



TOWNSHIP MANAGER'S 2013 ANNUAL REPORT

February 18, 2014

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TEANECK TOWNSHIP COUNCIL 2012-2014

Mohammed Z. Hameeduddin, Mayor
Adam J. Gussen, Deputy Mayor

Elie Y. Katz, Councilmember
Lizette P. Parker, Councilmember
Henry J. Pruitt, Councilmember
Mark Schwartz, Councilmember
Emil "Yitz" Stern, Councilmember

TEANECK TOWNSHIP ADMINISTRATION

William Broughton, CPM, RMC, Township Manager
Jaime L. Evelina, RMC, Township Clerk
Stanley Turitz, Township Attorney

James R. Tighe, Tax Assessor
Steven M. Gluck, Construction Official
Jill Graham, Court Administrator
David Hals, Acting Township Engineer
Christine L. Brown, Chief Financial Officer
Anthony Verley, Fire Chief
Ken Katter, Health Officer
Dean B. Kazinci, Director of Human Resources
Robert A. Wilson, Chief of Police
Michael McCue, Director of Public Library
Fran Wilson, Director of Public Works
Kevin Lynch, Purchasing Agent
Glenna D. Crockett, Superintendent of Recreation

Paul A. Volcker Municipal Green
818 Teaneck Road
Teaneck, NJ 07666
www.teanecknj.gov
(201) 837-1600

MANAGER'S MESSAGE

On behalf of our Township's dedicated employees, I am pleased to offer this message to the Township Council and the residents of Teaneck. In 2013, our workforce endeavored to provide world-class service to the public despite the challenges presented by Super-storm Sandy.

Super-storm Sandy, which wreaked its havoc in late October 2012, continued to impact our community well into 2013. Numerous homes and other properties suffered considerable damage. However, Township employees pressed into action removing hundreds of downed trees in record time, restoring order and normalcy to the community. Furthermore, the Township Council waived building permit fees to ensure that the economic impact on our neighbors was minimized to the greatest extent possible.

The devastating impact of Super-storm Sandy highlighted the need for greater community preparedness. In 2013, the Township launched a major preparedness initiative designed to enhance resident readiness for emergencies, as well as, to improve the Township's capacity to manage and properly function during major incidents.

In late 2013, the Township's emergency management staff produced and distributed the Township of Teaneck Resident Preparedness Guide for Emergencies, which was mailed to every Teaneck address. This handy guide is filled with valuable information to ensure that residents can stay informed, plan, prepare and respond to emergencies.

Furthermore, in order to enhance communications and information dissemination, the Township began using social media networks, as well as, text message alerts, website alerts and a new Emergency Information Hotline (201-837-4800). These communication vehicles will allow the Township to reach a greater portion of the community during emergencies, in order to provide important information on a real-time basis. I urge you to sign up on our website (www.teanecknj.gov) for email, text, and telephone notifications. Remember, an informed resident is a prepared resident.

Additionally, the Township is installing generators at the Municipal Building, and at the Rodda Center. The availability of uninterrupted power will ensure that government operations continue regardless of power outages. Furthermore, the new generator will allow the Rodda Center to be used as an emergency reception, warming and cooling center, during major disasters.

Among other significant accomplishments in 2013, the Township broke ground on the renovation of the old Police Headquarters, which will provide needed space for employees and improved access for residents. Renovations are expected to be completed in December.

Also, the Township made significant improvements to our parks. We completed the Phelps Park Dog Park and broke ground on the new Votee Park Sportsplex. This new facility, will offer a world-class experience to our youth and the community. The Sportsplex is anticipated to open in the spring of 2014.

The Township continues to work with contiguous municipalities to explore shared services opportunities. In 2013, the Township partnered with City of Englewood and the Borough of Bogota to implement a performance management system. This software is designed to help municipal departments answer three questions: How are we doing? What could we be doing better? How can we learn from our peers to improve? The answers to these questions will be derived over time, through the tracking and measurement of various performance metrics. The first departments to use the new system are Building, Police, and Public Works. Implementation of this program will provide more information for data based discussions and budgeting.

In 2014, I plan to work aggressively with the Township council to pursue short and long term revenue enhancing opportunities, in order to reduce the tax burden on our residents. Moreover, my fellow employees and I will work with the community to ensure that Teaneck remains a preferred location to live, work, shop, and raise a family.

TAX ASSESSOR

The Assessor's chief statutory responsibility includes listing and determining the taxable value of all properties in the Township. Ancillary duties include reviewing and processing deeds, assessing and listing new construction, reviewing and processing deduction requests, determining eligibility for exempt status, review and defense of assessments under appeal, and providing information to the public and other departments within the Township.

The Assessor position is unique within the framework of municipal government in as much as the municipality selects the Assessor. However, the duties are imposed by State law and are defined in State statutes rather than in local ordinances. In order to ensure these duties are performed without the threat of local interference, the Assessor is supervised directly by the County Tax Administrator and is subject to supervision by the State Division of Taxation.

The department consists of two full-time employees. The current department head is a New Jersey State Certified Tax Assessor, as well as a Certified General Real Estate Appraiser, who has served as the Township's Tax Assessor for the past 16 years. The Assessing Aide has been with the Assessor's Office since 1993 and has received training in property tax administration through the Center for Government Services at Rutgers University.

As of October 1, 2013, Teaneck had a total of 11,710 taxable real properties with an aggregate assessable value of \$5,816,453,900. This represents a net decrease of almost \$90 million compared to the aggregate assessable value of real property for the prior year. (Exact tallies

were unavailable as of the date of this report. County Tax Board judgments for 2013 were received at the end of year 2013 and had not yet been processed.) There will be no addition of taxable business property for 2014 as Verizon no longer is required to report a valuation, or pay taxes, for its equipment located in Teaneck.

The following breakdown by property class was listed in 2013 for use in Tax Year 2014:

<u>Property Type</u>	<u># of Parcels</u>	<u>% of Total #</u>	<u>% of Assessed Value</u>
1-4 Family Residential	11,106	94.94%	86.04%
Commercial	381	3.26%	9.24%
Industrial	15	0.13%	0.70%
Apartments	62	0.53%	3.66%
Vacant Land	146	1.14%	0.36%
Total Land	11,710	100.00%	100.00%

In addition to taxable real properties, Teaneck has a total of 324 exempt properties, which include schools, municipal properties, houses of worship, parsonages, charitable properties, homes of 100% disabled veterans, a university, and a hospital.

Tax Appeals

More than 1,950 tax appeals were filed by property owners at the County Tax Board and State Tax Court in 2013. Approximately 15% of the total line items in

Teaneck were under appeal in 2013. The following chart lists the number of tax appeals filed in years 2011 through 2013 with the Bergen County Board of Taxation. The bottom row lists assessment reductions obtained through County Tax Board proceedings for each of the years in question.

	<u>2011</u>	<u>2012</u>	<u>2013</u>
Appeals Filed	1,084	1,840	1,954
Total Property Value Contested	\$562,359,600	\$907,184,100	\$933,375,800
Assessment Reductions CTB	\$44,083,100	\$93,465,713	\$90,367,490
% of Total	7.84%	10.3%	9.68%

The following lists the number of appeals filed with the State Tax Court for each of the same years. Many of the cases remain pending and involve multiple years rather than completely new filings.

	<u>2011</u>	<u>2012</u>	<u>2013</u>
State Tax Court Appeals Filed	196	124	80*

*As of the date of this report, appeals challenging the 2013 judgments of the County Tax Board had not been filed. The 2013 total only includes direct filings to the State Tax Court made in April 2013. The total number of 2013 filings to the Tax Court is expected to increase after 2013 County Tax Board Judgments are received by property owners.

The volume of appeals in 2013 was significant and required the County Tax Board to hold hearings through the end of

October. As a result, the issuance of 2013 judgments were delayed and received by the Township on December 23, 2013.

Added Assessments

In 2013, a total of 138 - Current Year Added Assessments, Prior Year Added Assessments, and Prior Year Omitted Added Assessments were levied on properties that were renovated, expanded or newly constructed. These assessments resulted in a total of \$124,807.24 in additional taxes due the Township. Assessment rolls were increased by a total of \$7,406,100 for 2014 as a result of this activity.

OUTLOOK - 2014

Nationwide, 2013 saw the largest percentage increase in housing values since 2006. According to the Case-Shiller index, values increased by an average of 13.6% nationwide and by an average of 4.9% in the New York Metro Region, which includes Northern New Jersey.

The New Jersey Association of Realtors reported value increases averaging 3.6% for Bergen County. Despite the increases in value, home prices are still well below their peak and are only at the level they were in 2003-2005. Sales volume is up significantly over the prior two years, and may have been even higher if more homes were made available for sale. In contrast to 2009-2012, there was a lack of available inventory in 2013. Prices were still below peak and many homeowners remained reluctant to sell. Several markets have seen bidding wars, reminiscent of pre-recession days, over the scant number of quality homes available. As more homeowners come to accept the new pricing levels, and as builders reenter the market, available

inventories are expected to increase and ease the shortages.

Most economists project continued recovery in the housing market, albeit at a modest pace, over the next three years. Price increases will be tempered by rising interest rates, which had been at historic lows over the past several years, and rising inventories of available properties.

The outlook bodes well for the timing of Teaneck's scheduled revaluation for Year 2015. We will be analyzing data from recovery years 2013 and 2014 to determine the assessed values going forward into 2015. The volume of data to analyze should be greater than that previously available, leading to more reliable value estimates.

The forecast for modest appreciation going forward suggests there is reason to believe that the value estimates will not become outdated quickly.

Despite the preceding, the Tax Assessor would expect that a significant number of appeals will again be filed in 2014. The fact that property values remain below peak levels once again will drive the process.

In 2014, the Assessor's office will focus on the revaluation process, which includes inspecting all residential and commercial properties in the Township. Please watch your mail and the Township website for more information.

BUILDING DEPARTMENT

The Building Department is responsible for the administration of both the New Jersey Uniform Construction Code (U.C.C.) and the Township of Teaneck's Development Regulations (Zoning Ordinances). Building Department personnel review applications for development, conduct field inspections, and issue permits and certificates of occupancy. In addition, Building Department staff responds to emergency scenes to assist the Fire and Police Departments with evaluation of properties for suitability of occupancy. Both administrative and technical staffs are available to assist with questions about the need for permits and the process of obtaining them.

The Construction Official, a registered Architect, is responsible for the supervision of the daily activities of the department, which currently consists of 12 full-time and

two part-time staff members who handle construction, zoning, and land use issues.

Staff responsibilities are as follows:

Construction application reviews and inspections are performed by the Building Sub-code Official, Electric Sub-code Official, Plumbing Sub-code Official, and Fire Sub-code Official. Inspection activities are supplemented by a part-time Building Inspector and a part-time Plumbing Inspector. Support for the processing and issuance of permits and certificates is handled by three Technical Assistants.

Zoning application reviews and inspections are performed by the Township Zoning Officer and Assistant Zoning Officer. These staff members also investigate complaint issues and perform enforcement actions to ensure compliance with the Township Code.

The processing of applications for development, which require approvals by the Planning Board or Zoning Board of Adjustment, is the responsibility of the Technical Assistant for Land Use.

All Building Department staff members attended continuing education courses during the year to maintain proficiency in their respective fields. Each staff member is either licensed or certified by the State of New Jersey to perform their assigned functions. Two department members obtained additional State-issued technical licenses, increasing the cross-training level of the staff. Furthermore, the Construction Official was elected to the position of Chairman of the Municipal Construction Officials Association of New Jersey, the statewide organization of working construction officials.

During the year several staff members participated in the model code development process. These individuals attended national code change hearings and voted on proposed amendments to the codes. Staff members participated as governmental representatives to the National Standard Plumbing Code, International Building Code, and the International Residential Code. Testimony was provided to the Department of Community Affairs Division of Codes and Standards in response to proposed changes to the New Jersey Uniform Construction Code.

The Building Department issued 3,038 U.C.C. construction permits and permit updates in 2013 with a total construction value of \$55,574,761, compared to 2,718 U.C.C. construction permits and permit updates in 2012 with a construction value of \$35,516,813. This was an increase of 11.8% in the number of permits issued and an impressive 56.5% increase in the cost of construction. There were 67 permits where

all fees were waived. The waived fees for these projects totaled \$163,914. These permits encompassed municipal projects, Board of Education projects, and rehabilitation work necessary as a result of storm-related damage. Department sub-code officials performed 3,083 plan reviews on applications submitted for construction permits.

In addition, the Building Department issued 868 zoning permits, an increase of 16.5% over the previous year. Department zoning officials performed 1,859 plan reviews on applications submitted for zoning permits. Proposals that deviated from the Development Regulations were either abandoned, modified to conform to the regulations or received variances from the Zoning Board of Adjustment.

The Building Department processed 112 land use applications for approval before the Planning Board or the Zoning Board of Adjustment. This was an increase of 15.5% over 2012.

The Building Department collected \$1,100,607 in revenue from Uniform Construction Code activities. This included the issuance of permits, certificates and the collection of violation penalties. Revenues increased 18.4% over the previous year.

The Building Department collected \$164,608 in revenue from both Zoning and Land Use activities. Revenues increased 5.6% over the funds collected in the previous year.

The Township received a total of \$1,265,215 in revenue from all Building Department activities. Total revenues increased 16.6% over the previous year.

In 2014, the Building Department will focus on implementation of web-based software that will allow the public greater flexibility

in transacting business with the township. Submission of applications and documents, access to application status and the ability to schedule inspection requests are all services that members of the public will be able to accomplish at their convenience.

Furthermore, the Department looks to establish a program designed to protect the interests of new property owners. Requirements will be proposed that will verify that issued permits have been properly closed and any violations have been abated prior to transfer of the property.

The Department also looks forward to beginning the process of digital scanning of certain project documents commonly requested by the public. This will enable staff to retrieve this information quickly without the need to visit off-site archiving locations and will deliver these documents to the public in an efficient manner.

Finally, the Department will continue in its efforts to maintain the high level of customer service provided to the public. We will continue to reduce application processing times and to increase the availability of inspection services. Marked increases in activity levels will have a direct effect on the ability to achieve these goals.

With a more stable economic atmosphere being enjoyed through 2013, construction activity continued to post increases in all sectors. Projections for 2014 reinforce the expectation that Teaneck will match or exceed regional activity levels. The desire of existing and new owners to invest in their properties will allow the municipality to meet the Building Department's statutory requirement to be self-sustaining in the enforcement of the New Jersey Uniform Construction Code.

U.C.C. Construction Activities		
	<u>Revenue</u>	<u>Inspections</u>
Building		4,486
Plumbing		5,214
Electric		3,072
Fire		1,871
Permits	\$1,048,797	
Certificates	\$ 44,650	
Penalties	\$ 4,805	
Miscellaneous	\$ 2,355	
SUBTOTAL	\$1,100,607	14,643

Zoning Activities		
	<u>Revenue</u>	<u>Activity</u>
Permits	\$102,230	1,859 Reviews
Planning Board	\$ 10,005	31 Appeals
Zoning Board	\$ 52,373	81 Appeals
SUBTOTAL	\$164,608	

MUNICIPAL CLERK'S OFFICE

The Township Clerk is appointed by Township Council. The Township Clerk serves as the Secretary to the Municipal Corporation; the Secretary to the Governing Body; Chief Administrative Officer of Elections; Chief Registrar of Voters; Administrative Officer with respect to the issuance of licenses and permits; and Records Coordinator and Manager.

The Township Clerk's Office provides various services to the public, including but not limited to the following: resident, visitor, commuter and merchant parking decals; taxi, limousine, towing, amusement game, movie theatre, gem dealer, solicitor, liquor license and raffle licensing; government records requests; board applications; and processing of offers to purchase Township property.

The Township Clerk's Office is comprised of the following personnel: the Registered Municipal Clerk with ten (10) years of service to the Township; two (2) Senior Clerks who serve as Assistants to the Township Clerk; and one (1) Part-Time Receptionist.

In 2013, the Township Clerk's Office issued the following:

<u>Permit/License</u>	<u>Volume</u>	<u>Revenue</u>
Liquor Licenses	32	\$73,064
Raffle Licenses	186	\$1,933
Taxi & Limousine Licenses	246	\$12,300
Towing Licenses	4	\$2,200

<u>Permit/License</u>	<u>Volume</u>	<u>Revenue</u>
Parking Permits	438	\$22,050
Notarizations	50	\$250
Wedding Ceremonies	32	\$1,450
Total Fee Revenue		\$113,247

In 2013, the Township Clerk continued to identify opportunities for improvement in the Clerk's Office. The implementation of a web-based paperless agenda management system transformed the agenda preparation process, leading to improved access for citizens and a significant reduction in staff time spent preparing agendas.

In 2014, the Township Clerk's office will focus on introducing the web-based software to the Township's statutory boards and the revitalization of the Township Code.

MUNICIPAL COURT

The mission of the Municipal Court is to achieve justice while remaining neutral and independent of the Executive and Legislative Branches of Government. This judicial independence is important to ensure confidence in the legal system by the litigants served.

The Municipal Court handles all traffic, criminal, and local offenses filed within the Township of Teaneck. Offenses of a more serious nature are turned over to the County Prosecutor's office for final disposition.

The Municipal Court is completely automated, using the Statewide Automated Traffic System (ATS) and the Automated Criminal System (ACS). The ATS/ACS systems are connected with the New Jersey Motor Vehicle Commission for prompt reporting of court dispositions and driver's license suspensions of defendants who fail to pay assessed fines and costs, satisfy traffic summonses, or criminal disorderly persons offenses.

The executive components of the Teaneck Municipal Court are the Honorable Judge and the Certified Municipal Court

Administrator. The Municipal Court support staff consists of two senior clerks and three clerk typists.

In 2013 the Municipal Court staff disposed of roughly 17,000 traffic cases and approximately 600 criminal cases during our 159 court sessions. Teaneck Municipal Court has been ranked in the top 10th percentile according to the volume of cases filed within the 532 municipal courts throughout New Jersey. All summonses and offenses issued by both local and state police are processed by court staff under the direction of the Certified Municipal Court Administrator.

The court staff collected nearly \$1,500,000 in fines and costs in 2013. Of that amount, \$778,944.56 was remitted to the Township Treasurer, leaving a balance of \$700,841.11 for disbursement to other agencies, primarily the State Motor Vehicle Commission and Bergen County.

In 2014, Municipal Court staff will focus on collecting the \$478,069.84 in outstanding fines and costs owed to Teaneck from previous years.

ENGINEERING DEPARTMENT

The Engineering Department provides the engineering services for the Township's infrastructure systems. The infrastructure includes storm drain systems, sanitary sewer systems, buildings grounds, parks, roadway systems, traffic signals, and various services required for public works, such as tree trimming, tree planting, and disposal

services. The Engineering Department prepares capital improvement programs as they relate to the preparation of the capital budget and the implementation (engineering design and construction administration) of these programs. In addition, the department evaluates the impact that new developments will have on the Township's infrastructure,

such as traffic conditions, sanitary sewer, and storm water systems.

The Township Engineer prepares and coordinates various Federal, State, and County grants for opportunities to fund various projects. The Engineer represents the Township on the Community Development Regional Committee and the Bergen County Trust Fund Northern Valley Region. The Engineering department prepares resolutions for the Township Council's approval in connection with construction and services, and coordinates contract administration. Additionally, the department prepares traffic regulation ordinances.

Currently, the duties of the Township Engineer are being performed by Schwanwede Hals Engineering, due to the retirement of our former Engineer. Additionally, the department has one full-time Clerk Typist, who is shared with the Public Works Department, and one part-time Clerk Typist.

The Acting Township Engineer, Mr. David Hals is licensed in the State of New Jersey as a Professional Engineer and Planner, a Land Surveyor, and is a Certified Municipal Engineer. He holds an Associate's Degree in Forestry, a Bachelor of Science Degree in Civil Engineering, and a Master's Degree in Civil Engineering. He has over 30 years of engineering experience, which includes more than 18 years working on Township projects.

Selected projects completed in 2013 include the following:

- Jasper Ave and Wendel Pl. drainage projects
- Andreas Park wall replacement
- Andreas Park and Sagamore Park fence replacement

- Ammann and Votee Park tennis court resurfacing
- Votee Park hockey rink resurfacing
- Votee Park handball court resurfacing

Various Road Resurfacing Projects:

- West Englewood Ave between Sussex Rd. and Windsor Rd. (Funded by State Aid grant)
- Glenwood Ave between Lindbergh Blvd. and Degraw Ave (Funded by State Aid grant)
- Belle Ave between Sagamore Ave and Route 4
- Beverly Rd. between Windsor Rd. and Lincoln Pl.
- Church St.
- Decatur Ave between Route 4 and Tietjen Ave
- Elm Ave
- Englewood Ave
- Franklin Rd.
- Garrison Ave
- Grayson Pl. between Palisade Ave and Red Rd.
- Highwood St.
- Locust St.
- Northumberland Rd. between Berwick Ave and Berwick Ave
- Trafalgar St. between Reis Ave and Forest Ave

- Tryon Ave between Teaneck Rd. and Queen Anne Rd.
- Webster Ave between Route 4 and Tietjen Ave
- Windsor Rd. between Billington Rd. and Cedar Lane
- Irene Court
- Emerson Ave between Northumberland Rd. and Sussex Rd.
- Ayers Court & Lozier Place (Funded by Bergen County Community Development grant)

Township Parking Lots Resurfaced:

- Beverly Rd. West Parking Lot
- Phelps Park Parking Area

Projects previously initiated for completion in 2014:

- Votee Park Sportsplex Turf Field Improvements
- Installation of generators at Municipal Building, Police Headquarters and Rodda Center
- Energy Audit of various municipal buildings
- Renovation of old Police Headquarters

- Traffic signal replacement at Teaneck Road Fire Headquarters

Permits Issued	
Sidewalk and Curb	154
Road Opening	33
Street Dumpster	19

Licenses Issued	
Concrete Curb, Sidewalk, and Apron	28

Planning Board Applications Reviewed	
Applications/Plans Reviewed	31

Board of Adjustment Applications	
Applications/Plans Reviewed	81

Certificates of Occupancy	
Number of Sites Reviewed	35

FINANCE DEPARTMENT

The Finance Department is responsible for the receipt, safeguarding, investment, disbursement, and reporting of municipal funds, including tax collection and accounts payable. Furthermore, the department is accountable for meeting financial compliance and reporting standards promulgated by the New Jersey Division of Local Government Services.

The department provides financial data to staff and prepares financial reports, including the Annual Debt Statement (ADS) and the Annual Financial Statement (AFS). The ADS is required to be filed with the State by January 31st of each year and outlines the Township's debt condition. The debt capacity of any municipality in New Jersey cannot exceed 3.5% of the municipality's "state equalized valuation" average for three years. The Township's debt ratio is .527%.

The AFS is the sworn statement of the Township's Chief Financial Officer attesting to the municipality's financial condition. This report is required to be filed with the State by February 10th of each year.

In addition to its financial duties the department is responsible for tax collection.

The department is composed of a Certified Municipal Finance Officer, Accountant, Certified Tax Collector, Deputy Tax Collector, and two tax collections clerks.

In 2013, the Finance Department disbursed more than \$69,000,000 in budget

appropriations through the processing of more than 3,400 checks.

The Finance Department provided administrative support to the Cedar Lane Management Group (CLMG) by maintaining its financial records and preparing its payroll returns through the end of the year. The CLMG is an agency of the Township that manages the Cedar Lane Special Improvement District.

Managed by the Tax Collector, the Tax Office is the central receiving agency for all municipal revenue collected for licenses, fees, permits, fines, etc. In addition to tax collection, this office handles billing, processing of senior citizen and veteran deductions, and performs tax searches on more than 12,000 properties in response to inquiries from residents, attorneys, realtors, banks, and mortgage companies.

In 2013, the Tax Office collected approximately 96% of the total tax levy of \$147,008,375.38 and collected \$462,009.36 in hotel occupancy taxes. All funds were recorded and deposited by Tax Office employees within 48 hours of receipt as required by state law.

In 2014, the Finance Department will continue to analyze and enhance procedures in order to create a more efficient, integrated, and automated financial reporting system.

FIRE DEPARTMENT

The primary goal of the Teaneck Fire Department is to prevent fires from occurring. When a fire does occur the goal is to immediately protect life and property by promptly confining, controlling, and extinguishing the fire while rescuing any trapped occupants. In addition to responding to all fire alarms, the department often is called upon to assist in the case of auto accidents, rescue missions, and other emergencies.

The Fire Department is composed of 94 members, including 31 Officers, 61 firefighters, and 2 civilians.

The Department responded to 3,278 alarms in 2013 of which 282 were fires. Of these, 248 were in buildings and 12 were developed enough to cause an imminent threat to life and property. This does not make light of the other 270 fires. It only means that effective intervention kept incipient fires from achieving flashover, where all available burnable materials in the room or space suddenly and explosively combusts. Indeed, the entire idea of public and private fire protection is to prevent fires from occurring and to prevent those that do occur from becoming a major menace.

The vast majority of Teaneck fires in 2013 were due to unattended or improperly conducted cooking. Most of these were stopped in the early stages. However, one fire in a senior citizens' apartment complex and one in a single-family house did reach the open flaming stage, causing considerable damage. The fire in the senior citizens' apartment was held in check by superior construction, correct actions by building staff, instantaneous alarm to the nearest fire

stations via the fire alarm box system, and a two-minute response time.

The fire in the one-family structure also was held in check by the presence of a two-minute response time and a monitored home fire detection system.

Electrical fires also were a concern. Nine fires and seven pre-fire overheat conditions were attributed to electrical malfunctions. In most cases a worn outlet or an extension cord to an air conditioner was the cause. An under-maintained air conditioner motor that seized up almost brought destruction to a church. Four electrical fires did major damage and left people homeless and without their possessions.

The most serious fire of the year occurred in a classroom building at Fairleigh Dickinson University, where a crew was using a flammable liquid to strip floors with an ordinary floor-buffing machine. The normal sparks produced by the buffer caused a flash fire that spread to plastic sheeting hanging along the walls. A construction worker suffered burns to his lower body and was forced to an upper-floor window, which he broke to get some relief from the heat and smoke. Fortunately the building had a full fire detection system connected directly to the fire stations by a municipal fire alarm box. The nearest engine company arrived within two minutes and raised a ladder to rescue this man before he was forced to jump or succumb to the heat and smoke. He was the most serious of 14 civilians injured by fire in Teaneck in 2013. Fortunately, this year there were no fatalities.

<u>Activity</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Fires	256	280	282
Other Emergencies	1,369	1,324	1,242
Alarm, No Fire	991	878	782
Mutual Aid	39	24	36
Other Services	1,572	1,256	936
Totals	4,227	3,762	3,278

In 2013, the department conducted 4,464 fire prevention-related activities/inspections. Of that number, 730 were to meet fire protection contractors for upgrades and repairs. An additional 372 complaint inspections and 132 unsafe condition re-inspections were issued by fire suppression companies on emergency responses.

Neighborhood fire companies conducted approximately 1,800 in-service inspections. The Fire Prevention Bureau performed 730 home smoke detector and carbon monoxide detector inspections with regard to the resale of single or two-family homes. The Bureau continued its practice of annual inspections conducted by our Fire Prevention staff. Our licensed Fire Inspectors respond to fire alarms where line officers find fire code violations.

Training Bureau

In 2013, uniformed members of the department attended continuing education courses covering a broad variety of subjects, including: building construction; foam operations; fire pump/ apparatus pump operations; rapid intervention team (RIT) operations; tower ladder operations; aerial operations at night; emergency “bailout” evacuation devices and technique refresher; foam operations and tool/apparatus use; decontamination / warming truck operations; local solar hazards; cardio-pulmonary

resuscitation (recertification); automatic external defibrillators (recertification); and first responder recertification. In addition, uniformed members attended classroom sessions on: SCBA breathing techniques/smoke inhalation; asbestos awareness; hazardous materials (refresher); specialized tool/equipment usage and care; incident management; cardiac emergencies; township workplace harassment training; and PEOSHA mandated annual training on workplace hazards.

Fire Department supervisors began command-level training with the Blue Card Command Certification Program and conducted/attended ongoing training on report writing for the fire service. Individual members continued to expand their knowledge by taking/attending advanced fire training programs outside the department. Twelve department members attended the Center for Domestic Preparedness’ Technical Emergency Response Training Course at FEMA’s Anniston, Alabama CDP Center.

On a company level, uniformed members practiced ongoing refresher training on: ladder usage; firefighting tools and equipment; rope usage and knots; fire scene safety/effectiveness; hose selection and placement; driver training; and fire apparatus operation and care.

All fire department members are CPR and AED certified, and maintain certifications as New Jersey Emergency Medical Technicians and/or Medical First Responders. Most first-line fire apparatus carry an Automatic External Defibrillator, first aid bag, and cylinders of compressed medical oxygen positioned for a quick response.

Fire Alarm Bureau

In 2013, Teaneck's municipal fire alarm box system was used to report 38 fires, 38 smoke emergencies, seven overheated electrical system emergencies, a steam boiler rupture, and 25 other emergencies. Many of the smoke emergencies and all seven of the electrical emergencies were pre-fire conditions where fast response kept fires from happening.

The most dramatic example of the value of the fire alarm box system was in June, when a box alarm went directly and instantly to the nearest fire station reporting a serious fire in a Fairleigh Dickinson University (FDU) classroom building. The direct alarm to a staffed neighborhood fire station allowed an engine company to arrive in two minutes.

The biggest challenge to Teaneck's fire alarm and communications staff in 2013 was completing the federally mandated narrow banding of all police, fire, and DPW radio equipment. While outside contractors did some of the work, township personnel reprogrammed more than 100 vehicle and handheld radios to meet the new standard as well as constructed two additional satellite receiver locations, which receive the relatively weak signals from handheld and vehicle radios and bringing the signals back to police headquarters, fire headquarters, and the main radio site via municipal fire

alarm cable. The need for the additional sites was anticipated because narrow banding makes previously strong signals weaker. Fire department engine companies had previously performed signal propagation tests at many locations, including inside key buildings allowing potential dead spots to be plotted in advance, leading to the new receiver locations. Using existing township personnel for this project, facilitated the critical cutover to the new system and saved taxpayer dollars.

The Township's fire alarm cable plant is multi-functional, connecting the fire alarm boxes, fire station dispatch circuits, some municipal security, the 10 fixed sites of the municipal radio system (with a total of 24 tie lines) and providing 10 T1 circuits linking various municipal facilities to a central location with VOIP phone service and wide-area computer communications. The network saves taxpayers significant monthly fees by preventing recurring leased-line charges. Also, the fire alarm boxes prevent recurring charges to taxpayers and building owners by providing direct alarm connections without the need to pay a private alarm company.

In 2014, the Fire Department will continue its fire prevention efforts through public education and inspections.

HEALTH AND HUMAN SERVICES DEPARTMENT

The mission of the Teaneck Department of Health and Human Services is to provide programs and services that promote and protect the health, welfare and safety of those who live, work, attend school, visit or do business in the Township.

Various department programs and services offered include environmental inspections of retail food establishments, bathing facilities, day care facilities, housing and rentals, property maintenance, vector, extermination and rabies control, as well as investigation of heat, lead and noise complaints.

The department provides public health nursing that addresses childhood health needs through our Child Health Clinic and adult health through our regular screening programs, annual health fair, flu clinics and ongoing educational programs.

The Health Department offers animal control services through a contract with Bergen County Humane Enforcement.

The department provides vital statistics through the registrar, who is responsible for record keeping and the issuance of certificates for birth, death, and marriage.

Social services are provided to residents through financial support and referral for issues pertaining to mental health, housing, bills, utilities and other basic needs. The department coordinates the Municipal Alliance Against Substance Abuse, which supports preventative programs in this area, such as Elks Peer Leadership Training, Red Ribbon Week, Project Graduation, and National Night Out.

The staff is composed of 10 employees, including the Health Officer, Chief

Registered Environmental Health Specialist, three Registered Environmental Health Specialists, Social Work Specialist, Senior Clerk Typist, the Registrar, Registrar's Deputy/Clerical, and a part-time clerical staffer. Two staff members are State Certified Health Officers. Furthermore, one employee is State Certified for conducting childhood lead investigations and noise complaint investigations.

The department oversees various contracts with the following vendors: Holy Name Medical Center for public health nursing, health education, and health promotion; Bergen County Humane Enforcement for animal control services; Viking Pest Control for extermination; and the Teen Clean Program, where high school students work to assist in cleaning public lots and lands.

In 2013, the Department of Health and Human Services executed and performed the following:

- 312 inspections of retail food establishments
- 42 summary abatements (property clean-ups)
- Issued over 5,485 birth, death, marriage, civil union, and domestic partnership certificates, an 8% increase over the previous year. In 2013, the Registrar's Office implemented Vitalchek, a web-based program that enables customers to order and purchase vital statistics on line.

- Counseled and served 1,249 social services clients
- Coordinated Township's Safety Committee
- Coordinated five mini-flu clinics, providing flu and/or pneumonia vaccinations for about 200 residents
- Collected more than \$139,000 in revenue, a 1.1% increase over 2012
- Issued 1,890 dog and cat licenses
- Processed a total of 2,402 licenses
- Conducted 1,571 property maintenance inspections
- Conducted 441 air conditioner, generator, and pool pump inspections
- In total, conducted 2,956 inspections

Other department programs included:

Let's Move: An initiative by First Lady Michelle Obama to help combat childhood obesity through nutritional education and exercise programs and outreach. This also involves collaboration with such local partners as the Board of Education, Holy Name Medical Center, Bergen County Public Health Partnership, local merchants, and a variety of stakeholders.

Office of Emergency Management: The department assisted in developing emergency shelter infrastructure along with

local Office of Emergency Management personnel. This included development of mobilization roster, staff training, modes of transportation, and recall rosters. The department also posted pertinent information on the Township website for emergency preparedness and readiness applications.

Municipal Alliance Grant: The Health Department completed and submitted a grant for the Teaneck Municipal Alliance Against Substance Abuse programs. This grant, in a five-year cycle, could bring in approximately \$80,000 in that time period to develop and implement programs geared towards underage drinking.

Dog Licensing Census: In 2013, the department conducted a dog licensing census, which is required under State Law to be performed bi-annually. It identified 1,562 licensed dogs in Teaneck. This is a total increase of 81 dogs or 5% from 2012, which equates to an additional \$1,200 in revenue.

Website Articles and Information: In 2013, the Health Department posted nearly 100 articles on the Township website on various topics, including: chronic disease (heart disease, various cancers, diabetes); safety (first aid, food, water, bicycling, holiday cooking, Halloween safety); acute disease (pinkeye, chickenpox); environmental (rabies, Lyme disease, poison ivy); laws (licensing, heat and snow shoveling ordinances), drugs and alcohol (steroids, second-hand smoke, binge drinking), and general information (food recalls, available services).

HUMAN RESOURCES DEPARTMENT

The Human Resources Department (HR) is responsible for furthering the Township's goals through support of its workforce. The department seeks to provide employee services that promote a work environment characterized by fair and equitable treatment, open communication, personal and professional accountability, trust, and mutual respect. The HR Director works to proactively provide solutions to workplace issues that support and optimize the operating principles of the Township. HR promotes a teamwork philosophy and has achieved a high level of success in managing employee satisfaction, resulting in improved productivity, efficiency, and enhanced customer service.

The department is responsible for maintaining all employee personnel records; administration of the employee benefits program; maintenance of the pay and classification system; implementation and adherence to personnel policies and procedures; and to ensure compliance with New Jersey Civil Service Commission, Federal, State, and local regulations regarding the Township's more than 340 full-time and part-time employees. Furthermore, HR services several hundred of the Township's seasonal employees.

The Human Resources Department consists of two full-time employees: the Director of HR and a Payroll Administrator. The Director holds a Bachelor of Science Degree and a certificate in Human Resource Management. He has served the Township in various capacities for over 30 years. The Payroll Administrator has an Associate's Degree and is a New Jersey State Certified Payroll Administrator with 20 years of service to the Township, having spent the

last 12 years concentrating on the administration of payroll and benefits.

Additionally, the Management Information Systems (MIS) division reports to the Director of Human Resources. The division provides information processing support by maintaining and expanding hardware systems capability and software applications, monitoring systems efficiency, providing personal computer support needs, instructing staff in system operations, and assisting in the acquisition and integration of new hardware, software and technology. The MIS division is comprised of an MIS Specialist and a Technical Assistant

The Human Resources Department provided the following services to employees in 2013:

- Employee recognition programs
- Training of all employees on the prevention of harassment in the workplace
- Supervisor training on the prevention of harassment in the workplace
- Implementation of a temporary time and attendance system for the municipal building
- Coordinated issuance of proposal for permanent organization-wide time and attendance system
- Arranged various Health, Wellness and Employee Benefit Seminars
- Continued recruitment for the Senior Greeter Program
- Coordinated TITER testing for Police, Fire and Public Works
- Assisted in the negotiation of various Collective Bargaining Agreements
- Served on Township's self-insurance commission

- Mediation and resolution of grievances
- Coordinated safety committee and proactive implementation of safety improvements for employees

In 2014, the Human Resources Department will focus on employee wellness, recruiting Firefighter candidates for the upcoming State examination and enhancing workplace safety.

LEGAL DEPARTMENT

The Township's Legal Department comprises attorneys serving the Township, Planning Board, Zoning Board of Adjustment, Civilian Complaint Review Board, Environmental Commission, and Historic Preservation Commission, as well as a Labor Attorney, Municipal Prosecutor, and Public Defender. Each of these attorneys is in private practice and serves the Township on a consulting basis with the exception of the Municipal Prosecutor, who is an employee of the Township. The Township Code of Ethics bars each of the appointed attorneys, and other members of their firms, from appearing before any Township agency, board or department on behalf of private clients.

Apart from litigation, the members of the Department serve the municipal government in a number of ways. They attend meetings of the boards to which they are assigned, render advisory opinions to municipal appointed and elected officials, and facilitate the business of government, including drafting public contracts and local laws. The Municipal Prosecutor attends all sessions of the Municipal Court, where the Prosecutor presents all criminal charges on behalf of the Township and the Police Department. The Public Defender assists those defendants who cannot afford legal counsel. The Public Defender also acts as legal counsel to the Civilian Complaint Review Board.

The Township Attorney also serves as attorney for the Self-Insurance Commission, which administers the self-insurance

program. The program has been in existence since 1976 and now supplements insurance coverage the Township successfully acquired in 2010. The Insurance Commission continues to coordinate with our insurance consultant and insurance companies. In addition, the Township Attorney serves as the attorney for the Rent Administrator.

Following is a brief summary of pending litigation as of December 31, 2013:

- **Public Employment Relations Commission (PERC).** PERC restrained negotiations by FMBA over scheduling days off. FMBA has filed an Appeal which was initially dismissed and has refilled the Appeal which has been reinstated and waiting action.
- **Civil Service.** Disciplinary hearing pending regarding personnel issue dealing with dismissal.
- **Negotiations.** Consult with Township Manager on negotiations with FMBA Local 42, AFSCME Local 820, PBA Local 215 and Superior Officers, DPW unions and library unions, FMBA Local 42 Scope Petition filed with PERC, and other collective negotiation units.

- **Miscellaneous.**
Various miscellaneous personnel issues as they might arise.
- **PBA Local 215/Rosano v. Township of Teaneck.**
Federal Court granted Township's Motion for Summary Judgment and denied PBA's Motion for Summary Judgment and dismissed the matter in favor of the Township. PBA has filed an Appeal before the Third Circuit Court of Appeals and we are awaiting the decision.
- **Kim v. Board of Adjustment**
Application Notice Violation
- **Shalom Academy v. Board of Adjustment** Challenge of denial
- **Cedar Chemists v. Board of Adjustment** Variance Appeal
- **Singer, et al. v. Board of Adjustment** Challenge of decision
- **Donald Farrar v. Teaneck.** Civil rights issues.
- **554 Queen Anne Road v. Board of Adjustment,** RLUIPA issues.
- **Kaplan v. Teaneck.** Motor vehicle collision
- **Avraham, Estate of Miriam v. Teaneck; Avraham, Helene v. Teaneck; Brauner v. Teaneck; Tabek as Guardian for Sachar Avraham v. Teaneck** - Motor vehicle
- **Woodson v. Teaneck.** Motor vehicle.
- **Mitchell v. Teaneck.** Motor vehicle.
- **Yulis v. Teaneck.** Slip and fall

- **Mowatt v. Teaneck** Motor vehicle
- **Vega v. Teaneck** Negligent supervision
- **Fussel v. Teaneck** Motor vehicle
- **Murphy v. Teaneck** Slip and fall
- **116 Congress Avenue adv. Teaneck** Code Enforcement Issues
- **Alexander v. Teaneck** Negligent supervision
- **Appel v. Teaneck** Slip and fall
- **Sudu Martin v. Teaneck** Negligent supervision
- **Lora v. Teaneck** Negligent supervision
- **Freeman v Teaneck** Negligent Supervision
- **Concepcion v. Teaneck** Slip and fall
- **Hufford v. Teaneck** Civil Rights

Notices of Tort Claims

As of December 31, 2013, there were approximately 69 Notices of Tort Claim on which the statute of limitations for filing suits has not expired.

Workman's Compensation Cases

There were approximately 15 cases.

Various State and County Tax Appeals

There are approximately 319 combined residential and commercial State and County tax appeals under supervision by the Township Attorney's office, Genova Burns, and Boggia & Boggia.

POLICE DEPARTMENT

The mission of the Teaneck Police Department is to safeguard the lives and property of the people they serve, to reduce the incidence and fear of crime, and to enhance public safety, while working with diverse communities to improve their quality of life. Members of the department are committed to the highest ethical standards and to providing public service with honor, integrity, and respect.

The Police Department, which is marking its 100th anniversary in 2014, is further charged with the prevention and solving of crimes.

The objective is to work in partnership with the community to achieve a high sense of security. The department strives to promote community partnerships and to elevate the level of public safety through public education, continuous training, technology, and law enforcement.

The department has earned National Recognition from The Commission on Accreditation for Law Enforcement Agencies (CALEA) and is accredited by the New Jersey State Association of Chiefs of Police (NJSACOP).

The department is composed of 96 sworn officers, including the Chief, and is divided into three divisions; Operations, Investigations, and Service. Additionally, the department has nine dispatchers, six civilian support staff members, three Parking Enforcement Officers, 25 school crossing guards, and 15 Auxiliary Police volunteers.

The Chief of Police holds a Master's Degree in Public Administration, is a Certified Public Manager, and has served the Township for over 29 years. In 2013, the department received 56,180

calls for service, resulting in the filing of 8,174 police reports. The department is a 911 Public Safety Answering Point. In 2013 20,433 "911" calls were documented.

Police made 1,100 arrests, including 45 arrests for Driving While Intoxicated (DWI).

In 2013, members of the department drove a total of 428,242 miles patrolling township streets, issued 15,695 motor vehicle summonses, including 7,000 moving violations and 8,695 parking violations. Of those summonses, 346 were issued for violation of the Township's Snow Emergency Ordinance and 747 were for violation of the cellular phone statute.

Additionally, 1,502 accident investigations were conducted with 284 motor vehicle summonses issued at the scene.

Service Bureau

Staffed by police officers and civilians, the Service Bureau is charged with facilitating the department's training, national recognition through CALEA program, accreditation through NJSACOP, evidence collection, firearms licensing, alarm registration, police records management, as well as public records access.

During 2013, the bureau collected \$11,910 in alarm registration fees, as well as \$3,085 in false alarm fines. Additionally, the unit collected \$12,138.25 in miscellaneous fees and \$11,270 in identification fees. The total amount of fees collected for 2013 was \$38,403.25.

Detective Bureau

The bureau is composed of a diverse group of law enforcement experts who investigate all crimes within the Township, other than those investigated by members of the Juvenile Bureau. Additionally, the bureau is responsible for providing security for our Municipal Court.

Offenses investigated range from criminal mischief to murder, as well as Homeland Security-related issues. The detectives assigned to the bureau's Anti-Crime Squad continue to take proactive approaches to such street crimes as robbery, burglary, and narcotics distribution, which have yielded significant arrests of suspects engaged in these offenses.

Detectives have successfully used established relationships with citizens, businesses, and other institutions to rapidly respond to crimes and to work with our County, State, and Federal Law Enforcement partners to solve crimes.

Juvenile Bureau

The bureau is composed of highly trained detectives who investigate cases involving juveniles, families, and gangs. Additionally, a uniformed detective is assigned to Teaneck High School as the School Resource Officer.

During 2013, juvenile detectives investigated cases of child abuse, sexual abuse, missing and exploited children, graffiti, bicycle theft, family crisis, bias incidents, and violation of Megan's Law, as well as crimes that occurred on school property. Members of the Juvenile Bureau maintain close relationships and work collaboratively with our public and private schools to provide safe and secure learning environments. Presentations were made to

students, parents, teachers, and others on a wide range of topics that include the perils of gangs, alcohol, and drug abuse.

Community Policing Squad

Officers assigned to this unit work to address chronic quality-of-life issues by applying problem-solving techniques to abate concerns. The squad spearheads the police department's community education effort, including addressing various contemporary issues through seminars and events such as emergency preparedness meetings and National Night Out.

The goal of the community policing squad is to expand our ability to apply problem-solving techniques to chronic issues within the Township.

Within the Teaneck Police Department, "Community Policing" is a philosophy and practice that overlaps and underpins all operations by all personnel. In short, everything we do has the concept of community policing in mind. We serve the community with dignity and respect. However, certain functions within the department do not have the flexibility to follow through on a problem from beginning to end. This squad allows us to expand our community policing efforts within our existing resources, thus best using our most valuable resource: our personnel.

Besides offering problem-solving assistance, the Community Policing Squad also offers numerous proactive and educational services, including home and business security surveys.

Members of the squad can be reached at (201) 837-8759 or via email at communitypolicing@teaneckpolice.org.

Traffic Bureau

The bureau is staffed by skilled police officers who specialize in working to ensure that pedestrians and motorists are able to safely and conveniently maneuver throughout the Township.

The Traffic Bureau educates residents on safety issues and enforces traffic laws. Additional areas of focus include DWI awareness and enforcement, Pedestrian Safety, Child Passenger Safety Seat Inspections, Auxiliary Police, School Crossing Guard, and Parking Enforcement officer management.

PUBLIC LIBRARY

The Public Library serves as an information, education, and entertainment resource for Township's residents. It endeavors to assist all residents with a professionally selected and managed collection of materials in both print and non-print formats. It provides assistance for reference queries that enrich a person's personal and professional life. Programs are organized to serve the very young (story times) and the adult populations. It offers a seven-day schedule year-round, including many holidays, which enables patrons to have access to resources, the Internet, Wi-Fi, and space for study.

The library staff includes seven full-time professional librarians. The Director has a Master's in Library Science with 36 years' experience as a director. There are two Supervising Librarians. One is head of reference services and has expertise in the area of web page development and information technology. The other is head of children's services and oversees services to the pre-school, elementary school, and middle school populations. All librarians on staff hold Master's degrees in Library Science. About 50 individuals are employed by the library. Half of these work full-time.

In 2013, the library again was the busiest in the Bergen County Cooperative Library System (BCCLS) consortium of 74 public libraries in Bergen, Essex, Hudson, and

Passaic counties. The public borrowed more than 555,000 items of all types. When BCCLS changed software programs in December 2012, it resulted in a number of changes that were barely visible to the public but very much in evidence to library staffs. Among these was a tremendous increase in the sharing of materials, even the latest books, DVDs, and other items. That's great for the taxpaying library user but it results in fewer users of an item during its first year of "life" while it spends time in transit between the libraries.

Library staff had seen an increase in requesting from home as more users routinely used the online catalog to order materials – an offshoot is an increase in the amount of picking and packing staff do in response to such requests. In this digital age, library staffers monitor the growth in e-book usage, the decline in CD and DVD sales as streaming becomes more prevalent, and the proliferation of various tablets, smart phones, laptops, and other devices that make provision of online content imperative. The library works with its partner libraries in BCCLS to ensure a fine array of material is available with the funds allocated.

The Children's Department continued to offer a wide array of programs around the calendar. Highlights included the Read to a (Therapy) Dog program. The summer

reading club registered 825 children. The adult department offered programs during the school year on Fridays via the Isabelle and Sol Hermalyn lecture series. These regularly drew audiences of up to 100 people for speakers, slide shows, and live performances. The library continued to field interesting queries in local history and genealogy both in-person and through the Internet. A new service begun late in the year is museum passes. Residents can pick up a pass or voucher that provides free admission to the following: Children's Museum of Manhattan, American Museum of Natural History, and the Intrepid Sea, Air & Space Museum. All library services, hours, and vast quantity of local history material can be found on its website at www.teaneck.org, which was redesigned during 2013.

While the building looks the same, changes were made to it on a regular basis to keep up with normal wear and tear, to accommodate new or changing collections, or to modernize the facility. In 2013, the library replaced its exterior doors and brightened the vestibule with new wallpaper and paint. The side walls in the children's room were repainted a more vibrant color. The carpeting in the reference room and the main floor courtyard was replaced. The library upgraded its 1994 vintage telephone system with new equipment. The partitions in the public restrooms were replaced. Even the public drinking fountain is new!

PUBLIC WORKS DEPARTMENT

The Public Works Department or DPW is responsible for maintenance of public areas and facilities of the Township. The DPW endeavors to maintain the community's cleanliness, safety, and aesthetic appearance through execution of proactive and preventative maintenance programs.

The Director of Public Works has more than 31 years' of service to the Township and is a Certified Public Works Manager, as well as a Certified Recycling Professional. The department's administrative support staff consists of an Assistant Superintendent of Public Works, Division of Motors Manager, Confidential Secretary, and a Senior Clerk Typist, who is shared with the Engineering Department. There are an additional 53 full-time Public Works employees. The DPW is divided into five divisions that provide a comprehensive array of services.

Street and Sanitation Division

The division is responsible for maintenance of 124 miles of improved roadways and approximately two miles of unimproved roadways, including snow plowing and snow removal operations. This division cleans and sweeps roadways, Municipal parking lots, collects leaves, garden debris, trash from public receptacles, and provides curbside pick-up of recyclables from residences. Additionally, the division installs and maintains traffic signs, street name signs, and roadway markings including crosswalks and parking stalls.

Sewer Division:

The division handles routine maintenance and repair of nearly 170 miles of sanitary and storm drain sewers and more than 5,700 manholes, catch basins, culverts, and head walls. It also maintains the lift station at Oakdene Avenue.

Garage Division

The division provides preventive maintenance and repair of 76 Public Works vehicles and 188 pieces of equipment; 58 Police vehicles and six pieces of equipment; 33 Fire vehicles and 28 pieces of equipment; six Recreation vehicles and three pieces of equipment and one Library vehicle. Additionally, the division services seven backup generators.

In an effort to reduce costs, employees continued to collect used vegetable oil from business establishments in the Township to make our own Bio Diesel fuel, which saved approximately 25% on the cost of diesel fuel.

Under a shared services agreement, Public Works serviced and maintained 24 Board of Education vehicles. This arrangement reduced repair costs and increased vehicle in-service time.

Parks and Tree Division

The division maintains 25 local parks encompassing approximately 225 acres, more than 20,000 trees along public streets and the grounds of municipal facilities, including trees, shrubs, and flowers. Additionally, the division maintains approximately 200 Township-owned lots, one in-ground swimming pool, and one above-ground pool.

Maintenance Division

The division provides maintenance for public facilities, including the maintenance of the following:

- Lighting in all municipal parking lots and athletic fields (basketball, tennis, soccer, and baseball);
- All public bus stop shelters;
- Fire alarm systems in all municipal buildings;
- Water lines at the Greenhouse, ball fields, and park water fountains;
- All fire extinguishers in Township-owned buildings;
- Parking lot meters;
- Heating, air conditioning, plumbing, and electrical systems in all municipal buildings;
- Maintain the lightning detection system in the township parks.

In 2013, the DPW and its various divisions successfully completed the following:

- Fulfilled approximately 4,200 work orders and email requests for service
- Filled approximately 3,000 potholes, using 270 tons of asphalt
- Removed approximately 427 trees

Issued approximately 2,200 corrective maintenance work orders and 403 preventative maintenance work orders.

In 2013, the department continued to improve its recycling efforts by adding recycling receptacles throughout the township. The goal of the recycling program is to increase our recycling rate

while concurrently reducing the amount of bulk waste going into landfills. This goal was accomplished as the township took in approximately 13.5% more tons of material in 2013 compared to 2012.

PURCHASING DEPARTMENT

The Purchasing Department is responsible for the procurement of all Township equipment, supplies, and services; supports the Finance Department in monitoring departmental budgets and spending, and serves as one of the Township's two accounts payable liaisons with vendors.

The Purchasing Agent monitors the Township's compliance with Local Public Contract Laws, aids in the development of bid specifications, and oversees all public bid openings.

The Department is responsible for conducting public auctions of surplus Township equipment and supplies. The Purchasing Agent is the Township's liaison to the New Jersey State Cooperative Purchasing Program and the Bergen County Cooperative Purchasing System.

The Purchasing Agent oversees compliance with State Affirmative Action Public Contract Regulations, New Jersey State Prevailing Wage Requirements, State regulations pertaining to New Jersey Business Registration Certificates, and assists in Pay-to-Play oversight. The Purchasing Agent serves as the Public Agency Compliance Officer for the Township, and is the Township's liaison to the State Controller's Office. Finally, the Department seeks to meet its procurement mission in an expeditious, legal, and cost effective manner.

The Purchasing Department is staffed by two employees and is headed by the Purchasing Agent, who has served the Township in this capacity for close to 24 years. He holds an MBA in Business Management and has been designated a Qualified Purchasing Agent (QPA) by the New Jersey Department of Community Affairs Division of Local Government Services. The second position is that of Purchasing Assistant, which was filled by a new employee to the department in August 2011. The department has been greatly assisted in achieving its departmental goals by this new hire.

In 2013, the Purchasing Department processed 2,197 requisitions and issued 2,268 purchase orders. The dollar value of purchase orders generated in 2013 was \$3,399,504. The number of checks generated for purchase expenditures during this same time period was 1,484, totaling \$3,493,964.

The Township firmly believes in the concept of cooperative purchasing and is a contributing partner and participant in both New Jersey's State Cooperative Purchasing Program and Bergen County's Cooperative Pricing System. Ordering equipment, supplies, and services through both programs enabled the Township to secure better pricing as our needs were combined with the needs of other participating members.

In November, the department conducted a public auction of equipment and supplies recovered by the Police Department after theft or robbery, as well as obsolete, unusable items from all other Teaneck departments. This included bicycles, computer and office equipment, furniture, landscaping tools, street signs, fax machines, computer and clothing items. The auction raised \$4,733, the highest total raised in the 20 non-vehicle auctions conducted by the Purchasing Agent during his tenure in the Township.

The demand for old street signs was significant and many of Teaneck's present and former residents waited patiently in line for a chance to own a part of their own Teaneck history. Though this event is revenue producing, another reason for

conducting the auction is to give our younger residents the opportunity to purchase a bike at a fair price and to foster a feeling of comradery among our Township residents, workers and Police.

In 2014, the Purchasing Department will continue to use the highest ethical standards and equitable practices on behalf of taxpayers in order to obtain the lowest price for goods and services. In addition, the department will explore the possibility of establishing an intern program with Fairleigh Dickinson University's Political Science Department for students interested in Public Municipal Procurement.

RECREATION DEPARTMENT

The mission of the department is to provide year-round leisure time activities and quality recreational programming for residents, with a goal of enhancing the quality of life while contributing positively to the "Teaneck Experience." Ever mindful of their mandate and committed to the spirit of customer service to the community, the department reaffirmed its commitment to excellence in all areas of programming in 2013.

The Recreation Department's mandate is unique and multi-faceted. Not only are they charged with promoting community health through positive leisure time activities, they are further challenged and committed to the steadfast promotion of health and wellness through active, passive, and cultural activities, while creating communities through people, parks, and recreation. At the same time the department is responsible for the oversight and maintenance of a safe

atmosphere conducive to positive experiences and interactions for the Township's residents while managing a 50,964-square foot community center that operates seven days per week, year round.

The department is headed by the Superintendent, who is a Certified Park and Recreation Professional and a Certified Recreation Administrator, who has skillfully led the department for the past 31 years. The department consists of 11 full-time employees, one part-time permanent employee, and over 270 seasonal part-time employees. With the exception of the three Recreation Attendants, all other full-time staffers have bachelor's degrees and varying certifications in their respective fields of expertise.

The Teaneck Recreation Department enjoyed another successful year in 2013.

The department saw strong numbers in all department programs and divisions. The sentiment and customer satisfaction ratings were high and exceeded expectations.

The department continued to receive great reviews for its excellence in programming from the community at large. Over 450 individual classes, activities, and camps for ages 18 months to over 90 were offered for a nominal or no fee for over 13,000 registered participants.

Following are Recreation Department highlights:

Sunshine Garden Learning Center

- A Montessori-based early childhood preschool for three and four-year olds provides a quality educational experience for 59 youngsters, one shy of maximum capacity. The Learning Center is staffed by State Certified professionals and has an excellent child-to-staff ratio significantly below the state's mandated requirements. The students are monitored closely and evaluated with regard to their academic progress and success in preparing them for kindergarten and beyond.

After School Child Care Program

- Provided recreational and educational programs for 120 students from kindergarten through middle school.

Camp Sunsational

- A summer day camp with an enrollment of more than 500 campers aged three to eight years.

Other highlights included:

- Operated two swimming pools throughout the summer and sold over 1,571 pool badges and over 350 individual guest passes for the in-ground pool, and over 66 swim tags for the above-ground pool
- Operated the Township's 10 wading pools, where young residents frolicked during the summer heat wave
- Coordinated 22nd annual July 4th Community Celebration
- Co-sponsored five outdoor concerts performed by the Teaneck Community Band of more than 100 volunteer musicians
- Sponsored an additional summer concert featuring the Blue Chip Chorus of Bergen County
- Sponsored three outdoor free Movies Under the Stars
- More than 2,300 senior participants were registered in physical fitness, educational, social recreational activities and the meal program.
- Expanded transportation services with three vans available as demand dictated
- Provided over 6,500 round-trip rides and over 1,000 one-way rides to senior and disabled residents at no cost to the residents
- Provided Healthy Living and Wellness seminars, Nutritional Education, and screenings throughout the year
- Issued 381 field and picnic permits
- Scheduled 1,525 reservations in the Rodda Center for over 150 individual user groups

- Opened a dog park in Phelps Park
- Broke ground on the Sportsplex facility in Votee Park that will include two regulation artificial turf soccer/football fields

In 2014, the Recreation Department will focus on implementing software that will offer on-line program registration and on-line reservation of our facilities. Furthermore, we look to the grand opening of the Votee Park Sportsplex in the spring of 2014.

ADDENDUM 1 – ANNUAL DEBT STATEMENT

[Press here to Email the ADS if not using Microsoft outlook when completed.](#)

State of New Jersey Department of Community Affairs Annual Debt Statement

0260 **0260 Teaneck Township - County of Bergen** Date Prepared: **30-Jan-2014**

Budget Year Ending: **31-Dec-2013** (Month-DD) **2013** (year)

Name: Christine Brown	Phone: (201)837-1600
Title: Chief Financial Officer	Fax: (201)837-1222
Address: 818 Teaneck Road	Email: cbrown@teanecknj.gov
Teaneck, NJ 07666	CFO Cert #: N0449

Christine Brown, being duly sworn, deposes and says: Deponent is the Chief Financial Officer of 0260 Teaneck Township - County of Bergen here and in the statement hereinafter mentioned called the local unit. This Annual Debt Statement is a true statement of the debt condition of the local unit as of the date therein stated above and is computed as provided by the Local Bond Law of New Jersey.

By checking this box, I am swearing that the above statement is true

	Gross Debt	Deduction	Net Debt
Total Bonds and Notes for Local School Purposes	\$ 21,190,000.00	\$ 21,190,000.00	\$ -
Total Bonds and Notes for Regional School Purposes	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Municipal/County General Obligations	\$ 35,560,078.36	\$ 6,538,000.00	\$ 29,022,078.36
2 Total	<u>\$ 56,750,078.36</u>	<u>\$ 27,728,000.00</u>	<u>\$ 29,022,078.36</u>

Equalized valuation basis (the average of the equalized valuations of real estate, including improvements and the assessed valuation of class II railroad property of the local unit for the last 3 preceding years).

<u>Year</u>	Equalized Valuation Real Property with Improvements plus assessed valuation of Class II RR Property	
2011	Equalized Valuation Real Property with Improvements plus assessed valuation of Class II RR Property	\$ 5,808,757,236.00
2012	Equalized Valuation Real Property with Improvements plus assessed valuation of Class II RR Property	\$ 5,525,676,625.00
2013	Equalized Valuation Real Property with Improvements plus assessed valuation of Class II RR Property	\$ 5,192,544,065.00
4	Equalized Valuation Basis - Average of (1), (2) and (3).....	<u>\$ 5,508,992,642.00</u>
5	Net Debt expressed as a percentage of such equalized valuation basis is: %	<u>0.527%</u>

BONDS AND NOTES FOR LOCAL SCHOOL PURPOSES

Local School District Type (select one):	Type II	
1 Term Bonds	\$	-
2 Serial Bonds		
(a) Issued	\$	21,190,000.00
(b) Authorized but not issued	\$	-
3 Temporary Notes		
(a) Issued	\$	-
(b) Authorized but not issued	\$	-
4 Total Bonds and Notes		<u>\$ 21,190,000.00</u>

DEDUCTIONS APPLICABLE TO BONDS AND NOTES - FOR SCHOOL PURPOSES

Amounts held or to be held for the sole purpose of paying bonds and notes included above.

5 Sinking funds on hand for bonds shown as Line 1 but not in excess of such bonds.	\$	-
6 Funds on hand in those cases where such funds cannot be diverted to purposes other than the payment of bonds and notes included in Line 4.	\$	-
7 Estimated proceeds of bonds and notes authorized but not issued where such proceeds will be used for the sole purpose of paying bonds and notes included in Line 4.	\$	-
8 % of average of equalized valuations	\$ 5,508,992,642.00	4.00%
	\$	220,359,705.68
Use applicable per centum as follows:		
2.50% Kindergarten or Grade 1 through Grade 6		
3.00% Kindergarten or Grade 1 through Grade 8		
3.50% Kindergarten or Grade 1 through Grade 9		
4.00% Kindergarten or Grade 1 through Grade 12		
9 Additional State School Building Aid Bonds (NJSA 18A:58-33.4(d))	\$	-
10 Total Potential Deduction		<u>\$ 220,359,705.68</u>
Total Allowable Deduction		<u><u>\$ 21,190,000.00</u></u>

BONDS AND NOTES FOR REGIONAL SCHOOL PURPOSES 1

Regional School District		
1	TERM BONDS	
2	SERIAL BONDS	
	(a) Issued	\$ -
	(b) Authorized but not issued	\$ -
3	TEMPORARY BONDS AND NOTES	
	(a) Issued	\$ -
	(b) Authorized but not issued	\$ -
4	TOTAL OF REGIONAL SCHOOL BONDS AND NOTES	\$ -

#####

COMPUTATION OF REGIONAL AND/OR CONSOLIDATED SCHOOL DISTRICT DEBT

% OF VALUATIONS APPORTIONED TO EACH MUNICIPALITY			APPORTIONMENT OF DEBT - Dec. 31 2013		
Municipality	Average Equalized Valuations	%	Serial Bonds Issued	Temp. Bond-Notes Issued	Authorized But not Issued
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
Totals	\$ -	0.00%	\$ -	\$ -	\$ -

BONDS AND NOTES FOR REGIONAL SCHOOL PURPOSES 2

Regional School District		
1	TERM BONDS	-
2	SERIAL BONDS	
	(a) Issued	\$ -
	(b) Authorized but not issued	\$ -
3	TEMPORARY BONDS AND NOTES	
	(a) Issued	\$ -
	(b) Authorized but not issued	\$ -
4	TOTAL OF REGIONAL SCHOOL BONDS AND NOTES	\$ -

#####

COMPUTATION OF REGIONAL AND/OR CONSOLIDATED SCHOOL DISTRICT DEBT

% OF VALUATIONS APPORTIONED TO EACH MUNICIPALITY			APPORTIONMENT OF DEBT - Dec. 31 2013		
Municipality	Average Equalized Valuations	%	Serial Bonds Issued	Temp. Bond-Notes Issued	Authorized But not Issued
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
Totals	\$ -	0.00%	\$ -	\$ -	\$ -

BONDS AND NOTES FOR UTILITY FUND

IV. None Utility

1. Term bonds		\$ -
2. Serial bonds		
(a) Issued		\$ -
(b) Authorized but not issued		\$ -
3. Bond Anticipation Notes		
(a) Issued		\$ -
(b) Authorized but not issued		\$ -
4. Capital Notes (N.J.S.A. 40A:2-8)		
(a) Issued		\$ -
(b) Authorized but not issued		\$ -
5. Other		
(a) Issued		\$ -
(b) Authorized but not issued		\$ -
6. Total		\$ -

DEDUCTIONS APPLICABLE TO BONDS AND NOTES FOR SELF-LIQUIDATING PURPOSES

Self-Liquidating Utility Calculation

1. Total Cash Receipts from Fees, Rents or Other Charges for Year		\$ -
2. Operating and Maintenance Cost		\$ -
3. Debt Service		
(a) Interest	\$ -	
(b) Notes	\$ -	
(c) Serial Bonds	\$ -	
(d) Sinking Fund Requirements	\$ -	
4. Debt Service per Current Budget (N.J.S.A. 40A:2-52)		
(a) Interest on Refunding Bonds	\$ -	
(b) Refunding Bonds	\$ -	
5. Anticipated Deficit in Dedicated Assessment Budget	\$ -	
6. Total Debt Service	\$ -	
7. Total Deductions (Line 2 plus Line 6)		\$ -
8. Excess in Revenues (Line 1 minus Line 7)		\$ -
9. Deficit in Revenues (Line 7 minus Line 1)		\$ -
10. Total Debt Service (Line 6)		\$ -
11. Deficit (smaller of Line 9 or Line 10)		\$ -
If Excess in Revenues (Line 8) all Utility Debt is Deductible		
(a) Gross <u>None</u> System Debt		\$ -
(b) Less: Deficit (Capitalized at 5%), (Line 9 or line 11)		
\$ - times 20		\$ -
(c) Deduction		\$ -
(d) Plus: Cash held to Pay Bonds and Notes included in 2 (a) above		
(e) Total Deduction (Deficit in revenues)		\$ -
(f) NonDeductible Combined GO Debt		

BONDS AND NOTES FOR UTILITY FUND

IV. None Utility

1. Term bonds		\$ -
2. Serial bonds		
(a) Issued		\$ -
(b) Authorized but not issue		\$ -
3. Bond Anticipation Notes		
(a) Issued		\$ -
(b) Authorized but not issued		\$ -
4. Capital Notes (N.J.S.A. 40A:2-8)		
(a) Issued		\$ -
(b) Authorized but not issued		\$ -
5. Other		
(a) Issued		\$ -
(b) Authorized but not issued		\$ -
6. Total		\$ -

DEDUCTIONS APPLICABLE TO BONDS AND NOTES FOR SELF-LIQUIDATING PURPOSES

Self-Liquidating Utility Calculation

1. Total Cash Receipts from Fees, Rents or Other Charges for Year		\$ -
2. Operating and Maintenance Cost		\$ -
3. Debt Service		
(a) Interest	\$ -	
(b) Notes	\$ -	
(c) Serial Bonds	\$ -	
(d) Sinking Fund Requirements	\$ -	
4. Debt Service per Current Budget (N.J.S.A. 40A:2-52)		
(a) Interest on Refunding Bonds	\$ -	
(b) Refunding Bonds	\$ -	
5. Anticipated Deficit in Dedicated Assessment Budget	\$ -	
6. Total Debt Service	\$ -	
7. Total Deductions (Line 2 plus Line 6)		\$ -
8. Excess in Revenues (Line 1 minus Line 7)		\$ -
9. Deficit in Revenues (Line 7 minus Line 1)		\$ -
10. Total Debt Service (Line 6)		\$ -
11. Deficit (smaller of Line 9 or Line 10)		\$ -
If Excess in Revenues (Line 8) all Utility Debt is Deductible		
(a) Gross <u>None</u> System Debt		\$ -
(b) Less: Deficit (Capitalized at 5%), (Line 9 or line 11)		
\$ - times 20		\$ -
(c) Deduction		\$ -
(d) Plus: Cash held to Pay Bonds and Notes included in 2 (a) above		
(e) Total Deduction (Deficit in revenues)		\$ -
(f) NonDeductible Combined GO Debt		

BONDS AND NOTES FOR UTILITY FUND

IV. None

Utility

1.	Term bonds	\$	-
2.	Serial bonds		
	(a) Issued	\$	-
	(b) Authorized but not issued	\$	-
3.	Bond Anticipation Notes		
	(a) Issued	\$	-
	(b) Authorized but not issued	\$	-
4.	Capital Notes (N.J.S.A. 40A:2-8)		
	(a) Issued	\$	-
	(b) Authorized but not issued	\$	-
5.	Other		
	(a) Issued	\$	-
	(b) Authorized but not issued	\$	-
6.	Total		\$ -

DEDUCTIONS APPLICABLE TO BONDS AND NOTES FOR SELF-LIQUIDATING PURPOSES

Self-Liquidating Utility Calculation

1.	Total Cash Receipts from Fees, Rents or Other Charges for Year		\$ -
2.	Operating and Maintenance Cost	\$	-
3.	Debt Service		
	(a) Interest	\$	-
	(b) Notes	\$	-
	(c) Serial Bonds	\$	-
	(d) Sinking Fund Requirements	\$	-
4.	Debt Service per Current Budget (N.J.S.A. 40A:2-52)		
	(a) Interest on Refunding Bonds	\$	-
	(b) Refunding Bonds	\$	-
5.	Anticipated Deficit in Dedicated Assessment Budget	\$	-
6.	Total Debt Service	\$	-
7.	Total Deductions (Line 2 plus Line 6)		\$ -
8.	Excess in Revenues (Line 1 minus Line 7)		\$ -
9.	Deficit in Revenues (Line 7 minus Line 1)		\$ -
10.	Total Debt Service (Line 6)		\$ -
11.	Deficit (smaller of Line 9 or Line 10)		\$ -
	If Excess in Revenues (Line 8) all Utility Debt is Deductible		
(a)	Gross <u>None</u> System Debt	\$	-
(b)	Less: Deficit (Capitalized at 5%), (Line 9 or line 11)		
	\$ - times 20	\$	-
(c)	Deduction	\$	-
(d)	Plus: Cash held to Pay Bonds and Notes included in 2 (a) above		
(e)	Total Deduction (Deficit in revenues)	\$	-
(f)	NonDeductible Combined GO Debt		

BONDS AND NOTES FOR UTILITY FUND

IV. None Utility

1.	Term bonds	\$	-
2.	Serial bonds		
	(a) Issued	\$	-
	(b) Authorized but not issued	\$	-
3.	Bond Anticipation Notes		
	(a) Issued	\$	-
	(b) Authorized but not issued	\$	-
4.	Capital Notes (N.J.S.A. 40A:2-8)		
	(a) Issued	\$	-
	(b) Authorized but not issued	\$	-
5.	Other		
	(a) Issued	\$	-
	(b) Authorized but not issued	\$	-
6.	Total		\$ -

DEDUCTIONS APPLICABLE TO BONDS AND NOTES FOR SELF-LIQUIDATING PURPOSES

Self-Liquidating Utility Calculation

1.	Total Cash Receipts from Fees, Rents or Other Charges for Year		\$ -
2.	Operating and Maintenance Cost	\$	-
3.	Debt Service		
	(a) Interest	\$	-
	(b) Notes	\$	-
	(c) Serial Bonds	\$	-
	(d) Sinking Fund Requirements	\$	-
4.	Debt Service per Current Budget (N.J.S.A. 40A:2-52)		
	(a) Interest on Refunding Bonds	\$	-
	(b) Refunding Bonds	\$	-
5.	Anticipated Deficit in Dedicated Assessment Budget	\$	-
6.	Total Debt Service	\$	-
7.	Total Deductions (Line 2 plus Line 6)		\$ -
8.	Excess in Revenues (Line 1 minus Line 7)		\$ -
9.	Deficit in Revenues (Line 7 minus Line 1)		\$ -
10.	Total Debt Service (Line 6)		\$ -
11.	Deficit (smaller of Line 9 or Line 10)		\$ -
	If Excess in Revenues (Line 8) all Utility Debt is Deductible		
(a)	Gross <u>None</u> System Debt	\$	-
(b)	Less: Deficit (Capitalized at 5%), (Line 9 or line 11)		
	\$ - times 20	\$	-
(c)	Deduction	\$	-
(d)	Plus: Cash held to Pay Bonds and Notes included in 2 (a) above		
(e)	Total Deduction (Deficit in revenues)	\$	-
(f)	NonDeductible Combined GO Debt		

OTHER BONDS, NOTES AND LOANS - Page 1

1 TERM BONDS (state purposes separately)

(1)		\$ -
(2)		\$ -
(3)		\$ -
(4)		\$ -
(5)		\$ -

Total Term Bonds \$ -

2 SERIAL BONDS (state purposes separately)

(a) Issued

(1)	General Improvements - 2002	\$ 719,000.00
(2)	General Improvements - 2013	\$ 10,000,000.00
(3)		\$ -
(4)		\$ -
(5)		\$ -
(6)		\$ -
(7)		\$ -
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(59)		\$ -
(60)		\$ -
(61)		\$ -
(62)		\$ -
(63)		\$ -
(64)		\$ -

Total Serial Bonds Issued \$ 10,719,000.00

(b) Bonds Authorized but not Issued

(1)		\$ -
(2)		\$ -
(3)		\$ -
(4)		\$ -
(5)		\$ -

Total Serial Bonds Authorized but not Issued \$ -

3 Total Serial Bonds Issued and Authorized but not Issued \$ 10,719,000.00

OTHER BONDS, NOTES AND LOANS - Page 2

4 BOND ANTICIPATION NOTES (state purposes separately)

(a) Issued

(1)	4128: Refunding Bonds Judgment	\$ 5,050,000.00
(2)	4165: Stormwater Drainage Improvements	\$ 257,943.00
(3)	4166: Improv to Votee Park Inground Pool	\$ 51,341.00
(4)	4168: Sanitary Sewer Replacement/Upgrade	\$ 146,324.00
(5)	4145: Improv to Various Township Buildings	\$ 332,500.00
(6)	4167: Improvements to Greenbelt Walkway	\$ 190,000.00
(7)	4182: Fire Pumper Truck	\$ 475,000.00
(8)	4186: Recycling Trucks	\$ 598,500.00
(9)	4190: Road Resurfacing & Curb Replacement	\$ 760,000.00
(10)	4203: Fire Dept Personal Emerg Escape System	\$ 85,500.00
(11)	4204: Acq of DPW Trucks / Equipment	\$ 400,000.00
(12)	4205: Radio Communication Upgrade Equip	\$ 213,750.00
(13)	4214: Fire House Signal Improvements	\$ 114,000.00
(14)	4216: Stormwater Drainage	\$ 57,000.00
(15)	4222: Renov of Old Police Building	\$ 400,000.00
(16)	4223: Various Public Improvements	\$ 200,000.00
(17)	4221: Sanitary Sewer Improvements	\$ 1,035,500.00
(18)	4220: HVAC Improv to Library, Police & Muni Bldg	\$ 950,000.00
(19)	3604: Construction of DPW Building	\$ 535,012.18
(20)	3811: Public Works Equipment	\$ 1,612.50
(21)	4027: HVAC Upgrades Library/Muni Bldg	\$ 417,898.24
(22)	4127: Solar Panels	\$ 106,456.40
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(59)		

Bond Anticipation Notes Issued \$ 12,378,337.32

OTHER BONDS, NOTES AND LOANS - Page 3a

4 BOND ANTICIPATION NOTES (state purposes separately)

(b) Authorized but not issued

(1)	4027: HVAC Upgrades for Library & Muni Bldg	\$ 33,351.76
(2)	4204: Acq of DPW Trucks/Equipment	\$ 526,250.00
(3)	4215: Install Fencing at Votee Park	\$ 90,725.00
(4)	4217: Improv to GlenPointe Sewer Pump Station	\$ 209,000.00
(5)	4222: Renov of Old Police Building	\$ 2,925,000.00
(6)	4223: Various Public Improvements	\$ 275,000.00
(7)	4235: Acq of Radio Comm Upgrade Equip	\$ 203,062.00
(8)	4236: Acq of Fire Dept Vehicles & Equip	\$ 128,250.00
(9)	4238: 2011 Road Resurf & Sidewalk & Curb Improv	\$ 1,045,000.00
(10)	4239: Stormwater Drainage Improv - Various	\$ 89,300.00
(11)	4240: Resurfacing of Var Municipal Parking Lots	\$ 310,650.00
(12)	4242: Acq of Sign Making Equip for DPW	\$ 47,500.00
(13)	4267: 2012 Road Surfacing	\$ 1,887,650.00
(14)	4270/22-2013: Emergency Generator	\$ 665,000.00
(15)	4273: Stormwater Drainage - Tokoloka & Dearborn	\$ 171,000.00
(16)	3-2012: Votee Park Turf Field Project	\$ 1,090,092.28
(17)	6-2013: Fire Ladder Truck	\$ 829,160.00
(18)	11-2013: Refunding Tax Appeal	\$ 1,488,000.00
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(45)		

OTHER BONDS, NOTES AND LOANS - Page 3b

4 BOND ANTICIPATION NOTES (state purposes separately)

(b) Authorized but not issued (Continued)

(46)		
(47)		
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Bond Anticipation Notes Authorized but not Issued	\$	12,013,991.04
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5 Total Bond Anticipation Notes Issued and Authorized but not Issued	\$	24,392,328.36
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OTHER BONDS, NOTES AND LOANS - Page 4

6 MISCELLANEOUS BONDS, NOTES AND LOANS

(not including Tax Anticipation Notes, Emergency Notes, Special Emergency Notes and Utility Revenue Notes)

(a) Issued

(1)	Capital Notes (N.J.S.A. 40A:2-8)		
(2)	Bonds issued by another Public Body Guaranteed by the Municipality		
(3)	Green Trust Loans	\$	128,750.00
(4)	Infrastructure Trust		
(5)	DCA Downtown Bus Improv Loan	\$	320,000.00
(6)			
(7)			
Miscellaneous Bonds, Notes and Loans Issued			\$ 448,750.00

(b) Authorized but not issued

(1)	Capital Notes (N.J.S.A. 40A:2-8)		
(2)	Bonds issued by another Public Body Guaranteed by the Municipality		
(3)			
(4)			
(5)			
Miscellaneous Bonds and Notes Authorized but not Issued			\$ -

Total Miscellaneous Bonds, Notes and Loans Issued and Authorized but not Issued	\$ 448,750.00
--	----------------------

DEDUCTIONS APPLICABLE TO OTHER BONDS AND NOTES

1.	Amounts held or to be held for the sole purpose of paying general bonds and notes included		
	(a) Sinking funds on hand for term bonds		
	(1) _____	\$	-
			\$ -
	(b) Funds on hand (including proceeds of bonds and notes held to pay other bonds and notes), in those cases where such funds cannot be diverted to purposes other than the payment of bonds and notes		
	(1) _____	\$	-
	(2) _____	\$	-
	(3) _____	\$	-
			\$ -
	(c) Estimated proceeds of bonds and notes authorized but not issued where such proceeds will be used for the sole purpose of paying bonds and notes		
	(1) _____	\$	-
	(2) _____	\$	-
	(3) _____	\$	-
			\$ -
	(d) Accounts receivable from other public authorities applicable only to the payment of any part of the gross debt not otherwise deductible		
	(1) _____	\$	-
	(2) _____	\$	-
	(3) _____	\$	-
			\$ -
	2. Bonds authorized by another Public Body to be guaranteed by the municipality	\$	-
	3. Bonds issued and bonds authorized by not issued to meet cash grants-in-aid for housing authority, redevelopment agency or municipality acting as its local public agency [N.J.S.A. 55:14B-4.1(d)]	\$	-
	4. Bonds issued and bonds authorized but not issued - Capital projects for County Colleges (N.J.S.A. 18A:64A-22.1 to 18A:64A-22.8)	\$	-
	5. Refunding Bonds (N.J.S.A 40A:2-52)		
	(1) Refunding Bonds Judgment	\$	5,050,000.00
	(2) Refunding Bonds Tax Appeal	\$	1,488,000.00
			\$ 6,538,000.00
	Total Deductions Applicable to Other Bonds and Notes	\$	6,538,000.00

Bonds authorized/issued by another Public Body to be guaranteed by the municipality

(1)		\$ -
(2)		\$ -
(3)		\$ -
(4)		\$ -
(5)		\$ -
(6)		\$ -
(7)		\$ -
(8)		\$ -
(9)		\$ -
(10)		\$ -
(11)		\$ -
(12)		\$ -
(13)		\$ -
(14)		\$ -
(15)		\$ -
(16)		\$ -
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(49)		\$ -
(50)		\$ -

Total Bonds and Notes authorized/issued by another Public Body to be guaranteed by the municipality

\$ -

**SPECIAL DEBT STATEMENT BORROWING POWER
AVAILABLE UNDER NJSA 40A:2-7(f)**

1. Balance of debt incurring capacity December 31, 2012 (NJSA 40:1-16(d))		\$ -
2. Obligations heretofore authorized during 2013 in excess of debt limitation and pursuant to:		
(a) NJSA 40A:2-7, paragraph (d)	\$ -	
(b) NJSA 40A:2-7, paragraph (f)	\$ -	
(c) NJSA 40A:2-7, paragraph (g)	\$ -	
Total		\$ -
3. Less 2012 authorizations repealed during 2013		\$ -
4. Net authorizations during 2013		\$ -
5. Balance of debt incurring capacity December 31, 2013 (NJSA 40:1-16(d))		\$ -

Obligations NOT Included in Gross Debt

1 Capital Leases and Other Comittments

(1)	BCIA	\$	402,091.94
(2)		\$	-
(3)		\$	-
(4)		\$	-
(5)		\$	-
(6)		\$	-
(7)		\$	-
(8)		\$	-
(9)		\$	-
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(47)		\$	-
(48)		\$	-
(49)		\$	-
(50)		\$	-
Total Leases and Other Comittments			<u>\$ 402,091.94</u>

Obligations NOT Included in Gross Debt

2 Guarantees NOT included in Gross Debt - Public and Private

(1)		\$ -
(2)		\$ -
(3)		\$ -
(4)		\$ -
(5)		\$ -
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(48)		\$ -
(49)		\$ -
(50)		\$ -
Total Guarantees NOT included in Gross Debt - Public and Private		\$ -