Transitional Aid Application for Calendar Year 2025 and Fiscal Year 2026
Division of Local Government Services
Department of Community Affairs

General Instructions: This application must be submitted in its entirety by March 7, 2025, for CY2025 applicants and September 29, 2025, for FY2026 applicants for funding consideration under this program. Information contained in the application is subject to independent verification by the Division of Local Government Services (DLGS). Refer to Local Finance Notice 2025-03 when preparing this application for specific instructions and definitions and review the Submission Checklist on page 19 of this application and listed on page 7 of the Local Finance Notice.

Name of Municipality:	Borough of Jamesburg			**County:**	Middlesex
Contact Person:	Michael Capabianco			**Title:**	Administrator/Deputy CFO
Phone:	732-521-2222	**Fax:**		**E-mail:**	mcapabianco@jamesburgborough.org

I. Aid History

List the amount of Transitional Aid received for the last three years, if any:

FY2025 / CY2024	FY2024 / CY2023	FY2023 / CY2022
$ Requesting	$ NA	$ NA

II. Aid Request for Application Year: (All municipalities currently operating under a Transitional Aid Memorandum of Understanding (MOU) are advised that a decrease from prior year funding of 15% should be anticipated.)

Amount of aid requested for the Application Year:	**$ Pending final budget reviews**

If not seeking a decrease, a letter from the Mayor is required. See Local Finance Notice 2025-03.

III. Submission Requirements

The following items must be submitted with or prior to the submission of this application. Indicate the date of submission of each.

Item	Date Submitted to DLGS
2025 Annual Financial Statement	06/25 w/Amendments
2024 Annual Audit	June 30, 2024
2024 Corrective Action Plan	September 2025
Application Year Introduced Budget	July 16, 2025
Budget Documentation Submitted to Governing Body	Ongoing

Application Year: CY2025 / FY2026	Municipality:	County:

IV. A. Application Certification

The undersigned herewith certify that they have reviewed this application and, individually, believe the contents to be true and accurately portray the circumstances regarding the municipality's fiscal practices and need for financial assistance. By submitting the application, the municipality acknowledges that the law provides that the decision of the Director regarding an aid award is final and not subject to appeal.

Official	Signature	Date
Mayor/Chief Executive Officer	[signature]	9/5/25
Governing Body Presiding Officer	Thomas Emer	9/8/25
Chief Financial Officer	Anders T Hoesler	05 Sep 25
Chief Administrative Officer	[signature]	09/09/25

IV. B. Transitional Aid Recipients Applying in CY2025 / FY2026

Municipalities operating under a (MOU must certify that they are in substantial compliance with all conditions and requirements of the MOU.

Official	Signature	Date
Mayor/Chief Executive Officer	[signature]	9/5/25
Governing Body Presiding Officer	Thomas Emer	9/8/25
Chief Financial Officer	Anders T Hoesler	05 Sep 25
Chief Administrative Officer	[signature]	09/09/25

Application Year: CY2025 / FY2026	Municipality:	County:

V. A. Explanation of Need for Transitional Aid

Explain the circumstances that warrant Transitional Aid in narrative form. Include factors that result in a constrained ability to raise sufficient revenues to meet budgetary requirements, and if such revenues were raised, how would it jeopardize the fiscal integrity of the municipality?

The Borough has utilized both the Levy and/or Appropriation caps to their fullest over the past few years; in addition to using and all available CAP banks. To further demonstrate the extent of the long-term structural deficiencies, the Borough maxed out Deferral of School Tax in 2019. This has seriously constrained the ability of the Borough to meet its obligations.

The Borough's valuation has not significantly increased. Using 2020 as a baseline, the increase in valuation is only $4 million, representing a 0.29% increase from FY20 to FY25. This stagnation of the tax base has resulted in no additional revenues from taxation.

Approximately nine (9) years ago, the Borough reduced the amount of union health insurance premium requirements, reducing the standard set by Chapter 78 to five (5%) of salary. While this fluctuates dependent on number of enrollees, the lost revenue from employee contributions is approximately $110,000 in the FY25 budget.

The Borough was a member of the Middlesex County Municipal Joint Insurance Fund (MCMJIF) through FY23. The supplemental assessment has resulted in a $32K annual payment for coverage that was never provided; the Borough has one outstanding case and the MCMJIF's attorney representing the Borough has quit resulting in the MCMJIF requesting the Borough pay out of pocket and reduce the supplemental assessment.

Court revenue has decreased fifty percent from pre-COVID of an approximate $170,000 to $85,000. This coincides with a decrease in summons from approximately 2,200 in 2019 to 1,200 in 2024.

The Borough failed to complete numerous regulatory and/or statutory items over the years that have resulted in various 5-Year Special Emergencies: Re-examination Report had not been completed in twenty years (approximate cost $15,000 - statutory the Report is due every ten years so the Borough missed the statutory deadline twice); Sewer Mapping was never completed to comply with the MS4 Permit (cost approximately $52,000); Payout of Accumulated Absences ($154,000); and still anticipated in FY25 the MS4 Permit Watershed Inventory at a cost of $29,500

Application Year: CY2025 / FY2026	Municipality:	County:

V. B. Demonstration of Revenue Loss/Substantial Cost Increase

Show: (1) specific, extraordinary revenue losses, but not as the aggregate of many revenues line items; and (2) specific, extraordinary increases in appropriations, but not as the aggregate of many appropriation line items. Describe the item in the cell below each entry. If applicable, indicate in the description of the extraordinary expenditure increase if the increase resulted from a policy decision made by the municipality (i.e., a back-loaded debt service schedule, deferred payment, costs associated with additional hires, etc.).

Revenue or Appropriation	2023 Value	2024 Value	Amount of Loss/Increase
Description:	Surplus has not regenerated due budget cuts to meet caps. Decrease is $90,000		
Description:	Municipal Service Act agreements – unknown as the agreements are written (discussion topic)		
Description:			
Description:			
Description:			
Description:			
Description:			

Application Year: CY2025 / FY2026	Municipality:	County:

V. C. Actions to Reduce Future Need for Aid

Detail the steps the municipality is taking to reduce the need for future aid. Include details about shared services and consolidation, long-term cost-cutting and enhanced revenue plans, the impact of new development, the potential for grants to offset costs, and estimated short and long-term annual savings.

These steps should demonstrate initiatives taken to bring structural balance to the municipality's finances and shall include, but are not limited to, the following:

Use additional pages if necessary.

- Efforts to bring economic development to the municipality; and
- A plan to constrain or reduce staffing costs through collective negotiation, attrition, consolidation, restructuring, or other personnel actions; and
- A plan to eliminate, reduce, or constrain the costs of non-essential services and activities; and
- A plan to maximize recurring revenues, including, as appropriate, updating fees, fines, and penalties; maximizing enforcement of delinquencies; and selling surplus land and property; and
- A plan to address findings contained in various audits, investigations, and reports with respect to the municipality, including municipal audits, applicable State Comptroller and State Auditor reports and audits, federal program audits, and other audits as identified by the Director.

See attached.

V. D. Discussion of Health Benefits

Skip this section if using SHBP. If not using SHBP, explain why the municipality's current health benefits plan is cheaper or what other reasons exist to reject this alternative. Additionally, list all brokers (primary broker or risk manager, all co-brokers, and sub-brokers) together with their compensation for the current and prior two fiscal years. Compensation must be disclosed in this section, whether provided directly by the municipality or as a commission from the insurance provider. It is the municipality's right and obligation to determine whether the broker is compensated with a commission. If commissions are being earned, provide both how the commission is calculated (percentage of premium or self-insurance) and the actual dollar value of the commission paid each year.

Currently using SHBP

Application Year: CY2025 / FY2026	Municipality:	County:

VI. Historical Fiscal Statistics PLEASE SEE THE ATTACHED. THIS INFORMATION HAS BEEN COLLECTED OVER A LONGER PERIOD OF TIME.

Item	2023	2024	Introduced Application Year
A. Property Tax/Budget Information			
Municipal tax rate	$Attached	$	$
Municipal Purposes tax levy	$Attached	$	$
Municipal Open Space tax levy	$None	$	$
Total general appropriations	$Attached	$	$
B. Cash Status Information			
% Of current taxes collected	Attached%	%	%
% Used in the computation of reserve	Attached%	%	%
Reserve for uncollected taxes	$Attached	$	$
Total year-end cash surplus	$Attached	$	
Total non-cash surplus	$Attached	$	
Year-end deferred charges	$NA	$See attached	
C. Assessment Data			
Assessed value (as of January 10)	$See attached	$	$
Average residential assessment	$See attached	$	$
Number of tax appeals granted	No appeals		
Amount budgeted for tax appeals	$No appeals in years; one in FY25 that was settled for no cash outlay	$	$
Refunding bonds for tax appeals	$None	$	$
D. Staffing Levels			
Total Number of Sworn Police -	19	20	
Total S&W Expenditures	$See attached	$	$
Class 2 and Class 3 Officers	Various Class 2	No class 3; we take what we can get	
Total S&W Expenditures			
Uniformed Fire – Staff Number	NA – Fire District		
Total S&W Expenditures	$	$	$
Number of Other Full-time Employees	See attached		
Total S&W Expenditures	$	$	$
Number of Other Part-time Employees			
Total S&W Expenditures			

E. Impact of Proposed Tax Levy – Left blank as budget not finalized

Amount

Application Year: CY2025 / FY2026	Municipality:	County:

Current Year Taxable Value			
Introduced Tax Levy			
Proposed Municipal Tax Rate		Average res. value	
Current Year Taxes on average residential value			
Prior Year Taxes on average residential value			
Proposed increase in average residential taxes			

Application Year: CY2025 / FY2026	Municipality:	County:

VII. Application Year Budget Information

A. Year of latest revaluation/reassessment

A. Year of latest revaluation/reassessment	Unknown – more than a decade ago
1. Most current equalized ratio	36% - see attached

B. Proposed Budget – Appropriation Cap Information Item

		Yes	No
1. Was an appropriation cap index rate ordinance adopted last year?		X	
If YES: % that was used	3.5%		
2. Amount of appropriation cap bank available going into this year	$All		
3. Is the Application Year budget at (appropriation) cap?		X	
If NO, amount of remaining balance	$Unknown		
4. Does the Application Year anticipate the use of a waiver to exceed the appropriation cap?		X	
If YES, the amount:	$Unknow		

C. List the five largest item appropriation increases:

Appropriation	Prior Year Actual	Application Year Proposed	$ Amount of Increase
Health Insurance	778,866.86	1,064,400.00	285,000
Police SW			
Streets & Roads SW (funds accumulated absences & OT due to reduced staffing)	218,236.11	315,000.00	87000
MCIA Recycling (new contract as of March 2025)	100,367.46	190,000.00	90000
Capital Improvement Fund (need new Zetron at $150K; DPW vehicles at $100K; Police Vehicle $80:	24,000.00	335,000.00	311,000

D. List all <u>new</u> property tax-funded full-time positions planned in the Application Year:

Department/Agency	Position	Number	Dollar Amount
NONE			

E. **Display projected tax levies, local revenues (not grants), anticipated (gradually reduced) Transitional Aid, total salary and wages, and total other expenses projected for the three post-application years:** Unknown as all the collective bargaining agreements are up during the first two years

	Tax Levy	Local Revenues	Transitional Aid	Total S&W	Total OE
First year					
Second year					
Third year					

VIII. Financial Practices

A. Expenditure controls and practices:

Question	Yes	No
1. Is an encumbrance system used for the current fund?	X	
2. Is an encumbrance system used for other funds?	X	
3. Is a general ledger maintained for the current fund?	X	
4. Is a general ledger maintained for other funds?	X	
5. Are financial activities largely automated? If so, please identify the system being used.	X	
6. Does the municipality operate a public assistance program?		X
7. Are expenditures controlled centrally (Yes) or de-centrally by dept. (No)?	X	
8. At any point during the year, are expenditures routinely frozen?	X	
9. Has the municipality adopted a cash management plan?	X	
10. Have all negative findings in the prior year's audit report been corrected?		X
If not, be prepared to discuss why not in your application meeting.		

B. Risk Management: Indicate ("x") how each type of risk is insured.

Coverage		JIF/HIF	Self	Commercial
General Liability		X		
Vehicle/Fleet Liability		X		
Workers Compensation		X		
Property Coverage		X		
Public Official Liability		X		
Employment Practices Liability		X		
Environmental		X		
Health Benefits	**SHBP** X			

C. 1. Salary and employee contract information (when more than one bargaining unit for each category, us average):

Question	Police	Fire	Other Contract	Non-Contract
Year of last salary increase		None		
Average total cost percentage increase	%	%	%	%
Last contract settlement date				
Contract expiration date				

Application Year: CY2025 / FY2026	Municipality:	County:

2. **Explain, if any, actions that have been taken or are under consideration for the Application Year:**

Action	Police	Fire	Other Contract	Non-Contract
Furloughs (describe below)				
Not taken				
Wage Freezes (describe below)				
Discussed for non-union employees				
Layoffs (describe below)				
There is no one to layoff due to staff size.				

D. Tax Enforcement Practices:

Question		Yes	No
1. Did the municipality complete its accelerated tax sale by December 31, if included in the 2025 budget? If not, please include a letter from the tax collector explaining why he/she failed to complete the sale in a timely manner and what the impacts were on cash flow and lost investment earnings.			X, no reason to
2. When was the last foreclosure action taken or tax assignment sale held?	Date:	Years ago	
3. On what dates were tax delinquency notices sent out in 2024?	Date:	See below	
4. Date of last tax sale?	Date:	See below	

Tax delinquent notices were sent each quarter on 2/16/24, 5/21/24, 8/21/24, 11/22/24

Tax Sale was 9/13/24.

E. Specialized Service Delivery:

If the answer to either question is "Yes," provide (as an appendix) a cost justification for maintaining the service without changes.

Service	Yes	No
Sworn police or firefighters are used to handle emergency service call-taking and dispatch (in lieu of civilians).	x	
The municipality provides rear-yard solid waste collection through the budget.		X

F. Other Financial Practices

1. Amount of interest on investment earned in: See attached

2023	$	2024	$	Anticipated Application Year:	$

2. List the instruments in which idle funds are invested:

Provident Bank; not enough cash flow to invest in other instruments	

3. What was the average return on investments during 2024?	See attached%
4. Left Blank Intentionally	
5. The name and firm of the municipality's auditor?	HFA; Bob Allison

Application Year: CY2025 / FY2026	Municipality:	County:

6. When was the last time the municipality changed auditors? A long time ago; over 15 years

G. Status of Collective Negotiation (Labor) Agreements: List each labor agreement by employee group, contract expiration date, and the status of negotiations of expired contracts.

Employee Group	Expiration Date	Status of Negotiations of Expired Agreement
PBA	12/31/26	
Public Works	12/31/25	Negotiations start October 2025
Dispatch	12/31/27	

H. Tax Abatements. Please provide a detailed discussion of any short-term or long-term tax abatements that are currently in place or are currently being negotiated, including the following information:

The Borough has a PILOT adopted in 1979 with Barclay Village and another one in 1983 with Cherry Court. These projects are 50 year terms under the Public Housing Development Authority.

122 Buckelew LLC will be under negotiation in a few months as part of a settlement from the Land Use Board denying an application and the applicant litigating as the Reexamination Report was not adopted and the project should have been approved.

Project Name/Property	Type of Project	2024 PILOT Billing	2024 Assessed Value	2024 Taxes If Billed in Full at 2023 Total Tax Rate	Term of Tax Abatement

IX. A. List actions that limited Salary and Wage costs: i.e., layoffs, furloughs, freezes, contract concessions, etc. (See item C-3 in the Local Finance Notice for details.)

S&W Line Item	Prior Year Actual	Application Year Proposed	Explanation of Change
See above			

IX. B. List actions that limited or reduced Other Expense costs: i.e., reductions, changes, or elimination of services, procurement efficiencies, or restraint. Include changes in spending policies that reduce non-essential spending.

The Borough has little, if any, discretionary spending.

Line Item	Prior Year Actual	Application Year Proposed	Explanation of Change

IX. C. Evaluate existing local revenues as to whether the rates or collections can be increased or imposed, and if so, how changes will be implemented.

Local Revenues and services provided through the General/Current Fund	Check if services are provided	Are fees charged to cover the costs of the program?	If fees do not cover costs, what is the subsidy amount?	If there is a subsidy, explain why fees cannot be increased to reduce or eliminate the subsidy.
Recreation Programs				
Sewer Fees	x	No		Rate needs to be increased for FY26
Water Fees				
Swimming Pool				
Uniform Construction Code				
Uniform Fire Code				
Land Use Fees				
Parking Fees				
Beach Fees				
Insert other local fees below:				
Land Use Escrow Fees for In-House Staff				
Land Use Escrow Fees for Independent Contractors				

X. Service Delivery

List all services the municipality contracts to another organization, i.e., shared services with another government agency, including formal and informal shared services, memberships in cooperative purchasing programs, and private (commercial) or non-profit organizations.

Budget sheet 22 has been provided

Type of Service	**Name of Contracted Entity**	**Estimated Amount of Contract**	**Estimated Savings**	**Year Last Negotiated** ***(as applicable)***

Section XI. Impact of Limited or No Aid Award See attached supplement

Describe (in detail) the impact of not being granted aid for the current fiscal year. Essential service needs should be given priority. List the appropriate category of impact if the aid is not received. Rank each item from both lists as to the order in which elimination will take place. If across-the-board cuts will be made, indicate under service. **For rank order purposes, consider the two sections as one list. The cuts outlined here are ones the municipality will make without a grant of aid.**

Rank Order	Department	# Of Layoffs	Effective Date	2023 Full-Time Staffing	2024 Full-Time Staffing	$ Amount to be Saved

If services will be reduced, describe the service, impact, and associated cost savings.

Rank Order	Service	Cost Savings	Impact on Services

XII. Agreement to Improve Financial Position of Municipality

If aid is granted, the municipality will be required to submit to certain reporting conditions and oversight as authorized by law, and a new MOU will need to be signed. Please mark each box below indicating that the applicant understands and agrees to comply with these broad reporting and oversight provisions.

	Yes	No
1. Allow the Director of DLGS to assign management, financial, and operational specialists to assess your municipal operations.	X	
2. Implement actions directed by the Director to address the findings of DLGS staff.	X	
3. Enter into a new MOU and comply with all its provisions without exception.	X	

XIII. Certification of Past Compliance for Municipalities Currently Operating Under a Transitional Aid MOU:

The undersigned certifies that the municipality is in substantial compliance with the conditions and requirements of the 2024 MOU and is operating in good faith to correct those areas of noncompliance that have been identified.

Mayor: ______________________ Date: 9/5/25

Chief Financial Officer: Anders T Hasseler Date: 05 Sep 25

Chief Administrative Officer: ______________________ Date: 09/05/25

XIV. CAMPS Certification (County and Municipal Personnel System - Civil Service municipalities only)

For Civil Service municipalities, the undersigned, being knowledgeable thereof, hereby certify that the municipality has listed the names of all current civil service employees in NJ "CAMPS."

Human Resources or Personnel Director: NA Date: ________

Chief Administrative Officer: NA Date: ________

XV. CERTIFICATION OF APPLICATION FOR TRANSITIONAL AID

The undersigned acknowledges that the municipality must comply with the foregoing requirements to receive Transitional Aid. In addition, included with this application is a copy (printed or electronic) of the budget documentation supporting the budget calculation that was provided to the governing body.

Mayor: ______________________ Date: 5 Sept. 25

Chief Financial Officer: Anders T Hasseler Date: 05 Sep 25

Chief Administrative Officer: ______________________ Date: ________

APPENDIX A

Submission Checklist:

- ☒ Signed and certified application.
- ☒ Copy of introduced budget, Annual Financial Statement, and budget documentation.
- ☒ Organization charts.
- ☒ Copies of current labor contracts.
- ☒ Copies of salary ordinances/resolutions and any contracts of non-union affiliated individuals.
- ☒ Debt service schedules for all municipal obligations, including municipally operated utilities, all listed by payment date.
- NA ☐ For prior recipients requesting level or increased funding, a letter from the Mayor explaining why they failed to reduce their need for funding.
- Sept 17 meeting ☐ For new applicants, a governing body resolution authorizing the application and agreeing to State supervision immediately upon filing the application.
- ☒ A list of all motor vehicles owned or leased by the municipality (excluding construction equipment and fire apparatus); the agency assigned to its use; if the vehicle is assigned to an individual, the name of the individual; and if the vehicle is used by the individual outside of the regular workday or taken home by the individual.
- ☒ A certification that copies of all active collective negotiation agreements and the cost-out of each have been delivered to PERC. Support documentation regarding the cost-out method must also be provided.
- ☒ List of all existing shared service agreements.
- ☒ List of documented efforts to share municipal services, including public safety dispatch, code enforcement, public health services, and other services offered by neighboring municipalities, area boards of education, local authorities, or the county, if those costs are less than the current full cost of providing equivalent service.

Submission Instructions:

- E-mail electronic forms to dlgs-ta@dca.nj.gov, with "<name of municipality> Transitional Aid Application" in the subject line.
- Submit one copy of the signed application form and any printed documents to:
  Transitional Aid Program
  Division of Local Government Services
  101 South Broad Street
  PO Box 803
  Trenton, NJ 08625-0803

Municipal Building
131 Perrineville Road
Jamesburg, New Jersey 08831

Borough of Jamesburg
1887

Phone:
(732) 521-2222
Fax: (732) 521-3455
www.jamesburgborough.org

To: NJ DLGS staff – Transitional Aid application

From: Michael Capabianco, Jamesburg Borough Administrator/Deputy CFO MC

Re: Certification of PERC contracts

Date: September 9, 2025

As per the Transitional Aid application, this is to certify that contracts were submitted to PERC.

Michael Capabianco, Borough Administrator