

The Council Retreat of the Township Council of the Township of Franklin, County of Somerset, New Jersey, held at the Municipal Complex/Council Chambers, 475 DeMott Lane, Somerset, was called to order by the Mayor at 6:30 p.m.

The Mayor read the statement: "In accordance with Section 5 the Open Public Meeting Act, Chapter 231, Public Law 1975, be advised that adequate notice of this Special Meeting of the Township Council of the Township of Franklin, County of Somerset was made by the posting on the bulletin board at the Municipal Complex and transmitted to the officially designated newspapers, indicating that this Special Meeting would take place at the Franklin Township Municipal Complex at 6:30 p.m. on February 7, 2005. In addition, a copy of this notice is and has been available to the public and is on file in the Office of the Municipal Clerk. "

The Deputy Clerk called the roll.

Present: Ms. Ashley-Williams; Mr. Chivukula; Ms. Danile; Ms. Eberle; Mayor Levine; Deputy Mayor McKenzie; Mr. Regan, Ms. Ritchie; and Mr. Sumter.

Absent: No One

Also Present: Kenneth W. Daly, Township Manager, Donna M. Vieiro, Assistant Township Manager, Marc D. Dashield, Chief Financial Officer and LaVern Staten-Sanders, Deputy Township Clerk.

Financial Forecast

Presenter: Marc Dashield, CFO

Mr. Dashield reviewed the following 5 year Financial Plan Spreadsheet:

	FY 2005 CAP BASE	FY 2006 CAP BASE	FY 2007 CAP BASE	FY 2008 CAP BASE	FY 2009 CAP BASE	FY 2010 CAP BASE
Total CAP Base	26,386,576.03	27,310,106.19	26,265,959.91	29,255,268.50	30,279,202.90	31,338,975.00
SALARY & WAGES						
Total 2005 Salary & Wages (Inside CAP)	18,003,208.00	18,003,208.00	18,003,208.00	18,003,208.00	18,003,208.00	18,003,208.00
PROJECTED PERSONNEL COST						
Police Increases		721,554.54	1,493,617.90	2,319,725.69	3,203,661.03	4,149,471.84
Non Police		346,287.87	627,742.96	919,048.97	1,220,550.69	1,532,604.98
Total Salary Increase All Departments						
PROJECTED PERSONNEL GROWTH						
New Police Officers (2 each year)		90,000.00	180,000.00	270,000.00	360,000.00	450,000.00
Subtotal Salaries and Wages	1,8003,208.00	1,9161,050.41	20,443,568.85	21,685,982.66	22,969,419.72	24,300,284.82
OTHER EXPENSES WITHIN "CAP"						
Department Other Expenses	4,638,694.10	4,685,081.04	4,731,931.85	4,779,251.17	4,927,043.68	4,875,314.12
Common Operating Expenses	538,700.00	544,087.00	549,527.87	555,023.15	560,573.38	566,179.11
Social Security	1,280,989.44	1,532,884.03	1,635,485.51	1,734,878.61	1,837,553.58	1,944,022.79
Utility Expenses	1,696,187.00	1,713,148.87	1,730,280.36	1,747,583.16	1,765,058.99	1,782,709.58
Contingent	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Cuts to stay within cap (FY 2006)		(97,060.46)	(97,060.46)	(97,060.46)	(97,060.46)	(97,060.46)
Adjustments to bring budget to cap (FY 2007)			(409,025.89)	(409,025.89)	(409,025.89)	(409,025.89)
Adjustments to bring budget to cap (FY 2008)				(324,529.35)	(324,529.35)	(324,529.35)
Adjustments to bring budget to cap (FY 2009)					(331,629.28)	(331,629.28)
Adjustments to bring budget to cap (FY 2009)						(343,929.11)
Subtotal Other Expenses	8,164,570.54	8,388,140.48	8,151,139.24	7,996,120.39	7,837,984.65	7,672,336.33
Total "in Cap"	26,167,778.54	27,549,190.89	28,594,708.09	29,682,103.05	30,807,404.38	31,972,336.33
GENERAL EXCLUDED FROM CAP						
Salaries and Wages "Outside "CAP"	135,011.00	140,411.44	146,027.90	151,869.01	157,943.77	164,261.53
Other Expenses Outside "CAP" Major Areas						
Library	1,949,236.00	2,124,165.79	2,450,567.22	2,617,233.72	2,783,900.22	2,950,566.72
Group Health Insurance	4,865,674.20	5,838,809.04	7,006,570.85	8,407,885.02	10,089,462.02	12,107,354.43
Liability Insurance	672,231.67	739,454.84	813,400.32	894,740.35	984,214.39	1,082,635.83
Workers Compensation	100,000.00	100,000.00	100,000.00			
PERs Pension	60,613.00	100,000.00	150,000.00	200,000.00	250,000.00	250,000.00
Police Pension	382,047.60	533,333.20	799,999.80	1,066,666.40	1,333,333.00	1,333,333.00
Capital Improvements – CASH	99,360.00	70,000.00	70,000.00	70,000.00	70,000.00	168,250.00

	FY 2005 CAP BASE	FY 2006 CAP BASE	FY 2007 CAP BASE	FY 2008 CAP BASE	FY 2009 CAP BASE	FY 2010 CAP BASE
Capital Improvement Fund (Downpayment)		28,444.00	105,775.00	121,400.00	168,250.00	168,250.00
Somerset Co. Improvement Authority	1,155,785.00	1,627,684.50	1,276,172.63	980,930.00	587,704.85	325,360.00
Municipal Debt Services	2,956,853.25	2,797,335.00	2,631,091.25	2,794,610.00	2,169,860.00	2,102,210.00
Budget Subtotal	40,554,182.72	43,659,856.00	46,156,797.58	49,001,389.84	51,417,507.35	54,543,239.81
Reserve for Uncollected Taxes	3,784,650.00	3,861,425.38	4,152,123.66	4,372,699.21	4,620,595.09	4,851,126.10
<i>Total Budget</i>	44,338,832.72	47,521,281.38	50,308,921.25	53,374,089.05	56,038,102.44	59,394,365.92
GENERAL REVENUES						
Miscellaneous Revenues Local	2,431,200.00	2,431,200.00	2,431,200.00	2,431,200.00	2,431,200.00	2,431,200.00
Miscellaneous Revenues State Aid	6,388,191.00	6,147,545.00	6,147,545.00	6,147,545.00	6,147,545.00	6,147,545.00
Miscellaneous Revenues UCC	1,700,000.00	1,700,000.00	1,700,000.00	1,700,000.00	1,200,000.00	1,200,000.00
Receipts Delinquent Taxes	1,800,000.00	1,800,000.00	1,800,000.00	1,800,000.00	1,800,000.00	1,800,000.00
Surplus Anticipated	5,547,699.34	3,457,250.00	3,457,250.00	3,457,250.00	3,457,250.00	3,457,250.00
Miscellaneous Revenues Local Service Agrees.	213,000.00	213,000.00	213,000.00	213,000.00	213,000.00	213,000.00
Miscellaneous Revenues Grants	1,799,308.46	1,799,308.46	1,799,308.46	1,799,308.46	1,799,308.46	1,799,308.46
Miscellaneous Other Special Items	237,308.00					
Hotel Tax Revenue	110,000.00	750,000.00	750,000.00	750,000.00	750,000.00	750,000.00
Sale of Liquor License		546,100.00				
<i>Subtotal Revenues</i>	20,226,706.80	18,844,403.46	18,298,303.46	18,298,303.46	17,798,303.46	17,798,303.46
Amount to be Raised Municipal Purposes	24,112,125.92	28,676,877.92	32,010,617.79	35,075,785.59	38,239,798.98	41,596,062.46
Local Tax Increase		4,564,752.00	3,333,739.87	3,065,167.80	3,164,013.39	3,356,263.48
School Taxes	84,115,613.00	88,721,393.65	95,157,463.33	99,915,336.50	104,911,103.32	110,156,658.49
County Taxes	19,837,444.83	20,035,819.28	20,236,177.47	20,438,539.25	20,642,924.64	20,849,353.88
County Open Space Tax	1,784,257.57	2,205,512.70	2,355,512.70	2,505,512.70	2,655,512.70	2,805,512.70
Local Open Space Tax	3,163,752.00	3,675,854.50	3,925,854.50	4,175,854.50	4,425,854.50	4,675,854.50
Fire District Tax	3,819,838.00	3,896,234.76	3,974,159.46	4,053,642.64	4,134,715.50	4,217,409.81
Total Taxable Value	6,372,503,738.00	7,351,708,998.00	7,851,708,998.00	8,351,708,998.00	8,851,708,998.00	9,351,708,998.00
Projected average tax rate (per \$100 value)	2.29	2.22	2.21	2.17	2.15	2.13
Projected annual taxes on \$309,000 house	7,072.41	7,256.49	7,657.37	7,993.42	8,379.88	8,787.97
Projected increase in value of \$309,000 house		327,540.00	347,192.40	368,023.94	391,105.38	413,511.70
ASSUMPTIONS						
Group Insurance	20% Increase annually		General Revenues		Held constant	
Liability Insurance	10% Increase annually		School Taxes		5% Increase annually	
PERS Pension	State Phase In		County Taxes		1% Increase annually	
PFRS	State Phase In		County Open Space		.03 per 100	
Social Security	7.6% of gross salaries		Local Open Space		.05 per 100	
Other Expenses	1% Increase annually		Fire District		2% Increase annually	
Library Operating Expenses	.000333333 X Equalized Value					
Other Expenses Excluded from CAP	4% Increase annually					
Capital Improvement Fund	5% of proposed Capital Projects					

Mr. Chivukula made his comments at this time since he had to leave the meeting early. He commented on the following areas:

1. Focus on Township Youth
2. After School Programs
3. Partnership with Outside Agencies
4. Senior Citizen Managing homes/Rehabilitation
5. Collection of items curbside for Senior Citizens
6. Traffic Management for Worlds Fair Drive/Easton Avenue
7. Council takeover of Redevelopment Agency – Route 27 Area
8. Establish priorities and time frame

Business Planning for the Township: Overview

Presenter: Kenneth W. Daly, Township Manager

The following Business Plan, which was discussed at the Management Retreat, was reviewed:

FRANKLIN TOWNSHIP BUSINESS PLAN

VISION

Residents of the Township of Franklin will live and thrive in a community that values its pride and spirit, and pulls from the strengths found in the diversity of our town's various sections and peoples. This community will provide opportunities and promote quality of life for all so that each resident can become a healthy, caring, positive, educated and responsible member of the community.

FOCUS

- Mission
- Core businesses
- Values/Operating philosophy

MISSION STATEMENT

The Township of Franklin shall, through the democratic process, evaluate the needs of the public and shall provide quality, cost effective services to the community.

Core Businesses/Services

We pursue this mission through effective and efficient management of the following core services:

- **Protective Services** – Police, Homeland Security, OEM, Animal Control, Building Inspection, Health Inspections, Fire Prevention, Housing Inspections.
- **Infrastructure and Environmental Services** – Streets/Roads, Snow Removal, Street Lighting, Traffic Control, Storm Sewers, Wells/Septic Systems, Water Supply, Collection/Recycling, Parks & Open Space
- **Health Services** – EMS, Health Education, Health Clinics, Health Outreach
- **Community Services** – Parks & Recreation, Community Resources, Health
- **Planning & Development** – Planning Services, Zoning Control, Building Inspection, Land Development
- **Community Development** – Attracting and facilitating appropriate development and support of progressive growth, including affordable housing and redevelopment.

Administrative/Infrastructure Support – Finance, Collector, Grants, IT, Tax Assessor, Purchasing, Human Resources, Employee Benefits, Training, Compliance

Values/Operating Philosophy

- Municipal infrastructure and services will be provided at a high and efficient standard within acceptable fiscal capabilities.
- We are stewards of the Township's capital assets and commit to effective life-cycle management.
- We shall thrive for the continuation of well planned and diversified growth within the community.
- We are committed to preserving and enhancing quality of life in Franklin Township through partnerships and strategic alliances with community businesses and organizations.

STRATEGIC PRIORITIES

A strategic priority is simply an area that requires attention and emphasis if we are to:

- Excel our mission, core businesses and operating philosophy.
- Move aggressively toward achievement of our vision.
- Deal with community concerns and/or any threats that might be on the horizon.
- Take advantage of opportunities that may be fleeting.

Strategic priorities should be based upon the core lines of business that the Township currently provides and should also assess the need to continue in these lines of business and the potential inclusion of additional lines of business.

- **Priorities (TBD)**

RESOURCE REQUIREMENTS

- Personnel requirements
- Technology requirements
- Resource requirements
- Communication requirements
- External requirements

Mr. Daly led the discussion on the following:

What lines of business is the Township in? Should the Township be in/out? What are goals and priorities for these lines of business? Alignment of resources with goals/priorities and requirements of each line of business, in past, present, and future. In-house staff or contract out? How measure input, output, results, and customer satisfaction for each line of business?

- a. Recent new lines of business (e.g., open space, redevelopment, affordable housing, Hamilton Street) International relations/Sister Cities
- b. Potential lines of business (e.g., garbage collection, public transportation)
- c. Fractured lines of business (e.g., property maintenance, neighborhood nuisances, litter control)
- d. Core businesses: public safety, public health, streets and roads, drainage, water distribution, parks and recreation, court, recycling, land use regulation, tax collection, property assessment, public records.
- e. Affiliated lines of business: library, schools, sewerage, and public housing.

COUNCIL ROUNDTABLE ON OUTLOOK FOR 2005

Deputy Mayor McKenzie stated the need to appoint Subcommittees.

Mr. Sumter made the following comments:

- Appoint Subcommittee to assist Seniors with tax problems
- Later hours for After School and Senior Programs
- Revitalization of Route 27
- Council Meeting on Channel 25 poor in quality (sound and picture)

Ms. Ashley-Williams stated that new equipment needed for televising meeting. In response, Mr. Daly stated that the microphones should be pulled closer to Council and a hand held camera and tripod has been purchased by Township.

Mayor Levine stated there should be a concept of Business Plan.

Ms. Danile stated that the Township needs to determine which lines are needed and incorporate them.

Mr. Daly stated that they need to appoint a Subcommittee to organize line of business around the groups.

Ms. Ritchie stated that the Township needs to be proactive.

Ms. Ashley-Williams noted the Township needs a plan.

Ms. Eberle noted the need for a shared services for Solid Waste and Transportation.

Ms. Danile recommended that the Finance Oversight can serve as the Subcommittee.

Ms. Ritchie questioned what Council was looking to accomplish tonight. Mr. Daly replied:

- Measuring goals
- Address problems in line of business
- What are we doing in this area

Deputy Mayor McKenzie commented on the hiring garbage haulers. Ms. Ritchie questioned if switching over would save money.

Ms. Ashley-Williams made the following comments:

1. That for the taxes paid the residents would see services.
2. Youth need adequate programs - Shared Services with First Baptist CDC and other organizations
3. Crime and Gangs. We should be establishing a plan now with surrounding communities.
4. Diversity of Franklin – Proactive
5. Human Relations with churches, recreation and FTPD
6. Route 27 – Redevelopment Agency issues and concerns
7. Need for Community Task Forces
8. Open Space – more planning
9. Business Plan
10. Questioned cost of extended hours of staff

In response to #10 of Ms. Ashley-Williams' comments, Mr. Daly noted there would be no additional cost, because the department heads would stagger the hours amongst their staff.

Ms. Eberle noted she liked the idea of extended hours. She suggested the Township look into Shared Service information on Solid Waste and to check with Somerset County on qualified people for transportation. She made comments regarding Economic Development – need quality of life businesses and Quality Program for youth in neighborhood.

Ms. Ritchie made comments on the following issues:

1. Public Transportation is critical but must also concentrate on users.
2. Redevelopment needs to be revisited.
3. Affordable Housing plays a significant role – higher obligation.

Ms. Danile made comments on the following issues:

1. Major component of taxes is the school board.
2. Use of the little white house on municipal property as a learning tool.
3. Support Property Tax Reform Convention.
4. Look at Master Plan and consider who are we as a township.
5. Complaints from residents concerning getting sufficient notice.

Mr. McKenzie made comments on the following issues:

1. Look at Committee process.
2. Survey new hours from community.

Mayor Levine made comments on the following issues:

1. Look at lines of business.
2. Communication.
3. Youth and Gang Prevention.
4. Good/Friendly Customer Service.
5. Goals – how to picture Franklin in future and how to accomplish that.

PUBLIC DISCUSSION

Upon a motion made by Mr. Chivukula, seconded by Deputy Mayor McKenzie and unanimously agreed, Council opened the meeting for public discussion.

Mr. McConville, 5 Stone Leigh Way, stated that more community policing is needed in the area. He questioned about an Auxiliary Police Force.

Mr. Throckmorton, 591 Somerset Street, noted that Subcommittees populate from general public. He stated that they need to find out what priorities are in township. He commented on Redevelopment of Route 27 – neglect residents and community. He suggested that they should include the residents in that area.

There being no further comments made by the public at this time, a motion was made by Mr. Chivukula, seconded by Deputy Mayor McKenzie and unanimously agreed, the public discussion be closed.

ADJOURNMENT

Upon a motion made by Mr. McKenzie, seconded by Ms. Danile and unanimously agreed, the Retreat was adjourned at 9:20 p.m.

Respectfully submitted,

LaVern Staten-Sanders, Deputy
Township Clerk

Approved:

Date: