

Robert

2003 BUDGET IN BRIEF



April 2003

MAYOR
John J. Dunne

COUNCIL MEMBERS
Mary-Anna Holden
George Hayman, Council President
Astri J. Baillie
Donald J. Bowen
Carmela Vitale
Sam Mantone

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HARTLEY DODGE MEMORIAL
BOROUGH OF MADISON
MADISON, NEW JERSEY 07940

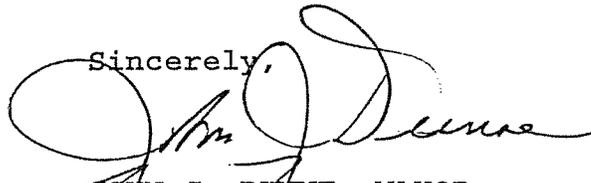
APRIL 14, 2003

Dear Madison Residents:

Enclosed for your review is a summary of the 2003 Municipal Budget. I am pleased to report that the amount required for municipal taxation will decrease slightly by \$21,985 or from \$8,825,603 to \$8,803,618. This is primarily due to an increase in the use of municipal surplus, reducing the funding for capital projects and no increases in departmental operating expenses. Importantly, all Borough services have been maintained which has always been a priority. This marks the sixth time in the last ten years that the municipal portion of your property taxes has either decreased or remained the same.

The "Budget In Brief" document continues to summarize all the appropriations that fully support your municipal services and also defines the different components that will provide the funding for these services. Also an estimate for the County and School property taxes is provided since these taxes have not been finalized. The Council and I will conduct a budget hearing on Monday, May 12th 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	Elizabeth Kowalczyk
Chief of Police	Tim Ehrenburg
Fire Chief	Douglas O. Atchison
Electric Utility Superintendent	Michael Piano
Health Officer	John These
Borough Engineer	Robert Vogel
Acting Superintendent of Public Works	David Maines
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 2003 are as follows:

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

THE 2003 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 April 14th and will be published in the MADISON EAGLE on May 1st. At the introduction of the Budget, the Council sets May 12th as the date for the public hearing.

BOROUGH OF MADISON
 2003 BUDGET
 TOTAL TAX RATE - ESTIMATE

RFK
 3/21/03

	2003	2002	DIFFERENCE	% CHANGE
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				
TOTAL SPENDING APPROPRIATIONS	\$18,070,294	\$18,031,161	\$39,133	0.2%
LESS: MUNICIPAL REVENUE	\$10,528,188	\$10,406,998	\$121,190	1.2%
NET APPROPRIATIONS FOR TAXATION	\$7,542,106	\$7,624,163	(\$82,057)	-1.1%
ADD: SCHOOL TAXES	\$25,359,035	\$25,108,232	\$250,803	1.0%
COUNTY TAXES	\$6,250,000	\$6,142,192	\$107,808	1.8%
OPEN SPACE TAX	\$937,300	\$827,030	\$110,270	13.3%
TOTAL TAXES - EXCL. RESERVE	\$40,088,441	\$39,701,617	\$386,824	1.0%
BUDGETED TAX COLLECTION RATE	97%	97%		
RESERVE FOR UNCOLLECTED TAXES	\$1,261,512	\$1,201,440	\$60,072	5.0%
AMOUNT TO BE RAISED BY TAXATION	\$41,349,953	\$40,903,057	\$446,896	1.1%
ASSESSED VALUATION	\$2,149,213,500	\$2,159,377,500	(\$10,164,000)	-0.5%
PUBLIC UTILITY PERSONAL PROPERTY	\$15,220,720	\$15,693,672	(\$472,952)	-3.0%
TOTAL ASSESSED RATABLES	\$2,164,434,220	\$2,175,071,172	(\$10,636,952)	-0.5%
TOTAL APPROPRIATIONS-- INCL. RESERVE	\$19,331,806	\$19,232,601	\$99,205	0.5%
LESS: MUNICIPAL REVENUE	\$10,528,188	\$10,406,998	\$121,190	1.2%
MUNICIPAL TAX LEVY	\$8,803,618	\$8,825,603	(\$21,985)	-0.2%
E S T I M A T E D T A X R A T E				
MUNICIPAL TAX RATE	\$0.407	\$0.406	0.001	0.2%
SCHOOL TAX RATE	\$1.172	\$1.154	0.017	1.5%
COUNTY TAX RATE	\$0.332	\$0.320	0.012	3.6%
TOTAL ESTIMATED TAX RATE	\$1.910	\$1.881	0.030	1.6%
AVG. RESIDENTIAL ASSESSED VALUE	\$395,800	\$394,650	\$1,150	0.3%
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				
MUNICIPAL TAXES	\$1,609.88	\$1,601.34	\$8.54	0.5%
SCHOOL TAXES	\$4,637.29	\$4,555.70	\$81.59	1.8%
COUNTY TAXES	\$1,314.31	\$1,264.51	\$49.80	3.9%
TOTAL ESTIMATED TAXES	\$7,561.47	\$7,421.55	\$139.93	1.9%

BOROUGH OF MADISON
MUNICIPAL BUDGET

REVISED

REVENUE AND APPROPRIATIONS
2003 VS. 2002

3/14/03
RFK

REVENUE	2003	2002	INCREASE (DECREASE)	PERCENTAGE CHANGE
	-----	-----	-----	-----
PRIOR YEAR'S SURPLUS	3,350,000	3,000,000	350,000	11.7%
MUNICIPAL SOURCES	2,010,000	2,117,000	(107,000)	-5.1%
STATE AID & GRANTS	1,168,188	1,190,998	(22,810)	-1.9%
SPECIAL LEGISLATIVE GRANT	0	99,000	(99,000)	NA
ELECTRIC SURPLUS-OPERAT.	3,000,000	3,000,000	0	0.0%
ELECTRIC SURPLUS-CAPITAL	1,000,000	1,000,000	0	0.0%
TOTAL MUNICIPAL REVENUE	10,528,188	10,406,998	121,190	1.2%
MUNICIPAL TAXES	8,803,624	8,825,603	(21,979)	-0.2%
	-----	-----	-----	-----
TOTAL REVENUE	19,331,812	19,232,601	99,211	0.5%

APPROPRIATIONS				
SALARIES & WAGES	7,857,999	7,499,933	358,066	4.8%
HEALTH INSURANCE	1,214,000	1,084,000	130,000	12.0%
PENSION & SOCIAL SECURITY	480,000	465,000	15,000	3.2%
SUB-TOTAL	9,551,999	9,048,933	503,066	5.6%
EMERGENCY APPROPRIATION	305,000	0	305,000	NA
LEGAL EXPENSES	225,000	193,000	32,000	16.6%
DEPARTMENTS OPERATING EXP.	1,612,550	1,626,587	(14,037)	-0.9%
UTILITIES	346,000	531,275	(185,275)	-34.9%
WASTE REMOVAL	1,413,980	1,346,614	67,366	5.0%
LIABILITY INSURANCE	311,500	271,700	39,800	14.6%
SUB-TOTAL	4,214,030	3,969,176	244,854	6.2%
CAPITAL - ELEC. SURPLUS	1,000,000	1,000,000	0	0.0%
CAPITAL IMPROVEMENT FUND	0	600,000	(600,000)	-100.0%
DEBT SERVICE	1,242,216	1,291,682	(49,466)	-3.8%
SPECIAL LEGISLATIVE GRANT	0	99,000	(99,000)	NA
SUB-TOTAL	2,242,216	2,990,682	(748,466)	-25.0%
MADISON-CHATHAM JOINT MIG.	1,026,422	1,038,773	(12,351)	-1.2%
PUBLIC LIBRARY	1,035,633	983,597	52,036	5.3%
TOTAL SPENDING	18,070,300	18,031,161	39,139	0.2%
RESERVE UNCOLLECTED TAXES	1,261,512	1,201,440	60,072	5.0%
	-----	-----	-----	-----
TOTAL APPROPRIATIONS	19,331,812	19,232,601	99,211	0.5%

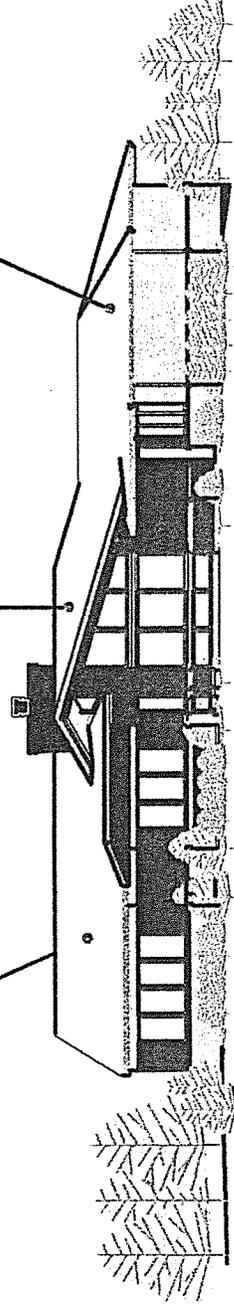
2003 AVERAGE PROPERTY TAX DISTRIBUTION

ESTIMATED TAXES ON HOME ASSESSED AT \$395,800

\$ 4,637.29
SCHOOLS

\$ 1,609.88
MUNICIPAL

\$ 1,314.31
COUNTY



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

SCHOOLS	\$ 4,637.29	61.3%
MUNICIPAL	1,609.88	21.3%
COUNTY	<u>1,314.31</u>	<u>17.4%</u>
TOTAL:	<u>\$ 7,561.47</u>	<u>100.0%</u>

MADISON MUNICIPAL BUDGET
 2003 " CAP CALCULATION "

3/11/03
 RFK

Below are the calculations for the 2003 CAP appropriation limit utilizing the index rate ordinance of 1.0%

Total adopted appropriations for 2002.....		19,232,601.00
Deductions :		
Reserve for Uncollected Taxes	1,201,440.00	
Other Operations	1,666,335.00	
Capital Improvement Fund	1,600,000.00	
Public Library	983,597.00	
Debt Service	1,279,532.00	
DEFERRED CHARGES	12,150.00	

Total Modifications.....	6,743,054.00	
Amount on which Cap is Applied.....	12,489,547.00	
1.0% "Cap" Authorized by Ordinance.....		124,895.00
Additions to "Cap" Assessed Value of New Construction \$4,295,800 at the Local Purpose Tax Rate of \$0.407 per \$100.....		17,483.00
UTILIZATION OF CAP BANK		306,222.00

Total General Appropriations "Cap" Limitation for 2003		12,938,147.00
Less 2003 Appropriations Within "Cap"		(12,938,147.00)

Unused "Cap" Amount		0.00

	Inside Cap	Outside Cap
	-----	-----
Salaries & Wages	7,481,813.00	421,186.00
Other Expenses	4,976,334.00	2,163,745.00
Statutory Expenditures	480,000.00	0.00
Deferred Charges	0.00	305,000.00
Capital Improvement Fund	0.00	1,000,000.00
Debt Service	0.00	1,242,216.00
Reserve For Uncollected Taxes	0.00	1,261,512.00
	-----	-----
Total Inside & Outside	12,938,147.00	6,393,659.00
Total Appropriations for 2003		19,331,806.00

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

REVENUE AND APPROPRIATIONS
BY MAJOR CATEGORY
2002 vs. 2003

RFK
3/14/03

REVENUE	2002	%	2001	%
PRIOR YEAR'S SURPLUS	\$3,000,000	15.6%	\$3,350,000	17.3%
MUNICIPAL REVENUE	\$2,117,000	11.0%	\$2,010,000	10.4%
STATE AID & GRANTS	\$1,190,998	6.2%	\$1,168,188	6.0%
SPECIAL LEGISLATIVE GRANT	\$99,000	0.5%	\$0	0.0%
ELECTRIC SURPLUS - OPER.	\$3,000,000	15.6%	\$3,000,000	15.5%
ELECTRIC SURPLUS - CAPITAL	\$1,000,000	5.2%	\$1,000,000	5.2%
MUNICIPAL PROPERTY TAXES	\$8,825,603	45.9%	\$8,803,624	45.5%
TOTAL REVENUE	\$19,232,601	100.0%	\$19,331,812	100.0%

APPROPRIATIONS	2002	%	2003	%
SALARIES & WAGES	\$7,499,933	39.0%	\$7,857,999	40.6%
HEALTH & LIAB. INSURANCE	\$1,355,700	7.0%	\$1,525,500	7.9%
PENSION & SOCIAL SECURITY	\$465,000	2.4%	\$480,000	2.5%
EMERGENCY APPROPRIATION	0	0.0%	\$305,000	1.6%
LEGAL EXPENSES	\$193,000	1.0%	\$225,000	1.2%
DEPARTMENT OPERATING EXP.	\$1,626,587	8.5%	\$1,612,550	8.3%
UTILITIES	\$531,275	2.8%	\$346,000	1.8%
WASTE REMOVAL	\$1,346,614	7.0%	\$1,413,980	7.3%
MADISON-CHATHAM JOINT MTG.	\$1,038,773	5.4%	\$1,026,422	5.3%
CAPITAL IMPROVEMENTS	\$1,600,000	8.3%	\$1,000,000	5.2%
DEBT SERVICE	\$1,291,682	6.7%	\$1,242,216	6.4%
PUBLIC LIBRARY	\$983,597	5.1%	\$1,035,633	5.4%
SPECIAL LEGISLATIVE GRANT	\$99,000	0.5%	\$0	0.0%
TOTAL SPENDING	\$18,031,161	93.8%	\$18,070,300	93.5%
RESERVE FOR UNCOLL. TAXES	\$1,201,440	6.2%	\$1,261,512	6.5%
TOTAL APPROPRIATIONS	\$19,232,601	100.0%	\$19,331,812	100.0%

BOROUGH OF MADISON TAX COLLECTION RESULTS

	2001	2002
TAX LEVY	\$39,115,680	\$41,113,042
ADDED TAXES	22,661	58,088
<hr/>		
TOTAL TAX LEVY	39,138,341	41,171,130
CURRENT YEAR COLLECTIONS	38,598,328	40,332,890
PRIOR YEAR COLLECTIONS	238,313	294,738
TRANSFERS & CANCELLATIONS	46,664	312,816
<hr/>		
TOTAL COLLECTIONS	38,883,305	40,940,444
OUTSTANDING BALANCE	\$255,036	\$230,686
<hr/>		
PERCENTAGE OF COLLECTIONS	99.23%	98.68%

BALANCE OF DELINQUENT TAXES & TAX TITLE LIENS-JAN. 1	\$337,274	\$337,104
ADDED TAXES	5,323	1,883
INTEREST, COSTS, & TRANSFERS	6,353	6,670
<hr/>		
TOTAL OUTSTANDING	348,950	345,657
DELINQUENT COLLECTIONS	266,880	261,172
CANCELLATIONS	2	3
<hr/>		
TOTAL COLLECTIONS	266,882	261,175
OUTSTANDING BALANCE	\$82,068	\$84,482
<hr/>		
PERCENTAGE OF COLLECTIONS	76.48%	75.56%

SUMMARY OF CURRENT AND DELINQUENT TAXES RECEIVABLE

CURRENT YEAR	\$255,036	\$230,686
DELINQUENT TAXES & TAX TITLE LIENS	82,068	84,482
<hr/>		
TOTAL	\$337,104	\$315,168

SUMMARY OF TAX LEVY AND RATES
2003 - 2002 - 2001

3/20/03
RFK

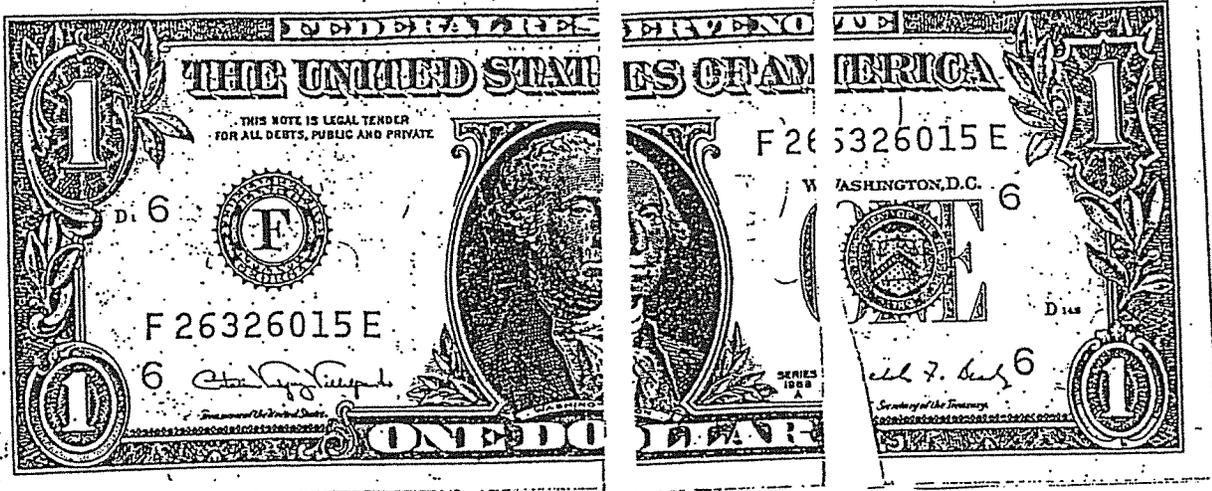
	2003 ESTIMATED			2002 ACTUAL			
	TAX LEVY	TAX RATE	TAX DOLLAR	TAX LEVY	TAX RATE	TAX DOLLAR	INCREASE
SCHOOL TAX	\$25,359,035	1.172	\$0.61	\$25,108,232	1.154	\$0.61	\$250,803
COUNTY TAX	\$7,187,300	0.332	\$0.17	\$6,969,222	0.320	\$0.17	\$218,078
BOROUGH TAX	\$8,803,618	0.407	\$0.21	\$8,825,603	0.406	\$0.22	(\$21,985)
TOTAL TAX LEVY	\$41,349,953	1.910	\$1.00	\$40,903,057	1.881	\$1.00	\$446,896

	2002 ACTUAL			2001 ACTUAL			
	TAX LEVY	TAX RATE	TAX DOLLAR	TAX LEVY	TAX RATE	TAX DOLLAR	INCREASE
SCHOOL TAX	\$25,108,232	1.154	\$0.61	\$23,792,989	1.095	\$0.61	\$1,315,243
COUNTY TAX	\$6,969,222	0.320	\$0.17	\$6,753,012	0.311	\$0.17	\$216,210
BOROUGH TAX	\$8,825,603	0.406	\$0.22	\$8,470,199	0.390	\$0.22	\$355,404
TOTAL TAX LEVY	\$40,903,057	1.881	\$1.00	\$39,016,200	1.795	\$1.00	\$1,886,857

SUMMARY OF ASSESSED VALUATION	2003 ACTUAL	2002 ACTUAL	2001 ACTUAL
TAX RATABLES:			
REAL PROPERTY (LAND AND IMPROVEMENTS)	\$2,149,213,500	\$2,159,377,500	\$2,157,884,200
VERIZON (BUSINESS PERSONAL PROPERTY)	\$15,220,720	\$15,693,672	\$15,354,026
TOTAL ASSESSED VALUATION	\$2,164,434,220	\$2,175,071,172	\$2,173,238,226

BOROUGH OF MADISON

Where Your 2003 Tax Dollar Goes:



Madison Schools

61.3%

Morris
County

17.4%

Borough of
Madison

21.3%

WATER UTILITY BUDGET
REVENUE AND APPROPRIATIONS
FOR 2002 AND 2003

3/20/03
RFK

REVENUES	2002	%	2003	%
	----	--	----	--
PRIOR YEAR'S SURPLUS	353,730	21.9%	238,611	16.6%
WATER RENTS	1,100,000	68.2%	1,100,000	76.5%
FIRE HYDRANT SERVICE	58,600	3.6%	0	0.0%
INTEREST INCOME	100,000	6.2%	100,000	7.0%
TOTAL	1,612,330	100.0%	1,438,611	100.0%
	=====	=====	=====	=====

APPROPRIATIONS	2002	%	2003	%
	----	--	----	--
SALARIES & WAGES	407,274	25.3%	428,749	29.8%
OTHER EXPENSES	500,600	31.0%	501,600	34.9%
CAPITAL IMPROVEMENT FUND	600,000	37.2%	400,000	27.8%
DEBT SERVICE	42,456	2.6%	45,262	3.1%
PENSION & SOCIAL SECURITY	62,000	3.8%	63,000	4.4%
TOTAL	1,612,330	100.0%	1,438,611	100.0%
	=====	=====	=====	=====

ELECTRIC UTILITY BUDGET
REVENUES & APPROPRIATIONS
2002 AND 2003

3/20/03
RFK

REVENUES	2002	%	2003	%
ELECTRIC TARIFFS	9,148,709	95.8%	11,302,237	98.3%
STREET LIGHTING	125,875	1.3%	0	0.0%
INTEREST INCOME	274,125	2.9%	200,000	1.7%
TOTAL REVENUES	9,548,709	100.0%	11,502,237	100.0%

APPROPRIATIONS	2002	%	2003	%
SALARIES & WAGES	1,028,784	10.8%	1,067,502	9.3%
OTHER EXPENSES	890,925	9.3%	911,825	7.9%
PURCHASED POWER	7,510,000	78.6%	9,150,000	79.5%
EMERGENCY APPROPRIATION	0	0.0%	250,000	2.2%
PENSION & SOCIAL SECURITY	119,000	1.2%	123,000	1.1%
TOTAL APPROPRIATIONS	9,548,709	100.0%	11,502,327	100.0%

THE 2003 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 2003 and considered for approval.

MUNICIPAL CAPITAL PROJECTS

AMOUNT

Road Improvements	\$860,000
Public Works Equipment	40,000
Police & Fire Equipment	103,000
Library ADA Bathroom	82,000
Civic Center Improvements	25,000
Museum Repairs	23,000
Senior Citizens Van	58,000
911 Revised Telephone System	40,000

WATER UTILITY CAPITAL PROJECTS

Water Main Replacements	\$320,000
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ELECTRIC UTILITY CAPITAL PROJECTS

Improvements to Kings Road Substation	\$ 28,000
Replace Transformer Vault Covers	90,000

2002 ACCOMPLISHMENTS

I. PUBLIC SAFETY – Court, Fire, Police

Court:

- ◆ Annual audits performed by the Administrative Office of the Courts and the Borough Auditors were favorable; the Court is in compliance with the State statutes regarding the maintenance of the Court records and financial data
- ◆ Maintained the timely disposition of the case load as required by the Administrative Office of the Courts
- ◆ Entered 9,794 transactions of new business representing criminal, motor vehicle and parking summonses for 2002; 9,706 cases were disposed in Court and through the Violation Bureau
- ◆ Entered 9,482 cash transactions totaling \$601,124.26 for all agencies; Madison Borough's receipts totaled \$333,640.97; this represents a 15.8% increase of collections over 2001

Fire:

- ◆ Upgraded cascade system to comply with explosion requirements as per JIF
- ◆ Purchased two pen-based computers to improve all aspects of record keeping, organizing and scheduling inspections, and registration and collection of fees (Fire Prevention Bureau)
- ◆ Purchased and installed a new radio communication system for improved communication at emergency scenes
- ◆ Trained all fire personnel at Fire Academy in refresher engine company operations
- ◆ Retro-fit an outlet on engine #2 with compressed air foam capability; it is now compatible with other outlets
- ◆ Tested all ladders to NFPA specifications
- ◆ Tested all hose to NFPA specifications

Police:

- ◆ Completed a promotional process
- ◆ Implemented a community-policing program
- ◆ Expanded the role of the School Community Resource Officer
- ◆ Restructured command staff
- ◆ Served the residents of the community with a highly efficient and trained professional law enforcement organization
- ◆ The 911 emergency system is in full operation
- ◆ Applied for and received grants for financing programs and equipment, totaling \$99,000
- ◆ Expanded traffic enforcement and awareness with radar stalker system
- ◆ Upgraded traffic control devices and signage within the Borough
- ◆ Completed many phases of training for police officers
- ◆ Secured funding for impound complex
- ◆ Revised Ordinance 176 regarding Towing Storage
- ◆ Reduced crime rate within Borough of Madison

- ◆ Increased revenue for court
- ◆ Redesigned intersection for increased safety of citizens
- ◆ Established Emergency Service Unit for Homeland Security Defense

II. PUBLIC WORKS AND ENGINEERING

Public Works:

- ◆ Constructed a new ramp and roof at the Civic Center on Walnut Street
- ◆ Replaced blacktop sidewalk with new asphalt at the Library
- ◆ Built a new bridge at the Rosedale field
- ◆ Refurbished the trail at Rosedale with wood chips
- ◆ Redressed the soccer field and skating pond
- ◆ Repaired the sewer line on Prospect Street
- ◆ Replaced the collapsed 10" sanitary sewer on Prospect Street
- ◆ Repaired sidewalks damaged by Borough tree roots

Construction Code Enforcement & Building/Zoning:

- ◆ Issued over 900 permits that accounted for over \$30.6 million worth of business and almost \$210,000 in permit fees
- ◆ Classified 79% of the work as "residential alterations"

Engineering:

- ◆ Attended approximately 80 night meetings in order to provide advice to Council, Planning and Zoning Boards or other operating units; provided preparation for meeting (approximately 35 agenda recommendations to Council), follow-up of issues raised, and approved consultants' activities, invoicing and reimbursements at meetings during the year; provided technical advice on legal challenges to Boards and the Borough
- ◆ Specified, advertised, interviewed, recommended and hired two individuals for the positions of Engineering Assistant and Construction Official/Zoning Officer; managed transitions of employees to provide consistent and/or improved customer service
- ◆ Prepared contract drawings and bid documents for reconstruction of Rosemont, Redmond and Ardsleigh Drive, DeHart Place/Cedar Street, and advancement of bid documents for the 2003 Road/Infrastructure Program
- ◆ Performed construction management of projects including: \$600,000 reconstruction of Ardsleigh, Redmond, Rosemont, Walnut, Cedar, DeHart; addition of \$80,000 of contract services paid by Surety in the library HVAC units contract default, and the \$40,000 boiler installation/asbestos abatement at the DPW garage
- ◆ 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, YMCA, Community Pool, schools etc.; also participated in local funded projects including HDM, Library, Civic Center, park recreation trails, etc.
- ◆ Advanced the Borough GIS by requesting third party developer proposals, by development of municipal coverages, acquiring municipality data within 200 ft.,

topographic terrain model, water system model, County data, and digital images of recorded File Maps, certain public Building Plans etc.; also evaluated operation software for parcel based permit and application tracking

III. UTILITIES – Electric, Water

Electric:

2002 Plan:

- ◆ Began replacement of all underground primary switches and installation of additional cable (project postponed)
- ◆ Re-built transformer tap changers at James Park Substation (project completed)
- ◆ Continued system re-enforcement; installed new secondary cable and new service drops – Overbill Dr., Hunter Dr., West End Ave.; Surrey Ln., Valevue Rd.; Hillside Ave.; Crescent Rd.; installed new secondary cable Kings Road at parking lot; continued installation of fused cut-out boxes on distribution transformers

Other projects not part of the 2002 Goals and Objectives:

- ◆ Constructed new 3 phase transformer banks – St. Vincent's Church, Main Street Submarines, office building at 135-137 Main Street
- ◆ Installed new meter pans and CT disconnect switches at Verizon
- ◆ Installed new transformers from heat overloads
- ◆ New commercial services – Alfred's Sport Shop, PNC Bank, 135-137 Main St., Main Street Submarines
- ◆ Pole transfers and anchors – Woodland Rd. & Loantaka Way; Loantaka Way & Madison Ave.; Woodland & Green Village Rd.; Woodland Rd.; Madison Ave. & Treadwell Ave.; 300 Madison Ave.; Park Ave.; Morris Place, Woodland & Green Ave.; Park Ln., Glenwild Rd.; Shunpike & Noe Ave.; Academy Rd.; Vinal Place; Maple Ave.; Niles Ave.; Greenwood Ave.; Dellwood Park, Elmer Street, Kings Rd. & YMCA and Redmond Dr.
- ◆ Primary re-construction – YMCA, PNC Bank and riser pole for St Vincent's School
- ◆ Storm damage – Maple Ave.; Glenwild Rd.; Vinal Place, Green Ave.; Garfield Ave.
- ◆ Replaced tap changer control at Kings Road Substation Bank 1
- ◆ Installed conduit for new alarm system at James Park Substation
- ◆ Installed underground conduit, wiring, pier, outlets and lighting for 9-11 monument at James Park

Water:

- ◆ Performed emergency repairs – 6" main – Central Ave. & Harwood Dr.
- ◆ Repaired and replaced hydrants
- ◆ Renewed old service lines
- ◆ Road reconstruction: Walnut St., Rosemont Ave., and Ardsleigh Dr.
- ◆ Emergency repair to chlorine monitor at Air Stripper
- ◆ Installed new electric service at "C" Well
- ◆ Installed new generator at Treatment Plant
- ◆ Took new samples of Unregulated Contaminants
- ◆ Performed leak survey on sections of water mains
- ◆ Performed various meter replacements

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

Borough Clerk:

- ◆ Presided over School, Primary and General Elections; coordinated 56 board workers; visited polling locations on election day; staffed Borough Hall during polling hours; tabulated election results from 28 voting machine printouts at the close of the polls (Chief Administrative Officer of Elections)
- ◆ By year end will have prepared for and attended 23 Regular, 25 Public Work and 24 Executive Session Meetings, and provided written record thereof as required by law, and provided the agenda for the Mayor and Council, department heads, and the public; prepared for 2003 Reorganization meeting during the last quarter of 2002 (Secretary to the Governing Body and Secretary to the Municipal Corporation)
- ◆ Published, advertised and filed 33 ordinances and 188 resolutions according to law, integrating each into the minutes for permanent record (as of November 5)
- ◆ Published telephone directory including directory of boards and committees
- ◆ Served as the administrative officer responsible for the acceptance of applications for licenses and permits as follows as of November 4, 2002: 6 Amusement Device Machine Permits; 1 Amusement Device Premise Permit; 1 Bowling Alley License; 1 Cinema License; 35 Raffles Licenses; 6 Sidewalk Dining Licenses; 9 Street Opening Permits; 2 Towing and Storage Licenses; 20 Consumption/Distribution/Club Liquor Licenses; 9 One-day Liquor Licenses, 83 Tennis Permits (fees to Recreation)
- ◆ Collected, recorded and processed payment of Borough sales of books, maps, photocopies, fees for licenses, permits (excluding tennis permits), miscellaneous revenue \$39,249.25 (as of October 31, 2002)
- ◆ Collected fees (fees to Recreation) and arranged for pickup of 261 white goods, 91 refrigerators and 86 air conditioners (as of November 5)
- ◆ Re-certified as Registered Municipal Clerk (RMC) from September 30, 2002 through September 30, 2004
- ◆ Acted as Records Manager as provided by State Statute; documented archival records on disk as to location and content in the attic and vault; the following department personnel have been trained to post public information on RoseNet: Fire, Board of Health, Planning and Zoning, Engineering, Senior Citizens, Building, Electric, Office of the Mayor, Personnel/Purchasing
- ◆ Provided Notary Service to more than 54 walk-ins in addition to notary services to the Borough
- ◆ Other Activities: Borough Webmaster; Library RoseNet Technology Committee

Finance:

- ◆ Completed the salary survey for non-union personnel positions

Library:

- ◆ Enhanced the Library's collection by using grant funds received from the Geraldine R. Dodge Foundation and New Jersey State Library to purchase new book and media titles and to perform conservation work on several historical atlases
- ◆ Improved the Library building and grounds through use of the Capital and 390 Budgets by continuing work on the Library's HVAC replacement, remodeling the staff room, making improvements on exterior lighting fixtures, painting and re-lettering all outdoor signs and replacing emergency lights
- ◆ Prepared an expanded plan of service for the Local History Center by working with various groups and companies to discuss common goals and issues
- ◆ Studied and implemented recommendations from the Northeast Document Conservation Center
- ◆ Strengthened the collection and information services in order to improve service to our patrons by assisting patrons with reference inquiries (42,186 as of September 30, 2002), publicizing the collection through displays, book clubs and articles in the Library's newsletter, adding a total of 5,177 volumes and 678 audio visual titles
- ◆ Provided programs of cultural, literary and educational interest for adults such as the monthly meetings of the Library's book club, art exhibits and displays, lectures, concerts and other programs
- ◆ Provided programs of appeal to the interests and reading levels of children (pre-school through sixth grade) such as the 106 story time sessions scheduled (as of September 30, 2002), the Summer Reading Club which attracted over 515 participants, reading 7,600 books, the informal "Monday Morning Moms" Playgroup
- ◆ Provided a collection of books and media of appeal to the interests and reading levels of children (pre-school through sixth grade) through the continued development of two media collections – music CDs and CD-ROMs for circulation
- ◆ Worked more cooperatively with the Madison schools by providing 64 class visits/tours (as of September 30, 2002), responding to requests for reading materials from Madison students for the Rose City Readers summer program, working with school librarians and attending periodic public school curriculum meetings, co-sponsoring an appearance by Jim Trelease, a reading specialist
- ◆ Heightened awareness of the Library's services and collections by mailing a revised PR brochure to all Madison residents, participating in Bottle Hill Day and the Borough Open House, publishing and distributing a bi-monthly newsletter, sending regular press releases to the Madison Eagle
- ◆ Strengthened management and internal operations of the Library by conducting employee evaluations, approving a revised Personnel Manual, encouraging staff attendance at appropriate conferences and meetings, hiring staff to replace several resignations

Technology

- ◆ Enhanced the Library's technological infrastructure by installing new PCs in the Training Room and Administrative Offices, installing a new print server in the Server Room, installing PCs in the Children's Services Department as public PCs offering CD-ROM and Internet services, upgrading public computer services in the Adult Services Department

- ◆ Enhanced the information and life-long learning opportunities for Madison Library patrons by providing public training sessions on the use of the Internet, making available the RoseNet webmaster on Tuesday evenings to work with local organizations and businesses on their websites, assisting several patrons in using the new scanning equipment
- ◆ Continued development of RoseNet, Madison's Community Network by updating the library's website and meeting monthly; a total of 11,980 hits were made to the library's website (as of September 30, 200)
- ◆ Enhanced the equipment and staff expertise necessary in making the services of the Morris Automated Information Network available to the public
- ◆ Continued the digitization of Madison's history through the continuation of the Madison Eagle indexing project conversion into the ProCite software

Purchasing/Personnel:

- ◆ Processed approximately 1,425 Purchase Orders and 1,312 Receiving and Inspection Forms (R&I's)
- ◆ Distributed Employee Change of Information and Emergency Contact Forms to all employees to update out-of-date and incorrect personal information
- ◆ Updated ADP program with all Employee Change of Information and Emergency Contact information received from employees
- ◆ Cleaned up and organized all personnel files (information was filed in wrong location, wrong folders, alphabetized incorrectly)
 - Organized and alphabetized all recent part-time personnel folders (Recreation, Crossing Guards, Library, Summer Interns, etc.)
 - Reorganized personnel files in the vault to accommodate more folders
 - Filed away retirees' and resignees' folders from years ago in the vault
- ◆ Organized all 2002 and 2001 Payroll sheets; filed away all time sheets from February to the present that had never been filed away
- ◆ Organized forms center and replaced old forms with new
- ◆ Corrected mis-charged budget accounts/sub-accounts (HR and Purchasing)
- ◆ Resolved numerous employee benefit problems that had been on-going for more than a year in most cases
- ◆ Successfully completed Principles of Public Purchasing I class (Purchasing/Personnel Officer)
- ◆ Processed and administered 21 Worker's Compensation claims/cases and 22 General Liability/Automobile Loss/Property Loss claims in cooperation with the Morris County Joint Insurance Fund (as of November 4, 2002)
- ◆ Wrote a successful grant to the Geraldine R. Dodge Foundation, resulting in a \$15,000 award
- ◆ Setup central file/database for all JIF Training that Borough employees attend

Tax Assessor:

- ◆ Filed the Added Assessment List with the Morris County Board of Taxation, totaling \$4,673,600
- ◆ The actual tax dollars due and payable to the municipality on or before November 1, 2002 are \$59,221

- ◆ Generated total tax dollars for the year 2002 of \$41,168,066; \$2,298,404 more than 2001
- ◆ There were 12 State Tax Appeals filed, six state judgements completed and 15 still pending

V. COMMUNITY AFFAIRS – Recreation, Senior Center

Recreation:

- ◆ Purchased an additional two speakers for the portable-wireless sound system which can be used at various recreation or town events; did sound tests during Junior Football home games to check the approved settings when being used with the additional system
- ◆ Purchased and installed four new basketball backboards for Dodge Field which produce less noise
- ◆ Reconditioned the Recreation Department wrestling mat which is used for the youth wrestling program
- ◆ Sponsored a new program in the fall for Girls Field Hockey, grades 5-8
- ◆ Co-sponsored with the Parks Committee a Summer Nature program after not having one in 2001; the program ran for four weeks, three days per week
- ◆ Worked with Madison Men's Softball League to combine with the Chatham Men's Softball League to have a combined league for the year

Senior Center:

- ◆ Observed the United Nations International Year of the Volunteer, 2002, recognizing the invaluable contributions of volunteers in our community
- ◆ Observed Older Americans Month in May/Seventh Annual Photo ID Day with special program by Morris County Prosecutor's Office on Identity Fraud
- ◆ 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
- ◆ Implemented additional programs during summer months: dance, pool, crafts, discussion, videos and intergenerational chess
- ◆ Coordinated Senior Center programs with conference resources of ASA/NCOA

VI. HEALTH

- ◆ Prepared the health department's role in response to a local bioterrorism event
- ◆ Continued to respond to a State Health Department request to be a provider of Tetanus vaccine to adults
- ◆ Worked with local school nurses to ensure parent education and compliance with the new Hepatitis B vaccination requirement for school age children for school admission (Madison Public Health Nursing Staff)
- ◆ Audited the immunization records of 71 schools and day care centers to make sure all were 100% compliant with state regulations (Nursing Staff)

- ♦ Added Aetna Insurance as a source of replenishment for flu and Pneumovax inoculations
- ♦ Partnered with Morris County RSVP and the Madison Senior Center to offer the 24-week Project Healthy Bones program
- ♦ Had a successful year with the "Madison on the Move" walks, averaging over 25 participants at the Saturday walks (Madison Fitness Coalition)
- ♦ Again partnered with the FDU Psychology Department to administer and analyze a parent survey for grades 5-8, with a 51% response rate (MAASA)

2003 GOALS

I. PUBLIC SAFETY – Court, Fire, Police

Court:

- ◆ 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
- ◆ Perform duties in a professional and objective manner (Municipal Court Administrator, Deputy Court Administrator, and Violation Clerks)

Fire:

- ◆ Maintain overtime at 2002 spending levels
- ◆ Test all ground ladders to NFPA specifications
- ◆ Continue to phase in new protective clothing for firefighters
- ◆ Test the boom on the aerial truck to NFPA specifications
- ◆ Gain compliance with the federal OSHA's Respiratory Protection Plan
- ◆ Gain compliance with new accountability procedures as per State of NJ
- ◆ Purchase new pick-up truck for Fire Prevention Bureau inspectors
- ◆ Begin upgrading self-contained breathing apparatus to NFPA specifications 1981

Police:

- ◆ Begin approval for construction on new Madison Police Headquarters
- ◆ Continue training for Emergency Services Unit and Homeland Security
- ◆ Update computerization of Madison Police Department and patrol fleet
- ◆ Increase specialized training for Madison Police officers
- ◆ Reduce crime rate in the Borough of Madison
- ◆ Distribute community survey regarding citizen perception of crime within community
- ◆ Continue working relationship with Board of Education, Madison Superintendent of Schools and each Principal within the borough through various programs
- ◆ Train police department's incident command system
- ◆ Develop and expand Madison Police Department's website with updates on new programs being offered
- ◆ Continue field training of new officers through recognized field training officer
- ◆ Continue to train each officer within the Madison Police Department in community policing philosophy
- ◆ Establish liaison officer for communication and interaction with Drew University Security and Fairleigh Dickinson University Security
- ◆ Increase interaction and communication with corporate security for all corporations located within the Borough of Madison
- ◆ Develop new programs in community policing for youths, seniors and neighborhood

II. PUBLIC WORKS AND ENGINEERING

Public Works:

- ◆ Re-establish the Crack-Sealing Program (Road Department)
- ◆ Send new employees to school for field maintenance (Parks Department)
- ◆ Aim to maintain pump stations and sewer lines to run more effectively (Sewer Department)
- ◆ Repair or replace sidewalks that are uplifted by the Borough's tree roots; after tree removal sidewalks will also be repaired
- ◆ Send employees to seminars for car and vehicle repair as available and needed (Mechanical Services Department)
- ◆ Send any and all workers in all departments to necessary training classes as needed
- ◆ Maintain all equipment and vehicles to avoid any safety problems

Construction Code Enforcement & Building/Zoning:

- ◆ Streamline the permit process
- ◆ Update the antiquated computer and software systems
- ◆ Add "in-house" plumbing-mechanical and electrical inspectors
- ◆ Train new and existing staff on the new computer systems
- ◆ Track permits, residential complaints, violations and zoning applications to highlight emerging trends and patterns in both development and enforcement
- ◆ Develop and implement a comprehensive zoning compliance inspection program for multi-family and mixed-use structures to aid in the prevention of over-crowding and sub-standard living

Engineering:

- ◆ Attend or cover at approximately 80 night meetings in order to provide advice to Council, Planning and Zoning Boards or other operating units
- ◆ Advancement of planning documents for infrastructure improvements; design, bid, award and construct improvements to 2003 Road Program with separate contracts for water line replacements; initiate work on 2004 Road Program Improvements
- ◆ Evaluate and implement a local area/wide area network access to both new operations software and the GIS for Land Use Services staff in-house; investigate distribution of the operations and GIS data in a user-friendly, Internet-based system in public locations

III. UTILITIES – Electric, Water

Electric:

- ◆ Complete installation of 3 phase primary Woodland Road
- ◆ Begin replacement of all underground primary switches and installation of additional cable
- ◆ Continue system re-enforcement
- ◆ Over the next five years, the Department plans to:
 - Continue installation of new circuit for Reckson Building
 - Paint structures at both substations

- Install SCADA (supervisory control & data acquisition) monitoring system for both substations
- Install walkway and bridge lighting at James Park
- Construct new storage facility
- ◆ Ongoing and routine projects:
 - Substation testing & maintenance
 - Cable installation and removal
 - Infra-red thermal scan
 - New service installations
 - Pole transfers as required
 - Transformer replacement as required
 - Mark-outs of underground circuits
 - Street light and traffic light repairs
 - Line clearance
 - Emergency work – storms, car pole accidents, equipment failure, no power, partial power, etc. (during and after hours)
 - Special projects (oil samples, transformer disposal, pole disposal, inventory, Christmas decorations, banners, Bottle Hill Day, other departments, etc.)
 - Bi-annual substation maintenance (batteries, filters, breakers, etc.)
 - Miscellaneous (maintain material stock, load and unload shipments, clean buildings, maintain equipment, etc.)
 - Training (CPR, Right to Know, Safety, Confined space, etc.)

Water:

- ◆ Daily checks of five wells, treatment plant & charts
- ◆ Install/remove meters
- ◆ Repair curb boxes and valves
- ◆ Repair meters
- ◆ Repair/replace hydrants
- ◆ Inspections and Water Sampling
- ◆ Mark-Outs
- ◆ Emergency Work
- ◆ Training
- ◆ Special Projects
 - Update the water system map
 - Install water meters and remote reading devices to eliminate confined space meters and large group meters at Drew University
 - Continue 12" water main on Loantaka Way in grass to connect to 12" main in Dodge Estate

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

Borough Clerk:

- ◆ Purchase new flags and flagpoles for polling places; purchase sandwich boards identifying polling location and place outside each polling place (Administrative Officer of Elections)
- ◆ Encourage the increased use of technology for communicating with and updating the Mayor and Council and the public, when appropriate; attend conferences in Fall and Spring for re-certification as required by law (Secretary to the Governing Body and Secretary to the Municipal Corporation)
- ◆ Continue assisting departments in posting public documents on RoseNet; continue in-house training of designated department personnel regarding posting public information; purchase a document imaging system certified by the State of New Jersey; scan minutes pre-1995 for easy word search and retrieval--add other documents as time permits; purchase a new voice recording system for Council meetings with the goal of having Regular Meetings available on RoseNet--recordings easily duplicated for Council use at home (Records Manager)
- ◆ Evaluate and update applications for permits and licenses (Licensing Official)
- ◆ Upgrade clerk's area with new furniture and fixtures

Finance:

- ◆ Issue a request for proposals for all the Borough of Madison banking services
- ◆ Recommend a new auditing firm to perform the annual audit of accounts

Library:

Special Goals

- ◆ 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 to preserve five historic atlases, to strengthen the Library's collection in both the Adult Services and Children's Services Departments and to implement a 1-2-3 Read With Me Program
- ◆ Improve the Library building and grounds, specifically by providing better handicapped/senior access to the building, increasing the number of parking spaces, refurbishing two public bathrooms in the main lobby, retrofitting all lights (including parking lot lights) to energy efficient bulbs, investigating and making necessary repairs on the brickwork at the attachment location of the RoseNet fiber pole
- ◆ Publish a bibliography on Arthur Rushmore and the Golden Hind Press

Recurring Goals

- ◆ Prepare an expanded plan of service for the Local History Center by working cooperatively with the Madison Historical Society
- ◆ Study and implement recommendations from the Northeast Document Conservation Center
- ◆ Strengthen the collection and information services in order to improve service to our patrons by continuing to integrate the Internet as a reference resource complementing the Library's collection, continuing to weed the reference, fiction and nonfiction collections, purchasing new books, compact discs, audiobooks,

videos and DVDs, targeting the collection with security tags to reduce theft of materials, establishing a systematic ongoing inventory of the collection

- ◆ Provide programs of cultural, literary and educational interest for adults such as the monthly meetings of the Library's Book Club, monthly art exhibits and displays, lectures, concerts and other general interest programs
- ◆ Provide programs of appeal to the interests and reading levels of children (pre-school through sixth grade) such as story time sessions and programs and Summer Reading Programs
- ◆ Provide a collection of books and media of appeal to the interests and reading levels of children (pre-school through sixth grade)
- ◆ Work cooperatively with the Madison schools to coordinate services and library needs of the teachers and students
- ◆ Heighten awareness of the Library's services and collections by distributing a bi-monthly newsletter to all contributors to the Library and Friends, publicizing the Library's collection and services, preparing a quarterly feature article for local newspaper publication detailing library services
- ◆ Strengthen management and internal operations of the Library
- ◆ Update our patron and collection databases
- ◆ Facilitate the Library's virtual services to patrons

Technology Goals

- ◆ Enhance the Library's technological infrastructure by replacing and upgrading equipment and software as needed
- ◆ Enhance the information and life-long learning opportunities for Madison Library patrons by offering computer training to staff and to the public
- ◆ Continue development of RoseNet, Madison's Community Network
- ◆ Enhance the equipment and staff expertise necessary in making the services of the Morris Automated Information Network (M.A.I.N.) available to the public
- ◆ Offer the Geographic Information System in the Library
- ◆ Continue the digitization of Madison's history

Purchasing/Personnel:

- ◆ Upgrade all department users who do purchasing with the Edmunds Java upgrade to transition from the hard-copy purchase order system to the Edmunds and Associates Inc. Requisition System; upgrade the individual computers if necessary
- ◆ Train all department users who do purchasing on the proper use of the purchasing function as well as on the use of the new Edmunds system
- ◆ Update and publish a new Purchasing Manual for all departments
- ◆ Create, publish and distribute a Vendor Manual for all vendors explaining the Purchasing function within the Borough of Madison
- ◆ Complete the Rutgers University, Center for Government Services' Municipal Finance course (Purchasing Assistant)
- ◆ Apply for RPPS Certification (Purchasing Assistant)
- ◆ Complete the Rutgers University, Center for Government Services' Principles of Public Purchasing II and III courses (Purchasing/Personnel Officer)

- ◆ Continue training on job-related courses in purchasing and business (Purchasing Assistant)
- ◆ Update the bid manual with additions and changes as reflected in the Local Public Contracts Law

Tax Assessor:

- ◆ Continue to defend 15 pending State tax appeals in Superior Court and continue to serve the public and maintain, update and file records

V. COMMUNITY AFFAIRS – Recreation, Senior Center

Recreation:

- ◆ Offer a ski program for high school students, grades 9-12 to go on Friday nights to the Sterling Forest Ski area
- ◆ Expand the youth basketball program to begin in grade 3 instead of grade 4, and to use the YMCA Kirby Center gym on Saturday mornings for this program for eight Saturdays during January through March
- ◆ Continue offering a variety of recreation programs and to work cooperatively with the various recreation volunteers, paid staff, and volunteer organizations in providing these programs; to strive to maintain the level of programs
- ◆ Continue working cooperatively with the Public Works Department regarding the maintenance of various town recreation facilities
- ◆ Continue working cooperatively with the Madison Board of Education regarding the use of various Board of Education facilities which are used by the different recreation programs
- ◆ Continue working cooperatively with the Mayor, Council, Borough Administration, and Borough Engineer regarding the improvements or additions to recreation facilities
- ◆ Do everything necessary to run the programs safely and effectively
- ◆ Perform the various administrative duties (publicity, phone calls, meetings, reports, correspondence, interviews, fields maintenance, financial support) that are needed in order to have the various programs run effectively

Senior Center:

- ◆ Provide staff support for the meetings of the Mayor's Senior Citizen Advisory Committee, Trip Committee, Board of Trustees and Rose City Seniors; to help plan, implement and evaluate senior services in Madison; to invite community and Borough agencies and services to share information about their programs with the advisory committee
- ◆ Coordinate with existing senior groups in Madison to work together toward common goals; recruit representatives from groups to serve on the Senior Citizen Advisory Committee
- ◆ Coordinate with community agencies in the Borough and county; to contact the Morris County Division on Aging, the Madison Health Center, the YMCA, Madison

Library, Community House, American Red Cross, Time Out Adult Care Center, Volunteers for Morris County and other agencies as needed

- ◆ Coordinate with staff and volunteers the Meals on Wheels Program for delivery of meals to Madison/Florham Park home-bound residents
- ◆ Provide information and referral of senior services in Madison and Morris County as requested
- ◆ Assist volunteers to lead Senior Programs:
 - RSVP Outreach and Reassurance Program contacting 20-40 people daily
 - Existing Programs – help to increase participation through publicity and personal contact; identify seniors to include in program
 - Madison Public Library-Summer Seminar Series and Fall and Spring programs (Co-Sponsored)
 - Trips and excursions
 - Income Tax Assistance from February through April 15th and offering follow-ups if needed; Financial Review of Trip Committee, Rose City Seniors and Board of Trustees accounts by outside accountant
 - SHIP (Senior Health Insurance Program) Medicare and Insurance Assistance, trained volunteers to assist 2-4 people per week/personal appointments
- ◆ Maintain regular publicity in local papers – weekly press releases on activities, services and special events in the Madison Eagle and Independent Press
- ◆ Publish the monthly newsletter "Senior Prime Times" and distribute at least 1300 copies; additional copies available during Summer Seminar Series, Bottle Hill Day and other community events
- ◆ Work with the American Red Cross to maintain and expand transportation services as needed in the Southeast section of Morris County; to provide knitted and crocheted items for Veterans Hospitals and baby items for local charities
- ◆ Maintain regular clerical assistance of volunteers and staff to keep mailing list up to date, reservations for activities and trips, letters and photos
- ◆ Cooperate with Borough staff for regular interior and exterior service at Senior Center; work closely with Senior Center Board of Trustees on the use and maintenance of the Senior Center
- ◆ Work with community agencies for seniors to volunteer for special projects, such as mailings and special events
- ◆ Assist the operation of the Time Out Adult Care center as needed
- ◆ Maintain the Community Van Service three days per week for senior adults of Madison for transportation within the boundaries of Madison and offer special trips when possible
- ◆ Participate in conferences of NJ Association of Senior Centers and the Society On Aging of New Jersey; to attend the National Council On the Aging and American Society on Aging Conference when feasible; to attend other workshops and Conference as time and budget allows

SPECIAL PROJECTS 2003

- ◆ Observe Older Americans Month in May; Eighth Annual Photo ID Day in cooperation with the Madison Police Department for the safety and well-being of our older adults
- ◆ Replace the existing 12-passenger van with a safer, dependable 12-15 passenger vehicle to accommodate needs of older adults
- ◆ Provide other special intergenerational projects with Madison Public Schools throughout the year:
 - Expand Chess Club throughout the school year
 - "Read to Me", a national reading program

VI. HEALTH

- ◆ 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
- ◆ Reach more Madison residents with our existing public health services and information through press releases and interaction with the Borough's various committees; continue to make use of the RoseNet
- ◆ Continue offering non-mandated services, such as adult Tetanus vaccinations and pneumococcal disease vaccines, to adults 65 and over
- ◆ 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
- ◆ Continue seeking free or reduced rate programs from Morristown Memorial Hospital, the American Heart Association, the American Cancer Society, etc.
- ◆ Continue administering the NJ KidCare program, which was designed to provide health insurance for uninsured children 18 and under in low-income working families
- ◆ Determine the public health needs of the community and develop new programs that will accommodate those needs