

**BUDGET WORK SESSION OF THE TOWNSHIP COUNCIL  
TOWNSHIP OF FRANKLIN, COUNTY OF SOMERSET, NEW JERSEY  
AUGUST 23, 2004**

The Budget Work Session of the Township Council of the Township of Franklin, County of Somerset, New Jersey, held at 475 DeMott Lane, Somerset, was called to order by the Mayor at p.m.

The Mayor read the following statement, "In accordance with Section 5 of the Open Public Meetings Act, Chapter 231, Public Law 1975, be advised that adequate notice of this Budget Work Session of the Township Council of the Township of Franklin, County of Somerset was made by the posting on the bulletin board at the Municipal Building and by faxing and mailing to the Township's official newspapers, a notice that this meeting would take place at the Franklin Township Municipal Building at 7:15 p.m. on August 23, 2004."

The Township Clerk called the roll.

Present: Ms. Ashley-Williams (arrived at 7:26 p.m.); Mr. Chivukula; Ms. Danile, Ms. Eberle, Mayor Levine, Deputy Mayor McKenzie, Mr. Regan (arrived at 7:20 p.m.); Mr. Sumter and Mr. Unger.

Absent: No One.

Also Present: Kenneth W. Daly, Township Manager, Ann Marie McCarthy, Township Clerk

**PUBLIC DISCUSSION**

Motion was made by Deputy Mayor McKenzie and seconded by Mr. Unger to open the meeting for public discussion. Said motion carried unanimously upon voice vote.

There being no comments from the public, a motion was made by Deputy Mayor McKenzie to close the meeting for public discussion. Said motion was seconded by Mr. Unger and carried unanimously upon voice vote.

**OPENING REMARKS**

Mr. Daly stated the budget workbooks were distributed on Friday. He noted there are copies available for the public in the Clerk's Office and the Library. Mr. Daly reviewed the budget schedule as follows: Remaining Department Budgets – September 7<sup>th</sup> and the Capital Budget on September 21<sup>st</sup>. He briefly reviewed the organizational charts that reflect the changes made to the Department of Community Development and the Engineering/DPW Department.

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He stated that in Executive Session, Council would discuss the personnel impact made from the reorganization of these departments.

### **DEPARTMENTAL BUDGET REVIEW**

#### ***Health Department***

Mr. Galanowsky stated the Health Department issues licenses and reports, collects over \$200,000 in revenues and maintains records of all birth, marriages and deaths in Franklin Township. The organization of the Health Department consists of a Health Officer, Registrar, Deputy Registrar and Part-time Educator. The Health Department's goal is to maintain the high standard of services to the community and expand the scope of services in public health care and animal care. The Department is responsible for the preservation of the quality of the Environment, protection of the health of the residents through investigation and enforcements.

Mr. Galanowsky reported in 2003 over 6,540 residents participated in health promotion activities that included alcohol abuse, smoking prevention, nutrition, drug abuse and sexually transmitted diseases. Ms. Elliot reported that in 2003, 810 complaints were received in the Health Department and to date 910 complaints have been received.

Ms. Ashley-Williams arrived at 7:26 p.m.

Mr. Galanowsky and Ms. Eliot reported on 2003 statistics involving property maintenance, housing, hotel, kitchen and pool inspections. A brief discussion ensued regarding types of fees and amounts charged for fees.

A brief discussion ensued regarding the requested new position of Environmental Health Specialist, which is estimated to cost \$42,000 per year plus an additional \$10,000 in benefits.

Mr. Galanowsky explained that with a decreased inspectors, response time will decrease. Additional inspectors will increase service to the public. He stated that more complaints carry over the courts.

Ms. Ashley-Williams asked what is being done to prevent diseases. Mr. Galanowsky replied that many programs are conducted including immunization clinics as well going out to childcare centers. Pre-natal care was discussed as well as infant mortality rate. Mr. Galanowsky reviewed statistics from the Local Health Evaluation Report – Best Practices Capacity and Performance for Franklin Township. Ms. Ashley-Williams stated that healthcare is essential as well as health education to the young.

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### *Community Resources*

Mr. Daly stated that Community Resources is not called welfare because Franklin Township has a welfare prevention philosophy.

Ms. Hensley reported on the following program areas:

Medical Services Group (MSG) Self-Help Group – Recipients are assisted in making applications for prescription (PADD), Social Security, SSI and other resources. Also, the group plans trips and other activities geared to keep them active and to raise funds for unaffordable needs such as eye exams and glasses.

Working Single Parents Groups (WSPG) Parent Support Group – This group develops activities, which support self-maintenance through education and training in developing parenting skills. Members also plan fundraising activities. These funds are used to prevent homelessness and provide basic needs.

Green Thumb Federally Funded Program – This is a Work Experience/Training Program. Participants function as support staff in the Department of Community Resource & Services office.

Youth Services Program (YSP) Skills Development Program. – Participants receive work experience and counseling.

Jet Connection (Jet C) Social Group – This is a social group wherein members plan low cost fun trips.

Municipal Welfare State Funded Program which is managed according to State Regulations – Services provided are: monthly grants, housing (rental & emergency), medical, emergency food shelter burial and counseling.

Youth Against the Abuse of Drugs and Alcohol – Youth participants and their parents are provided with information in workshops, lectures, or decision group forums. After each forum, the youth participants go on a free trip. Parents pay a small fee.

Summer Child Care participant's parents must work full time to be eligible for this program. – This program is childcare for single, working parents: children receive breakfast, lunch and snack daily as well as planned trips and activities. Activities focus on social development .

Black History Planning Committee – This is a community group of residents that plan and coordinate activities to celebrate Black History Month. Ms. Hensley stated that the mailing of the township newsletter goes out too early for information on Black History Month. She requested \$2900 for postage to mail out flyers.

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### *Department of Recreation, Community Celebrations & Park Administration*

Alice Osipowitz, Recreation Director, gave a brief overview of the organization and accomplishments for the Recreation Department. Ms. Osipowitz reviewed the programs offered by the Recreation Department and explained that the cost of the programs shift to fees.

Ms. Osipowitz stated that she received the Jean and Paul Krauss Award from the Somerset County Youth Services Commission for professional excellence in providing services for youths. She reported that the Character Assets Program received the Excellence in Programming Award from the NJ Recreation and Park Association.

Ms. Osipowitz gave a brief overview of the major program areas of the department that include Programs for Youth; Programs for Teens; Programs for Adults; Therapeutic Recreation; Special Events; and Senior Citizen Programs.

Ms. Osipowitz reported that based on the needs of the residents, the Commission feels that there is a lack of sufficient mental health services, social services and recreation alternatives in the community. The Commission has discussed several program needs such as expanded hours for the Teen Recreation Program; additional financial support for the ARISE Program; rental of gym space for activities for seriously at-risk youth; increasing the number of slots for the Summer Twilight Program and the need for a youth center in the Hamilton Street area. Ms. Osipowitz reviewed the possible funding of these programs.

Ms. Osipowitz reported that the Senior Citizen Clubs have requested an increase in their allotments for 2005. They have reported that the cost of functions by these clubs has increased over 40%. They are requesting to increase the club membership from \$17 to \$20 per person.

Mr. Daly clarified that the new program options are not included in the proposed budget at this time.

### *Fire Prevention*

Mr. Hauss reported the revenue for FY04 was \$314,030. He reported that a penalty from September 2000 was settled in the amount of \$17,900 at 1510 Old Hamilton Street. Mr. Hauss provided a penalty overview discussing warnings to summonses to fines.

Mr. Hauss reported that activity in the Department has decreased as result of being understaffed. He stated that part of the problem was the low salaries and noted that two inspectors left for other municipalities offering more money.

Mayor Levine asked if there are any significant changes to his budget from last year. Mr. Hauss further discussed the problems with staff retention. He reviewed the line items that

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have increased from last year's budget which include: Books and Publications increasing from \$625 to \$2000; Electrical and Communication Supplies increasing from \$100 to \$440 and Education and Training increasing from \$500 to \$1300.

### *Engineering/DPW/Stormwater/Water*

Tom Zilinek reviewed the organizational chart for the restructuring of the Engineering and Public Works Department. He stated the long-term goal is to streamline upper management and provide more service employees.

Mr. Zilinek gave a very brief overview of the Engineering, Public Works and Water Departments. He requested two additional laborers for the landscape maintenance division and two additional laborers for the streets and roads division. These divisions are understaffed and the additional laborers would help in roadside mowing; removal of snow and ice; tree maintenance; lawn maintenance and playground maintenance and inspection. All of these areas are understaffed.

Mr. Zilinek requested an additional two laborers for the Water Department. He reported that with the lack of additional manpower in the Water Department, the following programs had to be scaled back: Leak Detection; Water Meter Replacement; Water Main Valve Maintenance; Curb Stop Locations and Services and Material and Equipment Inventory.

A brief discussion ensued regarding the functions and budget of the water utility.

### *Planning and Zoning*

Mr. Daly reported on combining the Planning and Zoning Department with the Construction Code Department and renaming it the Department of Community Development. He stated that Code Enforcement is self-sufficient. He stated that properly allocating staff will increase efficiency and fees collected.

Mr. Lupo reviewed the organization chart of the Department of Community Development. He stated that the Zoning Office is not in compliance with state statute of processing a zoning permit in 10 days as a result of improper staff allocation. Mr. Lupo reviewed the need for a Permit Expeditor; Assistant Zoning Officer and Construction Official Inspector. He stated that one Zoning Officer in a township this size cannot get the work completed.

Ms. Burke stated that the Planning and Zoning Office consists of the Administrative Officer/Secretary who supervises the Department of five employees that include a Zoning Inspector, Zoning Officer, Data Entry Clerk, Administrative Aide and an In-House Planner. Ms. Burke also works with recording secretaries from the Planning and Zoning Boards.

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Ms. Burke reviewed the statistics of the Department. Khaliah Stewart, Planner reviewed the many boards that she works with and her responsibilities as an in-house Planner. She stated that they are working on revising the applications and checklists.

Mr. Daly stated that it is more fiscally responsible to have an in-house Planner. Mr. Daly reported that it is also time to update the Master Plan.

Mr. Lupo reviewed a proposed solution to the problem of a shortage of office space for the departments located to the rear of the Municipal Complex.

### *Personnel*

Donna Vieiro, Assistant Township Manager, gave a brief overview of the Human Resources Department. Ms. Vieiro presented the following priorities for FY2005:

- Purchase and implementation of Human Resource software.
- Implementation of Performance Evaluation System.
- Development of comprehensive Employee Policies and Procedures Manual.
- Work with BGIA to identify options to reduce increasing cost of health benefits.
- Continued training and awareness of on the job safety, which will aid in a reduction of worker's compensation claims.
- Job descriptions for all positions within the Township.
- Streamline procedures for personnel changes.
- Provide professional development training for municipal employees.

A brief discussion ensued regarding Ms. Vieiro's request for human resource software. A brief discussion also ensued regarding the first aid squads and their attendance and membership on the Emergency Life Support Committee.

### ADJOURNMENT

Upon a motion made by Deputy Mayor McKenzie, seconded by Mr. Unger and unanimously approved, meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Ann Marie McCarthy  
Township Clerk