

1999 BUDGET IN BRIEF



MAYOR
GARY E. RUCKELSHAUS

COUNCIL

JOHN J. DUNNE

MARY-ANNA HOLDEN

MARTIN F. BARBATO
Council President

PETER R. FLEMMING, SR.

NINO A. COVIELLO

ELLWOOD R. KERKESLAGER



HARTLEY DODGE MEMORIAL
BOROUGH OF MADISON
MADISON, NEW JERSEY

07940

(973) 593-3044

March 8, 1999

Dear Madison Residents:

Enclosed for your review is a summary of the 1999 Municipal Budget. This year will require a tax rate increase of 1.6% over 1998, which is essentially equal to last year's low rate of inflation. Since 1991 the municipal tax rate has increased only 6.1% over an eight year time frame despite a declining property tax base for the last five consecutive years.

The Borough will continue to deliver all the municipal services that our residents, businesses and property owners expect. The Borough will review over \$7,000,000 of capital projects that we expect to finance by our "pay as you go" policy. The Borough's outstanding debt continues to be reduced from \$23,000,000 in 1990 to less than \$11,000,000 at the end of 1998. This policy will provide the financial flexibility to meet the fiscal challenges of the new millennium.

The "Budget In Brief" summarizes the appropriations that support municipal services and the various revenue sources that fund these services. It also describes the accomplishments of 1998 and goals set for 1999. The Council and I will conduct a budget hearing on Monday, April 12th at 8:00 p.m. We welcome your questions and suggestions.

Sincerely,

Gary E. Ruckelshaus
Mayor
Borough of Madison

The following Borough Officials are responsible for preparing and expending their budgets in accordance with the Limitations imposed 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	Patricia Walsh
Chief of Police	Edward Kluck
Fire Chief	Douglas O. Atchison
Health Officer	John Theese
Borough Engineer	Stanley J. Schrek
Superintendent, Public Works	Vincent Falcone
Municipal Court Administrator	Emily Traversi
Recreation Director	Douglas L. Smith
Library Director	Nancy Vernon
Borough Attorney	Joseph Mezzacca, Jr.
Director of Welfare	Linda B. Durney
Senior Citizen Coordinator	Joan Holmes

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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, the Board of Health and the Local Assistance Board, control lies with an autonomous appointed board which administers their functions within the limitations of the appropriation set 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. This report, therefore, does not contain any details of the school budget.

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 1999 are as follows:

<u>Standing Committee</u>	<u>Chairperson</u>	<u>Other Member</u>
Utilities	Mr. Barbato	Mr. Coviello
Public Safety	Mr. Coviello	Mr. Barbato
Public Works & Engineering	Mr. Dunne	Mrs. Holden
Health & Public Assistance	Mr. Flemming	Mr. Kerkeslager
Finance & Borough Clerk	Mrs. Holden	Mr. Flemming
Community Affairs	Mr. Kerkeslager	Mr. Dunne

THE 1999 BUDGET PROCESS

The budget process begins in September of the year preceding the budget year. Department Heads, using expenditure reports, 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 December and early 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 8th and will be published in the MADISON EAGLE on March 18th. At the introduction of the Budget, the Council sets April 12th as the date for the public hearing.

THE BUDGET IN BRIEF

The following pages provide the taxpayer with an overview of the Municipal Budget and what impact it will have on taxes. Information has also been provided on the estimated County and School levy so that you can determine your total tax bill. The Board of Education will hold a public hearing on the school budget on March 23rd. The School Board election will be held on April 20th.

BOROUGH OF MADISON
1999 BUDGET
TOTAL TAX RATE

2/23/99

ITEM	1999	1998	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				
APPROPRIATIONS-EXCL. RESERVE	\$20,867,505	\$17,580,398	\$3,287,107	18.7%
LESS: ANTICIPATED REVENUES	\$13,331,843	\$10,133,021	\$3,198,822	31.6%
NET APPROPRIATIONS FOR TAXATION	\$7,535,662	\$7,447,377	\$88,285	1.2%
ADD: SCHOOL LEVY	\$20,012,295	\$19,014,295	\$998,000	5.2%
COUNTY LEVY	\$5,329,643	\$5,225,140	\$104,503	2.0%
TOTAL TAXES - EXCL. RESERVE	\$32,877,600	\$31,686,812	\$1,190,788	3.8%
TAX COLLECTION RATE	97%	97%		
RESERVE FOR UNCOLLECTED TAXES	\$1,022,812	\$995,706	\$27,106	2.7%
AMOUNT TO BE RAISED BY TAXATION	\$33,900,412	\$32,682,518	\$1,217,894	3.7%
ASSESSED VALUATION	\$886,861,002	\$886,451,850	\$409,152	0.05%
PUBLIC UTILITY PERSONAL PROPERTY	\$14,257,016	\$17,063,501	(\$2,806,485)	-16.4%
TOTAL RATABLES	\$901,118,018	\$903,515,351	(\$2,397,333)	-0.3%
TOTAL APPROPRIATIONS- INCL. RESERVE	\$21,890,317	\$18,576,104	\$3,314,213	17.8%
LESS ANTICIPATED REVENUES	\$13,331,843	\$10,133,021	\$3,198,822	31.6%
LOCAL TAX LEVY	\$8,558,474	\$8,443,083	\$115,391	1.4%
T A X R A T E				
LOCAL TAX RATE	\$0.950	\$0.934	0.015	1.6%
SCHOOL TAX RATE	\$2.221	\$2.104	0.116	5.5%
COUNTY TAX RATE	\$0.591	\$0.578	0.013	2.3%
TOTAL ESTIMATED TAX RATE	\$3.762	\$3.617	0.145	4.0%
ONE TAX POINT EQUALS	\$90,118	\$90,352	(\$234)	-0.3%
AVG. RESIDENTIAL ASSESSED VALUE	\$159,000	\$159,000		
T A X E S O N A V E R A G E H O M E				
BOROUGH TAXES	\$1,510.12	\$1,485.81	\$24.31	1.6%
SCHOOL TAXES	\$3,531.12	\$3,346.12	\$185.00	5.5%
COUNTY TAXES	\$940.40	\$919.52	\$20.89	2.3%
TOTAL ESTIMATED TAXES	\$5,981.64	\$5,751.45	\$230.19	4.0%

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

2/23/99

REVENUE AND APPROPRIATIONS ESTIMATE
1999 VS. 1998

REVENUE	1999	1998	INCREASE (DECREASE)	PERCENTAGE CHANGE
PRIOR YR. SURPLUS-OPERATING	2,290,000	2,134,685	155,315	7.3%
PRIOR YR. SURPLUS-CAPITAL	2,900,000	0	2,900,000	NA
MUNICIPAL SOURCES	2,001,484	1,856,362	145,122	7.8%
STATE CONSOLIDATED AID	501,434	494,024	7,410	1.5%
STATE AID - ALL OTHER	638,925	647,950	(9,025)	-1.4%
ELECTRIC SURPLUS - OPER.	3,000,000	3,000,000	0	0.0%
ELECTRIC SURPLUS - CAPITAL	2,000,000	2,000,000	0	0.0%
TOTAL MUNICIPAL REVENUES	13,331,843	10,133,021	3,198,822	31.6%
PROPERTY TAXES	8,558,474	8,443,083	115,391	1.4%
TOTAL REVENUE	21,890,317	18,576,104	3,314,213	17.8%

APPROPRIATIONS

SALARIES & WAGES	6,527,581	6,338,420	189,161	3.0%
HEALTH INSURANCE	797,000	778,000	19,000	2.4%
PENSION & SOCIAL SECURITY	948,000	819,000	129,000	15.8%
SUB-TOTAL	8,272,581	7,935,420	337,161	4.2%
REVALUATION	100,000	100,000	0	0.0%
OPERATING EXPENSES	2,182,216	2,061,242	120,974	5.9%
WASTE REMOVAL	1,374,356	1,397,444	(23,088)	-1.7%
LIABILITY INSURANCE	296,330	315,273	(18,943)	-6.0%
SUB-TOTAL	3,952,902	3,873,959	78,943	2.0%
CAPITAL - ELEC. SURPLUS	2,000,000	2,000,000	0	0.0%
CAPITAL IMPROVEMENT FUND	3,000,000	100,000	2,900,000	NA
DEBT-SERVICE	1,881,468	1,963,615	(82,147)	-4.2%
SUB-TOTAL	6,881,468	4,063,615	2,817,853	69.3%
MADISON-CHATHAM JOINT MTG.	927,614	895,198	32,416	3.6%
PUBLIC LIBRARY	832,940	812,206	20,734	2.6%
TOTAL SPENDING	20,867,505	17,580,398	3,287,107	18.7%
RESERVE FOR UNCOLL. TAXES	1,022,812	995,706	27,106	2.7%
TOTAL APPROPRIATIONS	21,890,317	18,576,104	3,314,213	17.8%

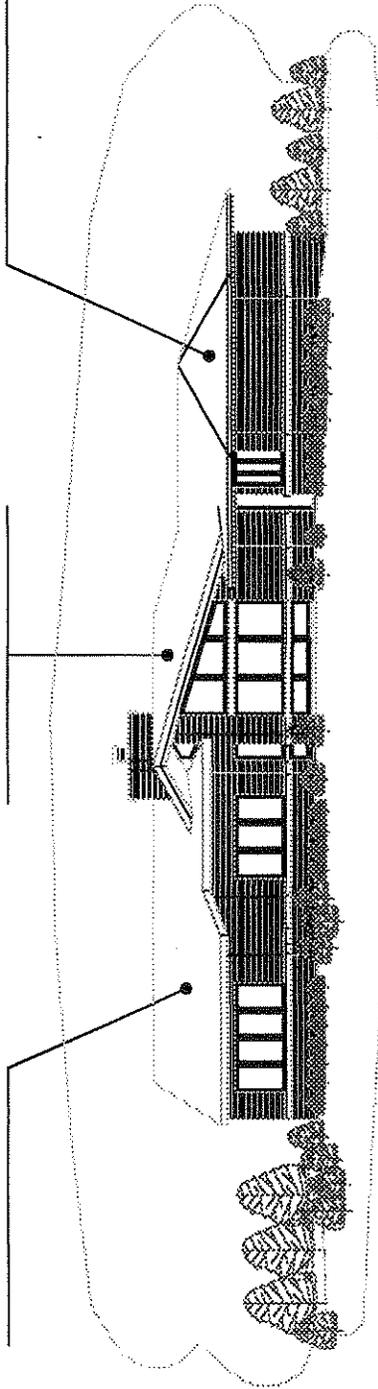
1999 AVERAGE PROPERTY TAX DISTRIBUTION

TAXES ON HOME ASSESSED AT \$159,000

\$ 940.40
COUNTY

\$ 3,531.12
SCHOOLS

\$ 1,510.12
BOROUGH



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

SCHOOLS	\$ 3,531.12	\$ 2.22
BOROUGH	1,510.12	0.95
COUNTY	<u>940.40</u>	<u>0.59</u>
TOTAL:	<u>\$ 5,981.64</u>	<u>\$ 3.76</u>

A HOME ASSESSED AT \$ 159,000 HAS AN ESTIMATED FAIR MARKET VALUE
OF 320,000 IN 1999.

MADISON MUNICIPAL BUDGET
1999 " CAP CALCULATION "

2/23/99

Below are the calculations for the 1999 CAP appropriation limit utilizing the index rate ordinance of 1.5%

Total adopted appropriations for 1998..... 18,576,104.00

Deductions :

Reserve for Uncollected Taxes	995,706.00
Other Operations	1,347,662.00
Capital Improvement Fund	2,027,700.00
Public Library	800,366.00
Debt Service	1,963,615.00
Municipal Court	154,673.00

Total Modifications..... 7,289,722.00
Amount on which Cap is Applied..... 11,286,382.00

1.5% "Cap" Authorized by Ordinance..... 169,295.00

Additions to "Cap" Assessed Value of
New Construction \$2,029,600 at the
Local Purpose Tax Rate of \$0.935 per \$100..... 18,976.00

UTILIZATION OF CAP BANK..... 144,238.00

Total General Appropriations "Cap"
Limitation for 1999..... 11,618,891.00

Less 1999 Appropriations Within "Cap"..... (11,618,891.00)

Unused "Cap" Amount..... 0.00

	Inside Cap	Outside Cap
Salaries & Wages	6,117,781.00	409,801.48
Other Expenses	4,553,110.00	1,857,346.00
Statutory Expenditures	948,000.00	0.00
Deferred Charges	0.00	100,000.00
Capital Improvement Fund	0.00	5,000,000.00
Debt Service	0.00	1,881,468.00
Reserve For Uncollected Taxes	0.00	1,022,812.00
Total Inside & Outside	11,618,891.00	10,271,427.48
Total Appropriations for 1998		21,890,318.48

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

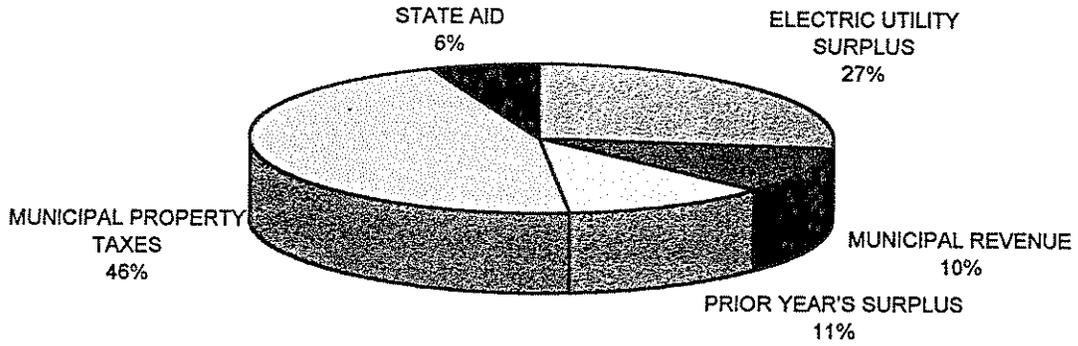
REVENUE AND APPROPRIATIONS
BY MAJOR CATEGORY
1999 vs. 1998

2/24/99

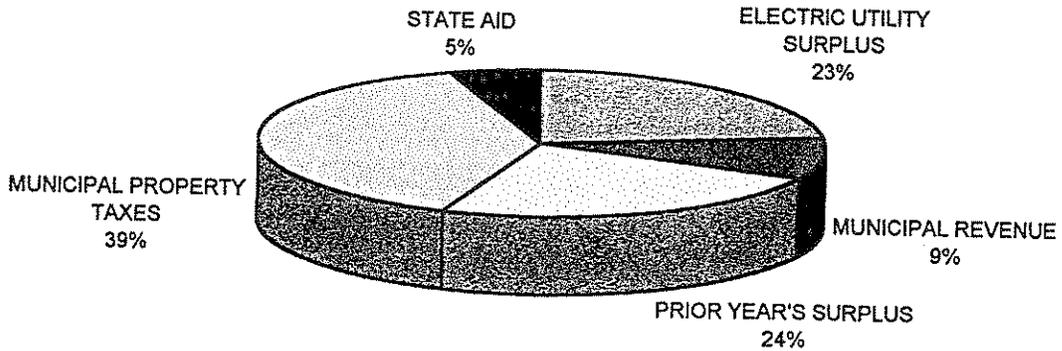
REVENUE	1999	%	1998	%
PRIOR YEAR'S SURPLUS	\$5,190,000	23.7%	\$2,134,685	11.5%
MUNICIPAL REVENUE	\$2,001,484	9.1%	\$1,856,362	10.0%
STATE CONSOLIDATED AID	\$501,434	2.3%	\$494,024	2.7%
STATE AID - ALL OTHER	\$638,925	2.9%	\$647,950	3.5%
ELECTRIC SURPLUS - OPER.	\$3,000,000	13.7%	\$3,000,000	16.1%
ELECTRIC SURPLUS - CAPITAL	\$2,000,000	9.1%	\$2,000,000	10.8%
MUNICIPAL PROPERTY TAXES	\$8,558,474	39.1%	\$8,443,083	45.5%
TOTAL REVENUE	\$21,890,317	100.0%	\$18,576,104	100.0%

APPROPRIATIONS	1999	%	1998	%
SALARIES & WAGES	\$6,527,581	29.8%	\$6,338,420	34.1%
OTHER EXPENSES & REVALUATION	\$2,282,216	10.4%	\$2,161,242	11.6%
WASTE REMOVAL	\$1,374,356	6.3%	\$1,397,444	7.5%
MADISON-CHATHAM JOINT MTG.	\$927,614	4.2%	\$895,198	4.8%
HEALTH & LIAB. INSURANCE	\$1,093,330	5.0%	\$1,093,273	5.9%
PENSION & SOCIAL SECURITY	\$948,000	4.3%	\$819,000	4.4%
CAPITAL IMPROVEMENTS	\$5,000,000	22.8%	\$2,100,000	11.3%
DEBT SERVICE	\$1,881,468	8.6%	\$1,963,615	10.6%
PUBLIC LIBRARY	\$832,940	3.8%	\$812,206	4.4%
TOTAL SPENDING	\$20,867,505	95.3%	\$17,580,398	94.6%
RESERVE FOR UNCOLL. TAXES	\$1,022,812	4.7%	\$995,706	5.4%
TOTAL APPROPRIATIONS	\$21,890,317	100.0%	\$18,576,104	100.0%

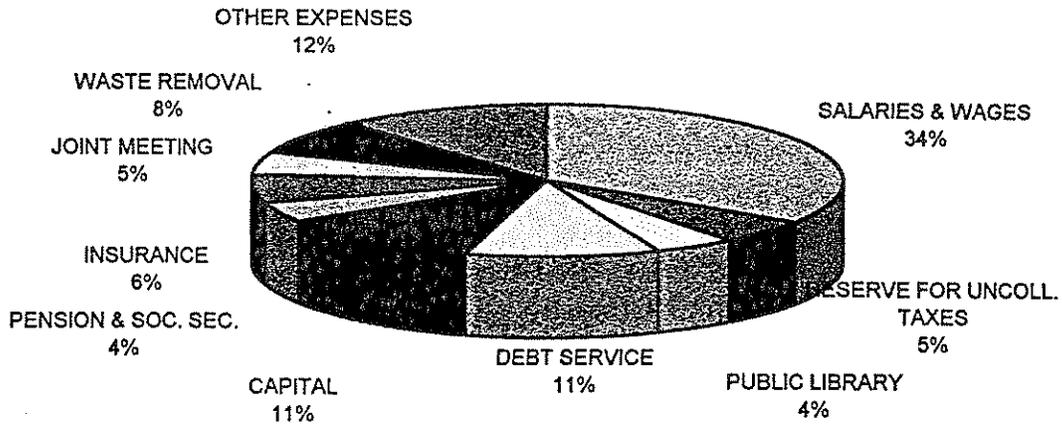
MUNICIPAL REVENUES 1998



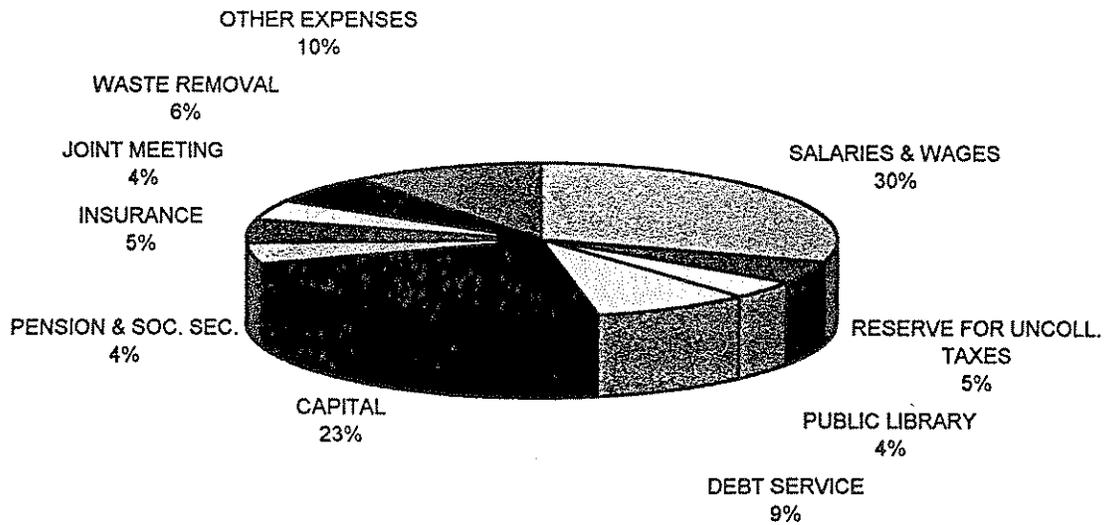
MUNICIPAL REVENUES 1999



MUNICIPAL APPROPRIATIONS 1998



MUNICIPAL APPROPRIATIONS 1999



TAX COLLECTION RESULTS

	1997	1998
TAX LEVY	\$31,103,691	\$32,705,506
ADDED TAXES	36,316	40,918
<hr/>		
TOTAL TAX LEVY	31,140,007	32,746,424
CURRENT YEAR TAX COLLECTIONS	30,838,653	32,423,132
TRANSFERS & CANCELLATIONS	46,124	46,176
TOTAL COLLECTIONS	----- 30,884,777	----- 32,469,308
OUTSTANDING BALANCE	\$255,230 =====	\$277,116 =====
PERCENTAGE OF COLLECTIONS	99.03%	99.01%
<hr/>		
BALANCE OF DELINQUENT TAXES & TAX TITLE LIENS-JAN. 1	\$737,912	\$306,074
ADDED TAXES	15,458	1,926
INTEREST, COSTS, & TRANSFERS	5,435	5,720
TOTAL OUTSTANDING	----- 758,805	----- 313,720
DELINQUENT COLLECTIONS	607,961	252,257
CANCELLATIONS	100,001	6299
TOTAL COLLECTIONS	----- 707,962	----- 258,556
OUTSTANDING BALANCE	\$50,843 =====	\$55,164 =====
PERCENTAGE OF COLLECTIONS	80.12%	80.41%
<hr/>		
ANALYSIS OF CURRENT AND DELINQUENT TAXES RECEIVABLE		
<hr style="border-top: 1px dashed black;"/>		
CURRENT YEAR	\$255,230	\$277,116
DELINQUENT TAXES & TAX TITLE LIENS	50,843	55,164
TOTAL	----- \$306,073 =====	----- \$332,280 =====

SUMMARY OF LEVIES AND TAX RATES
1999 - 1998 - 1997

2/24/99

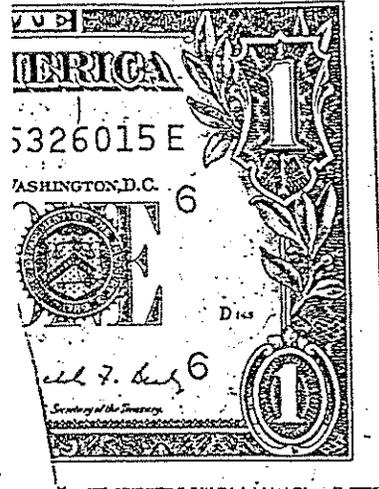
	1999 ESTIMATED			1998 ACTUAL			
	TAX LEVY	TAX RATE	TAX DOLLAR	TAX LEVY	TAX RATE	TAX DOLLAR	INCREASE
SCHOOL	\$20,012,295	2.221	\$0.59	\$19,014,295	2.104	\$0.58	\$998,000
COUNTY	\$5,329,643	0.591	\$0.16	\$5,225,140	0.578	\$0.16	\$104,503
BOROUGH	\$8,558,474	0.950	\$0.25	\$8,443,083	0.934	\$0.26	\$115,391
TOTAL LEVY	\$33,900,412	3.762	\$1.00	\$32,682,518	3.617	\$1.00	\$1,217,894

	1998 ACTUAL			1997 ACTUAL			
	TAX LEVY	TAX RATE	TAX DOLLAR	TAX LEVY	TAX RATE	TAX DOLLAR	INCREASE
SCHOOL PURPOSE	\$19,014,295	2.104	\$0.58	\$17,833,324	1.972	\$0.57	\$1,180,971
COUNTY PURPOSE	\$5,225,140	0.578	\$0.16	\$5,062,929	0.560	\$0.16	\$162,211
BOROUGH PURPOSE	\$8,443,083	0.934	\$0.26	\$8,177,248	0.904	\$0.26	\$265,835
TOTAL LEVY	\$32,682,518	3.617	\$1.00	\$31,073,501	3.437	\$1.00	\$1,609,017

SUMMARY OF ASSESSED VALUATION	1999 ACTUAL	1998 ACTUAL	1997 ACTUAL
TAX RATABLES:			
REAL PROPERTY (LAND AND IMPROVEMENTS)	886,861,002	\$886,451,850	\$886,888,250
TELEPHONE & TELEGRAPH (BUSINESS PERSONAL PROPERTY)	14,257,016	\$17,063,501	\$17,295,358
TOTAL ASSESSED VALUATION	901,118,018	\$903,515,351	\$904,183,608

BOROUGH OF MADISON

Where Your 1999 Tax Dollar Goes:



Madison Schools

59.0%

Morris
County

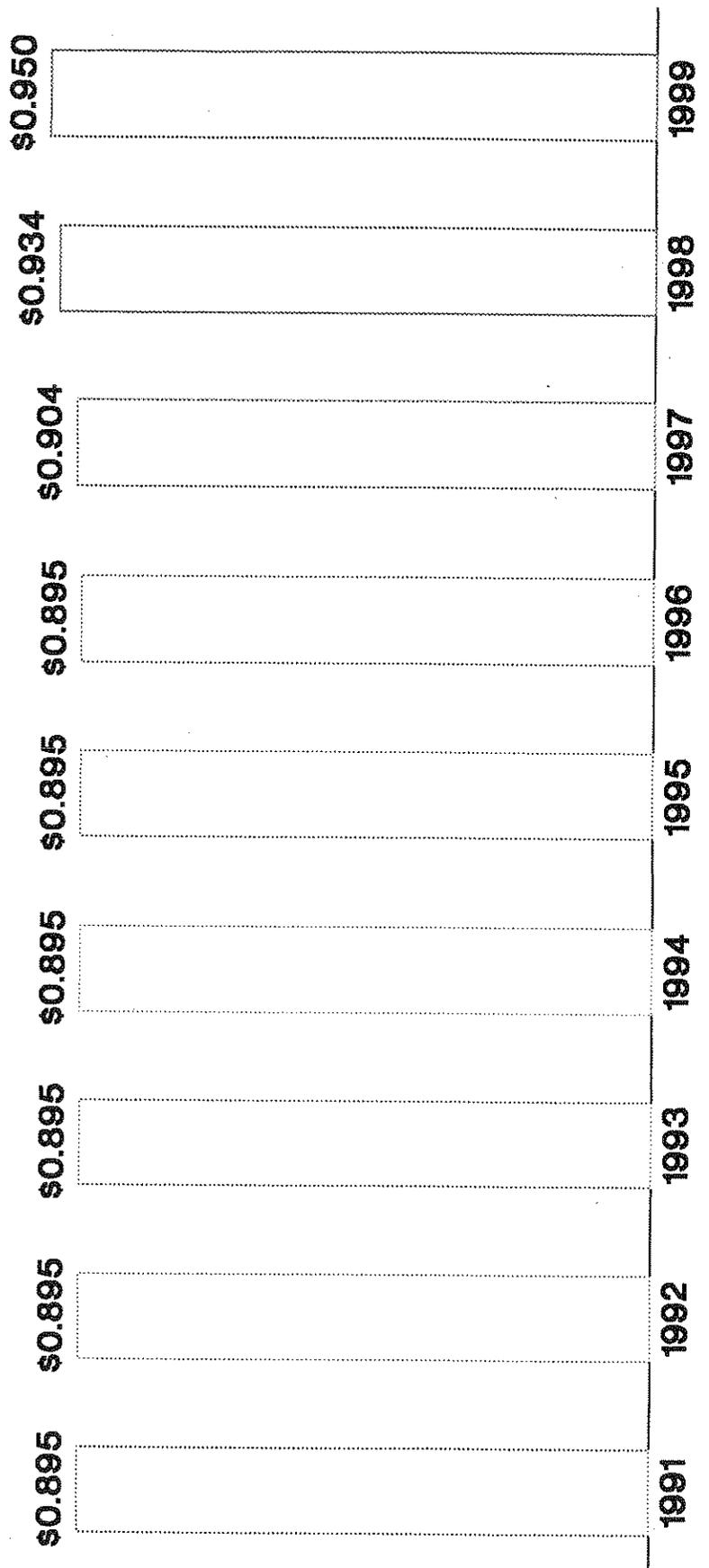
15.7%

Borough of
Madison

25.3%

BOROUGH OF MADISON

9 YEAR MUNICIPAL TAX RATE COMPARISON PER \$100 OF ASSESSED VALUATION



COMPARATIVE DISTRIBUTION OF REVENUES
AND APPROPRIATIONS FOR 1998 AND 1999
FOR THE WATER UTILITY

2/24/99

REVENUES	1998	%	1999	%
PRIOR YEAR'S SURPLUS	190,081	14.1%	124,376	9.0%
WATER RENTS	1,050,000	77.9%	1,100,000	79.5%
FIRE HYDRANT SERVICE	58,600	4.3%	58,600	4.2%
INTEREST INCOME	50,000	3.7%	100,000	7.2%
 TOTAL	 <u>1,348,681</u>	 <u>100.0%</u>	 <u>1,382,976</u>	 <u>100.0%</u>

APPROPRIATIONS	1998	%	1999	%
SALARIES & WAGES	355,186	26.3%	367,506	26.6%
OTHER EXPENSES	481,269	35.7%	493,734	35.7%
CAPITAL IMPROVEMENT FUND	390,000	28.9%	400,000	28.9%
DEBT SERVICE	50,026	3.7%	48,136	3.5%
DEFERRED CHARGES	0	0.0%	0	0.0%
PENSION & SOCIAL SECURITY	72,200	5.4%	73,600	5.3%
 TOTAL	 <u>1,348,681</u>	 <u>100.0%</u>	 <u>1,382,976</u>	 <u>100.0%</u>

ELECTRIC UTILITY BUDGET
REVENUES & APPROPRIATIONS
1998 AND 1999

2/24/99

REVENUES	1998	%	1999	%
ELECTRIC TARIFFS	8,355,152	97.7%	8,171,711	95.3%
STREET LIGHTING	132,500	1.5%	132,500	1.5%
INTEREST INCOME	67,500	0.8%	267,500	3.1%
TOTAL REVENUES	8,555,152	100.0%	8,571,711	100.0%

APPROPRIATIONS	1998	%	1999	%
SALARIES & WAGES	882,089	10.3%	920,008	10.7%
OTHER EXPENSES	821,063	9.6%	799,703	9.3%
PURCHASED POWER	5,000,000	58.4%	5,000,000	58.3%
CAPITAL IMPROVEMENT FUND	500,000	5.8%	500,000	5.8%
DEBT SERVICE	0	0.0%	0	0.0%
PENSION & SOCIAL SECURITY	152,000	1.8%	152,000	1.8%
SURPLUS (MUNICIPAL)	1,200,000	14.0%	1,200,000	14.0%
TOTAL APPROPRIATIONS	8,555,152	100.0%	8,571,711	100.0%

THE 1999 CAPITAL BUDGET AND 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 careful 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 means of financing will be determined.

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 1999.

<u>MUNICIPAL</u>	<u>AMOUNT</u>
ADA Improvements	\$2,000,000
Civic Center	1,500,000
Road Reconstruction	1,141,000
Public Works Equipment	251,000
Library Roof & HVAC	700,000
Police & Fire Equipment	123,000
Various Parking Lot Projects	380,000
Y2K Compliance	100,000
Madison Bike Plan	100,000
Traffic Light at Greenwood & Britten	100,000
Underground Storage Tanks	50,000
Public Works Garage Renovations	42,000
 <u>WATER UTILITY</u>	
Filtration System Project	\$ 160,000
Elm Street Main Replacement	128,000
West End Lane Main Replacement	42,000
Meter Changes	100,000
 <u>ELECTRIC UTILITY</u>	
Prospect Street Underground Circuit Reconstruction	\$ 250,000
Computerized Substation Monitoring System	200,000
New Primary Circuit	65,000
Y2K Compliance	50,000
New Vehicle	25,000

1998 ACCOMPLISHMENTS

I. PUBLIC SAFETY

COURT:

- Staff was further trained in the ATS/ACS (New Jersey state-mandated) computer court tracking system. Prior to the introduction of the ATS/ACS system, all municipal court data had been manually tracked. This system allows for the sharing of electronic data between New Jersey jurisdictions.
- Over 6,000 motor vehicle summonses and 470 criminal summonses were processed.
- The Court collected over \$330,000 in fines; of this amount, over \$190,000 was payable to the Borough of Madison.

FIRE:

- A 1250 GPM pumper (fire truck) to replace a 1973 Hahn 1000 GPM pumper was purchased. Staff was trained in operating truck's new features and apparatus maintenance.
- Staff implemented a fire prevention information program which tracks all aspects of fire code operations, e.g., inspection dates and fee schedules.
- A new radio communication system was installed. This system has improved communication speed and reliability at emergency scenes.
- A successful fund-raising drive for two thermal imaging cameras was launched.

POLICE:

- The crime rate for the Borough dropped for the second consecutive year.
- The Police department answered over 14,500 calls for service.
- The department assisted with the implementation of a new traffic light installation at the intersection of Kings Road and Samson Avenue.
- The "North Star" telephone system and a new Dictaphone recording system were installed for police staff.
- A "stalker radar trailer" program was successfully implemented. Such equipment monitors and flashes car travelling speed and is utilized six days a week in various locations throughout the Borough (it is often situated near the Madison schools during the school year.) This "soft enforcement" program has received positive resident feedback and has also allowed for the alternate mobilization of staff.
- A Morris County Prosecutor Office drug education/family program with over 1,000 participants was hosted.
- Working with New Jersey State Police, a traffic diversion plan (alternative roadway plan for emergency situations) was devised.

- Three police staff were recognized and cited for achievement: one Detective Sergeant by the Morris County Detectives Association and two Patrol Officers by the American Legion.
- The Department sponsored a series of motorcycle safety and "no drinking" educational programs. These programs were created and executed by Biker Billy, the local television personality.
- Using targeted state funds, Police participated in a "Cops n Shops" program. This plan deploys plain clothes officers to liquor stores for the apprehension of under age drinking.

II. PUBLIC IMPROVEMENTS

ELECTRIC:

- The Waverly Place island was reconstructed with underground conduit for the installation of the new Millennium clock.
- An Infra-red thermal scanning test was performed on the Borough's distribution system. This heat detection test pinpoints "white hot" spots (thus indicating loose connections in the distribution system which should be improved.)
- The electric distribution system throughout the Borough was enhanced for RoseNet transmission. Such enhancement included the replacement of older open wire, moving cable to higher points on utility poles, and relocating certain street lights.
- Uniform procedures were developed and implemented for the switching of circuits and incoming and outgoing feeds.
- New 34 KiloVoltage bushings were installed on the Oil Circuit Breaker at Kings Road Substation. New 15 KiloVoltage bushings were installed on the incoming buss duct also at the Kings Road Substation.
- Serious Weed Problems were eliminated at the Kings Road and James Park substations.

ENGINEERING:

- The following special projects were completed: reconstruction of Greenhill Road, Highview Terrace, Hillside Avenue, Resurfacing of Crestview Avenue, Broadway Avenue, Park Lane, Lathrop Avenue, Leigh Drive and Greenwood Avenue.
- Memorial Park Skating Rink was reconstructed.
- The Zoning Officer addressed approximately 200 complaints regarding zoning violations and issued approximately 100 zoning permits.
- The Construction Code Official inspected capital improvement projects and site development projects throughout the Borough (over 1,000 hours inspection hours logged.)
- Serving as a Borough liaison and counsel, over 80 Planning Board, Council and

Committee meetings were attended.

- About 500 deeds were analyzed for comparison with corresponding measurements with the current Borough tax map. In addition, approximately 100 Maps were prepared (certified lists).
- Approximately 2500 property transactions and modifications were processed.
- A review and update of Borough Tax Maps for Revaluation Certification was completed.
- The Installation of Fiber Optics in conjunction with RoseNet was administered.

PUBLIC WORKS:

- The department assisted with the installation of the "Millenium Clock" on Waverly Place.
- Rosedale playing fields were constructed/improved.
- A parking lot was constructed for Rosedale playing field.
- An additional storm sewer line for Highview and Hillcrest Avenues was installed.
- Over 75 trees were planted throughout the Borough (for the Shade Tree Authority).
- Over 56 miles of Borough streets were maintained.

WATER:

- Water service projects for Howard Street were completed.
- Water main and water service projects on Greenhill Road, Highview Terrace, and Loantaka Way (portion) were completed.
- Hydrants, water mains and water services were installed on Alexander Avenue and Greenwood Avenue.
- New Hydrants were replaced on Hillcrest Avenue and on an "as needed" basis throughout the Borough. Service Valves (curb boxes) were replaced on an "as needed" basis for residents throughout the Borough.
- First component of the new valve project was completed at the Water Treatment Facility on John Avenue.
- Voluntary summer month conservation measures were monitored.

III. PUBLIC SERVICES

CLERK:

- The computing environment in the Clerk's office was upgraded with the installation of new PCS and installation of Windows '95 and Office '97 software.
- Retrieval and Research capabilities have been greatly enhanced with the

- Completion of a special project: 14 years of official records were moved from the basement of the vault and placed in binders in the first floor vault.
- The Clerk's office processed payment for the disposal of 225 white goods and 110 air conditioners/refrigerators; 135 tennis permits were issued; over 200 town record photocopies, books and maps were sold.
 - 26 Mayor and Borough Council Meetings were supported with the preparation of meeting agenda and supporting documentation, and the publication and filing of adopted ordinances and resolutions in accordance with State Statutes.
 - The Borough Clerk, as Election Official, conducted the School, Primary and General Elections during 1998.
 - The Clerk's office renewed 21 liquor licenses including seven Consumption Licenses (restaurants/bowling alley), 11 Distribution Licenses (liquor stores) and three Club licenses.
 - The Clerk's office, serving as Licensing Official, issued Amusement Device Premise and Amusement Device Machine permits, Raffles licenses, Recreation Vehicle parking permits, sidewalk dining licenses, street opening permits, and taxi/livery vehicle/driver permits.

DOWNTOWN DEVELOPMENT:

- The DDC coordinated its first annual May Day. Drawing together, over 300 volunteers (including merchants, environmental activists, scouting groups, and Rotarians) spent the first Saturday in May sprucing up the downtown area with flower plantings and litter pickup.
- A Downtown New Jersey conference for municipal business and economic development professionals was hosted in April.
- The DDC sponsored a community sweater drive in February, hosted the Farmer's Market every Thursday from July to October, assisted with the coordination of Community Day in September and organized Bottle Hill Day in October.
- Consultants from "Downtown New Jersey" met with the DDC to analyze marketability of the business district.
- New Jersey Transit assistance was solicited to finish cosmetic rehabilitation at Madison Train Station, e.g., power wash building, clean interior of the main station, and repair sidewalks.

HEALTH:

- The department acquired a new contract with Long Hill Township for Sanitarian services.
- An administration, health education and nursing services contract was negotiated with Chatham Borough.
- The Health Clinic Building has become a "KidCare" enrollment site. KidCare is a program sponsored by the New Jersey State Health Department which aspires to provide all New Jersey children with healthcare.

- The Health Department has received "MediCare Provider" status. Such status allows the Department to receive compensation for female cancer screenings.
- Using grant funds, the Health department hosted breast cancer and cervical cancer screenings.
- The Health Department introduced a new offering this year: chicken pox vaccinations.
- A Grandparenting course manual was edited (to assist the American Red Cross).
- The Rose City Steppers Program (a walking fitness program) was formed. This program stresses fitness through walking, and hosts walking outings.
- Working with the Board of Education and the Madison Alliance Against Substance Abuse (MAASA), the Health Department coordinated a drug and alcohol survey to students in grades 6 through 12 (both in Madison public schools and Bayley-Ellard High School.) Findings of the survey have been distributed.

LIBRARY:

- The Children's department sponsored its annual summer reading program. This year's theme was "Food – Books: a feast for the Imagination." Over 400 children participated in the program.
- The RoseNet Project came into fruition with many PCs offering the "public" full Internet access and Microsoft Office products. The Library's website was developed in-house.
- The Children's Services Department now offers a variety of CD ROMS with two PCs devoted to CD ROMS for pre-schoolers.
- Acting as a co-sponsor with the Madison Senior Center, the Library hosted a Summer Seminar lecture series and concerts during the Spring and Fall.
- The Friends of the Library and Drew University had its most successful year ever in offering Minicourses taught by Drew University professors.
- The Library's retaining wall project was completed.
- Using grant monies, the Library purchased \$5,000 in Spanish materials focusing on family, education, health, employment and citizenship topics.
- Library staff assisted in Mr. John Cunningham's photographic history of Madison: Madison, Images of America Series.

PURCHASING/PERSONNEL:

- Over 1,500 purchase orders and 1,500 Receiving and Inspections (R&Is) were Processed and paid. The department conducted four "bid" purchases and one sale of Borough property and participated in approximately 10 other bid openings administered by the Borough Engineer.
- The installation of Voice Mail for Borough employees was administered.
- Administrative support was provided for Borough's medical and dental transition for all employees and participating retirees.

- A "Right to Know" audit conducted by the New Jersey State Department of Health was successfully completed. Right-to-Know re-training for all Utility and Public Works Staff was scheduled.
- A new Healthy Back testing procedure for all new "field" employees was initiated.

RECYCLING/RECREATION:

- Madison was one of 10 Morris County towns to receive an award for an "Outstanding Recycling Newsletter".
- The American Legion donated a Scoreboard at Dodge Field for the Madison Little League Baseball and Junior Football programs.
- The Madison Youth Soccer Program played on the newly renovated Memorial Park Soccer field for its recreation and travel team programs.
- The Department provided administrative and managerial support for numerous resident recreational programs including youth basketball, youth wrestling, the ski program, ice skating, lacrosse, little league baseball, girls softball, youth track, men's softball, women's softball, tennis court supervision, tennis clinics, women's tennis team and a playground program.

SENIOR CITIZENS:

- New service offerings for Seniors were initiated including computer lessons at The Senior Center and Madison Public Library and Tai Chi lessons at the Madison Community House.
- Over 800 Senior Citizens were served with the sponsorship of a number of educational and life management events (with frequent co-sponsorship with other Madison organizations) such as a summer seminar series, Dial-a-ride van service, photo I.D. day, Medicare counseling, tax preparation, RSVP Outreach, Meals on Wheels, and cultural and leisure trips, e.g., outings to the New Jersey Performing Arts Center, the Cloisters in New York City, Cooperstown (New York), Radio City Music Hall, and Mansions along the Delaware River.
- The Senior Citizen facility was upgraded with the re-papering and painting of the main room of the Senior Center.

TAX COLLECTOR:

- The Tax collection rate for 1998 taxes was 99.01 per cent.
- An operations schedule was initiated delineating procedures, responsibilities and schedules for each duty of the Tax office.

WELFARE:

- In coordination with the State of New Jersey's NJEASE program, Madison's welfare officer served on the Morris County Senior Providers Committee department (N.J. EASE is a statewide initiative by the N.J. Department of

Health and Senior Services which aims to provide information, referral, and advocacy services to seniors and/or their families on a local level.)

- Over 30 clients were served (SSI pending and Social Services) on an ongoing basis.
- Using community donations, the Welfare department provided assistance to approximately thirty households. Such assistance included the payment of prescription and glasses, utility bills, security payments and COBRA bills.

1999 GOALS

I. PUBLIC SAFETY

COURT:

- Work with the newly appointed Prosecutor to facilitate a smooth transition.
- Process all cases within sixty days of violation date.

FIRE:

- Institute a smoke detector installation program to better protect elderly residents.
- Upgrade Firefighter pager plan for a more efficient Firefighter response.
- Upgrade Firefighter protective clothing, e.g., buy new coats and pants.
- Gain compliance with new PEOSHA mandates, e.g. firefighting procedures, and written respiratory procedures.

POLICE:

- Expand the DARE program. Primary efforts for this substance abuse prevention program are targeted for Madison public and private schools in the second through fifth grade levels.
- Fully implement the Bicycle Patrol Unit with the Police Department in these ways: 1) increase the number of trained officers; 2) implement approved bike routes in the Borough; 3) purchase another bicycle; and 4) host kickoff for local participants in the Bike Unity Tour 1999 (National police officer bike trip to Washington, D.C. in May.)
- Consolidate the 911 reporting emergency system with the computer aided dispatch system. One step towards achieving this goal will be the purchase of a new police/fire alarm board. The projected consolidation is expected to result in quicker patrol response time as well as accurate record-keeping of emergency time sequences.
- Expand the Community Policing Program with the creation of a neighborhood patrol unit.
- Upgrade the police shooting range.
- Sponsor traffic-safety training for Borough staff, particularly for Public Works and Utility field staff.
- Assist with the design and implementation of the Kings Road/Green Avenue Construction.
- Increase cross-training for Police staff with the Morris County Prosecutor's office specifically in the areas of sex crimes, white-collar crimes, fugitive and major crimes.

II. PUBLIC IMPROVEMENTS

ELECTRIC:

- Oversee the installation of a Power Logic System at both substations(Kings Road and James Park.) This system will provide historical readings for the electric distribution system including voltage and current fluctuations, and usage sags and swells.
- Electronic recloser relays will be installed at the James Park substation. New Circuit breakers will be installed at the Kings Road substation.
- Electronic Sectionalizers will be installed in certain sections of the town's distribution system. These enhancements are intended to reduce and eliminate power outages.
- A distribution circuit will be installed to service the new Reckson building at the Giralda Farms Corporate Park.
- A Safety Regulation Manual will be written and distributed.
- New Lineman advancement tests will be developed stressing "field" expertise and knowledge of system theory.
- System-wide infra-red thermal scanning will be completed.
- Complete substation testing.

ENGINEERING:

- Oversee the completion of these reconstruction projects:
Buttenheim Terrace, Niles Avenue, Nordling Lane, Orchard Street, Treadwell Avenue, Lincoln Place, Prospect Street, West End Avenue, Page Street, Elm Street, Kings Road and Green Avenue Intersection, Merchants Parking Lot, and Cook and Elmer Parking Lot.
- Begin construction phase of American Disability Act (ADA) improvements to the Hartley Dodge Memorial Building.
- Complete development of the Geographic Information Systems Network (a software program which will help track Madison's road improvements.)
- Administer the Borough-wide property revaluation program.
- Initiate the Madison Bike Plan.
- Complete improvements to the Green Village Road Ballfield.

PUBLIC WORKS:

- Plant 100 trees throughout the Borough.
- Repair catch basins and manholes for all 1999 Borough road projects (see list in Engineering section.)
- Fill/Reconstruct potholes and cracks throughout Borough streets.

WATER:

- Oversee the completion of water main and water service projects for these streets: Edgewood Road, Elm Street and West Street.
- Replace and/or repair fire hydrants on Shadylawn Drive, Laurel Way, Park Avenue, and the East end of Main Street.
- Complete Water Valve Replacement Project in Water Treatment Facility on John Avenue.

III. PUBLIC SERVICES

CLERK:

- Coordinate Borough Web Page Revisions and Additions to the RoseNet Webmaster.
- Organize the Attic storage area, e.g., storage boxes will be shelved and labelled in accordance with the State's Records Retentions Schedule. Such plan will ensure an important priority for the Clerk's Department (as mandated by the State of New Jersey): ease of records accessibility and records preservation.
- Transfer permanent records from Basement storage to Upper Vault Binders for easy retrieval.
- Explore technological avenues for new methods of records storage and retrieval.

DOWNTOWN DEVELOPMENT:

- Continue to explore ways to improve and enhance East End of Main Street with Downtown New Jersey consultants.
- Obtain cooperation of Borough Council, Planning Board and local merchants on a coordinated plan for unified signage in Madison Plaza Shopping Center.
- Address downtown Parking scarcity.
- Design and install "Welcome to Madison" signs at Main Street entrances.
- Work in concert with the Historical Preservation Commission and the Chamber of Commerce on business development issues.
- Create a Downtown Development Commission website.

FINANCE:

- The Borough-wide property revaluation will be completed during the fourth quarter of 1999. The new property assessments will be effective on January 1, 2000.

HEALTH:

- Obtain the equipment and training to make full departmental use of RoseNet capabilities.
- Provide home visits to seniors who need assistance with daily living activities.
- Coordinate payment of male cancer screenings with Medicare.
- Serve as co-sponsor with the YMCA to present the program "Healthy and Strong, 50 and Beyond."
- Expand the Health Department's walking program: the Rose City Steppers.

LIBRARY:

- Property improvements have been proposed, specifically HVAC and roof replacement projects.
- Computer services will continue to expand – particularly in the area of training for the public. The Geographic Information System will be introduced on two personal computers. Patrons will have access to several new online reference databases with the Library's link to the Morris Automated Information Network (MAIN.) RoseNet offerings will also be further expanded.
- Preparations will begin for the celebration of the Library's 100th anniversary in Year 2000.
- The Library will update its collection in specific subjects, i.e., expanding audio book collection and beginning a CD ROM collection. Such purchases will be financed through Budget, Grant and Friends of Library contributions.
- The Library will verify Year 2000 compliance in all library operations.

PURCHASING/PERSONNEL:

- Administer transition to new dental carrier (Horizon).
- Buy and create a new Personnel Forms Center.
- Create and Distribute Borough Purchasing Manual.
- Certify that all Purchase Orders contain Year 2000 language.
- Upgrade Purchasing Assistant computer workstation to Windows 98 computing environment. Ensure that link with Finance Department is properly upgraded.

SENIOR CITIZENS:

- Continue physical plant improvements with 1) the installation of storm windows and 2) paint and wallpaper group activity areas.
- Working with the Madison Millennium Committee, plan special events and fund-raisers to mark the International Year of the Older Person and the Millennium.
- Upgrade the *Senior Prime Times* Newsletter; target content and design of Newsletter to "Baby Boomers."

RECREATION and RECYCLING:

- Working with the Board of Education, resurface four tennis courts at Madison High School.

TAX COLLECTOR:

- Upgrade Department Computer System.
- Cross train staff in appropriate duties.

WELFARE:

- The Welfare Department will initiate participation in the One Ease E-link network during 1999. This project, coordinated by the state and county government as well as local social service agencies, will electronically connect serving organizations, with the goal of more efficiently serving the social service needs of the residents.
- The Welfare Department will pursue participation in the SHARE program. This food cooperative program allows participants to receive food for a small financial donation and community service.