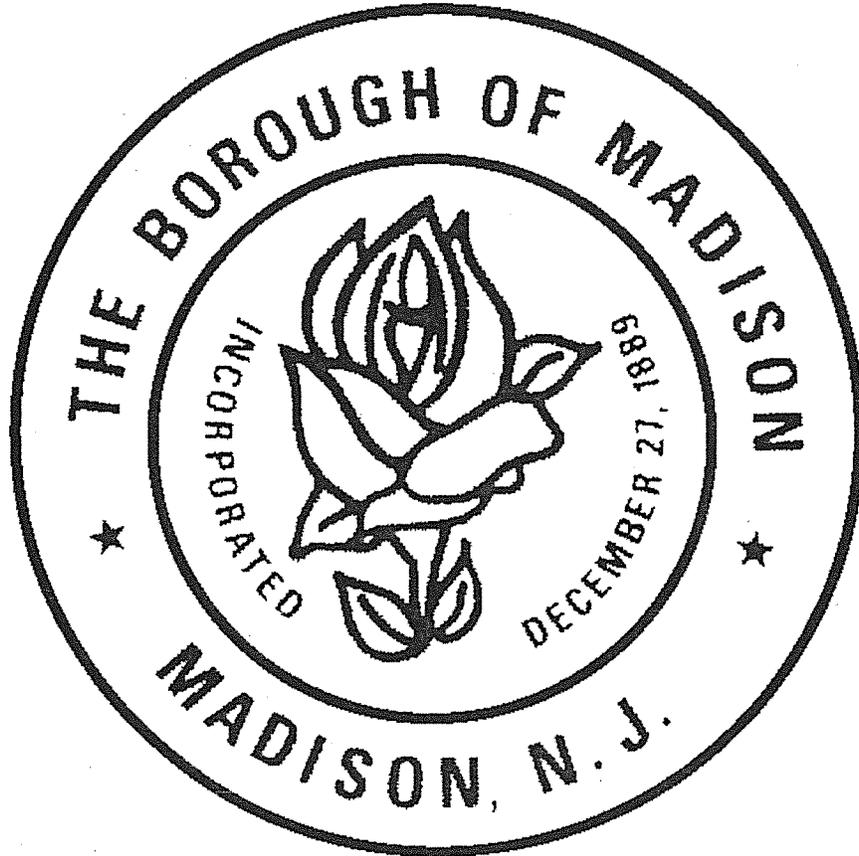


*Robert*

**2002 BUDGET IN BRIEF**



March 11, 2002

**MAYOR**

John J. Dunne

**COUNCIL MEMBERS**

Mary-Anna Holden

Mark Renart Peck, Council President

Eleanor Giles Attonito

George Hayman

Astri J. Baillie

Donald J. Bowen

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HARTLEY DODGE MEMORIAL  
BOROUGH OF MADISON  
MADISON, NEW JERSEY 07940

MARCH 11, 2002

Dear Madison Residents:

Enclosed for your review is a summary of the 2002 Municipal Budget. The amount for municipal taxation will increase by 4.2% to \$8,825,603 from \$8,470,199. This is the first time in nine years that the dollar amount of taxation has risen above \$8.5 million. We had been able to hold the absolute dollar taxation constant for eight consecutive years. However, this must finally come to an end. This increase is primarily due to contractual increases for salaries and wages, the ever rising cost of health insurance, significantly lower interest income and no growth in the taxable assessment base.

The "Budget In Brief" document summarizes all the appropriations that support municipal services and also defines those revenue components that will fund these services. An estimate for the County and school property taxes is also provided. The Council and I will conduct a budget hearing on Monday, April 8<sup>th</sup> at 8:00 P.M. and we invite you to attend.

Sincerely,

  
JOHN J. DUNNE, MAYOR  
BOROUGH OF MADISON

DIRECTORY OF BOROUGH OFFICIALS

The following Borough Officials are responsible for preparing and expending their Year 2002 budgets in accordance with the appropriations approved by the Governing Body:

Borough Administrator	James R. Allison
Chief Financial Officer	Robert F. Kalafut
Tax Collector	Francine DeAngelis
Borough Clerk	Marilyn Schaefer
Deputy Borough Clerk	Patricia Graham
Purchasing/Personnel Officer	Kelly S. Gavin
Chief of Police	Tim Ehrenburg
Fire Chief	Douglas O. Atchison
Electric Utility Superintendent	Michael Piano
Health Officer	John Theese
Borough Engineer	Robert Vogel
Superintendent of Public Works	John Blair
Municipal Court Administrator	Emily Traversi
Recreation Director	Douglas L. Smith
Library Director	Nancy S. Adamczyk
Borough Attorney	Joseph Mezzacca, Jr.
Director of Welfare	Linda B. Durney
Senior Citizen Coordinator	Joan Holmes

## BUDGET RESPONSIBILITIES

Most municipal functions are under the direct policy making control of the Mayor and Council. In a few cases, such as the Public Library and the Board of Health, control lies with an autonomous appointed board which administers their functions within the limitations of the appropriation approved by the Mayor and Council. The Madison-Chatham Joint Meeting is an autonomous board comprised of the Mayor and Council members from both communities. The Joint Meeting relies on appropriations made by each of the towns in the municipal budgets.

The operation of the public schools is the responsibility of the elected Board of Education and is completely independent of the Mayor and Council. The Board of Education prepares its own budget and submits it directly to the citizens of Madison for approval by popular vote.

The Governing Body of the Borough of Madison consists of the Mayor and Council, elected by the Borough as a whole. The Mayor's term is four years. There are six Council Members, each elected for three years, with the terms arranged so that two are elected each year. The Mayor and Council serve without compensation.

Although the Council is primarily a legislative body, it also exercises some managerial functions through the Borough Administrator who coordinates the operations of the departments of the Borough. The Council has six standing committees appointed by the Mayor, who is an ex-officio member of each committee. Each Council Member is the chairperson of one committee and a member of one other. The standing committees for 2002 are as follows:

<u>Standing Committee</u>	<u>Chairperson</u>	<u>Other Member</u>
Utilities	Mr. Hayman	Mr. Peck
Public Safety	Mr. Peck	Mrs. Holden
Public Works & Engineering	Mrs. Holden	Mr. Bowen
Health & Public Assistance	Mr. Bowen	Mrs. Baillie
Finance & Borough Clerk	Ms. Attonito	Mr. Hayman
Community Affairs	Mrs. Baillie	Ms. Attonito

## THE 2002 BUDGET PROCESS

The budget process begins in October of the year preceding the budget year. Department Heads forecast their needs and submit detailed Budget requests encompassing their department's goals and objectives. In addition, each Department Head reports on the extent to which they have met their proposals of the preceding year.

Each Budget request is reviewed by the Borough Administrator and the Department Head. The goals for the year are established. The Administrator makes adjustments during January and submits a recommended Budget to the Mayor and Council by the end of the month. For the next three weeks Mayor and Council review the Budget with the Administrator and Department Heads.

This year the Budget will be introduced on March 11th and will be published in the MADISON EAGLE on March 28th. At the introduction of the Budget, the Council sets April 8th as the date for the public hearing.

BOROUGH OF MADISON  
 2002 BUDGET  
 TOTAL TAX RATE - ESTIMATE

RFK  
 3/11/02

	2002	2001	DIFFERENCE	% CHANGE
<b>R E V E N U E S   A N D   A P P R O P R I A T I O N S</b>				
TOTAL SPENDING APPROPRIATIONS	\$18,031,161	\$22,552,963	(\$4,521,802)	-20.0%
LESS: MUNICIPAL REVENUE	\$10,406,998	\$15,222,104	(\$4,815,106)	-31.6%
NET APPROPRIATIONS FOR TAXATION	\$7,624,163	\$7,330,859	\$293,304	4.0%
ADD: SCHOOL TAXES	\$25,114,482	\$23,792,989	\$1,321,493	5.6%
COUNTY TAXES	\$6,024,766	\$6,018,748	\$6,018	0.1%
OPEN SPACE TAX	\$734,998	\$734,264	\$734	0.1%
TOTAL TAXES - EXCL. RESERVE	\$39,498,409	\$37,876,860	\$1,621,549	4.3%
BUDGETED TAX COLLECTION RATE	97%	97%		
RESERVE FOR UNCOLLECTED TAXES	\$1,201,440	\$1,139,340	\$62,100	5.5%
AMOUNT TO BE RAISED BY TAXATION	\$40,699,849	\$39,016,200	\$1,683,649	4.3%
ASSESSED VALUATION	\$2,159,377,500	\$2,157,884,200	\$1,493,300	0.1%
PUBLIC UTILITY PERSONAL PROPERTY	\$15,693,672	\$15,354,026	\$339,646	2.2%
TOTAL ASSESSED RATABLES	\$2,175,071,172	\$2,173,238,226	\$1,832,946	0.1%
TOTAL APPROPRIATIONS- INCL. RESERVE	\$19,232,601	\$23,692,303	(\$4,459,702)	-18.8%
LESS: MUNICIPAL REVENUE	\$10,406,998	\$15,222,104	(\$4,815,106)	-31.6%
MUNICIPAL TAX LEVY	\$8,825,603	\$8,470,199	\$355,404	4.2%
<b>E S T I M A T E D   T A X   R A T E</b>				
MUNICIPAL TAX RATE	\$0.406	\$0.390	0.016	4.1%
SCHOOL TAX RATE	\$1.155	\$1.095	0.060	5.5%
COUNTY TAX RATE	\$0.311	\$0.311	0.000	0.0%
TOTAL ESTIMATED TAX RATE	\$1.871	\$1.795	0.076	4.2%
ONE TAX POINT EQUALS	\$217,507	\$217,324	\$183	0.1%
AVG. RESIDENTIAL ASSESSED VALUE	\$394,650	\$394,200	\$450	0.1%
<b>T A X E S   O N   A V E R A G E   R E S I D E N T I A L</b>				
MUNICIPAL TAXES	\$1,601.34	\$1,536.40	\$64.94	4.2%
SCHOOL TAXES	\$4,556.83	\$4,315.77	\$241.06	5.6%
COUNTY TAXES	\$1,226.51	\$1,224.92	\$1.59	0.1%
TOTAL ESTIMATED TAXES	\$7,384.68	\$7,077.08	\$307.59	4.3%

BOROUGH OF MADISON  
MUNICIPAL BUDGET

3/11/02

REVISED

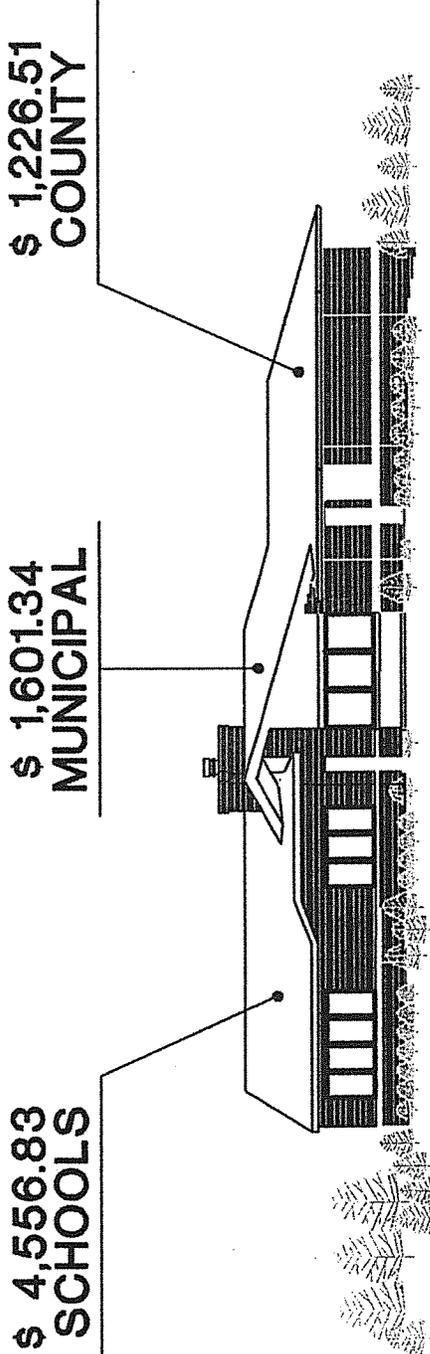
REVENUE AND APPROPRIATIONS  
2002 VS. 2001

RFK

REVENUE	2002	2001	INCREASE (DECREASE)	PERCENTAGE CHANGE
PRIOR YEAR'S SURPLUS	3,000,000	2,800,000	200,000	7.1%
MUNICIPAL SOURCES	2,117,000	2,253,000	(136,000)	-6.0%
STATE AID	1,190,998	1,169,104	21,894	1.9%
SPECIAL LEGISLATIVE GRANT	99,000	0	99,000	NA
ELECTRIC SURPLUS-OPERAT.	3,000,000	3,000,000	0	0.0%
ELECTRIC SURPLUS-CAPITAL	1,000,000	6,000,000	(5,000,000)	-83.3%
TOTAL MUNICIPAL REVENUE	10,406,998	15,222,104	(4,815,106)	-31.6%
PROPERTY TAXES	8,825,603	8,470,199	355,404	4.2%
<b>TOTAL REVENUE</b>	<b>19,232,601</b>	<b>23,692,303</b>	<b>(4,459,702)</b>	<b>-18.8%</b>
-----				
APPROPRIATIONS				
SALARIES & WAGES	7,499,933	7,113,496	386,437	5.4%
HEALTH INSURANCE	1,084,000	944,000	140,000	14.8%
PENSION & SOCIAL SECURITY	465,000	547,209	(82,209)	-15.0%
SUB-TOTAL	9,048,933	8,604,705	444,228	5.2%
OPERATING EXPENSES	2,350,862	2,268,910	81,952	3.6%
WASTE REMOVAL	1,346,614	1,322,561	24,053	1.8%
LIABILITY INSURANCE	271,700	262,800	8,900	3.4%
SUB-TOTAL	3,969,176	3,854,271	114,905	3.0%
CAPITAL - ELEC. SURPLUS	1,000,000	6,000,000	(5,000,000)	-83.3%
CAPITAL IMPROVEMENT FUND	600,000	470,791	129,209	27.4%
DEBT SERVICE	1,291,682	1,721,418	(429,736)	-25.0%
SPECIAL LEGISLATIVE GRANT	99,000	0	99,000	NA
SUB-TOTAL	2,990,682	8,192,209	(5,201,527)	-63.5%
MADISON-CHATHAM JOINT MIG.	1,038,773	1,002,064	36,709	3.7%
PUBLIC LIBRARY	983,597	899,714	83,883	9.3%
<b>TOTAL SPENDING</b>	<b>18,031,161</b>	<b>22,552,963</b>	<b>(4,521,802)</b>	<b>-20.0%</b>
RESERVE UNCOLLECTED TAXES	1,201,440	1,139,340	62,100	5.5%
<b>TOTAL APPROPRIATIONS</b>	<b>19,232,601</b>	<b>23,692,303</b>	<b>(4,459,702)</b>	<b>-18.8%</b>

# 2002 AVERAGE PROPERTY TAX DISTRIBUTION

ESTIMATED TAXES ON HOME ASSESSED AT \$394,650



## AVERAGE PROPERTY TAXES AND TAX RATE PER \$100 OF ASSESSMENT

SCHOOLS	\$ 4,556.83	\$ 1.155
MUNICIPAL	1,601.34	.406
COUNTY	<u>1,226.51</u>	<u>.310</u>
TOTAL:	<u>\$ 7,384.68</u>	<u>\$ 1.871</u>

MADISON MUNICIPAL BUDGET  
 2002 " CAP CALCULATION "

3/11/02  
 RFK

Below are the calculations for the 2002 CAP appropriation limit utilizing the index rate ordinance of 2.5%

Total adopted appropriations for 2001.....	23,692,304.00
Deductions :	
Reserve for Uncollected Taxes	1,139,340.00
Other Operations	1,335,322.00
Capital Improvement Fund	6,470,791.00
Public Library	899,714.00
Debt Service	1,721,418.00
Municipal Court	165,827.00
	-----
Total Modifications.....	11,732,412.00
Amount on which Cap is Applied.....	11,959,892.00
2.5% "Cap" Authorized by Ordinance.....	298,997.00
Additions to "Cap" Assessed Value of New Construction \$2,638,900 at the Local Purpose Tax Rate of \$0.391 per \$100.....	10,318.00
UTILIZATION OF CAP BANK	220,340.00
	-----
Total General Appropriations "Cap" Limitation for 2002	12,489,547.00
Less 2002 Appropriations Within "Cap"	(12,489,547.00)
	-----
Unused "Cap" Amount	0.00

	Inside Cap -----	Outside Cap -----
Salaries & Wages	7,099,615.00	400,318.00
Other Expenses	4,924,896.00	2,249,614.00
Statutory Expenditures	465,036.00	0.00
Deferred Charges	0.00	12,150.00
Capital Improvement Fund	0.00	1,600,000.00
Debt Service	0.00	1,279,532.00
Reserve For Uncollected Taxes	0.00	1,201,440.00
	-----	-----
Total Inside & Outside	12,489,547.00	6,743,054.00
Total Appropriations for 2002		19,232,601.00

M U N I C I P A L            B U D G E T

REVENUE AND APPROPRIATIONS  
BY MAJOR CATEGORY  
2002 vs. 2001

RFK  
3/11/02

REVENUE	2002	%	2001	%
PRIOR YEAR'S SURPLUS	\$3,000,000	15.6%	\$2,800,000	11.8%
MUNICIPAL REVENUE	\$2,117,000	11.0%	\$2,253,000	9.5%
STATE AID & GRANTS	\$1,190,998	6.2%	\$1,169,104	4.9%
SPECIAL LEGISLATIVE GRANT	\$99,000	0.5%	\$0	0.0%
ELECTRIC SURPLUS - OPER.	\$3,000,000	15.6%	\$3,000,000	12.7%
ELECTRIC SURPLUS - CAPITAL	\$1,000,000	5.2%	\$6,000,000	25.3%
MUNICIPAL PROPERTY TAXES	\$8,825,603	45.9%	\$8,470,199	35.8%
<b>TOTAL REVENUE</b>	<b>\$19,232,601</b>	<b>100.0%</b>	<b>\$23,692,303</b>	<b>100.0%</b>

APPROPRIATIONS	2002	%	2001	%
SALARIES & WAGES	\$7,499,933	39.0%	\$7,113,496	30.0%
OTHER EXPENSES	\$2,350,862	12.2%	\$2,268,910	9.6%
WASTE REMOVAL	\$1,346,614	7.0%	\$1,322,561	5.6%
MADISON-CHATHAM JOINT MIG.	\$1,038,773	5.4%	\$1,002,064	4.2%
HEALTH & LIAB. INSURANCE	\$1,355,700	7.0%	\$1,206,800	5.1%
PENSION & SOCIAL SECURITY	\$465,000	2.4%	\$547,209	2.3%
CAPITAL IMPROVEMENTS	\$1,600,000	8.3%	\$6,470,791	27.3%
DEBT SERVICE	\$1,291,682	6.7%	\$1,721,418	7.3%
PUBLIC LIBRARY	\$983,597	5.1%	\$899,714	3.8%
SPECIAL LEGISLATIVE GRANT	\$99,000	0.5%	\$0	0.0%
<b>TOTAL SPENDING</b>	<b>\$18,031,161</b>	<b>93.8%</b>	<b>\$22,552,963</b>	<b>95.2%</b>
RESERVE FOR UNCOLL. TAXES	\$1,201,440	6.2%	\$1,139,340	4.8%
<b>TOTAL APPROPRIATIONS</b>	<b>\$19,232,601</b>	<b>100.0%</b>	<b>\$23,692,303</b>	<b>100.0%</b>

BOROUGH OF MADISON TAX COLLECTION RESULTS

	2001	2000
TAX LEVY	\$39,115,680	\$36,876,419
ADDED TAXES	22,661	46,601
<hr/>		
TOTAL TAX LEVY	39,138,341	36,923,020
CURRENT YEAR COLLECTIONS	38,598,328	36,414,065
PRIOR YEAR COLLECTIONS	238,313	129,084
TRANSFERS & CANCELLATIONS	46,664	115,103
<hr/>		
TOTAL COLLECTIONS	38,883,305	36,658,252
OUTSTANDING BALANCE	<u>\$255,036</u>	<u>\$264,768</u>
PERCENTAGE OF COLLECTIONS	99.23%	98.97%
<hr/>		
BALANCE OF DELINQUENT TAXES & TAX TITLE LIENS-JAN. 1	\$337,274	\$317,491
ADDED TAXES	5,323	500
INTEREST, COSTS, & TRANSFERS	6,353	11,969
<hr/>		
TOTAL OUTSTANDING	348,950	329,960
DELINQUENT COLLECTIONS	266,880	252,857
CANCELLATIONS	2	4597
<hr/>		
TOTAL COLLECTIONS	266,882	257,454
OUTSTANDING BALANCE	<u>\$82,068</u>	<u>\$72,506</u>
PERCENTAGE OF COLLECTIONS	76.48%	76.63%

SUMMARY OF CURRENT AND DELINQUENT TAXES RECEIVABLE

CURRENT YEAR	\$255,036	\$264,768
DELINQUENT TAXES & TAX TITLE LIENS	82,068	72,506
<hr/>		
TOTAL	<u>\$337,104</u>	<u>\$337,274</u>

SUMMARY OF TAX LEVY AND RATES  
2002 - 2001 - 2000

3/11/02  
RFK

	2002 ESTIMATED			2001 ACTUAL			
	TAX LEVY	TAX RATE	TAX DOLLAR	TAX LEVY	TAX RATE	TAX DOLLAR	INCREASE
SCHOOL TAX	\$25,114,482	1.155	\$0.62	\$23,792,989	1.095	\$0.61	\$1,321,493
COUNTY TAX	\$6,759,764	0.311	\$0.17	\$6,753,012	0.311	\$0.17	\$6,752
BOROUGH TAX	\$8,825,603	0.406	\$0.22	\$8,470,199	0.390	\$0.22	\$355,404
<b>TOTAL TAX LEVY</b>	<b>\$40,699,849</b>	<b>1.871</b>	<b>\$1.00</b>	<b>\$39,016,200</b>	<b>1.795</b>	<b>\$1.00</b>	<b>\$1,683,649</b>

	2001 ACTUAL			2000 ACTUAL			
	TAX LEVY	TAX RATE	TAX DOLLAR	TAX LEVY	TAX RATE	TAX DOLLAR	INCREASE
SCHOOL TAX	\$23,792,989	1.095	\$0.61	\$21,899,506	1.010	\$0.60	\$1,893,483
COUNTY TAX	\$6,753,012	0.311	\$0.17	\$6,307,636	0.291	\$0.17	\$445,376
BOROUGH TAX	\$8,470,199	0.390	\$0.22	\$8,476,353	0.391	\$0.23	(\$6,154)
<b>TOTAL TAX LEVY</b>	<b>\$39,016,200</b>	<b>1.795</b>	<b>\$1.00</b>	<b>\$36,683,495</b>	<b>1.691</b>	<b>\$1.00</b>	<b>\$2,332,705</b>

SUMMARY OF ASSESSED VALUATION	2002 ACTUAL	2001 ACTUAL	2000 ACTUAL
<b>TAX RATABLES:</b>			
REAL PROPERTY (LAND AND IMPROVEMENTS)	\$2,159,377,500	\$2,157,884,200	\$2,153,011,600
VERIZON (BUSINESS PERSONAL PROPERTY)	\$15,693,672	\$15,354,026	\$16,041,295
<b>TOTAL ASSESSED VALUATION</b>	<b>\$2,175,071,172</b>	<b>\$2,173,238,226</b>	<b>\$2,169,052,895</b>

BOROUGH OF MADISON

Where Your 2002 Tax Dollar Goes:



Madison Schools

Morris  
County

Borough of  
Madison

61.7%

16.6%

21.7%

WATER UTILITY BUDGET  
REVENUE AND APPROPRIATIONS  
FOR 2002 AND 2001

3/11/02  
RFK

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REVENUES	2002	%	2001	%
	-----	--	-----	--
PRIOR YEAR'S SURPLUS	353,730	21.9%	341,946	21.4%
WATER RENTS	1,100,000	68.2%	1,100,000	68.7%
FIRE HYDRANT SERVICE	58,600	3.6%	58,600	3.7%
INTEREST INCOME	100,000	6.2%	100,000	6.2%
TOTAL	----- 1,612,330 =====	----- 100.0% =====	----- 1,600,546 =====	----- 100.0% =====

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APPROPRIATIONS	2002	%	2001	%
	-----	--	-----	--
SALARIES & WAGES	407,274	25.3%	394,300	24.6%
OTHER EXPENSES	500,600	31.0%	499,890	31.2%
CAPITAL IMPROVEMENT FUND	600,000	37.2%	600,000	37.5%
DEBT SERVICE	42,456	2.6%	44,356	2.8%
PENSION & SOCIAL SECURITY	62,000	3.8%	62,000	3.9%
TOTAL	----- 1,612,330 =====	----- 100.0% =====	----- 1,600,546 =====	----- 100.0% =====

ELECTRIC UTILITY BUDGET  
REVENUES & APPROPRIATIONS  
2002 AND 2001

3/11/02  
RFK

REVENUES	2002	%	2001	%
ELECTRIC TARIFFS	9,148,709	95.8%	7,356,512	94.8%
STREET LIGHTING	125,875	1.3%	125,875	1.6%
INTEREST INCOME	274,125	2.9%	274,125	3.5%
<b>TOTAL REVENUES</b>	<b>9,548,709</b>	<b>100.0%</b>	<b>7,756,512</b>	<b>100.0%</b>

APPROPRIATIONS	2002	%	2001	%
SALARIES & WAGES	1,028,784	10.8%	975,987	12.6%
OTHER EXPENSES	890,925	9.3%	864,525	11.1%
PURCHASED POWER	7,510,000	78.6%	5,300,000	68.3%
CAPITAL IMPROVEMENT FUND	0	0.0%	500,000	6.4%
PENSION & SOCIAL SECURITY	119,000	1.2%	116,000	1.5%
<b>TOTAL APPROPRIATIONS</b>	<b>9,548,709</b>	<b>100.0%</b>	<b>7,756,512</b>	<b>100.0%</b>

THE 2002 CAPITAL BUDGET PROGRAM

A Capital Budget for the Borough is prepared in accordance with regulations promulgated by the Division of Local Government Services and the Local Finance Board.

Every year department heads and boards submit proposed Capital Budgets to the Borough Administrator with their Operating Budget. After review, the Capital Budget is submitted to the Council separately to determine the priorities for the year.

There is one important difference between the Operating and Capital Budget. Unlike the Operating Budget, the Capital Budget does not give the authority to spend. The Capital Budget is a plan, not the actual appropriation of funds. Each project listed must be reviewed again, introduced by ordinance and a public hearing held before any spending can take place. Once the ordinance is adopted, the project can be started.

The Housing Authority and Board of Education are the only two local agencies that have separate bonding authority and can adopt their own bonding ordinances without the approval of the Mayor and Council.

The following projects will be reviewed by the Mayor and Council in 2002 and considered for approval.

<u>MUNICIPAL CAPITAL PROJECTS</u>	<u>AMOUNT</u>
Road Improvements	\$625,000
Public Works Equipment	45,000
Police & Fire Equipment	86,000
Library Improvements	47,000
Civic Center Ramp	15,000
Museum Improvements	7,000

WATER UTILITY CAPITAL PROJECTS

Water Main Replacement for Walnut Street	\$125,000
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ELECTRIC UTILITY CAPITAL PROJECTS

Install New Roof at James Park Building	\$150,000
Paint Substations	125,000

# ACCOMPLISHMENTS FOR 2001

## **I. PUBLIC SAFETY – Court, Fire, Police**

### **Court:**

- ♦ Due to the increased activity of the Police Department and the Court's determination to increase monetary penalties, there has been a 28% increase in receipts to Madison Borough over the same period during the year 2000.
- ♦ The Court has maintained the "60 day rule" which mandates that all DWI cases must be heard within sixty days of the date of violation. This rule is reviewed very closely by the Administrative Office of the Courts. In order to stay within the 60-day guidelines, the Court has held special sessions.
- ♦ Both the Administrative Office of the Court annual audit and the Borough annual audit were favorable. We have maintained the records and the financial data in compliance with the State rules.

### **Fire:**

- ♦ Bodywork was performed on Engine 1/Tower 1.
- ♦ All ladders and aerial devices were tested in accordance with National Fire Protection Association.
- ♦ The 1998 Jeep was converted for Fire Department use.
- ♦ State-of-the-art rescue gloves were purchased.
- ♦ The Jaws of Life were repaired.
- ♦ Firefighters attended Air Crash rescue training, a firefighter survival course, a trench collapse refresher course and a vehicle rescue course.

### **Police:**

- ♦ A promotional process completed.
- ♦ The Department implemented a community-policing program.
- ♦ The role of the School Community Resource Officer was expanded.
- ♦ The Department restructured command staff.
- ♦ The Madison Police served the residents of the community with a highly efficient and trained professional law enforcement organization capable of preserving the peace, protecting life and property and reducing crime through crime prevention techniques.
- ♦ The 911 emergency system is in full operation.
- ♦ Grants were approved for financing programs and equipment, totaling \$99,000.
- ♦ Traffic enforcement and awareness expanded with radar stalker system.
- ♦ Upgraded traffic control devices and signage within the borough.
- ♦ Completed many phases of training for police officers.

## **II. PUBLIC WORKS AND ENGINEERING**

### **Public Works:**

- ♦ Constructed a new Recreation field at Gibbons Place, "the Pines".
- ♦ Constructed a blacktop pad for the setting of the new Salt Bin.
- ♦ Assisted with the reconstruction of the Civic Center.

- ♦ Redressed the soccer field and skating pond.
- ♦ Reconstructed 250 feet of curb and sidewalks on Greenwood Avenue by Seven Oak circle.
- ♦ Replaced broken sidewalks uprooted by trees.

#### **Construction Code Enforcement & Building/Zoning**

- ♦ Renovation on Phase II for Beacon Trust - 333 Main Street completed.
- ♦ Renovation on Phase II for Madison Vet. Hospital - 262 Main Street completed.
- ♦ Madison YMCA addition.
- ♦ Issued footing/foundation for Drew's Academic Arts Center.
- ♦ Issued over 650 permits from January to October 2001.
- ♦ Completion of Technical Assistant Certification Program and certification received.
- ♦ Purchased tabletop copier for the office.

#### **Engineering:**

- ♦ Attendance at approximately 40 night meetings in order to provide advice to Council, Planning and Zoning Boards or other operating units. Provided preparation for meetings and follow up of issues raised since June 2001, and reviewed consultant's activities at prior meetings during the year.
- ♦ Review/advancement of planning documents for infrastructure improvements completed (i.e. 20 Year Road Plan, Water Plan, Lincoln Place/Cook Ave parking, HDM additions, Police relocation etc.).
- ♦ Preparation of bid documents for DeHart Place/Cedar Street water main, Dodge Field lighting, Water meter radio read improvements and advancement of bid documents for the reconstruction of Rosemont, Redmond and Ardsleigh Drive, DeHart Place and Cedar Street completed. Preparation of site plan for handicapped access to Civic Center completed.
- ♦ Advanced the completion of construction projects including: \$150,000 paving on West and Elm Street, Green Ave Parking Lot, and the Police Shooting Range; \$110,000 installation of the DPW Salt Dome structure; \$80,000 replacement of DeHart Place/ Cedar Street water main; the \$400,000 library HVAC units contract default. Construction inspection and contract compliance were performed for all the above.
- ♦ Managed Borough interests in local construction projects (not funded by the Borough) sponsored by an applicant to a local Board, or other interests such as NJDOT, NJT, PSEG, Library, Museum, etc.
- ♦ Advanced the Borough GIS by requesting third party developer proposals, by in-house development of three coverages on publicly held lands, and by directly supporting cell-carrier requests for GIS information.

### **III. UTILITIES – Electric, Water**

#### **Electric:**

- ♦ Re-build transformer tap changers at James Park Substation. Postponed for future date do to positive inspection results.
- ♦ Replaced vacuum bottles in tap changers at Kings Road Substation. Postponed for future due to positive inspection results.

- ♦ Completed installation of 3 phase primary Woodland Road. This project is in progress.
- ♦ Rework feeders at Kings Road Substation. Completed.
- ♦ Continued installation of new circuit for Reckson Building. Overhead cable is completed.
- ♦ Upgrade transformer at Madison Ave. water tank. Completed
- ♦ Continued system re-enforcement. This is a continual process.
- ♦ Completed major line repairs from snowstorm of February 5,2001.
- ♦ Completed new 3-phase feeder for Bailey-Ellard High School.
- ♦ Re-worked primary cable and transformers at Madison High School.
- ♦ Sub-station testing. Completed.
- ♦ Re-worked and identified cables in all manholes at Waverly Place
- ♦ Completely re-worked and identified all cables in Vault #2 at Park Avenue.
- ♦ Installed new commercial services at YMCA and Penny Press.
- ♦ Connected 48 new Cable T. V. booster boxes.
- ♦ Installed new secondary cable- Ferndale Rd; Fairwoods Rd; Forest Rd; Morris Place; and Glenwild Rd.
- ♦ Fuse co-ordination of East Main Circuit.
- ♦ Constructed new transformer and pad, installed new underground secondary cables, and re-worked vault at Wyndhurst Drive.
- ♦ Repaired OCB 1 at Kings Road Substation.
- ♦ Line clearance. Completed.

#### **IV. PUBLIC SERVICES – Borough Clerk, Finance, Library, Purchasing/Personnel, Tax Assessor**

##### **Borough Clerk:**

- ♦ Ongoing project transferring adopted Borough of Madison resolutions with backup documentation to vault binders for easy access. Project of transferring pre-1955 documents to vault binders resumed in 4<sup>th</sup> quarter and will continue as time allows
- ♦ The Borough Clerk is Licensing Official, issued 8 Amusement Device Machine Permits, 1 Amusement Device Premise permits, 1 Bowling Alley License, 35 Raffles Licenses, 1 Recreation vehicle Parking permit, 8 Sidewalk Dining Licenses, 17 Street Opening Permits, 2 Soil Moving Permits; 2 Towing and Storage Permits; 20 Consumption/Distribution/Club Liquor Licenses; 89 tennis permits.
- ♦ The Clerk's office collected, recorded and processed payments for all departments' sales of books, maps, and photocopies.
- ♦ Collected fees for and arranged pickup of 225 white goods and 150 refrigerators and air conditioners.
- ♦ Provided the County with use of the Borough lobby to issue Passports.
- ♦ Recertified as Registered Municipal Clerk (RMC) from September 30, 2000 through September 30, 2002.
- ♦ Records Manager as provided by State Statute.
- ♦ Provided Notary Services to more than 90 walk-ins in addition to notary service to borough departments.
- ♦ As Administrative official of Elections, presided over School Election, Primary Election and General Election as follows: Contacted fifty-six board workers,

verified their intentions to work the polls, arranged pick-up and drop-off of election materials. Staff the office during polling hours (from 6:00 a.m. for General Election). Tabulate Election results at the close of the polls from 28 voting machine printouts.

- ♦ By yearend will have prepared for 25 Public Work Session Meetings, 24 Regular Meetings, 22 Executive Sessions meetings, the annual Reorganization meeting, and kept a record of each meeting, producing minutes thereof.
- ♦ Published, advertised and filed as permanent record 43 ordinances; 157 Resolutions have been adopted as of 11/26/01 and were advertised when the resolution authorized professional services contracts

**Finance:**

- ♦ The portion of property taxes that funds municipal services was slightly reduced from \$8,476,353 in 2000 to \$8,470,199 in 2001. This was the fifth time in the last seven years that the dollar amount of municipal property taxes had been reduced. The municipal property tax portion in 2001 was essentially the same as in 1994.

**Library:**

- ♦ Enhanced the Library's collection by using \$12,500 grant, received from Geraldine R. Dodge Foundation to purchase new books and media for the Library's collection and to convert the Madison Eagle index into Pro-Cite database. Started a DVD collection in the Adult Services department by using a \$3,000 grant from the New Jersey State Library.
- ♦ Improved the Library building and grounds through completion of a major re-landscaping project.
- ♦ Studied and implemented recommendations from the northeast Document Conversation Center through updating the Library's Disaster plan and using archival supplies to preserve the Local History and Rushmore Collection Materials.
- ♦ Provided programs of cultural, literary and educational interest for adults by holding The Library's Book Club Meetings monthly, scheduling series of lectures, concerts and an art exhibits throughout the year
- ♦ Enhanced Library's technological infrastructure through installation of a firewall and a new web server.
- ♦ Continued development of RoseNet by holding monthly meetings of the RoseNet Technology Committee and updating the Library's web site.
- ♦ Provided programs of appeal to the interests and reading levels of children through sixth grade.
- ♦ Strengthened management and internal operations of the Library through conducting employee evaluations, preparing a revised Personnel Manual, approving new salary range schedule and holding staff and supervisor meetings.

**Purchasing/Personnel:**

- ♦ The Department of Purchasing processed approximately 3,230 Requisitions for Purchase Orders, 1, 560 Purchase Orders and 1,670 Receiving and Inspection Forms (R&I's).
- ♦ Implemented ADP HR/Profile, a human resource management tool.
- ♦ The Purchasing Agent and Purchasing Assistant successfully completed Purchasing II and Purchasing III courses administered by Rutgers University.

- ♦ Reviewed current Purchasing Policies and Procedures and drafted a revised manual.
  - ♦ Twenty Worker's Compensation claims/cases and twenty-five General Liability claims were processed and administered in cooperation with the Morris County Joint Insurance Fund.
  - ♦ Wrote a successful grant to the Geraldine R. Dodge Foundation, resulting in a \$37,000 award.
  - ♦ Updated the bid manual to reflect the additions to the New Jersey Local Public Contracts Law.
  - ♦ Assisted in the research, proposal and purchase of the ECI/Telecom switch.
  - ♦ Successfully brought the Civic Center, Department of Public Works and the Utilities Building onto the Rosenet network.
- Coordinated the Sexual Harassment Seminar for all employees with Joseph Bell.

**Tax Assessor:**

- ♦ The Added Assessment List filed with the Morris County Board of Taxation totaled \$4,307,800.
- ♦ The Actual tax dollars due and payable to the Borough of Madison on or before November 1, 2001 was \$25,655.91
- ♦ There were 35 Appeals filed, 13 State Judgments completed and there are 22 still pending.

**V. COMMUNITY AFFAIRS – Recreation, Senior Center**

**Recreation:**

- ♦ In the Spring, Little League baseball games were played for the first time on the second of the two fields located at the Green Village Road School site, as well as the field located at the Baptist Church site. In the Fall, the Green Village Road field was set up for the first time for use by the soccer program for travel team games and practices for the under 10 age group.
- ♦ Purchased portable-wireless sound system which can be used at various recreation or town events.

**Senior Center:**

- ♦ Planned, coordinated and implemented the move from 10 Maple Avenue to the Madison Civic Center, 28 Walnut Street on July 10, working with the senior leaders, volunteers and Mayor and Council for many months prior to the move.
- ♦ Celebrated the grand opening of the new Senior Center on September 14 with a ribbon cutting by Mayor John J. Dunne and volunteer contractor Angelo Iossa, and Open house hosted by Madison Senior Center Board of Trustees and Rose City Seniors (formerly Madison Community House Seniors).
- ♦ Reorganized Madison Community House Seniors with a name change (Rose City Seniors); meetings moved to 28 Walnut Street with exception of holiday party at Madison Community House, until larger space becomes available at Civic Center.
- ♦ Observed the United Nations International Year of the Volunteer, 2001 recognizing the invaluable contributions of volunteers in our community.
- ♦ Observed Older Americans Month in May/Sixth Annual Photo ID Day. Nominated Rose City Songsters to Volunteers for Morris County recognition.

- ♦ Cooperated with other community sites to provide senior services and programs at Madison Public Library, Madison Area YMCA, Madison Community House, Senior Housing, Madison Schools, Time Out and local newspapers
- ♦ Attended professional Conference and provided in-house training and lectures for volunteers and staff.

## VI. HEALTH

### **Health:**

- ♦ Following the 9/11 attack, the Health Department has been preparing its role in response to a local Bioterrorism event. Preparation includes researching medical literature, downloading and reviewing Centers for Disease Control and State Health Department bulletins delivered through electronic mail, and attending conferences and meetings regarding the presentation of and response to the various diseases. The Nursing Director has put together a bank of volunteer nurses who are willing to respond in an emergency. She has also been trained in disaster health nursing by the American Red Cross.
- ♦ Medicare has released a report on the vaccination rates in Morris County. Of the 39 communities in the county, Madison was #1 in Pneumovax immunizations from the period 1991 to 1998. Our 46.83% vaccination rate beat the overall county rate of 33% and the national rate of 31%.
- ♦ Regarding Influenza vaccination rates, we had three of our contracting communities in the county top six. Madison's vaccination rate topped the county, state and national rates.
- ♦ The Madison Health Department has responded to a State Health Department request to be a provider of Tetanus vaccine to adults. Due a national shortage, local doctors are unable to replenish their vaccine supply. Although giving State supplied Tetanus boosters to our Child Health Conference population is a normal Health Department activity, providing Tetanus boosters as a function of wound care in adult patients is not. The vaccine that has been made available to adult patients is not state supplied and has been purchased with local funding. The Borough is reimbursed through a fee charged to the patients making use of this non-mandated service. Although few local health departments took on this responsibility, we felt obligated to provide Madison residents with this extra benefit, thereby preventing long waits in emergency rooms.
- ♦ Hepatitis B vaccination is a new requirement of school age children for school admission. The Madison Public Health Nursing Staff worked with the school nurses early in the year to ensure parent education and compliance. We have been prepared to offer Hepatitis B vaccine at the Health Department to assist parents in meeting this new requirement.
- ♦ The Madison Health Department hosted a program provided by Morristown Memorial Hospital, which evaluated stroke risk in adults over 50. This public education enables people exhibiting stroke symptoms to act quickly in seeking medical treatment. This program dispels the notion that strokes cannot be prevented.
- ♦ The Nursing Staff audited the immunization records of 64 schools and day care centers throughout the nine-community Madison Health District. They reviewed a

total of 4,575 individual immunization records and followed up until that entire number was 100% compliant in meeting state regulations.

- ♦ MAASA has had an extremely successful year reaching out to youth and families, especially targeting the Junior School age group. Over 800 high school youth and parents attended performances by Mykee Fowlin on acceptance and diversity in January. This was funded in part by Alliance Funding through the Morris County office.
- ♦ In July, MAASA began discussions with school personnel that resulted in the Junior School becoming part of the willow Tree peer development program. Seventeen students and two adult advisors attended the WT November camp experience.
- ♦ MAASA repeated its youth grades 6-12 drug and alcohol survey in November and will have class-to-class comparisons with the results of a similar survey conducted in 1998.

## GOALS FOR 2002

### **I. PUBLIC SAFETY – Court, Fire, Police**

#### **Court:**

- ♦ The objective of the Municipal Court is to comply with New Jersey Court rules as promulgated by the New Jersey Supreme Court and local vicinage rules, as determined by the Assignment Judge for the County of Morris.
- ♦ It is the objective of the Municipal Court Administrator, Deputy Court Administrator, and Violation Clerks to perform their duties in a professional and objective manner and to maintain the records and the financial data in compliance with State rules.

#### **Fire:**

- ♦ The Madison Fire Department will strive to maintain a high level of commitment and efficiency, and to serve the present and future needs of the residents of Madison. Upgrading operations and equipment and aiming to give the highest level of service possible, while continuing to be ever budget conscious are valued by the Department.
- ♦ Among the many new concepts are the Firefighter Assist and Search Team (F.A.S.T.), "2 in -2 out", and an accountability system. Incorporating these concepts will enable the Department to manage emergency scenes safer as well as keeping better track of personnel.
- ♦ In reference to 9-11, training and response to weapons of mass destruction will be expected to become another aspect of the Department's operation.
- ♦ Any opportunities for training together should be explored and purchasing equipment jointly should be welcomed and supported by the municipalities.
- ♦ Replacement of Fire Department apparatus and vehicles will be an ongoing process. This replacement program will enable the Fire Department to keep funding and replacement a constant reminder, which is better than an unpleasant surprise.

#### **Police:**

- ♦ The Department will begin approval for construction on new Madison Police Headquarters.
- ♦ A new emergency response vehicle will be purchased and outfitted.
- ♦ Mobile vision cameras will be installed and Officers will be trained to utilize them effectively.
- ♦ Full computerization of Madison Police Department patrol fleet will be completed.
- ♦ The Department will seek to upgrade Madison Police Department's communications.
- ♦ There will be increased training for Madison Police officers.
- ♦ The Department will aim to bring staffing levels on patrol up to acceptable standards.
- ♦ A community survey regarding citizen perception of crime within the community will be distributed.
- ♦ The Department will enhance working relationship with Board of Educational Madison Superintendent of Schools and each Principal within the borough through various programs.
- ♦ The Department will work to enhance its response capabilities through cross training with Madison Fire Department.
- ♦ The Madison Police Department will develop and maintain a website.
- ♦ Overhaul field training of new officers through recognized field training officer procedures.

- ◆ The training program on the community policing philosophy will continue for each officer within the Madison Police Department.
- ◆ The Department will seek to increase communication and interaction with Drew University Security and Fairleigh Dickinson University Security and with corporate security for all corporations located within the Borough of Madison.

## **II. PUBLIC WORKS AND ENGINEERING**

### **Public Works:**

- ◆ Road Department will re-establish crack sealing Program and will seek to increase the Department personnel by two men.
- ◆ Parks Department will send personnel to attend school and to get licensed for field maintenance, pesticides and herbicides.
- ◆ Sewer Department aims to continue to maintain sewer lines and to insure that pump stations are running efficiently.
- ◆ The Department will repair sidewalks after tree removal, repair sidewalks on Borough property and sidewalks that are uplifted by Borough trees.
- ◆ Mechanical Services will purchase a portable welder and will continue to attend seminars for truck maintenance.
- ◆ There will be training for secretaries, workers, and foreman's in the Parks, Roads, Sewer and Mechanical services department to keep licenses and computer skills current.
- ◆ The Department will maintain trucks and equipment to stay current with safety program.

### **Construction Code Enforcement, Building/Zoning:**

- ◆ The Department aims to bring the office up to date and streamline administrative functions with computer equipment and programs. New staff will be trained on department operations.
- ◆ Approximately 500 building permits, 800 electric, plumbing, fire and zoning permits, 150 zoning permits and 700 certificates of occupancy/approval are expected to be issued. Approximately 1500 building inspections are expected to be conducted.
- ◆ The Department will assist residents, attorneys, real estate agents, etc. with questions pertaining to zoning and building. We anticipate over 2500 such inquiries.
- ◆ The Construction Official, Building Subcode Official, Building Inspector, will be attending state approved classes at the Building Safety Conference of New Jersey in April and the New Jersey League of Municipalities in November and Eastern States Building Conference.

### **Engineering:**

- ◆ The Engineer will attend approximately 80 night meetings in order to provide advice to Council, Planning and Zoning Boards or other operating units.
- ◆ The Department will advance of planning documents for infrastructure improvements, in particular the refinement of the 20 Year Road/Water Plan to a point which will allow a GIS coverage of past and anticipated future activities to be made public.
- ◆ The Engineering Department will design, bid, award and construct improvements to Rosemont, Redmond and Ardsleigh Drive; DeHart Place and Cedar Street reconstruction; and the replacement of Walnut Street water line as well as the design of improvements to Roscoe, Alma, Rachael, Douglas, Baker, Sunset roads.

- ◆ Annual contracts will be utilized to improve/maintain existing GIS coverages and add MOD4 data. A GIS developer/engineering consultants contract will be enlisted to provide new coverages for Water and Electric Utility systems and local area/wide area network access to the GIS coverages will be implemented for Land Use Services staff in-house. Work to distribute the GIS in a user friendly system, suitable for use in a public location.

### **III. UTILITIES – Electric**

#### **Electric:**

- ◆ The Electric Department will begin replacement of all underground primary switches and installation of additional cable.
- ◆ The transformer tap changers at James Park Substation will be re-built.
- ◆ The Department will continue to work on system re-enforcement.
- ◆ Over the next five years the Department will continue installation of new circuit for the Reckson Building, complete installation of 3 phase primary Woodland Road, install the SCADA (power logic) monitoring system for both substations, install a walkway and bridge lighting at James Park, construct a new storage facility and paint structures at both substations.

### **IV. PUBLIC SERVICES – Borough Clerk, Finance, Library, Purchasing/Personnel, Tax Assessor**

#### **Borough Clerk:**

- ◆ The Department will continue records management procedures for the department and the Borough by sending reminder notices to departments about records storage procedures. Also, the Department will continue ongoing project of transferring old Borough of Madison resolutions with backup documentation to vault binders for easy access.
- ◆ The Borough Clerk will aim to increase use of electronic communication in place of paper. Transmitting Agenda by email to Council has been successful, so the Department will try to bring on board two remaining Council members who require paper copies.
- ◆ The Department of the Borough Clerk will seek to deliver packages electronically rather than by paper, with a paper copy at Council's place the night of meeting.
- ◆ The Borough Clerk will lobby the County to give all municipalities access to the election results that are recorded by the machine electronically.

#### **Finance:**

- ◆ The Chief Financial Officer will issue a request for proposals for all of the Borough of Madison banking relationships.

#### **Library:**

- ◆ The Madison Public Library will enhance the Library's collection by using grant funds received from the Geraldine R. Dodge Foundation and New Jersey State Library, and the Friends of the Library by purchasing new materials, media and preserving 5 historic atlases.
- ◆ The Library will improve the Library building and grounds by continuing the landscaping project in the rear of the Library, improving interior lighting and installing an upgrade to the Library's security and fire alarm system.

- ◆ The Madison Public Library will work more cooperatively with the Madison schools, especially to encourage the schools to inform students about the resources at the Library.
- ◆ Provide programs of cultural, literary and educational interest for adults.
- ◆ The Public Library aims to study and implement recommendations from the Northeast Document Conservation Center.
- ◆ The Library will enhance its collection by using grant funds received from the Geraldine R. Dodge Foundation and New Jersey State Library.
- ◆ The Madison Public Library will enhance the equipment and staff expertise necessary in making the services of the Morris Automated Information Network available to the public.

**Purchasing/Personnel:**

- ◆ The Purchasing/Personnel Department will utilize a 2001 draft of the purchasing manual to add updates and publish to all departments.
- ◆ The Department will work with the Finance Department to upgrade the current Edmunds system to the Java program and continue the transition from the hard-copy purchase order system to the Edmunds & Associates Inc. Requisition System.
- ◆ The Purchasing Assistant hopes to successfully complete the Municipal Finance course administered by Rutgers University and will continue training in purchasing and business.
- ◆ The new Purchasing/Personnel Officer will be trained.

**Tax Assessor:**

- ◆ The Department will be continuing to defend 35 pending State tax appeals in Superior Court and will continue to serve the public and maintain, update and file records.

**V. COMMUNITY AFFAIRS – Recreation, Senior Center**

**Recreation:**

- ◆ The Department will strive to maintain the level of the programs by working cooperatively with various recreation volunteers and volunteer organizations, and assisting in informing those eligible for the programs.
- ◆ The Recreation Director will assist in the scheduling of fields and facilities and work cooperatively with the Public Works Department in the maintenance of various recreation facilities.
- ◆ The Director will do everything necessary to run the programs safely and effectively.
- ◆ The Department will continue to work cooperatively with the Madison Board of Education regarding the use of various Board of Education facilities, which are used by various recreation programs.
- ◆ The Recreation Director will work cooperatively with the Mayor, Council, Borough Administration, and Borough Engineer regarding improvements or additions to recreation facilities.

**Senior Center:**

- ◆ To provide an organized program for the benefit of older adults of the community giving attention to their special needs for education, recreation, health, transportation, safety and housing and increase intergenerational programs.

- ◆ To encourage the seniors to participate in public service projects and activities within the community.
- ◆ To cooperate with appropriate agencies at local, state and federal levels to secure needed funds for services.
- ◆ To assist seniors and their families to make use of appropriate and available community facilities and resources.
- ◆ To encourage participation in leisure time interests, skills and instruction.
- ◆ To observe Older Americans Month in May: Seventh Annual Photo ID Day in cooperation with the Madison Police Department for the safety and well-being of our older adults
- ◆ To study ways to replace or supplement the existing 12-passenger van with a larger 15-20 passenger vehicle to accommodate needs of older adults.
- ◆ To provide other special intergenerational projects with Madison Public Schools throughout the year.

## **VI. HEALTH & WELFARE**

### **Health:**

- ◆ The Madison Health Department will seek out and enter into as many inter-municipal contracts as necessary to achieve an ideal balance between contractual public health responsibilities and the public health resources required to satisfy those responsibilities.
- ◆ The Department will aim to reach more Madison residents with its existing public health services and information through press releases and interaction with the Borough's various committees. The Health Department will continue to make use of the RoseNet.
- ◆ The Health Department will continue offering non-mandated services, such as adult tetanus vaccinations and pneumococcal disease vaccine to adults 65 and over, which may enhance the general good health of Madison residents and will continue to administer the NJ KidCare program.
- ◆ With the specter of Bioterrorism looming over us, Public Health has been and will continue to be called upon to respond to the threat at the Federal, State and Local levels
- ◆ The Department will continue to determine the public health needs of the community and develop new programs that will accommodate those needs.

### **Welfare:**

- ◆ The Department will administer the Public Assistance Trust Fund according to the State legislation, P.L. 1997 C13, C14, C37 and C38 of Work First New Jersey pertaining to General Assistance program.
- ◆ The Welfare Director will continue participation in the NJ EASE network and obtain benefit-screening software when it becomes available.