRST	DATE OF CLAIM MO. DAY YR.	LOCAL OFFICE	BENEFIT WEEK ENDING MO. DAY YR.	CHARGES/ CREDITS
			12-26-10	955	04-23-11	114.00
			12-26-10	955	06-25-11	114.00
			08-29-10	955	04-02-11	138.06
			08-29-10	955	04-09-11	138.06
			08-29-10	955	04-16-11	138.06
			08-29-10	955	04-23-11	138.06
			08-29-10	955	05-14-11	138.06
			08-29-10	955	05-21-11	138.06
			08-29-10	955	05-28-11	138.06
			08-29-10	955	06-04-11	138.06
			08-29-10	955	06-11-11	138.06
			08-29-10	955	06-18-11	138.06
			06-27-10	955	04-23-11	114.00
			06-27-10	955	06-18-11	18.00
			06-27-10	955	06-25-11	114.00
			07-11-10	952	07-17-10	3.00
			07-11-10	952	07-24-10	3.00
			07-11-10	952	07-31-10	3.00
			07-11-10	952	08-14-10	2.00
			07-11-10	952	09-04-10	3.00
			07-11-10	952	09-11-10	3.00
			07-11-10	952	09-18-10	3.00
			07-11-10	952	09-25-10	3.00
			07-11-10	952	10-02-10	3.00
			07-11-10	952	10-09-10	3.00
			07-11-10	952	10-23-10	3.00
			06-27-10	955	04-23-11	99.00
			06-21-09	953	03-26-11	26.13
			06-21-09	953	04-02-11	26.13
			06-21-09	953	04-09-11	26.13
			06-21-09	953	04-16-11	26.13
			06-21-09	953	04-23-11	26.13
			06-21-09	953	04-30-11	26.13
			06-21-09	953	05-07-11	26.13
			06-21-09	953	05-14-11	26.13
			06-21-09	953	05-21-11	26.13
			06-21-09	953	05-28-11	26.13

PROMPT REVIEW OF YOUR CHARGES WILL ASSURE PROPER PAYMENT OF UNEMPLOYMENT BENEFITS

STATE OF NEW JERSEY DEPARTMENT OF LABOR AND
WORKFORCE DEVELOPMENT
BUREAU OF BENEFIT PAYMENT CONTROL
PO BOX 946
TRENTON, NEW JERSEY 08625-0946

FORM B187Q

UNEMPLOYMENT BENEFITS CHARGED TO REIMBURSABLE ACCOUNT

SUCCESSOR

TOWNSHIP JACKSON
C/O PHIL DELTUREO
95 W VETERANS HWY
JACKSON NJ 08527

EMPLOYER ID NUMBER
0-216-004-702/00000 0000000

PAGE
2 OF 3

QUARTER ENDING
06-30-2011

DATE OF MAILING
07-29-2011

SEE REVERSE SIDE FOR IMPORTANT INFORMATION

THIS IS NOT A BILL,
A QUARTERLY BILL WILL BE MAILED BASED UPON THESE CHARGES.

SOCIAL SECURITY NO.	CLAIMANT'S NAME LAST FIRST	DATE OF CLAIM MO. DAY YR.	LOCAL OFFICE	BENEFIT WEEK ENDING MO. DAY YR.	CHARGES/ CREDITS
		06-21-09	953	06-04-11	26.11
		06-27-10	955	04-23-11	128.00
		02-27-11	955	04-02-11	50.71
		02-27-11	955	04-09-11	50.71
		02-27-11	955	04-16-11	50.71
		02-27-11	955	04-23-11	50.71
		02-27-11	955	04-30-11	50.71
		02-27-11	955	05-07-11	50.71
		02-27-11	955	05-14-11	50.71
		02-27-11	955	05-21-11	50.71
		02-27-11	955	05-28-11	50.71
		02-27-11	955	06-04-11	50.71
		02-27-11	955	06-11-11	50.73
		06-27-10	955	04-23-11	104.00
		02-06-11	955	02-12-11	12.77
		02-06-11	955	02-19-11	12.77
		02-06-11	955	02-26-11	12.77
		02-06-11	955	03-05-11	12.77
		02-06-11	955	03-12-11	12.77
		02-06-11	955	03-19-11	12.77
		02-06-11	955	03-26-11	12.77
		02-06-11	955	04-02-11	434.28
		02-06-11	955	04-09-11	434.28
		02-06-11	955	04-16-11	434.28
		02-06-11	955	04-23-11	434.28
		02-06-11	955	04-30-11	434.28
		02-06-11	955	05-07-11	434.28
		02-06-11	955	05-14-11	434.28
		02-06-11	955	05-21-11	434.28
		02-06-11	955	05-28-11	434.28
		02-06-11	955	06-04-11	434.28
		02-06-11	955	06-11-11	434.28
		06-27-10	955	04-23-11	122.00
		06-27-10	955	06-25-11	122.00
		06-27-10	955	04-23-11	96.00
		06-27-10	955	06-18-11	49.00
		06-27-10	955	06-25-11	96.00

PROMPT REVIEW OF YOUR CHARGES WILL ASSURE PROPER PAYMENT OF UNEMPLOYMENT BENEFITS

STATE OF NEW JERSEY DEPARTMENT OF LABOR AND
WORKFORCE DEVELOPMENT
BUREAU OF BENEFIT PAYMENT CONTROL
PO BOX 946
TRENTON, NEW JERSEY 08625-0946

FORM B187Q

UNEMPLOYMENT BENEFITS CHARGED TO REIMBURSABLE ACCOUNT

SUCCESSOR

TOWNSHIP JACKSON
C/O PHIL DELTUREO
95 W VETERANS HWY
JACKSON NJ 08527

EMPLOYER ID NUMBER
0-216-004-702/00000 0000000

PAGE 3 OF 3

QUARTER ENDING 06-30-2011

DATE OF MAILING
07-29-2011

SEE REVERSE SIDE FOR IMPORTANT INFORMATION

THIS IS NOT A BILL,
A QUARTERLY BILL WILL BE MAILED BASED UPON THESE CHARGES.

SOCIAL SECURITY NO.	CLAIMANT'S NAME LAST FIRST	DATE OF CLAIM MO. DAY YR.	LOCAL OFFICE	BENEFIT WEEK ENDING MO. DAY YR.	CHARGES/ CREDITS
		06-20-10	955	04-23-11	150.00
		06-20-10	955	06-18-11	24.00
		09-05-10	955	03-26-11	45.00
		09-05-10	955	04-02-11	45.00
		09-05-10	955	04-16-11	45.00
		09-05-10	955	04-30-11	45.00
		09-05-10	955	05-14-11	45.00
		09-05-10	955	05-21-11	45.00
		09-05-10	955	05-28-11	45.00
		09-05-10	955	06-11-11	45.00
		09-05-10	955	06-25-11	45.00
		03-27-11	955	05-28-11	127.53
		06-20-10	955	04-23-11	108.00
		03-13-11	955	04-02-11	9.86
		03-13-11	955	04-09-11	9.86
		03-13-11	955	04-16-11	9.86
		03-13-11	955	04-23-11	9.86
		03-13-11	955	04-30-11	9.86
		03-13-11	955	05-07-11	9.86
		03-13-11	955	05-14-11	9.86
		03-13-11	955	05-21-11	9.86
		03-13-11	955	05-28-11	9.86
		03-13-11	955	06-04-11	9.86
		03-13-11	955	06-11-11	9.86
		03-13-11	955	06-18-11	9.86
		06-27-10	955	04-23-11	97.00
		08-08-10	955	04-23-11	102.00
		08-08-10	955	06-18-11	7.00
		08-08-10	955	06-25-11	102.00
		2011			9,655.16
		244			17,732.59

PROMPT REVIEW OF YOUR CHARGES WILL ASSURE PROPER PAYMENT OF UNEMPLOYMENT BENEFITS

STATE OF NEW JERSEY DEPARTMENT OF LABOR AND
WORKFORCE DEVELOPMENT
BUREAU OF BENEFIT PAYMENT CONTROL
PO BOX 946
TRENTON, NEW JERSEY 08625-0946

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FORM B187Q

UNEMPLOYMENT BENEFITS CHARGED TO REIMBURSABLE ACCOUNT

TOWNSHIP JACKSON
C/O PHIL DELTUREO
95 W VETERANS HWY
JACKSON NJ 08527

SUCCESSOR

EMPLOYER ID NUMBER
0-216-004-702/00000 0000000

PAGE
1 OF 4

QUARTER ENDING
03-31-2011

DATE OF MAILING
04-30-2011

SEE REVERSE SIDE FOR
IMPORTANT INFORMATION

THIS IS NOT A BILL,
A QUARTERLY BILL WILL BE MAILED BASED UPON THESE CHARGES.

SOCIAL SECURITY NO.	CLAIMANT'S NAME LAST FIRST	DATE OF CLAIM MO. DAY YR.	LOCAL OFFICE	BENEFIT WEEK ENDING MO. DAY YR.	CHARGES/ CREDITS
		12-26-10	955	01-01-11	114.00
		08-29-10	955	12-25-10	138.06
		08-29-10	955	01-01-11	138.06
		08-29-10	955	01-15-11	138.06
		08-29-10	955	01-29-11	138.06
		08-29-10	955	02-05-11	138.06
		08-29-10	955	02-12-11	138.06
		08-29-10	955	02-26-11	138.06
		08-29-10	955	03-05-11	138.06
		08-29-10	955	03-12-11	138.06
		08-29-10	955	03-19-11	138.06
		08-29-10	955	03-26-11	138.06
		07-25-10	955	08-07-10	157.00 CREDIT
		07-25-10	955	12-04-10	45.00
		07-25-10	955	01-22-11	45.00
		07-25-10	955	01-29-11	45.00
		07-25-10	955	02-12-11	45.00
		07-25-10	955	02-19-11	45.00
		07-25-10	955	02-26-11	45.00
		07-25-10	955	03-05-11	45.00
		07-25-10	955	03-12-11	45.00
		07-25-10	955	03-19-11	45.00
		07-25-10	955	03-26-11	45.00
		06-27-10	955	01-01-11	114.00
		07-11-10	952	07-17-10	3.00 CREDIT
		07-11-10	952	07-24-10	3.00 CREDIT
		07-11-10	952	07-31-10	3.00 CREDIT
		07-11-10	952	08-14-10	2.00 CREDIT
		07-11-10	952	09-04-10	3.00 CREDIT
		07-11-10	952	09-11-10	3.00 CREDIT
		07-11-10	952	09-18-10	3.00 CREDIT
		07-11-10	952	09-25-10	3.00 CREDIT
		07-11-10	952	10-02-10	3.00 CREDIT
		7-11-10	952	10-09-10	3.00 CREDIT
		7-11-10	952	10-23-10	3.00 CREDIT
		4-19-09	955	01-01-11	111.60
		245-09	955	01-08-11	111.60

PROMPT REVIEW OF YOUR CHARGES WILL ASSURE PROPER PAYMENT OF UNEMPLOYMENT BENEFITS

B187Q-1

STATE OF NEW JERSEY DEPARTMENT OF LABOR AND
WORKFORCE DEVELOPMENT
BUREAU OF BENEFIT PAYMENT CONTROL
PO BOX 946
TRENTON, NEW JERSEY 08625-0946

FORM B187Q

UNEMPLOYMENT BENEFITS CHARGED TO REIMBURSABLE ACCOUNT

SUCCESSOR

TOWNSHIP JACKSON
C/O PHIL DELTUREO
95 W VETERANS HWY
JACKSON NJ 08527

EMPLOYER ID NUMBER
0-216-004-702/00000 0000000

PAGE 2 OF 4

QUARTER ENDING 03-31-2011

DATE OF MAILING
04-30-2011

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SOCIAL SECURITY NO.	CLAIMANT'S NAME LAST FIRST	DATE OF CLAIM MO. DAY YR.	LOCAL OFFICE	BENEFIT WEEK ENDING MO. DAY YR.	CHARGES/ CREDITS
		04-19-09	955	01-15-11	111.60
		04-19-09	955	01-22-11	111.60
		04-19-09	955	01-29-11	111.60
		04-19-09	955	02-05-11	111.60
		04-19-09	955	02-12-11	111.60
		04-19-09	955	02-19-11	111.60
		04-19-09	955	02-26-11	111.60
		04-19-09	955	03-05-11	111.60
		04-19-09	955	03-12-11	111.64
		06-27-10	955	01-01-11	99.00
		06-21-09	953	01-22-11	26.13
		06-21-09	953	01-29-11	26.13
		06-21-09	953	02-05-11	26.13
		06-21-09	953	02-12-11	26.13
		06-21-09	953	02-19-11	26.13
		06-21-09	953	02-26-11	26.13
		06-21-09	953	03-05-11	26.13
		06-21-09	953	03-12-11	26.13
		06-21-09	953	03-19-11	26.13
		11-07-10	955	11-13-10	0.48
		11-07-10	955	11-20-10	0.51
		11-07-10	955	11-27-10	0.49
		11-07-10	955	12-04-10	0.51
		11-07-10	955	12-11-10	0.53
		11-07-10	955	12-18-10	0.17
		11-07-10	955	12-25-10	0.17
		11-07-10	955	01-01-11	69.40
		11-07-10	955	01-08-11	69.40
		11-07-10	955	01-15-11	69.40
		11-07-10	955	01-22-11	69.40
		11-07-10	955	01-29-11	34.84
		11-07-10	955	02-05-11	11.61
		06-27-10	955	01-01-11	128.00
		08-29-10	955	09-04-10	38.00 CREDIT
		08-29-10	955	09-11-10	38.00 CREDIT
		08-29-10	955	09-18-10	38.00 CREDIT
		08-29-10	955	09-25-10	38.00 CREDIT

STATE OF NEW JERSEY DEPARTMENT OF LABOR AND
WORKFORCE DEVELOPMENT
BUREAU OF BENEFIT PAYMENT CONTROL
PO BOX 946
TRENTON, NEW JERSEY 08625-0946

FORM B187Q

UNEMPLOYMENT BENEFITS CHARGED TO REIMBURSABLE ACCOUNT

SUCCESSOR

TOWNSHIP JACKSON
C/O PHIL DELTUREO
95 W VETERANS HWY
JACKSON NJ 08527

EMPLOYER ID NUMBER
0-216-004-702/00000 0000000

PAGE 3 OF 4

QUARTER ENDING 03-31-2011

DATE OF MAILING
04-30-2011

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SOCIAL SECURITY NO.	CLAIMANT'S NAME LAST FIRST	DATE OF CLAIM MO. DAY YR.	LOCAL OFFICE	BENEFIT WEEK ENDING MO. DAY YR.	CHARGES/ CREDITS
		08-29-10	955	10-02-10	38.00 CREDIT
		08-29-10	955	10-09-10	38.00 CREDIT
		08-29-10	955	10-16-10	38.00 CREDIT
		08-29-10	955	10-23-10	38.00 CREDIT
		08-29-10	955	10-30-10	38.00 CREDIT
		08-29-10	955	11-06-10	38.00 CREDIT
		08-29-10	955	11-13-10	38.00 CREDIT
		08-29-10	955	11-20-10	38.00 CREDIT
		08-29-10	955	11-27-10	38.00 CREDIT
		08-29-10	955	12-04-10	38.00 CREDIT
		08-29-10	955	12-11-10	38.00 CREDIT
		08-29-10	955	12-18-10	38.00 CREDIT
		08-29-10	955	12-25-10	38.00 CREDIT
		02-27-11	955	03-05-11	50.71
		02-27-11	955	03-12-11	50.71
		02-27-11	955	03-19-11	50.71
		02-27-11	955	03-26-11	50.71
		08-01-10	955	01-01-11	38.01
		08-01-10	955	01-08-11	38.01
		08-01-10	955	01-15-11	38.01
		08-01-10	955	01-22-11	38.01
		08-01-10	955	01-29-11	37.8?
		06-27-10	955	01-01-11	104.00
		02-06-11	955	02-12-11	421.51
		02-06-11	955	02-19-11	421.51
		02-06-11	955	02-26-11	421.51
		02-06-11	955	03-05-11	421.51
		02-06-11	955	03-12-11	421.51
		02-06-11	955	03-19-11	421.51
		02-06-11	955	03-26-11	421.51
		06-27-10	955	01-01-11	122.00
		02-13-11	955	02-19-11	1.00
		02-13-11	955	02-26-11	1.00
		10-17-10	955	12-25-10	17.00
		10-17-10	955	01-01-11	17.00
		06-20-10	955	01-01-11	113.00
		06-27-10	955	01-01-11	96.00

STATE OF NEW JERSEY DEPARTMENT OF LABOR AND
WORKFORCE DEVELOPMENT
BUREAU OF BENEFIT PAYMENT CONTROL
PO BOX 946
TRENTON, NEW JERSEY 08625-0946

275

FORM B187Q

UNEMPLOYMENT BENEFITS CHARGED TO REIMBURSABLE ACCOUNT

SUCCESSOR

TOWNSHIP JACKSON
C/O PHIL DELTUREO
95 W VETERANS HWY
JACKSON NJ 08527

EMPLOYER ID NUMBER
0-216-004-702/00000 0000000

PAGE 4 OF 4

QUARTER ENDING
03-31-2011

DATE OF MAILING
04-30-2011

SEE REVERSE SIDE FOR
IMPORTANT INFORMATION

THIS IS NOT A BILL,
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SOCIAL SECURITY NO.	CLAIMANT'S NAME LAST FIRST	DATE OF CLAIM MO. DAY YR.	LOCAL OFFICE	BENEFIT WEEK ENDING MO. DAY YR.	CHARGES/ CREDITS
[redacted]	[redacted]	06-20-10	955	01-01-11	150.00
		11-07-10	955	12-11-10	24.00
		11-07-10	955	12-18-10	24.00
		09-05-10	955	01-08-11	45.00
		09-05-10	955	01-15-11	45.00
		09-05-10	955	02-05-11	45.00
		09-05-10	955	02-19-11	45.00
		09-05-10	955	02-26-11	45.00
		09-05-10	955	03-05-11	45.00
		09-05-10	955	03-12-11	45.00
		09-05-10	955	03-19-11	45.00
		06-20-10	955	01-01-11	108.00
		03-13-11	955	03-19-11	9.86
		03-13-11	955	03-26-11	9.86
		06-27-10	955	01-01-11	97.00
		08-08-10	955	01-01-11	102.00
					8,077.43
					8,077.43

248

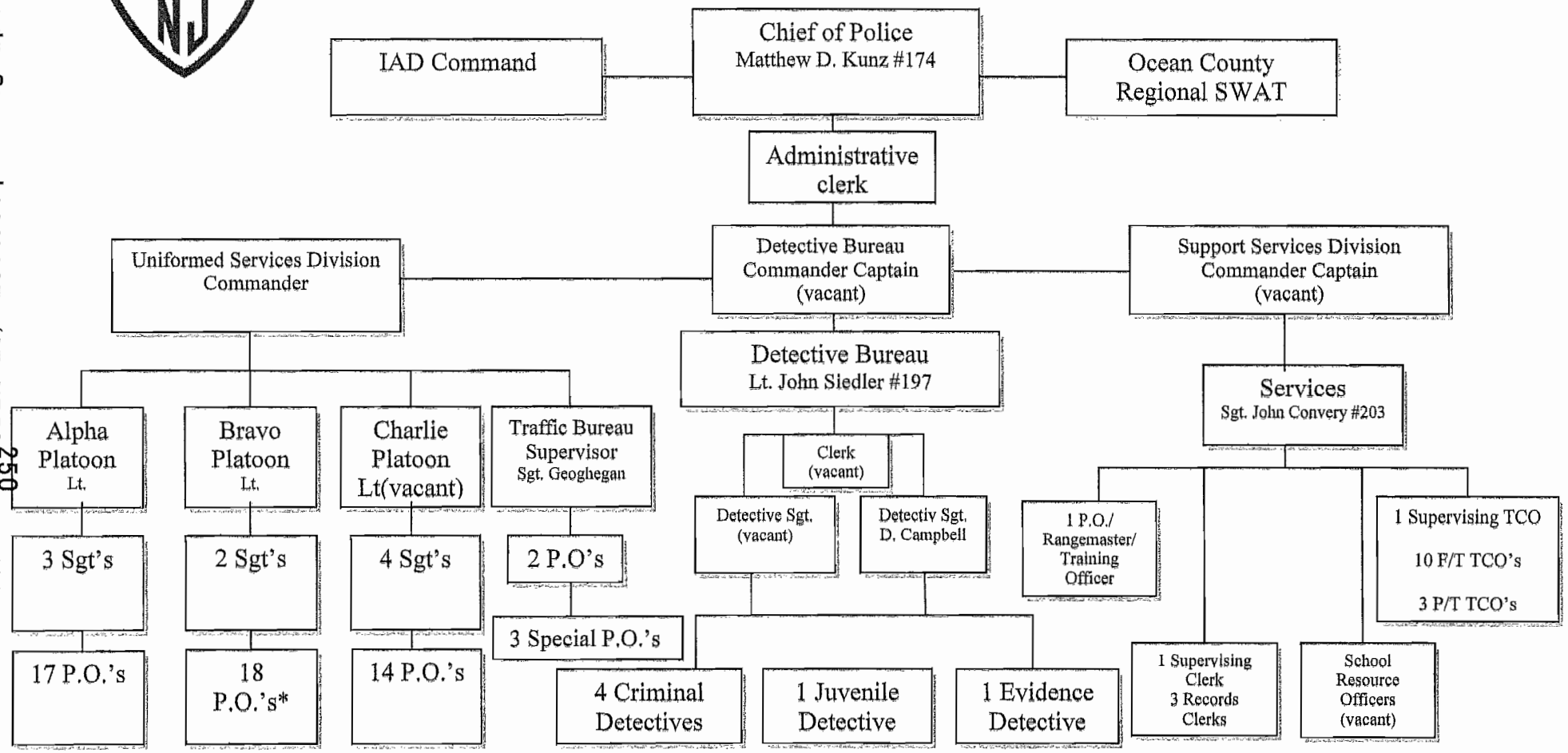
PROMPT REVIEW OF YOUR CHARGES WILL ASSURE PROPER PAYMENT OF UNEMPLOYMENT BENEFITS

B187Q.1

DEPARTMENT OF PUBLIC SAFETY

DRAFT OCTOBER 20, 2011...pending update(s).

74 Officer Organizational Chart*



Note: The Code of the Township of Jackson, § 3-102, calls for "**not less than 87 sworn officers...**", thus, there are presently **thirteen (13) vacant police positions.**

***As of November 01, 2011:**

- One police officer suspended.
- **NET RESULT:** Sworn staffing level of 74 officers as of November 1st, 2011

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: **Jackson Township Police Department 25-240**

General Duties:

The Jackson Township Police Department, shall preserve the public peace; protect life and property; detect, arrest and prosecute offenders of the laws of New Jersey and the ordinances of the Township of Jackson; direct and control traffic; provide assistance and protection during emergencies; provide appearances in court; cooperate with all other law enforcement agencies; and provide training for the efficiency of its members and officers.

I hereby approve my department's/board's budget as hereto attached.

_____

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-25-240-000-000 POLICE DEPARTMENT								
POLICE DEPARTMENT								
2-01-25-240-000-000	H							
SALARIES & WAGES								
2-01-25-240-000-010	C							
POL-BASE PAY								
2-01-25-240-000-011	S	9,425,703.05	9,448,839.16	8,932,166.54	8,950,107.28	8,413,827.87	_____	0.00
		9,274,446.39	9,457,753.40	8,884,553.62				
Transfers included in Approp		16,756.95-	116,217.59-	727.75-				
					SWORN OFFICERS			
POL-OVERTIME								
2-01-25-240-000-014	S	310,000.00	285,000.00	316,690.00	370,000.00	321,700.00	_____	0.00
		400,772.78	227,405.15	247,696.08				
Transfers included in Approp		0.00	55,000.00-	5,000.00-				
POL-POLICE-HOLIDAY								
2-01-25-240-000-015	S	0.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
POL-BASE PAY-OFFICE STAFF								
2-01-25-240-000-016	S	0.00	0.00	0.00	_____	357,243.73	_____	0.00
		0.00	0.00	0.00				
					OFFICE STAFF			
POL-BASE PAY-CROSSING GUARDS/HRLY&70HRS								
2-01-25-240-000-017	S	0.00	0.00	0.00	_____	106,854.57	_____	0.00
		0.00	0.00	0.00				
					CROSSING GUARDS/HRLY & 70 HRS			
POL-BASE PAY-SPOS/HRLY & 80 HRS								
2-01-25-240-000-018	S	0.00	0.00	0.00	_____	62,317.00	_____	0.00
		0.00	0.00	0.00				
					SPOS/HRLY & 80 HRS			
Control Total		9,735,703.05	9,733,839.16	9,248,856.54	9,320,107.28	9,261,943.17	0.00	0.00
		9,675,219.17	9,685,158.55	9,132,249.70				
Transfers included in Approp		16,756.95-	171,217.59-	5,727.75-				
POL-OTHER EXPENSES								
2-01-25-240-000-020	C							

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-25-240-000-000 POLICE DEPARTMENT					Comments			
POL-PRINT/BINDING/PHOTO REPRO								
2-01-25-240-000-023	S	4,300.00	3,000.00	2,500.00	2,500.00	1,500.00	_____	0.00
		921.80	2,266.85	408.81				
POL-CLEANING & MAINT-FACILITIE								
2-01-25-240-000-024	S	0.00	0.00	0.00	100.00	_____	_____	0.00
		0.00	0.00	0.00				
POL-MAINT-MOTOR VEHICLES								
2-01-25-240-000-025	S	1,540.00	1,500.00	1,500.00	1,400.00	1,500.00	_____	0.00
		1,456.50	1,831.50	1,500.50				
					minor vehicle maint arranged by PD			
POL-MAINT OTHER EQUIPMENT								
2-01-25-240-000-026	S	5,800.00	7,000.00	4,000.00	3,800.00	3,800.00	_____	0.00
		6,720.76	6,293.99	5,749.45				
POL-PROFESSIONAL SERVICES								
2-01-25-240-000-028	S	2,820.00	3,330.00	800.00	820.00	820.00	_____	0.00
		1,482.50	820.00	820.00				
POL-OTHER CONTRACTUAL ITEMS								
2-01-25-240-000-029	S	200,000.00	202,000.00	224,529.01	229,007.96	222,000.00	_____	0.00
		180,742.13	198,990.24	203,804.12				
POL-CHEMICAL & GASES								
2-01-25-240-000-031	S	530.00	1,000.00	500.00	500.00	500.00	_____	0.00
		499.50	0.00	506.00				
POL-CLOTHING & UNIFORMS								
2-01-25-240-000-032	S	13,110.00	5,000.00	4,000.00	3,800.00	16,500.00	_____	0.00
		7,763.45	3,825.00	2,540.46				
					*must be increased additional $6,260 per new officer (if) hired			
POL-BOOKS & PUBLICATIONS								
2-01-25-240-000-033	S	1,657.00	1,800.00	2,036.00	2,000.00	2,000.00	_____	0.00
		1,787.50	2,036.33	2,381.00				
POL-JANITORIAL/LAUNDRY SUPPLIE								
2-01-25-240-000-035	S	130.00	100.00	100.00	100.00	100.00	_____	0.00
		96.00	0.00	0.00				

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-25-240-000-000 POLICE DEPARTMENT					Comments			
					finger printing solution			
POL-OFFICE MATER & SUPPL/OTHER								
2-01-25-240-000-036	S	15,000.00	15,258.00	15,000.00	14,500.00	11,600.00		0.00
		16,943.13	12,657.94	7,708.79				
POL-ELECTRIC & COMMUNICATE SPY								
2-01-25-240-000-037	S	3,500.00	3,400.00	1,500.00	1,500.00	1,500.00		0.00
		3,585.29	1,125.28	4,417.02				
POL-HARDWARE/TOOLS								
2-01-25-240-000-038	S	275.00	370.00	500.00	500.00	500.00		0.00
		426.00	0.00	940.00				
POL-CONFERENCES & MEETING								
2-01-25-240-000-041	S	1,000.00	650.00	500.00	500.00	500.00		0.00
		555.00	120.00	310.00				
POL-TRAINING & EDUCATION								
2-01-25-240-000-042	S	18,000.00	20,000.00	3,000.00	3,000.00	7,000.00		0.00
		21,080.60	2,985.00	5,455.79				
POL-CLOTHING ALLOWANCE								
2-01-25-240-000-043	S	126,500.00	127,000.00	120,337.50	116,087.50	115,887.50		0.00
		125,875.00	128,312.50	120,337.50				
					*must be increased $1,400 per officer (i f) hired before 12/31/2011			
POL-PROFESSIONAL ASSOC DUES								
2-01-25-240-000-044	S	1,000.00	1,625.00	1,625.00	1,600.00	1,100.00		0.00
		1,530.00	1,575.00	1,075.00				
POL-TRAVEL								
2-01-25-240-000-045	S	650.00	1,000.00	750.00	1,000.00	750.00		0.00
		1,448.04	596.92	200.00				
POL-PURCHASE OF VEHICLES								
2-01-25-240-000-051	S	58,000.00	0.00	0.00	175,000.00	98,000.00		0.00
		71,554.00	1,895.09	122.50				
					7 new cars + remove & replace equipment, lettering, registration			
POL-JANITOR/LAUNDRY/KITCH/FOOD								

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-25-240-000-000 POLICE DEPARTMENT					Comments			
2-01-25-240-000-052	S	500.00 3.88	50.00 0.00	50.00 500.50	100.00	100.00		0.00
POL-OFFICE EQUIPMENT 2-01-25-240-000-053	S	300.00 0.00	300.00 295.57	300.00 0.00	300.00	300.00		0.00
POL-CELL SUPPLIES 2-01-25-240-000-054	S	0.00 0.00	0.00 0.00	0.00 0.00	100.00			0.00
POL-FIRE/OTHER SAFETY EQUIP 2-01-25-240-000-056	S	6,850.00 5,240.57	5,300.00 5,966.90	6,000.00 6,174.20	6,000.00	6,000.00		0.00
POL-FURNITURE AND FIXTURES 2-01-25-240-000-057	S	500.00 519.00	500.00 2,677.00	0.00 0.00	500.00	500.00		0.00
POL-OTHER EQUIP&SUPPL/MCH RENT 2-01-25-240-000-058	S	1,000.00 6,950.49	1,225.00 192.45	900.00 356.63	900.00	900.00		0.00
POL-DATA PROCESSING EQUIP 2-01-25-240-000-059	S	8,000.00 9,612.59	8,000.00 6,194.94	7,500.00 9,106.50	5,000.00	2,750.00		0.00
POL-REC SUPPLIES/SPECIAL ARTIC 2-01-25-240-000-066	S	1,000.00 419.00	500.00 405.80	500.00 0.00	500.00	400.00		0.00
POL-INTERNET 2-01-25-240-000-077	S	25,000.00 23,143.20	25,000.00 22,943.42	23,000.00 18,888.75	23,000.00	22,750.00		0.00
POL-MEDICAL TESTING 2-01-25-240-000-093	S	6,400.00 2,500.00	3,000.00 1,250.00	3,500.00 190.00	4,800.00 Includes 5 new hires 2012 + 3 fit for du ty allowances	6,300.00		0.00

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-25-240-000-000		POLICE DEPARTMENT			Comments			
POL-OTHER EXPENSES								
2-01-25-240-000-099	S	2,500.00 0.00	0.00 0.00	0.00 0.00				0.00
POL-FIREARMS & SUPPLIES								
2-01-25-240-000-121	S	29,000.00 29,543.28	28,000.00 21,867.79	25,000.00 24,802.50	25,000.00 ammunition, weapon maintenance/replacement, range equipment	23,370.00		0.00
POL-INVESTIGATIVE EXPENSES								
2-01-25-240-000-122	S	1,000.00 2,150.00	2,000.00 2,430.00	2,500.00 2,582.74	3,500.00	3,500.00		0.00
Control Total		535,862.00 524,549.21	467,908.00 429,555.51	452,427.51 420,878.76	627,415.46	552,427.50	0.00	0.00
HOMELAND SECURITY-POLICE								
2-01-25-240-000-200	H							
SALARIES & WAGES								
2-01-25-240-000-210	C							
POL-BASE PAY								
2-01-25-240-000-211	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
POL-HOLIDAY PAY								
2-01-25-240-000-215	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
Control Total		0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00
OTHER EXPENSE								
2-01-25-240-000-220	C							
POL-MISC OTHER EXPENSES								
2-01-25-240-000-299	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00

Description Budget Account Number	2009 Approp Actual	2010 Approp Actual	2011 Approp Actual	********** Year 2012 ********** Requested Comments	Admin. Recmnd	Budgeted	%PY
Department: 2-01-25-240-000-000 POLICE DEPARTMENT							
Control Total	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00

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BENECKE	JODY	240	Police Uniform	4/17/2006	79,388.00		0.00	7,498.42		0.00	86,886.42	86,886.42
BENNETT	EDWARD	240	Police Uniform	8/27/1991	120,670.00		10,860.30			0.00	131,530.30	131,530.30
BOLLARD	MICHAEL	240	Police Uniform	12/10/2001	105,852.00		0.00			0.00	105,852.00	105,852.00
BOSLEY	RICHARD	240	Police Uniform	5/29/1995	105,852.00		0.00			0.00	105,852.00	105,852.00
BROWN	CAMPBELL	240	Police Uniform	8/11/2003	105,852.00		0.00		1,000.00	0.00	106,852.00	106,852.00
CAMPBELL	DENIS	240	Police Uniform	8/15/1990	118,554.00		11,855.00		1,000.00	0.00	131,409.00	131,409.00
CAMPBELL	WILLIAM	240	Police Uniform	7/10/2001	105,852.00		0.00			0.00	105,852.00	105,852.00
CANDIDO	JOSEPH	240	Police Uniform	12/20/1999	105,852.00		0.00			0.00	105,852.00	105,852.00
CAVALLO (REPLC)	MICHAEL	240	Police Uniform	8/11/2008	0.00		0.00			0.00	0.00	0.00
CHENEY	ANDREW	240	Police Uniform	8/27/1991	135,150.00		12,163.50			0.00	147,313.50	147,313.50
CHESNEY	KEVIN	240	Police Uniform	10/2/1995	105,852.00		0.00			0.00	105,852.00	105,852.00
CIPULLY	FRANK	240	Police Uniform	10/2/1995	105,852.00		0.00			0.00	105,852.00	105,852.00
CLARK (REPLC PO)	DONALD	240	Police Uniform	8/27/1991	0.00		0.00			0.00	0.00	0.00
CONOVER	SCOTT	240	Police Uniform	10/2/1995	105,852.00		0.00		1,000.00	0.00	106,852.00	106,852.00
CONVERY	JOHN	240	Police Uniform	8/4/1997	118,554.00		0.00		1,000.00	0.00	119,554.00	119,554.00
COWIT	MITCHELL	240	Police Uniform	8/10/1992	105,852.00		9,527.00		1,000.00	0.00	116,379.00	116,379.00
CRINNIAN	ALEXANDER	240	Police Uniform	8/11/2003	105,852.00		0.00			0.00	105,852.00	105,852.00
CROWLEY	TREVOR	240	Police Uniform	8/10/1992	105,852.00		9,527.00		1,000.00	0.00	116,379.00	116,379.00
CUNNINGHAM	MICHAEL	240	Police Uniform	2/19/1996	118,554.00		0.00		1,000.00	0.00	119,554.00	119,554.00
DE LA TORRE	JAVIER	240	Police Uniform	8/13/2007	68,803.00		0.00	3,969.38		0.00	72,772.38	72,772.38
DECKER	JOHN	240	Police Uniform	9/8/1999	118,554.00		0.00			0.00	118,554.00	118,554.00
DUNTON**	CHRISTOPHER	240	Police Uniform	12/4/1984	0.00		0.00			0.00	0.00	0.00
FALZARANO	ANDREA	240	Police Uniform	8/11/2008	58,217.00		0.00	3,969.75		0.00	62,186.75	62,186.75
FELDER (REPLC)	JEREMY	240	Police Uniform	8/11/2008	0.00		0.00			0.00	0.00	0.00
FERRARELLI**	RICHARD	240	Police Uniform	10/9/1985	0.00		0.00			0.00	0.00	0.00
FOOTE	SHANNON	240	Police Uniform	8/11/2005	89,974.00		0.00	3,969.38		0.00	93,943.38	93,943.38
FRIEDMAN	MICHAEL	240	Police Uniform	3/28/2006	79,388.00		0.00	7,939.50		0.00	87,327.50	87,327.50
GEOGHEGAN	BRIAN	240	Police Uniform	4/18/1994	118,554.00		8,298.78		1,000.00	0.00	127,852.78	127,852.78
GIOVANETTI	JOHN	240	Police Uniform	7/26/1999	118,554.00		0.00			0.00	118,554.00	118,554.00
GOELZ	MICHAEL	240	Police Uniform	8/11/2008	58,217.00		0.00	3,969.75		0.00	62,186.75	62,186.75
GORSKI	DEREK	240	Police Uniform	8/16/2004	100,559.00		0.00	1,984.88		0.00	102,543.88	102,543.88
GREENBERGER	SEAN	240	Police Uniform	8/6/2001	105,852.00		0.00			0.00	105,852.00	105,852.00
GROCHOWSKI	MICHAEL	240	Police Uniform	12/14/1998	105,852.00		0.00			0.00	105,852.00	105,852.00
HENBA	JEFFREY	240	Police Uniform	4/17/2006	79,388.00		0.00	7,498.42		0.00	86,886.42	86,886.42
HOBSON	SHAWN	240	Police Uniform	8/4/1997	105,852.00		0.00		1,000.00	0.00	106,852.00	106,852.00
HOOD	KEITH	240	Police Uniform	8/12/2002	105,852.00		0.00			0.00	105,852.00	105,852.00
HOWE	EDWARD	240	Police Uniform	8/12/2002	105,852.00		0.00			0.00	105,852.00	105,852.00
HRATKO	THOMAS	240	Police Uniform	3/13/1995	118,554.00		0.00			0.00	118,554.00	118,554.00
KAFTON	MITCHELL	240	Police Uniform	8/12/2002	105,852.00		0.00			0.00	105,852.00	105,852.00
KELLY	CHRISTOPHER	240	Police Uniform	7/26/1999	105,852.00		0.00			0.00	105,852.00	105,852.00
KELLY	MICHAEL	240	Police Uniform	12/19/2002	105,852.00		0.00		1,000.00	0.00	106,852.00	106,852.00
KUCOWSKI	THEODORE	240	Police Uniform	12/13/1999	105,852.00		0.00			0.00	105,852.00	105,852.00
KUNZ	MATTHEW	240	Police Uniform	6/18/1990	169,368.84		16,936.88			0.00	186,305.72	186,305.72
LASKIEWICZ	STEVEN	240	Police Uniform	7/26/1999	118,554.00		0.00			0.00	118,554.00	118,554.00
LASKO	DONALD	240	Police Uniform	12/17/2003	105,852.00		0.00			0.00	105,852.00	105,852.00
LINDENBERG	CRAIG	240	Police Uniform	12/17/2003	105,852.00		0.00			0.00	105,852.00	105,852.00
LOGAN	LAWRENCE	240	Police Uniform	12/13/1999	105,852.00		0.00			0.00	105,852.00	105,852.00
MACKIN	PATRICK	240	Police Uniform	4/7/1997	105,852.00		0.00		1,000.00	0.00	106,852.00	106,852.00
MANION	DOMINIC	240	Police Uniform	7/26/1999	105,852.00		0.00			0.00	105,852.00	105,852.00
MATUSZ	LISA	240	Police Uniform	8/27/1991	120,670.00		10,860.30			0.00	131,530.30	131,530.30
MCBRIDE	JOHN	240	Police Uniform	7/26/1999	118,554.00		0.00			0.00	118,554.00	118,554.00
MCCLAIN	DARIN	240	Police Uniform	12/14/1998	105,852.00		0.00			0.00	105,852.00	105,852.00

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MEABE	FRED	240	Police Uniform	8/6/2001	105,852.00		0.00			0.00	105,852.00	105,852.00
MENAFRA	COLIN	240	Police Uniform	8/12/2002	105,852.00		0.00			0.00	105,852.00	105,852.00
MENDEZ	FRANCISCO	240	Police Uniform	6/28/2001	105,852.00		0.00		1,000.00	0.00	106,852.00	106,852.00
MILEWSKI	RAYMOND	240	Police Uniform	6/27/1989	118,554.00		11,855.40			0.00	130,409.40	130,409.40
NELSON	MARY	240	Police Uniform	8/22/2004	100,559.00		0.00	1,984.88		0.00	102,543.88	102,543.88
NEWMAN (REP & PROM)	DAVID	240	Police Uniform	6/27/1989	0.00		0.00			0.00	0.00	0.00
NOTARE	LOUIS	240	Police Uniform	8/12/2002	105,852.00		0.00			0.00	105,852.00	105,852.00
OLEJARZ	WAYNE	240	Police Uniform	8/4/1997	105,852.00		0.00			0.00	105,852.00	105,852.00
PARISE	CHRISTOPHER	240	Police Uniform	3/15/1995	118,554.00		0.00			0.00	118,554.00	118,554.00
PEJOSKI	JOHN	240	Police Uniform	8/1/1996	105,852.00		0.00		1,000.00	0.00	106,852.00	106,852.00
PROSNIEWSKI	ERIC	240	Police Uniform	8/11/2003	105,852.00		0.00			0.00	105,852.00	105,852.00
REIDER	BRAD	240	Police Uniform	3/13/1995	105,852.00		0.00			0.00	105,852.00	105,852.00
REIFF	ROBERT	240	Police Uniform	12/10/2001	105,852.00		0.00		1,000.00	0.00	106,852.00	106,852.00
REYNOLDS	JAMES	240	Police Uniform	12/17/2003	105,852.00		0.00			0.00	105,852.00	105,852.00
RODRIGUEZ	JOHN	240	Police Uniform	8/11/2003	105,852.00		0.00			0.00	105,852.00	105,852.00
ROTH	MATTHEW	240	Police Uniform	1/10/2006	79,388.00		0.00	10,586.00		0.00	89,974.00	89,974.00
RUBIO	VINCENT	240	Police Uniform	2/19/1996	105,852.00		0.00		1,000.00	0.00	106,852.00	106,852.00
SALISBURY	ARTHUR	240	Police Uniform	3/13/1995	105,852.00		0.00			0.00	105,852.00	105,852.00
SCAGLIONE	STEVEN	240	Police Uniform	8/4/1997	105,852.00		0.00			0.00	105,852.00	105,852.00
SCHINDER	CHRISTOPHER	240	Police Uniform	8/12/2002	105,852.00		0.00			0.00	105,852.00	105,852.00
SCHMIDT	GREGORY	240	Police Uniform	1/10/2006	79,388.00		0.00	10,586.00		0.00	89,974.00	89,974.00
SEDA	RALPH	240	Police Uniform	3/30/1993	105,852.00		8,468.16			0.00	114,320.16	114,320.16
SENATORE**	ANTHONY	240	Police Uniform	8/27/1991	0.00		0.00			0.00	0.00	0.00
SIEDLER	JOHN	240	Police Uniform	2/19/1996	135,150.00		0.00			0.00	135,150.00	135,150.00
SIMON	WILLIAM	240	Police Uniform	8/6/2001	105,852.00		0.00			0.00	105,852.00	105,852.00
TRAVISANO	EDWARD	240	Police Uniform	1/10/2006	79,388.00		0.00	10,586.00		0.00	89,974.00	89,974.00
VIDALIS	GEORGE	240	Police Uniform	12/17/2003	105,852.00		0.00			0.00	105,852.00	105,852.00
WAGNER	RICHARD	240	Police Uniform	3/13/1995	135,150.00		0.00			0.00	135,150.00	135,150.00
WASNESKY	CHRISTOPHER	240	Police Uniform	12/10/2001	105,852.00		0.00			0.00	105,852.00	105,852.00
WATSON	DAVID	240	Police Uniform	8/10/2005	89,974.00		0.00	3,969.38		0.00	93,943.38	93,943.38
			Police Uniform Total		7,926,223.84	0.00	110,352.32	78,511.71	15,000.00	0.00	8,130,087.87	8,130,087.87

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DONNELLY	RYAN	240	Police Uniform		46,771.00							46,771.00
BRUGNOLI	JUSTIN	240	Police Uniform		46,771.00							46,771.00
SALHANICK	WILLIAM	240	Police Uniform		46,771.00							46,771.00
Z PROMOTION		240	Police Uniform		0.00	42,862.00						42,862.00
Z PROMOTION		240	Police Uniform		0.00	42,862.00						42,862.00
Z PROMOTION		240	Police Uniform		0.00	42,862.00						42,862.00
Z PROMOTION		240	Police Uniform		0.00	14,226.00						14,226.00
ZZ ABOVE CLASS		240	Police Uniform		615.00						615.00	615.00
ZZ OVERTIME		240	Police Uniform		321,700.00						321,700.00	321,700.00
			Police Uniform Total		462,628.00	142,812.00	0.00	0.00	0.00	0.00	322,315.00	605,440.00

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BUKSAR	DARLENE	240.01	Police Clerical	2/21/1994	39,808.00		0.00			0.00	39,808.00	40,206.08
CONDE	CARMEN	240.01	Police Clerical	4/4/1994	38,662.00		0.00			0.00	38,662.00	39,048.62
JONES (CANNON)	JENNIFER	240.01	Police Clerical	7/6/1993	38,662.00		3,092.96			0.00	41,754.96	42,172.51
NAJARIAN	CLAIRE	240.01	Police Clerical	4/25/1994	40,953.00		3,276.24			0.00	44,229.24	44,671.53
SCHAEFER	SANDRA	240.01	Police Clerical	8/19/1980	47,825.00		4,782.50	572.67		0.00	53,180.17	53,711.97
SEALY	MARTHA	240.01	Police Clerical	7/25/1994	39,808.00		0.00			0.00	39,808.00	40,206.08
TAVAGLIONE	DENISE	240.01	Police Clerical	9/15/1975	53,263.00		5,326.30			1,870.00	60,459.30	61,063.89
VELAZQUEZ	GINA	240.01	Police Clerical	6/29/2004	35,495.00		0.00			0.00	35,495.00	35,849.95
Z ABOVE CLASS		240.01	Police Clerical		310.00						310.00	313.10
			Police Clerical Total		334,786.00	0.00	16,478.00	572.67	0.00	1,870.00	353,706.67	357,243.73

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BAUER	CINDY	240.02	Police Crssng Gds	9/1/2006	5,824.00		0.00			0.00	5,824.00	5,882.24
BAUER	SHARON	240.02	Police Crssng Gds	10/10/2006	5,824.00		0.00			0.00	5,824.00	5,882.24
BEAGAN	ANGELA	240.02	Police Crssng Gds	9/1/2006	5,824.00		0.00			0.00	5,824.00	5,882.24
DAVIES	DIANNA	240.02	Police Crssng Gds	9/1/2006	5,824.00		0.00			0.00	5,824.00	5,882.24
DAWSON	NANCY	240.02	Police Crssng Gds	9/1/2006	5,824.00		0.00			0.00	5,824.00	5,882.24
DULOCK** REPLACE	DANIELLE	240.02	Police Crssng Gds	9/1/2006	5,824.00		0.00			0.00	5,824.00	5,882.24
VACANT		240.02	Police Crssng Gds	9/1/2006	5,824.00		0.00			0.00	5,824.00	5,882.24
FERRO	TAMMY	240.02	Police Crssng Gds	9/1/2008	5,824.00		0.00			0.00	5,824.00	5,882.24
KUS	FRANK	240.02	Police Crssng Gds	1/15/2010	5,824.00		0.00			0.00	5,824.00	5,882.24
LEES	DOLORES	240.02	Police Crssng Gds	9/1/2006	5,824.00		0.00			0.00	5,824.00	5,882.24
REIFF	ROBERT	240.02	Police Crssng Gds	9/1/2006	5,824.00		0.00			0.00	5,824.00	5,882.24
SUITER	SAUNDRA	240.02	Police Crssng Gds	9/1/2006	24,260.60		0.00			0.00	24,260.60	24,503.21
WENDT	JODY	240.02	Police Crssng Gds	10/10/2006	5,824.00		0.00			0.00	5,824.00	5,882.24
YEE	VIOLA	240.02	Police Crssng Gds	9/1/2006	5,824.00		0.00			0.00	5,824.00	5,882.24
YOSTPILLE	JOHN	240.02	Police Crssng Gds	1/15/2010	5,824.00		0.00			0.00	5,824.00	5,882.24
			Police Crssng Gds Total		105,796.60	0.00	0.00	0.00	0.00	0.00	105,796.60	106,854.57

JACKSON TOWNSHIP

2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
LEONE	EDWARD	240.04	Police Special	5/29/1995	7,540.00		0.00			0.00	7,540.00	7,615.40
NOTARE	CHARLES	240.04	Police Special	6/11/2007	24,000.00		0.00			0.00	24,000.00	24,240.00
RODINA	MARK	240.05	Police Special	5/29/2007	30,160.00		0.00			0.00	30,160.00	30,461.60
			Police Special Total		61,700.00	0.00	0.00	0.00	0.00	0.00	61,700.00	62,317.00

Form 3

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: **Jackson Township Police Department 25-240**

2012 Objective
Staffing:
Restoration of positions for sworn officers and supervisors lost to attrition/retirement; the overall sworn staffing level has plummeted to 74 personnel through three years of attrition, down from a staff on 90. That represents a 20% staff reduction.
Restoration/increase in Telecommunications Operator (TCO) staff to allow for adequate personnel in consideration of the increasing demands placed upon that staff: Presently there is one full-time supervisor, and nine full-time TCO's doing the work previously done by a staff of twelve full-tome personnel. Even with the assistance of part-time staff, which should also be increased, the present staffing level is inadequate.
Restoration/increase of clerical staff which has also been substantially reduced. The remaining staff are unable to keep up with the increased records division demands, such as fulfilling Discovery and OPRA requests, processing firearms-related applications, transcription of recorded statements, etc.
Creation of a civilian IT position: The IT infrastructure, equipment and needs of the police department dwarf those of the township/administrative offices, yet we still do not have a dedicated professional. We therefore must rely on IT administration by committee, by relative laymen. This is neither efficient nor cost effective.
Increase of special police officer positions. These are the most cost effective employees, and can significantly increase the efficiency of the regular staff by assignment to a variety of support assignments, to include municipal court security, traffic enforcement details, prisoner processing, and much more. By state statute, we can add four such positions.
Increased technology application for increased staff efficiency. The application of technology such as self-reporting modules for residents to file "minor" reports.

Form 3

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: **Jackson Township Police Department 25-240**

Restoration of various services: Many services such as child seat inspections, School Resource Officer, community program partnerships and mentoring programs have been reduced or suspended due to lack of available staff. With increased staff, the department can work to rebuild those programs which foster improved relations with the community. Established divisions such as the detective bureau and traffic safety would benefit by replacement of staff lost to maintaining patrol minimum staffing levels.

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: Jackson Township Police Dept, **Jackson Township Police Department 25-240**
TCO/Communications 24-240

Please identify major changes in department budget submission including increased spending and/or reductions made to achieve budget target. Variances for Salaries and Benefit details calculated by the Department of Personnel will be provided when such data becomes available.

Additional lines may be added, as appropriate.

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits		
Entry level police officers	**# TBD	* As per contract, and dependent upon Township (pending?) authorization to hire. No additional salaries placed in 2012 budget, as Township administration reviewing staffing requests during this budget preparation period (October 2011).
Entry level P.O.(s), each.	**$44,036.	Wage as per 2010 CBA, each, annually. Fringe benefit costs not included.
*new hire police officers, non-salary expenses	**$6,260 ea	Each new officer will encumber this amount when calculating background investigation costs, medical/physical/psychological testing, initial issue uniforms and equipment, training costs. Special Police Officers may be only slightly less per new hire, based upon uniform issuance. NOTE: This figure HAS NOT been added into the Edmunds/department requested sub-account totals. The guidance of the Township is requested prior to adding these additional expenses.
Class II Special Police Officer(s)	**$21,866	$14.50/hour, 29 hours per week, 52 weeks. Four (4) additional are requested.

DRAFT OCTOBER 20, 2011...pending update(s).

	JACKSON TOWNSHIP 2012 BUDGET **SUMMARY OF MAJOR BUDGET CHANGES** Department Name: Jackson Township Police Dept, **Jackson Township Police Department 25-240** **TCO/Communications 24-240**

	ea.	These are extremely cost-effective employees.
Clerk(s)	**$28,641	An entry level clerk is desperately needed in the records section, to offset the loss of three previous clerks lost to transfer or attrition and not replaced.
F/T Telecommunication Operator(s) trainee	**$35,631	Replacement with at least one TCO of the two (937 & 940) lost to retirement or resignation and not replaced.
Total Salary and Benefits Variance	**	**Nothing has been "included" in this submission, pending authorization from the governing body. Expenses have been provided for consideration.
Other Expenses		
Vehicles	$175,000	The Township has not made substantive vehicle purchases for the police department since 2008, having purchased only a few vehicles since that time. The fleet, specifically first line patrol vehicles, has an average mileage in excess of 100,000 miles per vehicle. Seven vehicles will be requested, which is still less than ideal, but moves the fleet in the right direction.
Overtime, Police	$48,310	Overtime has been limited by an agreement to accept "Compensation Time", or "Comp Time", in lieu of pay for the past two years. As that agreement ends in FY 2012, the reality of overtime costs will return to levels such as those in FY 2008 and FY 2009. Those levels are realistic, they are lean, and they are realized with great emphasis placed on limiting overtime to necessary expenses. The Township

DRAFT OCTOBER 20, 2011... pending update(s).

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: Jackson Township Police Dept, **Jackson Township Police Department 25-240**
TCO/Communications 24-240

		MUST budget accordingly. Requested adopted budget $370,000 (2011 $321,690 adopted).
Overtime, Police Dispatch	$3,000	An increase from $15k to $18k based upon current expenditures.
Total Other Expense Variances	$226,310	Vehicles, patrol and dispatch overtime requested.
Gross reduction in salaries	-$417,812.66	The retirement or transfer of employees has resulted in a gross salary reduction from 2011 into 2012, barring any personnel additions. This figure does not include fringe benefit costs. 173 ($167,954.80), 178 ($130,623.86) , 266 ($59,617), 268 ($59,617)
Total Budget Change	**	Subject to administration approval of any staffing requests, this figure represents
Compensation time cash in	**	It is requested the township establish a dedicated "line" to track, account for and budget for this "tangible" expenditure.

DRAFT OCTOBER 20, 2011...pending update(s).

POLICE DISPATCH/911

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-25-250-000-000 POLICE DISPATCH/911								
POLICE DISPATCH/911								
2-01-25-250-000-000	H							
SALARIES & WAGES								
2-01-25-250-000-010	C							
POL-BASE PAY								
2-01-25-250-000-011	S	550,939.63	549,131.00	510,298.61	507,031.00	507,030.63		0.00
		534,953.06	531,130.57	506,840.07				
Transfers included in Approp		1,895.63	0.00	5,940.86				
POL-OVERTIME								
2-01-25-250-000-014	S	20,000.00	18,000.00	20,000.00	18,000.00	28,000.00		0.00
		19,373.19	18,582.44	23,071.58				
Transfers included in Approp		0.00	0.00	5,000.00				
Control Total		570,939.63	567,131.00	530,298.61	525,031.00	535,030.63	0.00	0.00
		554,326.25	549,713.01	529,911.65				
Transfers included in Approp		1,895.63	0.00	10,940.86				
OTHER EXPENSES								
2-01-25-250-000-020	C							
POL-MISC OTHER EXPENSES								
2-01-25-250-000-099	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
Control Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
BELL	MICHAEL	250	Police Dispatch	4/30/2007	37,729.00		0.00	97.08		0.00	37,826.08	38,204.34
BOLLENTIN	MARGARET	250	Police Dispatch	3/30/1993	44,721.00		3,577.68			500.00	48,798.68	49,286.67
BOSTICH	MELISSA	250	Police Dispatch	12/11/2007	37,729.00		0.00			0.00	37,729.00	38,106.29
FEENEY	DENISE	250	Police Dispatch	8/17/2007	37,729.00		0.00	679.58		500.00	38,908.58	39,297.67
HENDRICKSON	ROSE	250	Police Dispatch	8/26/1998	42,390.00		0.00			0.00	42,390.00	42,813.90
LONG	KELLY	250	Police Dispatch	10/1/2003	40,059.00		0.00			500.00	40,559.00	40,964.59
MILKO	DARLENE	250	Police Dispatch	10/29/1993	44,721.00		3,577.68			0.00	48,298.68	48,781.67
MUSTO	JUNE	250	Police Dispatch	11/28/1988	51,713.00		5,171.30			500.00	57,384.30	57,958.14
RUSSELL	ROBIN	250	Police Dispatch	7/11/1989	47,052.00		4,705.20			500.00	52,257.20	52,779.77
WITHAM	SHERI	250	Police Dispatch	2/20/2006	40,059.00		0.00			0.00	40,059.00	40,459.59
BURMEISTER	JOHN	250.01	Police Dispatch	1/12/2010	18,000.00		0.00			0.00	18,000.00	18,180.00
GOMBERG	LORI	250.01	Police Dispatch	1/11/2010	19,000.00		0.00			0.00	19,000.00	19,190.00
ZIMMERMAN	JASON	250.01	Police Dispatch	3/2/1999	20,800.00		0.00			0.00	20,800.00	21,008.00
			Police Dispatch Total		481,702.00	0.00	17,031.86	776.67	0.00	2,500.00	502,010.53	507,030.63

JACKSON TOWNSHIP

2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
Z OVERTIME		250	Police Dispatch		28,000.00						28,000.00	28,000.00
			Police Dispatch Total		28,000.00	0.00	0.00	0.00	0.00	0.00	28,000.00	28,000.00

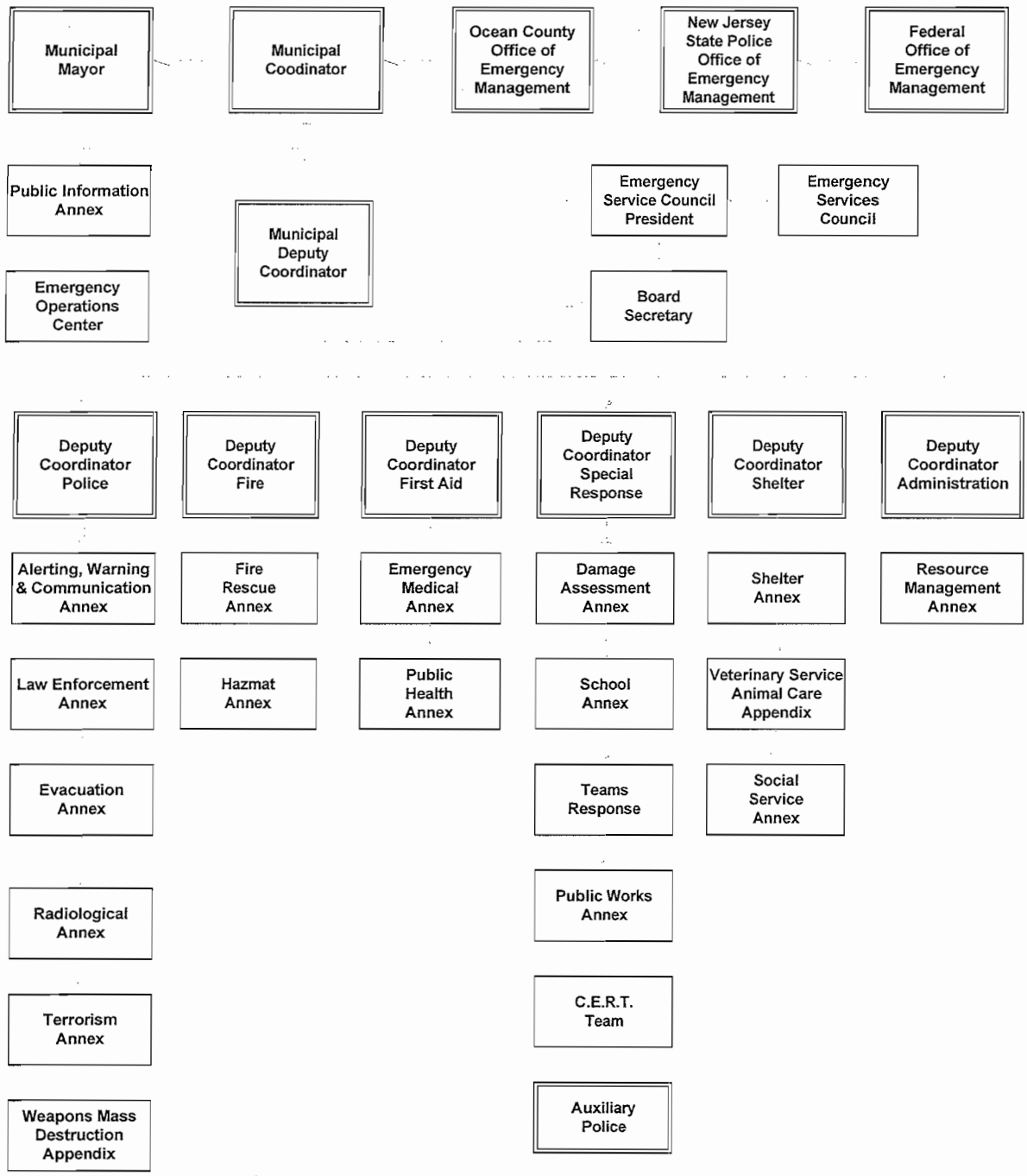
DEPARTMENT OF PUBLIC SAFETY

Office of Emergency Management

JACKSON TOWNSHIP 2012 BUDGET

ORGANIZATIONAL CHART

Department Name: **OFFICE OF EMERGENCY MANAGEMENT**



JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: **OFFICE OF EMERGENCY MANAGEMENT**

General Duties:

1. The Emergency Management Coordinator shall be responsible for the planning, activating, coordinating and conduct of Emergency Management Operations within the municipality. Whenever, in his opinion, a disaster has occurred or is imminent in the municipality, the Emergency Management Coordinator shall proclaim a State of Local Disaster Emergency within the municipality. The Emergency Management Coordinator, shall be empowered to issue and enforce such orders as may be necessary to implement and carry out Emergency Management Operations and to protect the health, safety and resources of the residents of the municipality.

   All requests for purchasing are held until the end of November and December to ensure there is funding should an emergency or disaster occur within the municipality.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Department: 2-01-25-252-000-000 OFFICE OF EMERGENCY MANAGEMENT

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY	Comments
OFFICE OF EMERGENCY MANAGEMENT 2-01-25-252-000-000	H								
EM-SALARIES & WAGES 2-01-25-252-000-010	C								
EM-BASE PAY 2-01-25-252-000-011	S	7,346.00 7,015.94	7,346.00 7,105.94	7,346.00 7,105.94	7,346.00	7,346.00		0.00	
Control Total		7,346.00 7,015.94	7,346.00 7,105.94	7,346.00 7,105.94	7,346.00	7,346.00	0.00	0.00	
OTHER EXPENSES 2-01-25-252-000-020	C								
PRINTING & BINDING/PHOTO REPRO 2-01-25-252-000-023	S	400.00 0.00	200.00 0.00	200.00 0.00	200.00	200.00		0.00	Printing Of Business Cards, Letterhead & Envelopes
BUILDING REPAIR 2-01-25-252-000-024	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00	
MAINT OF MOTOR VEHICLES 2-01-25-252-000-025	S	1,800.00 503.74	600.00 0.00	600.00 3,371.75	2,000.00	2,000.00		0.00	Repairs To 6x6 Military Vehicle & Portable Generator
MAINT OTHER EQUIP 2-01-25-252-000-026	S	200.00 0.00	0.00 0.00	200.00 0.00	800.00	800.00		0.00	Hydro Testing Of SCBA Equipment & Maintenance Of Portable Power Equipment
MATERIALS & SUPPLIES 2-01-25-252-000-030	S	3,000.00 691.38	500.00 0.00	500.00 0.00	500.00	500.00		0.00	Red Cross Shelter Kits

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-25-252-000-000 OFFICE OF EMERGENCY MANAGEMENT					Comments			
CHEMICALS & GASES								
2-01-25-252-000-031	S	100.00	0.00	0.00				0.00
		0.00	0.00	0.00				
UNIFORMS & CLOTHING								
2-01-25-252-000-032	S	2,000.00	1,000.00	500.00	500.00	500.00		0.00
		626.15	139.95	617.51				
					Replacement Uniforms For Auxiliary Police & OEM Members			
BOOKS & PUBLICATION								
2-01-25-252-000-033	S	250.00	1,000.00	750.00	750.00	750.00		0.00
		0.00	772.23	0.00				
					Training Manuals, Books & Magazines			
TIRES & TUBES								
2-01-25-252-000-034	S	700.00	0.00	0.00				0.00
		0.00	278.00	0.00				
OFFICE MATER/SUPPL/OTHER								
2-01-25-252-000-036	S	1,550.00	1,000.00	500.00	500.00	500.00		0.00
		1,509.19	119.70	190.81				
					Pens, Pencils, Paper, Pads, Printer Ink & White Board Markers			
ELECTRIC & COMMUN SUPPLIES								
2-01-25-252-000-037	S	1,000.00	1,400.00	400.00	400.00	400.00		0.00
		893.59	92.00	0.00				
					Repairs To Portable Radios & Batteries For Same			
GEN HARDWARE/MINOR TOOLS								
2-01-25-252-000-038	S	1,500.00	100.00	100.00	100.00	100.00		0.00
		99.00	0.00	0.00				
					Emergency Response Hand Tools, Shovels, Axes & Pike Poles			
GEN MACHINERY PARTS								
2-01-25-252-000-039	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
CONFERENCES & MEETING								
2-01-25-252-000-041	S	500.00	0.00	500.00	500.00	500.00		0.00
		0.00	33.74	0.00				
					Emergency Management Meetings & Conferences			

Department: 2-01-25-252-000-000 OFFICE OF EMERGENCY MANAGEMENT

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
TRAINING & EDUCATION 2-01-25-252-000-042	S	7,450.00 7,250.00	800.00 0.00	5,000.00 2,516.82	5,000.00	5,000.00		0.00
					Training Of Personnel, Drills & Exercise s			
PROFESSIONAL ASSOC DUES 2-01-25-252-000-044	S	550.00 290.00	300.00 515.00	400.00 195.00	400.00	400.00		0.00
					Memberships To Emergency Management Asso ciations			
TRAVEL 2-01-25-252-000-045	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
EM-PURCHASE OF VEHICLES 2-01-25-252-000-051	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
EM-JANITOR/LAUNDRY/KITCH/FOOD 2-01-25-252-000-052	S	200.00 19.35	150.00 0.00	500.00 0.00	500.00	500.00		0.00
					Cleaning Supplies For Equipment & Decon Operations			
OFFICE EQUIPMENT 2-01-25-252-000-053	S	200.00 1,721.87	200.00 0.00	200.00 0.00	200.00	200.00		0.00
					Replacement Of Worn Office Equipment As Needed			
ELECTRICAL & LIGHTING EQUIP 2-01-25-252-000-054	S	100.00 334.05	300.00 0.00	500.00 0.00				0.00
PLUMBING,HVAC SUPPLIES 2-01-25-252-000-055	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
FIRE & OTHER SAFETY EQUIP 2-01-25-252-000-056	S	8,200.00 8,564.14	5,800.00 981.02	5,500.00 10,084.37	5,000.00	5,000.00		0.00
					Emergency Response Equipment For High An gle Rescue, Confine Space & Hazmat			

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-25-252-000-000 OFFICE OF EMERGENCY MANAGEMENT								
OFFICE EQUIPMENT								
2-01-25-252-000-057	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
OTHER EQUIP&SUPPL/MACH RENT								
2-01-25-252-000-058	S	1,000.00 5,086.14	2,000.00 306.25	2,000.00 679.04	2,000.00	2,000.00		0.00
					CERT, Auxilary Police & Shelter Supplies			
DATA PROCESSING EQUIP								
2-01-25-252-000-059	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
REC SUPPLIES/SPECIAL ARTICL								
2-01-25-252-000-066	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
TELEPHONE CHARGES								
2-01-25-252-000-076	S	1,850.00 655.05	700.00 480.12	700.00 680.14	700.00	700.00		0.00
					Telephone & Wireless Costs			
MISCELLANEOUS								
2-01-25-252-000-099	S	0.00 0.00	0.00 162.00	200.00 159.00	200.00	200.00		0.00
					Emergency Costs During Responses			
SIGNS								
2-01-25-252-000-126	S	0.00 975.00	300.00 365.70	150.00 475.00	150.00	150.00		0.00
					Signage For Emergency Generator (Trailer)			
Control Total		32,550.00 29,218.65	16,350.00 4,245.71	19,400.00 18,969.44	20,400.00	20,400.00	0.00	0.00

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
ORNER	GRACE	252	Emergency Mngmt		1,140.00						1,140.00	1,140.00
OLEJARZ	BARRY	252	Emergency Mngmt		6,206.00						6,206.00	6,206.00
			Emergency Mngmt Total		7,346.00	0.00	0.00	0.00	0.00	0.00	7,346.00	7,346.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: **OFFICE OF EMERGENCY MANAGEMENT**

2012 Objective

1. Conduct a tabletop in exercise in.
2. Conduct a full-scale exercise based on the tabletop exercise. The exercise will involve agencies from local, county, state and federal.
3. Based on the tabletop and full-scale exercise a review of the township's emergency operations plan will be conducted and necessary changes will be instituted.
4. Conduct a drill in the operational procedure for decontamination of emergency responders.
5. Training of membership will include the following:
    a. Trench and confine space
    b. High Angle
    c. CPR
    d. First Aid
    e. Shelter Management
    f. Hazardous Materials (State/County Requirement)
    g. REPR Training (State/County Requirement)
6. Finalize the CERT Program for High School students.
7. Continue the CERT Program for township residents.
8. Seek membership for the Auxiliary Police Program.
9. Begin reviewing the Emergency Management Operations Plan for revisions and submittal to the State (January 2013)

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: **OFFICE OF EMERGNCY MANAGEMENT**

Please identify major changes in department budget submission including increased spending and/or reductions made to achieve budget target. Variances for Salaries and Benefit details calculated by the Department of Personnel will be provided when such data becomes available.

Additional lines may be added, as appropriate.

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits	**$0.00**	**No Increase**
Total Salary and Benefits Variance	$0.00	
Other Expenses		
01-25-252-000-025	2000.00	**$1,400. Increase** Repairs to 6-wheel drive and mobile generator.

SUPPLEMENTAL FIRE SERVICES AID

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: FIRE CO. SUPP. FIRE SVCS DEPT 25-257

General Duties:

Required Supplemental Fire Services Program Funding as dictated by the State.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	********** Year 2012 ********** Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-25-257-000-000		FIRE CO.-SUPP'L FIRE SERVICES						
FIRE CO.-SUPP'L FIRE SERVICES								
2-01-25-257-000-000	H							
OTHER EXPENSES								
2-01-25-257-000-020	C							
FIRE GRANT								
2-01-25-257-000-104	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
AIDS, ASSIST. & CONTRIBUTIONS								
2-01-25-257-000-116	S	16,904.00 16,904.00	13,026.00 13,026.00	13,026.00 13,026.00	13,026.00 supplemental fire service aid	13,026.00		0.00
Control Total		16,904.00 16,904.00	13,026.00 13,026.00	13,026.00 13,026.00	13,026.00	13,026.00	0.00	0.00

2/23/12

New Jersey Department of Community Affairs
Division of Local Government Services

Certification of State Aid for Calendar Year 2012 and Fiscal Year 2013 Budgets

This certification represents aid in the Governor's Proposed FY 2013 budget. Municipalities and counties are subject to its provisions when introducing budgets. Details about amounts are found in Local Finance Notice 2012-6.

Municipality: **Jackson Township**

County: **Ocean** **Municode: 1511**

Fiscal Year Type: **Calendar Year**

Aid Program	Proposed CY 2011/SFY 2012 Allocation	Proposed CY 2012/SFY 2013 Allocation
Consolidated Municipal Property Tax Relief	336,189	220,114
Total Energy Tax Receipts Distribution	3,015,960	3,132,035
Watershed Aid	0	0
Garden State Trust	56,290	56,290
Total Formula Aid	3,408,439	3,408,439

Business Personal Property Tax Adjustment

Only applies to municipalities with BPP distribution responsibilities

Business Personal Property Tax Depreciation Adjustment	0
BPP Payment to Regional School District	0
BPP Payment to Local School District	0
Municipal Share of BPP	0

SFSP Fire District Adjustments

Only applies to municipalities with SFSP payments to fire districts

SFSP appropriation	13,026

VOLUNTEER AMBULANCE AID

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-25-260-000-000 VOLUNTEER AMBULANCE AID								
VOLUNTEER AMBULANCE AID								
2-01-25-260-000-000	H							
OTHER EXPENSES								
2-01-25-260-000-020	C							
MAINT. OTHER EQUIP./REPAIR								
2-01-25-260-000-026	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
VEHICLES								
2-01-25-260-000-051	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
OTHER EQUIP. SUPPLY MACH. RENT								
2-01-25-260-000-058	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
AID,ASSISTANCE & CONTRIBUTIONS								
2-01-25-260-000-116	S	20,000.00 20,000.00	15,000.00 15,000.00	15,000.00 15,000.00	15,000.00	15,000.00		0.00
Control Total		20,000.00 20,000.00	15,000.00 15,000.00	15,000.00 15,000.00	15,000.00	15,000.00	0.00	0.00

DEPARTMENT OF LAW

Office of the Municipal Prosecutor

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Year 2012 Admin. Recmnd	Year 2012 Budgeted	%PY
Department: 2-01-25-275-000-000 MUNICIPAL PROSECUTOR								
MUNICIPAL PROSECUTOR 2-01-25-275-000-000	H							
OTHER EXPENSES 2-01-25-275-000-020	C							
LEGAL SERVICES 2-01-25-275-000-027	S	1,000.00 0.00	0.00 0.00	0.00 0.00				0.00
CONTRACTUAL SERVICES 2-01-25-275-000-029	S	43,000.00 40,000.08	42,000.00 40,000.08	42,000.00 40,000.01	42,000.00 BASED OFF PRIOR YEAR	42,000.00		0.00
Control Total		44,000.00 40,000.08	42,000.00 40,000.08	42,000.00 40,000.01	42,000.00	42,000.00	0.00	0.00

JUVENILE CONFERENCE COMMITTEE

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-25-281-000-000 JUVENILE CONFERENCE COMMITTEE					Comments			
JUVENILE CONFERENCE COMMITTEE								
2-01-25-281-000-000	H							
SALARIES & WAGES								
2-01-25-281-000-010	C							
BASE PAY - JUV CONF COMM								
2-01-25-281-000-011	S	1,300.00	1,275.00	1,275.00	1,200.00	1,300.00	_____	0.00
		1,270.84	1,270.82	1,043.28				
Transfers included in Approp		50.00	25.00	0.00				
Control Total		1,300.00	1,275.00	1,275.00	1,200.00	1,300.00	0.00	0.00
		1,270.84	1,270.82	1,043.28				
Transfers included in Approp		50.00	25.00	0.00				
OTHER EXPENSES								
2-01-25-281-000-020	C							
OFFICE MAT'L & SUPPLIES/OTHER								
2-01-25-281-000-036	S	25.00	0.00	25.00	25.00	25.00	_____	0.00
		0.00	0.00	0.00				
Transfers included in Approp		0.00	25.00-	0.00				
Control Total		25.00	0.00	25.00	25.00	25.00	0.00	0.00
		0.00	0.00	0.00				
Transfers included in Approp		0.00	25.00-	0.00				

JACKSON TOWNSHIP

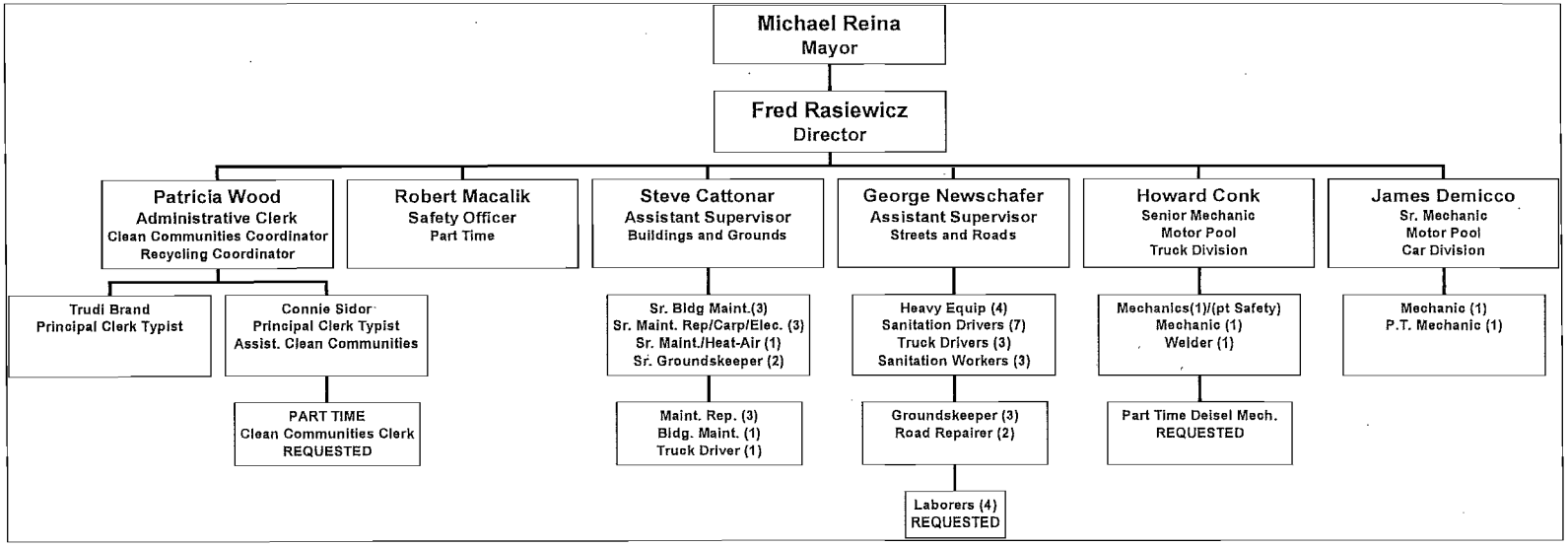
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
KRAFT	DEBRA	281	Juv Conf Comm	6/8/1994	1,300.00		0.00			0.00	1,300.00	1,300.00
			Juv Conf Comm Total		1,300.00	0.00	0.00	0.00	0.00	0.00	1,300.00	1,300.00

DEPARTMENT OF PUBLIC WORKS

Streets & Roads

2012 DPW ORGANIZATIONAL CHART



Form 2

	JACKSON TOWNSHIP 2012 BUDGET **NARRATIVE SUMMARY** Department Name: PUBLIC WORKS –290 –Streets and Roads

General Duties:
State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code
Use additional sheets (blank bond paper) as required.

General Duties:
State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code
Use additional sheets (blank bond paper) as required.

Collect and disposed of Bulky Waste material.
Maintain Convenience Center for disposal of Bulky, construction debris and recycling materials.
Maintain Compost center on Jackson Mills Rd for the collection of residential organic waste disposal.
Maintain trees for the safety and welfare of the residents of the township.
Clear all intersections of overgrowth of trees and brush.
Replace damaged Belgium block and curbs.
Remove waste Bulky and organic from flooded areas during storms.
Collect leaves in the Fall.
Filled miles of Potholes with cold patch(Hot patch not used due to lack of hot box)
Maintain 42 miles along with the volunteers of Clean Communities to remove waste from roadside.
Maintain a successful program to have deer carcasses removed from township roadways.
Oversee the daily curbside recycling program.
Maintain all street signs throughout township.
Maintain all special events signage Parks.
Responsible for all snow removal.

I hereby approve my department's/board's budget as hereto attached.

Fred A. Rasiewicz
Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-26-290-000-000 STREETS & ROADS MAINTAINANCE					Comments			
STREETS & ROADS MAINTENANCE								
2-01-26-290-000-000	H							
SALARIES & WAGES								
2-01-26-290-000-010	C							
PW-BASE SALARY								
2-01-26-290-000-011	S	1,499,195.51	1,214,430.97	1,053,245.32	1,100,783.34	1,100,783.34	_____	0.00
		1,506,774.12	1,180,209.95	1,022,043.80				
Transfers included in Approp		4,277.51	8,931.65-	2,915.58				
PW-OVERTIME								
2-01-26-290-000-014	S	90,000.00	65,000.00	60,000.00	60,000.00	60,000.00	_____	0.00
		68,657.28	53,008.86	32,010.01				
PW-OVERTIME/SNOW								
2-01-26-290-000-015	S	45,000.00	105,000.00	100,000.00	135,000.00	135,000.00	_____	0.00
		50,432.98	134,698.67	51,016.19				
Transfers included in Approp		10,000.00	0.00	0.00				
Control Total		1,634,195.51	1,384,430.97	1,213,245.32	1,295,783.34	1,295,783.34	0.00	0.00
		1,625,864.38	1,367,917.48	1,105,070.00				
Transfers included in Approp		14,277.51	8,931.65-	2,915.58				
OTHER EXPENSES								
2-01-26-290-000-020	C							
PW-ADVERTISING								
2-01-26-290-000-021	S	250.00	500.00	525.00	525.00	525.00	_____	0.00
		789.00	525.00	0.00				
					CHANGES IN SERVICES ANNOUNCEMENT			
PW-PRINT & BIND/PHOTO REPRO								
2-01-26-290-000-023	S	500.00	200.00	200.00	_____	_____	_____	0.00
		0.00	29.00	0.00				
					NOT USED IN PAST			
PW-MAINT MOTOR VEHICLES								
2-01-26-290-000-025	S	15,000.00	20,000.00	23,500.00	29,000.00	35,000.00	_____	0.00
		16,654.42	24,324.05	45,500.69				
Transfers included in Approp		0.00	0.00	3,500.00				

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-26-290-000-000 STREETS & ROADS MAINTAINANCE					Comments			
					MAINT OF LOADERS,GRADER,RDSIDE MOWERS			
PW-MAINT OTHER EQUIPMENT								
2-01-26-290-000-026	S	40,000.00	44,000.00	40,000.00	40,000.00	35,000.00	_____	0.00
		43,661.75	36,902.11	29,044.81				
					MAINT OF ROAD EQUIP i.e.-CONCRETE SAWS, HOT BOX, TREE MAIN EQUIPT.			
PW-OTHER CONTRACUAL ITEMS								
2-01-26-290-000-029	S	23,000.00	24,000.00	25,000.00	10,000.00	15,000.00	_____	0.00
		12,393.00	26,011.99	12,870.55				
Transfers included in Approp		0.00	9,000.00	0.00				
					CONTRACTUAL DEER CARCASS REMOVAL,GAS BOY REPR AND INSPECTIONS			
PW-CHEMICALS & GASES								
2-01-26-290-000-031	S	2,000.00	1,000.00	2,000.00	2,000.00	2,000.00	_____	0.00
		702.68	1,514.93	1,449.52				
					SHOP GASES AND WELDING SUPPLIES			
PW-UNIFORMS & CLOTHING								
2-01-26-290-000-032	S	27,000.00	26,500.00	18,750.00	18,750.00	16,500.00	_____	0.00
		26,241.00	21,000.00	18,750.00				
					CONTRACTUAL UNIFORMS			
PW-BOOKS & PUBLICATIONS								
2-01-26-290-000-033	S	100.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
PW-TIRES & TUBES								
2-01-26-290-000-034	S	0.00	9,000.00	16,000.00	15,000.00	15,000.00	_____	0.00
		3,575.00	12,321.32	12,139.50				
Transfers included in Approp		0.00	6,000.00	0.00				
					OFF ROAD VEH TIRES i.e.-DOZER,LOADERS			
PW-JANITORIAL								
2-01-26-290-000-035	S	0.00	0.00	0.00	_____	_____	_____	0.00
		478.00	0.00	0.00				
PW-OFFICE MATER & SUPPL/OTHER								
2-01-26-290-000-036	S	1,500.00	1,500.00	1,500.00	1,500.00	1,250.00	_____	0.00
		3,546.39	1,334.48	952.64				
					CALCULAR TAPE, PENS, CALENDERS GEN OFFIC E SUPPLIES			
PW-GEN HARDWARE & MINOR TOOLS								
2-01-26-290-000-038	S	2,500.00	2,000.00	2,000.00	11,000.00	11,000.00	_____	0.00
		1,708.81	1,974.90	3,295.21				

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-26-290-000-000 STREETS & ROADS MAINTAINANCE					Comments			
					$9,000NEW CURBER FOR REPAIRS.SHOVES,RAKES.			
PW-GENERAL MACHINERY PARTS 2-01-26-290-000-039	S	2,000.00 0.00	1,000.00 45.37	500.00 0.00	500.00	500.00	_____	0.00
					MACHINE PARTS FOR REPAIR EQUIP, LIFT REPR			
PW-CONFERENCES & MEETINGS 2-01-26-290-000-041	S	300.00 388.00	400.00 50.00	200.00 75.00	100.00	100.00	_____	0.00
					CONFERENCES FRED			
PW-TRAINING & EDUCATION 2-01-26-290-000-042	S	250.00 5,363.50	1,500.00 2,677.00	2,500.00 2,760.00	13,000.00	2,500.00	_____	0.00
					SAFETY COORD.CL $4G/BLDG GR $4500pesticide/$2800dangerous tree,conf space.			
PW-PURCHASE OF VEHICLES 2-01-26-290-000-051	S	23,000.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
PW-JANITOR/LAUNDRY/KITCH/FOOD 2-01-26-290-000-052	S	1,000.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
PW-OFFICE EQUIPMENT 2-01-26-290-000-053	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
PW-FIRE & OTHER SAFETY EQUIP 2-01-26-290-000-056	S	6,000.00 6,176.57	6,000.00 3,455.36	5,000.00 6,223.72	16,500.00	6,000.00	_____	0.00
					SAFETY EQUIPMENT i.e=VESTS,CONES, BARRACADES,BARRIERS			
PW-OTHER EQUIP&SUPPL/MACH RENT 2-01-26-290-000-058	S	5,000.00 5,794.80	15,000.00 15,045.85	15,000.00 5,031.33	10,000.00	10,000.00	_____	0.00
					RENTAL OF ROLLERS,GRADER ETC (WHEN EQUIP FAILS)			
PW-REC SUPPL/SPECIAL ARTICLES 2-01-26-290-000-066	S	500.00 0.00	500.00 29.59	0.00 0.00	_____	_____	_____	0.00

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-26-290-000-000 STREETS & ROADS MAINTAINANCE					Comments			
PW-INTER GOVERNMENT/LOCAL								
2-01-26-290-000-115	S	1,200.00	1,100.00	3,000.00	6,000.00	5,000.00	_____	0.00
		1,096.00	1,096.00	4,093.00				
					STATE REQUIRED LIFE HAZ REGISTRATION FEE ,SOLID WASTE REG FEES,VEHICLE REG FEES			
PW-ROAD MATERIALS & SUPPLIES								
2-01-26-290-000-125	S	45,000.00	50,000.00	45,000.00	40,000.00	40,000.00	_____	0.00
		54,816.15	41,291.71	34,501.10				
					R-BLEND, RIP RAP,CEMENT,BELGIUM BLOCK, D RAINAGE PIPE,I-5 BITUMINUS,			
PW-SIGNS								
2-01-26-290-000-126	S	20,000.00	15,000.00	15,000.00	25,000.00	25,000.00	_____	0.00
		11,332.37	10,542.51	26,842.55				
					SIGN MATERIAL TO COMPLY WITH STATE LAW			
Control Total		216,100.00	219,200.00	215,675.00	238,875.00	220,375.00	0.00	0.00
		194,717.44	200,171.17	203,529.62				
Transfers included in Approp		0.00	15,000.00	3,500.00				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
BOLINSKY	SHAWN	290	Streets & Roads	11/20/2006	39,525.00		0.00			0.00	39,525.00	39,920.25
CONKLIN	WAYNE	290	Streets & Roads	11/20/2006	38,275.00		0.00			0.00	38,275.00	38,657.75
FALK	KENNETH	290	Streets & Roads	10/7/1997	40,781.00		0.00	130.17		0.00	40,911.17	41,320.28
FRANK	ADAM	290	Streets & Roads	11/20/2006	37,525.00		0.00			0.00	37,525.00	37,900.25
GARCIA	JOSE	290	Streets & Roads	8/15/1988	50,238.00		5,023.80			0.00	55,261.80	55,814.42
LAMBERT	PATRICK	290	Streets & Roads	11/6/1989	43,182.00		4,318.20			0.00	47,500.20	47,975.20
MAYDAN	PAUL	290	Streets & Roads	4/16/1990	41,300.00		4,130.00		2,065.00	0.00	47,495.00	47,969.95
NEWSCHAFER	GEORGE	290	Streets & Roads	9/13/1990	51,567.00		5,156.70			0.00	56,723.70	57,290.94
PETROVSKY	GEORGE	290	Streets & Roads	4/12/1999	41,562.00		0.00			0.00	41,562.00	41,977.62
RICKABAUGH	GEORGE	290	Streets & Roads	5/18/1992	44,641.00		3,571.28	361.25		0.00	48,573.53	49,059.27
ROMANELLI	DONATO	290	Streets & Roads	7/1/2002	39,525.00		0.00	628.00		0.00	40,153.00	40,554.53
SARGENT	SCOTT	290	Streets & Roads	10/15/2002	39,525.00		0.00			0.00	39,525.00	39,920.25
SEYMOUR	BRIAN	290	Streets & Roads	9/17/2001	43,799.00		0.00			0.00	43,799.00	44,236.99
SEYMOUR	SANDOR	290	Streets & Roads	1/12/1972	61,139.00		6,113.90			0.00	67,252.90	67,925.43
SIMEONE	CHRISTOPHER	290	Streets & Roads	9/17/2001	41,562.00		0.00			0.00	41,562.00	41,977.62
STOCKERT	ERIC	290	Streets & Roads	7/11/2001	40,781.00		0.00			0.00	40,781.00	41,188.81
WILSON	JOHN	290	Streets & Roads	10/15/2002	39,525.00	750.00	0.00	261.67		0.00	40,536.67	40,942.03
YOUMANS	BRUCE	290	Streets & Roads	4/2/1996	42,371.00		0.00			0.00	42,371.00	42,794.71
Z ABOVE CLASS		290	Streets & Roads		7,100.00						7,100.00	7,171.00
ZABORNEY	JOHN	290	Streets & Roads	9/1/2006	40,275.00		0.00			0.00	40,275.00	40,677.75
BRAND	TRUDI	290.01	Streets & Roads	5/27/1986	46,680.00		4,668.00			0.00	51,348.00	51,861.48
RASIEWICZ	FRED	290.01	Streets & Roads	3/7/2007	88,315.00		0.00			0.00	88,315.00	89,198.15
SIDOR	CONSTANCE	290.01	Streets & Roads	6/4/2002	35,227.00		0.00	954.17		0.00	36,181.17	36,542.98
WOOD	PATRICIA	290.01	Streets & Roads	11/17/1981	49,257.00		4,925.70	3,149.67		0.00	57,332.37	57,905.69
			Streets & Roads Total		1,043,677.00	750.00	37,907.58	5,484.92	2,065.00	0.00	1,089,884.50	1,100,783.34

JACKSON TOWNSHIP

2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
Z OVERTIME		290	Streets & Roads		60,000.00						60,000.00	60,000.00
Z SNOW		290	Streets & Roads		135,000.00						135,000.00	135,000.00
			Streets & Roads Total		195,000.00	0.00	0.00	0.00	0.00	0.00	195,000.00	195,000.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: Public Works

2012 Objective
To provide services to all residents in the most cost effective and timely manner.
To maintain the fleet of vehicles and keep them safely road worthy. To increase inventory to help eliminate unnecessary paperwork.
To keep all necessary repairs on Plumbing, HVAC, Electrical in house and using vendors only when necessary.
To replace staff to cover the loss of employees (approximately 30%) since 2009. To promote within each division to reduce above class payments. To compensate employees with promotions or pay adjustments for increased responsibilities mandated by local, state and federal government.
To maintain all sports fields, tennis courts, basketball courts, dog park , and municipal complex in a cost efficient manner.

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: Public Works

Please identify major changes in department budget submission including increased spending and/or reductions made to achieve budget target. Variances for Salaries and Benefit details calculated by the Department of Personnel will be provided when such data becomes available.

Additional lines may be added, as appropriate.

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits	$250,305.	Since 2008, employees who have retired or deceased have not been replaced. Our work force has been reduced by almost 30 % and our ability to keep up with our growing community has been diminished. In addition, promotions are badly needed to curtail above class payments and certain positions within the department need to be compensated for the additional responsibilities that have been taken on due to local, State and federal mandates.
Total Salary and Benefits Variance	$250,305.	
Other Expenses	$+7,950.00	Added required pesticide classes, & Safety training

JACKSON TOWNSHIP 2012 BUDGET

PROPOSED STAFFING CHANGES

Department Name: Dept of Public Works

Title	Job Class	Service impact or justification, if any, and productivity steps	Salary	Benefits	Total	Head Count
Clerk/Part Time		4 hours per day – To assist with the heavy Clerical load in DPW- (April1st – Dec. 31st)	$15.00 hr	0	$10,800.00	1
Laborers		To replace the loss of retired/deceased employees who have not been replaced since 2009 (approximately 18)	$34,025.00	$13,600.00	$47,625.00	4
SIgnmaker		Promote Truck Driver, who currently receiving above class daily to perform duties of signmaker.	Increase of $781.00	No increase	$781.00	1
Superintendent DPW		Director has currently taken over two other departments. Title would be in line with surrounding towns and Job responsibilities.	Increase of $15,000.00	No increase	$15,000.00	1
Recycling Coordinator		Coordinator stipend has been the same salary since 1994. Current Coord. has been certified, as per State of N.J. and NJDEP, as a Certified Recycling Professional.	Increase to $8,000.00	None	$4,000.00	1
Clerk 4		Cuurent position held by employee as a Clerk 3. New Title falls in line with resonsibilities.	Increase of $1,145.00	No Increase	$1,145.00	1

JACKSON TOWNSHIP 2012 BUDGET

PROPOSED STAFFING CHANGES

Department Name: Dept of Public Works

Heavy Equipment Operator		Current position held by employee is Sani-Driver. Employee is paid Above class to operate heavy equipment. Title will eliminate above class pay.	$2,270.00	No increase	$2,270.00	1
Sr. Groundskeeper		Current position of groundskeeper is in the Streets and Rods Division. Jon duties are specific to the Sr. Groundskeeper title.	$809.00	No Increase	$809.00	1
Crew Supervisor/Bldg Maintenance (Civil Service Title – not currently in TWU Contract)		Current position is as Bldg. Maintenance worker. Employee does supervise alternate shift and is responsible for ordering supplies, inventory and staff supervis1on when maintaining entire municipal complex.	Not in Contract. Recommended $1500.00	No increase	$1500.00	1
Assistant Supervisor of Buildings and Grounds.		Current title/employee is covered by TWU. Recommend that title be removed from TWU	Recommended $5,000.00	No increase	$5,000.00	1
Assistant Supervisor Streets and Roads		Same as above	Recommended $5,000.00	No increase	$5,000.00	1

#	ITEM	PURPOSE	QTY.	Cost	Total	Life Exp.
1	Fencing- Chain Link	To enclose all electrical panels within the Municipal	6- enclosures	$19,500.00	$19,500.00	15 years
	Enclosures w/roofs	and Justice Complex				
	All gates 4' openings					
	All gates 4' openings					
	All pipe structural/9 gauge					
	galvanized					
2	New Carpet	3395 sq. feet	.44 ft	$1,493.80	$18,432.76	10 years
	New Tile/Vinyl Wall Base	3395 sq feet carpet tile	4.88 ft	$16,567.60		
	Removal of old carpet	96' Vinyl stair hose/cap	2.41 ft	$231.36		
		70' Vinyl wall base	2.00 ft	$140.00		
		To replace all worn and damaged carpet in Municipal	Total	$18,432.76		
		Building				
3	Tor Groundmaster 5910	Large Mower will reduce manpower and increase	1	$84,256.00	$84,256.00	10 years
		mowing of all twsp. fields in a shorter				
		period of time.				
4	Spreader	For use in maintaining all fields for conditioning	1	$7,000.00	$7,000.00	10 years
		and spreading and laying dirt - reduction in manpower				
5	Sprayer	To Spray Chemicals on fields and other properties as		$7,497.00	$7,497.00	15 years
		Neccessary				
6	Slit Seeder	Tow behind seeder/drops seed	1	$8,380.00	$8,380.00	15 years
		Will see reduction in manpower				

DEPARTMENT OF PUBLIC WORKS

Snow Removal

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: Public Works 300 – Snow Removal

General Duties:

State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code

Use additional sheets (blank bond paper) as required.

Included in this budget is the cost of contract snow plowing services to supplement the Township's plowing capabilities, the cost of bulk de-icing road salt, snow plowing equipment, supplies and parts and contractually required meal money for the Township's union labor workforce.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Department: 2-01-26-300-000-000 SNOW REMOVAL-OTHER PUBLIC WORK

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
SNOW REMOVAL-OTHER PUBLIC WORK 2-01-26-300-000-000	H							
OTHER EXPENSES 2-01-26-300-000-020	C							
PW-OTHER CONTRACTUAL ITEMS 2-01-26-300-000-029	S	100,000.00 51,655.75	410,400.00 394,649.64	410,000.00 354,444.07	410,000.00	335,000.00		0.00
Transfers included in Approp		50,000.00	231,400.00	0.00				
					SUBLIMENTAL VENDOR ASSIST SNOW PLOWING.			
PW-CHEMICAL & GASES 2-01-26-300-000-031	S	80,000.00 128,969.21	149,000.00 147,241.16	150,000.00 140,714.70	150,000.00	140,000.00		0.00
Transfers included in Approp		10,000.00	35,000.00	0.00				
					BRINE, ROADWAY SALT, SIDEWALK SALT			
PW-UNIFORM & CLOTHING 2-01-26-300-000-032	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
PW-GENERAL MACHINERY PARTS 2-01-26-300-000-039	S	9,000.00 5,277.52	22,000.00 21,981.04	17,000.00 0.00	17,000.00	10,000.00		0.00
					PLOW BLADES, SHOES,SCRAPERS,ETC			
PW-JANITR/LAUNDRY/KITCHEN/FOOD 2-01-26-300-000-052	S	1,500.00 1,642.00	6,000.00 7,742.98	6,000.00 2,192.00	5,000.00	5,000.00		0.00
Transfers included in Approp		1,000.00	0.00	0.00				
					FOOD FOR STATE OF EMERG.CONTRACTUAL MEAL MONEY, SUPPLIES FOR CLEAN UP			
PW-OTHER EQUIP/SUPP/MCH RENTAL 2-01-26-300-000-058	S	2,000.00 2,753.23	27,100.00 25,522.89	23,500.00 8,378.60	20,000.00	10,000.00		0.00
Transfers included in Approp		0.00	3,600.00	0.00				
					RENTALS OF SNOW REMOVAL EQUIP.MECHANICS GLOVES,SCRAPERS, WINDSHEIL WASH BULK			
Control Total		192,500.00 190,297.71	614,500.00 597,137.71	606,500.00 505,729.37	602,000.00	500,000.00	0.00	0.00
Transfers included in Approp		61,000.00	270,000.00	0.00				

DEPARTMENT OF PUBLIC WORKS

Solid Waste Recycling

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: Public Works 305 Recycling

General Duties:

State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code

Use additional sheets (blank bond paper) as required.

Included in this budget is the cost of the contract for residential curbside recycling pickup and disposal. Until we determine whether or not to go to in-house recycling, we will pick up at least one (1) of the two six month options awarded by the current contract. Also included is the Twp's union labor for manning our 2 transfer stations.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-26-305-000-000 SOLID WASTE-RECYCLING					Comments			
SOLID WASTE-RECYCLING								
2-01-26-305-000-000	H							
SW-SALARIES & WAGES								
2-01-26-305-000-010	C							
SW-BASE PAY								
2-01-26-305-000-011	S	203,599.00	144,925.56	140,942.05	153,278.00	153,278.35		0.00
		197,719.54	139,090.30	139,389.55				
Transfers included in Approp		0.00	898.58	388.95				
SW-OVERTIME								
2-01-26-305-000-014	S	1,000.00	6,500.00	3,000.00	3,000.00	3,000.00		0.00
		6,491.80	2,954.22	1,420.49				
Control Total		204,599.00	151,425.56	143,942.05	156,278.00	156,278.35	0.00	0.00
		204,211.34	142,044.52	140,810.04				
Transfers included in Approp		0.00	898.58	388.95				
OTHER EXPENSES								
2-01-26-305-000-020	C							
SW-POSTAGE & EXPRESS CHARGES								
2-01-26-305-000-022	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
SW-PRINT & BINDING/PHOTO REPRO								
2-01-26-305-000-023	S	250.00	250.00	0.00				0.00
		0.00	0.00	0.00				
SW-OTHER CONTRACTUAL ITEMS								
2-01-26-305-000-029	S	984,754.00	1,051,000.00	577,900.00	598,779.96	598,779.96		0.00
		982,436.50	1,050,890.00	577,796.66				
Transfers included in Approp		19,500.00	1,000.00	2,500.00				
					REFLECTS INCREASE IN COST PER CURBSIDE R ECYCLE CONTRACT			
SW-OFF MAT'L & SUPPLIES/OTHER								
2-01-26-305-000-036	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				

Description Budget Account Number	2009 Approp Actual	2010 Approp Actual	2011 Approp Actual	********** Year 2012 ********** Requested Comments	Admin. Recmnd	Budgeted	%PY
Department: 2-01-26-305-000-000 SOLID WASTE-RECYCLING							
Control Total	985,004.00 982,436.50	1,051,250.00 1,050,890.00	577,900.00 577,796.66	598,779.96	598,779.96	0.00	0.00
Transfers included in Approp	19,500.00	1,000.00	2,500.00				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
BOSKO	CARRIE	305	Solid Waste Recy	10/15/1985	42,101.00		4,210.00		2,105.00	0.00	48,416.00	48,900.16
BULLINS	ROBERT	305	Solid Waste Recy	11/20/2006	36,525.00		0.00		1,826.25	0.00	38,351.25	38,734.76
WOOD	PATRICIA	305	Solid Waste Recy		4,000.00						4,000.00	4,000.00
YOUMANS	KENNETH	305	Solid Waste Recy	9/26/1977	54,621.00		5,462.10			0.00	60,083.10	60,683.93
Z ABOVE CLASS		305	Solid Waste Recy		950.00						950.00	959.50
			Solid Waste Recy Total		138,197.00	0.00	9,672.10	0.00	3,931.25	0.00	151,800.35	153,278.35

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JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
Z OVERTIME		305	Solid Waste Recy		3,000.00						3,000.00	3,000.00
			Solid Waste Recy Total		3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00

DEPARTMENT OF PUBLIC WORKS

Building & Grounds

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: PUBLIC WORKS -310 – Buildings and Grounds

General Duties:

State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code

Use additional sheets (blank bond paper) as required.

Provides all building, grounds and facilities maintenance for all Township properties, parks and recreation sites. This includes cleaning and janitorial services, building and utility system maintenance,exterior and landscape maintenance and recreation equipment purchase, upkeep and repair. Provide lawn and grounds upkeep and grass maintenance at all Township buildings, parks, recreation sites, roadsides, R.O.W., and easements. Provides all labor, material and transportation support for all Recreation Department and Senior Center activities and all other Township sponsored events as well as many youth and volunteer group events, as directed. In addition, supplies materials and labor for all in-house requests, i.e. New shelving in Police Department, Building bookcases or microwave enclosure in administration, painting of all offices upon request, carpet cleaning, replacement, repairs and building at Police Range, etc. Some of these expenditures should be budgeted in each individual Department, however they are not and we have annually overexpended our budget due to the demands placed upon our budget for these items.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-26-310-000-000 BUILDINGS & GROUNDS					Comments			
BUILDINGS & GROUNDS								
2-01-26-310-000-000	H							
SALARIES & WAGES								
2-01-26-310-000-010	C							
BG-BASE PAY								
2-01-26-310-000-011	S	734,927.12	760,175.94	721,785.99	745,673.00	701,436.05	_____	0.00
		741,063.38	740,417.29	712,589.14				
Transfers included in Approp		1,749.12	12,459.41	8,662.70				
BG-OVERTIME								
2-01-26-310-000-014	S	40,000.00	25,000.00	20,000.00	20,000.00	20,000.00	_____	0.00
		26,396.23	15,447.86	13,526.77				
BG-ANNEX BLDG FIRE-BASE PAY								
2-01-26-310-000-016	S	0.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
Control Total		774,927.12	785,175.94	741,785.99	765,673.00	721,436.05	0.00	0.00
		767,459.61	755,865.15	726,115.91				
Transfers included in Approp		1,749.12	12,459.41	8,662.70				
OTHER EXPENSES								
2-01-26-310-000-020	C							
BG-MAINT OTHER EQUIPMENT								
2-01-26-310-000-026	S	25,000.00	17,500.00	20,000.00	20,000.00	15,000.00	_____	0.00
		18,775.80	12,321.49	11,098.14				
Transfers included in Approp		0.00	2,500.00-	0.00				
					ALL MATERIAL TO MAINT. ALL TWP BUILDING AND GROUNDS			
BG-OTHER CONTRACTUAL ITEMS								
2-01-26-310-000-029	S	55,000.00	47,000.00	45,000.00	45,000.00	45,000.00	_____	0.00
		45,634.46	39,088.20	40,142.15				
Transfers included in Approp		0.00	3,000.00-	0.00				
					ELEVATOR MAINT,PARK & FIELD MOWERS,TRAILERS,FENCING,GENERATOR MAINT			
BG-CHEMICALS & GASES								

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-26-310-000-000 BUILDINGS & GROUNDS					Comments			
2-01-26-310-000-031	S	500.00	200.00	200.00	200.00	200.00	_____	0.00
		84.90	181.85	84.90				
					CHORIDE FOR WATER TREATMENT			
BG-UNIFORMS & CLOTHING								
2-01-26-310-000-032	S	11,250.00	12,750.00	14,250.00	14,000.00	12,000.00	_____	0.00
		12,750.00	14,250.00	13,500.00				
					CONTRACTUAL UNIFORM MONEY			
BG-JANITOR/LAUND/HOUSEHLD/SUPP								
2-01-26-310-000-035	S	20,000.00	19,000.00	15,000.00	15,000.00	14,000.00	_____	0.00
		18,471.16	18,861.86	15,535.34				
					JANITORIAL SUP FOR ALL BUILDINGS,PAPER T OWELS,SOAP,CLEANING PROD,TOILET PAPER			
BG-OFF MAT'LS & SUPPLIES/OTHER								
2-01-26-310-000-036	S	3,000.00	2,000.00	1,000.00	1,000.00	1,250.00	_____	0.00
		2,880.40	536.74	1,141.02				
					BATTERIES TO SUPPORT OF BLDG & GROUNDS M AINT,MTGS AND SAFETY EQUIP			
BG-ELECTRIC& COMMUN. SUPPLIES								
2-01-26-310-000-037	S	13,000.00	14,000.00	10,000.00	5,000.00	5,000.00	_____	0.00
		14,160.11	9,547.49	5,251.96				
					ELECTRICIAL REPAIRS MATERIAL			
BG-GEN HARDWARE & MINOR TOOLS								
2-01-26-310-000-038	S	7,000.00	5,500.00	4,000.00	13,500.00	10,000.00	_____	0.00
		10,268.15	2,614.25	9,189.95				
Transfers included in Approp		0.00	2,500.00-	0.00				
					HDWR TO REPLACE BROKEN MISSING OR ADD'L. WOOD SUPPLY,FENCING RPR,elect forklift			
BG-JANI/LAUNDRY/KITCHEN/FOOD								
2-01-26-310-000-052	S	2,000.00	1,500.00	1,000.00	1,000.00	1,000.00	_____	0.00
		1,519.83	198.10	807.75				
					CONTRACTUAL UNIFORM			
BG-HVAC/PLUMB & SUPPLIES								
2-01-26-310-000-055	S	50,000.00	32,000.00	32,500.00	32,500.00	32,500.00	_____	0.00
		31,179.89	29,134.49	31,576.91				
Transfers included in Approp		0.00	8,000.00-	0.00				
					PLUMBING SUPPIES LABOR AND MATERIAL			
BG-FIRE-OTHER SAFETY EQUIP								
2-01-26-310-000-056	S	10,000.00	8,000.00	8,000.00	8,000.00	8,000.00	_____	0.00
		9,448.63	10,291.40	7,812.41				
					FIRE ALARM MAINT AND ZEE MEDICAL SUPPLIE S			

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-26-310-000-000 BUILDINGS & GROUNDS					Comments			
BG-OTHER EQUIP/SUPP/MACH RENT								
2-01-26-310-000-058	S	2,000.00	5,000.00	5,000.00	12,000.00	5,000.00		0.00
		13,729.68	656.43	987.16				
Transfers included in Approp		0.00	3,000.00-	0.00				
					RENTAL OF EQUIP WE DO NOT HAVE TO MAINT BLDGS AND PARKS $3G TURF MAINT.EQUIP			
BG-REC SUPPL & SPECIAL ARTICLE								
2-01-26-310-000-066	S	30,000.00	21,500.00	8,000.00	20,000.00	10,000.00		0.00
		23,678.84	5,353.85	10,273.57				
Transfers included in Approp		0.00	3,500.00-	0.00				
					RECREATION RELATED REPAIRS AND $10,000 PROJ TURF FIELD MAINT.			
BG-FLOOD AT POLICE DEPT-12/10/10								
2-01-26-310-000-097	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
BG-CAR DAMAGE TO SENIOR CENTER 04/08/10								
2-01-26-310-000-098	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
BG-MISC OTHER COOK HOUSE								
2-01-26-310-000-099	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
BG-HORICULT MTLS. & SUPPLIES								
2-01-26-310-000-127	S	15,000.00	4,500.00	0.00	1,000.00	1,000.00		0.00
		8,024.19	1,708.50	734.60				
Transfers included in Approp		0.00	2,500.00-	0.00				
					BEAUTIFICATION OF PARKS AND MUNICIPAL BLDGS			
BG-WINDSTORM DAMAGE-7/29/11 RESIDENTIAL								
2-01-26-310-001-099	S	0.00	0.00	15,000.00				0.00
		0.00	0.00	14,833.09				
Transfers included in Approp		0.00	0.00	15,000.00				
Control Total		243,750.00	190,450.00	178,950.00	188,200.00	159,950.00	0.00	0.00
		210,606.04	144,744.65	162,968.95				
Transfers included in Approp		0.00	25,000.00-	15,000.00				
OTHER EXPENSES - HURRICANE IRENE								
2-01-26-310-002-020	C							

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-26-310-000-000		BUILDINGS & GROUNDS						
BG-HURRICANE IRENE-8-27-11								
2-01-26-310-002-099	S	0.00 0.00	0.00 0.00	60,000.00 0.00	_____	_____	_____	0.00
Control Total		0.00 0.00	0.00 0.00	60,000.00 0.00	0.00	0.00	0.00	0.00

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
BROWN	DIANE	310	Bldgs & Grnds	9/27/1995	42,371.00		0.00			0.00	42,371.00	42,794.71
BROWN	GAIL	310	Bldgs & Grnds	10/1/1997	41,562.00		0.00		2,078.10	0.00	43,640.10	44,076.50
CATTONAR	STEPHEN	310	Bldgs & Grnds	10/8/1980	56,404.00		5,640.40			0.00	62,044.40	62,664.84
CLARK	STEVEN	310	Bldgs & Grnds	3/25/1997	43,799.00		0.00	631.50		0.00	44,430.50	44,874.81
CONK	HOWARD	310	Bldgs & Grnds	7/19/1999	0.00		0.00			0.00	0.00	0.00
GROGAN	THOMAS	310	Bldgs & Grnds	8/6/1998	41,562.00		0.00			0.00	41,562.00	41,977.62
HARRIS	CHRISTOPHER	310	Bldgs & Grnds	7/2/2007	39,525.00		0.00			0.00	39,525.00	39,920.25
HERRICK	MARK	310	Bldgs & Grnds	7/12/2000	43,799.00		0.00			0.00	43,799.00	44,236.99
HIRSCHFELD	DANIEL	310	Bldgs & Grnds	9/15/2003	41,041.00		0.00			0.00	41,041.00	41,451.41
KISSLING	LEOPOLD	310	Bldgs & Grnds	5/31/2002	41,041.00		0.00	720.42		0.00	41,761.42	42,179.03
MITCHELL	MICHAEL	310	Bldgs & Grnds	12/1/1994	46,032.00		0.00			0.00	46,032.00	46,492.32
PALOCIN	MICHAEL	310	Bldgs & Grnds	11/7/2006	37,525.00		0.00			0.00	37,525.00	37,900.25
RASMUSSEN	ANDREW	310	Bldgs & Grnds	5/22/2002	40,275.00		0.00	804.38		0.00	41,079.38	41,490.17
SMILEK	CHESTER	310	Bldgs & Grnds	7/10/2000	43,799.00		0.00			0.00	43,799.00	44,236.99
SOTO	JOSEPH	310	Bldgs & Grnds	11/20/2007	40,275.00		0.00			0.00	40,275.00	40,677.75
SZUMEL	JEROME	310	Bldgs & Grnds	1/24/2001	39,525.00		0.00		1,976.25	0.00	41,501.25	41,916.26
TAYLOR	LORRAINE	310	Bldgs & Grnds	6/23/1998	41,562.00		0.00		2,078.10	0.00	43,640.10	44,076.50
Z ABOVE CLASS		310	Bldgs & Grnds		465.00						465.00	469.65
			Bldgs & Grnds Total		680,562.00	0.00	5,640.40	2,156.29	6,132.45	0.00	694,491.14	701,436.05

JACKSON TOWNSHIP

2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
Z OVERTIME		310	Bldgs & Grnds		20,000.00						20,000.00	20,000.00
			Bldgs & Grnds Total		20,000.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00

SHADE TREE COMMISSION

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: Shade Tree Commission

General Duties:

State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code

Use additional sheets (blank bond paper) as required.

Follow the guidelines to be compliant with Chapter 29, Section 1 through Section 14 and Chapter 100 of the Jackson Township Code. Continue to follow the goals and objectives set forth in our state approved Community Forestry Management Plan.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Department: 2-01-26-313-000-000 SHADE TREE COMMISSION

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
SHADE TREE COMMISSION								
2-01-26-313-000-000	H							
SALARIES & WAGES								
2-01-26-313-000-010	C							
BASE PAY								
2-01-26-313-000-011	S	1,200.00	1,225.00	1,250.00	1,140.00	1,250.00		0.00
		1,119.77	1,214.75	1,088.28				
Transfers included in Approp		0.00	25.00	0.00				
Control Total		1,200.00	1,225.00	1,250.00	1,140.00	1,250.00	0.00	0.00
		1,119.77	1,214.75	1,088.28				
Transfers included in Approp		0.00	25.00	0.00				
OTHER EXPENSES								
2-01-26-313-000-020	C							
ADVERTISING								
2-01-26-313-000-021	S	200.00	200.00	200.00	200.00	200.00		0.00
		108.88	0.00	54.00				
PROF. CONSULTANT								
2-01-26-313-000-028	S	15,000.00	10,000.00	7,000.00	9,000.00	7,500.00		0.00
		0.00	6,912.85	2,325.00				
OTHER CONTRACTUAL SERVICES								
2-01-26-313-000-029	S	15,000.00	4,975.00	1,000.00	3,000.00	1,000.00		0.00
		11,615.15	750.00	0.00				
Transfers included in Approp		0.00	25.00-	0.00				
BOOKS & PUBLICATIONS								
2-01-26-313-000-033	S	100.00	300.00	100.00	200.00	100.00		0.00
		604.35	0.00	0.00				
OFFICE MATERIALS								
2-01-26-313-000-036	S	100.00	100.00	100.00	100.00	100.00		0.00
		0.00	0.00	0.00				

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-26-313-000-000 SHADE TREE COMMISSION					Comments			
CONFERENCES & MEETINGS								
2-01-26-313-000-041	S	1,000.00	500.00	1,000.00	1,000.00	700.00	_____	0.00
		535.00	470.00	545.00				
TRAINING & EDUCATION								
2-01-26-313-000-042	S	250.00	250.00	250.00	200.00	200.00	_____	0.00
		0.00	0.00	0.00				
PROFESSIONAL ASSOC. DUES								
2-01-26-313-000-044	S	200.00	200.00	200.00	300.00	200.00	_____	0.00
		195.00	170.00	170.00				
MISCELLANEOUS EXPENSE								
2-01-26-313-000-099	S	1,000.00	500.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
Control Total		32,850.00	17,025.00	9,850.00	14,000.00	10,000.00	0.00	0.00
		13,058.38	8,302.85	3,094.00				
Transfers included in Approp		0.00	25.00-	0.00				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
KNOLL	LISA	313	Shade Tree Comm	3/7/1997	1,250.00		0.00			0.00	1,250.00	1,250.00
			Shade Tree Comm Total		1,250.00	0.00	0.00	0.00	0.00	0.00	1,250.00	1,250.00

JACKSON TOWNSHIP SHADE TREE COMMISSION
2011 MEMBER LIST

Name and Address	Home Phone	Work Phone	E-Mail Address
Chisholm, Steve, Chairman 106 Leesville Road Jackson NJ 08527 **Term 7/1/09-6/30/14**	732 928-1389		aspentree1@hotmail.com
Aufiero, Joseph 23 Walter Drive Jackson NJ 08527 **Term to 12/31/11**	732 928-4461	732-294-2073	joy23231@optonline.net jaufiero@twp.freehold.nj.us
Battersby, Joseph 372 East Veteran's Hwy Jackson NJ 08527 **Term to 06/30/13**	732 276-7095	732 928-0029	jvbatts@yahoo.com joebattersby@optonline.net
Barbara Abolino **Term to 6/30/15**			bafparbol@aol.com
Kissling, Leo **Vice Chairman** 193 S. Hope Chapel Rd Jackson NJ 08527 **Term to 5/21/11**	732 730-1799 Cell 732 239-4785		birdsilike@optonline.net
Ossowski, David 7 Rhode Island Dr Jackson NJ 08527 **Term to 6/30/15**	732 942-1585		DavidjenO@aol.com
Picon, James 18 Bridgewater Court Jackson, NJ 08527 **Term 7/1/09-6/30/14**	(732) 730-8802 Cell (732) 995-0122	732 928-4443	JRCUSTOM@optonline.net,
Fink, John Nelson 1289 W. Veteran's Highway Jackson NJ 08527 **Alternate #1 Term to 12/31/13**	732 928-4840		none
McCabe, Michael 248 Cedar Swamp Rd Jackson, NJ 08527-4243 **Alternate #2 Term 7/1/08-6/30/13**	732 928-3280	732 928-4552	arbrtree@optonline.net
Lovallo, Gary, Forester PO Box 564 Old Bridge, NJ 08857	732 721-4771	732 525-5656	cte273@optonline.net cmftreeexperts@optonline.net glovallo@co.monmouth.nj.us
Knoll, Lisa 618 Sixth Street Jackson NJ 08527	732 928-4797	732 323-7011	Knoll618@yahoo.com

The J T S T C meets the second Monday each month at 7:30 PM in the Municipal Building.
(Please let Lisa know if you are not able to attend a meeting. Thank You) REVISED DECEMBER 2010

DEPARTMENT OF PUBLIC WORKS

Vehicle Maintenance

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: PUBLIC WORKS 315 Vehicle Maintenance

General Duties:

State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code

Use additional sheets (blank bond paper) as required

Provide vehicle maintenance and repair services for all Township owned vehicles (police, municipal fleet, DPW, First aid) and motorized equipment. Two separate Divisions - 1) Auto 2) Truck and large equipment

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-26-315-000-000 VEHICLE MAINTENANCE					Comments			
VEHICLE MAINTENANCE 2-01-26-315-000-000	H							
SALARY & WAGES 2-01-26-315-000-010	C							
MV-BASE PAY 2-01-26-315-000-011	S	298,163.15 292,021.61	294,982.59 291,823.59	226,755.80 223,456.76	270,898.00	315,135.15	_____	0.00
Transfers included in Approp		8,025.15	18,130.96	5,821.95				
MV-OVERTIME 2-01-26-315-000-014	S	22,300.00 2,275.11	2,500.00 2,068.38	10,000.00 8,838.62	10,000.00	10,000.00	_____	0.00
Control Total		320,463.15 294,296.72	297,482.59 293,891.97	236,755.80 232,295.38	280,898.00	325,135.15	0.00	0.00
Transfers included in Approp		8,025.15	18,130.96	5,821.95				
OTHER EXPENSES 2-01-26-315-000-020	C							
MV-ADVERTISING 2-01-26-315-000-021	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
MV-PRNTG & BINDING/PHOTO REPRO 2-01-26-315-000-023	S	200.00 0.00	0.00 0.00	0.00 8.97	_____	_____	_____	0.00
MV-MAINTNCE MOTOR VEHICLES 2-01-26-315-000-025	S	140,000.00 126,510.58	158,000.00 159,378.73	160,000.00 165,245.78	160,000.00	160,000.00	_____	0.00
Transfers included in Approp		0.00	18,000.00	0.00				
					MAINT OF ALL TWP VEHICLES i.e.-PD,CODE,D PW. ROUTINE.			
MV-MAINTNCE OTHER EQUIPMENT 2-01-26-315-000-026	S	30,000.00 27,209.53	30,000.00 13,626.46	13,000.00 11,791.92	13,000.00	13,000.00	_____	0.00

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-26-315-000-000 VEHICLE MAINTENANCE					Comments			
					MAINT OF OTHER EQUIP i.e.-COMPRESSORS,AIRGUNS ETC			
MV-OTHER CONTRACTUAL ITEMS								
2-01-26-315-000-029	S	35,000.00	10,000.00	10,000.00	6,000.00	6,000.00		0.00
		6,185.28	5,364.50	3,631.49				
Transfers included in Approp		0.00	0.00	5,000.00				
					TOWING, WENCHINGTIRE CHG AFTER HOURS AND EQUIP TOO HEAVY TO MOVE.			
MV-CHEMICALS & GASES								
2-01-26-315-000-031	S	8,000.00	15,750.00	10,000.00	10,000.00	10,000.00		0.00
		5,555.65	7,135.84	12,191.23				
					SHOP OIL, CHERRY BOMB, AERO LUBE ETC			
MV-UNIFORMS & CLOTHING								
2-01-26-315-000-032	S	5,625.00	5,250.00	4,187.50	5,250.00	4,875.00		0.00
		4,875.00	5,250.00	4,125.00				
					CONTRACTUAL UNIFORM			
MV-BOOKS & PUBLICATIONS								
2-01-26-315-000-033	S	350.00	350.00	0.00				0.00
		0.00	0.00	0.00				
MV-MOTOR VEHIC PARTS ACC-TIRES								
2-01-26-315-000-034	S	55,000.00	50,000.00	57,000.00	60,000.00	50,000.00		0.00
		41,898.59	45,371.93	58,531.41				
Transfers included in Approp		0.00	0.00	7,000.00				
					TIRES FOR ALL ON ROAD TWP VEHICLES (EXCEPT BLDG DEPT)			
MV-OFF MAT'L&SUPPLIES/OTHER								
2-01-26-315-000-036	S	150.00	500.00	500.00	750.00	750.00		0.00
		332.25	430.00	1,475.36				
					OFFICE NEEDS TO SUPPORT MTRPOOL STAFF, CARDSTOCK FOR VCR'S, PEN, FAX INK ETC			
MV-ELECT & COMMUN. SUPPLIES								
2-01-26-315-000-037	S	2,000.00	1,500.00	1,000.00	500.00	500.00		0.00
		1,128.90	399.81	0.00				
					ELECTRICAL PARTS FOR PD VEHICLES			
MV-GEN HARDWARE & MINOR TOOLS								
2-01-26-315-000-038	S	2,000.00	3,500.00	1,000.00	1,200.00	1,200.00		0.00
		3,527.12	3,038.80	1,790.82				
					REPLACEMENT AND PURCHASE OF NEEDED TOOLS			
MV-GENERAL MACHINERY PARTS								
2-01-26-315-000-039	S	2,000.00	0.00	0.00				0.00

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-26-315-000-000 VEHICLE MAINTENANCE					Comments			
		0.00	0.00	0.00				
MV-CONFERENCES & MEETINGS								
2-01-26-315-000-041	S	100.00	0.00	0.00				0.00
		0.00	0.00	0.00				
MV TRAINING & EDUCATION								
2-01-26-315-000-042	S	100.00	100.00	600.00	200.00	200.00		0.00
		0.00	600.00	0.00				
					SPECIALTY CLASSES			
MV-PROFESSIONAL ASSOC DUES								
2-01-26-315-000-044	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
MV-TRAVEL								
2-01-26-315-000-045	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
MV-FIRE & OTHER SAFETY EQUIP								
2-01-26-315-000-056	S	1,000.00	750.00	750.00	750.00	750.00		0.00
		470.00	575.00	510.35				
					SPEEDY DRY			
MV-OTHER EQUIP/SUPPL/MACH RENT								
2-01-26-315-000-058	S	500.00	500.00	0.00				0.00
		1,910.00	0.00	0.00				
MV-AWARDS & JUDGEMENTS								
2-01-26-315-000-091	S	1,000.00	1,000.00	21,000.00	10,000.00	10,000.00		0.00
		467.70	4,773.97	2,825.65				
					ACCIDENT REPAIRS NOT COVERED UNDER INSUR ANCE DEDUCTABLE.			
Control Total		283,025.00	277,200.00	279,037.50	267,650.00	257,275.00	0.00	0.00
		220,070.60	245,945.04	262,127.98				
Transfers included in Approp		0.00	18,000.00	12,000.00				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
CONK	HOWARD	315	Vehicle Maint	7/24/1995	46,032.00		0.00			0.00	46,032.00	46,492.32
CONK	HOWARD	315	Vehicle Maint	7/19/1999	43,799.00		0.00			0.00	43,799.00	44,236.99
DEMICCO	JAMES	315	Vehicle Maint	3/13/1984	47,780.00		4,778.00			0.00	52,558.00	53,083.58
MACALIK	ROBERT	315	Vehicle Maint	5/22/2001	43,799.00		0.00			2,500.00	46,299.00	46,761.99
PRUSAK	JONATHAN	315	Vehicle Maint	6/12/2001	43,799.00		0.00			0.00	43,799.00	44,236.99
WEISEL	VINCENT	315	Vehicle Maint	7/16/2007	44,024.00		4,402.00			0.00	48,426.00	48,910.26
Z ABOVE CLASS		315	Vehicle Maint		9,200.00						9,200.00	9,292.00
DEBORGER	JOHN	315.01	Vehicle Maint	9/20/1995	21,902.00		0.00			0.00	21,902.00	22,121.02
			Vehicle Maint Total		300,335.00	0.00	9,180.00	0.00	0.00	2,500.00	312,015.00	315,135.15

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
Z OVERTIME		315	Vehicle Maint		10,000.00						10,000.00	10,000.00
			Vehicle Maint Total		10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00

GYPSY MOTH MOSQUITO CONTROL

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-26-320-000-000 GYPSY MOTH/MOSQUITO CONTROL					Comments			
GYPSY MOTH/MOSQUITO CONTROL 2-01-26-320-000-000	H							
OTHER EXPENSES 2-01-26-320-000-020	C							
ADVERTISING 2-01-26-320-000-021	S	500.00 444.52	250.00 0.00	0.00 0.00				0.00
POSTAGE & EXPRESS CHARGES 2-01-26-320-000-022	S	250.00 0.00	0.00 0.00	0.00 0.00				0.00
PRINTING & BINDING/PHOTO REPRO 2-01-26-320-000-023	S	100.00 0.00	50.00 0.00	0.00 0.00				0.00
OTHER CONTRACTUAL ITEMS 2-01-26-320-000-029	S	18,000.00 13,356.88	0.00 0.00	0.00 0.00	AWAITING RESULTS OF STATE SURVEY - DUE I N DEC			0.00
Control Total		18,850.00 13,801.40	300.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00

COMMUNITY SERVICES ACT

(Private Residential Communities Street Lighting/Snow & Ice Control)

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: COMM.SERVICES ACT SNOW/LIGHTING DEPT 26-325

General Duties:

Appropriations for Street lighting for communities not completed in private residential areas and snow removal for all private residential communities.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description Budget Account Number		2009 Approp Actual	2010 Approp Actual	2011 Approp Actual	********** Year 2012 ********** Requested Comments	Admin. Recmnd	Budgeted	%PY
Department: 2-01-26-325-000-000		COMM. SERVICES ACT-SNOW/LGHTNG						
COMM. SERVICES ACT-SNOW/LGHTNG 2-01-26-325-000-000	H							
OTHER EXPENSES 2-01-26-325-000-020	C							
OTHER CONTRACTUAL ITEMS 2-01-26-325-000-029	S	350,000.00 350,000.00	225,000.00 211,804.14	200,000.00 200,000.00	200,000.00 Private residential street lighting and snow removal	200,000.00	_____	0.00
Control Total		350,000.00 350,000.00	225,000.00 211,804.14	200,000.00 200,000.00	200,000.00	200,000.00	0.00	0.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: COMM SERVICES ACT-SNOW/LIGHTING DEPT 26-325

2012 Objective
To continue to provide funding for private communities for street lighting and snow removal.

QUALIFIED PRIVATE COMMUNITY SERVICES AGREEMENT
BY AND BETWEEN THE TOWNSHIP OF JACKSON
AND
WINDING WAYS

THIS AGREEMENT is made on the 3rd day of December 2008, by and between the **TOWNSHIP OF JACKSON,** a municipal corporation of the State of New Jersey, having its principal offices located at the Municipal Building, 95 West Veterans Highway, Jackson, New Jersey 08527 (hereinafter referred to as the "Township") and **WINDING WAYS** (hereinafter referred to as the "Association"), for and on behalf of the owners therein, having an address at 81 N. Baker Drive, Jackson, NJ 08527.

WHEREAS, N.J.S.A. 40:67-23.2, *et seq.*, requires municipalities to reimburse qualified private communities for certain services or to provide those services to the qualified private communities in the same fashion as the municipality provides those services on public roads and streets; and

WHEREAS, the Association is a qualified private community as defined in N.J.S.A. 40:67-23.2; and

1. Removal of snow, ice and other obstructions from the roads and streets; and

2. Lighting of the roads and streets, to the extent of payment for the electricity required, but not including the installation or maintenance of lamps, standards, wiring or other equipment; and

3. Collection of leaves and recyclable material along the roads and streets; and

WHEREAS, in lieu of providing said services, N.J.S.A. 40:67-23.5 requires the Township to enter into a written agreement to annually reimburse the Association in an amount not to exceed the cost that would be incurred by the Township in providing such services directly; and

WHEREAS, the Township and the Association desire to enter into an Agreement for the provision of and/or reimbursement for the cost of the above listed services.

NOW, THEREFORE, the Township and the Association agree as follows:

1. **Definitions**

For purposes of this Agreement, the terms "condominium," "cooperative," "fee simple community," "horizontal property regime" and "qualified private community" shall have the meanings set forth in N.J.S.A. 40:67-23.2, as may be amended from time to time.

2. Statutory Limitations

The parties acknowledge and agree that the Legislature has placed, and may in the future place additional statutory limitations on the Township's obligation to provide or reimburse the Association for the services specified in N.J.S.A .40:6723.2. Such statutory limitations as exist on the date of this Agreement, and may hereinafter be enacted, are acknowledged by the parties as effecting the Township's obligations hereunder accordingly.

3. Removal of Snow, Ice and Other Obstructions from the Roads and Streets

A. The Township's obligation to provide or reimburse for snow and ice removal services shall commence upon completion of the following:

(1) Top course of pavement on the through driving aisles of the development.

(2) The release of the performance bonds which guarantee such completion.

(3) The Association shall provide the Administrator with two copies of the as-built plans of the development on which are indicated the distances along the length of through driving aisles and the locations of street lighting fixtures providing lighting to the through driving aisles. These plans, (hereinafter "Association Maps"), shall be marked-up by the Administrator to indicate those through driving aisles which the Township will plow in the event of snow, and sand or salt in the event of ice. One copy of the Association map will be retained by the Township and the other copy by the Association. (Streets and roads so marked may be hereinafter referred to as "Snow Removal Streets").

B. If the Township elects to provide snow and ice removal services, Township vehicles shall plow only the through driving aisles of the development. No parking areas in courts, parking lots, or curbside parking areas along through driving aisles will be serviced.

C. If the Township elects to reimburse for snow and ice removal, the Township shall reimburse the Association for the actual cost of private snow and ice removal along the Snow Removal Streets or the Township's cost per mile multiplied by the miles of Snow Removal Streets, whichever is less. The Township's cost per mile shall be determined by dividing the total snow and ice removal cost to the Township by the number of miles of public roads and streets serviced by the Township. Said cost is based on the actual costs of snow removal for each year this Agreement is in effect.

D. Invoices submitted by the Association for the actual cost of private snow and ice removal along Snow Removal Streets shall break out reimbursable costs for through driving aisles from non-reimbursable work, such as, but not limited to, courts, parking lots, sidewalks or curbside parking areas.

E. Removal of obstructions, as required by statute, is limited to removal of storm-related debris, such as trees which have fallen across Snow Removal Streets, or municipal vehicles which may have broken down while providing services. Removal of obstructions does not include removal of abandoned vehicles or other private property.

F. With respect to snow and ice removal services, the Township elects to reimburse the Association for the cost of snow and ice removal from the Snow Removal Streets and the Association accepts the rate described in Paragraph C above.

G. The Association shall submit its reimbursement claim, together with supporting invoices as required by paragraph D above, to the Township Administrator on or before April 30th of each calendar year. Failure to submit a timely claim, together with invoices, which comply with paragraph D above, shall result in the forfeit of the right to reimbursement for the calendar year.

H. The Township shall audit and review the claim, as it deems appropriate, and provide payment to the Association on or before July 1st of the calendar year.

4. Lighting of Streets

A. The Township's obligation to provide or reimburse for the lighting of streets shall commence upon completion of the following:

(1) Submission to the Township Administrator of appropriate documentation to evidence that installation of the street lighting fully satisfies all Township ordinances and the Planning or Zoning Board approval for the development.

(2) Issuance of certificates of occupancy for not less than fifty (50%) percent of the dwelling units for a particular phase and/or section of the development.

(3) Submission to the Township Administrator of a Street Location Map and Tabular Inventory List.

(4) Submission to the Township Administrator of utility company invoices.

B. Reimbursement for lighting of roads and streets is limited to the actual cost, as adjusted pursuant to paragraph C below, of the electricity for those street lighting fixtures, which are located along the Snow Removal Streets.

C. Where a street lighting fixture is located in such a manner as to provide lighting not only to a Snow Removal Street but also to off-street areas such as parking lots, pathways, etc., the Township shall not be obligated to reimburse the Association for more than fifty (50%) percent of the cost of electricity for fixtures so located.

D. The Developer shall be responsible for all capital costs associated with the installation of lighting and said lighting shall be installed in accordance with the Township Code. (§§ 109-187 and 187.1)

E. Reimbursement for street lighting will be made to the Association by the Township within ninety (90) days of compliance with paragraph A above and the receipt by the Township of the claim for reimbursement, or at the option of the Township, the Township will assume responsibility for direct payment of street lighting costs. In no event shall the Township be responsible for the payment of any claim which requests reimbursement for utility company invoices that precede the date of the claim by more than six (6) months.

F. Notwithstanding anything to the contrary, the Township reserves the right at some future point to make payments for street lighting directly to the utility, and at such point all reimbursement obligations for street lighting shall immediately cease.

5. Collection of Leaves and Recyclables

Leaf Removal. The Township presently provides Township-wide leaf and recyclable removal services on public roads and streets. Residents on public roads and streets are required to rake their leaves to the curbside, where they remain until vacuumed up or otherwise removed by the Township. The Township shall provide leaf and recyclable removal services to the Association in the same manner as provided to all other residents, therefore, the Township shall have: no reimbursement obligation to the Association for this service.

6. Insurance

A. The parties acknowledge that the Association is required by statute to pay the cost of any insurance riders or increased insurance costs incurred by the Township in order for the Township to provide services along Snow Removal Streets. Those qualified private communities for which the Township provides said services, rather than reimbursement for same, shall be required to pay the cost of the additional insurance premiums, which may be charged, as a result of the municipality providing the service.

B. Any policy of insurance issued pursuant to this Agreement shall provide, at a minimum, the following coverage amounts: $1,0000,000.00 liability coverage, $500,000.00 property damage coverage.

C. The cost of liability and property damage premiums for the amounts set forth above shall be apportioned among the qualified private communities for which the Township provides services in the same proportion as the length of each such qualified private community's Snow Removal Streets to the total length of all the Snow Removal Streets in all the qualified private communities for which the Township provides services.

D. As the premiums for such coverage may be adjusted from time to time by the insurance carrier, so also shall the proportionate shares of the qualified private communities be adjusted so that the entire premium is paid by the qualified private communities for which the Township provides services. Upon receipt of the premium notice, the Risk Manager shall send notice to each qualified private community, by regular mail, advising of the amount due and the date payment is required. Failure to pay its share of the premiums in a timely manner may subject the qualified private community to removal from the group of qualified private communities receiving services. In the event of removal, the removed qualified private community shall then be eligible for reimbursement for these services in the manner set forth in Paragraph 3 (C) above.

E. If additional qualified private communities receive Township services after the execution of this Agreement, then the proportionate shares of all other qualified private communities shall be recalculated to take the additional qualified private community or communities into consideration prior to the next renewal date of the insurance coverage. Said recalculation to take effect with the renewal notice.

7. Registration

Each qualified private community desiring to enter into a Services Agreement with the Township shall maintain current registration information with the Township Clerk as required by ordinance.

8. Accounting

A. As required by N.J.S.A. 40:67-23.5(c), the Association shall provide the Township with an accounting of the use of the money paid to it by the Township. The accounting shall be delivered to the Township Administrator no later than January 31st for the previous calendar year.

B. At the same time as the accounting is delivered, the Association shall refund to the Township any payments in excess of the amounts actually used or contractually committed to during the previous calendar year.

9. Termination of Services and/or Reimbursements

A. In the event the Association dedicates to public use and the Township accepts by ordinance private roads and streets which meet Township specifications for public roads and streets, then any reimbursements for services along said roads and streets shall cease, and the Township shall provide all services covered by this Agreement along said dedicated and accepted roads and streets, together with maintenance and repair services for said dedicated and accepted roads and streets.

(1) The determination as to which private roads and streets are eligible for dedication to public use remains with the Township based upon the recommendation of the Township Engineer as to whether said private roads and streets meet Township specifications for public roads and streets.

(2) The Association acknowledges that dedication and acceptance of any private road or street for public use means that said road or street, upon acceptance of the dedication, is open to all public traffic and the Association may not limit or restrict the use of said roads or streets by any party. The Association further acknowledges that dedication and acceptance of a private road or street as a public road or street also has the effect of authorizing the Jackson Township Police Department to enforce all Title 39 provisions on said road or street.

B. It is understood and agreed by the Association that the Township may, in its sole discretion, determine at some future date to alter the decision on providing any, or all of the services listed in N.J.S.A. 40:67-32.2, and all reimbursement obligations shall immediately cease upon the provision of such services by the Township.

10. Notices

Unless otherwise stated herein to the contrary, all notices shall be served personally or by certified mail, return receipt requested. The addresses for service of notices are:

For the Township of Jackson

Business- Administrator
Township of Jackson
95 W. Veterans Highway
Jackson, NJ 08527

For the Association:

Winding Ways
81 N. Baker Drive
Jackson, NJ 08527

Any change of address shall be promptly forwarded to the other party.

11. Effective Date

This Agreement shall be effective immediately upon execution by both parties.

12. Entire Agreement

This document constitutes the entire Agreement between the parties and the terms and conditions of this Agreement may not be modified at any time except by mutual agreement of the parties in writing, duly signed by their authorized representative.

13. Duration of Agreement

The Agreement to Provide Qualified Private Community Services to the Association shall have a duration until December 31, 2009. Thereafter, the Agreement shall automatically renew for additional one (1) year terms, unless the Township gives a minimum of sixty (60) days notice of its intention not to renew the contract, at which time the parties shall then have the option to renegotiate all of the terms and conditions of the Agreement.

14. Prior Claims for Reimbursement

Claims for potentially reimbursable costs, which precede the date of this Agreement, must be submitted by the Association within ninety (90) days of the date of this Agreement. Such claims must be fully compliant with the provisions of paragraphs 3 and 4 herein, as appropriate. Failure to submit a fully compliant claim within ninety (90) days shall result in the forfeit of the right to make a claim at any time thereafter. The Township shall determine the eligibility of a fully compliant claim for reimbursement within sixty (60) days of receipt. Payment shall be granted within thirty (30) days of such determination.

IN WITNESS WHEREOF, the Township and the Association have caused this Agreement to be signed and sealed by their proper corporate officers the day and year first above written.

WITNESS & ATTEST

TOWNSHIP OF JACKSON

ANN MARIE EDEN, RMC
Township Clerk
(Seal)

MICHAEL REINA
Mayor

WINDING WAYS

By _____

Secretary
(Seal)

President

BOARD OF HEALTH

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: BOARD OF HEALTH 2-01-27-330-000-000

GENERAL DUTIES

The Board of Health includes the Registrar of Vital Statistics. The Registrar records marriages, births and deaths. Due to the recent concern with identify theft; the State has implemented safeguards in order to secure the issuance of any license or certificate issued by the Registrar of Vital Statistics.

I hereby approve my department's/board's budget as hereto attached.

Ann Marie Eden, RMC
Township Clerk

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-27-330-000-000 BOARD OF HEALTH					Comments			
BOARD OF HEALTH								
2-01-27-330-000-000	H							
SALARIES & WAGES								
2-01-27-330-000-010	C							
BOH-BASE PAY								
2-01-27-330-000-011	S	13,100.00	14,000.00	14,000.00	14,000.00	14,000.00	_____	0.00
		13,059.66	12,542.94	10,600.00				
Control Total		13,100.00	14,000.00	14,000.00	14,000.00	14,000.00	0.00	0.00
		13,059.66	12,542.94	10,600.00				
OTHER EXPENSES								
2-01-27-330-000-020	C							
BOH-ADVERTISING								
2-01-27-330-000-021	S	0.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
BOH-OTHER CONTRACTUAL ITEMS								
2-01-27-330-000-029	S	1,100.00	1,000.00	800.00	1,500.00	1,100.00	_____	0.00
		875.40	783.70	1,000.00				
Transfers included in Approp		400.00	0.00	0.00				
					Mandatory registrar forms, paper, softwa re maint. agreement			
BOH-TRAINING & EDUCATION								
2-01-27-330-000-042	S	0.00	0.00	200.00	400.00	400.00	_____	0.00
		0.00	0.00	0.00				
					Training/CEU's- J Kisty & P Van Clef			
Control Total		1,100.00	1,000.00	1,000.00	1,900.00	1,500.00	0.00	0.00
		875.40	783.70	1,000.00				
Transfers included in Approp		400.00	0.00	0.00				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
KALINAUSKAS	DINA	330	Bd of Health		1,370.00						1,370.00	1,370.00
VANCLEF	PATRICIA	330	Bd of Health		12,630.00						12,630.00	12,630.00
			Bd of Health Total		14,000.00	0.00	0.00	0.00	0.00	0.00	14,000.00	14,000.00

Form 3

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: BOARD OF HEALTH

2012 Objective
Continue implementation of State mandated forms and programs (software packages) to safeguard against identity theft by securing all personal information on birth certificates, marriage licenses, death certificates, etc.

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: BOARD OF HEALTH

Please identify major changes in department budget submission including increased spending and/or reductions made to achieve budget target. Variances for Salaries and Benefit details calculated by the Department of Personnel will be provided when such data becomes available.

Additional lines may be added, as appropriate.

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits		See attached
Total Salary and Benefits Variance		
Other Expenses		
Total Other Expense Variances		
Total Budget Change		

Janice Kisty

From: Michele Bado [mbado@jacksontwpnj.net]
Sent: Friday, July 22, 2011 10:17 AM
To: Janice Kisty
Subject: RE: Jackson 2011 software maintenance contract

Thank you! Im not letting these vendors try to get a fast one one us!!!! I will cancel it.

-----Original Message-----
From: Janice Kisty [mailto:jkisty@jacksontwpnj.net]
Sent: Friday, July 22, 2011 7:47 AM
To: Michelle Bado; Ann Marie Eden
Subject: FW: Jackson 2011 software maintenance contract

Good catch, Michele!!

Please advise how I would go about cancelling Requisition REQ07742 in the amount of $540.00.
-----Original Message-----
From: Ian Shore [mailto:ian.munidex@gmail.com]
Sent: Thursday, July 21, 2011 4:48 PM
To: 'Janice Kisty'
Cc: 'Vince Buono'
Subject: RE: Jackson 2011 software maintenance contract

Janice,

Thank you for bringing this to our attention. The billing was in error, I think it was a keypunch error. Please disregard the invoice.

Ian

Ian Shore, RMC
Munidex

Phone: (201) 884-1002
Fax: (201) 621-4401
Email: ian.munidex@gmail.com
174 Route 17 N.
Suite 202
Rochelle Park, NJ 07662
http://www.munidex.com

-----Original Message-----
From: Janice Kisty [mailto:jkisty@jacksontwpnj.net]
Sent: Thursday, July 21, 2011 1:37 PM
To: ian.munidex@gmail.com
Subject: Jackson 2011 software maintenance contract

Per our conversation.

Janice Kisty
Deputy Clerk
Township of Jackson
95 W. Veterans Highway
Jackson, NJ 08527
732-928-1200 x201
732-928-4377 (fax)

JACKSON TOWNSHIP

95 WEST VETERANS HIGHWAY
JACKSON, NJ 08527
TEL (732)928-1200

REQUISITION
NO. REQ07742

SHIP TO	MUNICIPAL CLERK'S OFFICE TOWNSHIP OF JACKSON 95 W.VETERANS HIGHWAY JACKSON, NJ 08527
VENDOR	VENDOR #: MUN10 MUNIDEX, INCORPORATED 174 ROUTE 17 NORTH SUITE 202 ROCHELLE PARK, NJ 07662

ORDER DATE: 07/14/11
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	2011 Software Maint. Contract Vital Statistics Program Registrar	1-01-20-120-000-026	540.0000	540.00
			TOTAL	540.00

7-14-11

REQUESTING DEPARTMENT DATE

Invoice

PAST DUE

Invoice Number: 986842

Invoice Date: Jan 1, 2011

Page: 1

MUNIDEX, INC.
174 Route 17 North, Suite 202
Rochelle Park, New Jersey 07662
Phone: 201-291-1000
Fax: 201-291-8588

Taxpayer Id #222-908-541/000

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME: MUNIDEX, INC.
TRADE NAME:
TAXPAYER IDENTIFICATION#: 222-908-541/000
CONTRACTOR CERTIFICATION#: 0075568
ADDRESS: 174 RT 17 N SUITE 202 ROCHELLE PARK NJ 07662
ISSUANCE DATE: 09/13/01
EFFECTIVE DATE: 06/08/88
Patricia A. Chiacchia
Director, Division of Revenue
FORM-BRC(08-01) This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address

Sold To:
JACKSON TOWNSHIP
95 WEST VETERAN'S HIGHWAY
JACKSON,, NJ 08527
USA

Customer ID: JACKSON TOWNSHIP

Customer PO	Payment Terms	Due Date	Sales Rep ID
	Net 30 Days	1/31/11	

Quantity	Item	Description	Unit Price	Extension
1.00		SOFTWARE MAINTENANCE - VITAL 2011	540.00	540.00

TOWNSHIP CLERKS OFFICE
JACKSON TWP
2011 MAY 10 A 11:04

Accounts 30 days and over are subject to a finance charge of 1.50% per month.

VOUCHER FORM APPROVED BY STATE OF NEW JERSEY 8/17/94 CHECK _____ PURCHASE ORDER# _____

VOUCHER #_____ DATE_____

CERTIFICATION BY RECEIVING AGENCY

Having knowledge of the facts, I certify that the above articles have been received or the services rendered, and are in compliance with the specifications or other requirements.

Signature _____

Title _____ Date _____

CERTIFICATION BY APPROVAL OFFICIAL

I certify and declare that this invoice is correct and just payment is approved.

Signature _____

Title _____ Date _____

I certify and declare under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons with the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing, and that the amount charged is a reasonable one.

Claimant: _____ Date _____ Title _____

Payments Received

BALANCE DUE 540.00

12/28/10 12:05:29 PM

[redacted]

REQ07742

YEAR 2011
SOFTWARE
MAINTENANCE CONTRACT

MUNIDEX, INC.
174 RT 17 NORTH - SUITE 202
ROCHELLE PARK, NJ 07662
201-291-1000

www.munidex.com
vinceb@munidex.com

Jackson Twp
95 West Veterans Highway
Jackson, NJ 08527

360

Jackson Twp

Item Description	Period Covered	Price
VITAL STATISTICS	Calendar Year	$540
		$540

MUNIDEX

MUNIDEX, Inc.
174 Route 17 North
Rochelle Park, NJ 07662
201-291-1000
vinceb@munidex.com
www.munidex.com

Jackson twp
95 West Veterans Highway
Jackson, N.J. 08527

VITALS

ACCEPTANCE FORM

December 30, 2010

Enclosed please find your ***Software Maintenance Agreement*** for the Year 2011. The attached may serve as your invoice. In addition to the agreement is the inventory worksheet detailing your current Munidex software packages and the maintenance invoice. If you act now, you will receive a savings for your continued maintenance service. **All signed agreements received in our office by February 1, 2011 will take advantage of a 20% discount.**

Please sign a copy of this letter and return it with your Purchase Order or Payment by the February 1, 2011 deadline. In case the worksheet does not reflect correctly your current software usage, please phone so we can make the appropriate changes. If you are not interested, please sign and return the attached copy of this letter indicating a **"No"** and we will change you to hourly charges.

Support will be provided in accordance with the Agreement, if accepted. If you have any immediate questions, please do not hesitate to call me. I look forward to working with you and your staff during the coming year. We thank you for the opportunity to work with you.

Yours truly,

Vince Buono, President
Enclosures

Accept: _____

FYI: According to LFN 2008-16 http://www.state.nj.us/dca/lgs/lfns/08lfns/2008-16.doc
"There are several approaches that local units may use to procure IT services.
First, is an exception to public bidding for maintenance and support of **proprietary computer systems** in the Local Public Contracts Law [N.J.S.A. 40A:11-5(1)(dd)]. The use of this exception is limited to "proprietary," meaning that only a single vendor (usually the developer of a specialized system or their authorized agent) is capable of doing the work."

2011 MUNIDEX INC.
SOFTWARE MAINTENANCE AGREEMENT

This maintenance agreement refers only to the MUNIDEX proprietary software systems.

ACTIVITIES COVERED
Inquiries relating to the proprietary MUNIDEX software systems. Periodic Updates to the Software Systems.

SERVICES INCLUDED
Telephone, Fax, e-mail, Written Inquiries and Internet based support in solving product related problems.

TERMS
Support of "off-the-shelf" products is specifically not covered by this agreement, except as they relate directly to MUNIDEX products. MUNIDEX will describe how to use the interface. However, this agreement does not cover how to use the specific features of the "Off-the shelf" product.

Support of the operating system and computer hardware support is not covered by this agreement.

Software program changes required by law or changes that require substantial alteration of the Software Programs are specifically not covered under this contract nor is training, and implementation.

Response time will be within one business day.

CONDITIONS
User must maintain daily backups in the prescribed MUNIDEX method. At a minimum seven backups media must be employed. The user must keep five backups (one for each day of the week), and one as of the first of the current month, and one as of the first of the prior month. If these procedures are not followed, additional charges above and beyond normal data restoration will be billed at the state contract hourly rates.

The supported individual is required to be a trained user, with a minimum of one day of MUNIDEX training. Other staff members may receive support at regular billing rates.

The paragraph of the license agreement expressly limiting MUNIDEX's liability for use of its software is hereby incorporated by reference into this maintenance agreement.

UPDATES
MUNIDEX will make available periodic updates and feature additions to any covered MUNIDEX software system as developed.

OTHER

On-site Service is available at the following rates:

Support/Consulting	$160 per hour or portion thereof
Programming Services (includes custom reporting systems)	$195 per hour or portion thereof
Additional Training	$135 per hour or portion thereof
Data Entry	$125 per hour or portion thereof

Travel time will be billed at the hourly rates as listed above. (Minimum of 1 hour per visit).

Should the municipality elect not to accept this contract, support is available at the rate of $195 per hour and will include travel time, minimum of half an hour. If a municipality which is not under contract requires a program upgrade, purchase of a new software license may be required. Installation fees may be applicable to the new software license.

DISPUTE RESOLUTION AGREEMENT

It is the intention of MUNIDEX and Customer to enter into an arrangement whereby MUNIDEX, Inc. will provide regular goods, service and support to Customer. It is understood that Customer may not have in-house experts in the areas where MUNIDEX provides goods, service and support. In the event that Customer disputes the payment of bills for goods, service and support, Customer and MUNIDEX agree to submit to binding arbitration of the AAA or other recognized Arbitration body.

Furthermore, it is understood that the use of the systems provided require extensive training. MUNIDEX shall not be responsible for problems, errors, omissions and other computer glitches that are the result of change of Customer personnel, or by the use of the system by Customer personnel who have not had adequate training.

PERIOD OF AGREEMENT

This contract is binding to both parties under the laws of the State of New Jersey for the dates indicated on the acceptance form and/or voucher. This contract may be canceled by either party upon (90) days prior written notice. Our "Acceptance Form" signed by you or payment shall constitute acceptance of this contract. Payment must be received by our office within (30) days of the start of this maintenance agreement.

The software maintenance agreement covers the MUNIDEX systems listed in the addendum for the dates indicated on the acceptance form and/or voucher.

Invoice

Invoice Number: 986842

PAST DUE

Invoice Date: Jan 1, 2011

Page: 1

MUNIDEX, INC.
174 Route 17 North, Suite 202
Rochelle Park, New Jersey 07662
Phone: 201-291-1000
Fax: 201-291-8588

Taxpayer Id #222-908-541/000

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME: MUNIDEX, INC.
TRADE NAME:
TAXPAYER IDENTIFICATION# 222-908-541/000
CONTRACTOR CERTIFICATION# 0076568
ADDRESS 174 RT 17 N SUITE 202 ROCHELLE PARK NJ 07662
ISSUANCE DATE: 09/13/01
EFFECTIVE DATE: 06/08/88
Director, Division of Revenue
FORM-BRC(08-01) This Certificate is NOT assignable or transferable It must be conspicuously displayed at above address

Sold To:
JACKSON TOWNSHIP
95 WEST VETERAN'S HIGHWAY
JACKSON,, NJ 08527
USA

Customer ID: JACKSON TOWNSHIP

Customer PO	Payment Terms	Due Date	Sales Rep ID
	Net 30 Days	1/31/11	

Quantity	Item	Description	Unit Price	Extension
1.00		SOFTWARE MAINTENANCE - VITAL 2011	540.00	540.00

Accounts 30 days and over are subject to a finance charge of 1.50% per month.

VOUCHER FORM APPROVED BY STATE OF NEW JERSEY 8/17/94 CHECK _____ PURCHASE ORDER# _____

VOUCHER #_____ DATE_____

CERTIFICATION BY RECEIVING AGENCY

Having knowledge of the facts, I certify that the above articles have been received or the services rendered, and are in compliance with the specifications or other requirements.

Signature _____

Title _____ Date _____

CERTIFICATION BY APPROVAL OFFICIAL

I certify and declare that this invoice is correct and just payment is approved.

Signature _____

Title _____ Date _____

I certify and declare under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons with the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing, and that the amount charged is a reasonable one.

Claimant: _____ Date _____ Title _____

Payments Received

BALANCE DUE 540.00

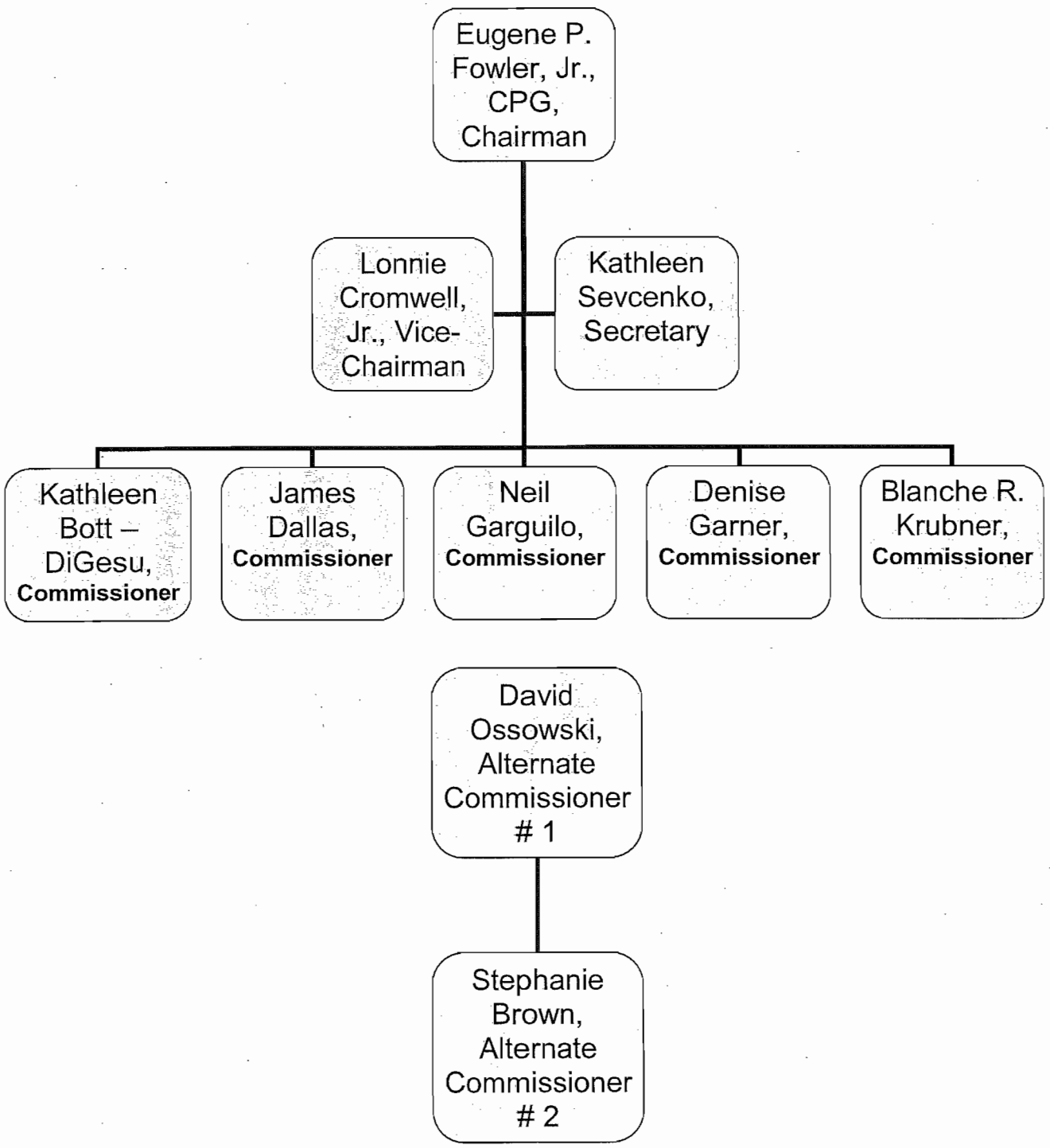
ENVIRONMENTAL HEALTH COMMISSION

JACKSON TOWNSHIP 2012 BUDGET

ORGANIZATIONAL CHART

Department Name: Environmental Health Commission

Please attach or insert updated table of organization on this form.



Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: Environmental Health Commission

General Duties:

State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code.

The Environmental Health Commission (EHC) provides technical support as an advisory function to the planning and zoning boards under the EHC's job description pursuant to New Jersey Statutes Annotated (N.J.S.A.) 40:56A-1-12 and the Jackson Township Administrative Code Book (Chapter 3, Section 146).

For example, pursuant to the Jackson Township code book Section 109 (Land Use), the EHC will review pertinent documents relative to project planning and development whereas the applicant submitted same to the Jackson Township Office of Planning and Zoning. Specifically, if applicable, the EHC will review an Environmental Impact Statement (EIS) pursuant to Jackson Township ordinance 109-169 / 109-31B.34.

A through review of an EIS will include an assessment of a traffic study pursuant to Jackson Township ordinance 109-31B.36.

Furthermore, the subject application will include the EHC's review of a stormwater management plan, if applicable, that will include but not be limited to grading and drainage pursuant to Jackson Township ordinance 109-165 and 109-184. This includes EHC's review of ordinance 109-184J which outlines the requirements of the maintenance plan / agreement between the property owner and the township.

The EHC reviews wetland delineation reports and wildlife studies based on seasonal findings by the applicant. In addition, the EHC reviews Tree Save Plans and conducts field visits and provides additional commentary based on the township forester's report.

The EHC obtains permission from the property owner prior to any site visit and summarizes the observations in conjunction with the applicant's site plans and related documentation. An interim memo and final letter is sent to the respective board through the chairman and secretary. Additional commentary is communicated by the liaison of the EHC to the Planning Board, as required, pursuant to the Municipal Land Use Law.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-27-335-000-000 ENVIRONMENTAL HEALTH COMM.								
ENVIRONMENTAL HEALTH COMM.								
2-01-27-335-000-000	H							
SALARIES & WAGES								
2-01-27-335-000-010	C							
BASE PAY - ENV HLTH COMM								
2-01-27-335-000-011	S	1,305.00	1,430.00	1,300.00	1,280.00	1,300.00	_____	0.00
		1,170.74	1,283.61	1,283.60				
Transfers included in Approp		25.00	150.00	0.00				
Control Total		1,305.00	1,430.00	1,300.00	1,280.00	1,300.00	0.00	0.00
		1,170.74	1,283.61	1,283.60				
Transfers included in Approp		25.00	150.00	0.00				
OTHER EXPENSES								
2-01-27-335-000-020	C							
ADVERTISING								
2-01-27-335-000-021	S	100.00	50.00	50.00	50.00	50.00	_____	0.00
		59.84	0.00	30.00				
					Asbury Park Press/Observer			
PRINT & BINDING/PHOTO REPRO								
2-01-27-335-000-023	S	100.00	50.00	50.00	50.00	50.00	_____	0.00
		35.00	0.00	0.00				
BOOKS & PUBLICATIONS								
2-01-27-335-000-033	S	50.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
OFFICE MAT'S & SUPPLIES/OTHER								
2-01-27-335-000-036	S	100.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
CONFERENCES & MEETINGS								
2-01-27-335-000-041	S	0.00	50.00	380.00	_____	_____	_____	0.00
		55.00	0.00	0.00				

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-27-335-000-000 ENVIRONMENTAL HEALTH COMM.					Comments			
TRAINING & EDUCATION								
2-01-27-335-000-042	S	159.00	0.00	0.00				0.00
		0.00	0.00	0.00				
PROFESSIONAL ASSOCIATION GROUP								
2-01-27-335-000-044	S	441.00	0.00	0.00	380.00	380.00		0.00
		0.00	0.00	0.00				
					Association of New Jersey Environmental Commissions			
Control Total		950.00	150.00	480.00	480.00	480.00	0.00	0.00
		149.84	0.00	30.00				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
KATHY	SEVCENKO	335	Env Commission		1,300.00						1,300.00	1,300.00
			Env Commission Total		1,300.00	0.00	0.00	0.00	0.00	0.00	1,300.00	1,300.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: Environmental Health Commission

2012 Objective
1) Continue to establish **educational goals** with local school groups. This will be accomplished by the local school science staff which will provide the opportunity to the Environmental Health Commission (EHC) who will reach out to the educators. These professionals not only attend the EHC's regular monthly meetings but the EHC attends the respective school's environmental / ecological functions. For example, instruction in watershed management and Earth Day.
2) Become **members** of **Association of New Jersey Environmental Commission** (ANJEC). It is imperative that the EHC become members of ANJEC to remain on the forefront of evolving environmental regulations. As ANJEC members, EHC will attend various educational seminars that pertain to the duties as commissioners in effort to fulfill the job description(s) as outlined in the Municipal Land Use Law (MLUL) and pursuant to the New Jersey Statutes Annotated (N.J.S.A.) 40:56A-1-12 and the Jackson Township Administrative Code Book (Chapter 3, Section 146). It is important to note that due to budgetary constraints, the EHC has only been ANJEC members once (2008) since 1999.
3) Prepare a revised **Environmental Resource Inventory** (ERI). The revised ERI will be a supplement to the EHC's ERI (circa 1978) and copies will be submitted to ANJEC and our Office of the Town Clerk. The forthcoming revised / supplemental ERI will complement the existing Master Plan (2009) and it's existing Land Index. The EHC is committed to comply with two NJ state laws that give environmental commissions the legal authority and responsibility for conducting ERIs pursuant to the New Jersey Statutes Annotated (N.J.S.A. 40:56A) and the MLUL as cited in the Resource Paper "The Environmental Resource Inventory: ERI" by ANJEC, March 2004.
4) Stormwater Basin Rehabilitation: as proposed by Mr. Dan Burke, P.E., through Rutgers University, New Brunswick. This will include an "educational program to deliver to property owners as well as propose a regular inspection and monitoring program to ensure basins are routinely maintained and continue to function as designed."
5) Continue research in reviewing / cataloging **historical maps** of Jackson. This will include but not limited to Ocean County Historical Society. The purpose is to identify all waterbodies in Jackson including such areas that evolved overtime from cranberry bogs to unnamed dammed lakes. This research is important to coordinate efforts with **Monmouth University's Coastal Lakes Program**. This will include collecting Global Positioning System (GPS) points of all lakes throughout Jackson and such data will be available as public information.

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: Environmental Health Commission

Please identify major changes in department budget submission including increased spending and/or reductions made to achieve budget target. Variances for Salaries and Benefit details calculated by the Department of Personnel will be provided when such data becomes available.

Additional lines may be added, as appropriate.

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits	N / A	N / A
Total Salary and Benefits Variance	N / A	N / A
Other Expenses	N / A	N / A
Total Other Expense Variances	N / A	N / A
Total Budget Change	N / A	N / A

GOING GREEN COMMITTEE

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	********** Year 2012 ********** Requested / Comments	Admin. Recmnd	Budgeted	%PY
Department: 2-01-27-337-000-000 GOING GREEN COMMITTEE								
GOING GREEN COMMITTEE								
2-01-27-337-000-000	H							
OTHER EXPENSES								
2-01-27-337-000-020	C							
GG-OTHER EXPENSE								
2-01-27-337-000-099	S	2,000.00 99.88	200.00 0.00	200.00 0.00	200.00	200.00	_____	0.00
Control Total		2,000.00 99.88	200.00 0.00	200.00 0.00	200.00	200.00	0.00	0.00

DEPARTMENT OF COMMUNITY DEVELOPMENT

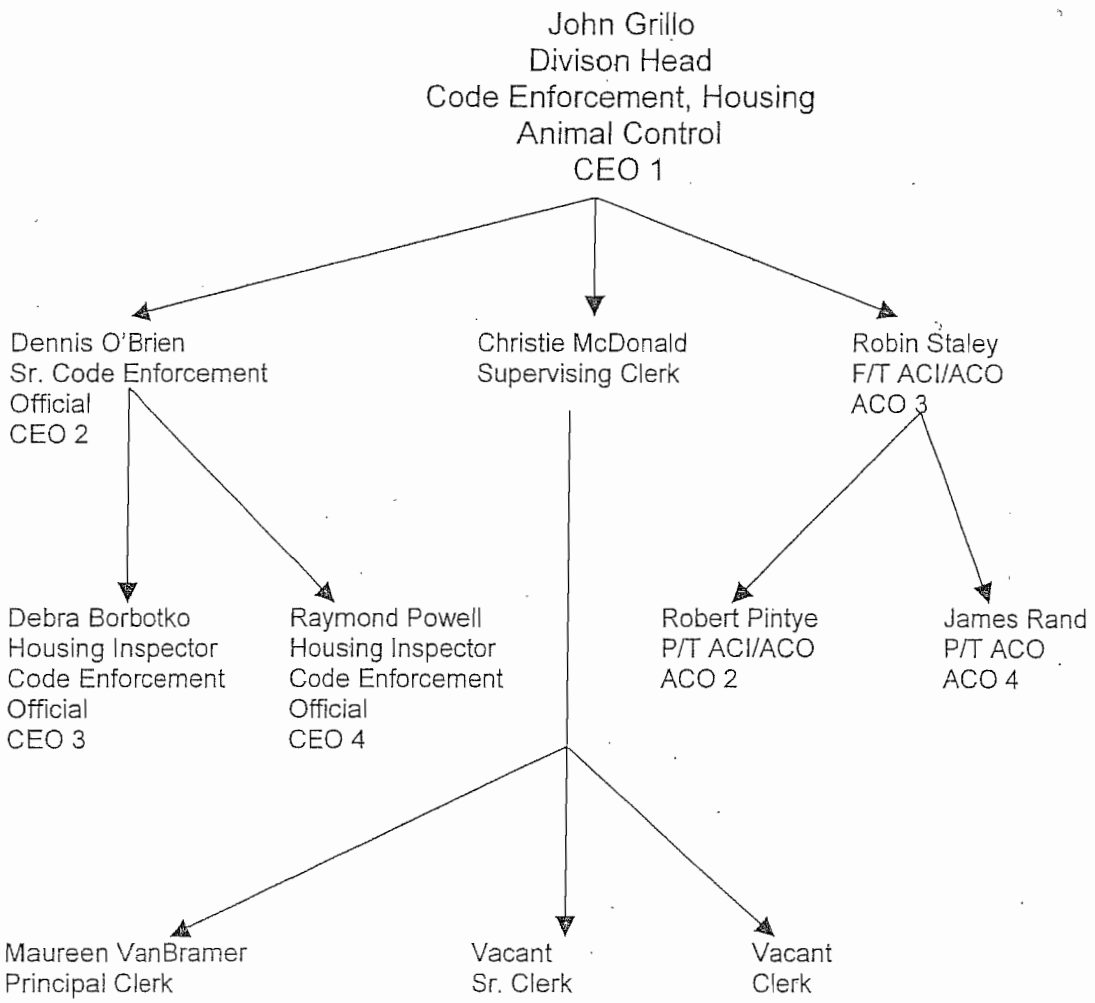
Division of Code Enforcement, Housing, Animal Control (Housing Inspections)

Form 1

JACKSON TOWNSHIP 2012 BUDGET

ORGANIZATIONAL CHART

Department Name: Code Enforcement, Housing and Animal Control



Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: Animal Control

General Duties:

- Respond to resident requests for assistance with domestic and wild animal control issues throughout the township
- Provide pet licensing and maintain ownership records
- Patrol for stray dogs and cats
- Transport stray animals to the local shelter
- Quarantine animals which have bitten
- Investigate complaints of animal cruelty
- Trap feral cats
- Capture sick or injured wildlife
- Tranquilize animals as needed
- Enforce chapter #51 of the Twp. Code, issue summonses as required
- Enforce vicious dog laws
- Provide public education on responsible pet ownership
- Pick up dead animals when called in by residents
- Conduct kennel inspections with Code Official
- Assist Police, First Aid, Fire Co., Code Official when required
- Conduct annual rabies clinic

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Department: 2-01-27-340-000-000 ANIMAL CONTROL SERVICES

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
ANIMAL CONTROL SERVICES								
2-01-27-340-000-000	H							
SALARIES & WAGES								
2-01-27-340-000-010	C							
AC-BASE PAY								
2-01-27-340-000-011	S	131,749.40	110,855.18	120,187.82	161,883.00	161,882.80	_____	0.00
		126,784.16	111,793.06	122,650.36				
Transfers included in Approp		6,653.40	1,417.20	3,000.00				
AC-OVERTIME								
2-01-27-340-000-014	S	6,000.00	6,000.00	8,000.00	8,000.00	8,000.00	_____	0.00
		7,077.47	0.00	5,470.65				
Control Total		137,749.40	116,855.18	128,187.82	169,883.00	169,882.80	0.00	0.00
		133,861.63	111,793.06	128,121.01				
Transfers included in Approp		6,653.40	1,417.20	3,000.00				
OTHER EXPENSES								
2-01-27-340-000-020	C							
AC-ADVERTISING								
2-01-27-340-000-021	S	350.00	50.00	500.00	500.00	250.00	_____	0.00
		0.00	0.00	0.00				
					advertising for clinics, etc			
AC-PRINT & BINDING/PHOTO REPRO								
2-01-27-340-000-023	S	500.00	500.00	1,200.00	1,200.00	1,000.00	_____	0.00
		569.59	1,000.00	964.27				
					printing, copier			
AC-OTHER CONTRACTUAL ITEMS								
2-01-27-340-000-029	S	63,000.00	45,000.00	37,000.00	65,000.00	50,000.00	_____	0.00
		57,904.44	43,196.18	36,631.75				
Transfers included in Approp		0.00	0.00	3,000.00-				
					animal shelter/vet bills			
AC-UNIFORMS & CLOTHING								
2-01-27-340-000-032	S	0.00	1,500.00	1,650.00	1,650.00	1,650.00	_____	0.00
		100.00	1,650.00	1,650.00				
					clothing allowence			

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-27-340-000-000 ANIMAL CONTROL SERVICES								
AC-BOOKS & PUBLICATION								
2-01-27-340-000-033	S	300.00	300.00	300.00	300.00	300.00	_____	0.00
		298.87	0.00	300.00				
					code books for ac			
AC-OFFICE MAINT & SUPPLY/OTHER								
2-01-27-340-000-036	S	2,000.00	1,500.00	1,000.00	3,000.00	1,000.00	_____	0.00
		1,858.86	834.61	326.28				
					office materials			
AC-CONFERENCES & MEETINGS								
2-01-27-340-000-041	S	500.00	300.00	500.00	500.00	250.00	_____	0.00
		180.00	125.00	0.00				
					meetings and conferences			
AC-TRAINING & EDUCATION								
2-01-27-340-000-042	S	300.00	300.00	750.00	750.00	300.00	_____	0.00
		346.09	225.00	0.00				
					trainig and education			
AC-PROFESSIONAL ASSOC DUES								
2-01-27-340-000-044	S	175.00	150.00	250.00	250.00	200.00	_____	0.00
		150.00	175.00	175.00				
					professional dues			
AC-VEHICLES								
2-01-27-340-000-051	S	0.00	0.00	0.00	45,000.00	_____	_____	0.00
		0.00	0.00	0.00				
					vehicles			
AC-JANITOR/LAUNDRY/KITCH/FOOD								
2-01-27-340-000-052	S	200.00	200.00	500.00	500.00	500.00	_____	0.00
		203.31	0.00	390.64				
					janitor/laundry/kitchen/food			
AC-OTHER EQUIP&SUPPL/MACH RENT								
2-01-27-340-000-058	S	4,000.00	3,000.00	3,000.00	5,000.00	2,500.00	_____	0.00
		4,079.54	1,944.62	2,469.71				
					other equiptment			
Control Total		71,325.00	52,800.00	46,650.00	123,650.00	57,950.00	0.00	0.00
		65,690.70	49,150.41	42,907.65				
Transfers included in Approp		0.00	0.00	3,000.00-				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
STALEY	ROBIN	340	Animal Control	8/15/2002	42,798.00		0.00	777.00		0.00	43,575.00	44,010.75
VANBRAMER	MAUREEN	340.01	Animal Control	4/24/1991	39,808.00		4,324.00			0.00	44,132.00	44,573.32
PINTYE	ROBERT	340.02	Animal Control	1/1/2002	37,573.00		0.00			0.00	37,573.00	37,948.73
RAND	JAMES	340.02	Animal Control	1/24/2009	35,000.00		0.00			0.00	35,000.00	35,350.00
			Animal Control Total		155,179.00	0.00	4,324.00	777.00	0.00	0.00	160,280.00	161,882.80

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
Z OVERTIME		340	Animal Control		8,000.00						8,000.00	8,000.00
			Animal Control Total		8,000.00	0.00	0.00	0.00	0.00	0.00	8,000.00	8,000.00

Form 4

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: Animal Control

2012 Objective
Bring anti-bite class to Jackson Twp. School district During national bite prevention week in September
Revise Dog park 1. Rules 2. Ordinance to enforce rules 3. Card system
Implement Jackson Spay and Neuter Day
Seminar with State wildlife, fish and game to inform residents about coyotes and wild turkeys

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: Animal Control

Purchase of 2012or 2011 leftover animal control truck. Current truck 2004 has 118577 miles and is constantly out of service.
Promotion Maureen Vanbramer

Additional lines may be added, as appropriate.

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits	1,145.00	See form 7
		Promotion Maureen Vanbramer
Total Salary and Benefits Variance		
Other Expenses	45,000.00	Purchase 2012 truck or 2011 leftover
Total Other Expense Variances		
Total Budget Change		

JACKSON TOWNSHIP 2012 BUDGET

PROPOSED STAFFING CHANGES

Department Name: Animal Control

Title	Job Class	Service impact or justification, if any, and productivity steps	Salary	Benefits	Total	Head Count
Maureen VanBramer	Principal		39,808			
Promotion to	Secretarial Assistant	Detailed Justification for Promotion: As part of Maureen daily duties she sorts and routes incoming correspondences to there appropriate destination. She prepares daily routes for Animal Control Officer's and the thirteen towns under the shared service agreement. Set up comprehensive division programs and knowledge of the programs, objectives standards policies and procedures of the division. Prepare spreadsheets of activities in conjunction with the thirteen towns that are covered by the Jackson Animal Control Office. Prepare and disseminate invoices to various towns so as to be reimbursed for services, prepares and validates all incoming payable accounts to	40,953			

JACKSON TOWNSHIP 2012 BUDGET

PROPOSED STAFFING CHANGES

Department Name: Animal Control

		ensure their accuracy. Prepare and submit pay vouchers for vendors as it relates to the division. Prepare comprehensive reports as required by the Ocean County Board of Health with regards to bites, impounds, releases and shelter activity as it relates to Jackson Township. Prepare and disseminate information on the various types of wildlife that is in Jackson. Prepares information packs for groups and organizations about the services the Jackson Animal Control Officers offers. Set up bi-annual rabies clinics. Maintains and performs interviews with residents via phone or in person as to problems that they are experiencing as example barking dogs, municipal ordinances, bites, etc.				

JACKSON TOWNSHIP 2012 BUDGET

PROPOSED STAFFING CHANGES

Department Name: Animal Control

		Set up and organize the schedule of the pick-ups, traps placement, resident complaints, and dispatching Animal Control Officers that cover the thirteen Municipalities that are under contract with Jackson. Prepare violations for the ACO's letters, Prepares statically correct information and other reports for the administration and state. Maureen also holds a state certification for an animal control officer. With this vast experience and knowledge of procedures, and added responsibility Maureen Vanbramer job specifications are more of a Secretarial Assistant than that of a Principal Clerk. With this in mind I am requesting her to be promoted as such.				

RELOCATION ASSISTANCE

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	********** Year 2012 ********** Requested / Comments	Admin. Recmnd	Budgeted	%PY
Department: 2-01-27-347-000-000 RELOCATION ASSISTANCE								
RELOCATION ASSISTANCE 2-01-27-347-000-000	H							
OTHER EXPENSES 2-01-27-347-000-020	C							
MISC. OTHER EXPENSE 2-01-27-347-000-099	S	5,000.00 0.00	2,500.00 0.00	2,500.00 0.00	2,000.00	2,000.00		0.00
AIDS, ASSIST. & CONTRIBUTIONS 2-01-27-347-000-116	S	5,000.00 0.00	0.00 0.00	0.00 0.00				0.00
Control Total		10,000.00 0.00	2,500.00 0.00	2,500.00 0.00	2,000.00	2,000.00	0.00	0.00

HEALTH CARE AID & SOCIAL SERVICES

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-27-360-000-000		HEALTH CARE AID-SOCIAL SVC AGY						
HEALTH CARE AID-SOCIAL SVC AGY								
2-01-27-360-000-000	H							
OTHER EXPENSES								
2-01-27-360-000-020	C							
AIDS, ASSIST. & CONTRIBUTIONS								
2-01-27-360-000-116	S	12,500.00	6,000.00	0.00				0.00
		12,500.00	0.00	0.00				
Control Total		12,500.00	6,000.00	0.00	0.00	0.00	0.00	0.00
		12,500.00	0.00	0.00				

DEPARTMENT OF RECREATION AND SENIOR SERVICES

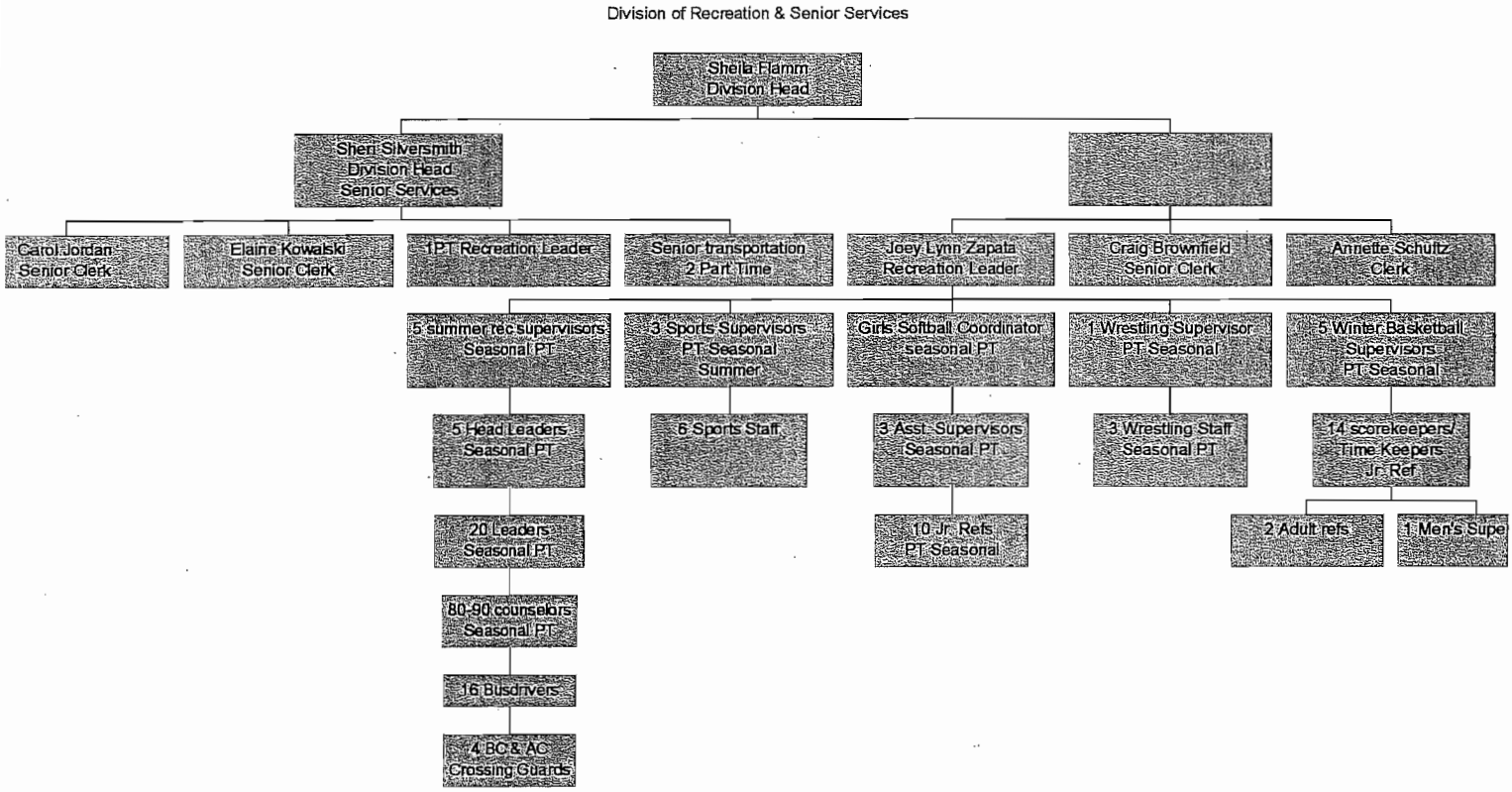
Form 1

JACKSON TOWNSHIP 2012 BUDGET

ORGANIZATIONAL CHART

Division Name: **Recreation & Senior Services**

Please attach or insert updated table of organization on this form.



JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Division Name: **Recreation & Senior Services**

General Duties:

State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code

Use additional sheets (blank bond paper) as required.

The Narrative Summary is a vision statement for the Division of Recreation and Senior Services. It includes a mission statement, a statement of philosophy, and goals and objectives whose purpose is to provide departmental staff with a strong foundation regarding professional expectations and conduct. It will also be utilized to provide staff with a clear understanding, and balanced review, of our department's past performance (i.e. successes as well as opportunities for improvement). This knowledge will empower staff to take a proactive role in setting and achieving current and future goals and objectives for the department.

I hereby approve my division's/board's budget as hereto attached.

Signature of Division/Board Head

Department: 2-01-28-370-000-000 RECREATION SERVICES & PROGRAMS

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
RECREATION SERVICES & PROGRAMS								
2-01-28-370-000-000	H							
SALARIES & WAGES								
2-01-28-370-000-010	C							
REC-BASE PAY								
2-01-28-370-000-011	S	190,766.81	174,603.72	177,969.11	183,344.00	127,716.90	_____	0.00
		176,593.99	167,674.93	166,273.15				
Transfers included in Approp		25,234.19-	12,933.97-	11,211.93-				
					same as last year			
REC-OVERTIME								
2-01-28-370-000-014	S	5,500.00	5,000.00	1,341.02	1,350.00	1,350.00	_____	0.00
		6,748.36	1,117.51	127.58				
					reduced by $341.02			
Control Total		196,266.81	179,603.72	179,310.13	184,694.00	129,066.90	0.00	0.00
		183,342.35	168,792.44	166,400.73				
Transfers included in Approp		25,234.19-	12,933.97-	11,211.93-				
OTHER EXPENSES								
2-01-28-370-000-020	C							
REC-ADVERTISING								
2-01-28-370-000-021	S	2,500.00	1,500.00	2,500.00	2,500.00	2,500.00	_____	0.00
		897.00	1,183.12	1,301.00				
					ads for 5 special events, 8 program activities, and job vacancies			
REC-PRINT& BINDING/PHOTO REPRO								
2-01-28-370-000-023	S	450.00	450.00	1,250.00	1,250.00	1,250.00	_____	0.00
		56.00	1,096.29	1,599.02				
					flyers and curb signs for 8 programs and 5 special events			
REC-CLEANING & MAINTENANCE								
2-01-28-370-000-024	S	0.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
REC-OTHER CONTRACTUAL ITEMS								
2-01-28-370-000-029	S	35,000.00	15,000.00	1,350.00	690.00	690.00	_____	0.00
		36,510.75	1,593.36	868.28				

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-28-370-000-000 RECREATION SERVICES & PROGRAMS					Comments			
					$656 will be transfered to the sr center budget for Risograph, rest copier			
REC-UNIFORMS								
2-01-28-370-000-032	S	1,000.00	500.00	0.00				0.00
		115.25	0.00	0.00				
REC-BOOKS & PUBLICATIONS								
2-01-28-370-000-033	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
REC-OFF MATERIAL & SUPPL/OTHER								
2-01-28-370-000-036	S	4,500.00	4,000.00	2,000.00	2,000.00	2,000.00		0.00
		3,924.37	2,422.84	1,460.04				
REC-GEN HARDWARE & MINOR TOOLS								
2-01-28-370-000-038	S	0.00	0.00	0.00				0.00
		244.00	0.00	0.00				
REC-CONFERENCES & MEETINGS								
2-01-28-370-000-041	S	1,000.00	1,200.00	1,200.00	850.00	850.00		0.00
		908.60	1,104.00	425.00				
					2 staff for NJRPA conference			
REC-TRAINING & EDUCATIONS								
2-01-28-370-000-042	S	500.00	200.00	100.00	100.00	100.00		0.00
		8.50	100.00	0.00				
					NJRPA trainings during the year			
REC-PROFESSIONAL ASSOC DUES								
2-01-28-370-000-044	S	300.00	200.00	400.00	400.00	400.00		0.00
		100.00	200.00	400.00				
					NJRPA memberships			
REC-TRAVEL								
2-01-28-370-000-045	S	250.00	150.00	75.00	75.00	75.00		0.00
		133.18	7.00	0.00				
					mileage reimbursement for professional m eetings			
REC-JANITORIAL/LAUND/KITC/FOOD								
2-01-28-370-000-052	S	100.00	0.00	325.00	325.00	325.00		0.00
		0.00	379.00	246.47				
					cleaning products for office, furniture polish, glass cleaners, dish soap			

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-28-370-000-000 RECREATION SERVICES & PROGRAMS								
REC-OFFICE EQUIPMENT								
2-01-28-370-000-053	S	375.00	0.00	0.00				0.00
		220.25	0.00	0.00				
REC-OFFICE EQUIPMENT								
2-01-28-370-000-057	S	100.00	0.00	0.00				0.00
		0.00	0.00	0.00				
REC-DATA PROCESS EQUIP								
2-01-28-370-000-059	S	1,000.00	450.00	0.00				0.00
		0.00	0.00	0.00				
REC-MISC RENTAL FEES								
2-01-28-370-000-065	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
REC SUPPLIES & SPECIAL ARTICLE								
2-01-28-370-000-066	S	1,800.00	1,500.00	1,500.00	1,500.00	1,500.00		0.00
		1,566.12	1,369.19	250.00				
					decorations and craft or other supplies for special events			
REC-TELEPHONE								
2-01-28-370-000-076	S	0.00	0.00	0.00				0.00
		44.99	0.00	0.00				
REC-SIGNS								
2-01-28-370-000-126	S	1,500.00	1,000.00	1,000.00	1,000.00	1,000.00		0.00
		0.00	0.00	0.00				
					billboard size signs for special events			
REC-HORTICULT MATLS.& SUPPLIES								
2-01-28-370-000-127	S	750.00	250.00	250.00	250.00	250.00		0.00
		433.60	0.00	195.05				
					outdoor decorations for holidays (Hallow een, Easter Egg Hunt Hay			
REC- MENS SLO-PITCH SOFTBALL								
2-01-28-370-000-660	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
REC-MENS FAST-PITCH SOFTBALL								
2-01-28-370-000-661	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-28-370-000-000 RECREATION SERVICES & PROGRAMS					Comments			
REC-WOMANS SOFTBALL								
2-01-28-370-000-662	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
REC-JACKSON LITTLE LEAGUE								
2-01-28-370-000-663	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
REC-HOLBROOK LITTLE LEAGUE								
2-01-28-370-000-664	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
REC-POP WARNER FOOTBALL								
2-01-28-370-000-665	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
REC-JACKSON SOCCER								
2-01-28-370-000-666	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
REC-HOL THEATRE COMPANY								
2-01-28-370-000-667	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
REC-AMERICAN LEGION BASEBALL								
2-01-28-370-000-668	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
REC-ARTS COUNCIL								
2-01-28-370-000-669	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
REC-JACKSON TRAVEL								
2-01-28-370-000-670	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
REC-PATHFINDERS								
2-01-28-370-000-671	S	1,500.00	1,000.00	0.00				0.00
		1,020.86	647.45	199.99				

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-28-370-000-000 RECREATION SERVICES & PROGRAMS					Comments			
REC-JACKSON ICE HOCKEY								
2-01-28-370-000-672	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
REC-MISCELLANEOUS-1								
2-01-28-370-000-673	S	1,000.00	500.00	0.00				0.00
		990.00	325.00	0.00				
REC-ROLLER HOCKEY								
2-01-28-370-000-674	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
REC-JACKSON LACROSSE								
2-01-28-370-000-675	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
Control Total		53,625.00	27,900.00	11,950.00	10,940.00	10,940.00	0.00	0.00
		47,173.47	10,427.25	6,944.85				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
BROWNFIELD	CRAIG	370	Recreation	11/12/2002	34,081.00		0.00	286.38		0.00	34,367.38	34,711.05
FLAMM	SHEILA	370	Recreation	11/16/2009	6,993.00		0.00			0.00	6,993.00	6,993.00
FRIZZIOLA	BONNIE	370	Recreation	3/4/2003	0.00		0.00			0.00	0.00	0.00
SCHULTZ	ANNETTE	370	Recreation	1/3/2006	30,932.00		0.00			0.00	30,932.00	31,241.32
STRACHAN	MARYANN	370	Recreation	3/4/2003	0.00		0.00			0.00	0.00	0.00
ZZ ABOVE CLASS		370	Recreation		10,000.00						10,000.00	10,100.00
ZAPATA	JOEY	370	Recreation	1/11/1993	40,953.00		3,276.24			0.00	44,229.24	44,671.53
			Recreation Total		122,959.00	0.00	3,276.24	286.38	0.00	0.00	126,521.62	127,716.90

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
Z OVERTIME		370	Recreation		1,345.00						1,350.00	1,350.00
			Recreation Total		1,345.00	0.00	0.00	0.00	0.00	0.00	1,350.00	1,350.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: **Recreation**

2012 Objective
1. Promote Community Involvement and actively seek input in the planning, operation & participation in the department by: A.) organizing seasonal sports organization meetings to discuss and determine field and facility schedules and maintenance. B.) Create annual recreation surveys to: a.) determine what services the residents want that are not currently being offered (consumer driven), b.) provide us with feedback regarding services we currently offer (suggestions on how we can improve) and c.) prioritize our recreation programs based upon economic feasibility and develop strategies to improve self sustainability of all our programs.
2. Provide training and development courses for volunteer coaches to help maximize the sports experience and to ensure the safety of participants, parents, coaches. Ensure that all volunteers over the age of eighteen have completed background checks for the township.
3. Effectively coordinate the department with other township departments, organizations, and schools to improve the overall service to the community, by maximizing available resources (e.g. implementing facility & field use fee policies I developed last year) and eliminating duplication of services.
4. Work with the Senior Citizen Advisory Board, Council for the Disabled, Park & Recreation Commission, and the Mayor's Youth Advisory Council to offer comprehensive, quality recreational programming aimed at satisfying the needs of varying age levels, physical & mental abilities and special interests.
5. Act as a community resource for residents seeking information regarding all recreation and park related programs within Jackson Township & the surrounding area (access information via internet).

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: **Recreation**

6. Maintain & approve the appearance of, and safety of our parks and facilities at the highest level of available resources by inspecting facilities and submitting work orders to the DPW on a monthly basis. If the repair or maintenance issue in question requires an outside contractor to repair or maintain the field or facility (i.e. skate park, roller hockey rink, or turf field) the department will obtain quotes from several professional contractors to be submitted to the Mayor & council for consideration.

7. Provide high quality, consistent, diverse, affordable and accessible recreational & leisure activities for the entire community .

8. Develop marketing strategies to recruit and retain volunteers for various programs, age groups, and interests (target RSVP, Easter Seals, HS Key Club & ROTC, Youth Advisory Council, PTO, etc.)

9. Provide Jackson Senior citizens with readily available educational information (i.e. brochures, internet resources) and age appropriate services and programs related to maintaining their health & well being (weekly walking program, nutrition program, fitness classes, etc.).

10.) Implement an online registration system for recreation.

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: **Recreation**

Please identify major changes in department budget submission including increased spending and/or reductions made to achieve budget target. Variances for Salaries and Benefit details calculated by the Department of Personnel will be provided when such data becomes available.

Additional lines may be added, as appropriate.

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits		
Art & Craft instructors	$22,800	Salaries are now being deducted from the recreation trust as opposed to the budget
Total Salary and Benefits Variance	$22,800	
Other Expenses		
Total Other Expense Variances		
Total Budget Change	$22,800	

JACKSON TOWNSHIP 2012 BUDGET

CAPITAL IMPROVEMENT ACQUISTION REQUESTS

Department Name: **Recreation**

This form is to be used for all proposed Capital Improvement Projects and equipment acquisitions.
Each request must include:

(1) description of improvement or equipment;
(2) detailed justification for improvement or equipment;
(3) estimated life expectancy;
(4) approximate amount of time to complete improvement or acquire equipment, and
(5) approximate cost (price quotes are not necessary)

Failure to provide complete information will result in automatic rejection of said request.

Capital Request #1

The Division of Recreation is in need of 4 new computers. I have listed several reasons why this is a necessary here. 1.) The computers that we are using are all refurbished computer from other departments. All of the computers are from the mid 80"s- early 90's. After Googling the average age that computers should be replaced online, I discovered that the average age is 5 years. Our computers are at least 3 times that age. 2.) the township wants to make online registrations available to the public. In addition to placing new software

Since the township is looking into doing on line registrations, we need to have new computers (and most likely an upgrade to the server as well) that can support all the data that will be coming into server in a short period of time during our bigger registrations. (i.e. winter basketball and summer camp.)

I have spoken to other townships that have recently started online registrations. They informed that their municipalities had problems with some of their computers crashing because they had older computers that could not process all the data that was being entered into their systems at once.

I anticipate that it will take about 6-8 weeks for the online registration to become operational once we have the new computers in place.

Form 6

JACKSON TOWNSHIP 2012 BUDGET

CAPITAL IMPROVEMENT ACQUISTION REQUESTS

Department Name: **Recreation**

Capital Request # 2

The Girls Softball Concession Stand at Justice does not have an awning over it. People, (especially children) burn themselves on the stainless steel counter top when they reach up to pay for an item when it gets hot outside. The cost of a 14Ft x 10 Ft. manually operated awning is approximately $1,600 with shipping (see attached quote) most awnings of this type have a limited 5 year warrantee.

Capital Request #3:

The Jackson Roller Hockey League has requested that the Township purchase 2 new Roller Hockey Rink nets for the Justice Complex. The old nets are as old as the rink and the netting is torn and the frames are bent in spots. The cost of 2 new nets & Frames with Shipping is approximately $800. (see quotes) The life expectancy of the nets & frames should be about 3 years.

Form 7

JACKSON TOWNSHIP 2012 BUDGET

PROPOSED STAFFING CHANGES

Department Name: **Recreation**

Title	Job Class	Service impact or justification, if any, and productivity steps	Salary	Benefits	Total	Head Count
Summer rec. counselor	seasonal	Increase base salary to retain staff	$7.15/hr from $6.40		$112,612.50 for payroll. This is about a $11,812.50 Increase	75
Summer rec. leader	seasonal	Increase base salary to retain staff	$7. 90 from $7.15		$58, 065 for payroll. This is about a $5,512 Increase	35
Eliminate Arts & Craft staff positions	Permanent PT	Eliminating the arts & craft staff positions was needed due to the Kinder Craft classes running consistently in the red since their salaries are now coming out of the trust instead of the budget. The staff were informed that they could continue to offer the Ceramics classes but they were not interested because they need more consistent	The program was $17,416.03 in the red so it needed to be eliminated.			2

Form 7

JACKSON TOWNSHIP 2012 BUDGET

PROPOSED STAFFING CHANGES

Department Name: **Recreation**

		part time hours.				

TOWNSHIP OF JACKSON

DIVISION NAME: RECREATION **DIVISION CODE:2-01-28-370-010**

TITLE	NAME	2011 SALARY	2012 DEPARTMENT HEAD REC.	2012 TWP.ADMIN. REC. CAP IC OC	2012 FINAL

BUDGET SALARIES

ASST. REC. SUPERVIOR S. FLAMM $72,000.00

TOTAL **$72,000.00**

REC. LEADER J.ZAPATA $40,943 + 8% Longetivity

TOTAL **$44,229.24**

SENIOR CLERK C. BROWNFIELD $34,081

TOTAL **$34,081**

CLERK A. SCHULTZ $33, 223.00

TOTAL **$33,223**

SUBTOTAL: **$183,533.24**

SALARIES PAID OUT OF THE RECREATION TRUST

TEEN SUPERVISOR VACANT PART TIME - WAS STOPPED LAST YEAR DUE TO FURLOUGHS
$13.00/ HR 5 HR PER WK x 7 MONTHS

TOTAL **$1,820 IF STARTED AGAIN, I'M RECOMMENDING THAT OFFICE STAFF WORK FOR COMP TIME INSTEAD OF HIRING NEW TEEN COORDINATOR.**

ARTS & CRAFT INSTR. M. STRACHAN $13,091- **PROGRAM DISCONTINUED- NOT SELF SUSTAINING**
PART TIME
$13.25/HR 19 HRS PER WEEK **$13,091.00**

ARTS & CRAFT INSTR B. FRIZZIOLA $11,115.00 **- PROGRAM DISCONTINUED- NOT SELF SUSTAINING**
PART TIME
$11.25/HR 19 HRS PER WEEK **$11,115.00**

OVER TIME **$5,500.00**

SUBTOTAL: **$5,500.00 – PROGRAM DISCONTINUED DUE TO NOT SELF SUSTAINING**

SEASONAL VARIOUS **$275,000** (INCLUDES SUMMER CAMP STAFF, BUS DRIVERS SUMMER SPORTS CAMPS, WRESTLING, WINTER BASKETBALL, SPRING & FALL SOFTBALL STAFF)

TRUST SALARIES TOTAL: **$280,500**

GRAND TOTAL: **$464,033.24**

OFFICE OF GOLDEN AGE

Form 1

JACKSON TOWNSHIP 2011 BUDGET

ORGANIZATIONAL CHART

Department Name: Senior Center

Administrator
Jose Torres

Fred Rasiewicz
Director of Public Works

Assistant Recreation Supervisor
Sheila Flamm

Senior Center Program Administrator
Sheri Silversmith

Senior Clerk
Elaine Kowalski

Senior Clerk
Carol Jordan

Bus Driver
Eletta Young
Laid off July 2011

Bus Driver
Pat Keith
Laid off July 2011

Bus Driver
Lynn Keating
Laid off July 2011

Recreation Leader (PT)
Ruth Oberwaniz

Recreation Instructor (PT)
Terry Kelly

Part time replacement drivers

PT Bus Driver
Bill Sinski

PT Bus Driver
Lawrence Shohan

PT Bus Driver
Kathleen D'Allassandro

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: Senior Center

General Duties:

The mission of the Jackson Township Department of Recreation and Senior Services is to enhance the quality of life in Jackson Township by providing the best possible recreation facilities, open natural spaces and programs for our citizens.

The primary service of the Jackson Township Department of Recreation and Senior Services is to provide opportunities for enriching the lives and meeting the recreational needs of the Jackson Township residents. The expressed purpose of the department is to maintain and develop facilities and programs that provide a well-rounded, wholesome program of leisure time activities for the people residing in the community.

The department will continually strive to make available to the people public property that has recreational value. The department also recognizes and strives to implement the joint use of public property for the multi-purpose and financial advantages it has for the residents of the community.

Jackson Township Senior Center serves as a focal point for programs and services relating to the seniors of Jackson Township. The center has grown greatly in the past two years and is attended on a daily basis by over 150 people. Special events at the center average 150 patrons. The center provides critical transportation for shopping and non-emergency doctor appointments for the seniors of the township. In July 2010, the Nutrition Site moved to the center and is now serving over 20 people a day a hot and nutritious meal.

The Ultimate goal of the center is to promote independence through activity and social contact.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-28-372-000-000 OFFICE FOR THE GOLDEN AGE								
OFFICE FOR THE GOLDEN AGE								
2-01-28-372-000-000	H							
SALARIES & WAGES								
2-01-28-372-000-010	C							
SR-BASE PAY								
2-01-28-372-000-011	S	308,746.84	259,793.16	210,633.07	186,825.93	199,548.90		0.00
		294,118.09	258,235.92	193,880.44				
Transfers included in Approp		6,791.84	12,436.29-	4,990.40-				
SR-OVERTIME								
2-01-28-372-000-014	S	1,500.00	2,500.00	0.00	115.00	115.00		0.00
		2,527.90	114.01	0.00				
Control Total		310,246.84	262,293.16	210,633.07	186,940.93	199,663.90	0.00	0.00
		296,645.99	258,349.93	193,880.44				
Transfers included in Approp		6,791.84	12,436.29-	4,990.40-				
OTHER EXPENSES								
2-01-28-372-000-020	C							
SR-ADVERTISING								
2-01-28-372-000-021	S	300.00	0.00	0.00				0.00
		0.00	0.00	0.00				
SR-PRINT & BINDING/PHOTO REPRO								
2-01-28-372-000-023	S	1,500.00	1,000.00	1,000.00	2,600.00	1,300.00		0.00
		1,103.75	1,016.11	1,175.47				
					transfer $1,300 from recreation budget t			
					o cover riso graph contract and supplies			
SR-MAINT OTHER EQUIPMENT								
2-01-28-372-000-026	S	300.00	100.00	200.00	200.00	200.00		0.00
		0.00	399.00	0.00				
SR-OTHER CONTRACTUAL ITEMS								
2-01-28-372-000-029	S	26,275.00	18,000.00	11,000.00	11,000.00	11,000.00		0.00
		25,177.87	14,569.80	10,405.00				
					Oven cleanings, power cleanings, ceramic			

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-28-372-000-000 OFFICE FOR THE GOLDEN AGE					Comments			
					s instructor			
SR-CLOTHING UNIFORMS 2-01-28-372-000-032	S	2,450.00 2,250.00	2,250.00 2,250.00	2,250.00 2,250.00	500.00 Decrease from Unions employees, added $500 to cover shirt for Part Time Drivers	500.00		0.00
SR-BOOKS PUBLICATIONS 2-01-28-372-000-033	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
JANITORIAL,LAUNDRY & HOUSEHLD 2-01-28-372-000-035	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
SR-OFFICE MATER SUPPLY/OTHER 2-01-28-372-000-036	S	1,400.00 1,863.12	1,400.00 552.91	600.00 529.73	600.00	600.00		0.00
SR-CONFERENCES & MEETINGS 2-01-28-372-000-041	S	875.00 581.00	400.00 385.00	400.00 365.00	400.00 NJRPA Conference and NJLOM	400.00		0.00
SR-TRAINING & EDUCATION 2-01-28-372-000-042	S	200.00 0.00	50.00 0.00	50.00 0.00	50.00	50.00		0.00
SR-PROFESSIONAL ASSOC DUES 2-01-28-372-000-044	S	250.00 200.00	200.00 200.00	200.00 200.00	200.00	200.00		0.00
SR-TRAVEL 2-01-28-372-000-045	S	300.00 119.87	0.00 0.00	120.00 72.62	120.00	120.00		0.00
SR-AQUISTION OF EQUIPMENT 2-01-28-372-000-050	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
PURCHASE OF VEHICLES 2-01-28-372-000-051	S	0.00	0.00	0.00				0.00

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-28-372-000-000 OFFICE FOR THE GOLDEN AGE					Comments			
		0.00	0.00	0.00				
SR-JANI/LAUNDRY/KITCHEN/FOOD								
2-01-28-372-000-052	S	7,000.00	6,200.00	2,500.00	2,500.00	2,500.00		0.00
		6,189.85	2,253.26	1,676.08				
					Thanksgivings meals, coffee supplies, kitchen supplies, etc.			
SR-OFFICE EQUIPMENT								
2-01-28-372-000-053	S	200.00	0.00	0.00				0.00
		285.00	0.00	0.00				
ELECTR,LGHTNG,COMM SUPPLIES								
2-01-28-372-000-054	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
SR-DATA PROCESSING EQUIPMENT								
2-01-28-372-000-059	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
SR-RECREATION EQUIP & SUPPLY								
2-01-28-372-000-065	S	1,850.00	1,500.00	600.00	600.00	300.00		0.00
		4,677.43	596.33	0.00				
SR-SUPPLIES/SPECIAL ARTICLES								
2-01-28-372-000-066	S	3,200.00	2,500.00	1,200.00	1,200.00	1,000.00		0.00
		2,879.12	1,058.45	2,578.62				
SR-REIMBURSEMENTS								
2-01-28-372-000-117	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
Control Total		46,100.00	33,600.00	20,120.00	19,970.00	18,170.00	0.00	0.00
		45,327.01	23,280.86	19,252.52				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
JORDAN	CAROL	372	Senior Center	1/30/2003	34,081.00		0.00			0.00	34,081.00	34,421.81
KOWALSKI	ELAINE	372	Senior Center	5/20/2002	34,081.00		0.00	1,431.88		0.00	35,512.88	35,868.00
SILVERSMITH	SHERI	372	Senior Center	11/5/2007	57,145.00		0.00			0.00	57,145.00	57,716.45
OC SC Information Assistance Grant		372	Senior Center		(17,200.00)		0.00			0.00	(17,200.00)	(17,200.00)
KEATING	LYNN	372.01	Senior Center	10/6/2004	0.00		0.00			0.00	0.00	0.00
KEITH	PATRICIA	372.01	Senior Center	9/25/1990	0.00		0.00			0.00	0.00	0.00
YOUNG	ELETTA	372.01	Senior Center	10/27/1977	0.00		0.00			0.00	0.00	0.00
DALLASANDRO	KATHLEEN	372.03	Senior Center		17,000.00						17,000.00	17,170.00
D'ANGELICO	MADONNA	372.03	Senior Center	5/19/2008	5,379.00		0.00			0.00	5,379.00	5,432.79
KELLEY	MARY	372.03	Senior Center	7/22/2008	5,616.00		0.00			0.00	5,616.00	5,672.16
OBERWANOWICZ	RUTH	372.03	Senior Center	8/5/2008	23,000.00		0.00			0.00	23,000.00	23,230.00
REILLY	CHARLOTTE	372.03	Senior Center	7/13/2005	2,869.00		0.00			0.00	2,869.00	2,897.69
SCHULTZ	PAULA	372.03	Senior Center	10/1/2007	0.00		0.00			0.00	0.00	0.00
SHOHAN	LAWRENCE	372.03	Senior Center		17,000.00						17,000.00	17,170.00
SINSKI	WILLIAM	372.03	Senior Center		17,000.00						17,000.00	17,170.00
			Senior Center Total		195,971.00	0.00	0.00	1,431.88	0.00	0.00	197,402.88	199,548.90

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
Z OVERTIME		372	Senior Center		115.00						115.00	115.00
			Senior Center Total		115.00	0.00	0.00	0.00	0.00	0.00	115.00	115.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: Senior Center

2012 Objective
Maintain current programs. Continue to have fitness, Zumba, crafts, Information and Assistance Services, ceramics, billiards, trips, and movie days.
Continue educational and fun trip for seniors while maintaining the needs of the seniors who rely on the center for transportation for grocery shopping.
Continue to seek donations and sponsorship for programs.
Provide seminars and lunch and learns for the patrons who attend the center. These programs are free to attend and free for the township. The goal would be to provide seminars that coincide with themes for the month. Example would be a presentation regarding your heart in February for Cardio Awareness month.
Provide at least ONE special event each month that will be funded by sponsorship and through an admission fees.

JACKSON TOWNSHIP 2012 BUDGET

SUMMARY OF MAJOR BUDGET CHANGES

Department Name: Senior Center

	Variance	Explanation of Increase or Reduction and Resulting Service Impact.
Salaries and benefits	$54,000	Eletta Young- Laid off July 2011
	+ Benefits	Replaced with Part Time Driver
	$43,000	Pat Keith- Laid off July 2011
	+ Benefits	Replaced with Part Time Driver
	$37,000	Lynn Keating- Laid off July 2011
	+ Benefits	Replaced with Part Time Driver
Salary Total	$134,000	3 Full Time Drivers
Benefits Total	$51,000	3 Family Health Benefits
Total	**$185,000**	
Replacement Drivers	$18,928	Bill Sinski Up to 28 hours a week @ $13 an hours, NO benefits
	$18,928	Lawrence Shohan Up to 28 hours a week @ $13 an hours, NO benefits
	$20,384	Kathleen D'Allassandro Up to 28 hours a week @ $14 an hours, NO benefits
Total Cost for Part Time Drivers	**$58,240**	
Total Budget Change	**$126,760**	**30% of original cost**

Form 5

JACKSON TOWNSHIP 2012 BUDGET

CAPITAL IMPROVEMENT ACQUISTION REQUESTS

Department Name: Senior Center

This form is to be used for all proposed Capital Improvement Projects and equipment acquisitions.

Each request must include:

(1) Ford Startrans E450 - 20 Passenger Bus with 2 wheelchair capabilities
(2) Bus to be replaced is a Bluebird 2000 with 200,000 miles
(3) Expectancy is 7 Years minimum, 10 years potential.
(4) 6 months to aquire from bid to delivery
(5) $57,000 would be the total cost

Failure to provide complete information will result in automatic rejection of said request.

COMMISSION FOR THE DISABLED

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: _____

General Duties:

The Commission for the Disabled/Handicapped is a volunteer organization that serves disabled and/or handicapped Jackson residents by providing a variety of recreational, educational and social activities. The Commission also supervises and assistive equipment lending program.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-28-373-000-000 HANDICAPPED COMMITTEE								
HANDICAPPED COMMITTEE								
2-01-28-373-000-000	H							
SALARIES & WAGES								
2-01-28-373-000-010	C							
HC-BASE PAY								
2-01-28-373-000-011	S	37,017.00	19,444.22	13,023.69	12,722.97	12,722.97		0.00
		15,639.21	12,603.95	12,988.57				
Transfers included in Approp		0.00	0.00	100.00				
HC-OVERTIME								
2-01-28-373-000-014	S	500.00	0.00	0.00				0.00
		0.00	0.00	0.00				
Control Total		37,517.00	19,444.22	13,023.69	12,722.97	12,722.97	0.00	0.00
		15,639.21	12,603.95	12,988.57				
Transfers included in Approp		0.00	0.00	100.00				
OTHER EXPENSES								
2-01-28-373-000-020	C							
HC-ADVERTISING								
2-01-28-373-000-021	S	250.00	50.00	45.00		45.00		0.00
		0.00	0.00	0.00				
HC-MAINTENANCE OTHER EQUIPMENT								
2-01-28-373-000-026	S	50.00	0.00	0.00				0.00
		0.00	0.00	0.00				
HC-OFFICE MATL/SUPPLIES/OTHER								
2-01-28-373-000-036	S	1,500.00	1,000.00	850.00		950.00		0.00
		939.79	243.65	435.00				
Transfers included in Approp		0.00	0.00	100.00-				
HC-PROFESSIONAL ASSOC DUES								
2-01-28-373-000-044	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-28-373-000-000		HANDICAPPED COMMITTEE						
HC-TRAVEL								
2-01-28-373-000-045	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
HC-JANI/LAUNDRY/KITCHEN/FOOD								
2-01-28-373-000-052	S	9,200.00	1,000.00	950.00		950.00		0.00
		210.46	0.00	0.00				
Control Total		11,000.00	2,050.00	1,845.00	0.00	1,945.00	0.00	0.00
		1,150.25	243.65	435.00				
Transfers included in Approp		0.00	0.00	100.00-				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
VACANT		373	Disabled	6/15/1993	12,597.00		0.00			0.00	12,597.00	12,722.97
			Disabled Total		12,597.00	0.00	0.00	0.00	0.00	0.00	12,597.00	12,722.97

2012 Objective
To serve as liaison between handicapped and disabled residents and the Township Council.
To act as a facilitator to network with existing agencies to provide services for the developmentally disabled.
To provide recreational activities for the developmentally disabled and the handicapped population of Jackson Township.

DEPARTMENT OF PUBLIC WORKS

Park Maintenance

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: Public Works 375 2012

General Duties:

State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code

Use additional sheets (blank bond paper) as required.

Provide labor and items under horticulture to maintain common areas in public parks.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-28-375-000-000 PARK MAINTENANCE					Comments			
PARK MAINTENANCE								
2-01-28-375-000-000	H							
OTHER EXPENSES								
2-01-28-375-000-020	C							
REC-CONTRACTUAL SERVICES								
2-01-28-375-000-029	S	7,500.00	3,000.00	0.00				0.00
		355.50	0.00	0.00				
Transfers included in Approp		10,000.00-	0.00	0.00				
REC-GEN HARDWARE/MINOR TOOLS								
2-01-28-375-000-038	S	3,000.00	0.00	0.00				0.00
		174.18	0.00	0.00				
REC-OTHER EQUIP/SUPPL/MACH RENT								
2-01-28-375-000-058	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
REC-HORTICULTURAL MATERIALS & SUPPLIES								
2-01-28-375-000-127	S	0.00	0.00	1,000.00	1,000.00	1,000.00		0.00
		7,094.00	1,080.00	965.80				
					FLOWERS FOR BEAUTIFICATION			
Control Total		10,500.00	3,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00
		7,623.68	1,080.00	965.80				
Transfers included in Approp		10,000.00-	0.00	0.00				

PRIOR YEARS BILLS

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: PRIOR YEAR BILLS DEPT 30-410

General Duties:

This account is used for prior year obligations.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Department: 2-01-30-410-000-000 PRIOR YEARS BILLS

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
PRIOR YEARS BILLS								
2-01-30-410-000-000	H							
OTHER EXPENSES								
2-01-30-410-000-020	C							
MISCELLANEOUS OTHER EXPENSE								
2-01-30-410-000-099	S	29,584.00	3,146.00	1,512.04				0.00
		29,584.00	3,146.00	1,512.04				
					There are no Prior Bills for 2012			
Control Total		29,584.00	3,146.00	1,512.04	0.00	0.00	0.00	0.00
		29,584.00	3,146.00	1,512.04				

Form 3

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: PRIOR YEAR BILLS **DEPT 30-410**

2012 Objective
Make sufficient funds available for Prior Year Bills. Continue on-going review of annual budget requirements.

POSTAGE & PHOTOCOPY

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: POSTAGE AND PHOTOCOPY 2-01-30-411-000-000

General Duties:

Provided in this account are funds for leasing and maintaining photocopy machines. Also included is the cost of postage for all departments within the municipality, as well as purchasing supplies (postage ink, photocopy paper).

I hereby approve my department's/board's budget as hereto attached.

Ann Marie Eden, RMC
Township Clerk

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-30-411-000-000 POSTAGE & PHOTOCOPY								
POSTAGE & PHOTOCOPY 2-01-30-411-000-000	H							
OTHER EXPENSES 2-01-30-411-000-020	C							
CL-POSTAGE & EXPRESS CHARGES 2-01-30-411-000-022	S	47,000.00 41,758.14	51,000.00 50,508.78	58,000.00 39,164.78	50,000.00 Overall postage costs for Township	50,000.00		0.00
CL-PRINT & BINDING/PHOTO REPRO 2-01-30-411-000-023	S	10,000.00 11,323.97	11,500.00 8,625.30	8,000.00 7,555.75	7,500.00 Photocopier supplies and paper	7,500.00		0.00
CL-MAINTNCE OTHER EQUIPMENT 2-01-30-411-000-026	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
CL-OTHER CONTRACTUAL ITEMS 2-01-30-411-000-029	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
CL-OFF MAT'L SUPPLIES/OTHER 2-01-30-411-000-036	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
CL-FURNITURE & FIRNISHINGS 2-01-30-411-000-057	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
CL-OTHER EQUIP/SUPP/MACH RENT 2-01-30-411-000-058	S	7,000.00 6,465.80	6,500.00 7,275.82	8,000.00 8,732.35	8,000.00 Lease of photocopier, postage meter rental/agreement, postal supplies/software	8,000.00		0.00
Control Total		64,000.00 59,547.91	69,000.00 66,409.90	74,000.00 55,452.88	65,500.00	65,500.00	0.00	0.00

Form 3

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: POSTAGE AND PHOTOCOPY

2012 Objective
Continue to strive for a greater level of service to the community

OVERCOMMITTED BILL

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: OVERCOMMITTED BILL DEPT 30- 412

General Duties:

This appropriation is for 2010 bills that have surfaced after the year has passed and there aren't sufficient funds to pay the bills presented.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-30-412-000-000	OVERCOMMITTED BILL				Comments			
OVERCOMMITTED BILL								
2-01-30-412-000-000	H							
OTHER EXPENSES								
2-01-30-412-000-020	C							
MISCELLANEOUS OTHER EXPENSE								
2-01-30-412-000-099	S	0.00 0.00	5,398.69 5,398.69	0.00 0.00	4,560.00 insufficient funds available to pay 2010 bills presented	4,560.00	_____	0.00
Control Total		0.00 0.00	5,398.69 5,398.69	0.00 0.00	4,560.00	4,560.00	0.00	0.00

Form 3

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: **OVERCOMMITTED BILL** **DEPT 412**

2012 Objective
To budget sufficient funds to cover for 2010 bills that have been presented in the current year.

TOWNSHIP OF JACKSON

OFFICE OF MUNICIPAL ASSESSOR
Toni Nagle-Rowe, CTA
95 West Veterans Highway
Jackson, NJ 08527-3420
(732) 928-1200 ext. 262
FAX (732) 928-3505

RECEIVED
MAY 11 2011
JACKSON TOWNSHIP
FINANCE DEPARTMENT

MEMORANDUM

TO: Sharon Pinkava, CFO

FROM: Toni Nagle-Rowe, CTA
Municipal Assessor

RE: VOUCHER

DATE: May 11, 2011

Pursuant to your request and our conversation the attached Voucher is being submitted for payment at this time. The delay in processing is a result of continually sending back the Voucher for corrections and clarifications of charges. As of today, Kevin Zelinsky the representative from Remington & Vernick and I have resolved all the problems. Therefore, I wish to submit the voucher for payment at this time.

I have spoken to Mr. Zelinsky of Remington & Vernick and explained the dilemma we have with the payment for 2010. His response was to pay whatever and as soon as we can pay the rest.

Thank you for taking time in this matter and your understanding.

Toni

03/10/2006 FRI 03:02 [TX/RX NO 9667] 001

TOWNSHIP OF JACKSON

95 WEST VETERAN'S HIGHWAY
JACKSON, NEW JERSEY 08527
TEL (732) 928-1200

VOUCHER
THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.

No.

ORDER DATE:
REQUISITION NO:
DELIVERY DATE:
STATE CONTRACT NO:
F.O.B. TERMS:

VENDOR

Remington, Vernick & Vena Engineers
c/o Finance
79 Grove Street
Haddonfield, NJ 08033

VENDOR #: REM01

THIS ORDER IS TAX EXEMPT
PER N.J.S.A. 54:32B-9(a)

TAX EXEMPT ID #21-6004702

QUANTITY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
09/01/10	**Job# 1512T026 – 6R** Tax Map Maintenance/Revisions for the Township of Jackson for Tax Year 2010/2011			
				$4,560.00
	Period from **07/16/10** to **08/15/10.** Please see attached invoice. Informational copy sent to applicant.			

05-02-11 12:15 [illegible]

VOUCHER COPY - SIGN AT X AND RETURN TO THE PURCHASING DEPARTMENT WITH YOUR INVOICE

VENDOR'S CERTIFICATION & DECLARATION

I solemnly declare and certify under the penalties of the law that the attached bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is truly due and owing; and that the amount charged is a reasonable one.

CLAIMANT

TITLE

DATE 9/1/10

MUNICIPAL CERTIFICATION

I, having knowledge of the facts; certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

Jon Nagle Rowe
SIGNATURE

5-11-11
DATE

FINANCE RECORDS

CERTIFICATION:

This is to certify that adequate funds are available for purchase of the above mentioned services or materials and appropriated under the current budget line item listed above

CHIEF FINANCIAL OFFICER DATE

ADMINISTRATOR APPROVAL

Invoice

Remington, Vernick & Vena Engineers, Inc.
Attention: Finance Department
79 Grove Street
Haddonfield, NJ 08033

REMINGTON VERNICK & VENA ENGINEERS

Jackson Township
95 West Veterans Highway
Jackson, NJ 08527

September 1, 2010
Invoice No: 1512T026 - 6R

Project Manager Mr. Kevin Zelinsky

Project Description:
Tax Map Maintenance/Revisions for the Township of Jackson for Tax Year 2010/2011.

Client Ref. No.:
Res #010R-10
PO #1000995

Professional Services from July 16, 2010 to August 15, 2010

Phase 1018 GIS

Professional Personnel

		Hours	Rate	Amount
Draft/Cadd Dep. Head				
Zelinsky, Kevin	6/24/10	4.00	73.00	292.00
GIS - Aerial Photography				
Sr. Des. Draftersperson				
Volpe, Stephen	6/23/10	4.00	71.00	284.00
GIS update				
Volpe, Stephen	6/24/10	4.00	71.00	284.00
GIS update				
Volpe, Stephen	7/6/10	3.00	71.00	213.00
GIS - Topography-Update tax parcel mapping				
Volpe, Stephen	7/7/10	4.00	71.00	284.00
GIS - Topography-Update tax parcel mapping				
Volpe, Stephen	7/9/10	8.00	71.00	568.00
GIS - Topography-Update tax parcel mapping				
Volpe, Stephen	7/12/10	3.00	71.00	213.00
GIS - Topography-Update tax parcel mapping				
Totals		30.00		2,138.00

Total Labor **2,138.00**

Total this Phase **$2,138.00**

Phase 1021 Tax Maps

Professional Personnel

		Hours	Rate	Amount
Draft/Cadd Dep. Head				
Zelinsky, Kevin	6/25/10	2.00	73.00	146.00
D - County Taxation Research				
Zelinsky, Kevin	6/28/10	2.00	73.00	146.00
D - Resolution Research				
Sr. Des. Draftersperson				

When remitting payment, please reference our invoice no. and make checks payable to above name and address. If you have a billing

Volpe, Stephen	6/24/10	4.00	71.00	284.00	
2010 taxmap changes per assessor					
Volpe, Stephen	6/25/10	8.00	71.00	568.00	
2010 taxmap changes per assessor					
Volpe, Stephen	6/28/10	8.00	71.00	568.00	
2010 taxmap changes per assessor					
Volpe, Stephen	6/29/10	8.00	71.00	568.00	
2010 taxmap changes per assessor					
Volpe, Stephen	6/30/10	2.00	71.00	142.00	
2010 taxmap changes per assessor					
Totals		34.00		2,422.00	
Total Labor					**2,422.00**
			Total this Phase		**$2,422.00**
			Total this Invoice		**$4,560.00**

05-02-11 12:05 RCVD

PURCHASE OF OFFICE EQUIPMENT

Description / Budget Account Number		2009 Approp Actual	2010 Approp Actual	2011 Approp Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-30-413-000-000		PURCHASE OF OFFICE EQUIPMENT						
PURCHASE OF OFFICE EQUIPMENT								
2-01-30-413-000-000	H							
OTHER EXPENSES								
2-01-30-413-000-020	C							
FURNITURE & FURNISHINGS								
2-01-30-413-000-057	S	3,500.00	2,000.00	0.00				0.00
		3,500.00	0.00	0.00				
Control Total		3,500.00	2,000.00	0.00	0.00	0.00	0.00	0.00
		3,500.00	0.00	0.00				

ACCUMULATED LEAVE COMP-SICK TRUST

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: ACCUM LEAVE COMP SICK TRUST DEPT 30-415

General Duties:

Appropriations to this account are used to contribute towards the accumulated sick and vacation leave deducted from Dedicated Trust Fund.

Reserves are established to meet current and future contractual leave accumulations normally associated with retirements.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Department: 2-01-30-415-000-000 ACCUM. LEAVE COMP-SICK TRUST

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
ACCUM. LEAVE COMP-SICK TRUST								
2-01-30-415-000-000	H							
OTHER EXPENSES								
2-01-30-415-000-020	C							
AIDS, ASSIST. & CONTRIBUTIONS								
2-01-30-415-000-116	S	75,000.00	183,200.00	174,091.14	150,000.00	150,000.00	_____	0.00
		75,000.00	183,200.00	174,091.14				
Transfers included in Approp		0.00	30,000.00	0.00				
Control Total		75,000.00	183,200.00	174,091.14	150,000.00	150,000.00	0.00	0.00
		75,000.00	183,200.00	174,091.14				
Transfers included in Approp		0.00	30,000.00	0.00				

Comments

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: ACCUM LEAVE COMP-SICK TRUST DEPT 30-415

2012 Objective
Continue to review employee contracts. Make changes where necessary and appropriate. Ensure that Sick Leave Trust Fund is sufficient to cover all current and future liabilities.

Jackson Township 30-415
General Trust - Sick Leave Trust - 812
Actual - Five Years Ending 12/31/10

	2006	2007	2008	2009	2010	2011 est to y/e	2012 est.
Opening Balance	150,814.31	189,993.54	127,792.51	106,064.07	60,439.88	9,840.57	71,249.98
Budget Appropriation	50,000.00	10,000.00	10,000.00	75,000.00	183,200.00	174,091.14	150,000.00
Transfers:							
'06 Transfer booked '07	0.00	20,000.00	0.00	0.00	0.00		
'07 Transfer booked '07	0.00	50,000.00	0.00	0.00	0.00		
Vacation Payout (Layoffs)							
Sick Time Payout	(10,820.77)	(142,201.03)	(31,728.44)	(120,624.19)	(233,799.31)	(112,681.73)	(155,701.74)
Net Annual Increase/(Decrease)	39,179.23	(62,201.03)	(21,728.44)	(45,624.19)	(50,599.31)	61,409.41	(5,701.74)
Ending Balance	189,993.54	127,792.51	106,064.07	60,439.88	9,840.57	71,249.98	65,548.24

Range of Accounts: T-12-56-851-000-812 to T-12-56-851-000-812 Year To Date As Of: 12/31/11
Current Period: 01/01/11 to 12/31/11 Cap Accounts Switch: Yes Include Requisitions: No
Print PO/Contract/Budget: No Print Add/Changes: No Department Page Break: No Subtotal CAFR: No Subtotal Department: No
Subtotal Extd: No Fund Control Totals: No CAFR Control Totals: No Department Control Totals: No
Modified = Adopted + Amended + Transfers
Total Paid/Charged = Expended + Encumbered - Reimbursed %Used = Total Paid/Charged YTD / (Modified - Cancel)
Balance = Modified - Total Paid/Charged - Canceled Unexpended = Modified - Expended + Reimbursed YTD - Canceled
Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the As of Date
* Transaction is included in Previous and/or Begin Balance ** Transaction is not included in Balance Po Transactions: Summarized
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Account No / Description	Adopted	Amended	Transfers	Modified	Balance YTD	%Used
	Expended YTD	Encumber YTD	Reimbrsd YTD	Canceled	Unexpended	
	Expended Curr		Reimbrsd Curr	Pd/Chrgd YTD		

Date	Transaction Data/Comment	Vendor/Reference			Trans Amount	Trans Balance	User
T-12-56-851-000-812	RESERVE-SICK LEAVE TRUST						
		0.00	0.00	0.00	0.00	17,158.84	0
		1,993,723.74	19,175.47	2,030,058.05	0.00	36,334.31	
		63,506.26		90,000.00	17,158.84-		
Begin Balance: 01/01/11						9,840.57	
01/06/11	Reimbursement SICK LEAVE PAYOUT	Reference 15525 2			25,000.00	34,840.57	MAH
01/25/11	PO P1100003 44 Paid Ck 60999 PAYROLL#1	JAC15 JACKSON TOWNSHIP P/R ACCOUNT		En 01/07/11	23,109.83-	11,730.74	SWP
01/25/11	PO P1100026 48 Paid Ck 61000 PR#2	JAC15 JACKSON TOWNSHIP P/R ACCOUNT		En 01/21/11	750.12-	10,980.62	SWP
03/28/11	Expenditure RCLS JAC15 2010 PR #23 BD OF ED O/E	Reference 2767 2			720.00	11,700.62	PS
04/12/11	PO P1100372 41 Paid Ck 61015 pr7 SICK TRUST	JAC15 JACKSON TOWNSHIP P/R ACCOUNT		En 04/01/11	4,181.76-	7,518.86	IH
04/29/11	PO P1100412 41 Paid Ck 61021 pr8	JAC15 JACKSON TOWNSHIP P/R ACCOUNT		En 04/15/11	374.25-	7,144.61	SWP
06/28/11	PO P1100544 42 Paid Ck 61032 PERIOD ENDING 06/10/11 P/R 12	JAC15 JACKSON TOWNSHIP P/R ACCOUNT		En 06/10/11	7,791.66-	647.05-	PS
06/30/11	Reimbursement APPR ACCUM LEAVE	Reference 16583 1			10,000.00	9,352.95	MAH
07/26/11	PO P1100638 46 Paid Ck 61041 PERIOD ENDING 7/8/11	JAC15 JACKSON TOWNSHIP P/R ACCOUNT		En 07/08/11	13,371.54-	4,018.59-	PS
07/26/11	PO P1100681 40 Paid Ck 61042 PERIOD ENDING 07/22/11 P/R 15	JAC15 JACKSON TOWNSHIP P/R ACCOUNT		En 07/22/11	1,390.76-	5,409.35-	PS
07/28/11	Reimbursement 2011 APPROPRIATION SICK TRUST	Reference 16763 1			15,000.00	9,590.65	MAH
08/26/11	Reimbursement jt 2011 budget appropriation sick trust	Reference 16991 3			20,000.00	29,590.65	MAH
09/27/11	PO P1100855 41 Paid Ck 61058 PERIOD ENDING 09/16/11	JAC15 JACKSON TOWNSHIP P/R ACCOUNT		En 09/16/11	13,256.34-	16,334.31	IH
09/29/11	Reimbursement 2011 ACCUM SICK LEAVE	Reference 17196 2			20,000.00	36,334.31	MAH
10/14/11	PO P1100975 49 Rcvd PERIOD ENDING 10/14/11 P/R 21	JAC15 JACKSON TOWNSHIP P/R ACCOUNT		Rc 10/14/11	19,175.47-	17,158.84	IH
Fund Budgeted		0.00	0.00	0.00	0.00	17,158.84	0
		1,993,723.74	19,175.47	2,030,058.05	0.00	36,334.31	

Range of Accounts: T-12-56-851-000-812 to T-12-56-851-000-812 Year To Date As Of: 12/31/10
Current Period: 01/01/10 to 12/31/10 Cap Accounts Switch: Yes Include Requisitions: No
Print PO/Contract/Budget: No Print Add/Changes: No Department Page Break: No Subtotal CAFR: No Subtotal Department: No
Subtotal Extd: No Fund Control Totals: No CAFR Control Totals: No Department Control Totals: No
Modified = Adopted + Amended + Transfers
Total Paid/Charged = Expended + Encumbered - Reimbursed %Used = Total Paid/Charged YTD / (Modified - Cancel)
Balance = Modified - Total Paid/Charged - Canceled Unexpended = Modified - Expended + Reimbursed YTD - Canceled
Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the As of Date
* Transaction is included in Previous and/or Begin Balance ** Transaction is not included in Balance Po Transactions: Summarized
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Account No / Description	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended	
T-12-56-851-000-812 RESERVE-SICK LEAVE TRUST	0.00	0.00	0.00	0.00	9,840.57	0
	1,930,217.48	0.00	1,940,058.05	0.00	9,840.57	
	233,799.31		183,200.00	9,840.57-		

Date	Transaction Data/Comment	Vendor/Reference			Trans Amount	Trans Balance	User
Begin Balance: 01/01/10						60,439.88	
01/21/10 PO P1000001 54 Paid Ck 60908	SICK TRUST PAY OUT P/R #1	JAC15	JACKSON TOWNSHIP P/R ACCOUNT	En 01/08/10	96.36-	60,343.52	SWP
09/28/10 PO P1001218 34 Paid Ck 60977	sick trust 09/17/10 P/R 19A	JAC15	JACKSON TOWNSHIP P/R ACCOUNT	En 09/17/10	4,372.02-	55,971.50	IH
09/28/10 PO P1001221 4 Paid Ck 60979	PERIOD ENDING 09/17/10 P/R 19D	JAC15	JACKSON TOWNSHIP P/R ACCOUNT	En 09/17/10	44,562.72-	11,408.78	IH
09/30/10 Reimbursement	2010 approp. accumul. sick/comp trust	Reference 14889 2			153,200.00	164,608.78	MAH
10/12/10 PO P1001265 37 Paid Ck 60981	PERIOD ENDING 10/01/10 P/R 20	JAC15	JACKSON TOWNSHIP P/R ACCOUNT	En 10/01/10	438.14-	164,170.64	SWP
10/26/10 PO P1001346 40 Paid Ck 60983	SICK TRUST PAYROLL #21	JAC15	JACKSON TOWNSHIP P/R ACCOUNT	En 10/15/10	31,756.50-	132,414.14	PS
11/23/10 PO P1001454 41 Paid Ck 60989	BD OF ED PR #23	JAC15	JACKSON TOWNSHIP P/R ACCOUNT	En 11/12/10	720.00-	131,694.14	IH
11/23/10 PO P1001454 57 Paid Ck 60989	SICK TRUST P/R #23	JAC15	JACKSON TOWNSHIP P/R ACCOUNT	En 11/10/10	35,994.28-	95,699.86	GEO
12/14/10 PO P1001551 39 Paid Ck 60992	PERIOD ENDING 12/10/10 P/R 25	JAC15	JACKSON TOWNSHIP P/R ACCOUNT	En 12/10/10	115,859.29-	20,159.43-	PS
12/16/10 Reimbursement	TRANSFER #3 490R-10	Reference 15396 1			30,000.00	9,840.57	PS

Fund Budgeted	0.00	0.00	0.00	0.00	9,840.57	0
	1,930,217.48	0.00	1,940,058.05	0.00	9,840.57	
	233,799.31		183,200.00	9,840.57-		
Fund Non-Budgeted	0.00	0.00	0.00	0.00	0.00	0
	0.00	0.00	0.00	0.00	0.00	
	0.00		0.00	0.00		

Range of Accounts: 1-01-30-415-000-000 to 1-01-30-415-999-999 Year To Date As Of: 10/25/11
Current Period: 01/01/11 to 10/25/11 Cap Accounts Switch: Yes Include Requisitions: Yes
Print PO/Contract/Budget: No Print Add/Changes: No Department Page Break: No Subtotal CAFR: No Subtotal Department: No
Subtotal Extd: No Fund Control Totals: No CAFR Control Totals: No Department Control Totals: No
Modified = Adopted + Amended + Transfers
Total Paid/Charged = Expended + Encumbered - Reimbursed %Used = Total Paid/Charged YTD / (Modified - Cancel)
Balance = Modified - Total Paid/Charged - Canceled - Requested Unexpended = Modified - Expended + Reimbursed YTD - Canceled
Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the As of Date
Note: Requisitions charged to Existing Blanket PO's are not included in Requested YTD.
* Transaction is included in Previous and/or Begin Balance ** Transaction is not included in Balance Po Transactions: Summarized
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Account No / Description	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD / Requested YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended	
1-01-30-415-000-000 ACCUM. LEAVE COMP-SICK TRUST						
1-01-30-415-000-020 OTHER EXPENSES						
1-01-30-415-000-116 AIDS, ASSIST. & CONTRIBUTIONS	174,091.14	0.00	0.00	174,091.14	69,091.14	60
	105,000.00	0.00	0.00	0.00	69,091.14	
	105,000.00	0.00	0.00	105,000.00		

Date	Transaction Data/Comment	Vendor/Reference			Trans Amount	Trans Balance	User
Begin Balance: 01/01/11						174,091.14	
01/04/11 PO V1023280	2 Paid Ck 83831	2010 SICK TRUST PAYOUT	JAC13	JACKSON TWP.GENERAL TRUST FUND En 01/04/11	25,000.00-	149,091.14	GEO
06/28/11 PO V1124881	1 Paid Ck 84875	CURRENT FUND APPROP ACCUM LEVE	JAC13	JACKSON TWP.GENERAL TRUST FUND En 06/27/11	10,000.00-	139,091.14	GEO
07/26/11 PO V1124934	1 Paid Ck 84998	2011 BUDGET APPROPRIATION	JAC13	JACKSON TWP.GENERAL TRUST FUND En 07/12/11	15,000.00-	124,091.14	PS
08/23/11 PO V1125366	1 Paid Ck 85129	2011 BUDGET APPROPRIATION	JAC13	JACKSON TWP.GENERAL TRUST FUND En 08/17/11	20,000.00-	104,091.14	PS
09/27/11 PO V1125566	1 Paid Ck 85322	2011 ACCUM LEAVE COMP/SICK	JAC13	JACKSON TWP.GENERAL TRUST FUND En 09/20/11	20,000.00-	84,091.14	GEO
10/25/11 PO V1125839	1 Paid Ck 85495	ACCUM LEAVE COMP/SICK TRUST	JAC13	JACKSON TWP.GENERAL TRUST FUND En 10/11/11	15,000.00-	69,091.14	PS

Control Total	174,091.14	0.00	0.00	174,091.14	69,091.14	60
	105,000.00	0.00	0.00	0.00	69,091.14	
	105,000.00	0.00	0.00	105,000.00		
Fund Budgeted	174,091.14	0.00	0.00	174,091.14	69,091.14	60
	105,000.00	0.00	0.00	0.00	69,091.14	

CELEBRATE PUBLIC EVENTS

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-30-420-000-000 CELEBRATE PUBLIC EVENTS-PARKS								
CELEBRATE PUBLIC EVENTS-PARKS								
2-01-30-420-000-000	H							
OTHER EXPENSES								
2-01-30-420-000-020	C							
REC-MISC OTHER EXPENSE								
2-01-30-420-000-099	S	18,000.00 15,200.00	3,500.00 750.00	0.00 0.00	_____	_____	_____	0.00
Control Total		18,000.00 15,200.00	3,500.00 750.00	0.00 0.00	0.00	0.00	0.00	0.00

SALARY AND WAGE ADJUSTMENT

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-30-425-000-000		SALARY & WAGE ADJUSTMENT						
SALARY & WAGE ADJUSTMENT								
2-01-30-425-000-000	H							
SALARIES & WAGES								
2-01-30-425-000-010	C							
BASE PAY								
2-01-30-425-000-011	S	0.00	0.00	8,833.36	125,000.00	290,000.00	_____	0.00
		0.00	0.00	0.00				
Transfers included in Approp		118,500.00-	125,000.00-	116,166.64-				
					ADMIN RECOMMENDED 2012 UNION PROPOSED IN CREASE			
Control Total		0.00	0.00	8,833.36	125,000.00	290,000.00	0.00	0.00
		0.00	0.00	0.00				
Transfers included in Approp		118,500.00-	125,000.00-	116,166.64-				

DEPARTMENT OF PUBLIC WORKS

Utilities/Electric

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: Public Works 430

General Duties:

State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code

Use additional sheets (blank bond paper) as required.

Included are costs for Electric utility consumption charges for all Township buildings, parks.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-31-430-000-000 UTILITIES/ELECTRIC					Comments			
UTILITIES/ELECTRIC								
2-01-31-430-000-000	H							
OTHER EXPENSES								
2-01-31-430-000-020	C							
ELECTRICITY								
2-01-31-430-000-071	S	625,000.00	630,000.00	631,600.00	610,000.00	610,000.00	_____	0.00
		600,828.10	618,365.40	639,364.41				
Transfers included in Approp		0.00	20,000.00	21,600.00				
					CONSUMPTION LIGHTING			
Control Total		625,000.00	630,000.00	631,600.00	610,000.00	610,000.00	0.00	0.00
		600,828.10	618,365.40	639,364.41				
Transfers included in Approp		0.00	20,000.00	21,600.00				

DEPARTMENT OF PUBLIC WORKS

Utilities/Street Lighting

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: Public Works 435 Consumption

General Duties:

State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code

Use additional sheets (blank bond paper) as required.

Included are costs for all contractual and regulatory charges for public street lighting.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-31-435-000-000 UTILITIES/STREET LIGHTING					Comments			
UTILITIES/STREET LIGHTING								
2-01-31-435-000-000	H							
OTHER EXPENSES								
2-01-31-435-000-020	C							
STREET LIGHTING								
2-01-31-435-000-075	S	335,000.00	330,000.00	326,000.00	330,000.00	330,000.00	_____	0.00
		319,398.77	321,830.59	304,722.69				
Transfers included in Approp		0.00	0.00	4,000.00-				
					STREET LIGHTING			
Control Total		335,000.00	330,000.00	326,000.00	330,000.00	330,000.00	0.00	0.00
		319,398.77	321,830.59	304,722.69				
Transfers included in Approp		0.00	0.00	4,000.00-				

DEPARTMENT OF PUBLIC WORKS

Utilities/Telephone

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: Public Works 440 Telephone

General Duties:

State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code

Use additional sheets (blank bond paper) as required.

Included are the costs of wired and wireless phone services.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Department: 2-01-31-440-000-000 UTILITIES/TELEPHONE & COMMUNIC

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
UTILITIES/TELEPHONE & COMMUNIC								
2-01-31-440-000-000	H							
OTHER EXPENSES								
2-01-31-440-000-020	C							
EDUCATION & TRAINING								
2-01-31-440-000-042	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
TRAVEL								
2-01-31-440-000-045	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
TELEPHONE CHARGES								
2-01-31-440-000-076	S	80,000.00	75,000.00	71,000.00	70,000.00	70,000.00		0.00
		74,014.37	67,474.96	59,918.64				
Transfers included in Approp		0.00	5,000.00-	9,000.00-				
					TELEPHONE CHARGES			
TELECOMMUNICATIONS CHARGES								
2-01-31-440-000-077	S	18,000.00	10,000.00	2,000.00	1,000.00	1,000.00		0.00
		479.60	615.12	142.71				
Control Total		98,000.00	85,000.00	73,000.00	71,000.00	71,000.00	0.00	0.00
		74,493.97	68,090.08	60,061.35				
Transfers included in Approp		0.00	5,000.00-	9,000.00-				

LEGLER WATER SYSTEM

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested / Comments	Admin. Recmnd	Budgeted	%PY
Department: 2-01-31-444-000-000 LEGLER WATER SYSTEM								
LEGLER WATER SYSTEM 2-01-31-444-000-000	H							
OTHER EXPENSES 2-01-31-444-000-020	C							
MAINTENANCE OTHER EQUIPMENT 2-01-31-444-000-026	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
OTHER CONTRACTUAL 2-01-31-444-000-029	S	6,000.00 0.00	0.00 0.00	0.00 0.00				0.00
ELECTRICITY 2-01-31-444-000-071	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
LICENSES & FEES 2-01-31-444-000-119	S	500.00 0.00	500.00 0.00	0.00 0.00				0.00
Control Total		6,500.00 0.00	500.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00

UTILITIES
WATER

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: Public Works 445 Water

General Duties:

State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code

Use additional sheets (blank bond paper) as required.

Water through JTMUA for Bartley Fields, Municipal Complex and all other municipal water.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-31-445-000-000 UTILITIES/WATER					Comments			
UTILITIES/WATER								
2-01-31-445-000-000	H							
OTHER EXPENSES								
2-01-31-445-000-020	C							
WATER								
2-01-31-445-000-072	S	2,500.00	7,000.00	5,500.00	4,000.00	5,300.00	_____	0.00
		1,261.36	4,516.52	5,261.83				
Transfers included in Approp		0.00	4,000.00	500.00				
					JTMUA WATER CHARGES-ALL MUNICIPAL BLDGS WITH CITY WATER SUPPLY			
Control Total		2,500.00	7,000.00	5,500.00	4,000.00	5,300.00	0.00	0.00
		1,261.36	4,516.52	5,261.83				
Transfers included in Approp		0.00	4,000.00	500.00				

DEPARTMENT OF PUBLIC WORKS

Utilities/Natural Gas

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: Public Works 446 Utilities- Natural Gas

General Duties:

State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code

Use additional sheets (blank bond paper) as required.

N.J.N.G-Charges for heat and hot water for all buildings..

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Department: 2-01-31-446-000-000 UTILITIES/NATURAL GAS

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
UTILITIES/NATURAL GAS								
2-01-31-446-000-000	H							
OTHER EXPENSES								
2-01-31-446-000-020	C							
NATURAL GAS								
2-01-31-446-000-079	S	129,500.00	127,000.00	125,000.00	132,000.00	122,000.00	_____	0.00
		129,500.00	93,084.52	96,230.87				
Transfers included in Approp		9,500.00	5,000.00-	7,000.00-				
					NATURAL GAS CHARGES			
Control Total		129,500.00	127,000.00	125,000.00	132,000.00	122,000.00	0.00	0.00
		129,500.00	93,084.52	96,230.87				
Transfers included in Approp		9,500.00	5,000.00-	7,000.00-				

DEPARTMENT OF PUBLIC WORKS

Utilities/Heating Oil

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: Public Works 447 Heating oil

General Duties:

State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code

Use additional sheets (blank bond paper) as required.

Heating fuel #2 provided to wood shop for heat.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	********** Year 2012 ********** Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-31-447-000-000 UTILITIES/HEATING OIL								
UTILITIES/HEATING OIL								
2-01-31-447-000-000	H							
OTHER EXPENSES								
2-01-31-447-000-020	C							
HEATING OIL								
2-01-31-447-000-070	S	2,500.00	3,500.00	4,500.00	5,000.00	5,000.00	_____	0.00
		0.00	2,637.95	3,881.84				
Transfers included in Approp		0.00	0.00	1,000.00				
					HEATING OIL FOR SIGN SHOP AND NEW ACCT A T GENERATOR PD.			
Control Total		2,500.00	3,500.00	4,500.00	5,000.00	5,000.00	0.00	0.00
		0.00	2,637.95	3,881.84				
Transfers included in Approp		0.00	0.00	1,000.00				

DEPARTMENT OF PUBLIC WORKS

Utilities/Sewage & Wastewater Treatment

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: Public Works 455 Sewage and Waste water

General Duties:

State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code

Use additional sheets (blank bond paper) as required.

Provide for sewage and waste water treatment charges for the disposal of Jetta waste.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-31-455-000-000 SEWAGE/WASTEWATER TREATMENT								
SEWAGE/WASTEWATER TREATMENT								
2-01-31-455-000-000	H							
OTHER EXPENSES								
2-01-31-455-000-020	C							
SEWERAGE DISPOSAL CHARGES								
2-01-31-455-000-078	S	9,000.00	7,000.00	2,000.00	1,200.00	1,200.00	_____	0.00
		5,354.67	0.00	0.00				
Transfers included in Approp		1,500.00	0.00	0.00				
					SEWER DISPOSAL			
Control Total		9,000.00	7,000.00	2,000.00	1,200.00	1,200.00	0.00	0.00
		5,354.67	0.00	0.00				
Transfers included in Approp		1,500.00	0.00	0.00				

DEPARTMENT OF PUBLIC WORKS

Fuel & Petroleum Products

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: Public Works 460 Petroleum

General Duties:

State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code

Use additional sheets (blank bond paper) as required.

Provide for the bulk fuel costs and the costs related t o the operation of the fuel distribution facility at the DPW yard. Fueling services are provided for all Township fleet vehicles including Police, DPW, MUA, First aid and Fire.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Department: 2-01-31-460-000-000 FUEL & PETROLEUM PRODUCTS

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
FUEL & PETROLEUM PRODUCTS								
2-01-31-460-000-000	H							
OTHER EXPENSES								
2-01-31-460-000-020	C							
PROFESSIONAL CONSULTANT								
2-01-31-460-000-028	S	5,000.00	0.00	0.00				0.00
		0.00	0.00	0.00				
GASOLINE & DIESEL FUEL								
2-01-31-460-000-074	S	506,500.00	445,000.00	515,000.00	475,000.00	500,000.00		0.00
		409,073.72	424,630.16	503,554.79				
Transfers included in Approp		88,500.00-	5,000.00-	65,000.00				
					GASOLINE AND DIESEL FOR ALL, DPW, FIRE, PD, MUA &MUNICIPAL.			
Control Total		511,500.00	445,000.00	515,000.00	475,000.00	500,000.00	0.00	0.00
		409,073.72	424,630.16	503,554.79				
Transfers included in Approp		88,500.00-	5,000.00-	65,000.00				

DEPARTMENT OF PUBLIC WORKS

Sanitary Landfill

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: Public Works 465 Sanitary Landfill

General Duties:

State the overall duties and responsibilities of your department, board, commission, etc. General duties should include all duties enumerated in the Township Administrative Code

Use additional sheets (blank bond paper) as required.

This budget line covers the costs of all landfill disposal fees for materials collected during curbside bulky waste pickup, and materials collected at the bulky Waste Transfer station. It also include disposal for certain recyclable materials deposited at the transfer station.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-32-465-000-000 SANITARY LANDFILL								
SANITARY LANDFILL								
2-01-32-465-000-000	H							
OTHER EXPENSES								
2-01-32-465-000-020	C							
LANDFILL & DISPOSAL COSTS								
2-01-32-465-000-128	S	275,000.00	300,000.00	277,500.00	300,000.00	300,000.00	_____	0.00
		290,362.93	309,842.74	223,262.66				
Transfers included in Approp		0.00	0.00	47,500.00-				
					TYPE 13&13C, BULKY DISP COSTS, PROPANE TANK,TIRES & CONCRETE			
RECYCLABLE DISPOSAL COSTS								
2-01-32-465-000-129	S	204,000.00	68,000.00	12,500.00	25,000.00	23,000.00	_____	0.00
		62,613.47	30,453.82	2,997.92				
Transfers included in Approp		26,000.00-	32,000.00-	27,500.00-				
					ORGANIC MATERIAL DISPOSAL- $$LOWERED DUE TO ASSIST FROM COUNTY			
RECYCLING TAX (@ $3.00 per ton)								
2-01-32-465-000-130	S	12,000.00	12,000.00	10,000.00	8,000.00	10,000.00	_____	0.00
		11,566.79	6,745.08	8,754.54				
					RE TAX-INPOSED BY GOV IN 2008@ $3.00 PER TON			
Control Total		491,000.00	380,000.00	300,000.00	333,000.00	333,000.00	0.00	0.00
		364,543.19	347,041.64	235,015.12				
Transfers included in Approp		26,000.00-	32,000.00-	75,000.00-				

DEPARTMENT OF PUBLIC WORKS

Legler Post Closure

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Year 2012 Admin. Recmnd	Year 2012 Budgeted	%PY
Department: 2-01-32-466-000-000 LEGLER POST CLOSURE					Comments			
LEGLER POST CLOSURE								
2-01-32-466-000-000	H							
OTHER EXPENSES								
2-01-32-466-000-020	C							
OTHER PROFESSIONAL,CONSULTANT								
2-01-32-466-000-028	S	58,000.00	50,000.00	50,000.00	55,000.00	55,000.00	_____	0.00
		56,425.75	47,416.84	31,898.88				
Transfers included in Approp		8,000.00	0.00	0.00				
OTHER CONTRACTUAL ITEMS								
2-01-32-466-000-029	S	8,300.00	5,000.00	5,000.00	_____	_____	_____	0.00
		9,677.40	0.00	18,159.13				
Transfers included in Approp		3,300.00	0.00	0.00				
Control Total		66,300.00	55,000.00	55,000.00	55,000.00	55,000.00	0.00	0.00
		66,103.15	47,416.84	50,058.01				
Transfers included in Approp		11,300.00	0.00	0.00				

FRENCH & PARRELLO
ASSOCIATES, P.A., CONSULTING ENGINEERS

October 24, 2011

Mr. Daniel Burke, P.E.
Jackson Township Municipal Engineer
95 West Veterans Highway
Jackson, New Jersey 08527

Re: 2012 Budget Estimate
Legler Landfill
Jackson Township, Ocean County, New Jersey
FPA No.: *08E004A*

Dear Mr. Burke:

After reviewing the Air Pollution Control Operating Permit Renewal, dated 5/12/2009, and in accordance with your closure/post-closure permit, French & Parrello Associates, P.A. (FPA) has prepared a 2012 Cost Estimate to assist you with your budgeting for 2012. A list of required tasks for Landfill Closure/Post-Closure and Air Pollution Control Operating Permit Administrative Amendment Requirements is listed below.

TASKS	SUBMISSION DATE
• **Task #1 - Quarterly Methane Gas Monitoring** – Methane gas is potentially migrating laterally to offsite, residential properties. The Environmental Protection Agency's (EPA's) Five-Year Review requires continued monitoring of methane gas migration to be performed under New Jersey Environmental Protection (NJDEP) oversight. In addition to the gas monitoring, quarterly landfill inspections (i.e., cap maintenance, fence inspection, etc.) must be performed.	March 2012, June 2012, September 2012, and December 2012
• **Task #2 - Annual Groundwater Monitoring** – The EPA requires annual groundwater sampling of the four (4) onsite monitoring wells identified in the Landfill Closure Plan.	April 2012

TASKS (cont.)	SUBMISSION DATE
• **Task #3 – Annual Gas Sampling and Analysis** – Permit requires annual gas analysis between July and September. In accordance with the minor permit modification, gas samples shall be analyzed for VOCs, Methane, Vinyl Chloride, Ethyl Benzene, and Benzene. A written report must be submitted within 60 days of sampling.	November 2012
• **Task #4 – Emissions Statement** – Permit requires submission of the prior year's (2011) emissions statement by May 15, 2012. The Emissions Statements will be submitted via NJDEP's software program, RADIUS using the pin code provided by NJDEP.	May 15, 2012
• **Task #5 – Semi-Annual Deviation Report** – Submitted semi-annually informing NJDEP of any deviations from Operating Permit. The Semi-Annual Deviation report regularly due in January will no longer be submitted; forwarding the Annual Compliance Certificate to the appropriate departments is sufficient.	July 30, 2012
• **Task #6 - Annual Compliance Certificate** – Submitted to the EPA and NJDEP within 60 days of 1 year anniversary.	February 20, 2012
• **Task #7 – NJDEP Compliance Coordination** – Various compliance coordination including NJDEP correspondence, permit review, etc.	Continuous

Budget Estimate

Estimated cost for the referenced are as follows:

Task #1 - Quarterly Methane Gas Monitoring and Landfill Inspections $18,100.00

Task #2 - Annual Groundwater Monitoring Program.....$9,525.00

Task #3 - Annual Gas Sampling and Analysis $7,715.00

Task #4 - Emission Statement.....$6,050.00

Task #5 - Semi-Annual Deviation Report $1,000.00

Task #6 - Annual Compliance Certificate $1,000.00

Task #7 – NJDEP Compliance Coordination $5,020.00

2012 Budget Estimated Total**.....$48,410.00**

FRENCH & PARRELLO ASSOCIATES, P.A.

Bryan Heller
Project Coordinator, Environmental Services

PUBLIC EMPLOYEES RETIREMENT SYSTEM

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: PUBLIC EMPL. RETIREMENT SYSTEM DEPT 471

General Duties:

The Public Retirement System is regulated by State statute. Payments are made in accordance with these regulations and are used to cover the pension costs of municipal employees (excluding Police Officers) upon retirement. Retirement eligibility is defined also by State statute. This account covers all mandated retirement for municipal employees.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	********** Year 2012 ********** Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-36-471-000-000		PUBLIC EMPL.RETIREMENT SYSTEM						
PUBLIC EMPL.RETIREMENT SYSTEM								
2-01-36-471-000-000	H							
OTHER EXPENSES								
2-01-36-471-000-020	C							
PENSION CONTRIBUTION								
2-01-36-471-000-111	S	604,218.00 603,737.50	652,562.00 652,562.00	824,322.00 824,322.00	823,495.00	823,495.00	_____	0.00
					PERS-Municipal Employees other than Police			
Control Total		604,218.00 603,737.50	652,562.00 652,562.00	824,322.00 824,322.00	823,495.00	823,495.00	0.00	0.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: PUBLIC EMPL. RETIREMENT SYSTEM DEPT 471

2012 Objective
Continue to ensure that the Township complies with all appropriate regulations.

Public Employees' Retirement System of New Jersey
Municipalities and Local Groups
Comparison of Required Contributions for State Fiscal Year 2012, Pre and Post Chapter 78, P.L. 2011

Location Number	Location Name	County	FY 2012 Contribution Excluding Chapter 19 and ERI Liabilities		
			Prior to Chapter 78, P.L. 2011	After Chapter 78, P.L. 2011	Reduction in Contribution
52350	NETCONG BOROUGH	Morris	94,249	89,583	(4,666)
52353	NETCONG BOROUGH BD OF ED	Morris	30,531	29,020	(1,511)
20543	PARSIPPANY TROY HILLS BD OF ED	Morris	1,723,171	1,637,873	(85,298)
20540	PARSIPPANY TROY HILLS TOWNSHIP	Morris	2,044,749	1,943,533	(101,216)
22360	PEQUANNOCK TOWNSHIP	Morris	458,676	435,972	(22,704)
22363	PEQUANNOCK TWP BD OF ED	Morris	373,712	355,213	(18,499)
32340	PEQUANNOCK, LINC PARK&FAIRFIELD	Morris	224,397	213,289	(11,108)
22650	RANDOLPH TOWNSHIP	Morris	795,301	755,933	(39,368)
22653	RANDOLPH TOWNSHIP BD OF ED	Morris	1,104,850	1,050,160	(54,690)
22820	RIVERDALE BOROUGH	Morris	161,152	153,175	(7,977)
22823	RIVERDALE BOROUGH BD OF ED	Morris	63,210	60,082	(3,128)
21000	ROCKAWAY BOROUGH	Morris	152,098	144,569	(7,529)
21003	ROCKAWAY BOROUGH BD OF ED	Morris	117,056	111,262	(5,794)
21460	ROCKAWAY TOWNSHIP	Morris	910,157	865,104	(45,053)
21463	ROCKAWAY TOWNSHIP BD OF ED	Morris	741,337	704,641	(36,696)
22640	ROXBURY TOWNSHIP	Morris	788,159	749,145	(39,014)
22643	ROXBURY TWP BD OF ED	Morris	1,019,751	969,273	(50,478)
32480	SOUTHEAST MORRIS CO MUA	Morris	368,672	350,422	(18,250)
53453	VICTORY GARDENS BORO BD OF ED	Morris	0	0	0
53450	VICTORY GARDENS BOROUGH	Morris	21,005	19,966	(1,039)
21630	WASHINGTON TWP (MORRIS)	Morris	462,493	439,599	(22,894)
21633	WASHINGTON TWP BD ED (MORRIS)	Morris	621,486	590,722	(30,764)
32560	WASHINGTON TWP MUA (MORRIS)	Morris	57,658	54,804	(2,854)
40410	WEST MORRIS REG H S DIST	Morris	423,040	402,099	(20,941)
20730	WHARTON BOROUGH	Morris	176,623	167,880	(8,743)
20733	WHARTON BOROUGH BD OF ED	Morris	116,380	110,620	(5,760)
23050	BARNEGAT LIGHT BOROUGH	Ocean	57,885	55,019	(2,866)
23040	BARNEGAT TOWNSHIP	Ocean	476,782	453,181	(23,601)
23043	BARNEGAT TWP BD OF ED	Ocean	726,953	690,968	(35,985)
50193	BAY HEAD BD OF ED	Ocean	23,377	22,220	(1,157)
50190	BAY HEAD BOROUGH	Ocean	58,977	56,058	(2,919)
21840	BEACH HAVEN BOROUGH	Ocean	228,198	216,902	(11,296)
21843	BEACH HAVEN BOROUGH BD OF ED	Ocean	13,323	12,663	(660)
55820	BEACH HAVEN SEWERAGE AUTHORITY	Ocean	17,899	17,013	(886)
22160	BEACHWOOD BOROUGH	Ocean	197,490	187,714	(9,776)
32520	BEACHWOOD SEWERAGE AUTHORITY	Ocean	26,633	25,315	(1,318)
50250	BERKELEY TOWNSHIP MUNICIPAL BLD	Ocean	846,727	804,814	(41,913)
50253	BERKELEY TWP BD OF ED	Ocean	426,886	405,755	(21,131)
55890	BERKELEY TWP HOUSING AUTHORITY	Ocean	32,039	30,453	(1,586)
55450	BERKELEY TWP SEWERAGE AUTHORITY	Ocean	110,153	104,701	(5,452)
34900	BERKELEY_TOWNSHIP MUNI UTIL AUT	Ocean	38,280	36,385	(1,895)
22680	BRICK TOWNSHIP	Ocean	1,658,414	1,576,322	(82,092)
45100	BRICK TOWNSHIP FIRE DIST 2	Ocean	3,749	3,564	(185)
22683	BRICK TWP BD OF ED	Ocean	2,108,930	2,004,537	(104,393)
39100	BRICK TWP FIRE DISTRICT 1	Ocean	4,158	3,952	(206)
31240	BRICK TWP HOUSING AUTHORITY	Ocean	72,672	69,075	(3,597)
34400	BRICK TWP JOINT BD OF FIRE COMM	Ocean	59,812	56,851	(2,961)
31510	BRICK TWP MUN UTILITIES AUTH	Ocean	871,399	828,265	(43,134)
57100	CENTRAL REGIONAL H S DIST	Ocean	453,257	430,820	(22,437)
31120	DOVER MUNICIPAL UTILITIES AUTH	Ocean	292,021	277,566	(14,455)
32300	DOVER TWP PARKING AUTHORITY	Ocean	36,115	34,327	(1,788)
50780	EAGLESWOOD TOWNSHIP	Ocean	42,564	40,457	(2,107)
50783	EAGLESWOOD TWP BD OF ED	Ocean	32,595	30,981	(1,614)
22700	HARVEY CEDARS BOROUGH	Ocean	84,098	79,935	(4,163)
51603	ISLAND HEIGHTS BORO BD OF ED	Ocean	23,210	22,062	(1,148)
51600	ISLAND HEIGHTS BOROUGH	Ocean	71,542	68,000	(3,542)
34070	JACKSON BD FIRE DISTRICT 2	Ocean	18,338	17,430	(908)
22550	JACKSON TOWNSHIP	Ocean	866,381	823,495	(42,886)
22553	JACKSON TOWNSHIP BD OF ED	Ocean	2,235,140	2,124,499	(110,641)
55690	JACKSON TOWNSHIP M.U.A.	Ocean	220,379	209,471	(10,908)
32060	JACKSON TWP FIRE DISTRICT 3	Ocean	9,504	9,034	(470)
32180	LACEY MUNICIPAL UTIL AUTHORITY	Ocean	133,158	126,567	(6,591)
23520	LACEY TOWNSHIP	Ocean	519,559	493,841	(25,718)
23523	LACEY TOWNSHIP BD OF ED	Ocean	933,805	887,582	(46,223)

SOCIAL

SECURITY

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-36-472-000-000 SOCIAL SECURITY SYSTEM (OASI)					Comments			
SOCIAL SECURITY SYSTEM (OASI)								
2-01-36-472-000-000	H							
OTHER EXPENSES								
2-01-36-472-000-020	C							
FICA/MEDICARE								
2-01-36-472-000-109	S	1,360,000.00	1,332,574.00	1,345,208.71	1,385,698.82	1,302,943.97	_____	0.00
		1,315,945.90	1,266,814.79	1,191,395.92				
Transfers included in Approp		0.00	10,000.00-	5,000.00-				
Control Total		1,360,000.00	1,332,574.00	1,345,208.71	1,385,698.82	1,302,943.97	0.00	0.00
		1,315,945.90	1,266,814.79	1,191,395.92				
Transfers included in Approp		0.00	10,000.00-	5,000.00-				

POLICE/FIREMAN'S RETIREMENT SYSTEM

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: POLICE/FIREMEN'S RETIRE, OF NJ DEPT 475

General Duties:

The Police and Fire Retirement System is regulated by State statute. Payments are made in accordance with these requirements and are to pay a Municipal Police Officer's pension upon retirement. Retirement eligibility is defined also by State statute. This account covers all mandated retirement costs for all Police Officers.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp Actual	2010 Approp Actual	2011 Approp Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-36-475-000-000 POLICE/FIREMEN'S RETIRE. OF NJ								
POLICE/FIREMEN'S RETIRE. OF NJ								
2-01-36-475-000-000	H							
OTHER EXPENSES								
2-01-36-475-000-020	C							
PENSION CONTRIBUTION								
2-01-36-475-000-111	S	1,686,033.00	1,824,930.00	2,442,131.00	2,169,961.00	2,169,961.00	_____	0.00
		1,686,033.00	1,824,930.00	2,442,131.00				
					PFRS-Pension for Municipal Police Officers			
Control Total		1,686,033.00	1,824,930.00	2,442,131.00	2,169,961.00	2,169,961.00	0.00	0.00
		1,686,033.00	1,824,930.00	2,442,131.00				

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: POLICE/FIREMEN'S RETIRE, OF NJ DEPT 475

2012 Objective
Continue to ensure that the Township complies with all appropriate regulations.

Police and Firemen's Retirement System of New Jersey
Municipalities and Local Groups
Comparison of Employer Contributions for State Fiscal Year Ending 2012 Revised vs Original Pension Contribution Amounts

Location Number	Location Name	County	Contribution Excluding Chapter 19, PL 2009 and ERI Liabilities			Total Chapter 19, P.L. 2009 Deferral Liability Payments			Total ERI Liability Payments*			Total Contribution		
			Revised 2012 Billing Amounts	Original 2012 Billing Amounts	Change in Contribution	Revised 2012 Billing Amounts	Original 2012 Billing Amounts	Change in Contribution	Based on the Revised 2012 Billing Amounts	Based on the Original 2012 Billing Amounts	Change in Contribution	Revised 2012 Billing Amounts	Original 2012 Billing Amounts	Change in Contribution
55600	BAY HEAD BOROUGH	Ocean	192,351	237,675	(45,324)	0	0	0	0	0	0	192,351	237,675	(45,324)
62100	BEACH HAVEN BOROUGH	Ocean	225,193	264,993	(39,800)	0	0	0	0	0	0	225,193	264,993	(39,800)
63400	BEACHWOOD BOROUGH	Ocean	272,735	333,544	(60,809)	0	0	0	0	0	0	272,735	333,544	(60,809)
53900	BERKELEY TOWNSHIP MUNICIPAL BLD	Ocean	1,558,494	2,040,898	(482,404)	112,720	107,924	4,796	0	0	0	1,671,214	2,148,822	(477,608)
55500	BRICK TOWNSHIP	Ocean	3,237,890	3,923,675	(685,785)	0	0	0	0	0	0	3,237,890	3,923,675	(685,785)
66800	HARVEY CEDARS BOROUGH	Ocean	105,983	159,574	(53,591)	0	0	0	0	0	0	105,983	159,574	(53,591)
67400	ISLAND HEIGHTS BOROUGH	Ocean	47,251	58,185	(10,934)	0	0	0	0	0	0	47,251	58,185	(10,934)
67500	JACKSON BD FIRE DISTRICT 2	Ocean	25,974	28,333	(2,359)	0	0	0	0	0	0	25,974	28,333	(2,359)
49800	JACKSON TOWNSHIP	Ocean	2,169,961	2,701,083	(531,122)	0	0	0	0	0	0	2,169,961	2,701,083	(531,122)
75200	JACKSON TWP FIRE DISTRICT 3	Ocean	202,964	230,420	(27,456)	0	0	0	0	0	0	202,964	230,420	(27,456)
75400	JACKSON TWP FIRE DISTRICT 4	Ocean	43,979	0	43,979	0	0	0	0	0	0	43,979	0	43,979
51800	LACEY TOWNSHIP	Ocean	1,111,300	1,443,741	(332,441)	63,280	60,588	2,692	0	0	0	1,174,580	1,504,329	(329,749)
52700	LAKEHURST BOROUGH	Ocean	80,029	119,197	(39,168)	0	0	0	0	0	0	80,029	119,197	(39,168)
33800	LAKEWOOD TOWNSHIP	Ocean	3,070,732	3,827,722	(756,990)	175,989	168,502	7,487	0	0	0	3,246,721	3,996,224	(749,503)
75000	LAKEWOOD TWP FIRE DISTRICT 1	Ocean	81,934	93,790	(11,856)	4,619	4,422	197	0	0	0	86,553	98,212	(11,659)
67900	LAVALLETTE BOROUGH	Ocean	223,186	271,305	(48,119)	0	0	0	0	0	0	223,186	271,305	(48,119)
68200	LITTLE EGG HARBOR TOWNSHIP	Ocean	911,598	1,088,668	(177,070)	0	0	0	0	0	0	911,598	1,088,668	(177,070)
55000	LONG BEACH TOWNSHIP	Ocean	986,728	1,214,858	(228,130)	0	0	0	0	0	0	986,728	1,214,858	(228,130)
54800	MANCHESTER TOWNSHIP	Ocean	1,536,409	1,904,487	(368,078)	84,086	84,086	0	0	0	0	1,620,495	1,988,573	(368,078)
47400	MANTOLOKING BOROUGH	Ocean	154,603	219,378	(64,775)	0	0	0	0	0	0	154,603	219,378	(64,775)
71500	OCEAN COUNTY	Ocean	5,427,771	7,632,410	(2,204,639)	0	0	0	0	0	0	5,427,771	7,632,410	(2,204,639)
71503	OCEAN COUNTY	Ocean	1,571,016	1,946,906	(375,890)	0	0	0	0	0	0	1,571,016	1,946,906	(375,890)
69400	OCEAN GATE BOROUGH	Ocean	77,953	90,288	(12,335)	0	0	0	0	0	0	77,953	90,288	(12,335)
61100	OCEAN TOWNSHIP (OCEAN)	Ocean	389,038	458,014	(68,976)	0	0	0	0	0	0	389,038	458,014	(68,976)
69900	PINE BEACH BOROUGH	Ocean	69,223	78,600	(9,377)	0	0	0	0	0	0	69,223	78,600	(9,377)
85402	PLUMSTED FIRE DISTRICT #1	Ocean	115,032	71,552	43,480	0	0	0	0	0	0	115,032	71,552	43,480
72300	PLUMSTED TOWNSHIP	Ocean	133,384	144,797	(11,413)	0	0	0	0	0	0	133,384	144,797	(11,413)
46700	POINT PLEASANT BEACH BOROUGH	Ocean	566,293	748,005	(181,712)	35,907	34,379	1,528	0	0	0	602,200	782,384	(180,184)
54200	POINT PLEASANT BOROUGH	Ocean	800,653	1,074,192	(273,539)	0	0	0	0	0	0	800,653	1,074,192	(273,539)
54700	SEASIDE HEIGHTS BOROUGH	Ocean	434,001	617,009	(183,008)	29,473	28,219	1,254	0	0	0	463,474	645,228	(181,754)
55400	SEASIDE PARK BOROUGH	Ocean	313,415	378,217	(64,802)	0	0	0	0	0	0	313,415	378,217	(64,802)
61600	SHIP BOTTOM BOROUGH	Ocean	226,307	258,727	(32,420)	0	0	0	0	0	0	226,307	258,727	(32,420)
72700	SOUTH TOMS RIVER BOROUGH	Ocean	144,711	183,387	(38,676)	6,791	6,502	289	0	0	0	151,502	189,889	(38,387)
56400	STAFFORD TOWNSHIP	Ocean	1,266,134	1,835,821	(569,687)	0	0	0	0	0	0	1,266,134	1,835,821	(569,687)
73100	SURF CITY BOROUGH	Ocean	132,708	169,979	(37,271)	0	0	0	0	0	0	132,708	169,979	(37,271)
48700	TOMS RIVER_TOWNSHIP	Ocean	3,964,054	5,046,332	(1,082,278)	0	0	0	0	0	0	3,964,054	5,046,332	(1,082,278)
73400	TUCKERTON BOROUGH	Ocean	139,069	160,046	(20,977)	0	0	0	0	0	0	139,069	160,046	(20,977)
55700	BLOOMINGDALE BOROUGH	Passaic	374,647	509,361	(134,714)	22,930	21,955	975	0	0	0	397,577	531,316	(133,739)
34800	CLIFTON CITY	Passaic	6,647,117	8,544,212	(1,897,095)	432,033	413,653	18,380	0	0	0	7,079,150	8,957,865	(1,878,715)
42000	HALEDON BOROUGH	Passaic	387,205	445,321	(58,116)	24,572	23,527	1,045	0	0	0	411,777	468,848	(57,071)
28200	HAWTHORNE BOROUGH	Passaic	725,868	974,820	(248,952)	0	0	0	0	0	0	725,868	974,820	(248,952)
41600	LITTLE FALLS TWP	Passaic	524,016	636,502	(112,486)	29,923	28,650	1,273	0	0	0	553,939	665,152	(111,213)
41900	NORTH HALEDON BOROUGH	Passaic	446,257	558,207	(111,950)	23,830	22,816	1,014	0	0	0	470,087	581,023	(110,936)
22501	PASSAIC CITY	Passaic	4,342,296	5,538,675	(1,196,379)	246,299	235,820	10,479	0	0	0	4,588,595	5,774,495	(1,185,900)
22502	PASSAIC CITY	Passaic	2,632,276	3,390,907	(758,631)	163,418	156,466	6,952	0	0	0	2,795,694	3,547,373	(751,679)
71600	PASSAIC COUNTY	Passaic	10,141,788	13,286,196	(3,144,408)	821,957	786,987	34,970	177,558	177,558	0	11,141,303	14,250,741	(3,109,438)
71603	PASSAIC COUNTY	Passaic	1,495,673	1,988,420	(492,747)	117,537	112,536	5,001	28,147	28,147	0	1,641,357	2,129,103	(487,746)
30701	PATERSON CITY	Passaic	9,123,057	11,750,735	(2,627,678)	445,243	426,301	18,942	0	0	0	9,568,300	12,177,036	(2,608,736)
30702	PATERSON CITY	Passaic	6,846,553	7,260,599	(414,046)	352,338	337,348	14,990	0	0	0	7,198,891	7,597,947	(399,056)
40300	POMPTON LAKES BOROUGH	Passaic	514,536	636,487	(121,951)	0	0	0	0	0	0	514,536	636,487	(121,951)
43800	PROSPECT PARK BOROUGH	Passaic	344,050	408,860	(64,810)	20,922	20,032	890	0	0	0	364,972	428,892	(63,920)
44900	RINGWOOD BOROUGH	Passaic	547,875	663,588	(115,713)	31,109	29,785	1,324	0	0	0	578,984	693,373	(114,389)
40000	TOTOWA BOROUGH	Passaic	667,788	849,493	(181,705)	0	0	0	0	0	0	667,788	849,493	(181,705)
40400	WANAQUE BOROUGH	Passaic	550,059	702,108	(152,049)	33,436	32,013	1,423	0	0	0	583,495	734,121	(150,626)
29400	WAYNE TOWNSHIP	Passaic	3,636,736	4,480,595	(843,859)	0	0	0	0	0	0	3,636,736	4,480,595	(843,859)
24200	WEST MILFORD TOWNSHIP	Passaic	1,169,588	1,516,748	(347,160)	73,061	69,953	3,108	0	0	0	1,242,649	1,586,701	(344,052)

LOSAP

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: LOSAP **DEPT 36-476**

General Duties:

The Length of Service Awards Program for Jackson Township volunteer first aid provides for the fixed funding of annual contribution for volunteer members who meet the required criteria for participation.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-36-476-000-000	LOSAP				Comments			
LOSAP								
2-01-36-476-000-000	H							
OTHER EXPENSES								
2-01-36-476-000-020	C							
LOSAP CONTRIBUTIONS								
2-01-36-476-000-112	S	26,000.00 14,976.60	22,000.00 22,000.00	20,000.00 20,000.00	22,000.00 Length of Service Award Program-First Aid	22,000.00	_____	0.00
Control Total		26,000.00 14,976.60	22,000.00 22,000.00	20,000.00 20,000.00	22,000.00	22,000.00	0.00	0.00

Form 3

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: LOSAP **DEPT 36-476**

2012 Objective
Appropriate sufficient funds to allow for all eligible participants.

Range of Accounts: 9-01-36-476-000-000 to 9-01-36-476-000-999 Year To Date As Of: 10/18/11
Current Period: 01/01/09 to 10/18/11 Cap Accounts Switch: Yes Include Requisitions: Yes Skip Zero Activity: Yes
Print PO/Contract/Budget: No Print Add'l Descript: No Department Page Break: No Subtotal CAFR: No
Subtotal Department: No Subtotal Extd: No Fund Control Totals: No CAFR Control Totals: No
Department Control Totals: No
Modified = Adopted + Amended + Transfers
Total Paid/Charged = Expended + Encumbered - Reimbursed %Used = Total Paid/Charged YTD / (Modified - Cancel)
Balance = Modified - Total Paid/Charged - Canceled - Requested Unexpended = Modified - Expended + Reimbursed YTD - Canceled
Note: Requisitions charged to Existing Blanket PO's are not included in Requested YTD.

Account No	Description	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD / Requested YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD / Unexpended	%Used
9-01-36-476-000-000	LOSAP						
9-01-36-476-000-020	OTHER EXPENSES						
9-01-36-476-000-112	LOSAP CONTRIBUTIONS	26,000.00	0.00	0.00	26,000.00	11,023.40	58
		14,976.60	0.00	0.00	0.00	11,023.40	
		14,976.60	0.00	0.00	14,976.60		
Control Total		26,000.00	0.00	0.00	26,000.00	11,023.40	58
		14,976.60	0.00	0.00	0.00	11,023.40	
		14,976.60	0.00	0.00	14,976.60		
Fund Budgeted		26,000.00	0.00	0.00	26,000.00	11,023.40	58
		14,976.60	0.00	0.00	0.00	11,023.40	
		14,976.60	0.00	0.00	14,976.60		
Fund Non-Budgeted		0.00	0.00	0.00	0.00	0.00	0
		0.00	0.00	0.00	0.00	0.00	
		0.00	0.00	0.00	0.00		
Fund Total		26,000.00	0.00	0.00	26,000.00	11,023.40	58
		14,976.60	0.00	0.00	0.00	11,023.40	
		14,976.60	0.00	0.00	14,976.60		
Final Budgeted		26,000.00	0.00	0.00	26,000.00	11,023.40	58
		14,976.60	0.00	0.00	0.00	11,023.40	
		14,976.60	0.00	0.00	14,976.60		
Final Non-Budgeted		0.00	0.00	0.00	0.00	0.00	0
		0.00	0.00	0.00	0.00	0.00	
		0.00	0.00	0.00	0.00		
Final Total		26,000.00	0.00	0.00	26,000.00	11,023.40	58
		14,976.60	0.00	0.00	0.00	11,023.40	
		14,976.60	0.00	0.00	14,976.60		

new jersey department of community affairs
people places progress
division of local government services

Local Finance Notice

LFN 2012-1

January 11, 2012

Chris Christie, Governor | Kim Guadagno, Lt. Governor | Richard E. Constable, III, Acting Commissioner | Thomas H. Neff, Director

LOSAP CY 2011 Annual Award Increases

This Local Finance Notice updates local units considering or currently administering a Length of Service Awards Program with general information about LOSAP programs and the 2011 annual increase in maximum contribution amounts.

General LOSAP Reminders

1. **Newly established Length of Service Award Programs:** (LOSAP) must contribute at least $100 and no more than $1,150 per year to each qualifying active volunteer member.

2. **Increasing base contribution amounts:** The law did not contemplate increases in the initially approved base amounts. Following the intent of the law, that the voters approve the base amount of contributions, the Division has determined that base amounts cannot be increased solely by action of the governing body. The public referendum process must be used to increase award contribution amounts to a point where the total appropriation would exceed the originally approved amount (plus allowed CPI adjustments and subject to minor adjustments based on number of participants). This use of the referendum is in addition to the provisions in N.J.A.C. 5:30-14.8 authorizing a referendum to create or abolish a LOSAP. Division staff can provide additional guidance on unique cases.

3. **Changing point schedules:** Amending the enabling ordinance or resolution is the proper method to change point schedules, and other minor LOSAP elements. As required for a municipal ordinance amendment, fire district resolutions of this nature must be subject to a public hearing on the change.

4. **Depositing LOSAP Funds:** Once a LOSAP list has been certified and posted for thirty days, and no appeals are pending, the sponsoring agency's plan administer should work with their LOSAP provider to ensure that all accounts are set up and all funds are deposited in a timely fashion.

Contact Information

Director's Office
V. 609.292.6613
F. 609.292.9073

Local Government Research
V. 609.292.6110
F. 609.292.9073

Financial Regulation and Assistance
V. 609.292.4806
F. 609.984.7388

Local Finance Board
V. 609.292.0479
F. 609.633.6243

Local Management Services
V. 609.292.7842
F. 609.633.6243

Authority Regulation
V. 609.984.0132
F. 609.984.7388

Mail and Delivery
101 South Broad St.
PO Box 803
Trenton, New Jersey
08625-0803
Web: www.nj.gov/dca/lgs
E-mail: dlgs@dca.state.nj.us

Distribution

Municipal Chief Financial Officers

Fire District Boards of Commissioners

Municipal (November) LOSAPs

Year	Current Year CPI	Prior Year CPI	Consumer Price Index Factor	Maximum LOSAP Award for Programs in effect since 1999
2000	177.9	174.4	2.0%	$1,173
2001	182.9	177.9	2.8%	$1,206
2002	185.8	182.9	1.5%	$1,224
2003	190.3	185.8	2.4%	$1,253
2004	200.2	190.3	5.2%	$1,318
2005	207.5	200.2	3.6%	$1,365
2006	211.6	207.5	2.0%	$1,392
2007	218.929	211.6	3.5%	$1,441
2008	225.113	218.929	2.8%	$1,481
2009	224.787	225.113	0%	$1,481
2010	228.543	224.787	1.7%	$1,506
2011	235.440	228.543	**3%**	$1,551

Fire District (February) LOSAPs

Year	Current Year CPI	Prior Year CPI	Consumer Price Index Factor	Maximum LOSAP Award for Programs in effect since 1999
2000	174.7	168.6	3.6%	$1,191
2001	179.0	174.8	2.4%	$1,220
2002	182.0	179.0	1.6%	$1,240
2003	186.6	182.0	2.5%	$1,278
2004	191.4	186.6	2.6%	$1,311
2005	200.1	191.4	4.5%	$1,370
2006	209.0	200.1	4.5%	$1,432
2007	213.152	209.0	2.0%	$1,461
2008	220.935	213.152	3.7%	$1,516
2009	220.262	220.935	0%	$1,516
2010	226.529	220.262	2.8%	$1,558
2011	230.878	226.529	**1.9%**	$1,588

The detailed explanation of how the increase is calculated is available under LOSAP on the Division's website. Please contact the Division at (609) 292-7842 or by e-mail with any questions.

Approved: Thomas H. Neff, Director

Table of Web Links

Page	Shortcut text	Internet Address
3	Division's website	http://www.state.nj.us/dca/lgs/losap/losap.shtml
3	E-mail	mailto: dlgs@dca.state.nj.us

Jackson Township
LOSAP-36-476
2012 Budget

2009 actual	2010 CPI	2010 est inc.	possible add ons 3	2010 est inc.	2011 CPI est	2011 est total	2012 CPI est	2012 with est CPI
14,976.60	1.70%	15,231.20	3,807.80	19,039.00	2.40%	19,495.94	2.40%	19,963.84

DCRP

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: DCRP **DEPT 36-477**

General Duties:

Established July 1, 2007, Defined Contribution Retirement Program (DCRP) was created for Elected and Appointed Officials who are eligible, with a tax shelter, defined contribution retirement benefit, along with life insurance and disability coverage.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	********** Year 2012 ********** Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-36-477-000-000		DEFINED CONTRIBUTION BENEFITS PLAN(DCRP)						
DEFINED CONTRIBUTION BENEFITS PLAN(DCRP)								
2-01-36-477-000-000	H							
OTHER EXPENSES								
2-01-36-477-000-020	C							
PENSION CONTRIBUTION								
2-01-36-477-000-111	S	5,000.00 1,595.91	2,000.00 1,532.54	1,200.00 795.12	1,200.00	2,300.00	_____	0.00
					DCRP-Retirement Program			
Control Total		5,000.00 1,595.91	2,000.00 1,532.54	1,200.00 795.12	1,200.00	2,300.00	0.00	0.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: DCRP **DEPT 36-477**

2012 Objective
Continue to ensure that the Township complies with all appropriate regulations.

JUDGEMENTS

RESOLUTION OF THE TOWNSHIP OF JACKSON
JACKSON, NEW JERSEY

RESOLUTION NUMBER: 071R-12 DATE OF ADOPTION: 2/14/12

TITLE: AUTHORIZING THE SETTLEMENT OF LITIGATION FILED AGAINST THE TOWNSHIP OF JACKSON ENTITLED "BOGAN vs. JACKSON TOWNSHIP"

Council Member Martin presents the following resolution.

Seconded by Rivere.

WHEREAS, Howard Bogan filed a lawsuit in the Superior Court of New Jersey, Ocean County, Docket No. OCN-L-3026-09 against the Township of Jackson, Jackson Township Police Department, and various named employees and or Police Officers of the Township of Jackson (hereinafter "Township"), in which the Township was represented by defense counsel appointed by the Municipal Excess Liability Joint Insurance Fund (MEL), the Township's insurer; and

WHEREAS, in exchange for a full release of all claims and potential claims stemming from the underlying incident, the plaintiffs have agreed to accept a settlement in the form attached hereto and incorporated herein as Schedule A; and

WHEREAS, due to the nature of the underlying claims and defense costs and the underlying responsibility for division of same pursuant to the contractual agreement between the MEL and the Township, a portion of the settlement and defense costs must be paid by the Township; and

WHEREAS, Township is experiencing, as are other municipalities in the State, cash flow problems this year and the Township, while fully recognizing its obligation to pay its part of the overall settlement, is not in a liquid position to make such a payment at this point in time; and

WHEREAS, the Ocean County Municipal Joint Insurance Fund (hereinafter "JIF"), has agreed to loan the Township the sum of $500,000 which shall be repaid over a five (5) year period.

Ann Marie Eden

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

DATED: 2/14/12

RECORD OF VOTE				COUNCIL VICE PRES	COUNCIL PRESIDENT
TOWNSHIP COUNCIL	Michael Kafton	Scott Martin	Bobbie Rivere	Ann Updegrave	Kenneth Bressi
YES		✓	✓	✓	✓
NO					
ABSTAIN	✓				
ABSENT					

I, Ann Marie Eden, Municipal Clerk of the Township of Jackson in the County of Ocean, hereby certify that the above is a true copy of a Resolution adopted by the Township Council on the ____ day of _____ 2012.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Council of the Township of Jackson, County of Ocean, State of New Jersey, as follows:

1. That he Township Council does hereby approve the settlement between Howard Bogan and the Township of Jackson in the Civil Action referred to Docket Number OCN-L-3026-09.
2. That Guy P. Ryan, Esq. of Secare, Ryan & Hensel, is authorized to execute any necessary settlement documents on behalf of the Township of Jackson.
3. That the Mayor and Clerk are hereby authorized to execute and attest to, respectively, a Promissory Note from the Township of Jackson to the Ocean County Municipal Joint Insurance Fund.
4. That a certified copy of this resolution be provided by the Township Clerk to Secare, Ryan & Hensel.

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Year 2012 Admin. Recmnd	Year 2012 Budgeted	%PY
Department: 2-01-37-480-000-000 JUDGEMENTS					Comments			
JUDGEMENTS								
2-01-37-480-000-000	H							
OTHER EXPENSES								
2-01-37-480-000-020	C							
AWARDS & JUDGEMENTS								
2-01-37-480-000-091	S	0.00 0.00	10,000.00 10,000.00	0.00 0.00	_____ ESTIMATE	106,500.00	_____	0.00
Control Total		0.00 0.00	10,000.00 10,000.00	0.00 0.00	0.00	106,500.00	0.00	0.00

MATCHING FUNDS FOR GRANTS

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: MATCHING FUNDS-GRANTS DEPT 40-700

General Duties:

This account is used for Township wide matches to various grants requiring same, which are awarded throughout the year.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	********** Year 2012 ********** Requested / Comments	Admin. Recmnd	Budgeted	%PY
Department: 2-01-40-700-000-000 MATCHING FUNDS FOR GRANTS								
MATCHING FUNDS FOR GRANTS 2-01-40-700-000-000	H							
OTHER EXPENSES 2-01-40-700-000-020	C							
MATCHING FUNDS FOR GRANTS 2-01-40-700-000-104	S	20,000.00 0.00	10,000.00 0.00	10,000.00 3,000.00	10,000.00	15,000.00	_____	0.00
Control Total		20,000.00 0.00	10,000.00 0.00	10,000.00 3,000.00	10,000.00	15,000.00	0.00	0.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: MATCHING FUNDS-GRANTS DEPT 40-700

2012 Objective
Appropriate sufficient funds to allow for any needed matching portion of Grants.

INTER-GOVERNMENTAL JACKSON MUA

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-42-303-000-000		INTERGOV'T SVC./JACKSON MUA						
INTERGOV'T SVC./JACKSON MUA								
2-01-42-303-000-000	H							
OTHER EXPENSES								
2-01-42-303-000-020	C							
INTERGOVERMENT/INTERLOCAL SVCS								
2-01-42-303-000-115	S	7,000.00	5,500.00	5,000.00	3,500.00	3,500.00	_____	0.00
		4,129.48	4,683.80	2,424.08				
Transfers included in Approp		0.00	1,500.00	0.00				
					IEGLER WATER SUBSIDY THROUGH THE JTMUA			
Control Total		7,000.00	5,500.00	5,000.00	3,500.00	3,500.00	0.00	0.00
		4,129.48	4,683.80	2,424.08				
Transfers included in Approp		0.00	1,500.00	0.00				

Daniel J. Burke

From: Dave Harpell [dharpell@jacksonmua.com]
Sent: Thursday, October 20, 2011 1:28 PM
To: 'Daniel J. Burke'
Cc: Diaz James; Simmonds Andrea
Subject: Legler Subsidy

Dan,

We looked at the Legler subsidy figure quickly today and $3,500 should be adequate for 2012.

Thanks,
Dave

DEPARTMENT

OF THE

MUNICIPAL COURT

Form 1

JACKSON TOWNSHIP 2012 BUDGET

ORGANIZATIONAL CHART

Department Name: JACKSON MUNICIPAL COURT – DEPT 490

JUDGE
DANIEL F. SAHIN

COURT ADMINISTRATOR
ERIN J. DICRISTINA

DEPUTY COURT ADMINISTRATOR
CHERI BORZEK

CLERK	CLERK	SENIOR CLERK	CLERK
Jacqui Jordan	Camille Eluzzi	Karen Jones	Vacant

Municipal Court Budget Package

Municipal Court	Current/Appropriated Fiscal Year	Next/Requested Fiscal Year
Jackson Township	2011	2012

Budget Narrative

The form below is to be used in lieu of the separate written Narrative submitted in previous years.

It is highly recommended that each budget request be accompanied by a clear and concise narrative discussing the current status of the court and providing justification for requests made. The narrative will be a useful tool in making presentations to local governing bodies. Please review your most recent Municipal Court Visitation Report for specific recommendations.

Instructions

1. Please include as many of the topics below as appropriate.
2. Narratives should be entered in the fields below each topic. The form will expand to accommodate as much text as necessary.

I. Background Information

Caseload Changes

How has the workload of the court changed over the past year? Refer to statistics included with your budget package. **Note**: A brief explanation of the statistics may be helpful.

Our statistics remain similar to those of last year. Like last year we have noticed a slight decrease in motor vehicle summonses but an increase in criminal complaints which require greater attention and requires more time to process. Being back on a full work week has enabled us to maintain an efficient level of work most of the time, but do seem to get overloaded on occasions.

II. Personnel/Salary Justification

Personnel Changes

Details of what personnel changes are being requested, i.e., new positions, increases, reclassifications, promotions. **Note**: Please be reminded that all courts, regardless of size, must have a deputy court administrator designated to act in the absence of the administrator.

Clerk - a full time replacement position. Due to the unfortunate death of one of our seasoned employees in April of 2009 we were left with a vacancy that has not been filled to date. We have expressed our concerns and are hopeful that this position will be replaced in the future.

Clerk - a new full or part time position to help keep up with our current workload. We have requested this position as part of our last several proposals. Please keep in mind that the continuing growth of the Township, the potential growth of the police department and the increase of work generated from other agencies have a tremendous impact on our workload.

Temporary Clerk - full or part time. This is mandated to be included in every municipal court budget. Please

allow sufficient funding to cover potential needs, emergent situations, e.g..... illness, resignation, or an unexpected increase in volume.

Armed Officer/Private Security. Issue of courtroom security continues to be on the rise. We have succeeded in having armed officers present during our court sessions, but the limited numbers of specials may pose a problem. Three officers are needed as we have implemented the use of our metal detector which requires two officers and one officer is needed in the actual courtroom. We would like to aid in the request with the police department for the hire of additional specials. We like to ensure the safety of those who work and come to court. It may also reduce the liability issues for the Township. Whereas, we are requesting the presence of armed officers, court security is an executive function. The money to pay the police officers should not come out of the court budget; rather, the municipality/police should pay for court security.

Promotions-Clerk to Violations Clerk /Deputy Court Administrator: Jacqui Jordan and Camille Elluzzi
Both employees have been employed with the township since 2004 and have never received a promotion. They are able to exercise independent judgment and perform more difficult tasks. Due to the nature of our work, our wish is to have all employees attain the title of Violations Clerk. Both have starting training offered by the Administrative Office of the Courts to enhance their skills and knowledge. Camille has finished all training and is scheduled to take the certification exam in November 2011. Jacqui has one last course to complete. Please note that other staff members within the Township have received promotions during the same time period with fewer years of service. Please note that Violations Clerk is merely a replacement title for positions held in this office for many years. Also, please be advised that due to current rule changes the position of Deputy Court Administrator may be the more appropriate title which would give the Township more flexibility and opportunity for continued coverage both during regular business hours and for emergent situations. This will also allow for better customer service output to both the public and other internal departments. Please note that this department has employed multiple deputies in the past but due personnel changes this position as yet be be refilled. Work they do far exceed that of Clerk.

Reasons for Change
Why are changes being requested? What do the changes seek to accomplish?
All reasons are stated above for each request.

With the uncertainty of current working conditions our request for a replacement position is imperative to aide us in maintaining an efficient and timely work environment.

Temporary Clerk - as stated above this is mandated to be included in every municipal court budget.

We know the due to these economic times promotions were put on hold. In fairness to the entire staff within the Township we are seeking and urging the promotions for these employees. With the possibility of layoffs these individuals stand the chance of being laid off even though they have more years of service but a lower title. During preparation of this budget we have learned that a change in the court rules now restrict these two individuals from "Acting" as Deputy Court Administrators as was done in the past which severely limits access for prompt customer service both internal and external when either the Court Administrator or Deputy Court Administrator is out for sickness, vacations and/or emergent situations. Promoting these individuals to Deputy will give a greater flexibility to the Township overall.

Would flex hours (staggered work shifts for the office staff) improve service to the community and meet some personal needs of the staff?
Flex hours would not work as we are extremely busy during the hours we are opened. Between the phones, complaints and window the loss of an employee during regular business hours adds stress to an already hectic day.

Are more court sessions needed? **Note**: Remember, the 60-day time-to-disposition goal now applies to all case categories.
No- at this time we are able to handle cases in a timely manner.

Public Defenders
Discuss provisions; however, the position should not appear in the court budget. Does your municipality have an ordinance establishing the Public Defender Application Fee (S-1886) P.L. 1997, C. 256? Remember that the fee has been raised to "up to $200.00."

Ordinance 02-94 or 025-97. Defendants are assigned to the Public Defender by the Municipal Court Judge based upon criteria set forth by the New Jersey Supreme Court. The public Defender is appointed on an annual basis and is paid in accordance with his/her professional services contract. It should be noted that the Public Defender attends approximately three court sessions per month. It is our belief that his/her attendance at every court session is eminent. A max fee of $200.00 is assessed for this service.
As with the Municipal Prosecutor, there is a need to appoint back-up Public Defenders for multi-defendant cases, emergent and conflict use.

Included in the account should be separate funds of at least $2,000.00 to cover costs of transcripts, appeals and expert witnesses. This is a necessary and expected expense.

Municipal Prosecutors
Discuss provisions; however, the position should not appear in the court budget.
Municipal Prosecutors represent the State in the prosecution of all offenses within the statutory jurisdiction of the Municipal Court. The Prosecuting Attorney is appointed on an annual basis and is paid in accordance with his/her professional services contract. The Municipal Prosecutor attends every court session. It should be noted that there is a need to appoint back-up prosecutors for emergent or conflict use. Cases cannot be transferred to another jurisdiction due to a conflict with the Prosecutor.

Included in tis account should be separate funds of at least $2,000.00 to cover costs of transcripts, appeals and expert witnesses. This is a necessary and expected expense.

III. Other Expenses Justification

Operating Expense
What are the increases? Why are these funds necessary? Specify the need for adequate funding for interpreters, acting judges, transcripts, etc.
At this time we are maintaining and operating sufficiently under our current budget. However, due to time constraints we have not been able to adequately request supplies needed. Hopefully this will be done in the near future.

During this current year we were limited to conference fees. We would like to see an increase to attend seminars and conferences. These seminars and conferences are good tools to gain knowledge and enhance professionalism. Certification also requires 45 hours of continuing education within a three (3) year period. Please note that conferences were not attended during this current year for various reasons but attendance is ensured during 2012 year.

Equipment
What is the current status of office equipment? What requests are being made, and why? Should new sound equipment be considered? Does the court have a FAX machine?
The state provides most of our computers and printers. All Township owned equipment is adequate, with the exception of the computer which needs to be updated. All programs are old and outdated.

Last year we noticed some issues with the television used in connection with our video conference. This year the actual camera broke but was replaced with another outdated unit by the company because we had a

maintenance agreement. The television still shows signs of wear. This system was purchased in 2002 and might have to be replaced in the near future. Please see updated quotes for new system.

We are also looking to enhance our mobile facsimile Technology to better meet our on call needs.

Interpreters

We presently use language line which is a great alternative and cost saver to the Town. However, there is occasion when we have to hire an actual interpreter to attend court. Please note that this figure is low but the actual cost to bring in a interpreter could deplete this line item one time.

Educational Training/Travel/Memberships

Explanation of requests.

Certified Personnel especially that of the Court Administrator must obtain 45 hours of approved professional seminars or studies every 3 years. A new rule past this year creates a requirement that along with the Court Administrator, deputies must obtain certification, conditional accreditation or accreditation before performing the quasi-judicial or managerial duties of their position. Both the Court Administrator and Deputy Court Administrator are presently certified. Additional employees are in the process of obtaining certification and will have a need to attend conferences and receive training. Training and conferences include but are not limited to the following. Training offered by the Administrative Office of the Court, conference and meetings held by the New Jersey Court Administrator's Association, County Associations, Mid-Atlantic Association for Court Management and the League of Municipalities.

Mediation

Explanation of the Supreme Court mandate and the cost efficiency of the use of mediation services.

By Court Rule, all Municipal Courts must have a mediation program. We have trained mediators available on most second and fourth Wednesdays of the month. Our mediators go to the Municipal Building for this purpose. Mediation is often an appropriate diversion from a formal court proceeding for matters involving neighbors, coworkers or issues of restitution.

Subpoena Fees

This item has been added to address the requirement under Rule 7:7-8(e) that subpoenaed witnesses be paid a $2.00 fee when called to testify on behalf of the State or on behalf of indigent defendants.

Miscellaneous

Details and justification of requests.

This is to allow upkeep/purchase of clothing for our attendants so they can be clearly identified and give a more professional appearance.

Dry Cleaning expenses Judges robe.

IV. Space and Facilities

Current Condition

What is the current status of facilities?

This court facility is approximately twelve (12) years old and are in need of updates.

Improvements

What improvements are needed?

When it rains we have leaks throughout the office, at times we have had buckets catching the water. There are are stained ceiling tiles as well of stained carpets from the water which we feel fuels the growth of mold. We have noticed and reported the possible mold growing in the door jam in our hallway.

The carpet is old, getting worn and should maybe be replaced.

Court Security

Is there consistent security during court sessions? Are employees protected during normal working hours? Are ballistic shields and panic buttons in place at both the bench and at the violations bureau? Should a metal detector be considered? Please refer to the "Schedule of Protection" that was included in Directive #15-06.

Our court security is good. We have succeeded in having armed officers present during court sessions. We also utilize a metal detector have ballistic shields and panic buttons.

Employees are protected during normal working hours as they are located in a secured portion of the building having contact with the public behind a glass window.

Americans with Disabilities Act (ADA) Considerations

We are presently in compliance with this act.

Is the court operation appropriately identified with signs on both the outside of the building and within? Are bilingual signs needed?

The Justice Complex is clearly marked as you enter the premises. There are certain bilingual signs posted in the lobby and we do use language line to communicate if necessary.

Form 4A - Special Funding Expenditure Balances ☐ Non-Applicable

Municipal Court of Jackson Township **Account Balances as of** September 2011

Please provide a brief statement explaining how the funds are to be used, including estimated costs, etc. If both DWI and P.O.A.A. funds are available, please include two separate statements.

Total Chapter 531, Laws of 1983 (DWI) Funds $7,937.13

USE OF CHAPTER 531, LAWS OF 1983 (DWI) FUNDS

Municipalities receiving funds should recognize that it is the express intention of the Legislature that these monies be used solely for the purpose of maintaining the municipal courts in their efforts to dispose of DWI cases. This includes "payments to municipal court judges, municipal prosecutors and other municipal court personnel for work performed in addition to regular employment hours" N.J.S.A. 26:2B-35(b) (emphasis added).

These funds will be used to hold special DWI court sessions...

Total P.O.A.A. (Chapter 137, Laws of 1989) Parking Funds $1,569.00

USE OF PARKING OFFENSES ADJUDICATION ACT, CHAPTER 137, LAWS OF 1989 (P.O.A.A.) FUNDS

These funds shall be in addition to the municipal court's normal budget allocation and shall be utilized solely for the administration of parking.

Supplies, shredding, issues dealing with parking matters.

Please be reminded to complete Form 4B on the following page for each single or annual expenditure request to expend funds from either of the two accounts listed above. Please do not submit Form 4B when you submit your completed budget unless you are requesting approval to expend the funds.

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-43-490-000-000 MUNICIPAL COURT/BALIFF								
MUNICIPAL COURT/BALIFF								
2-01-43-490-000-000	H							
SALARIES & WAGES								
2-01-43-490-000-010	C							
MC-BASE PAY								
2-01-43-490-000-011	S	322,282.09	298,761.82	301,010.54	313,090.00	313,089.92	_____	0.00
		307,200.13	286,331.54	288,785.30				
Transfers included in Approp		15,703.91-	189.64-	5,415.20				
MC-OVERTIME								
2-01-43-490-000-014	S	25,000.00	25,000.00	27,000.00	27,000.00	27,000.00	_____	0.00
		27,242.99	27,828.48	30,212.06				
Control Total		347,282.09	323,761.82	328,010.54	340,090.00	340,089.92	0.00	0.00
		334,443.12	314,160.02	318,997.36				
Transfers included in Approp		15,703.91-	189.64-	5,415.20				
OTHER EXPENSES								
2-01-43-490-000-020	C							
MC-PRINT & BINDING/PHOTO REPRO								
2-01-43-490-000-023	S	3,800.00	3,600.00	4,100.00	4,100.00	4,050.00	_____	0.00
		3,601.93	4,013.55	3,208.18				
					Printing of summonses, mailers, letterhead,envelopes,commitment, etc.			
MC-MAINTNCE OTHER EQUIPMENT								
2-01-43-490-000-026	S	6,500.00	5,500.00	5,500.00	5,000.00	5,000.00	_____	0.00
		5,537.00	4,716.00	4,791.00				
					Three maintenance agreements. , Tele-measurements,Garden State, Gramco			
MC-OTHER CONTRACTUAL ITEMS								
2-01-43-490-000-029	S	3,500.00	2,500.00	1,600.00	4,000.00	2,800.00	_____	0.00
		2,050.13	2,661.43	2,730.56				
					Ikon, Interpreters, conflict sessions, update equipment/service on-call needs.			
MC-CLOTHING & UNFORMS								
2-01-43-490-000-032	S	250.00	50.00	250.00	250.00	150.00	_____	0.00

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-43-490-000-000 MUNICIPAL COURT/BALIFF								
		0.00	0.00	0.00				
					Allow purchase uniforms and maintain cle aning for court attendants.			
MC-BOOKS & PUBLICATIONS								
2-01-43-490-000-033	S	400.00	350.00	400.00	400.00	250.00	_____	0.00
		369.65	382.96	240.46				
					Westlaw & Gann provide statutes and case law. Certain books needed for reference.			
MC-OFFICE MATERIAL SUPP/OTHER								
2-01-43-490-000-036	S	2,200.00	1,700.00	1,700.00	1,700.00	950.00	_____	0.00
		1,648.51	1,207.13	826.91				
					Misc. office supplies; pens, folders, pr inter ribbons, fax cartridges, etc..			
MC-CONFERENCES & MEETINGS								
2-01-43-490-000-041	S	1,500.00	500.00	1,000.00	2,000.00	750.00	_____	0.00
		1,494.27	400.00	0.00				
					Conference,seminars-45 hrs ceu's require d for CA & DCA for certification.			
MC-PROFESSIONAL ASSOC DUES								
2-01-43-490-000-044	S	500.00	450.00	500.00	500.00	450.00	_____	0.00
		415.00	270.00	290.00				
					OC Court Admin. Assoc., NJ State Assoc., MAACM, Judges Association.			
MC-OTHER OFFICE EQUIPMENT								
2-01-43-490-000-053	S	3,500.00	0.00	2,000.00	2,000.00	450.00	_____	0.00
		0.00	0.00	49.00				
					Update equipment on-call needs. Video Co nferencing, Court Security items.			
Control Total		22,150.00	14,650.00	17,050.00	19,950.00	14,850.00	0.00	0.00
		15,116.49	13,651.07	12,136.11				

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
BORZEK	CHERYL	490	Court	4/21/2003	41,240.00		0.00			0.00	41,240.00	41,652.40
DICRISTINA	ERIN	490	Court	7/1/1976	62,061.00		6,206.10			0.00	68,267.10	68,949.77
ELLUZZI	CAMILLE	490	Court	9/28/2004	33,223.00		0.00			0.00	33,223.00	33,555.23
JONES	KAREN	490	Court	12/19/2005	34,081.00		0.00			0.00	34,081.00	34,421.81
JORDAN	JACQUELINE	490	Court	6/21/2004	33,223.00		0.00			0.00	33,223.00	33,555.23
SAHIN	DANIEL	490	Court	7/1/2006	76,776.00		0.00			0.00	76,776.00	77,543.76
On Call		490	Court		7,280.00					0.00	7,280.00	7,280.00
CALANDRUCCIO	JOSEPH	490.01	Court	8/24/2007	4,824.00		0.00			0.00	4,824.00	4,872.24
DENUTO	ANTHONY	490.01	Court	8/24/2007	4,824.00		0.00			0.00	4,824.00	4,872.24
GOLDBERGER	MICHAEL	490.01	Court	8/31/2006	4,824.00		0.00			0.00	4,824.00	4,872.24
Z ABOVE CLASS		490.01	Court		1,500.00						1,500.00	1,515.00
			Court Total		303,856.00	0.00	6,206.10	0.00	0.00	0.00	310,062.10	313,089.92

JACKSON TOWNSHIP
2012 SALARY BUDGET - DRAFT

Last_Name	First_Name	Dept_Id	Dept Desc.	Hire_Date	2012 Base_ Salary	2012 Promotion Request	2012 Longevity_S alary	2012 Anniv Inc Amt (prorated)	2012 Shift Diff	2012 Otrcomp_S alary	2012 TOTAL SALARY	2012 TOTAL SALARY (w/ 1% increase)
Z OVERTIME		490	Court		27,000.00						27,000.00	27,000.00
			Court Total		27,000.00	0.00	0.00	0.00	0.00	0.00	27,000.00	27,000.00

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Administrative Office of the Courts

GLENN A. GRANT, J.A.D.
Acting Administrative Director of the Courts

www.njcourts.com • phone: 609-984-0275 • fax: 609-984-6968

To: **Assignment Judges**

From: **Glenn A. Grant, Acting Administrative Director**

Subj:: **Municipal Courts -- Implementation of the Working Group Report on the Professionalism and Qualifications of Municipal Court Directors, Administrators, and Deputy Administrators**

Date: **September 16, 2011**

On September 13, 2011, the Supreme Court adopted the attached amendments to the Rules of Court to implement the major recommendations made in the "Report of the Working Group on the Professionalism and Qualifications of Municipal Court Directors, Administrators, and Deputy Administrators" ("Report on Professionalism").

Summary of the Rule Amendments

Rule 1:34-3 (new) – This new rule provides in part that the Assignment Judge shall have the discretion to review the resumés, interview the final candidate, and accept or reject the final candidate for the positions of municipal court director, municipal court administrator, or deputy municipal court administrator. This rule also requires that the interview panel for these three positions include the chief municipal court judge and the municipal division manager, and for the municipal court administrator and deputy administrator positions also include a municipal court administrator selected by the vicinage.

Rule 1:41-1 (amended) – The amendment expands the membership of the Municipal Court Administrator Certification Board ("Board") to include a member of the Conference of Assignment Judges.

Rule 1:41-3 (new) – This new rule creates a requirement that all noncertified municipal court directors, municipal court administrators, and deputy municipal court administrators must obtain certification, conditional accreditation or accreditation before performing the quasi-judicial or managerial duties of their position, with certain limited exceptions. In order to obtain conditional accreditation or accreditation, employees in these three positions must complete the educational requirements established by the Supreme Court and the Board. The requirements for conditional accreditation must be

completed within six months of the effective date of the rule or six months of hire, as applicable. The requirements for accreditation must be completed within three years of the effective date of the rule or three years of hire, as applicable.

Rule 1:41-4 (amended) – A new subsection of this rule authorizes the Assignment Judge, pending action by the Board, to temporarily suspend the certification, conditional accreditation, or accreditation of a municipal court director, municipal court administrator, or deputy municipal court administrator when there are credible allegations that he or she has committed a serious offense or has engaged in serious misconduct. The temporarily suspended employee is entitled to a hearing before the Board.

Rule 1:41-6 (new) – This new rule provides that the Board may stay its decision to suspend or revoke a certification, conditional accreditation or accreditation when the employee has filed a notice of petition for review to the Supreme Court.

In the attached rule amendments, new text is shown as underscored, deleted text is bracketed. The amendments were effective immediately.

Any questions or comments regarding these amendments may be directed to Debra Jenkins, Assistant Director, Municipal Court Services Division, at 609-984-8241.

G.A.G.

Attachments

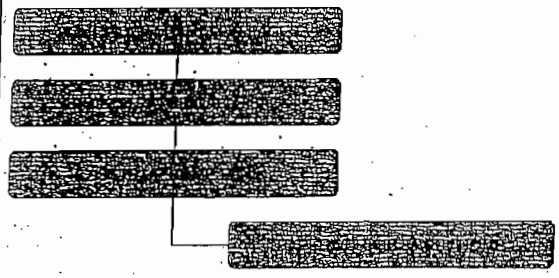
cc: Chief Justice Stuart Rabner
Vicinage Municipal Court Presiding Judges
Municipal Court Judges
Steven D. Bonville, Chief of Staff
AOC Directors and Assistant Directors
Trial Court Administrators
Municipal Division Managers
Municipal Court Directors
Municipal Court Administrators
Deputy Municipal Court Administrators
Gurpreet M. Singh, Special Assistant
Steven Somogyi, Chief, Mun. Ct. Services
Carol A. Welsch, Acting Chief, Mun. Ct. Services

Mobile Facsimile Technology

OFF-HOUR BAIL AND COMMITMENTS

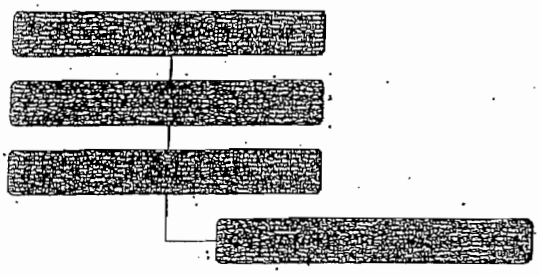
- ON CALL ADMINISTRATOR NEEDS TO BE AVAILABLE
- CURRENTLY CONTACTED VIA PAGER OR PHONE CALL
- NEEDS TO HAVE A FAX MACHINE AVAILABLE (HOME OR PORTABLE)

CURRENT STEPS



THE FAX MACHINE "RINGS"

CURRENT STEPS (CONTINUED)



PORTABLE FAX MACHINE SETUP (IF YOU ARE NOT HOME)

- NEED TO BE IN A RELIABLE CELL SIGNAL AREA
- NEED PAPER
- NEED INK
- NEED SPACE TO SET 'UP
- LEADS TO FUSTRATION

CURRENT TECHNOLOGY

- WORKS FINE
- SAVES A TRIP TO THE POLICE DEPT OR COURT OFFICE

THE FUTURE IS HERE

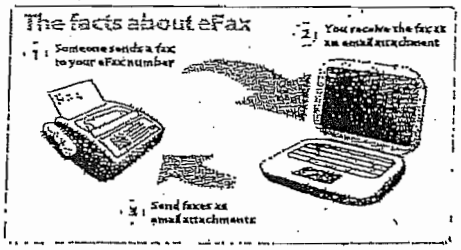
- USING EMAIL TO FAX TECHNOLOGY, YOU ARE NO LONGER BOUND TO A FAX MACHINE WHILE "ON CALL"

Thursday, September 06, 2001 The Associated Press

Computers in more homes

- **WASHINGTON** — More proof of the skyrocketing popularity of the Internet: 42 percent of U.S. households could log on to the Web in 2000, up from 18 percent three years earlier, the Census Bureau found.

HOW DOES EMAIL TO FAX WORK?



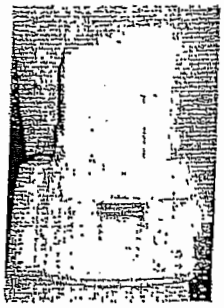
What Are The Advantages of eFaxing?

- No paper-jams
- No extra phone lines
- No busy signals
- No ink
- No bulky fax machines...

The Advantage of eFaxing

- Receive and send faxes from any location you can access the Internet...which given our ever increasing wireless world...is just about anywhere

Mobile Broadband vs. Traditional Fax Machine



Applicable Mobile Devices

- Laptop

- PDA

- Tablet PC

AND OF COURSE,

YOUR HOME COMPUTER!

Solid Reasons To Use An Internet Fax Service

- **Convenience** -There's a great deal of convenience to receiving and sending your faxes through your email. You can access it anywhere and anytime; wherever and whenever you access your computer and the Internet. Your faxes are right at your fingertips - just one click away.

Mobility

- Perhaps, the most important feature or selling point for using an Internet or email fax service is mobility. Since you receive and send faxes through your email system, and the Internet you can access them anywhere, anytime.
- Just in the last five or ten years we have seen the explosion in the popularity of cell phones, PDAs, Wi-Fi, Wireless Broadband, and portable laptop computers. All these new technologies have changed how we do business and how we communicate. Internet or email fax fits perfectly into this mix and gives us the means to take our work on the road.

Easy To Use

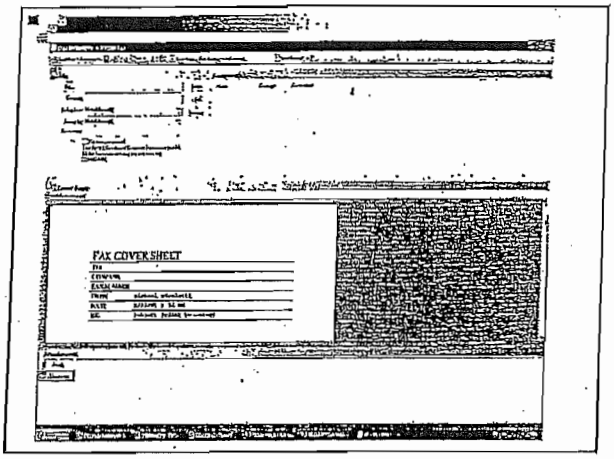
- Internet fax is as easy as using your email. How hard can that be? Most, if not all email fax providers have a Web Interface (online site) where you can log onto and do all your faxing chores. Send and receive your faxes. Most fax services also allow you to store your faxes online for easy access.
- Most Internet fax services will work with Windows Outlook and Windows Office.
- Finally, most services let you send a fax by just sending an email, i.e. (destination number)@yourfaxservice.com - It doesn't get any easier than that.

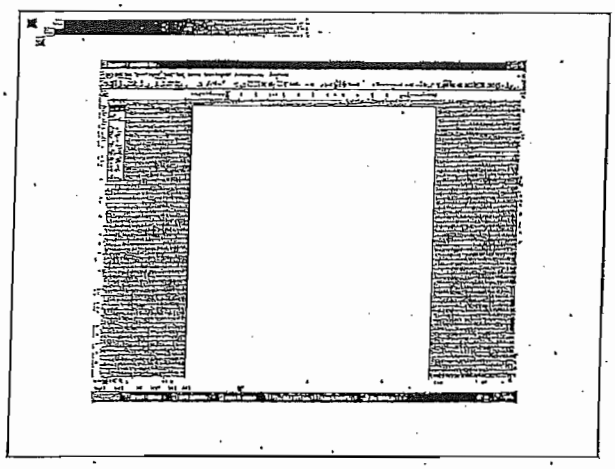
Compatibility

- In a world that's constantly changing, having a faxing system that's compatible to all the latest gadgets and gizmos, is more important than it may seem at first glance. As our communication and business tools keep changing with the introduction of new hardware and services, Internet or email fax will work with all of these new inventions: Laptops, PDAs, Cell Phones, Wi-Fi, VoIP, Wireless Broadband, Satellite Internet, and whatever else comes by.

How do you Send or Receive EFaxes?

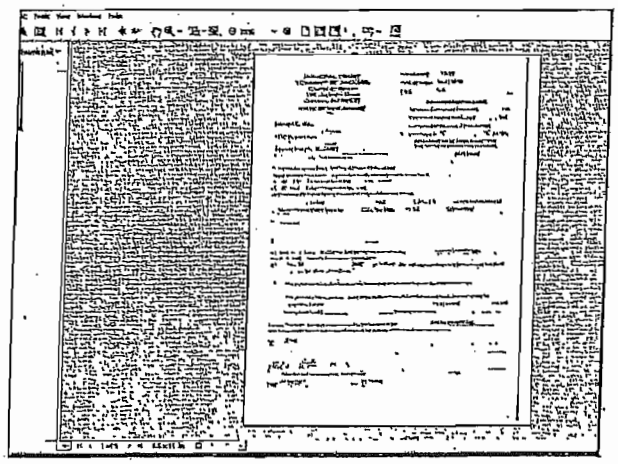
- Faxes are received to your email
- Faxes are sent from your email
- The following slides show sample screenshots of the system I currently use





Faxing Court Documents- Software needed

- Court Documents such as CDR's, and Commitments, are received by the efax program as .PDF documents.
- To modify the documents you use the efax software
- You type in the Bail Amount, Court Date, etc...
- Using your "cut and paste" skills, you attach your signature
- You 'efax" the completed document back to the Police Dept Fax Machine, (as an email)

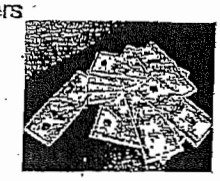


Other supported formats and uses

- Word documents (.doc)
- Spreadsheets (.xls)
- These are sent from your computer to a Fax Machine
- Fax items to yourself to keep on your harddrive (instant scan)

Cost Factors to Consider

- Different types of computers
- The EFAX program
- Mobile broadband access



QUESTIONS

- I am available to answer any questions you may have
- If you would like a copy of this PowerPoint presentation, please contact me through the Jackson Township Municipal Court

Mooring Tech, Inc.
488 Edgewood Ave.
Atlanta, Georgia 30312
United States

Quotation

Date
Oct 17, 2007 11:17 AM EDT

Doc #
Scratch Pad - rev 1 of 1

Description
N/A

SalesRep
Store, C (P) 877-532-8088 (F) 877-532-8088

Customer Contact

Item	Description	Part	Qty	Tax	Unit Price	Total
1	Panasonic Toughbook 19 Tablet PC-version Intel Core Duo U2400 1.06Ghz (Centrino), 10.4" XGA with Digitizer, 80GB, 512MB, Intel 802.11a/b/g,WinXP Tablet, TPM1.2,Bluetooth,No Optical, Dual pass through	CF-19CDBAXVM	1	No	$3,250.00	$3,250.00
2	Kingston memory Memory - 512 MB - SO DIMM 200-pin - DDR II - 667 MHz / PC2-5300 - CL5 - 1.8 V - unbuffered - non-ECC	KVR667D2S5/512	1	No	$65.00	$65.00
3	Panasonic - CF-19 VERIZON EVDO REVA-FIELD UPGRADEABLE	19VREVAFU	1	No	$340.00	$340.00

Subtotal	$3,655.00
Tax (0.000%)	$0.00
Shipping	$0.00
Total	**$3,655.00**

Quote is valid for 30 Days

New Jersey State Contract
T-1466

Tele-Measurements, Inc.

145 Main Avenue, Clifton, NJ 07014
Phone (973) 473-8822
Fax (973) 473-0521

Jackson Twp Municipal Court

Prepared for:

Erin DiCristina

Account Manager: John Roman extension 204

Proposal Number: 20589

Date: September 13, 2011

Item	Qty	Manufacturer	Model	Description	Line	List Price	Discount	Price	Extension
	Arraignment Videoconferencing System								
1	1	Sony	PCSXL55	Desktop VC system	00046	$5,999.00	19.8%	$4,811.20	$4,811.20
2	1	Sony	SGSPXL551YR	Required one year service contract	00046	$899.00	19.8%	$721.00	$721.00
3	1	Sony	PCSA-B384s	Three ISDN multtplexer	00046	$1,295.00	19.8%	$1,038.59	$1,038.59
4	1	TMI	ISDN-NT384	Three ISDN Network Interface Unit	00001	$398.20	N/A	$398.20	$398.20
	ON SITE SERVICE			Labor,materials,etc.					
5	8	TMI	Site Installation	On site integration and testing	00047	$95/hr.	N/A	$760.00	$760.00
				Total					**$7,728.99**

	TERMS AND CONDITIONS
a	All contents of this proposal are the sole property of Tele-Measurements, Inc. and may not be shared or re-created in any way.
b	TMI automatically warrantees all system installations for a 90 day period, providing parts and labor with on-site support as required at no charge to our customers. This 90 day period is initiated upon delivery of an operational system and it's turnover to the customer for his beneficial use.
c	Prices quoted are valid for 30 days, beyond this period please re-confirm pricing and availability when ordering.
d	On long term projects, progress billings will be submitted monthly with payment terms of Net/30.
e	TMI leasing programs are available offering monthly payments up to 60 months subject to credit approval.

550

SONY
make.believe

HD

Sony PCS-XL55 HD Visual Communication System

The clear path to HD videoconferencing.

IPELA™

Bringing professionals together in HD clarity.

When communicating clearly with employees, clients, or colleagues is vital to your business, you need a videoconferencing system that lets you see, hear, speak, and be heard with the utmost clarity, whether on or off site. That's why so many professionals rely on Sony's PCS-XL55 HD Visual Communication System—an all-in-one desktop design with powerful lifelike stereo sound and stunning 720p high- definition images. This is videoconferencing with HD audio and video so real to life it almost feels like you're actually there. High-definition images provide approximately four times more details than standard-definition images, delivering greater clarity to the visual communication experience, whether in the conference room, the classroom, or the operating room.

Videoconferencing is a cost-effective use of resources, saving the expense of travel and time away from your office. The Sony PCS-XL55 system allows you to attend off-site meetings in real time, no matter where your business or facility is located.

Whether used for consulting, distance learning, meetings or training sessions, the Sony HD Visual Communication System brings a whole new level of clarity to videoconferencing for education, medical, government or corporate applications.

Key Features

Stunning 720p High-definition (HD) images.

The PCS-XL55 adopts the H.264 video codec, which enables efficient transmission of high-quality images at up to 60 frames per second (fps) in a high-definition resolution of 1280 x 720 pixels. Stunning HD video enhances your videoconferencing with more lifelike images for effective communication.

Lifelike Stereo Sound.

The PCS-XL55 ensures a natural and clear sound with an advanced echo canceller.

ITU-T H.239 Support—Presentation Data Transferred at 30 fps.*

With support for the ITU-T H.239 (video and presentation data) standard, the PCS-XL55 can send both the video and presentation data displayed on your PC to videoconferencing counterparts for more effective communication. Presentation data can be transferred at frame rates as high as 30 fps*, providing natural and smooth presentations even when using animation effects or showing videos from your PC. This presentation data can also be shown from either a projector or sub display, using the RGB output. (see Figure 1)

* These functions are available except when using the 720/60p video format.

Transportable All-in-One Design.

The PCS-XL55 is an all-in-one visual communication system that combines a built-in high-quality camera, 16:9 widescreen 21.6-inch (measured diagonally) WXGA LCD, speakers, and a microphone in one compact and sleek body that can even double as a PC display. The unit incorporates a privacy shutter that can be closed if you prefer not to be seen when a call comes through.

The PCS-XL55 also has a relatively wide 80.1 degree horizontal viewing angle, making it ideal not only for use on individual desktops, but also in small meeting spaces with a number of participants.

In addition, the PCS-XL55 is easy to transport because it is equipped with a handle and is relatively light in weight. (see Figure 2)

KIOSK Mode.

The PCS-XL55 has a convenient Kiosk mode that can be used to provide unattended services for applications such as remote consulting or customized distance learning. This mode not only provides a user-friendly interface for customers, but is also both easy to configure and flexible. For example, up to four locations can be preset, and customized thumbnail images can be designed. (see Figure 3)

Video Annotation Function.**

For effective communication, the PCS-XL55 offers a useful video annotation function. Conference participants can clearly point out specific parts of shared data, including live images and presentation data, by simply writing on a tablet. This function can help you to minimize time and effort in your communications, enabling you to deliver a clear, strong message. (see Figure 4)

** Requires an optional third-party pen tablet.

Enhanced Intelligent QoS℠ Functions for Stable and Secure Videoconferencing.

To handle the transmission of large amounts of HD video data, while maintaining high-quality and stable communication over an IP network, the PCS-XL55 incorporates the following advanced Quality of Service (QoS) functions:

- Adaptive FEC (Forward Error Correction)
- Real-time ARQ™ (Automatic Repeat reQuest)
- ARC (Adaptive Rate Control)

These functions work in harmony for fast and consistent data throughput during the transmission of video signals, by adapting to any changes in network condition, and correcting any packet loss. (see Figure 5)

Multi-Point Connection—Embedded MCU.

Using either an IP (H.323 protocol) or ISDN (H.320 protocol) connection, the PCS-XL55 can communicate with up to two remote videoconferencing sites (three sites in total) simultaneously.

Simple Set-up and Easy Operation Intuitive GUI—Simple Layer Structure/Translucent Cascading Menus.

The PCS-XL55 was designed with an intuitive GUI, utilizing translucent cascading menus. This simple layer structure and easy functionality allow you to operate the videoconferencing system, including the camera, much more easily.

One-Touch Dialing with the RF Remote Commander Unit.

For user convenience, the PCS-XL55 adopts an RF Remote Commander unit which you do not have to point directly towards the system. What's more, the PCS-XL55 has a convenient One-Touch Dialing feature, which allows you to easily connect to any of your registered contacts by just pushing a function button on the RF Remote Commander unit that corresponds to a thumbnail image on the GUI. Up to four contacts for one-touch dialing can be shown on the home menu from a maximum of 1,000 registered contacts.

Other Features.

- Memory Stick™ recording—video/presentation data (including annotations) and audio can be recorded for later review.
- Presentation data can be sent as a single stream by selecting the RGB input.
- Built-in streaming function for multicasting to large audiences.
- Support for IPv6.
- Support for H.460 Firewall Traversal.
- Up to 100 camera preset positions can be stored, each with a thumbnail image for easy recall.

Figure 1

Figure 2

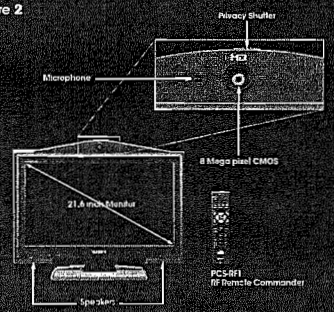
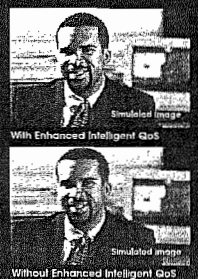


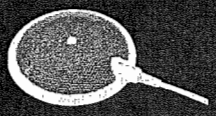
Figure 3

Figure 4

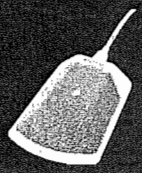
Figure 5



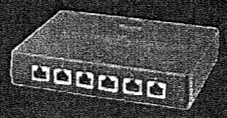
Optional Accessories



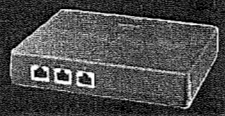
PCS-A1
Omnidirectional Microphone



PCSA-A3
Unidirectional Microphone



PCSA-B768S
ISDN I/F Box 768Kbps

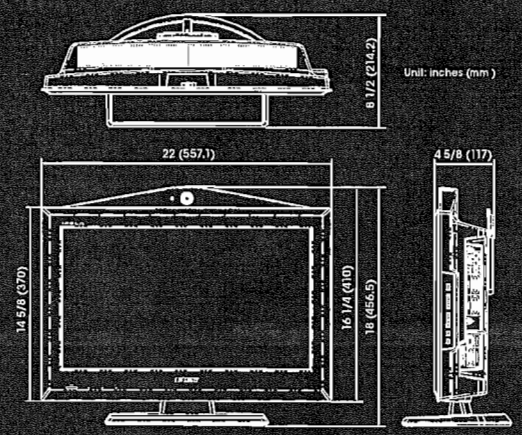


PCSA-B384S
ISDN I/F Box 384Kbps

PCS-XL55	
VIDEO	
Communication protocol standards	H.320, H.323, IETF SIP
Compression standard	H.261, H.263, H.263+, H.263++, H.264, MPEG-4 video (SIP only)
Resolution	4:3 - QCIF (176 x 144), CIF (352 x 288), 4CIF (704 x 576) 16:9 - wCIF/w288p (512 x 288), w432p (768 x 432), w4CIF (1024 x 576), 720p (1280 x 720)
Maximum frame rate	Max. 60fps: H.264 - 720p Max. 30fps: H.261 - QCIF, CIF H.263 - QCIF, CIF H.264 - QCIF, CIF, 4CIF, wCIF, w432p, w4CIF Max. 10fps: H.263 - 4CIF
Bit rate	IP - 64 kb/s to 4 Mb/s ISDN - 56 kb/s to 768 kb/s (with optional PCSA-B768S), 56 kb/s to 384 kb/s (with optional PCSA-B384S)
AUDIO	
Bandwidth and coding	G.711(3.4kHz@56/64kbps), G.722(7.0kHz@48/56/64kbps), G.728(3.4kHz@16kbps), MPEG-4 AAC-LC/LD Mono (14kHz@48/64/96kbps), MPEG-4 AAC-LC/LD Mono (22kHz@96kbps - IP only), MPEG-4 AAC-LC/LD Stereo (22kHz@192kbps - IP only)
Echo cancellation	ON/OFF Stereo Echo Cancelling, Auto Gain Control, Noise Suppressor
NETWORK	
Protocol	TCP/IP, UDP/IP, DHCP, DNS, HTTP, TELNET, SSH, SNMP, NTP, PPPoE, UPnP, ARP, RTP/RTCP
QoS (Quality of Service)	Adaptive FEC (Forward Error Correction), Real-time ARQ (Auto Repeat reQuest), ARC (Adaptive Rate Control), IP Precedence/DiffServe
Others network features	NAT, UDP Shaping, TCP/UDP Port Setting, Auto Gatekeeper Discovery, URI Dialing, IPv6
STANDARDS	
ITU-T (excludes audio/video standards)	H.221, BONDING, H.225.0, H.231, H.239, H.241 H.242, H.243, H.245, H.350, H.460.18, H.460.19
IETF	RFC2190, RFC3016, RFC3047, RFC3261, RFC3264, RFC3550, RFC3984, RFC4573, RFC4587, RFC4629, RFC4856, RFC4628, RFC5168
Encryption	H.233, H.234, H.235 ver.3
Far end camera control	H.224, H.281
MULTIPOINT CAPABILITY	
Multipoint capability	Up to 3 sites (H.320/H.323)
SCREEN LAYOUT	
Screen Layout	Full Screen, PinP, PandP, SideBySide
DATA SHARING	
Data Sharing	PC image supported up to SXGA
LIP SYNCHRONIZATION	
Lip Synchronization	AUTO/OFF
MIC OFF FUNCTION	
Mic off Function	ON/OFF
CAMERA	
Image sensor	1/3.2-type 8 Megapixels CMOS image sensor
Position preset	100 positions (Saved in Main Unit)
Focus	Auto / Manual
Gain	Auto (Auto Gain Control)
Focal length	f=2.9mm (F2.8)
Zoom ratio	3x digital zoom
Horizontal viewing angle	Approx. 80.1°
Other features	Auto White Balance, Backlight

DISPLAY	
Size	21.6 inch wide (measured diagonally)
Aspect ratio	16:9
Resolution	1366 x 768 (WXGA)
Brightness	270 cd/m²
Response time	6.5ms
Contrast ratio	2500:1
Viewing angle	176°
Colors	16.7M colors
INTERFACE	
Video Input	AUX Video Input (RGB x1)
Video Output	RGB x1
Audio Input	AUX Mic Input L/R x1(Analog, Plug-in power, PCS-A1/PCSA-A3), AUX Input (Mini, Stereo) x1
Audio Output	Headphone Output (Mini, Stereo) x1, REC Output (Pin, Stereo) x1
Network	10BASE-T/100BASE-TX x1, ISDN Unit Interface x1
Control	RS-232C
Others	Memory Stick Slot x1, Tablet Interface
GENERAL	
Operating temperature	41°F to 95°F (5°C to 35°C)
Operating humidity	20 % to 80 %
Storage temperature	-4°F to +140°F (-20°C to +60°C)
Storage humidity	20 % to 80 %
Power requirements	DC19.5 V supplied from AC Power Adapter (AC100-240 V, 50/60 Hz)
Current consumption	5 A
Dimensions (W x H x D)	22 x 18 x 8 1/2 inches (557.1 x 456.5 x 214.2 mm) *excl. projections, including stand
Mass	18 lb 1 oz (8.2 kg)
SUPPLIED ACCESSORIES	
	AC Power Adaptor x1, PCS-RF1 (RF Remote Commander Unit) x1, Manganese Battery for Remote Commander Unit x2, CD-ROM(Operation Manuals) x1, Operation Guide x1, Quick Connection Guide/Remote Commander Guide x1, Worldwide Warranty Booklet x1

Dimensions



Sony Electronics Inc.
1 Sony Drive
Park Ridge, NJ 07656

©2011 Sony Corporation. All rights reserved. Reproduction in whole or in part without written permissions is prohibited. Features and specifications are subject to change without notice. The values for weight and dimension are approximate. All screen images are simulated. "SONY", "make. believe", Memory Stick and "IPELA" are trademarks of Sony Corporation. All other trademarks are the property of their respective owners.
CAUTION: Federal (USA) law restricts this device to sale by or on the order of a physician or other appropriately licensed medical professional.
CAUTION: See product labeling for indications, contraindications, warnings, cautions, and directions for use.

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Printed in USA 2/11

DEPARTMENT OF LAW

Officer of the Public Defender

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-43-495-000-000 PUBLIC DEFENDER								
PUBLIC DEFENDER 2-01-43-495-000-000	H							
OTHER EXPENSES 2-01-43-495-000-020	C							
MC-LEGAL SERVICES 2-01-43-495-000-027	S	10,000.00 0.00	5,000.00 0.00	12,000.00 0.00	17,000.00 supplemental public defender fees	12,000.00		0.00
MC-MISC EXPENSES 2-01-43-495-000-099	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
Control Total		10,000.00 0.00	5,000.00 0.00	12,000.00 0.00	17,000.00	12,000.00	0.00	0.00

Range of Accounts: T-12-56-851-000-814 to T-12-56-851-000-814 Year To Date As Of: 10/27/11
Current Period: 01/01/11 to 10/27/11 Cap Accounts Switch: Yes Include Requisitions: Yes
Print PO/Contract/Budget: No Print Add/Changes: No Department Page Break: No Subtotal CAFR: No Subtotal Department: No
Subtotal Extd: No Fund Control Totals: No CAFR Control Totals: No Department Control Totals: No
Modified = Adopted + Amended + Transfers
Total Paid/Charged = Expended + Encumbered - Reimbursed %Used = Total Paid/Charged YTD / (Modified - Cancel)
Balance = Modified - Total Paid/Charged - Canceled - Requested Unexpended = Modified - Expended + Reimbursed YTD - Canceled
Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the As of Date
Note: Requisitions charged to Existing Blanket PO's are not included in Requested YTD.
* Transaction is included in Previous and/or Begin Balance ** Transaction is not included in Balance Po Transactions: Summarized
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Account No Description

	Adopted	Amended	Transfers	Modified	Balance YTD	%Used
	Expended YTD	Encumber YTD	Reimbrsd YTD	Canceled	Unexpended	
	Expended Curr	Requested YTD	Reimbrsd Curr	Pd/Chrgd YTD		

T-12-56-851-000-814 RESERVE-PUBLIC DEFENDER FEES

	0.00	0.00	0.00	0.00	7,114.76	0
	248,730.49	4,000.00	259,845.25	0.00	11,114.76	
	23,800.00	0.00	18,308.50	7,114.76-		

Date	Transaction Data/Comment		Vendor/Reference				Trans Amount	Trans Balance	User
Begin Balance: 01/01/11								16,606.26	
01/14/11 Reimbursement	R389301-PDEF-FEES		Reference	15531	1		1,131.00	17,737.26	MAH
02/10/11 Reimbursement	PUBLIC DEFENDER		Reference	15699	1		582.00	18,319.26	MAH
02/22/11 PO P1100180 1 Open	PUBLIC DEFENDER JAN.-DEC.'11	RCS02	R.C.SHEA & ASSOCIATES			BC	4,000.00-	14,319.26	MB
02/22/11 PO P1100180 2 Deleted	PUBLIC DEFENDER AUGUST 2010	RCS02	R.C.SHEA & ASSOCIATES		En 02/22/11		2,000.00 **	14,319.26	MB
02/22/11 PO P1100180 3 Deleted	PUBLIC DEFENDER NOV	RCS02	R.C.SHEA & ASSOCIATES		En 02/22/11		2,000.00 **	14,319.26	MB
02/22/11 PO P1100180 4 Deleted	PUBLIC DEFENDER OCT 2010	RCS02	R.C.SHEA & ASSOCIATES		En 02/22/11		2,000.00 **	14,319.26	MB
02/22/11 PO P1100180 5 Deleted	PUBLIC DEFENDER SEPTEMBER 2010	RCS02	R.C.SHEA & ASSOCIATES		En 02/22/11		2,000.00 **	14,319.26	MB
02/22/11 PO P1100180 6 Deleted	PUBLIC DEFENDER DEC 2010	RCS02	R.C.SHEA & ASSOCIATES		En 02/22/11		2,000.00 **	14,319.26	MB
03/10/11 Reimbursement	R586829 COURT PDEF	Reference	15881	1			1,772.00	16,091.26	MAH
03/22/11 PO P1100180 7 Paid Ck 61012	PUBLIC DEFENDER JAN	RCS02	R.C.SHEA & ASSOCIATES		En 02/22/11	BS	2,000.00-	14,091.26	GEO
03/22/11 PO P1100180 8 Paid Ck 61012	PUBLIC DEFENDER feb	RCS02	R.C.SHEA & ASSOCIATES		En 02/22/11	BS	2,000.00-	12,091.26	GEO
04/07/11 Reimbursement	COURT PDEF	Reference	16054	4			1,258.00	13,349.26	MAH
04/12/11 PO P1100180 9 Paid Ck 61019	PUBLIC DEFENDER MARCH	RCS02	R.C.SHEA & ASSOCIATES		En 02/22/11	BS	2,000.00-	11,349.26	GEO
05/10/11 PO P1100180 10 Paid Ck 61026	PUBLIC DEFENDER APRIL	RCS02	R.C.SHEA & ASSOCIATES		En 02/22/11	BS	2,000.00-	9,349.26	GEO
05/10/11 PO V1124444 1 Paid Ck 61022	EXAMINATION OF CLIENT	EIS08	DR. LAWRENCE EISENSTEIN		En 05/03/11		1,000.00-	8,349.26	GEO
05/16/11 Reimbursement	APRIL PDEF FEES	Reference	16304	1			2,350.00	10,699.26	MAH
06/09/11 Reimbursement	may 2011 pdef	Reference	16470	1			1,719.00	12,418.26	MAH

Account No — Description

Date	Transaction Data/Comment		Vendor/Reference			Trans Amount	Trans Balance	User
		Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD / Requested YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended		
06/09/11	Reimbursement	may 2011 poaa	Reference 16470 2			2.00	12,420.26	MAH
06/09/11	Reimbursement	REV TO CORRECT MAY2011 POAA	Reference 16602 1			2.00-	12,418.26	MAH
06/14/11	PO P1100180 11 Paid Ck 61034	PUBLIC DEFENDER MAY	RCS02	R.C.SHEA & ASSOCIATES	En 02/22/11 BS	2,000.00-	10,418.26	GEO
06/28/11	PO P1100180 12 Paid Ck 61040	PUBLIC DEFENDER JUNE	RCS02	R.C.SHEA & ASSOCIATES	En 02/22/11 BS	2,000.00-	8,418.26	GEO
06/28/11	PO V1124742 1 Paid Ck 61039	CONFLICT PUBLIC DEFENDER	FER16	CARLOS FERREIRA	En 06/20/11	1,000.00-	7,418.26	GEO
07/15/11	Reimbursement	JACKSON MUNIC COURT 6/2011 PDEF	Reference 16679 2			2,926.50	10,344.76	MAH
07/26/11	PO P1100180 13 Paid Ck 61044	PUBLIC DEFENDER JULY	RCS02	R.C.SHEA & ASSOCIATES	En 02/22/11 BS	2,000.00-	8,344.76	GEO
07/26/11	PO V1124938 1 Paid Ck 61046	CONFLICT/ALT 7/5 7/7	TIV01	CHARLES P. TIVENAN, ESQ.	En 07/12/11	400.00-	7,944.76	GEO
07/26/11	PO V1125015 1 Paid Ck 61046	CONFLICT/ALT 7/14/11	TIV01	CHARLES P. TIVENAN, ESQ.	En 07/18/11	200.00-	7,744.76	GEO
08/09/11	PO V1125154 1 Paid Ck 61049	CONFLICT PUB DFNR 7/19/11	TIV01	CHARLES P. TIVENAN, ESQ.	En 07/28/11	200.00-	7,544.76	GEO
08/11/11	Reimbursement	PUBLIC DEFENDER	Reference 16871 1			2,754.50	10,299.26	MAH
09/13/11	PO P1100180 14 Paid Ck 61053	PUBLIC DEFENDER AUGUST	RCS02	R.C.SHEA & ASSOCIATES	En 02/22/11 BS	2,000.00-	8,299.26	GEO
09/13/11	PO V1125398 1 Paid Ck 61056	CONFLICT/ALT DFNR 8/16/11	TIV01	CHARLES P. TIVENAN, ESQ.	En 08/25/11	200.00-	8,099.26	GEO
09/13/11	PO V1125399 1 Paid Ck 61056	CONFLICT/ALT DFNR 8/18/11	TIV01	CHARLES P. TIVENAN, ESQ.	En 08/25/11	200.00-	7,899.26	GEO
09/16/11	Reimbursement	PDEF	Reference 17144 1			2,296.50	10,195.76	MAH
09/27/11	PO P1100180 15 Paid Ck 61059	PUBLIC DEFENDER SEPT.	RCS02	R.C.SHEA & ASSOCIATES	En 08/15/11 BS	2,000.00-	8,195.76	GEO
09/27/11	PO V1125550 1 Paid Ck 61060	CONFLICT/ALT 9/8	TIV01	CHARLES P. TIVENAN, ESQ.	En 09/16/11	200.00-	7,995.76	GEO
10/05/11	Reimbursement	COURT PUBLIC DEF FEES	Reference 17242 1			1,519.00	9,514.76	MAH
10/25/11	PO P1100180 16 Paid Ck 61068	PUBLIC DEFENDER OCT..	RCS02	R.C.SHEA & ASSOCIATES	En 08/15/11 BS	2,000.00-	7,514.76	GEO
10/25/11	PO V1125815 1 Paid Ck 61070	CONFLICT/ALT PUBLIC DFNDR	TIV01	CHARLES P. TIVENAN, ESQ.	En 10/12/11	400.00-	7,114.76	GEO

Fund Budgeted	0.00	0.00	0.00	0.00	7,114.76	0
	248,730.49	4,000.00	259,845.25	0.00	11,114.76	
	23,800.00	0.00	18,308.50	7,114.76-		
Fund Non-Budgeted	0.00	0.00	0.00	0.00	0.00	0
	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00		
Fund Total	0.00	0.00	0.00	0.00	7,114.76	0
	248,730.49	4,000.00	259,845.25	0.00	11,114.76	
	23,800.00	0.00	18,308.50	7,114.76-		
Final Budgeted	0.00	0.00	0.00	0.00	7,114.76	0
	248,730.49	4,000.00	259,845.25	0.00	11,114.76	
	23,800.00	0.00	18,308.50	7,114.76-		

Range of Accounts: T-12-56-851-000-814 to T-12-56-851-000-814 Year To Date As Of: 12/31/10
Current Period: 01/01/10 to 12/31/10 Cap Accounts Switch: Yes Include Requisitions: Yes
Print PO/Contract/Budget: No Print Add/Changes: No Department Page Break: No Subtotal CAFR: No Subtotal Department: No
Subtotal Extd: No Fund Control Totals: No CAFR Control Totals: No Department Control Totals: No
Modified = Adopted + Amended + Transfers
Total Paid/Charged = Expended + Encumbered - Reimbursed %Used = Total Paid/Charged YTD / (Modified - Cancel)
Balance = Modified - Total Paid/Charged - Canceled - Requested Unexpended = Modified - Expended + Reimbursed YTD - Canceled
Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the As of Date
Note: Requisitions charged to Existing Blanket PO's are not included in Requested YTD.
* Transaction is included in Previous and/or Begin Balance ** Transaction is not included in Balance Po Transactions: Summarized
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Account No / Description	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD / Requested YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended
T-12-56-851-000-814 RESERVE-PUBLIC DEFENDER FEES	0.00	0.00	0.00	0.00	16,606.26 0
	224,930.49	0.00	241,536.75	0.00	16,606.26
	31,400.00	0.00	20,238.00	16,606.26-	

Date	Transaction Data/Comment		Vendor/Reference			Trans Amount	Trans Balance	User
Begin Balance: 01/01/10							25,768.26	
01/11/10 Reimbursement	COURT PUBLIC DEF		Reference 13197 1			1,680.50	27,448.76	MAH
01/21/10 PO V9019732	1 Paid Ck 60911	PUBLCI DRFNDR DEC 2009	RCS02	R.C.SHEA & ASSOCIATES	En 01/11/10	1,000.00-	26,448.76	GEO
02/19/10 Reimbursement	R761945 PDEF		Reference 13479 2			2,472.50	28,921.26	MAH
03/03/10 PO P0900553	1 Void	BLANKET / APRIL'09 - DEC.'09	RCS02	R.C.SHEA & ASSOCIATES	En 04/07/09	2,000.00	30,921.26	LAS
03/09/10 PO V1020285	1 Paid Ck 60922	CONFLICT DEFENDER 1/5/2010	TIV01	CHARLES P. TIVENAN, ESQ.	En 02/25/10	600.00-	30,321.26	GEO
03/09/10 PO V1020286	1 Paid Ck 60922	CONFLICT DEFENDER FEB 16,18	TIV01	CHARLES P. TIVENAN, ESQ.	En 02/25/10	600.00-	29,721.26	GEO
03/12/10 Reimbursement	r760009 public defender fees		Reference 13599 1			778.00	30,499.26	MAH
03/23/10 PO V1020436	1 Paid Ck 60927	CONFLICT (T. DZURELLA) 12/1/09	SAN21	BIANCA M.SANGIOVANNI	En 03/10/10	200.00-	30,299.26	GEO
03/23/10 PO V1020455	1 Paid Ck 60926	JAN/FEB 2010 DINA VICARI DFNR	RCS02	R.C.SHEA & ASSOCIATES	En 03/11/10	4,000.00-	26,299.26	GEO
04/08/10 Reimbursement	PUB DEFENDER		Reference 13768 1			2,512.29	28,811.55	MAH
04/13/10 PO P1000489	1 Paid Ck 60930	APPT/PUBLIC DEFENDER MARCH	RCS02	R.C.SHEA & ASSOCIATES	En 03/23/10	2,000.00-	26,811.55	MB
04/13/10 PO V1020638	1 Paid Ck 60931	CONFLICT ALT DFNDR 3/18	TIV01	CHARLES P. TIVENAN, ESQ.	En 03/26/10	200.00-	26,611.55	GEO
04/27/10 PO V1020903	1 Paid Ck 60938	CONFLICT/ALT DFNDR 4/15/10	TIV01	CHARLES P. TIVENAN, ESQ.	En 04/20/10	200.00-	26,411.55	GEO
04/27/10 PO V1020928	1 Paid Ck 60938	CONFLICT/ALT 4/01/10	TIV01	CHARLES P. TIVENAN, ESQ.	En 04/20/10	200.00-	26,211.55	GEO
05/07/10 Reimbursement	R382611 04/10 PUBLIC DEFENDER FEES		Reference 13990 2			1,585.00	27,796.55	PS
05/12/10 PO P1000489	2 Paid Ck 60942	APPT/PUBLIC DEFENDER APRIL	RCS02	R.C.SHEA & ASSOCIATES	En 03/26/10	2,000.00-	25,796.55	GEO
05/12/10 PO V1021013	1 Paid Ck 60941	CONFLICT/ALTERNATE	FER16	CARLOS FERREIRA	En 05/04/10	1,400.00-	24,396.55	GEO

Account No / Date	Transaction	Data/Comment	Description / Vendor/Reference	Adopted / Amended / Transfers / Modified / Balance YTD %Used Expended YTD / Encumber YTD / Reimbrsd YTD / Canceled / Unexpended Expended Curr / Requested YTD / Reimbrsd Curr / Pd/Chrgd YTD	Trans Amount	Trans Balance	User
05/25/10	PO V1021108	1 Paid Ck 60946	CONLFICT DFNDR 5/04/10	TIV01 CHARLES P. TIVENAN, ESQ. En 05/11/10	400.00-	23,996.55	GEO
06/11/10	Reimbursement	PDEF 5/2010	Reference 14228 1		1,601.21	25,597.76	MAH
06/22/10	PO P1000489	3 Paid Ck 60951	APPT/PUBLIC DEFENDER MAY	RCS02 R.C.SHEA & ASSOCIATES En 03/26/10	2,000.00-	23,597.76	GEO
06/22/10	PO V1021262	1 Paid Ck 60954	ALTERNATE DEFENDER	TIV01 CHARLES P. TIVENAN, ESQ. En 06/03/10	400.00-	23,197.76	GEO
07/15/10	Reimbursement	R388821 06/10 PUBLIC DEFENDER FEES		Reference 14409 1	1,264.00	24,461.76	PS
07/21/10	PO P1000989	2 Deleted	APPT/PUBLIC DEFENDER APRIL	RCS02 R.C.SHEA & ASSOCIATES En 07/21/10	2,000.00 **	24,461.76	MB
07/21/10	PO P1000989	3 Deleted	APPT/PUBLIC DEFENDER MAY	RCS02 R.C.SHEA & ASSOCIATES En 07/21/10	2,000.00 **	24,461.76	MB
07/21/10	PO P1000989	4 Deleted	APPT/PUBLIC DEFENDER JUNE	RCS02 R.C.SHEA & ASSOCIATES En 07/21/10	2,000.00 **	24,461.76	MB
07/27/10	PO P1000489	4 Paid Ck 60961	APPT/PUBLIC DEFENDER JUNE	RCS02 R.C.SHEA & ASSOCIATES En 03/26/10	2,000.00-	22,461.76	GEO
07/27/10	PO V1021735	1 Paid Ck 60962	CONFLICT/ALT PUBLIC JULY	TIV01 CHARLES P. TIVENAN, ESQ. En 07/14/10	200.00-	22,261.76	GEO
08/10/10	PO V1021842	1 Paid Ck 60965	CONFLICT/ALT PUB DEF	TIV01 CHARLES P. TIVENAN, ESQ. En 08/03/10	400.00-	21,861.76	GEO
08/12/10	Reimbursement	JULY PDEF		Reference 14631 1	2,025.50	23,887.26	MAH
08/24/10	PO P1000989	1 Paid Ck 60968	PUBLIC DEFENDER JULY 2010	RCS02 R.C.SHEA & ASSOCIATES En 07/21/10	2,000.00-	21,887.26	MB
09/09/10	Reimbursement	PUBLIC DEFENDER FEES		Reference 14789 1	1,610.00	23,497.26	MAH
09/14/10	PO P1000989	5 Paid Ck 60975	PUBLIC DEFENDER AUGUST 2010	RCS02 R.C.SHEA & ASSOCIATES En 08/18/10	2,000.00-	21,497.26	GEO
09/14/10	PO V1022202	1 Paid Ck 60976	8/17/10 CONFLICT DEFNDR	TIV01 CHARLES P. TIVENAN, ESQ. En 09/01/10	200.00-	21,297.26	GEO
10/12/10	PO V1022476	1 Paid Ck 60982	CONFLICT DFNDR 9/16	TIV01 CHARLES P. TIVENAN, ESQ. En 10/04/10	600.00-	20,697.26	GEO
10/14/10	Reimbursement	R389076 PUBLIC DEF FEES		Reference 15000 1	1,857.50	22,554.76	MAH
10/26/10	PO P1000989	8 Paid Ck 60984	PUBLIC DEFENDER SEPTEMBER 2010	RCS02 R.C.SHEA & ASSOCIATES En 10/18/10	2,000.00-	20,554.76	ES
10/26/10	PO V1022623	1 Paid Ck 60985	CONFLICT 10/05/10	TIV01 CHARLES P. TIVENAN, ESQ. En 10/19/10	200.00-	20,354.76	GEO
10/27/10	PO P1000989	8 Void Ck 60984	PUBLIC DEFENDER SEPTEMBER 2010	RCS02 R.C.SHEA & ASSOCIATES	2,000.00 **	20,354.76	GEO
11/09/10	PO P1000989	7 Paid Ck 60988	PUBLIC DEFENDER OCT 2010	RCS02 R.C.SHEA & ASSOCIATES En 08/18/10	2,000.00-	18,354.76	GEO
11/09/10	PO P1000989	8 Paid Ck 60988	PUBLIC DEFENDER SEPTEMBER 2010	RCS02 R.C.SHEA & ASSOCIATES En 10/18/10	2,000.00-*	18,354.76	ES
11/10/10	Reimbursement	R389153 PDEF 10/2010		Reference 15188 7	1,615.00	19,969.76	MAH
11/23/10	PO V1022898	1 Paid Ck 60991	CONFLICT/ATRN DFNDR SEPT	FER16 CARLOS FERREIRA En 11/16/10	600.00-	19,369.76	GEO
12/09/10	Reimbursement	COURT PDEF		Reference 15363 4	1,236.50	20,606.26	MAH
12/14/10	PO P1000989	6 Paid Ck 60995	PUBLIC DEFENDER NOV	RCS02 R.C.SHEA & ASSOCIATES En 08/18/10	2,000.00-	18,606.26	GEO
12/28/10	PO P1000989	9 Paid Ck 60996	PUBLIC DEFENDER DEC 2010	RCS02 R.C.SHEA & ASSOCIATES En 12/16/10	2,000.00-	16,606.26	GEO

Fund Budgeted	0.00	0.00	0.00	0.00	16,606.26	0
	224,930.49	0.00	241,536.75	0.00	16,606.26	
	31,400.00	0.00	20,238.00	16,606.26-		
Fund Non-Budgeted	0.00	0.00	0.00	0.00	0.00	0
	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00		

Range of Accounts: T-12-56-851-000-814 to T-12-56-851-000-814 Year To Date As Of: 12/31/09
Current Period: 01/01/09 to 12/31/09 Cap Accounts Switch: Yes Include Requisitions: Yes
Print PO/Contract/Budget: No Print Add/Changes: No Department Page Break: No Subtotal CAFR: No Subtotal Department: No
Subtotal Extd: No Fund Control Totals: No CAFR Control Totals: No Department Control Totals: No
Modified = Adopted + Amended + Transfers
Total Paid/Charged = Expended + Encumbered - Reimbursed %Used = Total Paid/Charged YTD / (Modified - Cancel)
Balance = Modified - Total Paid/Charged - Canceled - Requested Unexpended = Modified - Expended + Reimbursed YTD - Canceled
Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the As of Date
Note: Requisitions charged to Existing Blanket PO's are not included in Requested YTD.
* Transaction is included in Previous and/or Begin Balance ** Transaction is not included in Balance Po Transactions: Summarized
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Account No / Description	Adopted	Amended	Transfers	Modified	Balance YTD	%Used
	Expended YTD	Encumber YTD	Reimbrsd YTD	Canceled	Unexpended	
	Expended Curr	Requested YTD	Reimbrsd Curr	Pd/Chrgd YTD		

T-12-56-851-000-814 RESERVE-PUBLIC DEFENDER FEES

	0.00	0.00	0.00	0.00	25,768.26	0
	193,530.49	2,000.00	221,298.75	0.00	27,768.26	
	31,000.00	0.00	30,096.50	25,768.26-		

Date	Transaction Data/Comment	Vendor/Reference			Trans Amount	Trans Balance	User
Begin Balance: 01/01/09						28,671.76	
01/12/09 Reimbursement	R082881 PDEF	Reference 10974 2			2,529.50	31,201.26	MAH
01/27/09 PO V9015848	1 Paid Ck 60825 CONFLICT PUBLIC DEFENDER	AMO03	JUDITH AMORSKI, ESQ	En 01/08/09	200.00-	31,001.26	GEO
01/27/09 PO V9015863	1 Paid Ck 60826 CONFLICT/ATERNATE DEFENDER	FER16	CARLOS FERREIRA	En 01/08/09	1,400.00-	29,601.26	GEO
01/27/09 PO V9016024	1 Paid Ck 60829 PUBLIC DEFENDER DEC 08	RCS02	R.C.SHEA & ASSOCIATES	En 01/16/09	2,000.00-	27,601.26	GEO
02/13/09 Reimbursement	R083810 COURT PUBLIC DEFENDER	Reference 11195 3			3,839.00	31,440.26	PS
03/16/09 Reimbursement	R083922 FEBRUARY 2009 DEFENDER FEES	Reference 11370 2			2,698.00	34,138.26	PS
03/24/09 PO V9016563	1 Paid Ck 60841 PUBLIC DEFENDER FEB 09	TIV01	CHARLES P. TIVENAN, ESQ.	En 03/13/09	1,000.00-	33,138.26	GEO
03/24/09 PO V9016605	1 Paid Ck 60841 PUBLIC DEFENDER JAN 09	TIV01	CHARLES P. TIVENAN, ESQ.	En 03/13/09	1,000.00-	32,138.26	GEO
03/31/09 RQ REQ03805	1 BLANKET / APRIL'09 - DEC.'09 PO: P0900553	RCS02	R.C.SHEA & ASSOCIATES		9,000.00-**	32,138.26	ERIND
03/31/09 RQ REQ03807	1 BLANKET / APRIL '09 - DEC.'09 PO: P0900554	TIV01	CHARLES P. TIVENAN, ESQ.		9,000.00-**	32,138.26	ERIND
04/07/09 PO P0900553	1 Open BLANKET / APRIL'09 - DEC.'09	RCS02	R.C.SHEA & ASSOCIATES		2,000.00-	30,138.26	LAS
04/14/09 Reimbursement	public def 3/09	Reference 11585 1			3,823.50	33,961.76	MAH
04/14/09 PO V9016722	1 Paid Ck 60848 PUBLIC DEFENDER MARCH 09	TIV01	CHARLES P. TIVENAN, ESQ.	En 04/07/09	1,000.00-	32,961.76	GEO
04/14/09 PO V9016854	1 Paid Ck 60847 JAN/FEB/MARCH 09 PUBLIC DFNDR	RCS02	R.C.SHEA & ASSOCIATES	En 04/06/09	3,000.00-	29,961.76	GEO
04/14/09 PO V9016880	1 Paid Ck 60846 CONFLICT/ATERNATE PUBLIC DFNDR	FER16	CARLOS FERREIRA	En 04/07/09	1,600.00-	28,361.76	GEO
04/28/09 PO V9016879	1 Paid Ck 60852 CONFLICT/ALTERNATE 3/19/09	SAN21	BIANCA M.SANGIOVANNI	En 04/20/09	200.00-	28,161.76	GEO
04/28/09 PO V9016968	1 Paid Ck 60852 PUBLIC DFNDR CONFLICT	SAN21	BIANCA M.SANGIOVANNI	En 04/20/09	200.00-	27,961.76	GEO

Account No — Description

Date	Transaction	Data/Comment	Vendor/Reference			Trans Amount	Trans Balance	User
		Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD / Requested YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended		
05/12/09	PO P0900554	2 Paid Ck 60855 BLANKET / APRIL '09	TIV01	CHARLES P. TIVENAN, ESQ.	En 04/07/09 BS	1,000.00-	26,961.76	GEO
05/18/09	Reimbursement	R733949 PDF FEES	Reference	11768 1		2,469.50	29,431.26	MAH
06/12/09	Reimbursement	COURT PUBLIC DEF FEES 5/09	Reference	11905 1		2,021.50	31,452.76	MAH
06/23/09	PO P0900554	3 Paid Ck 60859 BLANKET / MAY '09	TIV01	CHARLES P. TIVENAN, ESQ.	En 04/07/09 BS	1,000.00-	30,452.76	ES
07/07/09	PO P0900554	4 Paid Ck 60862 BLANKET / JUNE '09	TIV01	CHARLES P. TIVENAN, ESQ.	En 04/07/09 BS	1,000.00-	29,452.76	GEO
07/10/09	Reimbursement	PDEF FEES	Reference	12101 1		2,387.00	31,839.76	MAH
08/07/09	Reimbursement	pdef 7/09	Reference	12269 1		1,901.50	33,741.26	MAH
08/11/09	PO P0900553	2 Paid Ck 60871 JULY 09	RCS02	R.C.SHEA & ASSOCIATES	En 04/07/09	1,000.00-	32,741.26	GEO
08/11/09	PO P0900553	3 Paid Ck 60871 APRIL, MAY, JUNE	RCS02	R.C.SHEA & ASSOCIATES	En 04/07/09	3,000.00-	29,741.26	GEO
08/11/09	PO P0900554	5 Paid Ck 60874 JULY 09	TIV01	CHARLES P. TIVENAN, ESQ.	En 04/07/09 BS	1,000.00-	28,741.26	GEO
08/11/09	PO V9018132	1 Paid Ck 60872 CONFLICT/ALTERNATE STAKE DIXON	SAN21	BIANCA M.SANGIOVANNI	En 08/03/09	200.00-	28,541.26	GEO
08/25/09	PO P0900554	6 Paid Ck 60878 AUGUST 09	TIV01	CHARLES P. TIVENAN, ESQ.	En 04/07/09 BS	1,000.00-	27,541.26	GEO
09/11/09	Reimbursement	R761475 PUBLIC DEFENDER FEES	Reference	12481 1		1,323.00	28,864.26	PS
09/22/09	PO P0900554	7 Paid Ck 60881 SEPTEMBER 2009	TIV01	CHARLES P. TIVENAN, ESQ.	En 04/07/09 BS	1,000.00-	27,864.26	GEO
10/09/09	Reimbursement	PUBLIC DEFENDER FEES 09/09	Reference	12657 1		2,846.00	30,710.26	PS
10/13/09	PO P0900553	4 Paid Ck 60885 PUBLIC DEFENDER AUGUST'09	RCS02	R.C.SHEA & ASSOCIATES	En 04/07/09	1,000.00-	29,710.26	LAS
10/13/09	PO P0900553	5 Paid Ck 60885 PUBLIC DEFENDER SEPTEMBER '09	RCS02	R.C.SHEA & ASSOCIATES	En 04/07/09	1,000.00-	28,710.26	GEO
10/13/09	PO V9018703	1 Paid Ck 60884 CONFLICT/ALTERNATE	FER16	CARLOS FERREIRA	En 09/29/09	2,200.00-	26,510.26	GEO
10/27/09	PO P0900554	8 Paid Ck 60887 OCTOBER 2009	TIV01	CHARLES P. TIVENAN, ESQ.	En 04/07/09 BS	1,000.00-	25,510.26	GEO
11/10/09	PO V9019077	1 Paid Ck 60892 PUBLIC DEFENDER OCT 09	RCS02	R.C.SHEA & ASSOCIATES	En 11/02/09	1,000.00-	24,510.26	GEO
11/19/09	Reimbursement	PUBLIC DEFENDERS FEE 10/09	Reference	12929 1		2,370.50	26,880.76	PS
11/24/09	PO P0900554	9 Paid Ck 60897 NOVEMBER 2009	TIV01	CHARLES P. TIVENAN, ESQ.	En 04/07/09 BS	1,000.00-	25,880.76	GEO
12/10/09	Reimbursement	PUBLIC DEF FEES 11/09	Reference	13030 1		1,887.50	27,768.26	MAH
12/22/09	PO P0900553	6 Paid Ck 60905 BLANKET / NOVEMBER 09	RCS02	R.C.SHEA & ASSOCIATES	En 04/07/09	1,000.00-	26,768.26	GEO
12/22/09	PO P0900554	10 Paid Ck 60907 DECEMBER 2009	TIV01	CHARLES P. TIVENAN, ESQ.	En 04/07/09 BS	1,000.00-	25,768.26	ES

Fund Budgeted	0.00	0.00	0.00	0.00	25,768.26	0
	193,530.49	2,000.00	221,298.75	0.00	27,768.26	
	31,000.00	0.00	30,096.50	25,768.26-		
Fund Non-Budgeted	0.00	0.00	0.00	0.00	0.00	0
	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00		
Fund Total	0.00	0.00	0.00	0.00	25,768.26	0
	193,530.49	2,000.00	221,298.75	0.00	27,768.26	

CAPITAL IMPROVEMENT FUND

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: CAPITAL IMPROVEMENT FUND DEPT 44-901

General Duties:

The primary purpose of the Capital Budget and the Capital Program is to set forth a plan of action for improvements within the township of Jackson. The highest priority projects are those designed to correct existing problem areas of the Township where corrective action is most needed. These items included road construction, reconstruction and drainage projects. The second category of projects are designed to provide and improve municipal facilities and/or provide needed equipment for Public Works and various other Municipal Departments. This account provides the 5% down payment required by law for capital improvement projects. In addition, this account may be used to fully fund a capital improvement project.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	********** Year 2012 ********** Requested / Comments	Admin. Recmnd	Budgeted	%PY
Department: 2-01-44-901-000-000 CAPITAL IMPROVEMENT FUND								
CAPITAL IMPROVEMENT FUND 2-01-44-901-000-000	H							
OTHER EXPENSES 2-01-44-901-000-020	C							
CAPITAL IMPROVEMENT FUND 2-01-44-901-000-102	S	0.00 0.00	100,000.00 100,000.00	50,000.00 50,000.00	50,000.00	50,000.00	_____	0.00
Control Total		0.00 0.00	100,000.00 100,000.00	50,000.00 50,000.00	50,000.00	50,000.00	0.00	0.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: CAPITAL IMPROVEMENT FUND DEPT 44-901

2012 Objective
Limit Capital Improvement Projects to only those items which are essential to the health, safety and welfare of the community. Continue on-going attempt to limit long term and short term debt by fully funding certain Capital Improvement Projects.

Range of Accounts: 1-04-225-55-000-001 to 1-04-225-55-000-001 Transaction Start Date: 01/01/11 End Date: 12/31/11
Class Id:
Sequence: Date
Subtotal Account: Yes Subtotal CAFR: No Subtotal Department: No

Account No / Date	Reference	Description / Description	Type		Debit	Credit
1-04-225-55-000-001		CAPITAL IMPROVEMENT FUND	L	Opening Balance:		60,537.88
07/28/11	R 16780	1 Cash Receipt JT CURRENT 2011 APPROPRIATION				50,000.00
		Item Total Debits/Credits				50,000.00
		Item Balance				110,537.88
		Account Total Debits/Credits				50,000.00
		Account Balance				110,537.88
		Fund Total Debits/Credits				50,000.00
		Fund Balance			0.00	110,537.88
Total Accounts ===>		1				
		Report Totals			0.00	50,000.00
		Balance Totals			0.00	110,537.88

BOND PRINCIPAL

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: BOND PRINCIPAL DEPT 45-920

General Duties:

This account covers the cost of repaying the principal for all outstanding permanently financed bonds. The amount of bond principal paid each year is determined at the time of the bond sales. Calculations are made in accordance with bond or loan repayment schedules.

Bond Principal of $2,800,000.00 represents the amount due in the Current Fund for Bond issues associated with the Current Fund.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp Actual	2010 Approp Actual	2011 Approp Actual	Year 2012 Requested	Year 2012 Admin. Recmnd	Year 2012 Budgeted	%PY
					Comments			
Department: 2-01-45-920-000-000 BOND PRINCIPAL								
BOND PRINCIPAL								
2-01-45-920-000-000	H							
OTHER EXPENSES								
2-01-45-920-000-020	C							
PRINCIPAL								
2-01-45-920-000-106	S	2,755,000.00 2,755,000.00	2,725,000.00 2,725,000.00	2,805,000.00 2,805,000.00	2,800,000.00	2,800,000.00	_____	0.00
Control Total		2,755,000.00 2,755,000.00	2,725,000.00 2,725,000.00	2,805,000.00 2,805,000.00	2,800,000.00	2,800,000.00	0.00	0.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: BOND PRINCIPAL DEPT 45-920

2012 Objective
Continue ongoing review of bonds.

TOWNSHIP OF JACKSON
SCHEDULE OF 2012 DEBT SERVICE-PROJECTED
2012

DESCRIPTION	MATURITY YEAR	NEW & REFINANCED	PRINCIPAL O/S 1/1/2012	INTEREST RATE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL D/S	PRINCIPAL INSTALL.	INTEREST INSTALL.
PERMANENT FINANCING:																			
Jackson G/O Dtd 12/01/03	2012		900,000.00	3.125%						14,062.50						914,062.50	928,125.00	900,000.00	28,125.00
P&I 6/1,I-12/1	2013		900,000.00	3.350%						15,075.00						15,075.00	30,150.00		30,150.00
Trustees=Morgan Stanley Dean Witter	2014		931,000.00	3.500%						16,292.50						16,292.50	32,585.00		32,585.00
$7,931,000.00 GI Bond																			
SUB-TOTAL			2,731,000.00							45,430.00						945,430.00	990,860.00	900,000.00	90,860.00
Jackson G/O Dtd 12/01/08	2012		1,125,000.00	3.500%						19,687.50						1,144,687.50	1,164,375.00	1,125,000.00	39,375.00
P&I 12/1,I-06/1	2013		1,180,000.00	3.750%						22,125.00						22,125.00	44,250.00		44,250.00
Orig. Issue $19,841,000.00	2014		1,250,000.00	3.750%						23,437.50						23,437.50	46,875.00		46,875.00
$16,102,000.00 GI Bond	2015		1,945,000.00	3.750%						36,468.75						36,468.75	72,937.50		72,937.50
	2016		2,025,000.00	3.750%						37,968.75						37,968.75	75,937.50		75,937.50
	2017		2,025,000.00	3.750%						37,968.75						37,968.75	75,937.50		75,937.50
	2018		2,085,000.00	4.000%						41,700.00						41,700.00	83,400.00		83,400.00
	2019		2,035,000.00	4.000%						40,700.00						40,700.00	81,400.00		81,400.00
	2020		2,132,000.00	4.125%						43,972.50						43,972.50	87,945.00		87,945.00
SUB-TOTAL			15,802,000.00							304,028.75						1,429,028.75	1,733,057.50	1,125,000.00	608,057.50
Jackson G/O Dtd 06/01/09	2012		775,000.00	2.250%						8,718.75						783,718.75	792,437.50	775,000.00	17,437.50
P&I 12/1,I-06/1	2013		765,000.00	4.000%						15,300.00						15,300.00	30,600.00		30,600.00
	2014		760,000.00	4.000%						15,200.00						15,200.00	30,400.00		30,400.00
Refunding Bond 1996(2009-2011)/2001(2009-2010)	2015		775,000.00	4.000%						15,500.00						15,500.00	31,000.00		31,000.00
$8,010,000.00 Refunding Bonds	2016		770,000.00	4.000%						15,400.00						15,400.00	30,800.00		30,800.00
			3,845,000.00							70,118.75						845,118.75	915,237.50	775,000.00	140,237.50
TOTAL GENERAL OBLIGATION BONDS			22,378,000.00		0.00	0.00	0.00	0.00	0.00	419,577.50	0.00	0.00	0.00	0.00	0.00	3,219,577.50	3,639,155.00	2,800,000.00	839,155.00

BOND INTEREST

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: BOND INTEREST **DEPT 45-930**

General Duties:

This account covers the cost of all interest charged to the Township for "long term" permanently financed municipal debt. This money is borrowed through the issuance of "bonds" and is used to finance Capital Improvement Projects.

Bond interest of $839,155.00 represents interest due from the Current Fund for Bond issues associated with the Current Fund.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	********** Year 2012 ********** Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-45-930-000-000	BOND INTEREST							
BOND INTEREST								
2-01-45-930-000-000	H							
OTHER EXPENSES								
2-01-45-930-000-020	C							
INTEREST								
2-01-45-930-000-107	S	968,632.02 968,632.02	989,477.50 989,477.50	909,517.50 909,517.50	839,155.00	839,155.00	_____	0.00
Control Total		968,632.02 968,632.02	989,477.50 989,477.50	909,517.50 909,517.50	839,155.00	839,155.00	0.00	0.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: BOND INTEREST DEPT 45-930

2012 Objective
Decrease cost of interest by reducing long term debt. Assess market conditions for refinancing opportunities to reduce interest costs. Continue to update Jackson Township's credit rating (i.e. Moody's/Standard & Poor's) to reduce interest rates.

TOWNSHIP OF JACKSON
SCHEDULE OF 2012 DEBT SERVICE-PROJECTED
2012

DESCRIPTION	MATURITY YEAR	NEW & REFINANCED	PRINCIPAL O/S 1/1/2012	INTEREST RATE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL D/S	PRINCIPAL INSTALL.	INTEREST INSTALL.
PERMANENT FINANCING:																			
Jackson G/O Dtd 12/01/03	2012		900,000.00	3.125%						14,062.50						914,062.50	928,125.00	900,000.00	28,125.00
P&I 6/1,I-12/1	2013		900,000.00	3.350%						15,075.00						15,075.00	30,150.00		30,150.00
Trustees=Morgan Stanley Dean Witter	2014		931,000.00	3.500%						16,292.50						16,292.50	32,585.00		32,585.00
$7,931,000.00 GI Bond																			
SUB-TOTAL			2,731,000.00							45,430.00						945,430.00	990,860.00	900,000.00	90,860.00
Jackson G/O Dtd 12/01/08	2012		1,125,000.00	3.500%						19,687.50						1,144,687.50	1,164,375.00	1,125,000.00	39,375.00
P&I 12/1,I-06/1	2013		1,180,000.00	3.750%						22,125.00						22,125.00	44,250.00		44,250.00
Orig. Issue $19,841,000.00	2014		1,250,000.00	3.750%						23,437.50						23,437.50	46,875.00		46,875.00
$16,102,000.00 GI Bond	2015		1,945,000.00	3.750%						36,468.75						36,468.75	72,937.50		72,937.50
	2016		2,025,000.00	3.750%						37,968.75						37,968.75	75,937.50		75,937.50
	2017		2,025,000.00	3.750%						37,968.75						37,968.75	75,937.50		75,937.50
	2018		2,085,000.00	4.000%						41,700.00						41,700.00	83,400.00		83,400.00
	2019		2,035,000.00	4.000%						40,700.00						40,700.00	81,400.00		81,400.00
	2020		2,132,000.00	4.125%						43,972.50						43,972.50	87,945.00		87,945.00
SUB-TOTAL			15,802,000.00							304,028.75						1,429,028.75	1,733,057.50	1,125,000.00	608,057.50
Jackson G/O Dtd 06/01/09	2012		775,000.00	2.250%						8,718.75						783,718.75	792,437.50	775,000.00	17,437.50
P&I 12/1,I-06/1	2013		765,000.00	4.000%						15,300.00						15,300.00	30,600.00		30,600.00
	2014		760,000.00	4.000%						15,200.00						15,200.00	30,400.00		30,400.00
Refunding Bond 1998(2009-2011)/2001(2009-2010)	2015		775,000.00	4.000%						15,500.00						15,500.00	31,000.00		31,000.00
$8,010,000.00 Refunding Bonds	2016		770,000.00	4.000%						15,400.00						15,400.00	30,800.00		30,800.00
			3,845,000.00							70,118.75						845,118.75	915,237.50	775,000.00	140,237.50
TOTAL GENERAL OBLIGATION BONDS			22,378,000.00		0.00	0.00	0.00	0.00	0.00	419,577.50	0.00	0.00	0.00	0.00	0.00	3,219,577.50	3,639,155.00	2,800,000.00	839,155.00

NOTE INTEREST

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: NOTE INTEREST DEPT 45-935

General Duties:

This account covers the cost of all interest charged to the Township for the "short" term borrowing of money, ten years or less. This money is borrowed through the issuance of short term "notes " and is used primarily to finance Capital Improvement Projects.

- Note interest of $ 146,150.00 represents interest due from the Current Fund for Tax Anticipation notes and $ 113,061.58 for Bond Anticipation Notes.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	********** Year 2012 ********** Requested / Comments	Admin. Recmnd	Budgeted	%PY
Department: 2-01-45-935-000-000 NOTE INTEREST								
NOTE INTEREST								
2-01-45-935-000-000	H							
OTHER EXPENSES								
2-01-45-935-000-020	C							
INTEREST								
2-01-45-935-000-107	S	23,940.00 23,933.33	4,125.00 4,125.00	163,329.52 111,533.32	259,211.58 TAN-$146,150.00	146,150.00	_____	0.00
Control Total		23,940.00 23,933.33	4,125.00 4,125.00	163,329.52 111,533.32	259,211.58	146,150.00	0.00	0.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: NOTE INTEREST DEPT 45-935

2012 Objective
Note interest is debt incurred on interim borrowings for the purpose to meet immediate cash flow projects needs. Notes provide a low cost financing mechanism borrowing on cash requirements. Continue to monitor the bond market when notes are most favorable to permanently finance municipal debt.

TOWNSHIP OF JACKSON
SCHEDULE OF 2012 DEBT SERVICE-PROJECTED
2012

DESCRIPTION	MATURITY YEAR	NEW & REFINANCED	PRINCIPAL O/S 1/1/2012	INTEREST RATE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL D/S	PRINCIPAL INSTALL.	INTEREST INSTALL.
PERMANENT FINANCING:																			
Jackson G/O Dtd 12/01/03	2012		900,000.00	3.125%						14,062.50						914,062.50	928,125.00	900,000.00	28,125.00
P&I 6/1,I-12/1	2013		900,000.00	3.350%						15,075.00						15,075.00	30,150.00		30,150.00
Trustees=Morgan Stanley Dean Willer	2014		931,000.00	3.500%						16,292.50						16,292.50	32,585.00		32,585.00
$7,931,000.00 GI Bond																			
SUB-TOTAL			2,731,000.00							45,430.00						945,430.00	990,860.00	900,000.00	90,860.00
Jackson G/O Dtd 12/01/08	2012		1,125,000.00	3.500%						19,687.50						1,144,687.50	1,164,375.00	1,125,000.00	39,375.00
P&I 12/1,I-06/1	2013		1,180,000.00	3.750%						22,125.00						22,125.00	44,250.00		44,250.00
Orig. Issue $19,841,000.00	2014		1,250,000.00	3.750%						23,437.50						23,437.50	46,875.00		46,875.00
$16,102,000.00 GI Bond	2015		1,945,000.00	3.750%						36,468.75						36,468.75	72,937.50		72,937.50
	2016		2,025,000.00	3.750%						37,968.75						37,968.75	75,937.50		75,937.50
	2017		2,025,000.00	3.750%						37,968.75						37,968.75	75,937.50		75,937.50
	2018		2,085,000.00	4.000%						41,700.00						41,700.00	83,400.00		83,400.00
	2019		2,035,000.00	4.000%						40,700.00						40,700.00	81,400.00		81,400.00
	2020		2,132,000.00	4.125%						43,972.50						43,972.50	87,945.00		87,945.00
SUB-TOTAL			15,802,000.00							304,028.75						1,429,028.75	1,733,057.50	1,125,000.00	608,057.50
Jackson G/O Dtd 06/01/09	2012		775,000.00	2.250%						8,718.75						783,718.75	792,437.50	775,000.00	17,437.50
P&I 12/1,I-06/1	2013		765,000.00	4.000%						15,300.00						15,300.00	30,600.00		30,600.00
	2014		760,000.00	4.000%						15,200.00						15,200.00	30,400.00		30,400.00
Refunding Bond 1996(2009-2011)/2001(2009-2010)	2015		775,000.00	4.000%						15,500.00						15,500.00	31,000.00		31,000.00
$8,010,000.00 Refunding Bonds	2016		770,000.00	4.000%						15,400.00						15,400.00	30,800.00		30,800.00
			3,845,000.00							70,118.75						845,118.75	915,237.50	775,000.00	140,237.50
TOTAL GENERAL OBLIGATION BONDS			22,378,000.00		0.00	0.00	0.00	0.00	0.00	419,577.50	0.00	0.00	0.00	0.00	0.00	3,219,577.50	3,639,155.00	2,800,000.00	839,155.00
Tax Anticipation Notes (due February 15, 2011)	2012		11,100,000.00	1.5000%		146,150.00												0.00	146,150.00
BOND ANTICIPATION NOTES-19-09,25-10,&2012 Estimated for 2012 amount and interest rate	2012		5,653,079.00	2.0000%												113,061.58	113,061.58	0.00	113,061.58
TOTAL NOTES DUE			16,753,079.00			146,150.00										113,061.58	113,061.58	0.00	259,211.58
TOTAL ANNUAL DEBT SERVICE			39,131,079.00		0.00	146,150.00	0.00	0.00	0.00	419,577.50	0.00	0.00	0.00	0.00	0.00	3,332,639.08	3,752,216.58	2,800,000.00	1,098,366.58

TOWNSHIP OF JACKSON
TAX ANTICIPATION NOTE BIDS
03/30/11

BIDDER	PAR VALUE	BID RATE	ISSUE LIFE # DAYS 316 3/30/11-2/16/11	316 DAY GROSS INT. COST	APPLY (PREM) DISCOUNT	316 NET INT. COST	NET @316 %
Beneficial Bank	11,100,000.00	1.500%	316	146,150.00	(44,511.00)	101,639.00	1.0432%
Oppenheimer & Co. Inc.	11,100,000.00	2.000%	316	194,866.67	(21,978.00)	172,888.67	1.7744%
TD Securities	11,100,000.00	1.250%	316	121,791.67	(13,331.00)	108,460.67	1.1132%
Jefferies & Company	11,100,000.00	2.000%	316	194,866.67	(30,637.00)	164,229.67	1.6856%

SPECIAL EMERGENCY MASTER PLAN 5 YEAR

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: SPECIAL EMER MASTER PLAN 5 YRS DEPT 46-876

General Duties:

This account covers the cost to prepare, review and update the Township Master Plan.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Year 2012 Admin. Recmnd	Year 2012 Budgeted	%PY
					Comments			
Department: 2-01-46-876-000-000		SPECIAL EMERG-MASTER PLAN 5 YEAR						
SPECIAL EMERG-MASTER PLAN 5 YEAR								
2-01-46-876-000-000	H							
OTHER EXPENSES								
2-01-46-876-000-020	C							
SPECIAL EMERG-MASTER PLAN 5YR								
2-01-46-876-000-113	S	50,000.00 50,000.00	50,000.00 50,000.00	50,000.00 50,000.00	50,000.00	50,000.00	_____	0.00
					Master Plan-5th yr in 5 yr plan			
Control Total		50,000.00 50,000.00	50,000.00 50,000.00	50,000.00 50,000.00	50,000.00	50,000.00	0.00	0.00

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: SPECIAL EMERGENCY MASTER PLAN 5 YRS DEPT 46-876

2012 Objective
To appropriate the annual cost related to the Township's Master Plan. 2012 Represents the 5th year in a 5 year plan.

CODIFICATION OF ORDINANCES

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: CODIFICATION OF ORDINANCES DEPT 46-877

General Duties:

This account covers the cost of revising and codifying the Township's Ordinances in order for them to be in a comprehensive and up to date form for easy use and access.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
					Comments			
Department: 2-01-46-877-000-000		SPECIAL EMERGENCY-CODIFICATIONOF ORD.						
SPECIAL EMERGENCY-CODIFICATIONOF ORD.								
2-01-46-877-000-000	H							
OTHER EXPENSES								
2-01-46-877-000-020	C							
SPECIAL EMERGENCY-CODIFICATIONOF ORD.								
2-01-46-877-000-113	S	0.00 0.00	0.00 0.00	0.00 0.00	4,026.00	4,026.00	_____	0.00
					Prepare and revise ordinances in a compr ehensive form for easy use and access			
Control Total		0.00 0.00	0.00 0.00	0.00 0.00	4,026.00	4,026.00	0.00	0.00

Form 3

JACKSON TOWNSHIP 2012 BUDGET

2012 OBJECTIVES

Department Name: Special Emergency-Codification of Ordinances Dept-46-877

2012 Objective
To appropriate the annual cost associated with the Codification of Ordinances. This annual cost represents the first year in a five year Special Emergency Appropriation.

TOWNSHIP OF JACKSON
COUNTY OF OCEAN

NO. 31-11

ORDINANCE PROVIDING FOR THE REVISION AND CODIFICATION OF ORDINANCES OF THE TOWNSHIP OF JACKSON, AUTHORIZING A SPECIAL EMERGENCY APPROPRIATION IN THE AMOUNT OF $20,130 THEREFOR, AUTHORIZED IN AND BY THE TOWNSHIP OF JACKSON, IN THE COUNTY OF OCEAN, NEW JERSEY.

WHEREAS, the Township Council of the Township of Jackson, in the County of Ocean, New Jersey (the "Township") has determined that it is in the best interest of the Township to codify the ordinances of the Township; and

WHEREAS, no budget appropriation was included in the local budget for the Township for the year 2011 for such purposes; and

WHEREAS, the estimated cost of such purposes is $20,130.

NOW, THEREFORE, BE IT ORDAINED by the TOWNSHIP COUNCIL OF THE TOWNSHIP OF JACKSON, IN THE COUNTY OF OCEAN, STATE OF NEW JERSEY (not less than a majority of the members thereof affirmatively concurring), as follows:

SECTION 1. Pursuant to N.J.S.A. 40A:4-53(c) of the Local Budget Law (constituting Chapter 4 of Title 40A of the New Jersey Statutes), the sum of $20,130 is hereby appropriated and shall be deemed a special emergency appropriation for the preparation of a revision and codification of its ordinances to maintain ordinances in a comprehensive and up to date form for easy use and access.

SECTION 2. Said special emergency appropriation shall be provided for in succeeding annual budgets by the inclusion of at least one-fifth (1/5) of said amount each such year, commencing in 2012, and shall be financed from surplus funds available or from the issuance of special emergency notes, as authorized by separate resolution adopted pursuant to N.J.S.A. 40A:4-55.

SECTION 3. The Township Council of the Township shall adopt an appropriate resolution providing that the services to be rendered are of a special technical nature and further that a contract shall be executed and entered into by the Township for the revision and codification of its ordinances..

SECTION 4. This ordinance shall take effect immediately upon its passage, approval and publication as provided by law.

RESERVE FOR UNCOLLECTED TAXES

Form 2

JACKSON TOWNSHIP 2012 BUDGET

NARRATIVE SUMMARY

Department Name: RESERVE FOR UNCOLLECTED TAXES DEPT 50-899

General Duties:

The Reserve for Uncollected Taxes is a Statutory requirement establishing a provision for unpaid taxes and other reductions to the levy. Similar to the Private Industry as an allowance for doubtful accounts is essential to meet unexpected bad debt due to unpaid taxes.

Municipalities are the collection arm for all local property taxes that include County, County Health, (4) – Fire Districts, and School Taxes along with the Township's. Regardless of tax collection activity, the Township is required by law to fully satisfy (100%) payments to the other governmental agencies regardless of financial circumstances. In a severe financial circumstance the Township would be compelled to issue debt to satisfy all legal governmental payment requirements.

Upon completion of the Annual Financial Statements and upon introduction of the Municipal Budget, a mandatory Reserve for Uncollected Tax calculation must be completed and submitted to the state. Calculation is based upon the tax levy's of the: Township, Schools, County and Districts along with incorporating the history of Tax Collection by the Municipality.

I hereby approve my department's/board's budget as hereto attached.

Signature of Department/Board Head

Description / Budget Account Number		2009 Approp / Actual	2010 Approp / Actual	2011 Approp / Actual	Year 2012 Requested	Admin. Recmnd	Budgeted	%PY
Department: 2-01-50-899-000-000 RESERVE FOR UNCOLLECTED TAXES					Comments			
RESERVE FOR UNCOLLECTED TAXES								
2-01-50-899-000-000	H							
OTHER EXPENSES								
2-01-50-899-000-020	C							
MISCELLANEOUS OTHER EXPENSES								
2-01-50-899-000-099	S	2,675,000.00 2,675,000.00	2,400,000.00 2,400,000.00	2,528,050.00 2,528,050.00	2,567,536.00 Preliminary-Actual submitted with AFS and Budget Intro.	2,618,910.00	_____	0.00
Control Total		2,675,000.00 2,675,000.00	2,400,000.00 2,400,000.00	2,528,050.00 2,528,050.00	2,567,536.00	2,618,910.00	0.00	0.00
Budgeted Total		40,614,009.10 39,362,030.32	39,940,078.59 38,742,760.85	38,817,829.59 37,323,501.81	38,960,103.03	38,420,910.58	0.00	0.00
Non-Budget Total		0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00
Budget Fund Total		40,614,009.10 39,362,030.32	39,940,078.59 38,742,760.85	38,817,829.59 37,323,501.81	38,960,103.03	38,420,910.58	0.00	0.00
Year Total		40,614,009.10 39,362,030.32	39,940,078.59 38,742,760.85	38,817,829.59 37,323,501.81	38,960,103.03	38,420,910.58	0.00	0.00