



TOWNSHIP  
MANAGER'S  
2012  
ANNUAL  
REPORT

FEBRUARY 19, 2013

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## **TEANECK TOWNSHIP COUNCIL 2012-2014**

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

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

## **TEANECK TOWNSHIP ADMINISTRATION**

William Broughton, 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  
Charles J. McKearnin, 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

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## MANAGER'S MESSAGE

On behalf of all Township employees, I am proud to offer this message to the Township Council and the residents of Teaneck. In 2012, our workforce continued to build on the successes of the previous year, while meeting many challenges with enthusiasm and determination. Although the slow economic recovery continues to exert budgetary pressure, efficiency, teamwork, and collaboration provided a means for our workforce to continue to deliver the highest level of service to our residents.

In the wake of the October 29, 2011 snowstorm, the Township workforce, with the support of the Township Council, pressed forward and achieved a high level of success in implementing numerous initiatives in 2012, including: establishing a comprehensive Debt Management Plan to ensure stabilization of debt service and to provide adequate funding for future capital projects; increasing recycling revenue by over 20%; launching a new and improved user- friendly Township website, as well as Facebook and Twitter social networking tools; achieving National Accreditation in the Police Department from the Commission on Accreditation for Law Enforcement Agencies (C.A.L.E.A.); transitioning the Township to a new state-of-the-art financial management software platform; organizing and chaperoning Youth Advisory Board teens on an educational trip to Washington D.C., and completing a host of other projects important to our community.

The impact of Super-storm Sandy punctuated 2012 and caused significant damage to our community. Over 225 trees were downed and several private homes suffered severe damage from falling trees, wind, and flooding. As a community, we are thankful that there was no loss of human life.

However, in the aftermath of the storm, several opportunities have been identified to better prepare our community for what seems to be annual severe weather events. In 2013, the Township will focus on providing residents with the information needed to ensure self-preparedness, including development and distribution of a resident emergency manual, emergency preparedness seminars, timely email and social media alerts, and establishment of a telephone hotline dedicated to providing emergency information. Please sign up on our website for alerts and stay tuned to learn more about our enhanced emergency response efforts.

In 2013, I look forward to working in partnership with the Township Council and municipal employees to further enhance municipal services improve efficiency, and to ensure the Township of Teaneck remains a great place to visit, work, live, 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 15 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, 2012, Teaneck had a total of 11,715 taxable real properties with an aggregate assessable value of \$5,937,470,900. This represents a net **decrease** of \$73,912,700 compared to the aggregate assessable value of real property for the prior year. With the addition of Verizon's taxable business property in the

amount of \$5,307,402, the total Net Valuation Taxable for 2013 will be \$5,942,778,300.

The following breakdown by property class was listed in 2012 for use in Tax Year 2013

<u>Property Type</u>	<u># of Parcels</u>	<u>% of Total #</u>	<u>% of Assessed Value</u>
1-4 Family Residential	11,114	94.87%	85.86%
Commercial	382	3.26%	9.32%
Industrial	15	.13%	0.70%
Apartments	62	.53%	3.70%
Vacant Land	142	1.21%	0.42%
Total Land	11,715	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

Over 1,800 tax appeals were filed by property owners at the County Tax Board and State Tax Court in 2012. Approximately 15% of the total line items in Teaneck were under appeal in 2012. The following chart lists the number of tax appeals filed in years 2009 through 2012 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>2010</u>	<u>2011</u>	<u>2012</u>
Appeals Filed	732	1,084	1,840
Total Property Value Contested	\$328,293,400	\$562,359,600	\$907,184,100
Assessment Reductions CTB	\$20,497,800	\$44,083,100	\$93,465,713
% of Total	6.24%	7.84%	10.3%

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>2010</u>	<u>2011</u>	<u>2012</u>
State Tax Court Appeals Filed	165	196	72*

\*As of the date of this report, appeals challenging the 2012 judgments of the County Tax Board had not been filed. The 2012 total only includes direct filings to the State Tax Court made in April 2012. The total number of 2012 filings to the Tax Court is expected to increase after 2012 County Tax Board Judgments are received by property owners.

The volume of appeals in 2012 required hearings to be scheduled through the end of September. Judgments from these hearings were not received by the Township in 2012.

### Added Assessments

In 2012, a total of 181 - 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 \$229,420.04 in additional taxes due the Township. Assessment rolls were increased by a total of \$13,333,700 for 2013 as a result of this activity.

### OUTLOOK - 2013

Most economic indicators pointed to a stabilization of real estate markets throughout the Nation during 2012, with increasing evidence that recovery was underway in most major markets. An exception to this was the New Jersey real estate market, which showed continued weakness. The lack of recovery is based on several factors, most notably, the slow pace of the foreclosure process in this state. New Jersey foreclosure actions must be conducted through the court system, which in and of itself delays the process. In addition, a halt was placed on all foreclosure actions until paperwork requirements could be standardized. As a result, many foreclosures were postponed and large numbers of foreclosed properties are only now hitting the market.

In other markets this process started several years ago and many of the properties already have cycled through the marketplace. Another reason New Jersey seemingly lags behind the performance of housing markets in other regions is that our percentage loss in value was far smaller to begin with. We are unlikely to see the same percentage increases as regions where property values had greater declines.

Given the preceding, I would expect that a significant number of appeals again will be filed in 2013. Processing petitions, preparing for County Tax Board/Tax Court proceedings, and processing judgments are expected to dominate all activities of the

Assessor's Office in 2013. Outside contractors once again will be required to assist the Assessor's Office in performing all of its statutory tasks for 2013.

## 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. The remaining 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. Two department members obtained additional State-issued technical licenses, increasing the cross-training level of the staff. Furthermore, the Construction Official serves as the Vice-Chairman of the Municipal Construction Officials Association of New Jersey. This position allows him greater insight into the development and enforcement of the Uniform Construction Code.

The Building Department issued 2,718 U.C.C. construction permits in 2012 with a total construction value of \$35,516,813, compared to 2,508 U.C.C. construction permits in 2011 with a construction value of \$27,812,513. There were 72 permits where

all fees were waived. The waived fees totaled \$64,056. These permits encompassed municipal projects, Board of Education projects, and rehabilitation work necessary as a result of storm-related damage.

In addition, the Building Department issued 745 Zoning permits after reviewing a total of 842 Zoning Permit Applications. The denied applicants either have abandoned their projects, modified the proposals to be code compliant or are in the process of applying for necessary variances or site plan approvals.

The Township received a total of \$1,094,823 in revenue from various permits and fees, and the department personnel performed inspections/reviews from the following Building Department activities:

<b>U.C.C. Construction Activities</b>		
	<b><u>Revenue</u></b>	<b><u>Inspections</u></b>
Building		4,051
Plumbing		4,882
Electric		2,579
Fire		1,523
Permits	\$875,179	
Certificates	\$ 45,154	
Penalties	\$ 9,030	
Miscellaneous	\$ 8,429	
<b>SUBTOTAL</b>	<b>\$937,792</b>	<b>13,035</b>

<b>Zoning Activities</b>		
	<b><u>Revenue</u></b>	<b><u>Activity</u></b>
Permits	\$ 90,305	1,656 Reviews
Planning Board	\$ 10,650	37 Appeals
Zoning Board	\$ 56,076	60 Appeals
<b>SUBTOTAL</b>	<b>\$157,031</b>	

As a result of improved economic conditions in 2012, construction activity in the Township continued to post increases in all sectors. The Building Department was able to modify its staffing levels to keep pace with this healthy environment. Projections for 2013 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 Building Department to meet the statutory requirement to be self-sustaining in its application of the New Jersey Uniform Construction Code.

The Building Department initiative to increase its service product through decreased review times and increased inspection availability continued through 2012. Inspection staffers for all sub-codes are now available during the entire work week. The use of part-time supplemental inspectors has increased the volume of requests that can be accommodated.

The department's major goal for 2013 is the implementation of an on-line permitting process that will allow the public greater flexibility in transacting business with the department.



# MUNICIPAL CLERK

The Township Clerk is appointed by the Township Council. The Township Clerk serves as the: Secretary to the Municipal Corporation; 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: issuance of resident, visitor, commuter, and merchant parking decals; taxi, limousine, towing, amusement game, movie theater, gem dealer, solicitor, liquor, and raffle licensing; canvassing approval; government records requests; board applications, and offers to purchase Township property.

The Township Clerk's Office is composed of the Registered Municipal Clerk with nine years of service and two Senior Clerks who serve as Assistants to the Township Clerk.

In 2012, the Township Clerk's office successfully completed the Township's first Records Reorganization Project, which was funded by a grant from the State of New Jersey. The physical or paper records of each Township department were reviewed manually, categorized, and prepared for disposition in accordance with records retention schedules of the New Jersey Division of Archives and Records Management (DARM).

Furthermore, the project enhanced records organization for all Township departments, increased available records storage space, and significantly improved records retrieval time.

In 2012, the Township Clerk's Office issued, prepared or coordinated the following:

<u>Permit/License</u>	<u>Volume</u>	<u>Revenue</u>
<b>Liquor Licenses</b>	34	\$71,314.00
<b>Raffle Licenses</b>	32	\$4,500.00
<b>Amusement Games</b>	1	\$525.00
<b>Taxi &amp; Limousine Licenses</b>	65	\$3250.00
<b>Towing Licenses</b>	2	\$1,100.00
<b>Parking Permits</b>	324	\$16,200.00
<b>Total Fee Revenue</b>		\$96,889.00

<b>Meeting Minutes</b>	55
<b>Agendas</b>	55
<b>Resolutions</b>	303
<b>Ordinances</b>	38

In 2013, the Clerk's Office will focus on implementing new web-based agenda management software. The new software will create a streamlined and relatively paperless environment for preparing Council meeting agendas, minutes, and associated documents.

# 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.

As one of the larger courts in Bergen County by volume, the Municipal Court staff disposed of more than 17,600 traffic offenses and approximately 700 criminal offenses in 2012 and held 169 court sessions. The court has been ranked in the

top 10<sup>th</sup> percentile according to the volume of cases filed within the 538 municipal courts throughout the State of New Jersey. The volume of summonses that are issued by all police officers (both local and state police) and the workload created by this is all processed by court staff under the direction of the Certified Municipal Court Administrator.

One major goal of the Municipal Court is to work in cooperation with the Manager's Office to collect an estimated \$444,436.44 in outstanding fines owed to the Township. However, the staff has worked in earnest and has achieved some success by collecting \$81,852.27 in 2012, bringing the new outstanding debt total to \$362,584.17.

Additionally, the court collected \$1,338,600.26 in fines and costs in 2012. Of that amount, \$678,719.19 was remitted to the Township, leaving a balance of \$659,881.07 for disbursement to other agencies, primarily the State Director of the Motor Vehicle Commission and the County of Bergen.

In 2013, the court will continue to focus on efficiency and the collection of outstanding fines.

# 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 reviews 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.

The Engineering Department has two full-time employees: the Township Engineer and one full-time Clerk Typist, who is shared with the Public Works Department.

Additionally, one part-time Clerk Typist supports the Engineer.

The Township Engineer is a licensed professional, certified to practice within the States of New Jersey and New York. Furthermore, he is a Certified Public Works Manager in the State of New Jersey, and holds an Associate's Degree in Forestry and Surveying and a Bachelor of Science Degree in Civil and Environmental Engineering. He has over 30 years' experience working in municipal government, which includes more than 15 years with the Township.

## **Selected projects completed in 2012 include the following:**

- State Street Improvements – Resurfacing of roadway, installation of various curbing and sidewalks. Additional parking spaces were added through angle parking on the south side of the street. The project was funded through a Community Development Block Grant.
- Grant Terrace - Sanitary Sewer Improvements.
- Winthrop Road Sanitary Sewer and Roadway Improvements
- The Greenbelt Walkway Improvement Project between Sussex Road and Dartmouth Street - Improvement included lighting of the walkway and storm drain upgrades
- Phelps Park Tennis Courts – Resurfacing of courts and installation

of new striping and nets. Partially funded by a Bergen County Open Space grant.

- Teaneck Public Library - Air-conditioning upgrades
- Sylvan Terrace Street Improvement Project - partially funded by a Community Development Block Grant
- Trafalgar Avenue. and Sussex Road Water Line Improvements.
- Wendel Place Drainage Improvements.
- Lozier Place Sewer Replacement – Funded through a Community Development Block Grant

**Various Road Resurfacing Projects:**

- Winthrop Road – Hanover Street to Sussex Road
- Sussex Road – West Englewood Avenue to Bergenfield line
- Lindbergh Boulevard – Glenwood Avenue to Teaneck Road
- Johnson Avenue - Teaneck Road to Albin Street
- Farragut Avenue – Glen Court to Route 4
- East Lawn Drive – Country Club Drive to Phelps Road
- Penn Avenue – River Road to Catalpa Avenue

**Township Parking Lots Resurfaced:**

- Rodda Center Parking Lot
- American Legion Drive Parking Lot
- Degraw Avenue/Queen Anne Road Parking Lot

**Projects previously initiated for completion in 2013:**

- Votee Park new Turf Field installation and environmental concerns remediation
- Resurfacing of Glenwood Avenue from Degraw Avenue to Lindbergh Boulevard – Partially funded by the New Jersey Department of Transportation’s Trust Funds Construction is scheduled to begin in spring 2013.
- Resurfacing of Van Buren Avenue from Teaneck Road to Palmer Avenue.
- Resurfacing of West Englewood Avenue from Sussex Road to Windsor Road.
- Drainage Improvements – Jasper Avenue.
- Fire Headquarters Traffic Signal Upgrade.
- Safety Pruning of Township Trees – Pruning services to begin early in 2013.
- Supplying and Planting of Township Trees.
- Recycling of Garden Debris – Bids prepared and contract awarded for 2013-2014.
- Township Facilities Energy Audit – Contract to be awarded to evaluate Rodda Community Center, Police Headquarters, Library, and Municipal Building.
- Environmental Resource Inventory Update.
- Fence Replacements - Andreas Park and Sagamore Park.

<b>Permits Issued</b>	
Sidewalk and Curb	209
Road Opening	4
Street Dumpster	24

<b>Licenses Issued</b>	
Concrete Curb, Sidewalk, and Apron	30

<b>Planning Board Applications Reviewed</b>	
Applications/Plans Reviewed	6

<b>Board of Adjustment Applications</b>	
Applications/Plans Reviewed	66

<b>Certificates of Occupancy</b>	
Number of Sites Reviewed	44

## 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 31<sup>st</sup> 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 .487 %.

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 10<sup>th</sup> of each year.

In addition to its financial duties the department is responsible for tax collection. However, in 2012 Vital Statistics and Management Information Systems (MIS) were transferred to the Health Department and Human Resources Department, respectively. The change will allow the Finance Department to focus on its core duties.

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

In 2012, the Finance Department disbursed more than \$60,000,000 in budget appropriations through the processing of

more than 4,100 vouchers. In addition, the Department prepared a bi-monthly payroll for over 338 full-time employees as well as for over 250 part-time and seasonal employees, and prepared all State and Federal payroll returns.

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 2012, the Tax Office collected approximately 96.67% of the total tax levy of \$144,174,489.19 and collected \$392,605.62 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 2013, the Finance Department will continue implementation of its financial software 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.

<b>Activity</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Fires	310	256	280
Other Emergencies	1,057	1,369	1,324
Alarm, No Fire	1,162	991	878
Mutual Aid	31	39	24
Other Services	1,426	1,572	1,187
<b>Totals</b>	<b>3,986</b>	<b>4,227</b>	<b>3,762</b>

The Fire Department had 93 members in 2012, including 31 Officers, 60 firefighters and 2 civilians. The Department responded to 3,762 alarms in 2012. The alarms were received as follows:

Analysis of Teaneck's 2012 fire statistics shows a pattern of success in preventing the human cost of unfriendly fire. There were 280 fires of which 47 were classified as structure fires, 158 were kitchen fires confined to the stovetop or oven, 5 were chimney fires, 10 were oil burner malfunctions, 12 were brush fires, 11 were vehicle fires, and the rest a variety of lesser scenarios. Of these, 13 were working fires in buildings. A working fire is a fire with a high potential of rapid further spread and/or high risk to life. A large cargo truck fire and two brush/fence fires next to houses were classified as working fires.

There were 24 electrical emergencies with potential to cause a fire in buildings and 138 smoke emergencies, all of which were potentially a health risk to occupants and most of which would have proceeded to become fires if not attended to promptly.

Less than 4% of total fires and potential fires reach the stage where they are a major threat to life and property. This speaks highly of Teaneck's fire protection strategy of staffed neighborhood fire stations, vigorous code enforcement, and rapid receipt and dispatch of alarms. Even the most serious fires last year were stopped soon after the fire department got there.

The most serious fire of 2012 was in a vacant chemical plant at 520 Palisade Avenue, where workers using a cutting torch set highly combustible wall insulation on fire. Despite huge flames, no close hydrants, and general access problems, the Teaneck Fire Department, aided by mutual aid partners, quickly applied five heavy streams of water that confined and extinguished this two-story fire before it could spread to the attached main building. Overheated exhaust fans, extension cords misused as permanent wiring, careless smoking, and careless disposal of used charcoal caused some of the other major fires.

Unattended cooking continues to be Teaneck's major cause of fire. Since the widespread use of smoke detectors, most of these incidents are controlled before life or property is lost, but each still holds the potential to become life threatening, especially if the occupants are elderly and/or chronically ill. Additionally, there was an up-tick in solid fuel-related fires. This was partially due to the prolonged power failure caused by Super-storm Sandy. Residents unfamiliar with using their fireplaces did so to keep warm. In some cases they attempted

to use the fireplace without opening the damper. In other cases, they overloaded the fireplace with too much wood or burned cardboard in place of wood, causing a high rate of heat release. In another case, a resident used his charcoal barbecue grill and afterward placed the ashes in a plastic bucket. The smoldering ashes caused a large fire in the breezeway extending to the house and garage. The good news is that no lives or homes were lost in 2012 due to the use of candles for emergency lighting.

In 2012, the Fire Department conducted 4,081 fire prevention and related activities/inspections. Of that number, 874 were meetings with fire protection contractors for upgrades and repairs; 462 were unsafe complaint inspections, and 181 were follow-ups on unsafe condition re-inspections issued by fire suppression companies on emergency responses.

Neighborhood fire companies conducted approximately 1,800 in-service inspections. The Fire Prevention Bureau performed 608 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.

Uniformed members of the department attended continuing education courses covering a broad variety of subjects, including: incident response to terrorist bombings; search and rescue; reading smoke and fire attack; emergency "bailout" evacuation techniques refresher; Haz-Mat operations (refresher); building construction; elevator control and extrication at Holy Name Medical Center, and Foam Operations. All members attended a multi-disciplinary, multi-jurisdictional drill on advanced extrication techniques. In addition, uniformed members attended classroom sessions on: triage for mass

casualty EMS response; fire-ground rehabilitation; specialized tool/equipment usage and care; incident management; fire attack in contemporary buildings; water supply, and PEOSHA mandated annual training on workplace hazards on blood borne pathogens and Haz-Comm. Fire department supervisors received specific training on report writing and documentation. Individual members continued to expand their knowledge by taking/attending advanced fire training programs outside the department.

On a company level, uniformed members practice 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.

In 2012, the department hired six new firefighters to replace retiring members. Each of these members received training equivalent to nationally recognized standards in fire attack, first aid, emergency response, hazardous materials, incident response to terrorist incidents, fire scene ventilation, tool usage and care, CPR and Automatic External Defibrillator (AED) certification, and fire department operations.

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

The Training Bureau participated in emergency preparedness meetings for Township residents, and organized/delivered CPR/AED training for 30 Township employees.

Over the past year, the Fire Department received mutual aid assistance 14 times and provided mutual aid 25 times to surrounding communities at multiple alarm fires. The Department is a member of the Mid-Bergen Mutual Aid Association and serves as the Mutual Aid Dispatch Center.

The Fire Department endeavors to seek funding opportunities for the purpose of purchasing additional life saving equipment. In 2012, the department received two FEMA grants, one for \$81,000 to purchase 25 new ladders and 10,000 feet of hose of various sizes for five engines and one ladder truck. Additionally, the department received its first Fire Prevention grant, which will be used to purchase a Digital Fire Extinguishing Training System.

Current department goals include obtaining grant funding to equip all Teaneck Fire Department apparatus with the following items: all department vehicles with automatic defibrillators (14), first aid kits for vehicles (12), oxygen kits for vehicles (12), hand lights for vehicles (6), forcible entry sets (12), and hydraulic entry tools (7). Additionally, grant funding will be sought for specialized water rescue and ice rescue equipment.



## 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 provides animal control services through a contract with Bergen County Humane Enforcement, which became the Township's new provider as of December 2012.

In 2012, responsibility for oversight of Vital Statistics (Registrar) was transferred back to the Health Department. The Registrar provides recordkeeping and issues certificates of birth, death and marriage.

Social services are provided to residents through financial support and referral for issues pertaining to mental health, housing, 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. Three 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; Bergen County Humane Enforcement for animal control services, and Viking Pest Control for extermination. Additionally, the department oversees the Teen Clean Program, which provides on-the-job training for local teenagers while maintaining the cleanliness of the Township.

In 2012, the Department of Health and Human Services executed and performed the following:

- Approximately 500 inspections of retail food establishments
- 55 summary abatements (property clean-ups)
- Issued over 5,100 birth, death, and marriage certificates
- Counseled and served over 1,200 social services clients
- Coordinated Township's Safety Committee

- Coordinated nine mini-flu clinics, providing flu and pneumonia vaccinations for nearly 200 residents
- Collected approximately \$137,000 in fees
- Issued over 1,800 dog and cat licenses
- Conducted over 1,200 property maintenance inspections
- Conducted over 260 air conditioner, generator, and pool pump inspections

In 2012, the Health Department coordinated a panel discussion of experts regarding environmental concerns at Votee Park. The discussion, as well as efforts by the department, resulted in the issuance of an affirmative report from the New Jersey State Department of Health & Senior Services that enabled town officials to reopen the park. The report is a key element in the formulation of the Township's remedial action plan.

In 2013, the Health Department will continue to proactively focus on its core mission of protecting the health and safety of those who reside in or visit the Township.

## 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 338 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 29 years. The Payroll Administrator has an Associate's Degree and is a New Jersey State Certified Payroll Administrator with 19 years of service to the Township, having spent the last 11 years concentrating on the administration of payroll and benefits.

The Human Resources Department provided the following services to employees of the Township in 2012:

- Complaint/Conflict Resolution
- Personnel Investigation
- Anti-Harassment Training
- Recruitment
- Training programs to promote individual success and to increase employee value to the organization
- Workplace safety training and monitoring
- Employee Recognition Programs
- Administration of Worker's Compensation
- Employee Evaluations
- roll Administration
- Employee recognition programs
- CPR & AED training (Every Township building is now equipped with an AED, bag valve masks, and an EMT first aid kit.)
- Supervisory training on the prevention of harassment in the workplace
- Implementation of an employee identification card system
- Various health and employee benefits seminars
- Implementation of the Senior Greeter Program
- TITER testing for Police, Fire, and Public Works Departments
- Assistance in the negotiation of seven collective bargaining agreements

In 2012, Management Information Systems (MIS) was transferred to HR from Finance, in order to streamline reporting and to allow the Finance Department to focus on its core mission. The MIS division is composed of an MIS Specialist and a Technical Assistant who manage technology for the Township and maintain a local area network that connects all Township departments. Furthermore, the division services over 100 computers and servers (excluding the Police Department), telephone systems, and our website. The division successfully launched the new Township website on April 3, 2012.

In 2013, the Human Resources Department will focus on selecting and implementing a computerized time and attendance system, developing recruitment videos for the Police and Fire Departments, and recruitment of additional volunteers for the Senior Greeter Program.

## 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, 2012:**

- **Civil Service Appeal.** Civil Service appeal of list removal by candidate for employment for position of firefighter.
- **Civil Service Appeal.** Civil Service appeal of list removal by candidate for employment for position of police officer.
- **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.** This matter pertains to a Federal lawsuit filed by PBA Local 215 alleging violations of the Fair Labor Standards Act regarding unpaid overtime, unpaid muster time and time spent "donning and doffing" uniforms. The trial

court ruled in favor of the Township. As of December 31, 2012, the time period for filing appeals has not expired.

- **Care One v. Teaneck.** Zoning issues.
- **Donald Farrar v. Teaneck.** Civil rights issues.
- **554 Queen Anne Road v. Teaneck.** Board of Adjustment, zoning issues. 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
- **Geriatric Services Inc. v. Teaneck.** Zoning issue dealing with access.
- **Mowatt v. Teaneck** Motor vehicle
- **Collazo v. Teaneck** Slip and fall

- **RML Construction v. Teaneck** Breach of contract
- **Teran v. Teaneck** Faulty design
- **Vega v. Teaneck** Negligent supervision
- **Fede v. Teaneck** Slip and fall
- **Ariza Flores v. Teaneck** Negligence
- **Fussel v. Teaneck** Motor vehicle
- **Delacruz v. Teaneck** Negligent Supervision
- **Murphy v. Teaneck** Slip and fall

#### *Notices of Tort Claims*

As of December 31, 2012, there were approximately 60 Notices of Tort Claim on which the statute of limitations for filing suits has not expired.

#### *Workman's Compensation Cases*

There were approximately 14 cases.

#### *Various State and County Tax Appeals*

There are approximately 174 combined residential and commercial State and County tax appeals under supervision by the Township Attorney's office.

# POLICE DEPARTMENT

The mission of the 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 department is further charged with the prevention and solving of crimes. Their 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 is composed of 96 sworn officers, including the Chief, and is divided into three divisions; Operations, Investigations, and Service. Additionally, the department has seven civilian dispatchers, six clerical workers, one full-time and two part-time Parking Enforcement Officers, 25 school crossing guards, and 11 Auxiliary Police volunteers.

The Chief of Police holds a Master's Degree in Public Administration and has served the Township for over 28 years.

In 2012, the department received 65,231 calls for service, resulting in the filing of 8,849 police reports.

Police made 1,154 arrests, including 43 arrests for Driving While Intoxicated (DWI).

In 2012, members of the department drove a total of 462,846 miles patrolling township streets, issued 15,791 motor vehicle summonses, including 7,545 moving violations and 8,246 parking violations. Of those summonses, 338 were for violation of the Township's Snow Emergency Ordinance and 872 were for violation of the Cellular Phone statute.

Additionally, 1,386 accident investigations were conducted with 370 motor vehicle summonses issued at the scene.

## **Service Bureau**

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

During 2012, the bureau collected \$8,084 in alarm registration fees, as well as \$4,425 in false alarm fees. Additionally, the unit collected \$13,643.85 in miscellaneous fees, \$15,754 in identification fees, \$358.70 through Propertyroom.com, and \$107.60 in all other fees. The total amount of fees collected for 2012 was \$42,373.15.

## **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 robbery to 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 work with our County, State, and Federal Law Enforcement partners to solve these crimes.

### **Juvenile Bureau**

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

During 2012, juvenile detectives investigated cases of child abuse, sexual abuse, missing and exploited children, graffiti, bicycle theft, family crisis, bias incidents, and violators 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. Their close working relationship with public school officials facilitated involvement in the planning, coordination, and staffing of the annual pre-thanksgiving bonfire, the prom "Show-Off," and culminating with the high school graduation.

### **Community Policing Bureau**

Re-established in 2011, officers assigned to this unit have worked 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.

### **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.

### **Department Awarded National Accreditation**

In July 2012 the Teaneck Police Department received Recognition as a Nationally Accredited Agency by the Commission on Accreditation for Law Enforcement Agencies (CALEA). Accreditation is a process by which state and local law enforcement agencies can demonstrate voluntarily that they comply with national standards, which is an indication of professional excellence.

The Police Department engaged in a two-year-long process of adopting these nationally accepted standards of best

practices in law enforcement. The process involved the creation or revision of over 40 policies as well as training of personnel in these new policies and an internal verification process that the policies were being followed. The process also included a rigorous, three-day onsite review of department practices by a CALEA assessor at which time each standard required documentation and proof of implementation.

Accreditation creates a more efficient and effective police department by ensuring the department is adhering to best practices in law enforcement. It gives the public and department confidence that the Teaneck Police Department is operating at the highest

level of professionalism. Because the process contains internal reviews, monitoring of its policies and procedures, and includes the requirement of an on-site review every three years by law enforcement professionals from outside the agency, it provides the department with an effective tool for limiting liability.

In 2013, the department will continue its efforts to provide the highest level of service and professionalism to our residents. Furthermore, the department will seek to achieve accreditation under the auspices of the New Jersey Chiefs of Police Association.

## PUBLIC LIBRARY

The Public Library serves as an information, education, and entertainment resource for the 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 35 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 hold Master's degrees in Library Science. Fifty individuals are employed by the library. Of this number half are full-time employees and the balance are part-timers with varying numbers of hours worked weekly.

In 2012, the library again was the busiest in the Bergen County Cooperative Library System (BCCLS) consortium of 74 public libraries. The public borrowed 591,559 items of all types. While this figure is below the record-setting years of 2009 and 2010 when approximately 625,000 items were loaned, it is above the 588,000 figure for 2008. Furthermore, while e-book usage (Kindles, Nooks, etc.) doubled in the past year, this category still accounts for only one-third of one per cent of overall volume.

During the year, the library coped with various service interruptions. Early in the year, work on a new air conditioning system was completed, which led to areas being



blocked off. In the spring, the control devices on the elevator had to be replaced at a cost of \$34,000. The elevator was out of service for several weeks and caused a significant disruption in service. Hurricane Sandy's damage on October 29<sup>th</sup> led to the closure of the library for a week since the building had no power. Finally, the BCCLS had to curtail a number of library services in November and early December as the consortium migrated to new Polaris software on December 12<sup>th</sup>.

The library building was improved when Eagle Scout Alex Gomez and his team of volunteers completed a re-painting of the side walls of the non-fiction stacks.

Robert Griffin, former Township historian, donated a bust of Edith van Buren to the library. It was installed in the reference room. Edith van Buren was Teaneck's "glamour girl" in her day and we are thrilled

to have received this generous gift. In October, at its annual awards dinner, the Teaneck Chamber of Commerce honored the library as Educator of the Year.

The Friends of the Library continued to provide valuable services to the community. Their annual book sale was their most successful in their history. The Friends sponsor the monthly concerts on Sunday afternoons. They ended their long-standing film showings due to declining interest and attendance. During the year, the Friends made a number of valuable contributions to the library in the form of equipment (for instance, the early learning computer in the children's room) or programs (the yoga classes held in the auditorium).

The Children's Department offered programs year-round. Highlights were the summer reading clubs, which enrolled 941 young people who read over 12,000 books!

## 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 30 years' 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 approximately 170 miles of sanitary and storm drain sewers and more than 5,700 manholes, catch basins, culverts, and head walls.

### **Garage Division**

The division provides preventive maintenance and repair of 74 Public Works vehicles and 164 pieces of equipment; 60 Police vehicles and four pieces of equipment; 27 Fire vehicles and 26 pieces of equipment; four 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 \$7,500 on the cost of diesel fuel.

In 2012, the Township entered into a shared services agreement with the Board of Education. Public Works now services and maintains 23 Board of Education vehicles. This arrangement has reduced repair costs and increased vehicle in-service time.

### **Parks and Tree Division**

The division maintains 25 local parks encompassing approximately 225 acres, over 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 handles upkeep of the physical plant and mechanical systems of all municipal facilities including HVAC, plumbing, and electrical. Additionally, the division is responsible for maintenance of a networked fire alarm system.

In 2012, the DPW and its various divisions successfully completed the following:

- Fulfilled approximately 5,200 work orders and email requests for service
- Filled approximately 1,750 potholes, using 300 tons of asphalt
- Removed approximately 581 trees and thousands of tree branches from various storms
- Mixed 14,000 gallons of brine to pre-treat roadways to reduce ice and snow adhesion and amount of salt required
- Spread 1,100 tons of salt on Township roadways for deicing
- Removed approximately 35,000 cubic yards of leaves from Township streets
- Garage Division issued approximately 2,000 corrective maintenance work orders and 430 preventive maintenance work orders.

In 2012, the department continued to enhance the recycling program with the distribution of free (blue) recycling containers to all residents. The containers provide for more convenient storage of the recyclable commodity and faster pick-up by our employees.

Furthermore, the Township's emphasis on recycling led to a 10% increase in tonnage collected the previous year.

In 2013, Public Works will continue to focus on pruning Township trees and execution of our street sign replacement program.

## 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. 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 23 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 2012, the Purchasing Department processed 2,040 requisitions and issued 2,076 purchase orders. The dollar value of Purchase Orders generated in 2012 was \$2,997,338. The number of checks generated for Purchase expenditures during this same time period was 1,640.

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 2013, 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.

## 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 its mandate and committed to the spirit of customer service to the community, the Recreation Department reaffirmed its commitment to excellence in all areas of programming in 2012.

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 a Superintendent, who is a Certified Park & Recreation Professional – as well as a Certified Recreation Administrator – who has skillfully led the department for the past 30 years. The department consists of 11

full-time employees and over 250 seasonal part-time employees. With the exception of the 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 banner year in 2012. 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 rave 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 residents. New offerings included Aqua Zumba, Zumba Toning, and an Indoor Soccer Open Gym for Adults.

### **Sunshine Garden Learning Center**

- A Montessori-based early childhood preschool for three- and four-year olds that provides a quality educational experience for 60 youngsters, which is 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 128 students from pre-school through middle school.

#### **Camp Sunsational**

- A summer day camp, which flourished in 2012 with an enrollment of 525 campers aged three to eight years.

#### **Other highlights included:**

- The Youth Division's supervisory staff chaperoned the Township's Youth Advisory Board on a field trip to Washington, D.C., where they were greeted by then-Congressman Steven Rothman and had a question-and-answer session, toured the U.S. Capitol, and visited the Dr. Martin Luther King, Jr. monument, along with other historic venues
- Operated two swimming pools throughout the summer and sold over 1,100 pool badges, over 450 individual guest passes for the in-ground pool, and over 160 swim tags for the above-ground pool
- Operated the Township's 10 wading pools, where young residents frolicked during the summer heat wave
- Coordinated 21<sup>st</sup> annual July 4<sup>th</sup> Community Celebration
- Co-sponsored five outdoor concerts performed by the Teaneck

Community Band of more than 100 volunteer musicians

- Sponsored three outdoor Movies in the Park (Puss in Boots, The Big Miracle and The Muppets)
- Received a new 12-passenger van through a grant from New Jersey Transit
- Expanded transportation services with three vans available as demand dictated
- Provided over 12,000 rides to more than 2,700 individual senior and disabled residents at no cost to the residents
- Provided Healthy Living and Wellness seminars, Nutritional Education, and screenings throughout the year
- Issued over 300 field and picnic permits
- Scheduled over 1,700 reservations in the Rodda Center for over 100 individual user groups
- Coordinated purchase and installation of new play structure for Martin Luther King, Jr. Park
- Installed free Wi-Fi in the Rodda Center for the use of residents and visitors
- Hosted a community-wide reception for Teaneck's own Maya Lawrence, bronze medalist in the 2012 summer Olympics

In 2013, the Recreation Department will focus on installation of a new Turf Field at Votee Park, implementation of web-based services including online registration, and expansion of the Sports and Arts Camp.

# ADDENDUM 1 – ANNUAL DEBT STATEMENT

ADS File Name: 0260\_ads\_2012.xls

[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: **11-Jan-2013**

Budget Year Ending: **31-Dec-2012** (Month-DD) **2012** (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
<b>Total Bonds and Notes for Local School Purposes</b>	\$ 22,625,000.00	\$ 22,625,000.00	\$ -
<b>Total Bonds and Notes for Regional School Purposes</b>	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
<b>Municipal/County General Obligations</b>	\$ 33,288,370.91	\$ 5,450,000.00	\$ 27,838,370.91
<b>2 Total</b>	<b>\$ 55,913,370.91</b>	<b>\$ 28,075,000.00</b>	<b>\$ 27,838,370.91</b>

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>		
2010	Equalized Valuation Real Property with Improvements plus assessed valuation of Class II RR Property	\$ 5,831,966,363.00
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
4	Equalized Valuation Basis - Average of (1), (2) and (3).....	\$ 5,722,133,408.00
5	Net Debt expressed as a percentage of such equalized valuation basis is: %	0.487%

**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	\$ -

**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 on the opposite page (Items 1, 2, 3, 5, 6)

5	Sinking funds on hand for bonds shown as Line 1, Page 2 of this statement 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, Page 2	\$ -
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	\$ -
8	% of average of equalized valuations as stated in Line 5, Page 1	\$ 5,722,133,408.00      0.00%
	Use applicable per centum as follows: (2.5% K/1-6, 3.0% K/1-8, 3.5% K/1-9, 4.0% K/1-12)	\$ -
9	Additional State School Building Aid Bonds (NJSA 18A:58-33.4(d))	\$ -
10	Total Potential Deduction	\$ -
	<b>Total Allowable Deduction</b>	<b>\$ -</b>

#####

**COMPUTATION OF REGIONAL AND/OR CONSOLIDATED SCHOOL DISTRICT DEBT**

% OF VALUATIONS APPORTIONED TO EACH MUNICIPALITY			APPORTIONMENT OF DEBT - Dec. 31 2012		
Municipality	Average Equalized Valuations	%	Serial Bonds Issued	Temp. Bond-Notes Issued	Authorized But not Issued
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
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	\$ -

**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 on the opposite page (Items 1, 2, 3, 5, 6)

5	Sinking funds on hand for bonds shown as Line 1, Page 2 of this statement 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, Page 2	\$ -
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	\$ -
8	% of average of equalized valuations as stated in Line 5, Page 1	\$ 5,722,133,408.00 0.00%
	Use applicable per centum as follows: (2.5% K/1-6, 3.0% K/1-8, 3.5% K/1-9, 4.0% K/1-12)	\$ -
9	Additional State School Building Aid Bonds (NJSA 18A:58-33.4(d))	\$ -
10	Total Potential Deduction	\$ -
	<b>Total Allowable Deduction</b>	<b>\$ -</b>

#####

**COMPUTATION OF REGIONAL AND/OR CONSOLIDATED SCHOOL DISTRICT DEBT**

% OF VALUATIONS APPORTIONED TO EACH MUNICIPALITY			APPORTIONMENT OF DEBT - Dec. 31 2012		
Municipality	Average Equalized Valuations	%	Serial Bonds Issued	Temp. Bond-Notes Issued	Authorized But not Issued
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
	\$ -	0.00%	\$ -	\$ -	\$ -
Totals	\$ -	0.00%	\$ -	\$ -	\$ -



**BONDS AND NOTES FOR UTILITY FUND**

<b>IV.</b>	<u>None</u>	<u>Utility</u>	
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)		\$ -
	<b>Total Allowable Deduction</b>		\$ -

**BONDS AND NOTES FOR UTILITY FUND**

<b>IV.</b>	<u>None</u>	<b>Utility</b>	
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)		\$ -
	<b>Total Allowable Deduction</b>		\$ -

## BONDS AND NOTES FOR UTILITY FUND

IV. <u>None</u>	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)		\$	-
<b>Total Allowable Deduction</b>		\$	-

## BONDS AND NOTES FOR UTILITY FUND

<b>IV. None</b>	<b>Utility</b>		
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)		\$	-
<b><u>Total Allowable Deduction</u></b>		\$	-

## 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	\$ 1,044,000.00
(2)		\$ -
(3)		
(4)		\$ -
(5)		\$ -
(6)		\$ -
(7)		\$ -
(8)		\$ -
(9)		\$ -
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(11)		\$ -
(12)		\$ -
(13)		\$ -
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(26)		\$ -
(27)		\$ -
(28)		\$ -
(29)		\$ -
(30)		\$ -
(31)		\$ -
(32)		\$ -
(33)		\$ -
(34)		\$ -
(35)		\$ -

**Total Serial Bonds Issued** \$ 1,044,000.00

**(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** \$ 1,044,000.00

**OTHER BONDS, NOTES AND LOANS - Page 2**

**4 BOND ANTICIPATION NOTES (state purposes separately)**

**(a) Issued**

(1)	3706: Cedar Lane Streetscape	\$	1,825,860.00
(2)	3811: Various Public Works Equipment	\$	14,551.00
(3)	3874: Road Resurfacing & Curb Replacement	\$	540,768.00
(4)	3875: Acq of Rescue Vehicle & Equipment	\$	399,000.00
(5)	3960: Acq of Public Works Equipment	\$	442,240.00
(6)	4003: Road Resurfacing & Curb Replacement	\$	646,000.00
(7)	4128: Refunding Bonds Judgment	\$	5,450,000.00
(8)	3813: Replacement of Library Roof	\$	380,000.00
(9)	4087: Supplemental Replacement of Library Roof	\$	389,500.00
(10)	3814: Municipal Bldg Exterior Upgrades	\$	522,500.00
(11)	3932: Acq of Pomander Walk	\$	266,631.00
(12)	3944: Sewer Upgrade Winthrop Road	\$	408,500.00
(13)	3945: Road Resurfacing & Curb Replacement	\$	665,000.00
(14)	3954: Police Headquarters Upgrade	\$	2,565,000.00
(15)	4004: Acq of Packer Garbage Truck	\$	240,350.00
(16)	4076: Road Resurfacing & Curb Replacement	\$	617,500.00
(17)	4152: Radio Communications Equip Upgrade	\$	213,750.00
(18)	4164: Road Resurfacing & Curb Replacement	\$	380,000.00
(19)	4165: Stormwater Drainage Improvements	\$	261,250.00
(20)	4166: Improv to Votee Park Inground Pool	\$	190,000.00
(21)	4168: Sanitary Sewer Replacement/Upgrade	\$	148,200.00
(22)	4145: Improv to Various Township Buildings	\$	332,500.00
(23)	4167: Improvements to Greenbelt Walkway	\$	190,000.00
(24)	4182: Fire Pumper Truck	\$	475,000.00
(25)	4186: Recycling Trucks	\$	598,500.00
(26)	4190: Road Resurfacing & Curb Replacement	\$	760,000.00
(27)	4203: Fire Dept Personal Emerg Escape System	\$	85,500.00
(28)	4204: Acq of DPW Trucks / Equipment	\$	400,000.00
(29)	4205: Radio Communication Upgrade Equip	\$	213,750.00
(30)	4214: Fire House Signal Improvements	\$	114,000.00
(31)	4216: Stormwater Drainage	\$	57,000.00
(32)	4222: Renov of Old Police Building	\$	400,000.00
(33)	4223: Various Public Improvements	\$	200,000.00
(34)	4221: Sanitary Sewer Improvements	\$	1,035,500.00
(35)	4220: HVAC Improv to Library, Police & Muni Bldg	\$	950,000.00
(36)			
(37)			
(38)			
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(56)			
(57)			
(58)			
(59)			
	<b>Bond Anticipation Notes Issued</b>	<b>\$</b>	<b>22,378,350.00</b>

**OTHER BONDS, NOTES AND LOANS - Page 3a**

**4 BOND ANTICIPATION NOTES (state purposes separately)**

**(b) Authorized but not issued**

(1)	3604: Construction of DPW Building	\$	535,012.18
(2)	3811: Replacement of Var Public Works Equip	\$	1,612.50
(3)	4127: Various Photovoltaic Power Projects	\$	106,456.40
(4)	4027: HVAC Upgrades for Library & Muni Bldg	\$	451,250.00
(5)	4204: Acq of DPW Trucks/Equipment	\$	526,250.00
(6)	3509/3691: Sidewalks Improv Various	\$	55,802.83
(7)	4217: Improv to GlenPointe Sewer Pump Station	\$	209,000.00
(8)	4215: Install Fencing at Votee Park	\$	90,725.00
(9)	4222: Renov of Old Police Building	\$	2,925,000.00
(10)	4223: Various Public Improvements	\$	275,000.00
(11)	4236: Acq of Fire Dept Vehicles & Equip	\$	128,250.00
(12)	4235: Acq of Radio Comm Upgrade Equip	\$	203,062.00
(13)	4239: Stormwater Drainage Improv - Various	\$	89,300.00
(14)	4240: Resurfacing of Var Municipal Parking Lots	\$	310,650.00
(15)	4238: 2011 Road Resurf & Sidewalk & Curb Improv	\$	1,045,000.00
(16)	4242: Acq of Sign Making Equip for DPW	\$	47,500.00
(17)	2012 Road Surfacing	\$	1,887,650.00
(18)	Emergency Generator	\$	380,000.00
(19)	Stormwater Drainage	\$	171,000.00
(20)			
(21)			
(22)			
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(43)			
(44)			
(45)			

**OTHER BONDS, NOTES AND LOANS - Page 3b**

**4 BOND ANTICIPATION NOTES (state purposes separately)**

**(b) Authorized but not issued (Continued)**

(46)		
(47)		
(48)		
(49)		
(50)		
(51)		
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(86)		
(87)		
(88)		

Bond Anticipation Notes Authorized but not Issued		\$ 9,438,520.91
---	--	-----------------

5 Total Bond Anticipation Notes Issued and Authorized but not Issued		\$ 31,816,870.91
--	--	------------------



**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	
(4)	Infrastructure Trust	
(5)	NJEDA Loan & DCA Downtown Bus Improv Loan	\$ 427,500.00

<b>Miscellaneous Bonds, Notes and Loans Issued</b>	<u>\$ 427,500.00</u>
--	----------------------

**(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)		

<b>Miscellaneous Bonds and Notes Authorized but not Issued</b>	<u>\$ -</u>
--	-------------

<b>Total Miscellaneous Bonds, Notes and Loans Issued and Authorized but not Issued</b>	<u>\$ 427,500.00</u>
--	----------------------



**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)		\$	-
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(42)		\$	-
(43)		\$	-
(44)		\$	-
(45)		\$	-
(46)		\$	-
(47)		\$	-
(48)		\$	-
(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, 2011 (NJSA 40:1-16(d))		\$	-
2. Obligations heretofore authorized during 2012 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 2012		\$	-
4. Net authorizations during 2012		\$	-
5. Balance of debt incurring capacity December 31, 2012 (NJSA 40:1-16(d))		\$	-

## Obligations NOT Included in Gross Debt

### 1 Capital Leases and Other Comittments

(1)	Bergen County Improvement Authority	\$	544,634.10
(2)		\$	-
(3)		\$	-
(4)		\$	-
(5)		\$	-
(6)		\$	-
(7)		\$	-
(8)		\$	-
(9)		\$	-
(10)		\$	-
(11)		\$	-
(12)		\$	-
(13)		\$	-
(14)		\$	-
(15)		\$	-
(16)		\$	-
(17)		\$	-
(18)		\$	-
(19)		\$	-
(20)		\$	-
(21)		\$	-
(22)		\$	-
(23)		\$	-
(24)		\$	-
(25)		\$	-
(26)		\$	-
(27)		\$	-
(28)		\$	-
(29)		\$	-
(30)		\$	-
(31)		\$	-
(32)		\$	-
(33)		\$	-
(34)		\$	-
(35)		\$	-
(36)		\$	-
(37)		\$	-
(38)		\$	-
(39)		\$	-
(40)		\$	-
(41)		\$	-
(42)		\$	-
(43)		\$	-
(44)		\$	-
(45)		\$	-
(46)		\$	-
(47)		\$	-
(48)		\$	-
(49)		\$	-
(50)		\$	-
<b>Total Leases and Other Comittments</b>		\$	<u>544,634.10</u>

## Obligations NOT Included in Gross Debt

### 2 Guarantees NOT included in Gross Debt - Public and Private

(1)		\$	-
(2)		\$	-
(3)		\$	-
(4)		\$	-
(5)		\$	-
(6)		\$	-
(7)		\$	-
(8)		\$	-
(9)		\$	-
(10)		\$	-
(11)		\$	-
(12)		\$	-
(13)		\$	-
(14)		\$	-
(15)		\$	-
(16)		\$	-
(17)		\$	-
(18)		\$	-
(19)		\$	-
(20)		\$	-
(21)		\$	-
(22)		\$	-
(23)		\$	-
(24)		\$	-
(25)		\$	-
(26)		\$	-
(27)		\$	-
(28)		\$	-
(29)		\$	-
(30)		\$	-
(31)		\$	-
(32)		\$	-
(33)		\$	-
(34)		\$	-
(35)		\$	-
(36)		\$	-
(37)		\$	-
(38)		\$	-
(39)		\$	-
(40)		\$	-
(41)		\$	-
(42)		\$	-
(43)		\$	-
(44)		\$	-
(45)		\$	-
(46)		\$	-
(47)		\$	-
(48)		\$	-
(49)		\$	-
(50)		\$	-
<b>Total Guarantees NOT included in Gross Debt - Public and Private</b>		\$	<u>-</u>