

links these small firms to appropriate technical assistance providers who can increase their chances of staying in business.

2. Task a staff person or hire a consultant to do the recruitment work.

For a light to moderate recruitment agenda, the executive director of the WBID can carry out this responsibility. A more ambitious recruitment program will probably need either a skilled, experienced, full-time staff person to be hired – as the Downtown Carlisle Association (PA) has recently done – or the hiring of an outside consultant who specializes in such assignments.<sup>45</sup>

3. Focus retail recruitment efforts on existing independent shops in a geographic area that is between 15 minutes and 45 minutes drive from the heart of the WBID.

A retailer less than 15 minutes away will cannibalize existing sales by opening another shop in the WBID; a shop more than 45 minutes away makes it difficult for an owner to have a comfortable “span of control.”

4. Look especially for businesses that have been around for at least five years.

5. Look for restaurant tenant prospects closer to home

Restaurant owners often have more than one eatery within a few minutes drive of each other. They already know the market, how to succeed in it, and managing effectively is easier when the eateries are close to each other.

6. Use networks of personal contacts to identify quality retail tenant prospects.

For example:

- *Canvass the owners or managers of firms in a niche (e.g., home & hearth) and ask them if they know of any quality companies in the targeted geographic area that the WBID's recruitment effort should reach out to*
- *Ask WBID board members a similar question*
- *If the opportunity arises, (e.g., at a fund raiser or thank you party) ask store apostles in that niche. DANTH's experience indicated that trade area telephone surveys do not produce useful replies to this kind of question.*
- *Ask friends in other downtown organizations within your target geographic area if they have any quality retailers who want to expand and offer to reciprocate*

---

<sup>45</sup> For a detailed discussion about the selection criteria and costs associated with hiring a business recruiter see: See David Milder, Downtown Business Recruitment (DANTH Inc, 2005: Kew Gardens, NY) pp.125, pp. 101-116.

- *Regarding restaurants, the recruiter should look at ratings by Zagat's and the AAA and ExxonMobil tour guides to select possible prospects. Then the recruiter should see if any of his or her personal contacts has links to them*

7. Prepare a recruitment package to distribute to prospects. This package should not be thick or heavy. It should have:

- *An attractive cover -- yet one that is not expensive and/or "over-designed"*
- *An "opportunity statement," a one-pager that describes what is being offered and makes the case for locating in the WBID<sup>46</sup>*
- *Information about the property being offered*
- *Information about the businesses now in the WBID*
- *Relevant demographics and information about parking and traffic*
- *An article showing that the district is on the way up, that it is improving*
- *DO NOT try to put every piece of information in the package. The goal is to have them call the WBID so the recruiter can talk to them.*

8. The recruiter should visit and talk directly to the prospects, selling them on the WBID, while evaluating them and their operations at the same time.

- *The recruiter should not send a "recruitment package" first; it is liable to end up, unopened, in the "circular file"*
- *The recruiter should bring the package to the meeting, so it is at hand if needed*
- *The recruiter should have at the ready a good press clipping about the WBID's revitalization -- if there is one-- and a one page opportunity statement*
- *The minimal objective in the initial meeting is to pique the prospect's interest in your district, so that you can really sell him or her on it in a follow-up meeting*
- *The initial meeting will probably have time constraints, so the recruiter should try to do the pitch succinctly, politely and with some charm*
- *One can probably get more time and a more favorably disposed prospect, if an introduction can be arranged from someone the prospect likes and respects*
- *Don't try to interest the prospect in a specific space until there is an expressed interest in your downtown and you know how much space will be required. Expect that prospects will not know how much space they might need*
- *If the prospect is interested, try to tease out his growth plans and*

---

<sup>46</sup> A sample opportunity statement is included under separate cover in the appendix to this report.

- find out about his marketing and customer service efforts.
- Interview shoppers in the prospect's downtown -- and nearby business people if possible

9. If, after the interview, interest in the prospect increases, the recruiter should try to obtain information about the prospect's financial condition.

10. PR stories that trumpet the WBID's revitalization and new projects can generate "walk-in" retail tenant prospects – as well as developers interested in building new retail spaces.

The key to having an impact is for the article to argue strongly that the WBID is definitely on the way up. The article's initial placement might be in a regional newspaper, such as the Warren Reporter, but it should then be posted on the WBID's website and included in the recruitment package.<sup>47</sup>

11. Create "An Investing in Washington Borough" page on the WBID's website.

This website page should contain links to:

- Demographic information
- Trade area maps
- Information about traffic counts and parking
- Recent completed private development projects, façade improvements, and public improvements
- Information about incentive programs
- Properties for rent or sale

12. It should be remembered that the function of a BID recruitment program is not to fill vacancies, but to make a difference – to bring in higher quality retailers than would have appeared without it.

### ***E. Focus Office Recruitment Efforts On Tenant Prospects Having Modest Space Requirements***

That was a major conclusion of the office analysis.

1. Use the lawyers, doctors, accountants and others in professional services who already have offices in the WBID to start an effective word-of-mouth campaign about the district's office spaces:

---

<sup>47</sup> See: David Milder, Downtown Business Recruitment. Chapter III has a long discussion of marketing communications tools and shows which best achieve various recruitment objectives.

- An effective way to cultivate good word-of-mouth is by going to numerous professional, church and civic group meetings and plugging the WBID as an office location and highlighting its available office spaces
- It is also useful to establish relationships with such groups as the county medical society and bar association. Advertising in their publications can also be helpful
- Presentations to local chambers of commerce, Rotary and Lions groups can also be cost effective

2. For a more formal outreach effort, obtain computer readable mailing lists from sources such as InfoUSA that can provide the names, addresses and telephone numbers of firms in the office prone NAICS categories.

These data files should cost no more than about \$350.

3. This database information should be used for mailings and telephone canvassing.

The latter can identify the firms that are looking for space and the types of spaces they want. If done by a telephone marketing or market research firm, canvassing prospects can be expensive. But the WBID might be able to hire college students to canvass office prospects at a much more reasonable cost. A canvass differs from a survey in many important respects: it does not have to use a representative sample and its objective is to find definite prospects rather than making statistically valid observations. Also, a canvass does not have to ask many questions to complete an interview.

4. During this recession, stimulate projects to put more Class-A office space in the downtown on the market by rehabilitating existing buildings such as the Stover Building.

These tenants are likely to be health care firms and possibly also from the legal profession. The landlord's formula for rehabilitating the Wachovia Building might be a model to be emulated by such projects.

5. Encourage developers of mixed-use projects in the downtown to include significant amounts of space for small offices.

Here again, these tenants are likely to be health care firms, but, since these projects probably will not start until the economy is on a rebound, a wider range of office prone-firms might also be interested in these spaces.

#### ***F. Act Now To Strengthen The Downtown's Entertainment Niche***

Strengthening the entertainment niche is one of the most effective ways to

establish the downtown as an interesting, enjoyable and fun place to visit. The niche's emphasis on restaurants and informal entertainments will make it very family friendly.

The new public space and outdoor dining discussed above would add considerable strength to this niche. Four additional recommendations to substantially increase the magnetism of this niche are presented below.

1. Carry-out a feasibility study to determine if an Arts and Crafts Center in the WBID's downtown can be a real project.

It would be a good idea for the WBID to partner with a strong Warren County arts organization on developing this project.

The WBID should immediately identify possible sites for the center. The Star Plaza and the vacant furniture stores are possibilities. A developer might want to include it as part of a new mixed-use redevelopment project because it would likely increase the desirability of the project's residential units and other commercial spaces.<sup>48</sup>

One possible funding source for the feasibility study is the New Jersey State Council on the Arts (<http://www.njartscouncil.org/grant.cfm>). Another is the Geraldine R. Dodge Foundation in Morristown (<http://www.grdodge.org/>).

The WBID's contact lists can be used for a canvass to determine artist interest and space needs. It also can be a source for selecting artists for the feasibility study's focus groups.

2. If necessary, the WBID should immediately start recruiting a brew pub.

Reportedly, someone has expressed an interest in opening a brew pub in the downtown. Such a project would greatly fortify the WBID's entertainment niche. Should that project not go forward, then the WBID should do a postmortem to determine why. If such a project still seems doable, then the WBID should start work on recruiting a brew pub. One place to start is:

<http://www.beertown.org/ba/members/Brewpub.html>

This organization has list of its members on its website and a search of that list can identify a number of brew pubs in NJ and nearby PA with their contact information. This can be the starting point for a business recruitment networking effort.

Many brew pubs are started by local residents who are beer aficionados and

---

<sup>48</sup> In Cranford, for example, one of the developers looking to do the Riverfront project was willing to lease space to the Cranford Arts Center at an affordable rent for the artists.

brew their own at home.

### 3. Recruit a coffee cafe to the downtown.

It is important that this coffee café be a place where customers can hang out and socialize. In many places a Starbucks (e.g., Englewood, NJ) or a Peet's (e.g., Wellesley, MA) have played this role, but they currently are very doubtful tenant prospects for the WBID. Dunkin Donuts shops typically have a more quick-in/quick-out type of operation.

Attracting a coffee café is a good place for the WBID to start using the type of networking-based recruitment program focusing on small independents that was outlined above. A good starting place is to identify the best restaurant operators in the local area and then talk to them about opening a downtown coffee cafe.

A location next to the new public space and improved parking lot would help assure its success.

It would also be useful to contact The Specialty Coffee Association of America, the trade association for quality coffee cafes, to get up-to-date knowledge of what is going on in the industry.

In many communities (e.g., Cranford, NJ, Maplewood, NJ, Katonah, NY, and Croton-on-Hudson, NY), local residents have started coffee cafes. In some communities they succeed, in most others they do not. As noted before, start-ups generally have a very high failure rate; most new restaurants, 60%, fail by three years, 40% fail after just one. Should someone surface who wants to open a start-up coffee café, the WBID recruiter can increase their chances of success by putting them in contact with the technical assistance providers who can help them formulate a sound business plan, obtain adequate financing and lease an appropriate commercial space.

Providing a mentor, e.g., a successful local restaurant operator, can also improve the start-up's survival prospects.

### 4. Build an amphitheater on the new public space recommended in the Hever, Gruel redevelopment plan for the interior of Block 94.

This would provide a venue for outdoor formal entertainment events such as concerts and plays. It might also be used for weddings and parties. Greenport, NY, a small community of 2,500 people, has created such a facility – see Figure 8 below. A theater company puts up a tent in the summer and holds a Shakespeare festival. It also is used for concerts as weather permits. Admissions to such events are either free or very affordably priced.

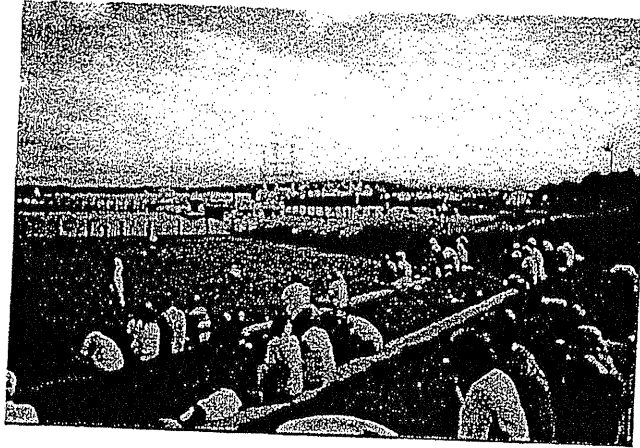


Figure 8. Greenport, NY Amphitheater

The impact of this facility on the WBID's downtown entertainment niche would be important, if somewhat sporadic. It would have a very different kind of impact than the public space right on Washington Avenue next to the clock and parking lot. That park would focus on informal entertainments and have daily positive impacts.

***G. Formulate Incentive Packages To Offer To Developers And Quality Tenant Prospects.***

Incentive packages can motivate people to engage in specific and desired revitalization activities. Some incentives may be financial, but others are not.

The analysis in previous chapters suggested that new or substantially rehabilitated commercial spaces probably cannot be put on the market in the WBID at rents that local businesses and nonprofits could afford without some form of direct or indirect financial incentives. In the near term this could stimulate a number of significant revitalization projects that otherwise would not occur.

*1. The Borough should adopt an incentive program that facilitates the implementation of the formula used to rehabilitate the Wachovia Building by other projects involving the substantial rehabilitation of buildings in the downtown.*

The fact that the Wachovia Building is putting Class-A space on the market with rents just at the upper end of the prevailing rates warrants closely looking at it as a model for replication elsewhere in the downtown.

*2. The Borough should explore having the downtown redevelopment area designated as a Revenue Allocation District (RAD).*

RAD is New Jersey's version of tax increment financing, a redevelopment tool

that has had enormous positive results in many states, including CA, IL, MN, and MO. There have been a number of problems with RAD and only one community, Millville, has successfully used it. A bill now before the NJ Legislature will hopefully overcome many of these problems. A very important aspect of RAD is that revenues raised can be spent to help the improvement of properties in the RAD that were not generating the initial tax increment. RAD's potential utility is so significant that it will be worth exploring after the new legislation is passed. Should the new version of RAD still be problematic for the WBID, then the more traditional approach of payments in lieu of taxes might provide the incentives needed to stimulate redevelopment projects in the WBID's downtown.

3. The WBID should consider significantly increasing the maximum amount of its fit-out grants, but focus them on attracting very desirable retail tenants.

Many quality retail tenants are often discouraged from opening in a new location because of the high costs of fitting out their new stores. In NJ, in recent years, it has been common for the landlords of major retail centers to offer new tenants discounts of \$40/SF to help cover their fit out costs. The WBID already offers up to \$2,000 to new retail tenants. The Haddonfield SID has a more generous program and allocates about \$90,000 of its \$325,000 annual budget on grants to reduce the rents and fit out costs of new quality retail tenants.

4. The Borough should establish one-stop access to its permissions and approvals process for new commercial tenants.

The importance of the permissions and approvals part of the business recruitment process cannot be underestimated. For example, some years ago the mayor's office of New York City asked the Regional Plan Association to find out what could be done to make developers more interested in undertaking projects in the city's outer borough downtowns. The study found that the key barrier was not markets, financing or sites, but the city's Urban Land Use Review Process (ULURP). One developer reportedly lost well over \$10 million in front-end costs trying to get a project started in one of those downtowns.

The larger the number of approvals and the tougher the gauntlet that must be negotiated to obtain them, the less appealing a district will be to tenant prospects and developers. Some towns earn a reputation for having so much "red tape" that tenant prospects and developers become unwilling to even consider them as business locations. Reputations like that can be absolutely toxic to recruitment efforts.

5. The WBID staff should establish itself with new commercial tenants as their guide through the approvals and permissions process.

This is one of the most important things the WBID can do for its new members. Moreover, those it helps are more likely to engage in and support other WBID



programs. Just having a list of the possible necessary approvals and the people to contact for each of them would be very helpful. It's even better when the BID staff has a good working relationship with these key borough officials.



**Washington**  
Borough  
*Business Improvement District*

21 Belvidere Avenue, Washington, NJ 07882 Ph: 908-689-4800 Fax: 908-689-8444

## 2011 Event Calendar

Date	Event
February 3	Business Recognition Reception
April 16 10am - 4 pm	Warren County Bazaar
June 11 (rain date June 12)	Mike Schmidt Memorial Car Show
TBD	Town-Wide Yard Sale
September 30 October 1 & 2	Festival Kick-off Festival In The Borough
October 29	Hometown Halloween
December 2 & 3	Hometown Holiday
June 24-September 30 Every Friday 3-7 pm	Farmers Market
June 24, July 22, Aug 26 Fourth Friday June-Sept	Fourth Friday/Summer Series

Visit [www.washingtonbid.org](http://www.washingtonbid.org) for details



# Washington Borough

*Business Improvement District*

## Washington Borough Business Improvement District Management Corporation

2011 Budget Proposal		
<b>Income:</b>		
	<b>Income from Surplus</b>	\$ 29,925
	<b>Income from Events</b>	\$ 34,650
	<b>BID Assessment</b>	\$ 200,000
	<b>Interest income</b>	\$ 1,200
	<b>Total Income</b>	<b>\$ 265,775</b>
<b>Expense:</b>		
<b>Administration &amp; Operation</b>		
	Salaries	\$ 88,400
	Sub-Contract Personnel (Consultants)	\$ 29,500
	Administration & Operation	\$ 46,720
	<b>Administration &amp; Operation Sub-Total</b>	<b>\$ 164,620</b>
<b>Public Relations &amp; Events</b>		
	Advertising (General)	\$ 3,000
	Newsletters	\$ 1,100
	Website Maintenance	\$ 3,600
	Business Recruitment	\$ 6,930
	Event Expenses	\$ 40,200
	<b>Special Events Sub-Total</b>	<b>\$ 54,830</b>
<b>Physical Improvements</b>		
	Banners	\$ 2,000
	Signage	\$ 2,000
	Landscaping	\$ 3,000
	Parking Lot Debt Service	\$ 29,925
	Park	\$ 5,000
	<b>Physical Improvements Sub-Total</b>	<b>\$ 41,925</b>
<b>Insurance &amp; Elections</b>		<b>\$ 4,400</b>
<b>Total Operating Budget</b>		<b>\$ 265,775</b>

**WASHINGTON BUSINESS IMPROVEMENT DISTRICT**  
**Balance Sheet**  
As of December 31, 2010

	Dec 31, 10
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1013 · PNC Money Market	127,926.67
1013c · PNC Checking Account 8034890001	2,042.32
1014 · Team Capital Amenity Fund	64.31
1015 · Team Capital Savings	12,203.83
1016 · SkylandsCD,1-14-2011,50402661	25,499.91
1017 · SkylandsCD,5-14-2010,50402660	25,394.52
1018 · ParkingLotChecking204013127	751.71
1019 · Investors Savings Bank CD	5,574.41
<b>Total Checking/Savings</b>	199,457.68
<b>Other Current Assets</b>	
1111 · Accrued Interest Receivable	452.29
<b>Total Other Current Assets</b>	452.29
<b>Total Current Assets</b>	199,909.97
<b>Fixed Assets</b>	
1610 · Land-ParkingLotAquisition	393,491.48
1611 · Streetscape Improvements	41,750.59
1612 · Surveillance Systems	7,100.00
1613 · Park 44 E.Washington	3,216.50
1720 · AcumDepreciation	-15,725.33
<b>Total Fixed Assets</b>	429,833.24
<b>TOTAL ASSETS</b>	<b>629,743.21</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2010 · Accounts payable	-396.00
<b>Total Accounts Payable</b>	-396.00
<b>Other Current Liabilities</b>	
2090 · Parking Lot Loan	385,610.49
<b>Total Other Current Liabilities</b>	385,610.49
<b>Total Current Liabilities</b>	385,214.49
<b>Total Liabilities</b>	385,214.49
<b>Equity</b>	
3010 · Unrestrict (retained earnings)	267,980.10
Net Income	-23,451.38
<b>Total Equity</b>	244,528.72
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>629,743.21</b>

# WBID Board of Directors Meeting

7:00 p.m. January 6, 2011

WBID Office, 21 Belvidere Ave.

Washington, NJ 07882

## AGENDA

1. Welcome
2. Introduction of New Directors: Tracy Fazzolari, Tom Fischer, and Teresa March
3. Approval of Minutes: Board Meeting December 2, 2010 **(attachment) VOTE**
4. Financial Report: **(attachment) VOTE**  
Balance of Accounts as of 12/31/10:

• Skylands Parking Lot Loan	(\$375,495.98)
• PNC Checking	\$ 2,042.32
• PNC Money Market	\$127,926.67
• Team Capital Amenity Fund	\$ 64.31
• Team Capital Savings	\$ 12,203.83
• Skylands Checking-Parking Lot	\$ 751.71
• Skylands CD-18 month	\$ 25,499.91
• Skylands CD-18 month	\$ 25,394.52
• Investors Saving Bank CD-24 month	\$ 5,574.41
• December Expenses Paid:	\$ 20,727.07
5. Executive Committee
  - Meeting Reports December 13, 17, 22, 2010 **(attachments) VOTE**
6. WBID Achievements **(attachment)**
7. Executive Directors Report
  - Grant
  - Park
  - Business Recruitment
    - NJAWBO January 24, February 7
    - Franchise Class February 9 & 12
8. Public Relations Activities
  - Hometown Holiday
  - Messina Wildlife Float – Rose Bowl Parade
  - Business Recognition Reception
  - Various newspaper articles & photos
9. 2011 Board of Directors:
  - Meeting Schedule **(attachment)**
  - Contact List **(attachment)**
  - Warren County Chamber of Commerce
10. 2011 Executive Committee
  - Monika Hamburger, Ed Rossi, Mark Mulligan, Ed Fliegauf, Marian Bredin

Next Executive Committee Meeting-Friday, 1-21-2011 12:00pm BID Office  
Board Retreat Tuesday, 1-18-2011 12:00pm Bank Ballroom  
Business Recognition Reception Thursday 2-3-2011, 6:00 pm, Mediterranean Bistro

## Washington Business Improvement District

### Cash Flow Projection

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Cash, 1/1/11	\$199,458			
less restricted cash (clock)	<u>(12,268)</u>			
Unrestricted cash	187,190	\$157,265	\$127,340	\$97,415
Net operating income (a)	0	0	0	0
Debt service on Skylands loan (b)	<u>29,925</u>	<u>29,925</u>	<u>29,925</u>	<u>22,444</u>
Unrestricted cash, 12/31	<u>\$157,265</u>	<u>\$127,340</u>	<u>\$97,415</u>	<u>\$74,971</u>

#### Notes

- (a) - Assumes basic operations are break even.
- (b) - Per amortization schedule; ends 8/24/14
- (c) - The above projection gives no effect to any special projects, such as the pocket park, for which funding is yet to be determined.

(prepared 1/21/11)

**WASHINGTON BUSINESS IMPROVEMENT DISTRICT**  
**Profit & Loss Budget Performance**  
January through December 2010  
UNAUDITED

	Actuals 2010	Budget 2010	Variance
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4541 · SID ASSESSMENT	200,000.04	200,000.00	0.04
4542 · Interest Income	1,783.81	2,000.00	-216.19
5680 · Advertising Income	2,600.00		2,600.00
5800 · Special events			
58862 · WINTER HOLIDAY	0.00	500.00	-500.00
58863 · Tractor Show/Goin' Green	300.00	500.00	-200.00
58864 · CAR SHOW	6,276.65	5,500.00	776.65
58865 · FESTIVAL IN THE BOROUGH	26,673.21	22,700.00	3,973.21
58866 · Business Awards	2,575.00	2,350.00	225.00
58867 · Warren County Bazaar	1,410.00	1,350.00	60.00
58868 · First Fridays	0.00	3,000.00	-3,000.00
58869 · FARMER'S MARKET	840.00	1,000.00	-160.00
58870 · Other	127.00		127.00
58871 · Halloween	150.00		150.00
<b>Total 5800 · Special events</b>	<b>38,351.86</b>	<b>36,900.00</b>	<b>1,451.86</b>
<b>Total Income</b>	<b>242,735.71</b>	<b>238,900.00</b>	<b>3,835.71</b>
<b>Expense</b>			
7200 · Salaries & related expenses			
7211 · EXECUTIVE DIRECTOR			
72112 · Class/Seminar	64.50	3,000.00	-2,935.50
7240 · Employee benefits - not pension	2,000.00	2,000.00	0.00
7211 · EXECUTIVE DIRECTOR - Other	57,000.00	57,000.00	0.00
<b>Total 7211 · EXECUTIVE DIRECTOR</b>	<b>59,064.50</b>	<b>62,000.00</b>	<b>-2,935.50</b>
72111 · Fundraising/Committe/Convention	2,557.20	2,500.00	57.20
7212 · Executive Assistant	28,098.22	27,400.00	698.22
7220 · Hourly Wage	3,017.50	3,000.00	17.50
7250 · Payroll taxes	9,439.98	8,750.00	689.98
7550 · Office Cleaning	599.00	600.00	-1.00
7552 · Consultant,PR	15,000.00	15,000.00	0.00
<b>Total 7200 · Salaries &amp; related expenses</b>	<b>117,776.40</b>	<b>119,250.00</b>	<b>-1,473.60</b>
7500 · Other personnel expenses			
7530 · Legal Fees & Filing	450.00	250.00	200.00
7541 · Accounting	5,000.00	3,500.00	1,500.00
7542 · Planning/Marketing	2,000.00	7,500.00	-5,500.00
7551 · Consultant Grants	1,680.00	10,000.00	-8,320.00
<b>Total 7500 · Other personnel expenses</b>	<b>9,130.00</b>	<b>21,250.00</b>	<b>-12,120.00</b>
8100 · Non-personnel expenses			
8110 · Supplies	1,659.14	2,050.00	-390.86
8122 · Payroll Expenses*	913.52	785.00	128.52
8123 · Workers Compensation	501.00	500.00	1.00
8127 · Bank Charges	211.58		211.58
8128 · Credit Card Processing Fees	445.69	350.00	95.69
8130 · Telephone & telecommunications	3,342.12	3,000.00	342.12
8140 · Postage, shipping, delivery	404.24	400.00	4.24
8160 · Equip rental & maintenance	72.24	280.00	-207.76
8170 · Printing & copying	707.88	900.00	-192.12
8180 · Books, subscriptions, reference	395.70	500.00	-104.30
8195 · Dues	615.00	850.00	-235.00
<b>Total 8100 · Non-personnel expenses</b>	<b>9,268.11</b>	<b>9,615.00</b>	<b>-346.89</b>
8200 · Occupancy expenses			
8210 · Rent	8,700.00	8,700.00	0.00
8211 · Rent - Storage	3,360.00	3,520.00	-160.00
8220 · Utilities	2,064.95	2,400.00	-335.05
<b>Total 8200 · Occupancy expenses</b>	<b>14,124.95</b>	<b>14,620.00</b>	<b>-495.05</b>



**WASHINGTON BUSINESS IMPROVEMENT DISTRICT**  
**Profit & Loss Budget Performance**  
January through December 2010  
UNAUDITED

	Actuals 2010	Budget 2010	Variance
<b>8600 · Business expenses</b>			
<b>8680 · PROGRAM COMMITTEES</b>			
<b>8681 · PUBLIC RELATIONS</b>			
<b>8683 · ADVERTISING</b>			
86830 · OtherAdvertisingPR	6,321.91	2,150.00	4,171.91
86831 · Buss/RealEstRecruitmentAdvertis	692.12	4,000.00	-3,307.88
<b>Total 8683 · ADVERTISING</b>	<b>7,014.03</b>	<b>6,150.00</b>	<b>864.03</b>
8684 · NEWSLETTER	0.00	1,100.00	-1,100.00
8685 · WEB SITE	2,259.00	3,600.00	-1,341.00
<b>8686 · SPECIAL EVENTS</b>			0.00
86861 · CRUISE NIGHT	978.00	800.00	178.00
86862 · WINTER HOLIDAY	2,349.21	1,600.00	749.21
86864 · CAR SHOW	4,000.69	4,000.00	0.69
86865 · FESTIVAL IN THE BOROUGH	30,740.21	27,500.00	3,240.21
86867 · WARREN COUNTY BAZAAR	579.79	1,000.00	-420.21
86868 · BUSINESS AWARDS	1,377.26	2,000.00	-622.74
86869 · FARMER'S MARKET	995.47	1,000.00	-4.53
86870 · OTHER	333.80		333.80
86871 · HALLOWEEN	251.12	300.00	-48.88
86872 · FIRST FRIDAY'S	850.00	1,200.00	-350.00
86873 · Tractor Show/GoIn' Green	622.21	900.00	-277.79
<b>Total 8686 · SPECIAL EVENTS</b>	<b>43,077.76</b>	<b>40,300.00</b>	<b>2,777.76</b>
8800 · BUSINESS RECRUITMENT	2,000.00		2,000.00
<b>Total 8681 · PUBLIC RELATIONS</b>	<b>54,350.79</b>	<b>51,150.00</b>	<b>3,200.79</b>
<b>8700 · PHYSICAL IMPROVEMENTS &amp; MAINTEN</b>			
<b>8703 · STREETScape</b>			
87032 · Signage	3,783.00	2,000.00	1,783.00
87036 · STREETScape-OTHER	2,351.60		2,351.60
87052 · BANNERS	2,552.43	2,000.00	552.43
87062 · LANDSCAPING	2,902.81	3,000.00	-97.19
<b>Total 8703 · STREETScape</b>	<b>11,589.84</b>	<b>7,000.00</b>	<b>4,589.84</b>
87030 · 44 E.WASHINGTON	14,685.06	5,000.00	9,685.06
87031 · Parking Lot			
87037 · Parking Lot Loan Payment	27,779.99	37,790.00	-10,010.01
87031 · Parking Lot - Other	1,265.00		1,265.00
<b>Total 87031 · Parking Lot</b>	<b>29,044.99</b>	<b>37,790.00</b>	<b>-8,745.01</b>
<b>Total 8700 · PHYSICAL IMPROVEMENTS &amp; MAIN</b>	<b>55,319.89</b>	<b>49,790.00</b>	<b>5,529.89</b>
<b>8900 · FINANCE &amp; ELECTIONS</b>			
8901 · Elections	509.96	800.00	-290.04
<b>8902 · INSURANCE</b>			
89021 · DIRECTORS & OFFICERS	1,966.54	2,000.00	-33.46
89022 · General Liability	1,883.00	1,500.00	383.00
<b>Total 8902 · INSURANCE</b>	<b>3,849.54</b>	<b>3,500.00</b>	<b>349.54</b>
<b>Total 8900 · FINANCE &amp; ELECTIONS</b>	<b>4,359.50</b>	<b>4,300.00</b>	<b>59.50</b>
<b>Total 8680 · PROGRAM COMMITTEES</b>	<b>114,030.18</b>	<b>105,240.00</b>	<b>8,790.18</b>
<b>Total 8600 · Business expenses</b>	<b>114,030.18</b>	<b>105,240.00</b>	<b>8,790.18</b>
<b>Total Expense</b>	<b>264,329.64</b>	<b>269,975.00</b>	<b>-5,645.36</b>
<b>Net Ordinary Income</b>	<b>-21,593.93</b>	<b>-31,075.00</b>	<b>9,481.07</b>
<b>Other Income/Expense</b>			

**WASHINGTON BUSINESS IMPROVEMENT DISTRICT**  
**Profit & Loss Budget Performance**  
January through December 2010  
UNAUDITED

		Actuals 2010	Budget 2010	Variance
<b>Other Income</b>				
	5900 · Verdin Clock Fundraiser	75.00		75.00
	5902 · Park	1,000.00		1,000.00
	5903 · Viridian	562.75		562.75
	<b>Total Other Income</b>	<b>1,637.75</b>		<b>1,637.75</b>
<b>Other Expense</b>				
	8708 · Verdin Clock			
	87083 · Bricks/Pavers	35.40		35.40
	87084 · Installation/Hardware	150.00		150.00
	87087 · Surveillance	2,710.80	8,000.00	-5,289.20
	87089 · Planters	300.00		300.00
	<b>Total 8708 · Verdin Clock</b>	<b>3,196.20</b>	<b>8,000.00</b>	<b>-4,803.80</b>
	8709 · Viridian Expenses	299.00		299.00
	<b>Total Other Expense</b>	<b>3,495.20</b>	<b>8,000.00</b>	<b>-4,504.80</b>
	<b>Net Other Income</b>	<b>-1,857.45</b>	<b>-8,000.00</b>	<b>6,142.55</b>
	<b>Net Income/Loss</b>	<b>-23,451.38</b>	<b>-39,075.00</b>	<b>15,623.62</b>



**MANAGERS WEEKLY REPORT**  
**1/14/11**

---

I am finalizing the paperwork associated with the Energy Efficiently and Conservation Block Grant with the State authorized vendor. If you recall, this grant will allow up to \$50K work of lighting improvements at the municipal building and library to be achieved with ZERO cost to the Borough. After everything this is properly filed, I will update you as to when the project will commence.

The Auditor will be starting the Annual Financial Statement next week. We should have it completed by the 2<sup>nd</sup> week of February, which is well in advance of the State-mandated deadline. Once the AFS is complete, you will receive an updated copy of the "draft" budget for your review. Subsequently, we will schedule budget workshops as-needed.



**MANAGERS WEEKLY REPORT**  
**1/21/11**

---

I have attached Local Finance Notice 2011-3, which further explains the new 2% budget CAP process. As you will see, should we need to take this path, it can be quite cumbersome. Although, since the referendum question (if needed) would be held on the same day as the BOE elections, there would be no cost to the Borough. I will be working with the CFO and preparing a "draft" budget document for Council for your meeting on February, 1<sup>st</sup>, to which Natasha will be in attendance.

**LFN 2011-3**

**January 14, 2011**

# Local Finance Notice

Chris Christie  
 Governor

Kim Guadagno  
 Lt. Governor

Lori Grifa  
 Commissioner

Thomas H. Neff  
 Director

**Contact Information**

**Director's Office**

V. 609.292.6613  
 F. 609.292.9073

**Local Government Research**

V. 609.292.6110  
 F. 609.292.9073

**Financial Regulation  
 and Assistance**

V. 609.292.4806  
 F. 609.984.7388

**Local Finance Board**

V. 609.292.0479  
 F. 609.633.6243

**Local Management Services**

V. 609.292.7842  
 F. 609.633.6243

**Authority Regulation**

V. 609.984.0132  
 F. 609.984.7388

**Mail and Delivery**

101 South Broad St.  
 PO Box 803  
 Trenton, New Jersey  
 08625-0803

Web: [www.nj.gov/dca/lgs](http://www.nj.gov/dca/lgs)

E-mail: [dlgs@dca.state.nj.us](mailto:dlgs@dca.state.nj.us)

**Distribution**

Municipal and Freeholder  
 Clerks  
 Municipal and County Chief  
 Financial Officers  
 Fire District Commissioners

## 2010 Levy Cap Law Guidance and CY 2011 Budgets

This Local Finance Notice is the first of three Notices that provide direction and guidance to all covered local units on the recently enacted 2010 levy cap law (2010 Cap), preparation of CY 2011 budgets, and CY 2011 levy cap referendum procedures. Local unit fiscal and policy officials should review all the Notices to ensure their budget procedures are consistent with the law.

This Notice covers the application of the property tax levy cap, N.J.S.A. 40A:4-45.44 et seq. P.L. 2010, c. 44 amended N.J.S.A. 40A:4-45.45 and 45.46. For the purposes of the levy cap, a local unit includes municipalities, counties, fire districts and existing solid waste collection districts with a tax rate of more than \$.10 (ten cents). Provisions of the 2010 Cap also apply to SFY 2012 municipalities and fire district CY 2011 budgets.

The 2010 Cap was enacted by the Legislature's support of Governor Christie's Conditional Veto of Senate Bill S-29 and enacted on July 13, 2010. A copy of the full, current 2010 Levy Cap law with the new text highlighted is included with this Notice.

To eliminate confusion about cap laws currently in effect, the following terms will be used to reference cap legislation:

- ▶ **1977 Cap:** The original municipal appropriation and county levy cap, as amended since it took effect in 1977, remains in effect. The most recent amendments in 2003 imposed a 2.5% limit on increases on municipal appropriations and county levies, using the formulas and provisions of N.J.S.A. 40A:4-45.1 through 4-45.43a, and amended in 2009 regarding pension deferrals.
- ▶ **2007 Cap** – the four percent levy cap on all local units was superseded by the 2010 Cap law.
- ▶ **2010 Cap** – amended the 2007 Cap to a two percent cap and modified exclusions.

Municipalities are subject to both the 1977 Cap and 2010 Cap while counties are subject to the lower of the two caps. While Chapter 44 changed the 2007 Cap, it did not change the 1977 Cap.

The CY 2010 Cap exclusion information generally applies to Fire Districts, though their budget process is different and well underway.

In addition to changing the four percent levy cap to two percent, the 2010 Cap eliminated the following cap provisions:

- Levy cap waivers approved by Local Finance Board; thus starting with CY 2011 budgets there will be no Local Finance Board cap relief actions for any reason.
- Automatic add-on to the levy cap base of state aid losses
- Add-on for increases in the reserve for uncollected taxes
- Cap levy reduction due to debt service reductions (“claw-back”)

Remaining unchanged and in effect are those waivers for certain individual municipalities previously approved by the Local Finance Board...

## 2010 Cap Exclusions

The 2010 Cap law significantly changed the cap exclusion calculation. However, while planning implementation of the law, the Division observed the law requires interpretation [pursuant to N.J.S.A. 40A:4-45.47(a)] to ensure the policy goals and legislative intent of the law are met. The following provides necessary direction and guidance in applying the 2010 Cap exclusions.

**General Exclusions:** There are several general exclusions: increases in debt service and capital expenditures; weather and other “declared” emergencies; pension contributions in excess of two percent, and health benefit cost increases in excess of 2 percent and limited by the increase in State Health Benefit rate increases (16.7 percent for CY 2011).

While some levy cap exclusions are treated as permanent add-ons, others will only be exclusions for the life of the specific appropriation. Table 1 following this Notice lists each exclusion, its explanation, and treatment.

**General Exclusions and Shared Services:** The Division has determined that recipients of shared services may exclude from their levy cap calculation increases passed on by the provider for the general exclusions described above. In these cases, the provider must certify to their recipients the specific increases in service charges in their budget, the amount passed along to their recipients, who must budget the increases. Certifications of shared service exclusions will be part of the recipient’s budget submission and reflected in the levy cap calculation workbook. The Division will issue forms for this purpose.

**Local Authority Service Agreements:** The 2010 Cap does not permit increases in costs billed to local units from local authorities through service agreements (i.e., for solid waste or related services) or user fees (i.e., solid waste tipping fees) to be excluded from the levy cap. The only exception to this will be payments required under a guarantee ordinance or deficiency agreement that is invoked by an authority, and in these cases, most likely through an emergency appropriation for debt service by the local unit. The 1977 cap exclusion of service agreement costs remains unchanged.

## Levy Cap Referendums

With the elimination of levy cap waivers approved by the Local Finance Board, local units may ask their voters to increase their levy above their cap limit. The 2010 Cap law requires a 50 percent plus 1 vote for approval. When needed by a municipality, levy cap referendum questions shall be combined with 1977 cap referendum questions in a single question.

To provide a consistent and cost effective statewide referendum process, municipal and county levy cap referendums will be held concurrently with school budget referendums on Wednesday, April 27, the date of school budget referenda for FY 2011-12 school budgets.

The Division is working with the Division of Elections and the Department of Education to develop coordinated procedures and policies to ensure a sound election process that encompasses voting for school budgets and a municipal and/or county levy cap vote at the same time (fire district referendums are governed by separate laws). Detailed guidance on the referendum process will be issued soon. The guidance will also address questions concerning the form of questions.

In the meantime, if a municipality or county is considering a referendum, the following elements should be considered:

- a. The referendum date will be Wednesday, April 27, the same day as school budget referenda. A resolution will serve to trigger the referendum, not an ordinance.
- b. Release of formula State aid allocations can be anticipated with the Governor's budget address on February 22, 2011.
- c. If a referendum is being considered, an introduced budget must include an estimated amount for the planned referendum, and there will be a single question for 1977 and 2010 levy caps
- d. Budgets with a planned referendum and an estimated amount of excess levy must be introduced by March 7, with a final amount of the referendum amount to be set or a decision made to opt-out of the referendum by April 7.

At the same time a local unit proposes a budget with a referendum question, it should also consider and be prepared with budget solutions that can be implemented immediately if the referendum fails. These plans may include layoffs, service reductions, or other actions to ensure levy cap compliance. This planning should keep in mind that Transitional Aid requests must be made prior to budget introduction and there will be no additional discretionary aid programs available to municipalities for additional financial assistance if the referendum fails.

It is expected that Transitional Aid Application will be made available in the near future, but only municipalities facing extreme distress (an inability to otherwise fund critical payroll or make debt service payments) will be eligible for funds and aid a condition of receiving aid will be to give up significant elements of self governance. An example of the Memorandum of Understanding that is required of recipients is online.

### Other Budget Issues

**Service Transfers:** A service transfer occurs when one local unit transfers the responsibility and the cost of funding a service to another local unit or to a subordinate agency of the local unit, such as a utility or authority. In these cases, the transferring local unit no longer has the responsibility of funding the cost of the service.

In these cases, there will be a levy cap base adjustment for both government entities, pro-rated as necessary for the period of time the transfer is in effect. For the transferring local unit, the adjustment will be based on the prior year's expenditure less offsetting revenues. For the providing local unit, the adjustment will be the current year appropriation, less offsetting revenues the provider will receive. Shared services are not considered transferred services and will not result in levy cap base adjustments.

Service transfers and the impact on the levy cap must also be described in the local unit's budget message.

**Levy Cap Banking Established:** The 2010 Levy Cap law also created provisions for levy cap banking (N.J.S.A. 40A:4-45.45). This will permit a local unit to reserve or "bank" any unused levy cap balance for up to three years, and use it as a permanent exclusion in any of those subsequent years. The levy cap worksheet has been amended to calculate the levy cap bank.

**Recycling Tax:** An amendment to the 2007 Cap created an exception for amounts raised to pay the recycling tax of \$3.00 per ton assessed pursuant to NJSA 13:1E-96.5. The levy cap workbook provides an add-on for the amount budgeted each year for this purpose.

**Unforeseen Circumstances:** The Director is authorized to act as necessary to make levy cap interpretations on matters that were unseen when the law was adopted. This authority will be used as necessary to ensure consistency with the statute.

**Levy Cap Workbook:** The Division is finalizing the Excel-based levy cap workbook. Its availability will be announced through GovConnect and the DLGS News List-serve shortly.

**1977 Cap Matters:** The 1977 Cap Cost of Living Adjustment (COLA) rate for FY 2011 is two percent (2%), subject to the adoption of an ordinance (municipalities) or resolution (counties) for increase to 3.5% and banking. See Local Finance Notice 2010-20 for specific details.

In addition all pension costs are subject to the 1977 cap, subject to the following adjustments:

- For CY 2011, if the local unit did not defer a portion of its 2009 pension obligations the amounts budgeted for such obligations outside the cap in the prior year will be added to the Cap Base, prior to the application of the 2% limitation.
- If the local unit deferred a portion of its 2009 payment, the increase in the CY 2010 pension obligations amount that is in excess of 3.5% of the CY 2009 100% pension obligations will be added to the CY 2011 cap base, prior to the application of the 2% limitation.

The Division is aware of and appreciates the challenges faced by local unit elected, management, and finance officials as they prepare their CY 2011 budgets. Information will continue to be forthcoming as soon as it is available and local units are asked to exercise patience as guidance is released over the next few weeks. In the meantime, questions concerning unique circumstances can be emailed to the Division at [dlgs@dca.state.nj.us](mailto:dlgs@dca.state.nj.us).

---

Thomas H. Neff, Director



**TABLE 1 – 2010 LEVY CAP EXCLUSIONS**

Statutory Exclusion	Application and Interpretation Notes
Capital expenditure increases	<ul style="list-style-type: none"> <li>• Improvements financed under Local Bond Law provisions meeting the definition in the law – non-operating expenses with useful life of more than 5 years</li> <li>• All appropriations in the capital improvement section of the budget, including, but not limited to:                             <ul style="list-style-type: none"> <li>○ Capital leases<sup>1</sup> entered into before July 1, 2007 (date the 2007 Cap took effect)</li> <li>○ Capital cash appropriation in budget but excluding any appropriations that are offset with grant revenues</li> <li>○ Deferred charges to future taxation unfunded (where an improvement is authorized and funding is provided from a budget appropriation in lieu of issuing debt service)</li> </ul> </li> <li>• Increases in capital expenditure costs that are part of a shared service agreement; pursuant to certifications by service provider.</li> <li>• Capital expenditure exclusions will be treated as permanent exclusions</li> </ul>
Debt service increases	<ul style="list-style-type: none"> <li>• All appropriations in the debt service section of the budget, including, but not limited to:                             <ul style="list-style-type: none"> <li>○ General Obligation, full faith and credit debt</li> <li>○ Refunding bonds, regardless of purpose</li> <li>○ Bond Anticipation Notes</li> <li>○ Interest on Tax Anticipation Notes</li> </ul> </li> <li>• Local Budget Law protected notes (N.J.S.A. 40A:4-75)                             <ul style="list-style-type: none"> <li>○ Emergency Notes as authorized under the Local Budget Law</li> <li>○ Special Emergency Notes</li> </ul> </li> <li>• Debt service emergencies and down-payment emergencies</li> <li>• Increases in debt service that is part of a shared service agreement; pursuant to certifications by service provider.</li> <li>• Increases in debt service are treated as permanent exclusions (no reduction of base when debt is reduced, i.e., claw-back).</li> </ul>

<sup>1</sup> For the purposes of the levy cap calculations, post-July 1, 2007 capital leases are not considered exclusions. They are not treated as debt service as there is no statutory provision for the local unit to enter into a long-term obligation (the lease) that is not debt-based (full faith and credit and issued under the Local Bond Law) that provides for ownership. Alternatively, a “true” lease is not a capital expenditure because the local unit must enter into a “lease with option to buy” from the financing organization, the cost of the lease is considered an operating cost and not a capital investment.

Statutory Exclusion	Application and Interpretation Notes
<p>Emergencies – weather and “declared” emergencies</p>	<ul style="list-style-type: none"> <li>• Local Budget Law protected notes will only be excluded for the time the emergency is funded.</li> <li>• Regulations are expected to be proposed shortly to define emergencies eligible for cap relief and will likely provide for the following:               <ul style="list-style-type: none"> <li>○ Extraordinary costs related to an emergency formally declared by the Governor of New Jersey.                   <ul style="list-style-type: none"> <li>▪ Examples are weather related (i.e., hurricanes, snow storms) and civil disturbances pursuant to N.J.S.A. 40A:4-46, 40A:4-53, 54, 55, et seq.</li> </ul> </li> <li>○ Costs of emergencies that are funded through shared service agreements.</li> <li>○ An emergency will only be excluded for the time the emergency is funded.</li> </ul> </li> </ul>
<p>Pensions and Health Benefits</p>	<ul style="list-style-type: none"> <li>• All increases in PERS, PFRS, local system pension contributions, accrued liability, early retirement, prepayment of deferred pension obligations, and LOSAP appropriations over 2% are treated as permanent exclusions. Payments of deferred pension obligations are exclusions only for the life of the repayment; all other increases are permanent exclusions.</li> <li>• All increases in health insurance coverage over 2% and below the SHB average increase (16.7% for CY 2011) are exclusions.</li> <li>• Increases in costs of health insurance <b>waivers</b> are not treated as exclusions. Beginning with CY 2011, costs related to health insurance waivers must be reflected as a separate line item in the budget.</li> <li>• Increases in pension and health benefits that are part of increased costs to a shared service agreement; pursuant to certifications by service provider.</li> </ul>

## 2010 Local Unit Levy Cap Law

P.L. 2007, Chapter 62, as amended by P.L. 2008, Chapter 6

and as amended by P.L.2010, Chapter 44 (S-29 R1), approved July 13, 2010

*(Additions from P.L. 2010, c.44 are underlined; deletions not shown)*

### **40A:4-45.44 Definitions relative to property tax levy cap concerning local units.**

For the purposes of sections 9 through 13 of P.L.2007, c.62 (C.40A:4-45.44 through C.40A:4-45.47 and C.40A:4-45.3e):

"Adjusted tax levy" means an amount not greater than the amount to be raised by taxation of the previous fiscal year, less any waivers from a prior fiscal year required to be deducted by the Local Finance Board pursuant to section 11 of P.L.2007, c.62 (C.40A:4-45.46), that result multiplied by 1.02, to which the sum of exclusions defined in subsection b. of section 10 of P.L.2007, c.62 (C.40A:4-45.45) shall be added.

"Amount to be raised by taxation" means the property tax levy set in the annual budget of a local unit.

"Local unit" means a municipality, county, fire district, or solid waste collection district, but shall not include a municipality that had a municipal purposes tax rate of \$0.10 or less per \$100 for the previous tax year.

"New ratables" means the product of the taxable value of any new construction or improvements times the tax rate of a local unit for its previous tax year.

(cf: P.L.2007, c.62, s.9)

### **40A:4-45.45 Cap on calculation of adjusted tax levy by local unit; exclusions.**

10. a. (1) In the preparation of its budget the amount to be raised by taxation by a local unit shall not exceed, except as provided in paragraph (2) of this subsection, the sum of new ratables, the adjusted tax levy, and the total of waivers approved pursuant to section 11 of P.L.2007, c.62 (C.40A:4-45.46); provided, however, that in the case of a county, the amount to be raised by taxation shall not exceed the amount permitted by section 4 of P.L.1976, c.68 (C.40A:4-45.4).

(2) A local unit that has not been granted approval for a waiver pursuant to section 11 of P.L.2007, c.62 (C.40A:4-45.46), may add to its adjusted tax levy in any one of the next three succeeding years, the amount of the difference between the maximum allowable amount to be raised by taxation or county purposes tax, as applicable, for the current local budget year pursuant to paragraph (1) of this subsection and the actual amount to be raised by taxation or county purposes tax, as applicable, for the current local budget year.

b. The following exclusions shall be added to the calculation of the adjusted tax levy:

increases in amounts required to be raised by taxation for capital expenditures, including debt service as defined by law;

increases in pension contributions and accrued liability for pension contributions in excess of 2.0%;

increases in health care costs equal to that portion of the actual increase in total health care costs for the budget year that is in excess of 2.0% of the total health care costs in the prior year, but is not in excess of the product of the total health care costs in the prior year and the average percentage increase of the State Health Benefits Program, P.L.1961, c.49 (C.52:14-17.25 et seq.), as annually determined by the Division of Pensions and Benefits in the Department of the Treasury; and

extraordinary costs incurred by a local unit directly related to a declared emergency, as defined by regulation promulgated by the Commissioner of the Department of Community Affairs, in consultation with the Commissioner of Education, as appropriate.

If there are no exclusions, then the amount of the difference shall reduce the adjusted tax levy by that amount. Any cancelled or unexpended appropriation for any exclusion pursuant to this subsection or waiver pursuant to section 11 of P.L.2007, c.62 (C.40A:4-45.46), also shall be deducted from the sum of the exclusions listed in paragraphs (1) through (6) or directly reduce the adjusted tax levy if there are no exclusions.

(cf: P.L.2009, c.19, s.4)

**40A:4-45.45a Amounts raised to pay recycling tax treated as exclusion for calculation of adjusted tax levy.**

4. Notwithstanding the provisions of section 10 of P.L.2007, c.62 (C.40A:4-45.45) to the contrary, amounts required to be raised to pay the recycling tax imposed by section 4 of P.L.2007, c.311 (C.13:1E-96.5) shall be treated as an exclusion that shall be added to the calculation of the adjusted tax levy.

L.2008, c.6, s.4.

**40A:4-45.46 Public question submitted for approval to raise taxes above the limitation allowable.**

11. a. (Deleted by amendment, P.L.2009, c.44)

b. (1) The governing body of a local unit may request approval, through a public question submitted to the legal voters residing in its territory to increase the amount to be raised by taxation by more than the allowable adjusted tax levy. Approval shall be by an affirmative vote of in excess of 50 percent of the people voting on the question at the election. The local unit budget proposing the increase shall be introduced and approved in the manner otherwise provided for budgets of that local unit at least 20 days prior to the date on which the referendum is to be held, and shall be published in the manner otherwise provided for budgets of the local unit at least 12 days prior to the referendum date, unless otherwise directed by the Director of the Division of Local Government Services in the Department of Community Affairs.

(2) The public question to be submitted to the voters at the referendum shall state only the amount by which the adjusted tax levy shall be increased by more than the otherwise allowable adjusted tax levy, and the percentage rate of increase which that amount represents over the allowable adjusted tax levy. The public question shall include an accompanying explanatory statement that identifies the changes in appropriations or revenues that warranted the governing body's decision to ask the public question; or, in the alternative and subject to the approval of the Director of the Division of Local Government Services in the Department of Community Affairs, a clear and concise narrative explanation of the circumstances for the increased adjusted tax levy being proposed.

(3) Unless otherwise provided pursuant to section 1 of P.L.1989, c.31 (C.40A:4-5.1), a referendum conducted pursuant to this subsection shall be held:

(a) for calendar year budgets only on the fourth Tuesday in January and the second Tuesday in March other than in a year when a presidential primary election occurs, in which case no such election on that date may be called; and

(b) for fiscal year budgets, only the last Tuesday in September, or the second Tuesday in December; provided, however, that no referendum shall be held on the same day as a referendum to exceed the school district levy cap.

(4) Any decision of the voters rejecting an increase to the tax levy cap under this subsection shall be final and conclusive, and no appeal or review shall be taken therefrom and no waiver application shall be made to the Local Finance Board.

(5) The director is authorized to act as necessary in order to consolidate ballot questions and procedures when a governing body elects to hold a referendum under both this section and section 9 of P.L.1983, c.49 (C.40A:4-45.16).<sup>1</sup>

c. (Deleted by amendment, P.L.2010, c.44)

d. The adjusted tax levy shall be increased or decreased accordingly whenever the responsibility and associated cost of an activity performed by a local unit is transferred to or from a local unit, other government entity, or other service provider.

(cf: P.L.2007, c.62, s.11)

**40A:4-45.47 Actions taken by director to implement provisions concerning cap on the property tax levy; rules, regulations.**

12. a. The Director of the Division of Local Government Services in the Department of Community Affairs shall take such action as is deemed necessary and consistent with the intent of sections 9 through 11 of P.L.2007, c.62 (C.40A:4-45.44 through C.40A:4-45.46) to implement its provisions.

b. The director, in consultation with the Commissioner of Education regarding referendum dates, shall promulgate rules and regulations to effectuate the purposes of subsection b. of section 11 of P.L.2007, c.62 (C.40A:4-45.46).

L.2007, c.62, s.12.

13. This act shall take effect immediately and shall be applicable to the next local budget year following enactment.

---

**WASHINGTON TOWNSHIP POLICE**  
**DEPARTMENT**

**MONTHLY REPORT**

**2010**

<b>ACTIVITY</b>	<b>DECEMBER</b>
<b>POLICE DISPATCHED INCIDENTS</b>	<b>2,571</b>
<b>TOTAL CRIMINAL INVESTIGATIONS</b>	<b>TOWNSHIP = 43</b>
	<b>BOROUGH = 67</b>
	<b>OXFORD = 8</b>
<b>TOTAL CRIMINAL ARREST</b>	<b>TOWNSHIP = 18</b>
	<b>BOROUGH = 16</b>
	<b>OXFORD = 1</b>
<b>TOTAL MOTOR VEHICLE CRASHES</b>	<b>TOWNSHIP = 27</b>
	<b>BOROUGH = 11</b>
	<b>OXFORD = 5</b>
<b>MOTOR VEHICLE STOPS/COMPLAINTS</b>	<b>341</b>
<b>MOTOR VEHICLE SUMMONS</b>	<b>TOWNSHIP = 77</b>
	<b>BOROUGH = 76</b>
	<b>OXFORD = 22</b>
<b>CRIMES TO ANOTHER'S PROPERTY</b>	<b>41</b>
<b>CDS /ALCOHOL INCIDENTS</b>	<b>31</b>
<b>DOMESTIC/FAMILY ISSUES</b>	<b>45</b>
<b>ALARMS</b>	<b>46</b>
<b>EMS/FIRE CALL</b>	<b>114</b>
<b>OTHER TYPES</b>	<b>1,910</b>
<b>PATROL MILE (APPROX.)</b>	<b>19,865</b>

**WASHINGTON TOWNSHIP POLICE**  
**DEPARTMENT**

**YEAR END REPORT**

**2010**

ACTIVITY	2010 TOTALS
<b>POLICE DISPATCHED INCIDENTS</b>	<b>35,745</b>
<b>TOTAL CRIMINAL INVESTIGATIONS</b>	<b>TOWNSHIP = 588</b>
	<b>BOROUGH = 953</b>
<i>* STARTED IN FEBRUARY OF 2010</i>	<b>*OXFORD = 158</b>
<b>TOTAL CRIMINAL ARREST</b>	<b>TOWNSHIP = 214</b>
	<b>BOROUGH = 346</b>
<i>*STARTED IN FEBRUARY OF 2010</i>	<b>*OXFORD = 33</b>
<b>TOTAL MOTOR VEHICLE CRASHES</b>	<b>TOWNSHIP = 246</b>
	<b>BOROUGH = 184</b>
<i>*STARTED IN FEBRUARY OF 2010</i>	<b>OXFORD = 32</b>
<b>MOTOR VEHICLE STOPS/COMPLAINTS</b>	<b>5,057</b>
<b>MOTOR VEHICLE SUMMONS</b>	<b>TOWNSHIP = 1,506</b>
<i>AUG, SEPT, OCT- MISSING- COURT FAILED TO PROVIDE</i>	<b>BOROUGH = 1,437</b>
<i>*STARTED IN FEBRUARY OF 2010</i>	<b>OXFORD = 430</b>
<b>CRIMES TO ANOTHER'S PROPERTY</b>	<b>651</b>
<b>CDS /ALCOHOL INCIDENTS</b>	<b>218</b>
<b>DOMESTIC/FAMILY ISSUES</b>	<b>830</b>
<b>ALARMS</b>	<b>676</b>
<b>EMS/FIRE CALL</b>	<b>1,335</b>
<b>OTHER TYPES</b>	<b>26,517</b>
<b>PATROL MILE (*APPROX.)</b>	<b>*258,931</b>

Friday, January 28, 2011  
8:51:41 AM

# Issues by Assigned To

Status	Title	Due Date	Priority	Category	Opened By	Opened Date
Carlos Barros						
Resolved		25-Jan-11	(2) Normal	Special Detail	Debbie Smolar	24-Jan-11
	Issue Count:	0				
Status	Title	Due Date	Priority	Category	Opened By	Opened Date
John Burd						
working on it		22-Oct-10	(2) Normal	Curbs	Debbie Smolar	21-Oct-10
Active		09-Dec-10	(2) Normal	Special Detail	Debbie Smolar	06-Dec-10
Resolved		26-Jan-11	(1) High	Special Detail	Debbie Smolar	25-Jan-11
Active		27-Jan-11	(1) High	Storm Damage	Debbie Smolar	20-Jan-11
Active		31-Jan-11	(2) Normal	Storm Damage	Debbie Smolar	26-Jan-11
	Issue Count:	0				
Status	Title	Due Date	Priority	Category	Opened By	Opened Date
Local Code I Official						
working on it		07-Jan-11	(2) Normal	Garbage Issues	Debbie Smolar	05-Jan-11
Active		27-Jan-11	(1) High	Garbage Issues	Debbie Smolar	26-Jan-11
	Issue Count:	0				



# Issues Details

Friday, January 28, 2011

8:51:30 AM

## Issue 343

<b>Assigned To:</b>	John Burd	<b>Status</b>	working on it
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Curbs
<b>Opened Date</b>	21-Oct-10	<b>Priority</b>	(2) Normal
		<b>Due Date</b>	10/22/2010

John, per Rich please repaint the curbs yellow on all sides at the following location:

- 1) Route 31 and Gibson Place
- 2) Route 31 and 57 Intersection
- 3) Rt 57 and Broad St-Belvidere Ave.
- 4) Rt. 57 and North and South Lincoln Ave.
- 5) Rt. 57 and North and South Prospect St.

Please advise the Manager's office when this is done.

Thank you,  
Debbie

11/22/10: Per John working on it due to weather may not be finish until Spring 2011

## Issue 353

<b>Assigned To:</b>	John Burd	<b>Status</b>	Active
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Special Detail
<b>Opened Date</b>	06-Dec-10	<b>Priority</b>	(2) Normal
		<b>Due Date</b>	12/9/2010

John, Rich would like for you to clean the Library 's gutters. There is one over the entry door and after the last rainfall they had a leaked in the window display. If the cleaning of the gutters doesn't work the metal over the roof may need to be clamped more tightly.

Please advise the Manager's Office when this is done.

Thank you,  
Debbie

**Issue 357**

<b>Assigned To:</b>	Local Code   Official	<b>Status</b>	working on it
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Garbage Issues
<b>Opened Date</b>	05-Jan-11	<b>Priority</b>	(2) Normal
		<b>Due Date</b>	1/7/2011

Mike, Councilman Boyle noticed that there is a large amount of furniture placed on the front lawn at 90 Church Street.

Please advise the Manager's Office when this done.

Thank you,

Debbie

1/11/11 Per Mike this is going to take a little time there is an Estate involved.

**Issue 359**

<b>Assigned To:</b>	John Burd	<b>Status</b>	Active
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Storm Damage
<b>Opened Date</b>	20-Jan-11	<b>Priority</b>	(1) High
		<b>Due Date</b>	1/27/2011

John, Mrs. Heather Rick from 55 North Jackson Ave., called in to advise she had severe ice storm damage and had down branches from her tree.

I advised her that our road dept is in the mist of preparing for another snow storm and will get to it when they can. She gave me her phone # 835-0292 please let me know when you can pick them up and I can call her to advise the day ahead of pick up. She doesn't want to place them out on the curb because they will get buried in the snow.

Thank you,

Debbie

**Issue 360**

<b>Assigned To:</b>	Carlos Barros	<b>Status</b>	Resolved
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Special Detail
<b>Opened Date</b>	24-Jan-11	<b>Priority</b>	(2) Normal
		<b>Due Date</b>	1/25/2011

Carlos, can you please put a light bulb in the exit sign in the Manager's office. Also, please make sure all the bulbs in the exit signs are working.

Debbie

1/26/11 : Everything is done.

**Issue 361**

<b>Assigned To:</b>	John Burd	<b>Status</b>	Resolved
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Special Detail
<b>Opened Date</b>	25-Jan-11	<b>Priority</b>	(1) High
		<b>Due Date</b>	1/26/2011

John, Rich wants you to call the State road Dept. concerning a sign by the parking lot and Vanatta Street on Route 57 that is down and the pole is just in there. They need to replace it.

Please advise the Manager's Office when this is done.

1/25/11: Per John Burd he spoke to Kevin Miller the State Road Supervisor 3 weeks ago concerning this. However, he spoke to someone today at the State Garage they will come to fix it and put a cone there. John offered to put one there but they said no the State will do that.

**Issue 362**

<b>Assigned To:</b>	Local Code I Official	<b>Status</b>	Active
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Garbage Issues
<b>Opened Date</b>	26-Jan-11	<b>Priority</b>	(1) High
		<b>Due Date</b>	1/27/2011

Mike, I received a Municipal Service Request through the website from a Lucas Lytle who resides at 41 Grand Ave. claiming his garbage has not been picked up for 3 weeks. Can you please check this out. His phone # 908-674-1642.

Please advise the Manager's office what the outcome is of this matter.

Debbie

**Issue 363**

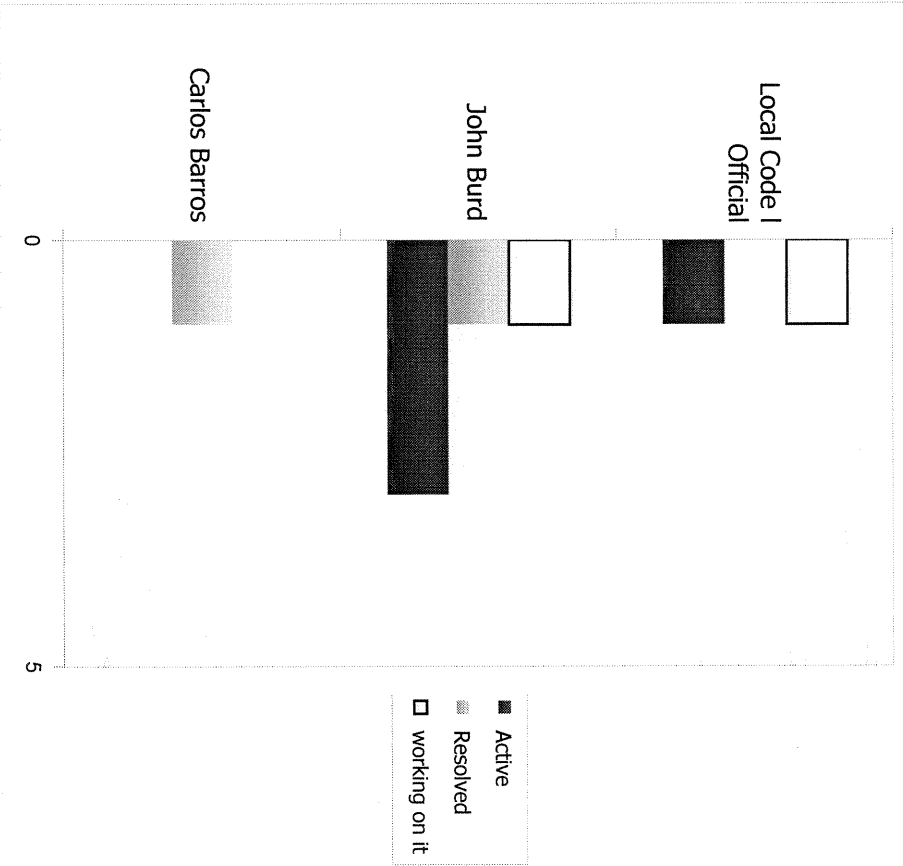
<b>Assigned To:</b>	John Burd	<b>Status</b>	Active
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Storm Damage
<b>Opened Date</b>	26-Jan-11	<b>Priority</b>	(2) Normal
		<b>Due Date</b>	1/31/2011

John, a resident called in from 31 Prosper Way that branches came down from a storm the other night. He will have the branches on Van Buren on the curb. I did advise him that due to the inclement weather we have been having the branches will be picked up when you have a chance. He said he will leave them by the curb and I advise if he does that to please make sure the snow is not covering them.

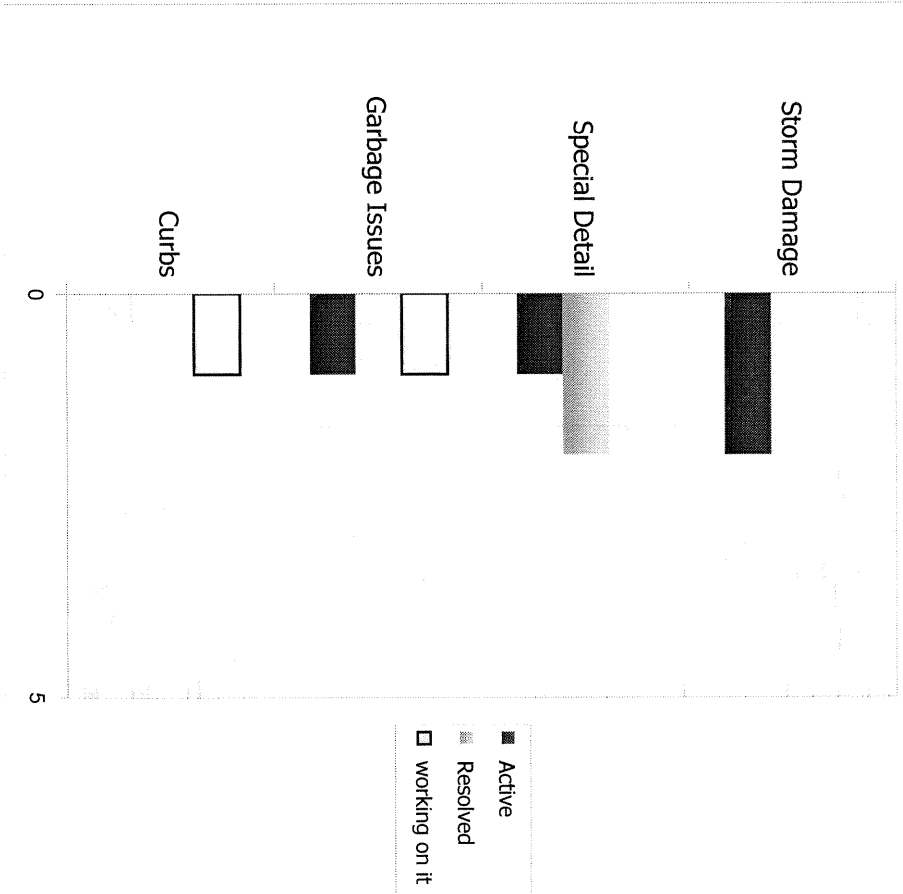
Please advise the Manager's office when this is done.

Debbie

Issues by Assigned To



Issues by Category



Founded 1884

# GEBHARDT & KIEFER

A PROFESSIONAL CORPORATION  
L A W O F F I C E S

1318 ROUTE 31  
PO BOX 4001 · CLINTON, NJ 08809-4001  
TELEPHONE (908) 735-5161  
FACSIMILE (908) 735-9351  
WWW.GKLEGAL.COM

SOMERSET COUNTY OFFICE  
1170 ROUTE 22 EAST · BRIDGEWATER, NJ 08807  
TELEPHONE (908) 725-5157  
October 2, 2003

WILLIAM C. GEBHARDT  
1884-1929  
W. READING GEBHARDT  
1919-1980  
PHILIP R. GEBHARDT  
1924-1986  
E. HERBERT KIEFER  
1933-1988

□ ALSO MEMBER OF CA BAR  
< ALSO MEMBER OF FL BAR  
+ ALSO MEMBER OF MA BAR  
" ALSO MEMBER OF MN  
BAR  
9 ALSO MEMBER OF PA BAR  
□ ALSO MEMBER OF NY  
AND PA BARS  
□ ALSO MEMBER OF NY  
BAR  
1 CERTIFIED BY THE  
SUPREME COURT OF NJ  
AS A MATRIMONIAL  
ATTORNEY

REPLY TO CLINTON, NJ

RCUSHING@GKLEGAL.COM

RICHARD DIETERLY  
JAMES H. KNOX  
RICHARD P. CUSHING  
MARK H. CHAZIN □  
WILLIAM W. GOODWIN, JR. 1  
SHARON HANDROCK MOORE □  
ROBERT C. WARD, JR.  
JOHN G. MANFREDA +  
JACOB A. PAPAY, JR. 9  
JOSEPH F. TRINITY  
SUSAN R. RUBRIGHT <  
JUDITH A. KOPEN "  
LORI KOPF MACWILLIAM □  
DEBORAH B. ROSENTHAL 9  
WILLIAM J. RUDNIK 9  
ARTHUR D. FIALK  
STEVEN D. FARSIQUO 9  
FRANK HICKMAN III □

Mayor and Council  
Borough of Washington  
100 Belvidere Avenue  
Washington, NJ 07882

**Re: Recreation Commission or Board**

Dear Mayor and Council:

You have asked us to outline the options available in connection with providing recreational activities in the Borough. Currently, the Borough of Washington has a Board of Recreation Commissioners pursuant to Washington Code §3-55.1. There has been a question raised as to whether the municipality could reorganize the powers and duties of the Recreation Commission or delegate certain authority to a Recreation Board in a different manner than is currently authorized.

## 1. The Powers and Duties of the Recreation Commission

Under the existing Washington Code, a Board of Recreation Commissioners pursuant to N.J.S.A. 40:12-1 and 40:12-1.1 was established consisting of seven residents of the Borough and two alternate members. The members are appointed for a period of five years. They have the power to supervise and regulate all parks, playgrounds and recreational areas belonging to the Borough, to establish, supervise and regulate the recreation program to meet the recreational needs of the residents of the Borough, to adopt rules and regulations necessary to carry out their purposes, to appoint personnel as may be required to carry out the responsibilities of the Board of Recreation Commissioners, to recommend to the governing body a budget for the Board of Recreation Commissioners operation and all other powers and authority set forth in N.J.S.A. 40:12-1 through 40:12-15, except that they shall not have the authority to acquire lands for public playgrounds and recreation places without the prior authorization of the governing body. The Washington Code further provides that, if a court declares that the Board shall have the power to acquire lands without the necessity of securing the prior authorization of the governing body, the Washington Code provision creating the Board of Recreation Commissioners shall be immediately and automatically repealed and the powers of the Board of Recreation Commissioners shall be revested in the governing body.

## **2. Options Available To Municipalities in connection with Providing Recreational Activities**

The following options are available to the Borough in terms of the organization and delegation of powers to provide recreational activities.

**A. Power Retained By Mayor and Council.** Under N.J.S.A. 40:61-1 and 40:48-1 & 2, the municipality has broad powers to acquire, improve and maintain public parks, open spaces, play grounds, places for public resorts and recreation, to construct buildings thereon, and by ordinance make and enforce rules and regulations for the use of parks, open spaces, play grounds and places for public recreation.

A municipality, therefore, may run its recreation activities directly, without benefit of a recreation commission if it so desires. Additionally, the Mayor and Council would have the authority to create a Recreation Committee to make recommendations to the Mayor and Council as to how recreational activities in the community should be carried out. Such a committee would be advisory in nature.

**B. Recreation Commissions.** There are two statutes which specifically address recreation commissions. N.J.S.A. 40:12-1 et seq., under which a current commission operates, provides for the creation of a board of recreation commissioners of 3-7 members. A municipality is not required to create a board of recreation commissioners, but has the authority to do so if it chooses. Under this statutory scheme, the board is empowered to:

1. Select and acquire lands for public playgrounds and recreation places by gift or purchase, condemnation or lease if acquisition has been approved by the governing body. Title to all lands acquired vests in the municipality.

2. The municipal governing body shall annually fix an appropriate budget for the Board of Recreation Commissioners and provide a suitable office or offices for the Board of Recreation Commissioners.

3. The Board of Recreation Commissioners shall have full control over all lands, play grounds and recreation places acquired or leased, including the ability to appoint custodians, supervisors, assistants, secretaries, clerks and a recreation director.

4. The Board of Recreation Commissioners also has the authority under the statute to arrange and provide for exhibitions, plays, concerts, games, contests, and charge a reasonable admission fee and service charges from participants.

**C. Three Person Recreation Commission** Under N.J.S.A. 40:61-17 through 23, the municipality may create a three person recreation commission. Under that statute, a recreation commission has the power to:

1. Purchase or otherwise acquire in its own name, lands for recreation purposes and improve, maintain and police those lands;

2. The Recreation Commission may also borrow money, incur indebtedness and issue bonds to carry out its powers. Under the statute any bond issued shall not be the obligation of the municipality, but the obligation of the commission and shall constitute a lien on the property acquired by the commission. However, under this statute, it does not appear that the municipal governing body provides for the budget of the recreation commission.

3. The statute also does not give the recreation commission the ability to hire employees.

4. It may arrange and provide for exhibitions, concerts, games, contests and sporting events, charge a reasonable admission fee and lease recreation lands to any persons for the purpose of giving indoor or outdoor exhibitions, games, contests and sporting events.

Both types of recreation commission authorized by the statute are autonomous agencies having some significant grade of independence from the municipal governing body. As such, they may make significant policy decisions on behalf of the municipality, even though insulated from direct control by the municipal governing body. Under the Commission created by N.J.S.A. 40:12-1, et seq., recreation lands are titled in the name of the municipality, as opposed to recreation lands being titled in the Commission's name under N.J.S.A. 40:61-17 - 23. Under the former statute, which is the basis for the Borough of Washington's ordinance, the Commission hires employees, including a Recreation Director; under the latter, the Commission has no ability to hire employees. Under the former, the municipality is required to budget for the recreation Commission; under the latter, the Recreation Commission has the authority to borrow money and issue bonds which are not the obligation of a municipality, but the obligation of the Commission.



**D. Faulkner Act Option.** A municipality adopting a Faulkner Act form of government, such as the Borough of Washington, the municipality may have the option of eliminating some autonomous agencies. In fact, the Supreme Court in *Myers v. Cedar Grove Township*, 36 N.J. 51 (1961), determined that a municipality which had adopted a Council-Manager form of government under the Faulkner Act was not required to maintain a separate and independent board, but could instead have a board functioning only in an advisory capacity. The *Myers v. Cedar Grove Twp.* case involved a Board of Health, rather than a Recreation Commission. However, it does not appear that there would be any reason that the holding would not apply to a Recreation Commission. Also, in that case, the question arose at the time that the municipality first adopted a form of government under the Faulkner Act, but it does not appear that there would be any reason to limit a municipality's ability to restructure its affairs after the Faulkner Act form of government was already in place. The Supreme Court, in *Myers*, referenced a preliminary explanatory text in the Report of the Commission on Municipal Government which explained the reasons behind the Faulkner Act. That report stated, in pertinent part, "In all cases, the local governing body is authorized to establish advisory boards so as to have the advantage of the broadest possible citizen consultation and participation in the affairs of local government." Final Report of the Commission on Municipal Government at page 13 (1949). In addition, Attorney General Opinion F.O. 1980, No. 15 also supports the position that Faulkner Act municipalities may reorganize or abolish local boards, in that case, a local assistance board.

#### 4. Summary

As indicated earlier, the municipality under the general statutes has the power to put in place parks and playgrounds and define duties of employees regarding the same. It would appear, therefore, that if the Borough chose, it could put in place an advisory recreational Board which could not act independently of the governing body in, for example, such matters as having its own budget and staff as is permitted under N.J.S.A. 40:12-1, et seq., or in issuing bonds and acquiring property in its own name, as is permitted under N.J.S.A. 40:61-17, et seq. However, should the governing body choose to do so, under the Council-Manager form of government, the duties that had been previously handled by the autonomous recreation commission would be instead assigned to the Borough Manager, since under N.J.S.A. 40:69A-91 the Borough Manager is the individual through whom all administrative services are performed..

If you have any further questions or concerns regarding the above, please do not hesitate to contact me.

Very truly yours,

JUDITH A KOPEN

JAK/sls



BOROUGH OF WASHINGTON  
WARREN COUNTY  
ORDINANCE # \_\_\_\_\_ 2011

RESTRUCTURING RECREATION SERVICES

**WHEREAS,** the Mayor and Council have determined that it would be in the best interests of the Borough to restructure the manner in which it handles recreational services by creating a Board of Recreation Commissioners to replace the current advisory Recreation Committee;

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of Washington, in the County of Warren and State of New Jersey, as follows:

**Section 1.** Article VIIIA, including Sections 3-55.1 through 3-55.7 of Chapter 3 of the Code of the Borough of Washington is repealed in its entirety.

**Section 2.** A new Article VIIIA of Chapter 3 of the Code of the Borough of Washington entitled "Board of Recreation Commissioners" is hereby created as follows:

**§ 3-55.1. Establishment.**

- A. Pursuant to the provisions of N.J.S.A. 40:12-1 and 40:12-1.1, there is hereby established a Board of Recreation Commissioners to consist of seven residents of the Borough and two alternate members, who shall also be residents of the Borough.
- B. Alternate members may participate in discussions of the proceedings but may not vote except in the absence or disqualification of a regular member of the Board of Recreation Commissioners. A vote shall not be delayed in order that a regular member may vote instead of an alternate member. In the event that a choice must be made as to which alternate member is to vote, Alternate No.1 shall vote.
- C. No alternate member shall be permitted to act on any matter in which the alternate member has either directly or indirectly any personal or financial interest. An alternate member may, after public hearing, if he or she requests one, be removed by the governing body for cause.

**§ 3-55.2. Appointment of members.**

The Mayor shall nominate and, by and with the advice and consent of the Council, shall appoint all members of the Board of Recreation Commissioners in the manner provided by law for the appointment of Borough officers.

**§ 3-55.3. Terms; vacancies**

- A. All members of the Board of Recreation Commissioners shall be appointed for a period of five years and until their successors are duly appointed and qualified; provided, however, that, in the case of the initial appointment of members of the Board, the initial terms shall be for periods of one, two, three, four and five years, respectively, with two members having initial terms of one year and two members having initial terms of two years.

- B. Vacancies occurring in the membership of the Board shall be filled by the Mayor and with the advice and consent of the Council.
- C. Alternate members shall be designated at the time of appointment as "Alternate No. 1" and "Alternate No. 2." The length of the terms of the alternate members shall be the same as the length of the terms of the regular members of the Board of Recreation Commissioners. In the case of initial appointment of the alternate members, the initial term for Alternate No. 1 shall be five years and Alternate No. 2 shall be four years.
- D. A vacancy occurring otherwise than by expiration of term for regular and alternate members shall be filled by the governing body for the unexpired term only.

**§ 3-55.4. Powers and duties.**

- A. Subject to the general authority of the governing body, the Board of Recreation Commissioners shall have the following powers and duties:
  - (1) To supervise and regulate all parks, playgrounds and recreational areas belonging to the Borough. It shall be the Borough's responsibility to maintain said parks, playgrounds and recreational areas.
  - (2) To establish, supervise and regulate the recreation program to meet the recreational needs of the residents of the Borough.
  - (3) To promulgate, adopt and approve such rules and regulations as the Board of Recreation Commissioners shall deem necessary to carry out its purposes and objects, subject to the review and approval of the governing body.
  - (4) To appoint such personnel as may be required to carry out the responsibilities of the Board of Recreation Commissioners for each calendar year, except that the Director of Recreation shall be appointed by the Borough Manager, as described below.
  - (5) To recommend, in consultation with the Director of Recreation, to the governing body a budget for the operation of the Board of Recreation Commissioners for each calendar year.
- B. The Board of Recreation Commissioners shall, in addition, have such powers and authority as is provided pursuant to N.J.S.A. 40:12-1 through 40:12-15, inclusive, except that the Board of Recreation Commissioners shall not have the authority to acquire lands for public playgrounds and recreation places without the prior authorization of the governing body.

**§ 3-55.5. Officers.**

The Board of Recreation Commissioners shall have the power to appoint from among its members a Chairman, who shall be the presiding officer, and such additional officers as the Board may desire, whose terms shall expire on December 31 in the year of appointment or until their successors are elected and qualified.

**§ 3-55.6. Termination of powers and duties.**

In the event that a court of competent jurisdiction declares that the Board of Recreation Commissioners shall have the power to acquire lands for public playgrounds without the necessity of securing prior authorization therefore by the governing body, this article shall immediately and automatically be repealed, and the powers and duties of the Board of Recreation Commissioners shall be vested in the governing body.

### **§3-55.7. Director of Recreation**

There is hereby created a Director of Recreation who shall be appointed by the Manager. The Director shall serve under the supervision of the Manager as to fiscal affairs, statutory responsibilities related to open public meetings and public bidding of contracts, but shall serve under the supervision of the Recreation Commission as to the day-to-day responsibilities of overseeing Borough recreation services. The Director shall receive such compensation as may be provided for the by Salary Ordinance. The Director shall be responsible for the development and execution of programs and activities for recreation and operation and maintenance of Borough parks and pool, in consultation with the Recreation Commissioners.

### **§3-55.8. Powers and Duties of Director**

The Director shall have the following specific duties:

- A. Take charge of and be responsible for the day to day Recreation activities of the Borough.
- B. Be responsible to the Borough Manager for the development of and adherence to the annual and capital budget, personnel policies and all financial and purchasing policies. The Director shall consult with the Manager in connection with all significant annual and capital budget, personnel policies and all financial and purchasing policies issues.
- C. Hire all recreation employees in consultation with the Recreation Commissioners.
- D. Prepare detailed annual plans and budget recommendations for the maintenance and operation of all parks, playgrounds, pool and facilities for recreation and cultural programs sponsored by the Borough in consultation with the Recreation Commissioners.
- E. Administer and expend departmental funds in accordance with the budget appropriations and ordinances and the financial procedures established by the Manager.
- F. Establish, evaluate and propose, to the extent feasible, programs for every age group population of the Borough, in consultation with the Recreation Commissioners.
- G. Coordinate all volunteer or community group efforts to provide recreational programming as they relate to Borough facilities or calendar in consultation with the Recreation Commissioners.
- H. Attend all meetings of the Recreation Commissioners. and respond to and consider advice from the Recreation Commissioners.
- I. Seek out recreation and senior citizen grants and write grant applications, in consultation with the Recreation Commissioners.

**§ 3-55.9. When effective.**

In accordance with Chapter 3, Article II, Section 15, Subsection E of the Code of the Borough of Washington, this Ordinance shall become effective 20 days after final passage unless the Council, by an affirmative vote of five (5) Council Members, shall adopt a resolution declaring the Ordinance to be an emergency upon which said Ordinance will take effect upon final passage.

**RESOLUTION #41-2011**

**A RESOLUTION FOR REDEMPTION OF TAX CERTIFICATE**

**As per N.J.S.A.54:5**

**KNOW ALL PERSONS BY THESE PRESENTS, THAT, WHEREAS**, lands in the taxing district of Washington Borough, County of Warren, State of New Jersey, were sold on September 16, 2010 to Stuart Lasher, PO Box 83, Milltown, NJ 08850-0083, in the amount of \$548.34 for taxes or other municipal liens assessed for the year 2009 in the name of Pereira, Maria C and Pedro, Maria, as supposed owners, and in said assessment and sale were described as 60 McKinley Ave, Block 69 Lot 5, which sale was evidenced by Certificate #10-00024; and

**WHEREAS**, I, Kay F. Stasyshan, the Collector of Taxes of said taxing district of the Borough of Washington, do certify that on 1-25-11 and before the right to redeem was cut off, as provided by law, Vantium Capital, Inc, claiming to have an interest in said lands, did redeem said lands claimed by Stuart Lasher, by paying the Collector of Taxes of said taxing district of Washington Borough the amount of \$3,296.51, which is the amount necessary to redeem Tax Sale Certificate #10-00024

**NOW THEREFORE BE IT RESOLVED**, on this 1<sup>st</sup> day of February, 2011 by the Mayor and Council of the Borough of Washington, County of Warren to authorize the Treasurer to issue a check payable to Stuart Lasher, PO Box 83, Milltown, NJ 08850-0083 in the amount of **\$3,596.51** (\$3,296.51 Amount redeemed + \$300.00 premium).

**BE IT FURTHER RESOLVED**, that the Tax Collector is authorized to cancel this lien on Block 69 Lot 5 from the tax office records.

The above Resolution was moved by \_\_\_\_\_, seconded by

\_\_\_\_\_, voted and carried this 1<sup>st</sup> day of February, 2011.

Roll Call:      Ayes:

Nays:

Abstentions:

\_\_\_\_\_  
Kristine Blanchard, RMC  
Borough Clerk

cc: Kay F. Stasyshan, Tax Collector  
Paula Drake, Accounts Payable Clerk

**RESOLUTION #42-2011**

**A RESOLUTION FOR REDEMPTION OF TAX CERTIFICATE**

**As per N.J.S.A.54:5**

**KNOW ALL PERSONS BY THESE PRESENTS, THAT, WHEREAS**, lands in the taxing district of Washington Borough, County of Warren, State of New Jersey, were sold on November 17, 2009 to US Bank Cust Pro Capital I LLC, TLGS; 2 Liberty Place, 50 South 16<sup>th</sup> Street Ste 1950, Philadelphia, PA 19102, in the amount of \$96.95 for taxes or other municipal liens assessed for the year 2008 in the name of Pereira, Maria C & Pedro, Maria, as supposed owners, and in said assessment and sale were described as 60 McKinley Ave, Block 69 Lot 5, which sale was evidenced by Certificate #09-00014; and

**WHEREAS**, I, Kay F. Stasyshan, the Collector of Taxes of said taxing district of the Borough of Washington, do certify that on 1-27-11 and before the right to redeem was cut off, as provided by law, Vantium Capital, Inc, claiming to have an interest in said lands, did redeem said lands claimed by US Bank Cust Pro Capital LLC, by paying the Collector of Taxes of said taxing district of Washington Borough the amount of \$148.95, which is the amount necessary to redeem Tax Sale Certificate #09-00014.

**NOW THEREFORE BE IT RESOLVED**, on this 1st day of February, 2011 by the Mayor and Council of the Borough of Washington, County of Warren to authorize the Treasurer to issue a check payable to US Bank Cust Pro Capital LLC, TLGS; 2 Liberty Place, 50 South 16<sup>th</sup> Street Ste 1950, Philadelphia, PA 19102 in the amount of \$148.95.

**BE IT FURTHER RESOLVED**, that the Tax Collector is authorized to cancel this lien on Block 69 Lot 5 from the tax office records.

The above Resolution was moved by \_\_\_\_\_, seconded by

\_\_\_\_\_, voted and carried this 1st day of February, 2011.

Roll Call:      Ayes:

                    Nays:

                    Abstentions:

\_\_\_\_\_  
Kristine Blanchard, RMC  
Borough Clerk

cc: Kay F. Stasyshan, Tax Collector  
Paula Drake, Accounts Payable Clerk



BILL LIST 2/01/2011

P.O. Type: All  
 Format: Detail with Line Item Notes  
 Range: 1-05-55-502-000-000 to 1-05-55-999-999-999  
 Rcvd batch Id Range: First to Last  
 Department Page Break: No  
 Received Date Range: 01/19/11 to 12/31/11  
 Print Alpha Capital/Trust, Alpha Grant, & Revenue Accts: N  
 Open: N Rcvd: Y Paid: Y  
 Held: N Aprv: Y Void: N  
 Bid: Y State: Y Other: Y  
 Include Non-Budgeted: Y

Budget Account	Description	Item Description	Amount	Stat	Chk	Enc	First Rcvd	Chk/Void	Invoice	PO Type
----------------	-------------	------------------	--------	------	-----	-----	------------	----------	---------	---------

Fund: SEWER OPERATING FUND

1-05-55-502-000-036	office supplies									
11-00067	2 QUILL	QUILL CORPORATION	18.99	A			01/13/11	01/27/11	1596891	
	Tracking Id: 2430	Office Supplies (General) (Non-Exempt)								

1-05-55-502-000-078	SEWER OPERATING utilities-water									
11-00098	2 NJWATR	NJ AMERICAN WATER CO. INC	9.47	A			01/19/11	01/27/11		B
	Tracking Id: 3615	Utilities - Water (Exempt)								
	SLOAN HYDRANT									

Department Total: 28.46  
 CAFR Total: 28.46  
 Fund Total: SEWER OPERATING FUND 28.46  
 Year Total: 28.46

Total P.O. Items: 2 Total List Amount: 28.46 Total Void Amount: 0.00

Fund Description	Fund	Budget Total
SEWER OPERATING FUND	1-05	28.46
Total of All Funds:		28.46

P.O. Type: All  
 Format: Detail with Line Item Notes  
 Range: 0-05-55-502-000-000 to 0-05-55-999-999-999  
 Rcvd Batch Id Range: First to Last  
 Department Page Break: No  
 Received Date Range: 01/19/11 to 12/31/11  
 Open: N Rcvd: Y Paid: Y  
 Held: N Aprv: Y Void: N  
 Bid: Y State: Y Other: Y  
 Include Non-Budgeted: Y

Budget Account Description Item Description Amount Stat/Chk Enc Date Date Chk/Void Invoice PO Type

Fund: SEWER OPERATING FUND

0-05-55-502-000-036 Office Supplies  
 10-01299 3 QUILL QUILL CORPORATION TONER-SEWER  
 Tracking Id: 2430 Office Supplies (General) (Non-Exempt) 233.09 A 12/30/10 01/27/11 1221574

0-05-55-502-000-071 SEWER OPERATING Utilities-Electricity  
 10-01121 11 GPU JCP&L 11/18-12/21/10 KINNAMAN AVE 27.33 A 10/27/10 01/27/11  
 Tracking Id: 3611 Utilities - Electric (Exempt)  
 10-01121 12 GPU JCP&L 12/11-1/10/11 RAMAPO WAY 21.04 A 10/27/10 01/27/11  
 Tracking Id: 3611 Utilities - Electric (Exempt) 48.37

Department Total: 281.46  
 CAFR Total: 281.46  
 Fund Total: SEWER OPERATING FUND 281.46  
 Year Total: 281.46

Total P.O. Items: 3 Total List Amount: 281.46 Total Void Amount: 0.00

Fund Description	Fund	Budget Total
SEWER OPERATING FUND	0-05	281.46
Total of All Funds:		281.46

P.O. Type: All  
 Range: First to Last  
 Format: Detail with Line Item Notes Received Date Range: 01/19/11 to 12/31/11  
 Include Non-Budgeted: Y  
 Open: N Rcvd: Y Paid: Y  
 Held: N Aprv: Y Void: N  
 Bid: Y State: Y Other: Y

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	First Rcvd	Chk/Void	Date	Invoice	1099	Excl
---------------	------	---------	-------------	----------	---------	--------	----------------	-----------	-------------	----------	----------	------------	----------	------	---------	------	------

ASHVD A & S HYDRAULICS, INC.

11-00041		01/11/11	HYDRAULIC HOSES		B	145.00	1-01-26-290-000-025	B	STREETS & ROADS Vehicle Maint	A		01/11/11	01/26/11		1631		N
			Tracking Id: 310														
3			HYDRAULIC HOSES-PARTIAL PYMNT			55.00	1-01-26-290-000-025	B	STREETS & ROADS Vehicle Maint	A		01/11/11	01/26/11		1627		N
			Tracking Id: 310														
						200.00											

11-00084		01/19/11	HOSES		B	165.00	1-01-26-290-000-025	B	STREETS & ROADS Vehicle Maint	A		01/19/11	01/26/11		1627		N
			Tracking Id: 290														
			AND ADD HYDRAULIC FLUID														

11-00135		01/24/11	VEHICLE MAINTENANCE & PARTS		B	180.00	1-01-26-290-000-025	B	STREETS & ROADS Vehicle Maint	A		01/24/11	01/26/11		1627		N
			Tracking Id: 310														

Vendor Total: 545.00																	
ADTSEC ADT SECURITY SYSTEMS INC.																	
11-00058		01/11/11	JAN-APRIL SECURITY MONITORING		B	244.27	1-01-26-310-000-026	B	BUILDINGS & GROUNDS Maint other Equip	A		01/11/11	01/24/11		39289574		N
			Tracking Id: 2990														
Vendor Total: 244.27																	

BTCC BAKER & TAYLOR COMPANY INC.																	
10-01095		10/22/10	Books		B	18.40	0-01-29-390-000-033	B	MUNICIPAL LIBRARY Books & Pubs	A		10/22/10	01/26/11				N
			Tracking Id: 510														
9			BOOK WITH BARCODE			9.28	0-01-29-390-000-033	B	MUNICIPAL LIBRARY Books & Pubs	A		10/22/10	01/27/11		3016805665		N

Vendor # Name

PO # PO Date Description Contract PO Type Amount Charge Account Acct Type Description Stat/chk Enc Date Date Chk/Void Invoice Excl

Tracking Id: 510 Books and Other Publications (Non-Exempt) B MUNICIPAL LIBRARY Books & Pubs A 10/22/10 01/27/11 301681511 N  
 10 2/BOOKS WITH BARCODE 30.42 0-01-29-390-000-033  
 Tracking Id: 510 Books and Other Publications (Non-Exempt) -----  
 58.10

10-01219 11/24/10 Books B  
 9 6/BOOKS WITH BARCODES 91.81 0-01-29-390-000-033 B MUNICIPAL LIBRARY Books & Pubs A 11/24/10 01/27/11 3016844814 N  
 Tracking Id: 510 Books and Other Publications (Non-Exempt)  
 10 9/BOOKS WITH BARCODES 140.54 0-01-29-390-000-033 B MUNICIPAL LIBRARY Books & Pubs A 11/24/10 01/27/11 3016822490 N  
 Tracking Id: 510 Books and Other Publications (Non-Exempt) -----  
 232.35

Vendor Total: 290.45

BARTLETT BARTLETT TREE EXPERTS

10-01285 12/23/10 FERTILIZE/TRIM DOWNTOWN TREES B  
 2 PRUNE 44 GOLDEN RAIN TREES 2,430.00 0-01-26-313-000-029 B SHADE TREE COMMISSION other Contr Svcs A 12/23/10 01/27/11 31990675-0 N  
 Tracking Id: 3592 Tree Trimming (Non-Exempt)

Vendor Total: 2,430.00

BLUEDI BLUE DIAMOND DISPOSAL, INC.

10-01251 12/08/10 SOLID & VEG. WASTE DISPOSAL B  
 4 DEC 175.47/TNS SOLID WASTE 12,282.90 0-01-31-465-000-000 B SOLID WASTE DISPOSAL A 12/08/10 01/27/11 165717 N  
 Tracking Id: 3192 Solid Waste Tipping Fees (Non-Exempt)

10-01252 12/08/10 SOLID WASTE COLLECTION SERVICE B  
 3 SOLID WASTE COLLECTION SERVICE 6,500.00 0-01-26-305-000-028 B SOLID WASTE COLLECTION Contractual Svcs A 12/08/10 01/27/11 165717 N  
 Tracking Id: 3652 Waste Removal Services (Non-Exempt)  
 DECEMBER 2010

11-00157 01/27/11 SOLID WASTE DISPOSAL SERVICE  
 1 SOLID WASTE DISPOSAL SERVICE 17,500.00 0-01-26-305-000-028 B SOLID WASTE COLLECTION Contractual Svcs A 01/27/11 01/27/11 165717 N  
 Tracking Id: 3651 Waste Removal Services (Exempt)  
 FOR DECEMBER 2010

01/27/11  
15:42:47

BOROUGH OF WASHINGTON  
Purchase Order Listing By Vendor Name

Vendor # Name  
PO # PO Date Description Contract PO Type  
Item Description Amount Charge Account Acct Type Description Stat/Chk Enc Date Date Chk/Void Invoice Excl

Vendor Total: 36,282.90

CONLEY CONLEY & SOZANSKY, LLC  
10-01100 10/22/10 LEGAL SERVICES 7/1 - 12/31/10 B  
4 10/1-12/31/10 REAL ESTATE TAX 621.69 0-01-20-150-000-027 B TAX ASSESSMENT Legal SVCS A 10/22/10 01/21/11 N  
Tracking Id: 2800 Professional Services - Legal (Exempt)  
MATTERS

Vendor Total: 621.69

WCTRE1 COUNTY OF WARREN  
11-00107 01/19/11 1ST QTR 2011 COUNTY TAXES  
1 1ST QTR 2011 COUNTY TAXES 729,702.93 1-01-55-208-000-000 B County Taxes Payable A 01/19/11 01/21/11 N  
Tracking Id: 3312 Taxes - County (Exempt)  
Vendor Total: 729,702.93

COUNTY COUNTY OF WARREN-TREASURER'S 0  
11-00125 01/20/11 2010 ADDED, OMITTED & ROLLBACK  
1 2010 ADDED, OMITTED & ROLLBACK 2,103.92 0-01-55-209-000-000 B Due to County for AO A 01/20/11 01/21/11 N  
Tracking Id: 971 Debt Service (Exempt)  
Vendor Total: 2,103.92

KUBICH DAVID D. KUBICH  
11-00139 01/26/11 REFERREE FEES  
1 REFERREE FEES 90.00 T-16-00-858-000-867 B YOUTH BASKETBALL Referees/Umpires A 01/26/11 01/27/11 N  
Tracking Id: 3272 Sports Referee/Umpire Services (Non-Exempt)  
1/14/11  
3/4 BOYS  
BOW V. WASH. TWP.  
\$25

5/6 BOYS  
BOW V. WASH. TWP  
\$30

7/8 BOYS

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/chk	Enc Date	First Rcvd	Chk/Void	Invoice	1099
BOW V. WASH. TWP						\$35									
Vendor Total: 90.00															
-----															
ELIZG ELIZABETHOWN GAS															
11-00096	01/19/11		NATURAL GAS USAGE		B										
2 12/9-1/8/11			NATURAL GAS-MUNI.			2,469.53	1-01-31-446-000-000		B NATURAL GAS	A		01/19/11	01/27/11		N
			Tracking Id: 3612				Utilities - Gas (Exempt)								
BLDG															
3 12/9-1/8/11			DPW NEW GARAGE			909.93	1-01-31-446-000-000		B NATURAL GAS	A		01/19/11	01/27/11		N
			Tracking Id: 3612				Utilities - Gas (Exempt)								
-----															
						3,379.46									
-----															
11-00100	01/19/11		JAN-MAR NATURAL GAS-LIBRARY		B										
2 12/9-1/8/11			NATURAL GAS-LIB.			746.45	1-01-29-390-000-079		B MUNICIPAL LIBRARY Natural Gas	A		01/19/11	01/27/11		N
			Tracking Id: 3612				Utilities - Gas (Exempt)								
Vendor Total: 4,125.91															
EMERG ENFORYS FIRE SYSTEMS, INC.															
11-00046	01/11/11		2011 INSPECTION SYSTEM MAINT												
1 2011			INSPECTION SYSTEM MAINT			500.00	1-01-25-265-000-033		B FIRE & SAFETY CODE ENF Books & Pubs	A		01/11/11	01/21/11	ESP1102026	N
			Tracking Id: 840				Computer Software Maintenance (Exempt)								
FOR INSPECTION SYSTEM															
Vendor Total: 500.00															
FASTEN FASTENAL															
11-00075	01/19/11		2/BLOCK PILLARS & HARDWARE												
1 2/BLOCK			PILARS & HARDWARE			183.73	1-01-26-290-000-058		B STREETS & ROADS Other Equip & Supplies	A		01/19/11	01/24/11		N
			Tracking Id: 1790				Foundry Casting Equip & Supplies (Non-Exempt)								
BARRIER FOR OIL SEPARATOR															
Vendor Total: 183.73															
LUKOIL FLEET SERVICES															



Vendor # Name PO # PO Date Description Contract PO Type Acct Type Description Stat/Chk Enc Date Date Date Invoice Excl

10-01276 12/16/10 GASOLINE & DIESEL 33.14 0-01-31-460-000-000 B GASOLINE & DIESEL A 12/16/10 01/21/11 24943223 N

3 12.551/GALS GASOLINE/CODE ENF Tracking Id: 1810 Fuel (Gasoline & Diesel) (Non-Exempt) B GASOLINE & DIESEL A 12/16/10 01/21/11 24943223 N

4 49.43/GALS GASOLINE & DIESEL/ Tracking Id: 1810 Fuel (Gasoline & Diesel) (Non-Exempt) B GASOLINE & DIESEL A 12/16/10 01/21/11 24943223 N

5 311.645/GALS GASOLINE&DIESEL/ Tracking Id: 1810 Fuel (Gasoline & Diesel) (Non-Exempt) B GASOLINE & DIESEL A 01/21/11 01/21/11 24943223 N

FIRE DEPARTMENT  
DPW  
TRANSFER WHEN ADDITIONAL MONEY BECOMES AVAILABLE FOR 2010

-----  
1,042.74

11-00088 01/19/11 GASOLINE & DIESEL 341.52 1-01-31-460-000-000 B GASOLINE & DIESEL A 01/19/11 01/21/11 24943223 N

2 121.878/GALS GASOLINE & DIESEL Tracking Id: 1810 Fuel (Gasoline & Diesel) (Non-Exempt) B GASOLINE & DIESEL A 01/19/11 01/21/11 24943223 N

DPW REMAINING BALANCE OF 2010 CHARGES  
POSTED TO 2011 WILL DO ADJUSTMENT  
TRANSFER WHEN ADDITIONAL MONEY BECOMES AVAILABLE FOR 2010

Vendor Total: 1,384.26

GARLIC GARLICK CARPET CLEANING

10-01205 11/24/10 AUG-DEC SPRAY BUFF MUNI FLOORS 420.00 0-01-26-310-000-024 B BUILDINGS & GROUNDS Clean/maint. Bldgs A 11/24/10 01/24/11 N

3 CLEAN & SPRAY BUFF MUNICIPAL Tracking Id: 610 Building Maintenance Services (Non-Exempt)

SEPT 5TH & 19TH, OCT 10TH & 24 TH,  
NOV 14TH & 27TH AND DEC 19TH 2010

Vendor Total: 420.00

GEBHAR GEBHARDT & KIEFFER, P.C.

10-01292 12/23/10 2010 MUNICIPAL ATTORNEY SERV 4.166.63 0-01-20-155-000-027 B LEGAL Legal SVCS A 12/23/10 01/21/11 N

2 DEC 2010 ATTORNEY SERVICES Tracking Id: 2800 Professional Services - Legal (Exempt)

Vendor Total: 4,166.63

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Enc Date Date	Chk/Void	Invoice	1099
---------------	--------------------------	------------------	-----------------------	-----------------------	----------	------------	---------------	----------	---------	------

GOV/PURCH GRANJ

	11-00032 01/07/11 2011 GRANJ MEMBERSHIP		90.00 1-01-20-100-000-044	B GENERAL ADMIN Professional] Dues	A	01/07/11	01/21/11		2011	N
	1 2011 GRANJ MEMBERSHIP									
	Tracking Id: 1012									
	FOR RICHARD PHELAN									
	Vendor Total:		90.00							

HARMON HARMONY SAND & GRAVEL, INC.

	11-00038 01/11/11 ROAD GRIT			B						
	2 26.19/TMS ANTI SKID 1/4" GRITS		288.09 1-01-26-290-000-031	B S & R Chemical, Gases, Road Materials&sup] A	A	01/11/11	01/24/11		92050/83325	N
	Tracking Id: 2950									
	3 25.43/TMS ANTI SKID 1/4" GRITS		279.73 1-01-26-290-000-031	B S & R Chemical, Gases, Road Materials&sup] A	A	01/11/11	01/24/11		92051/83326	N
	Tracking Id: 2950									
	Vendor Total:		567.82							

11-00073 01/19/11 ROAD GRIT

	2 26.13/TMS 1/4" ANTI-SKID GRITS		287.43 1-01-26-290-000-031	B						
	Tracking Id: 2950			B S & R Chemical, Gases, Road Materials&sup] A	A	01/19/11	01/24/11		92093/83368	N
	3 25.69/TMS 1/4" ANTI-SKID GRITS		282.59 1-01-26-290-000-031	B S & R Chemical, Gases, Road Materials&sup] A	A	01/19/11	01/24/11		92095/83371	N
	Tracking Id: 2950									
	Vendor Total:		570.02							

HEYER HEYER, GRUEL & ASSOCIATES

	11-00145 01/26/11 PLANNER - P & P OF WASHINGTON									
	1 PLANNER - P & P OF WASHINGTON		1,292.50 T-13-00-687-000-000	B P & P OF WASHINGTON LLC	A	01/26/11	01/27/11		30147	N
	Tracking Id: 1380									
	ESCROW (Exempt)									
	SERVICES THROUGH 12/31/10									
	Vendor Total:		1,292.50							

IMAGEC IMAGE COPY SYSTEMS, INC

	11-00104 01/19/11 JAN-MAR 7255 COPY MACHINE RNTL									
	2 JAN 7255 COPY MACHINE RENTAL		348.75 1-01-20-100-000-028	B GENERAL ADMIN Contractual] services	A	01/19/11	01/24/11		168135812	N

Vendor # Name	PO # PO Date Description	Contract PO Type	Item Description	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Enc Date	Chk/Void	Invoice	1099
							Date	Date	Date		Excl

Tracking Id: 950 Copier Equipment (Non-Exempt)  
FOR 2011

Vendor Total: 348.75

INTSA INTERNATIONAL SALT COMPANY, LLC

10-01151 11/04/10 80/TNS SALT

3 18.53/TNS SALT PARTIAL PAYMENT 1,099.76 0-01-26-290-000-031 B  
Tracking Id: 3070 Salt & Ice Control Materials (Non-Exempt)

INVOICE #00350881 TOTALING 22.73/TNS

10-01204 11/24/10 SALT

3 10.88/TNS SALT REMAINING BAL. 645.73 T-14-00-890-000-000 B  
Tracking Id: 3060 Salt & Ice Control Materials (Exempt)

INVOICE #00350654 TOTALING 22.36/TNS

4 23.43/TNS SALT 1,390.57 T-14-00-890-000-000 B  
Tracking Id: 3060 Salt & Ice Control Materials (Exempt)

5 22.93/TNS SALT 1,360.90 T-14-00-890-000-000 B  
Tracking Id: 3060 Salt & Ice Control Materials (Exempt)

6 18.93/TNS SALT PARTIAL PAYMENT 1,123.50 T-14-00-890-000-000 B  
Tracking Id: 3060 Salt & Ice Control Materials (Exempt)

INVOICE#00354158 TOTALING 22.71/TNS

4,520.70

10-01297 12/30/10 SALT

2 4.20/TNS SALT PARTIAL PAYMENT 249.27 0-01-26-290-000-031 B  
Tracking Id: 3070 Salt & Ice Control Materials (Non-Exempt)

INVOICE# 00350881 TOTALING 22.73/TNS

3 24.34/TNS SALT 1,444.57 0-01-26-290-000-031 B  
Tracking Id: 3070 Salt & Ice Control Materials (Non-Exempt)

4 22.27/TNS SALT 1,321.72 0-01-26-290-000-031 B  
Tracking Id: 3070 Salt & Ice Control Materials (Non-Exempt)

5 21.95/TNS SALT 1,302.73 0-01-26-290-000-031 B  
Tracking Id: 3070 Salt & Ice Control Materials (Non-Exempt)

6 11.48/TNS SALT PARTIAL PAYMENT 681.34 0-01-26-290-000-031 B  
Tracking Id: 3070 Salt & Ice Control Materials (Non-Exempt)

INVOICE# 00350654 TOTALING 22.36/TNS

00350881	N
00350881	N
00350654	N
00350654	N
00350654	N
00350654	N





Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Rcvd	Enc Date	Date	CHK/Void	Invoice	1099	Excl
---------------	------	---------	-------------	----------	---------	--------	----------------	-----------	-------------	----------	------------	----------	------	----------	---------	------	------

Vendor Total: 1,377.25

NJLWM N. J. S. LEAGUE OF MUNICIPALITIES																	
11-00014	01/07/11	NEWLY ELECTED OFFICIALS CLASS	115.00	1-01-20-110-000-041	B	MAYOR & COUNCIL Conf & Meetings	A	01/07/11	01/21/11	S-2611	N						
Tracking Id: 1020 Education & Training (Exempt)																	
TORRES																	

Vendor Total: 115.00

NJWATR NJ AMERICAN WATER CO. INC																	
11-00097	01/19/11	JAN - JUNE 2011 WATER USAGE	88.00	1-01-31-445-000-000	B	WATER	A	01/19/11	01/27/11		N						
Tracking Id: 3615 utilities - Water (Exempt)																	
2	12/10-1/11/11	WATER-MUNI BLDG	74.50	1-01-31-445-000-000	B	WATER	A	01/19/11	01/27/11		N						
Tracking Id: 3615 utilities - Water (Exempt)																	
3	12/9-1/10/11	WATER USAGE-PARK	75.73	1-01-31-445-000-000	B	WATER	A	01/19/11	01/27/11		N						
Tracking Id: 3615 utilities - Water (Exempt)																	
4	12/15-1/14/11	WATER-VARA FIELD	9.32	1-01-31-445-000-000	B	WATER	A	01/19/11	01/27/11		N						
Tracking Id: 3615 utilities - Water (Exempt)																	
5	12/9-1/10/11	WATER-ALLEGER ST GARAGE			B	WATER	A	01/19/11	01/27/11		N						
Tracking Id: 3615 utilities - Water (Exempt)																	

Vendor Total: 247.55

11-00099 01/19/11 JAN - JUNE WATER USAGE LIBRARY																	
2	12/10-1/11/11	WATER-LIBRARY	80.65	1-01-29-390-000-072	B	MUNICIPAL LIBRARY Water	A	01/19/11	01/27/11		N						
Tracking Id: 3615 utilities - Water (Exempt)																	

Vendor Total: 328.20

NJPPAR NJN PUBLISHING INC.																	
10-01022	10/05/10	LEGAL ADVERTISING	53.02	0-01-20-120-000-021	B	CLERK Legal Advertising	A	10/05/10	01/21/11		N						
Tracking Id: 2231 Legal Advertising (Exempt)																	
7	ORD#11-2010	& AFFIDAVIT	13.67	0-01-20-120-000-021	B	CLERK Legal Advertising	A	10/05/10	01/21/11		N						
Tracking Id: 2231 Legal Advertising (Exempt)																	
8	ORD#15-2010	& AFFIDAVIT			B	CLERK Legal Advertising	A				N						
Tracking Id: 2231 Legal Advertising (Exempt)																	



Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/chk	First Rcvd	Enc Date	Date	Chk/Void	Invoice	1099
-----																
FOR BORO CLERK						110.88										
10-01282	12/23/10		AVERY BUSINESS CARDS - INKJET													
1	AVERY BUSINESS CARDS - INKJET	14.03	0-01-20-100-000-036	B	GENERAL ADMIN office supplies	A	12/23/10	01/21/11			1422131					N
	Tracking Id: 2430		Office Supplies (General) (Non-Exempt)													
	AVERY BUSINESS CARDS FOR INJET PRINTERS															
10-01290	12/23/10		2011 CALENDARS													
1	2011 CALENDAR&MONTHLY PLANNER	31.98	0-01-20-120-000-036	B	CLERK office supplies	A	12/23/10	01/27/11			1165387					N
	Tracking Id: 2430		Office Supplies (General) (Non-Exempt)													
10-01299	12/30/10		OFFICE SUPPLIES/FINANCE OFFICE													
1	TONER & CALENDAR-TAX COLL	201.35	0-01-20-145-000-036	B	TAX COLLECTION office supplies	A	12/30/10	01/27/11			1221574					N
	Tracking Id: 2430		Office Supplies (General) (Non-Exempt)													
2	TAPE, CLIP, PADS&CALENDAR-FIN.	131.00	0-01-20-130-000-036	B	FINANCIAL ADMIN office supplies	A	12/30/10	01/27/11			1221574					N
	Tracking Id: 2430		Office Supplies (General) (Non-Exempt)													
						332.35										
11-00067	01/13/11		RECEPTOR REGISTER ROLLS													
1	12-2 3/4"x150' REGISTER ROLLS	18.99	1-01-20-145-000-036	B	TAX COLLECTION office supplies	A	01/13/11	01/27/11			1596891					N
	Tracking Id: 2430		Office Supplies (General) (Non-Exempt)													
	NEED TO ORDER REGISTER ROLLS FOR THE TWO RECEPTORS IN THE FINANCE OFFICE															
	Vendor Total:					645.44										
STAPLE STAPLE CREDIT PLAN.																
10-01300	12/30/10		OFFICE SUPPLIES													
1	CALENDAR & INTEREST FORMS	24.98	0-01-20-130-000-036	B	FINANCIAL ADMIN office supplies	A	12/30/10	01/21/11			47670					N
	Tracking Id: 2430		Office Supplies (General) (Non-Exempt)													
	Vendor Total:					24.98										
STATE STATE OF NEW JERSEY																
11-00082 01/19/11 4TH QTR 2010 SALES & USE TAX																



Vendor # Name PO # PO Date Description Contract PO Type Acct Type Description Stat/chk Enc Date Date Date Invoice Excl

1 4TH QTR 2010 SALES & USE TAX 7.00 T-16-00-858-000-824 B CONCESSION STAND Misc P 11911 01/19/11 01/26/11 01/26/11 N  
 Tracking Id: 3011 Sales & Use Tax (Exempt)  
 7% SALES TAX CONCESSION STAND RECEIPTS

Vendor Total: 7.00

LASHER STUART LASHER

11-00152 01/26/11 B 69 L 5 REDEEMED 2-1-11 3,296.51 1-01-55-273-000-000 B Tax Redemptions A 01/26/11 01/27/11 N  
 1 C#10-00024 69-5 REDEEM 2-1-11 3,296.51 1-01-55-273-000-000 B Tax Lien Redemptions (Exempt) A 01/26/11 01/27/11 N  
 Tracking Id: 3314 Tax Title Lien Redemptions (Exempt)  
 2 PREMIUM FOR C#10-00024 300.00 1-01-55-275-000-000 B Premium Redemption A 01/26/11 01/27/11 N  
 Tracking Id: 3314 Tax Title Lien Redemptions (Exempt)  
 REDEMPTION OF C #10-00024  
 REDEEMED AS OF 2-1-11 COUNCIL MTG  
 FOR BLOCK 69 LOT 5 AND PREMIUM KS

3,596.51

Vendor Total: 3,596.51

THYSSENK THYSSENKRUPP ELEVATOR CORP.

11-00071 01/13/11 JAN-MARCH ELEVATOR MAINTENANCE B 241.41 1-01-26-310-000-026 B BUILDINGS & GROUNDS Maint Other Equip A 01/13/11 01/24/11 516158 N  
 2 JAN 2011 ELEVATOR MAINTENANCE 241.41 1-01-26-310-000-026 B BUILDINGS & GROUNDS Maint Other Equip A 01/13/11 01/24/11 516158 N  
 Tracking Id: 1170 Elevator Maintenance (Non-Exempt)

Vendor Total: 241.41

WATAX TOWNSHIP OF WASHINGTON

11-00109 01/19/11 1ST QTR 2011 TAXES 662.07 1-01-26-310-000-299 B BUILDINGS & GROUNDS Miscellaneous A 01/19/11 01/21/11 N  
 1 1ST QTR 2011 TAXES BL67 LOT 66 11.01 1-01-26-310-000-299 B BUILDINGS & GROUNDS Miscellaneous A 01/19/11 01/21/11 N  
 2 1ST QTR 2011 TAXES BL46 L 7.10 Inter-governmental (Exempt) -----  
 Tracking Id: 2054 673.08

673.08

Vendor Total: 673.08

01/27/11  
15:42:47

BOROUGH OF WASHINGTON  
Purchase Order Listing By Vendor Name

Vendor # Name  
PO # PO Date Description Contract PO Type  
Item Description Amount Charge Account Acct Type Description Stat/chk Enc Date Date Chk/Void Invoice Excl

11-00156 01/27/11 69-5C#09-00014 REDEEMED 2-1-11  
1 C#09-00014 R#42-2011 2-1-11 148.95 1-01-55-273-000-000 B Tax Redemptions A 01/27/11 01/27/11 N  
Tracking Id: 3314 Tax Title Lien Redemptions (Exempt)  
REDEMPTION OF C#09-00014 REDEEMED 2-1-11  
RESOLUTION #42-2011 ON COUNCIL MEETING  
DATE OF 2-1-11

Vendor Total: 148.95

VITAL VITAL COMPUTER RESOURCES INC.  
10-01061 10/12/10 MOD IV MAINT. SEPT - DEC. 2010 B  
5 DEC 2010 MOD IV SERV. & MAINT 400.00 0-01-20-150-000-028 B TAX ASSESSMENT Contractual SVCS A 10/12/10 01/21/11 44086 N  
Tracking Id: 850 Computer Software Maintenance (Non-Exempt)

Vendor Total: 400.00

WGHABITA WARREN COUNTY HABITAT  
11-00076 01/19/11 CLOSE DEVELOPER'S ESCROW ACCT.  
1 CLOSE W.C. HABITAT ESCROW ACCT 300.00 T-13-00-684-000-000 B WARREN COUNTY HABITAT FOR HUMANITY A 01/19/11 01/24/11 N  
Tracking Id: 1380 Escrow (Exempt)

11-00077 01/19/11 REFUND WC HABITAT SITE PLN FEE  
1 REFUND WC HABITAT SITE PL. FEE 150.00 1-01-55-274-000-000 B Refund of Revenue A 01/19/11 01/24/11 N  
Tracking Id: 2912 Refunds (Misc.) (Exempt)  
Refund '10 Site Plan Application fee as  
approved by Plan.Bd. 5/10/10.

Vendor Total: 450.00

WGCTRES WARREN COUNTY TREASURER  
11-00108 01/19/11 1ST QTR 2011 OPEN SPACE TAXES  
1 1ST QTR 2011 OPEN SPACE TAXES 87,589.13 1-01-55-208-000-001 B County Taxes Payable - Open Space A 01/19/11 01/21/11 N  
Tracking Id: 3312 Taxes - County (Exempt)

Vendor Total: 87,589.13

WRPAY WASH. BOROUGH PAYROLL ACCOUNT  
11-00146 01/26/11 COVER PAYROLL OF 1/28/11

Vendor # Name	PO #	PO Date	Description	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/Chk	Enc Date	First Rcvd	CHK/Void	Invoice	1099
			1 GENERAL ADMIN.-F.T. 1/28 PAYR.	4,992.42	1-01-20-100-000-011		B GENERAL ADMIN Full] Time	P	3949 01/26/11	01/26/11	01/26/11		N
			Tracking Id: 2560 Payroll] (General) (Exempt)										
			2 CLERK-F.T. COVER 1/28/11 PAYR.	2,878.50	1-01-20-120-000-011		B CLERK - Full] Time	P	3949 01/26/11	01/26/11	01/26/11		N
			Tracking Id: 2560 Payroll] (General) (Exempt)										
			3 MAYOR & COUNCIL-1/28/11 PAYR.	708.34	1-01-20-110-000-012		B MAYOR & COUNCIL Part Time	P	3949 01/26/11	01/26/11	01/26/11		N
			Tracking Id: 2560 Payroll] (General) (Exempt)										
			4 FIN.ADMIN.-F.T. 1/28/11 PAYR.	2,693.96	1-01-20-130-000-011		B FINANCIAL ADMIN Full] Time	P	3949 01/26/11	01/26/11	01/26/11		N
			Tracking Id: 2560 Payroll] (General) (Exempt)										
			5 FIN.ADMIN.-P.T. 1/28/11 PAYR.	1,086.22	1-01-20-130-000-012		B FINANCIAL ADMINISTRATION-PART TIME	P	3949 01/26/11	01/26/11	01/26/11		N
			Tracking Id: 2560 Payroll] (General) (Exempt)										
			6 TAX COLL.-F.T. 1/28/11 PAYROLL	6,555.96	1-01-20-145-000-011		B TAX COLLECTION Full] Time	P	3949 01/26/11	01/26/11	01/26/11		N
			Tracking Id: 2560 Payroll] (General) (Exempt)										
			7 TAX ASSESSMENT-P.T. 1/28 PAYR.	1,613.20	1-01-20-150-000-012		B TAX ASSESSMENT Part Time	P	3949 01/26/11	01/26/11	01/26/11		N
			Tracking Id: 2560 Payroll] (General) (Exempt)										
			8 PLANNING BOARD-P.T. 1/28 PAYR.	155.32	1-01-21-180-000-012		B PLANNING BOARD Part Time	P	3949 01/26/11	01/26/11	01/26/11		N
			Tracking Id: 2560 Payroll] (General) (Exempt)										
			9 LOCAL CODE ENF.-P.T. 1/28 PAYR	639.00	1-01-22-195-000-011		B LOCAL CODE ENF Full] Time	P	3949 01/26/11	01/26/11	01/26/11		N
			Tracking Id: 2560 Payroll] (General) (Exempt)										
			10 EMERGENCY MGMT.-P.T. 1/28 PAYR	125.00	1-01-25-252-000-012		B EMERGENCY MGMT Part Time	P	3949 01/26/11	01/26/11	01/26/11		N
			Tracking Id: 2560 Payroll] (General) (Exempt)										
			11 ROADS-F.T. 1/28/11 PAYROLL	12,089.85	1-01-26-290-000-011		B STREETS & ROADS Full] Time	P	3949 01/26/11	01/26/11	01/26/11		N
			Tracking Id: 2560 Payroll] (General) (Exempt)										
			12 ROADS-O.T. 1/28/11 PAYROLL	3,905.71	1-01-26-290-000-014		B STREETS & ROADS Overtime	P	3949 01/26/11	01/26/11	01/26/11		N
			Tracking Id: 2560 Payroll] (General) (Exempt)										
			13 ROADS-TEMP./SEASONAL 1/28 PAYR	808.00	1-01-26-290-000-013		B STREETS & ROADS Seasonal	P	3949 01/26/11	01/26/11	01/26/11		N
			Tracking Id: 2560 Payroll] (General) (Exempt)										
			14 PUB.BLDGS.-P.T. 1/28/11 PAYR.	415.82	1-01-26-310-000-012		B BUILDINGS & GROUNDS Part Time	P	3949 01/26/11	01/26/11	01/26/11		N
			Tracking Id: 2560 Payroll] (General) (Exempt)										
			15 SHADE TREE-P.T. 1/28/11 PAYR.	38.92	1-01-26-313-000-012		B SHADE TREE COMMISSION Part Time	P	3949 01/26/11	01/26/11	01/26/11		N
			Tracking Id: 2560 Payroll] (General) (Exempt)										
			16 LIBRARY-F.T. 1/28/11 PAYROLL	5,525.66	1-01-29-390-000-011		B MUNICIPAL LIBRARY Full] Time	P	3949 01/26/11	01/26/11	01/26/11		N
			Tracking Id: 2560 Payroll] (General) (Exempt)										
			17 LIBRARY-P.T. 1/28/11 PAYROLL	135.00	1-01-29-390-000-012		B MUNICIPAL LIBRARY Part Time	P	3949 01/26/11	01/26/11	01/26/11		N
			Tracking Id: 2560 Payroll] (General) (Exempt)										

44,366.88

Vendor # Name	PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	First Rcvd	Chk/Void	Invoice	Excl
-----															
1	ANIMAL CONTROL-P.T.	1/28	PAYR.	419.08	T-12-00-850-000-103			B	Salaries and wages	P	3041	01/26/11	01/26/11		N
	Tracking Id:	2560	Payroll (General) (Exempt)												
	Vendor Total:			44,785.96											
-----															
WASHED WASHINGTON BOROUGH															
11-00124	01/20/11	SCHOOL TAX PAYMENT		325,407.67	1-01-55-207-000-000			B	Local school Taxes Payable	A		01/20/11	01/21/11		N
	Tracking Id:	3311	Taxes - School (Local/Regional) (Exempt)												
	Vendor Total:			325,407.67											
-----															
WASBUS WASHINGTON BOROUGH BUSINESS															
11-00105	01/19/11	FEB 2011 S.I.D.PAYMENT		16,666.67	1-01-55-210-000-000			B	Special district Taxes	A		01/19/11	01/26/11		N
	Tracking Id:	3313	Taxes - Special Imp. District (Exempt)												
	Vendor Total:			16,666.67											
-----															
WBPAVD WASHINGTON BOROUGH PAYROLL DED															
11-00126	01/20/11	UNEMPL/DIS/FLI-4TH QTR. 2010		639.98	T-18-00-001-000-000			B	SUI (Unemployment) Trust	P	6014	01/20/11	01/21/11	01/21/11	N
	Tracking Id:	3315	SUI/SDI												
	EMPLOYER'S 4TH QTR. SHARE:		\$436.50												
	WORKER'S 4TH QTR. SHARE:		\$653.02												
2	DISABILITY-4TH QTR. 2010			374.62	T-18-00-001-000-000			B	SUI (Unemployment) Trust	P	6014	01/20/11	01/21/11	01/21/11	N
	Tracking Id:	3315	SUI/SDI												
3	FAMILY LEAVE INS.-4TH QTR.'10			74.92	T-18-00-001-000-000			B	SUI (Unemployment) Trust	P	6014	01/20/11	01/21/11	01/21/11	N
	Tracking Id:	3315	SUI/SDI												
	Vendor Total:			1,089.52											
-----															
11-00148 01/26/11 FICA/MED./DCRP-1/28/10 PAYROLL															
1	FICA FOR 1/28/11 PAYROLL			2,797.16	1-01-36-472-000-000			B	SOCIAL SECURITY	P	3950	01/26/11	01/26/11	01/26/11	N
	Tracking Id:	3193	Social security/Medicare												
2	MEDICARE FOR 1/28/11 PAYROLL			654.17	1-01-36-472-000-000			B	SOCIAL SECURITY	P	3950	01/26/11	01/26/11	01/26/11	N
	Tracking Id:	3193	Social security/Medicare												
3	DCRP FOR 1/28/11 PAYROLL			8.40	1-01-36-477-000-000			B	DCRP	P	3950	01/26/11	01/26/11	01/26/11	N

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Enc Date	Date	CHK/Void	Invoice	1099
	Tracking Id: 2571			PERS/DCRP							
			3,459.73								
			Vendor Total:								
			4,549.25								

WAONE WASHINGTON ONE STOP INC.  
 10-00608 06/23/10 GENERAL SUPPLIES  
 5 TOILET FLAPPER & LOCK 22.78 0-01-26-310-000-030 B BUILDINGS & GROUNDS Material/s/Supplies A 06/23/10 01/24/11 033835 N  
 Tracking Id: 580 Building Maint Equip & Supplies (Exempt)  
 Vendor Total: 22.78

Total Purchase Orders: 65 Total P.O. Line Items: 121 Total List Amount: 1,292,199.11 Total Void Amount: 0.00

Fund Description	Fund	Budget Total	Revenue Total
OPERATING FUND	0-01	56,296.25	0.00
OPERATING FUND	1-01	1,228,124.06	0.00
ANIMAL CONTROL FUND	T-12	419.08	0.00
DEVELOPER'S ESCROW FUND	T-13	1,592.50	0.00
TRUST OTHER FUND	T-14	4,520.70	0.00
RECREATION TRUST	T-16	157.00	0.00
UNEMPLOYMENT TRUST FUND	T-18	1,089.52	0.00
Year Total:		7,778.80	0.00
Total of All Funds:		1,292,199.11	0.00