

BOROUGH OF WASHINGTON, WARREN COUNTY, NJ
COUNCIL AGENDA
November 1, 2011
6:30 PM

STATEMENT OF ADEQUATE NOTICE:

ROLL CALL: Clerk will call the Roll

TRAINING SESSION:

Wayne Dietz – Statewide Insurance Fund Training

COUNCIL APPEARANCE:

Highlands Council

CORRESPONDENCE:

Business Improvement District – 2012 Budget and Business Plan

AUDIENCE:

Remarks, petitions, statements and testimony from guests

ORDINANCES:

Recreation Director/Recreation Committee Fee Ordinance
Changes

REPORTS

Borough Manager Reports

COMMITTEE REPORTS

Codebook Committee

OLD BUSINESS:

Title Search (RT)

NEW BUSINESS:

1. Resolution 180-2011 Approval of Items of Revenue – NJ Clean Energy Program
2. Resolution 181-2011 Supporting the Center Line Pavement Markings to A No Passing Zone on Rt. 57 in Washington Borough.
3. Resolution 182-2011 Authorizing the Extension of a Shared Services Agreement Between the Borough of Washington and the Washington Borough Board of Education for Snow Removal.
4. Resolution 183-2011 Authorizing Sale of Surplus Property to the Borough of Rockaway

VOUCHERS:

List Attached

RECAP

COUNCIL REMARKS:

Remarks, Reports, Discussions

EXECUTIVE SESSION

Resolution to Enter Executive Session

ADJOURNMENT: _____ P.M.



Washington Borough

Business Improvement District

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*Election Results Pending

**Pending Annual Audit



Washington Borough *Business Improvement District*

Business Plan

Executive Summary

The Washington Borough Business Improvement District (WBID) is a nonprofit organization 501(c)(3) formed as a legal self-governing body, funded through an assessment on business property. The purpose of the WBID is to enable local property owners, merchants and residents to plan for, manage and finance supplemental services and improvements beyond those already provided by the Borough of Washington.

Vision Statement

The Washington Borough Business Improvement District is an optimistic community of dynamic action-oriented friends and neighbors, steeped in a rich history of family values, opportunity, prosperity, integrity, and hospitality.

We are committed to exceeding our customer's expectations of value.

This is who we are. This is what you can count on.

Mission Statement

The mission of the WBID is to be professionally managed so that our Standards of Excellence are delivered effectively to our customers, exceed their expectations, and provide an experience of enhanced value.

Standards of Excellence (Values)

- Honesty and integrity of personal/professional relationships
- Communication
- Variety and acceptance of businesses
- Commitment to success
- Commitment to excellence
- Convenience and accessibility
- Safe/Clean
- Respect for others
- Caring and helpful
- People of action
- Self-worth

Comprehensive Strategy

Cooperative business management starts by understanding that every aspect of the business environment contributes to a successful experience by the customer. It is a comprehensive and coordinated approach that requires the attention of an active professional management effort. A successful business district manages the business environment in a comprehensive manner as a service to the customer. Service is the competitive edge, and management is the key to success. Services are grouped into the following six categories:

- **Management & Administration:** The WBID will be managed by a volunteer Board of Directors and a hired Executive Director. A professional office will be maintained.
 - **Organizational Chart See appendix A**
 - **Chart of Classifications, Board of Directors See appendix B**
- **Promotions & Public Relations:** The WBID will have a corporate design theme; provide joint advertising opportunities; conduct appropriate market research; support and design special events; support retail promotions, coordinate public relations and provide a customer information center.
- **Improvements & Maintenance:** The WBID will support the Downtown Redevelopment Plan and provide for better managed and enhanced parking sites; improved safety & clean up efforts; enhanced street lighting, signage, and pedestrian friendly designs. The WBID will also provide for more user-friendly outdoor design for streets and sidewalks including: benches, trees, lighting, facades, etc. It will also address pedestrian access, way finding and signage improvements as well as traffic problems in general.
- **Business Recruitment & Retention:** The WBID will develop business investment guides and financing programs; business development, support and training programs; develop cultural, retail and dining plans; develop long-range strategies; and pursue public and private funding.
- **Planning & Legal:** The WBID will develop Board training, an annual budget and work plan, as well as short and long-term business plans. The management will work on redevelopment strategies and coordinate with the Borough's economic and redevelopment plans, community organizations, and cultural organizations. The WBID will also address upgrades to local regulations and codes.
- **Business Practices & Performance:** The WBID will operate as a business community in a cooperative and planned manner necessary for effectively responding to customer demands. Common business standards and operating procedures, such as standardized times when all businesses are open, address the organizational capacity of the district, and communicate a higher level of business sense and service.

Marketing Plan

The WBID contracted David Milder of Danth Inc. to perform a complete Market Research & Analyses as well as a Strategy & Action Plan. The Marketing Steering Committee, Executive Committee, and other Subcommittees have spent many hours working together to plan and execute the Action initiatives necessary for the WBID comprehensive long term Marketing strategy. Attached in appendix C is the Action Plan segment (pages 84-103 of the report). There are many charts, statistics and detailed analyses in the body of the report. A full copy of the report is available upon request, please e-mail admin@washingtonbid.org.

Redevelopment Planning Partner

The WBID is committed to partnering with the Borough on the development and execution of the Redevelopment Plan. The Executive Director was a member of the Redevelopment Committee and actively participated and contributed to the plan. The WBID's Marketing and Business Consultant both reviewed the plan extensively and provided input which was well received and implemented into the plan. To view the Redevelopment Plan, type the below address into the browser bar of your computer: <http://www.washingtonboro-nj.org/downtown-redevelopment.html>.

2011 Year End Summary

Operating in the midst of a struggling economy, 2011 has held challenges for many businesses and Downtowns. The WBID valiantly forged ahead to continue with the mission and objectives we had established. We are proud to recap the achievements our partnership was able to accomplish.

Management & Administration

Executive Director attended educational and informative seminars specifically directed to assist in the achievement of our goals & make the necessary contacts to further our mission. In addition, the Executive Director served as an advisor to the Warren County Youth Leadership Program, and as a member of the Warren County Economic Development Committee, the Route 57 Scenic Byway Committee and the Warren Hills Council of the Warren County Regional Chamber of Commerce.

The WBID directed, managed and administered 8 successful events in the Borough, a weekly Farmer's Market, launched a monthly Business Networking Group, and plans to launch a new monthly "Art Walk" event in November which will all be detailed further under PR/Marketing. These events drove 15,000 potential customers into Washington Borough this year alone. To date, 2011 event income reached an all time high of \$48,084 through aggressive fundraising and community outreach. This is extremely important as it frees up funds for other endeavors and alleviates the cost/burden of the events from the budget.

Public Relations & Marketing

Throughout 2011, the Washington Business Improvement District has maintained a positive – and constant - media presence, whether in newspapers and other print publications (such as magazines, newsletters, calendars, and business journals), radio, cable TV and internet. A Cooperative Advertising Program was continued with Comcast, the WBID has now expanded their media campaign to reach over 25,000 households on Cable TV. 2011 marked the launch of the WBID and Festival FaceBook pages as well as a Twitter Account. To date we have over 345 followers. We reached countless "cyber" customers through postings in excess of 400 through September 30. Over 45 press releases were generated as of September 30, resulting in a total of approximately 225 media "hits." Press releases ran the gamut in content from coverage of Business member Award recipients, the park grant, grand openings, WBID business "news" and events (preview stories as well as post event stories). In addition, we have placed over 100 print and radio ads in outlets ranging from the Star-Ledger in Morris County, Express-Times, Warren Reporter, The Press News, WRNJ Radio, 99.9 The Hawk and more. We enjoy solid ongoing working relationships with Comcast Cable, radio stations WRNJ and WNTI and Internet radio station Homegrown Radio NJ, all of which provide us with services and free advertising above and beyond any paid advertising. WRNJ, for example, frequently interviews the WBID Executive Director about upcoming events and newsworthy stories, at no cost to the WBID. Both WNTI and Homegrown give us free advertising and mentions through sponsorship trade agreements. Comcast Spotlight runs free 30 second spots for the WBID Thanksgiving through

Christmas. The WBID has also produced a host of flyers and posters for events and business activities. We regularly post events on a number of websites, as well as maintain two of our own websites. A third website and Facebook for the Art Walk is underway. Through October, we will have hosted and promoted 11 grand openings or re-openings, as well as highlighted various businesses celebrating anniversaries or special events. Additionally, both the Executive Director and the PR Consultant work with business owners on marketing strategies above and beyond the WBID.

Events managed by the Washington Business Improvement District are ultimately intended to raise regional awareness. All events are planned with businesses in mind, and how they can benefit from increased pedestrian traffic and sales. However, while it is great that customers (or potential customers) are drawn to Washington Borough, events are also intended to promote an overall positive atmosphere. These events stimulate publicity and generate goodwill and community spirit, and often initiate interest from new entrepreneurs and developers. The Festival in the Borough, Warren County's largest street and music festival, has become the Borough's signature event and clearly is the most popular as it has attracted as many as 9,000+ people each year. 2011 Festival expanded to Sunday as well. Our Farmers Market won a Countywide Award and the Car Show continues to be a favorite in June. This year's "Hometown Holiday" event will strive to reach a new peak of success in its expanded format with a new Holiday light show, choral groups, live music, a Midnight Madness Sale, Horse drawn Carriage Rides and more. New for fourth quarter of 2011, the WBID will launch Warren County's first and only "Art Walk", the third Thursday of each month. The Art Walk's goals are to drive foot traffic to the area and into the Businesses as well as provide good public perception and image as an "Arts Center" and destination. The WBID also continues to be a proud partner with the Borough and Businesses on some non-WBID related events, including the annual Townwide Yard Sale, Washington Celebrates America, and the Annual Kids Expo.

Improvements & Maintenance

Operating during such difficult financial conditions, our budget was diligently analyzed to carefully prioritize the physical improvements which would have the greatest impact on the Borough's redevelopment and revitalization, yet still maintain the highest level of service to the community.

The **parking lot improvement project** was given high priority as it is integral to the continued growth of the downtown. In 2009-2010, the Parking Lot Committee comprised of members from the WBID and the Borough Council and Manager, was able to procure funding through a USDA guarantee on a Commercial Bank Loan with Skylands Community Bank. This will continue to use a large portion of our budget until the loan payoff. Countless hours of time was invested by the WBID, and the Board President, Ed Rossi functioned as the General Contractor to achieve construction cost savings that brought this project in under \$400,000. The 2011 total expenditures for the parking lot are projected at \$31,217. In 2011, the Executive Director worked together with the Borough Manager and Engineer to receive the long awaited No Further Action on this site from the New Jersey Department of Environmental Protection. We seek to

work together with our Borough partners to incorporate an early loan payoff for 2012, which would bring a combined savings to the Borough and WBID of over \$35,000, as well as free up WBID capital for other endeavors.

As Parking will always be vital to the success and growth of a vibrant Commercial District, the Executive Director worked together to communicate this importance to Council in assistance of moving forward the necessary procedures for redevelopment of parking lot located in sub area 4/5.

The WBID continued work on implementing the next stage of the Redevelopment area and Marketing Action Plan, a pocket **park** adjacent to the Midtown Parking Lot. In 2009, a purchase/donation was negotiated with the property owners of the former Antique Center at 44 E Washington Avenue. A nationally known Architect team was enlisted on a volunteer basis and a conceptual drawing and project plan developed. In 2010, the WBID conducted due diligence on the site and moved forward aggressively to seek funding. In December of 2010, the Freeholders approved a Grant award of \$100,000 for the purchase of the property. In 2011 the Executive Director facilitated Environmental analyses, negotiations with the property owners, as well as Grant applications to the NJDEP, the Federal Scenic Byway Fund, and private foundations for the construction.

Banners were provided and new Holiday Wreaths were purchased for the Downtown from the WBID surplus funds in the amount of \$10,560.

WBID Director James Messina and Contractor & Volunteer Priscilla Merta, the widow of John Parr (Landscape Contractor) planted 25 oak barrel **planters** throughout the downtown, providing a beautiful finishing touch to the Streetscape.

Safety, Security and Parking was preserved by the WBID by a payment to the Borough of \$2832, for the removal of the Snow mounds at the curbs in first quarter, unaddressed by the current Borough facilitation/budget.

Cleanliness is crucial to the appearance of a Downtown. WBID employed a part-time worker to remove trash, litter, debris, and do light landscaping.

Welcome sign area and **landscaping** at 31 & 57 was maintained by a contractor retained by the WBID.

Business Recruitment & Retention

The WBID moved forward with strong action items for Recruitment. A Realtor Recruitment Incentive Program was developed and passed. A franchise class was hosted in partnership with Warren County Community College, 2 meetings of the New Jersey Association of Women Business Owners were hosted and a monthly Business Networking event called "Coffee in the Morning" was launched. In addition the Executive Director, President, and PR/Marketing Consultant all worked to visit Towns and Prospective Businesses in developing both short and long term leads for the Borough.

The Executive Director worked closely with local and regional Realtors as well as Developers.

Despite the brutal economy, there were 7 new and 3 reopened businesses in Washington Borough for 2011. Second Time Around, Kathy's Kove & Kafe, JLA Embroidery & Gift Shop, Washington Discount Liquors, The Conductor, Discount Gallery and the Bank Ballroom all Grand Opened in 2011. Washington Flooring, Mr. Music, Washington General Store (formerly Krauzsers West) and HairMazing reopened under new Ownership/location. Several small Businesses leased Office space as well. Despite the continuing downturn in the nationwide housing and real estate market, Washington Square & Ryan Homes sold over 20 new Townhomes!

Planning & Legal

A Professional Business Plan Report is reviewed and updated on an annual basis and serves as a foundation in formulating the Annual Budget and plan, as well as more detailed Short Term Project Plans.

In January of 2011, the Board of Directors met under the facilitation of Dr. Seth Grossman of Cooperative Professional Services for an all day Retreat. This brainstorming session assisted in developing the fine details of the Business Plan as well as solidifying and updating the WBID's Goals and Objectives.

The WBID prepares monthly and biannual financial reports, a CPA acts as the volunteer Treasurer, and an outside CPA certified in the specialization of 501 C-3/non-profit conducts an annual audit and financial statement as well as providing guidance for procedures.

The Borough's Redevelopment Plan and the Danth Marketing Action Plan are continuously reviewed and opportunities for implementation are considered and brought to the agenda. Open dialogue and consultation are provided by PHDs Seth Grossman and David Milder.

The WBID consults with Redevelopment Attorney specialist and expert Robert Goldsmith from Greenbaum Rowe Smith and Davis as well as local Attorney Alan Lowcher.

2012 Budget Plan & Project Detail

Operating during such difficult financial conditions, our budget was diligently analyzed to carefully prioritize the physical improvements which would have the greatest impact on the Borough's redevelopment and revitalization, yet still maintain the highest level of service to the community.

Management and Administration seeks to expand the abilities of the organization by further engaging the WBID Directors as well as the community at large in a volunteer capacity. Expansion of our Committee structure and greater involvement of members will help to facilitate this.

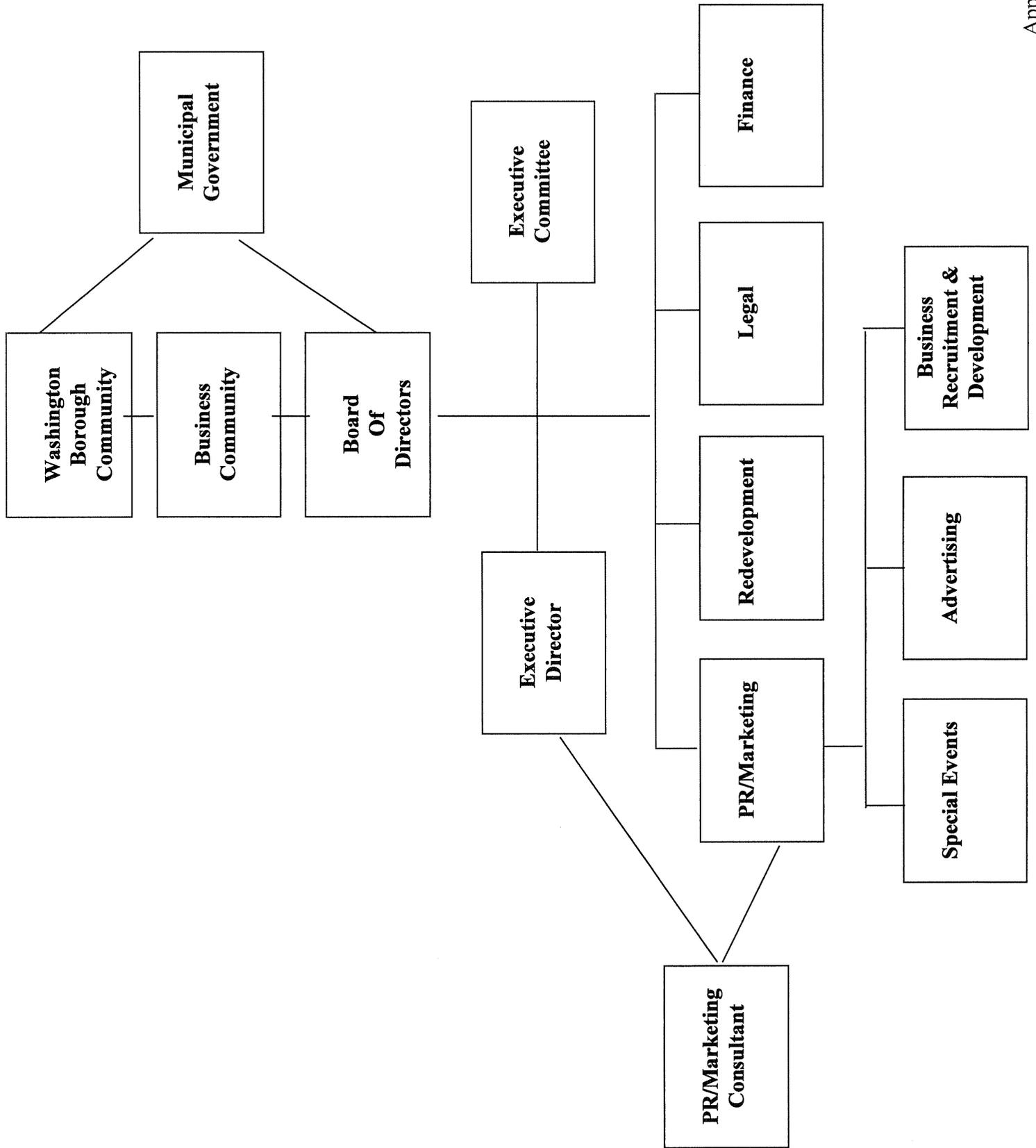
The **parking lot improvement project** was previously committed in 2009 as a top priority for the next 5 years as it is integral to the continued growth of the downtown. We have allocated \$29,925 in 2012 for construction loan payments. As previously stated, we hope to work together with our Borough partners to incorporate an early loan payoff for 2012, which would bring a combined savings to the Borough and WBID of over \$35,000. These funds would be funneled directly into physical improvements/amenities.

The **Park project** is a key focus as detailed in the Danth Marketing Action Plan as well as the Borough Redevelopment Plan. A top priority for 2012 is to obtain the funding and complete phase 1 of the construction.

The **marketing and public relations** of Washington Borough is another key service area of the WBID. The WBID's marketing program is comprehensive and incorporates all avenues of media including but not limited to Internet (Website, Social Media, E-blasts, select banner ads), Television, Radio, local and regional Newspaper and print publications, Signage, Mailings, and Print media (Posters, Fliers, Postcards). We will continue our strategy of combining both paid, trade and free media to maximize our exposure. Within that we have budgeted events, website improvements and selected print media for advertising. See attached Appendix D for an event schedule.

Business Recruitment is indirectly funded through many avenues of our budget; marketing and public relations allotments also contribute to this area. The WBID will continue its offering of the Business Recruitment Incentive and the Realtor Recruitment Incentive Programs.

Although the majority of funds dedicated to physical improvement will fund the parking lot debt service, we have still directed expenditures in our budget toward the necessary **landscaping, banners and signage**. The existing "Welcome" sign and area are the first impression visitors to Washington have and it is important to maintain this meticulously.



**2011-2012
Chart of Classifications of WBID Board of Directors**

Director Since: Current Term

Four (4) – BUSINESS OWNERS WHO OWN THEIR PROPERTY

Class	B	Richard Maguire	2003	2009-2011
Class	C	Monika Hamburger	2007	2010-2012
Class	A	Ed Fliegau	2008	2011-2013
Class	A	Tom Fischer	2011	2011-2013

Two (2) – BUSINESS OWNERS WHO ARE TENANTS IN THE ASSESSED PROPERTY

Class	C	Ed Winters	2009	2010-2012
Class	A	Tracy Fazzolari	2011	2011-2013

**Three (3) - OWNERS OF ASSESSED APARTMENT OR COMMERCIAL PROPERTY WHO
ARE LANDLORDS OF THE PROPERTY**

Class	B	Ed Rossi	2003	2009-2011
Class	C	Mark Mulligan	2009	2010-2012
Class	A	Kevin Hopkins	2008	2011-2013

Four (4) PROFESSIONAL BUSINESS OPERATORS AT LARGE

Class	B	Greg Fliegau	2004	2009-2011
Class	C	Marian Bredin	2003	2010-2012
Class	C	DJ Pesaniello	2010	2010-2012
Class	A	Teresa March	2011	2011-2013

One (1) – INDUSTRIAL BUSINESS OWNER/OPERATOR

Class	B	J. Messina	2006	2009-2011
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**One (1) – RESIDENT PROPERTY OWNER, RESIDING FOR
AT LEAST THREE YEARS IN THE SID**

Class	B	Kathy Halpin	2010	2009-2011
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(1) Appointed	Rich Phelan - Washington Borough Manager	2009	2009-
(1) Appointed	Scott McDonald - Washington Borough Mayor	2003-2004,2009-	2009-2012
(1) Appointed	Dave Higgins - Member, Washington Borough Council	2007	2007-
(1) Appointed	Katie Beyrer - Warren County Chamber of Commerce	2011	2011-

Class A (5)	Expires December 2013 at Eleventh Annual Meeting	Three Year Term
Class B (5)	Expires December 2011 at Ninth Annual Meeting-Election Meeting Dec 1, 2011	Three Year Term
Class C (5)	Expires December 2012 at Tenth Annual Meeting	Three Year Term

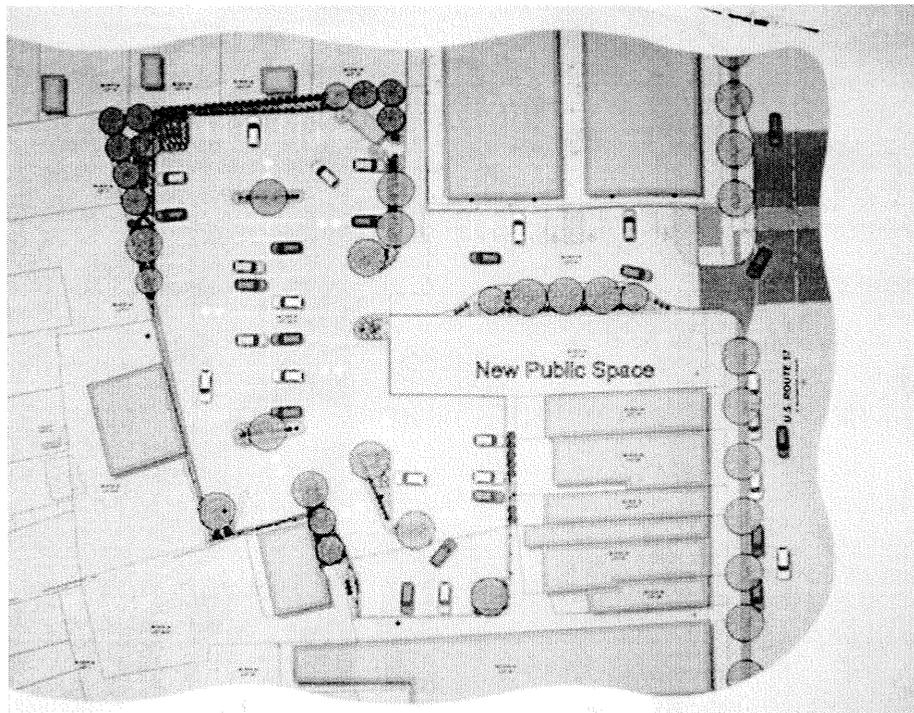
CHAPTER VI

THE ACTION PLAN

A. Make The Downtown's Pedestrian Friendly Area Come Alive.

Making the pedestrian-friendly downtown area more vibrant and attractive by increasing pedestrian traffic will attract more shoppers, retailers and office tenants.

1. Build the new public space on East Washington Avenue as recommended by Heyer, Gruel.⁴⁰ The recommended location of this new public space is very important. It will be visible to the substantial vehicle traffic on East



**Figure 1. The Recommended New Public Space
On East Washington Avenue**

Washington. Of critical importance, it also will be very close to a number of important generators of visitors:

- The residents in the new mixed-use building next door
- Visitors parking in the adjacent lot

⁴⁰ Figure 1 was produced by Heyer, Gruel & Associates. It should be noted that DANTH, Inc. recommended adding such a public space in our review of HGA's draft redevelopment plan.

- Patrons of Gibson's Gym
- The children at the nearby daycare center
- Borough Hall's workers and visitors
- The office workers in the rehabilitated Wachovia Building
- The office workers in a rehabilitated Stover Building
- Any nearby eatery serving take-out food at lunchtime

Equally important to the success of this new public space is that it have the infrastructure and the equipment that can encourage visitors to be the performers of informal entertainments. The architects capable of producing a design for such a public space will be heavily influenced by the teachings of William H. Whyte. Failure to implement an appropriate design can lead not only to low public use, but possibly to the emergence of quality-of-life problems.

2. The WBID should strongly encourage eateries in the downtown pedestrian friendly area to have outdoor seating, when weather permits, and possibly offer them incentives to do so.



Figure 2. Often, Just A Few Outdoor Tables And Chairs Can Be Very Useful.

Outdoor dining can help make the WBID's downtown area "stickier," i.e., get more people to visit and make visits longer. To begin with, just a few tables and

chairs can help keep visitors in the area while projecting an image of popularity and activity to occupants of the vehicles driving by along Washington Avenue. Success of the initial program would warrant its expansion.

The sidewalks along Washington Avenue are wide enough to accommodate outdoor dining, even on a larger scale than the start-up program proposed here. In diverse locations – e.g., Paris, France and Englewood, NJ -- outdoor dining is so popular that it is squeezed in on very narrow sidewalks and some restaurants (e.g., in Kew Gardens, NY) have built special outdoor platforms on streets with inclines to accommodate tables and chairs.

Incentives can often stimulate initial business operator participation in an outdoor dining program. The Bayonne Town Center, for example, bought tables and chairs in bulk for the participating eateries, which enabled a 20% price reduction. It also added a 10% discount of its own to strengthen the incentive package and to demonstrate the organization's commitment to an outdoor dining program.

3. The WBID should create a program to stimulate façade improvements throughout the district, but especially in the downtown area, that is based on making it much easier for business operators and landlords to undertake such renovations.

Improving the external appearance of downtown buildings can be an important element of a comprehensive downtown revitalization strategy.⁴¹ A lot of shoppers feel that if a store's facade looks unappealing, so will the merchandise to be found inside. Furthermore, a district with many good-looking facades is more likely to be perceived by visitors as a charming and safe shopping area. They consequently will be more inclined to return.

Poor facades make business recruitment more difficult. Quality retailers and restaurateurs definitely do not want to locate near buildings with facades that are unattractive or in poor condition.

Many downtown organizations and city governments offer some sort of incentive package aimed at stimulating landlords or business owners to improve the external appearances of their buildings, but too often they fail to achieve the hoped for level of success.

The more successful programs tend to facilitate innovation by the shopkeepers and landlords. One example is the Jump Start Façade Improvement Program put into action by the Bayonne Town Center Management Corporation. Although the City of Bayonne had a facade program that offered generous financial incentives, few of the existing businesses within the Town Center district were utilizing it.

⁴¹ A Caution: Too many downtown leaders wrongly assume that improved building facades, street lighting, sidewalks and street furniture will by themselves assure their district's economic revival. Instead, they find that their districts are "decorated coffins:" very pretty, but still very dead, with little customer traffic. The aforementioned physical improvements are most likely to have positive impacts when the downtown can also offer attractive suitably-sized commercial spaces, adequate transportation access, security and strong market potentials.

Initially, there was a challenge to find out why participation was so low and then to create a program that would help merchants overcome the existing obstacles. Conversations with merchants indicated that they:

- Had no idea of what their new façade might look like
- Also had no idea of how much the improvements might cost them
- Knew little or nothing about the materials and colors that might be used
- Did not know any architects or contractors
- Were too busy with their daily business activities to find the answers they needed
- Feared the city's permissions and approvals process
- Consequently were not ready to apply to the City's façade program.

In response, the Jump Start program provides the following benefits to participants:⁴²

- Westfield Architects delivers to each a package containing:
 - A rendering of a new façade
 - A detailed cost estimate for implementing the new façade design
 - Samples of the materials to be used
- The new façade design is automatically accepted by the city
- Assistance with accessing the city's façade improvement grants
- Information about contractors who have done façade projects in the district.

The Morristown Partnership is implementing a similar program that differs in a few key respects:

- City approval is not guaranteed, but the Partnership helps guide the applicant's new design through the town's permissions and approvals process
- Since the town does not give direct grants for façade improvements, the Partnership links participants to local banks and microlenders that have agreed to offer low-interest loans for façade improvement projects

The 34th Street Partnership in Manhattan also has a facilitation-based façade improvement program that provides participants with designs for their new storefronts and or building facades.

4. Improved way-finding signage should be designed and installed, especially signs indicating where the public parking lots are located. Parking capacity that cannot be easily found by visitors, in a very real sense, does not exist. The immediate signage needs can probably be addressed at a fairly reasonable cost and in a relatively short period of time.

⁴² For more information visit; http://www.bayonnetowncenter.com/investing_facade.htm

B. WBID Retailers Should Focus On Getting More Visits And Increased Sales From The District's Existing Customers

Most retail shops garner a huge proportion of their sales from a relatively small part of their customer base. For example, a successful apparel shop typically gets 50% of its sales revenues from just 10% of its customers. Many of these core, big spending customers are also “store apostles,” i.e., the folks who will go out and tell their friends about a store and how good it is. Sometimes store apostles will invite their friends and relatives to come along on a shopping trip to the store they so ardently favor.

Shops with strong word-of-mouth support usually have very healthy bottom lines. Store apostles are often opinion leaders in the social networks they belong to. Consequently, they are often the foundation stones of a store's word-of-mouth communications network.

An emphasis on existing customer traffic is well suited for retailers in the midst of a recession.

1. Shopkeepers should try to expand their number of store apostles and facilitate the number of positive messages about their shops that are sent by the store apostles through their personal communications networks.

This can best be achieved by positive personal interactions between a shop's staff and its best customers – or those it hopes will become its best customers.

2. To accomplish these objectives, shopkeepers might:

- *Get the email addresses of their special customers and then use them carefully and meaningfully. It is very important not to give email addresses to other merchants without the owners' permission. It is also vital that a merchant only communicates with these special customers when he or she has something substantial to say or offer – it's bad to come across as wasting the recipient's time. Twitter might be a very good way to communicate with them.*
- *Provide a very high, almost pampering level of service for special customers such as extra shopping hours, special orders and offers, birthday cards, espressos, bottled water, etc.*
- *Invite them to special “trunk shows”*
- *Invite them to a “thank you” party*
- *Extend to them special offers*
- *Hold a fundraising event for a local charity in their store and invite both apostles and targeted customer prospects. The community benefit is obvious. The merchant benefits are having new people see the shop, while putting them in a social context where they are likely to hear nice things about it, and also from the opportunities to reinforce social ties to the store apostles.*

3. Cross promote with strong, nearby pamper niche operations.

The pamper niche is now bringing into the WBID large numbers of women who are the primary shoppers in their households. One operation, of example, brings in about 140 females each day.

There are a number of ways these cross-promotions can be structured. Gibson's Gym has an in-house TV setup that other WBID businesses can advertise on. Sharing brochures and reciprocal discounts are some other viable possibilities.

4. The WBID's staff and consultants can help district merchants learn how to create and market to store apostles.

As was explained in the discussion of the Jump Start Façade Improvement Program, making it easier for small merchants to make changes can often stimulate a lot more management innovation than would otherwise occur. Generally, small independent merchants are unfamiliar with the concept of store apostles. However, as many as 25% of these merchants might want to learn how to cultivate and market to them -- and these merchants will tend to be among the better ones in a district. A local workshop might be a cost effective way to communicate the needed information, if the merchants would have the time and energy to attend. DANTH's 30+ years of dealing with small merchants suggests that individual, in-store learning sessions have a higher probability of success. Marketing experts at a nearby college or university may be one source for the needed technical assistance expertise; better yet would be a merchant who has successfully grown and harvested a crop of store apostles.

The staff of the WBID would play a crucial role in this effort by:

- Identifying merchants who would be interested in learning about store apostles
- Identifying and mobilizing the needed marketing experts
- Linking merchants and marketing experts.

C. Organize And Market The Home & Heart Niche; Then Use It As A Model For Other Niches

The WBID's home & hearth niche has many attributes that indicate it might be easily organized and effectively marketed to consumers:

- It is relatively large
- Many of its members are being adversely impacted by the current recession
- Many could benefit from an increased marketing effort
- Niche marketing usually can be done at lower cost and higher quality than the individual stores can do individually.

Many of the materials and much of the copy generated by the niche marketing effort can also be distributed by the individual members to their store apostles.

	<p>Shop in the Bayonne Town Center Make your home more attractive, comfortable and entertaining with a lighting fixture or ceiling light fixture and pendant light. Bayonne Town Center's home accessories, home and home decor products are available in a variety of styles and colors. Home accessories, home and home decor products are available in a variety of styles and colors. Home accessories, home and home decor products are available in a variety of styles and colors.</p>	
<h1 style="text-align: center;">Home & Hearth</h1> <p style="text-align: center;">Bayonne Town Center Broadway between 27th & 30th Streets including East & West 2nd Street</p>		

Figure 5. Niche Newspaper Ad Template



Figure 7. Rutland's Bridal Show

A frequent side benefit of successful consumer-oriented niche marketing campaigns is that they stimulate interest in downtown business locations among small business people.

1. The key themes that niche marketing should emphasize are:

- *The large amount of choice provided by niche shops*
- *That the shops are close together and it is easy to go from one to another*
- *This makes shopping easier, faster and more productive*

2. Some of the niche marketing tools that can be used:

- *A simple, attractive listing of niche stores – see Figure 3. Each list entry should contain address information and a very few words that clearly describe what the shop sells. Because of the dispersion of the WBID's h&h niche, a small map would be essential*
- *Niche store window decals – see Figure 4*
- *Coop newspaper ads – see the template in Figure 5. The template provides space for the copy about the niche to be in the center of the page, then individual spaces for the individual ads of each participating niche store above and below*
- *Stories about the niche in newspapers and magazines – see Figure 6. This can be a very effective niche-marketing tool. In many instances, the potential impacts warrant paying to have your niche's story published*

- *Niche events* – see Figure 7. Some examples are the Rutland Bridal Show put on by Rutland’s wedding niche and A Taste of Portland, done for the restaurants in downtown Portland, OR.

D. Focus Retail Recruitment Efforts On Small Independent Operators And Small Regional Chains⁴³

1. Be Prepared For A High Level Of Tenant Churn

The retail analysis indicated that because of the modest size of the WBID’s trade area, national chains outside of food markets, drugstores and fast food operations were unlikely to want a location in the WBID. The implication of that finding is that the WBID’s retail recruitment efforts should focus on independent retail operations, which tend to be small, as well as some small regional chains.

Recruiting such small retailers is something that many savvy real estate brokers and developers do not like to do because it is more difficult and far more expensive than recruiting a national chain:

- The costs of identifying, cultivating and signing independent retailers can be four to six times more expensive than going after and signing a national chain
- Independents often are uncertain about the kind and amount of space they need
- Independents often cannot properly evaluate a new location because they lack information about its trade area
- Independents often lack the credit needed to obtain a lease in a high quality building

Moreover, many small independent business people lack the capitalization and entrepreneurial skills needed to stay in business for more than a few years. In fact, research has shown most small start-ups will be out of business in five years.⁴⁴

Consequently, a retail recruitment program targeting small independent firms can be expected to produce a good deal of churn, i.e., it will bring into the district a good number of firms that will be gone after a few years. To really succeed -- in addition to selling firms on the district’s business locations -- such a recruitment program must also try to filter out and target the more competent and better financed small retailers. It also would benefit from developing a program that

⁴³ See David Milder, *Downtown Business Recruitment* (DANTH Inc, 2005: Kew Gardens, NY) pp.125, pp. 31-34. It can be downloaded free of charge at www.danth.com

⁴⁴ Scott Shane, “The Start-Ups We Don’t Need — The American, A Magazine of Ideas,” <http://www.american.com/archive/2009/entrepreneurship-the-start-ups-we-don2019t-need>.

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.⁴⁵

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*

⁴⁵ 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 WBID⁴⁶*
- *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

⁴⁶ 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.⁴⁷

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:

⁴⁷ 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.⁴⁸

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

⁴⁸ 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 Heyer, 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.

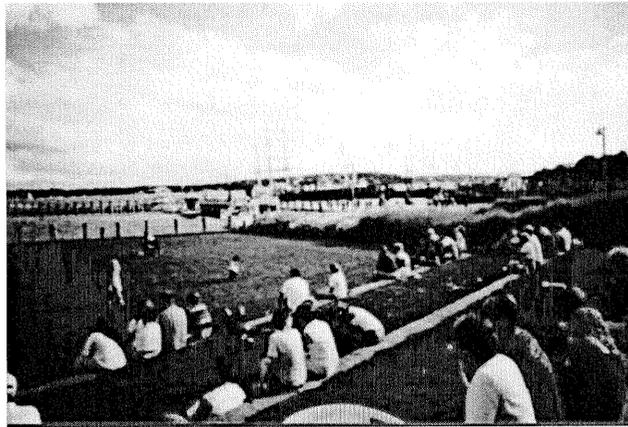


Figure 8. Greenport, NY Amphitheater

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

2012 Event Calendar*

Date	Event
Monthly, the 4th Wednesday of Every Month	Coffee In The Morning
Monthly, the 3rd Thursday of Every Month through??	Artwalk
February 2	Business Recognition Reception
April 21 - rain date April 22	Chili Cook-Off and more
May 12 - rain date May 19	Warren County Bazaar
June 16 - rain date June 17	Mike Schmidt Memorial Car Show Adult Soap Box Derby
July 21, Rain Or Shine	Sidewalk Sale
September 15 rain date - September 16	Town-Wide Yard Sale
October (5??)6 (& 7??)	Festival In The Borough
Wednesday, October 31	Hometown Halloween
November 30 & December 1	Hometown Holiday
June 22-September 28 ?? TBD Every Friday 3-7 pm	Farmers Market ?? TBD
Visit www.washingtonbid.org for details *All events, dates and times are subject to change	
1st Thursday of each month, 7:00 pm	Board Meetings/ SubCommittee Meetings
3rd Friday of each month, 12:00 noon	Executive Committee Meetings



Washington Borough

Business Improvement District

Washington Borough Business Improvement District Management Corporation			
2012 Budget Proposal			
Income:			
	Funds From Surplus	\$ 26,435	
	Income from Events	\$ 41,000	
	BID Assessment	\$ 200,000	
	Interest income	\$ 1,200	
	Total Income		\$ 268,635
Expense:			
Administration & Operation			
	Salaries	\$ 88,000	
	Sub-Contract Personnel (Consultants)	\$ 25,500	
	Administration & Operation	\$ 45,610	
	Administration & Operation Sub-Total		\$ 159,110
Public Relations & Events			
	Advertising (General)	\$ 2,000	
	Newsletters	\$ 1,100	
	Website Maintenance	\$ 3,600	
	Business Recruitment	\$ 6,900	
	Event Expenses	\$ 50,500	
	Programs & Special Events Sub-Total		\$ 64,100
Physical Improvements			
	Banners	\$ 2,000	
	Signage	\$ 900	
	Landscaping	\$ 3,200	
	Parking Lot Debt Service	\$ 29,925	
	Park	\$ 5,000	
	Physical Improvements Sub-Total		\$ 41,025
Insurance & Elections			\$ 4,400
Total Operating Budget			\$ 268,635

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	\$145,265	\$115,340	\$85,415
Net operating income (loss) (a)	(12,000)	(1,500)	0	0
Debt service on Skylands loan	<u>29,925</u>	<u>29,925</u>	<u>29,925</u>	<u>22,444</u>
Unrestricted cash, 12/31	<u>\$145,265</u>	<u>\$115,340</u>	<u>\$85,415</u>	<u>\$62,971</u>

Notes

(a) - Assumes basic operations are break even after 2012.

(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 8/30/11)

WASHINGTON BUSINESS IMPROVEMENT DISTRICT

Preliminary Profit Loss, 2011 Unaudited

(Includes Actuals First Half, Projections 2nd Half)

				TTL Annual Budget 2011	Projection/ Actual 2011	2011 Variance to Budget
Ordinary Income/Expense						
Income						
			4541 · SID ASSESSMENT	200,000.00	200,000.04	-0.04
			4542 · Interest Income	1,200.00	1,500.00	-300.00
			5680 Advertising Income		0.00	0.00
			5800 · Special events			0.00
			56870 Other	250.00	0.00	250.00
			58864 · CAR SHOW	6,000.00	5,819.00	181.00
			58865 · FESTIVAL IN THE BOROUGH	22,700.00	36,100.00	-13,400.00
			58866 · Business Awards	2,400.00	1,878.27	521.73
			58867 · Warren County Bazaar	1,400.00	2,140.00	-740.00
			58868 · First Fridays-3rd Thurs-Artwalk	1,000.00	1,500.00	-500.00
			58869 · FARMER'S MARKET	900.00	646.36	253.64
			Total 5800 · Special events	34,650.00	48,083.63	-13,433.63
			Total Income	235,850.00	249,583.67	-13,733.67
Expense						
			7200 · Salaries & related expenses			
			7211 · EXECUTIVE DIRECTOR			
			72112 · Class/Seminar	1,200.00	0.00	1,200.00
			7240 · Employee benefits - not pension	2,500.00	3,700.00	-1,200.00
			7211 · EXECUTIVE DIRECTOR - Other	60,000.00	60,000.00	0.00
			Total 7211 · EXECUTIVE DIRECTOR	63,700.00	63,700.00	0.00
			72111 · Fundraising/Committe/Convention	2,500.00	2,500.00	0.00
			7212 · Executive Assistant	28,400.00	28,400.00	0.00
			7220 · Hourly Wage	3,000.00	3,000.00	0.00
			7250 · Payroll taxes	10,900.00	10,900.00	0.00
			7550 · Office Cleaning	600.00	600.00	0.00
			7552 · Consultant,PR	15,000.00	15,000.00	0.00
			Total 7200 · Salaries & related expenses	124,100.00	124,100.00	0.00
			7500 · Other personnel expenses			0.00
			7530 · Legal Fees & Filing	250.00	250.00	0.00
			7541 · Accounting	5,500.00	5,500.00	0.00
			7542 · Planning/Marketing	4,000.00	4,000.00	0.00
			7551 · Consultant Grants	5,000.00	4,000.00	1,000.00
			Total 7500 · Other personnel expenses	14,750.00	13,750.00	1,000.00
			8100 · Non-personnel expenses			
			8110 · Supplies	2,300.00	2,300.00	0.00
			8122 · Payroll Expenses*	960.00	1,000.00	-40.00
			8123 · Workers Compensation	500.00	500.00	0.00
			8125 Business Filing Fees			0.00
			8127 · Bank Charges	0.00	100.00	-100.00
			8128 · Credit Card Processing Fees	500.00	850.00	-350.00
			8130 · Telephone & telecommunications	3,350.00	3,800.00	-450.00
			8140 · Postage, shipping, delivery	250.00	250.00	0.00

**AN ORDINANCE ESTABLISHING RECREATION
DEPARTMENT PROGRAM FEES**

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

SECTION 1. The Borough of Washington Recreation Department ("Recreation Department) is authorized to recommend fees for participation in its programs/events in accordance with the following schedule.

SECTION 2. The Recreation Director, or his/her designee, will schedule dates, times and locations for the following programs/events. The fee for participation in the program/event for each registrant shall be within the following parameters:

Recreation Program/Event		Minimum	Maximum	New Rate for All
Girl's Softball: 2nd Grade thru 8th Grade				
# Games 24	ALL	\$35	\$100	\$60
# Times to Groom 24				
Karate/Self-Defense - Ages 5 thru 12				
	ALL	\$35	\$100	\$50
Easter Egg Hunt: Ages 3 to 6th Grade	No Charge			\$0
Swim Team: Ages 5 to 18 Team Member	Must also be member of the pool	\$50	\$100	\$55
	Swim Team Individual Membership	\$50	\$150	\$110
	Swim Team Family Membership	\$100	\$260	\$195
Swim Lessons: Ages 3 and Up	Must be 42 inches in height			
	ALL	\$40	\$100	\$65
	Private Lessons	\$60	\$100	\$85
Pool Fees				
Membership	Individual	\$75	\$125	\$110
(All Memberships half price after August 1 st)	Family	\$150	\$300	\$195
	Senior Citizen	\$0	\$50	\$50
Daily				
Adult		\$6	\$10	\$8
Child (4 to 14 years old)		\$4	\$8	\$4
Child (up to 3 years old)		\$0	\$0	\$0
Senior		\$4	\$8	\$5
Twilight (after 6pm)	All Twilight	\$3	\$6	\$3
Water Aerobics		\$10	\$40	\$20
Soccer: Kindergarten to 8th Grade				

	Ages 5, 6 & 7	\$35	\$100	\$60
	Ages 8 and up	\$45	\$100	\$75
Field Hockey: 2nd to 6th Grade				
	ALL	\$35	\$100	\$50
Men's Basketball	Team Sponsor	\$200	\$600	\$350
Individual Participant	ALL	\$40	\$75	\$40
Movies in the Park	No Charge			
Youth Basketball: 3rd Grade to 8th Grade				
	ALL	\$40	\$100	\$60
Street Hockey: Kindergarten to 8th Grade				
	ALL	\$35	\$100	\$50
Grand Illumination Ceremony	No Charge			\$0
Holiday House Decorating Contest	No Charge			\$0
Usage Fee – Field/Park	Daily Fee	\$45	\$500	Variable
Field Fee Based on Field Maint/Prep				
Lighting at Park	Per Hour	\$15/hr	\$55/hr	\$17 per hour
Sport Clinic Programs		\$35	\$100	Variable
				\$0
Party Rental (Pool Hours)	Members			\$0
	Non-Members			Daily Rate/person
Party Rental (After Hours)	50 People	200	300	225
	51-100 People	300	400	325
	Over 100 People	400	500	425
Pavilion/Tent Rental		\$25	\$100	\$25
Summer Recreation Programs		\$50	\$1000	Variable
Special Events		\$100	\$1000	Variable

SECTION 3. By no later than March first of each year the Recreation Director shall evaluate the costs and expenses for operating each Program/Event and make a recommendation to the Mayor and Council and Manager as to the amount to be charged for participation in the Program/Events presented by the Recreation Department, which shall be within the range of fees established by this ordinance. The Borough Council shall review the Recreation Program/Event Fee recommendations made by the Recreation Director in order to establish the current year Recreation Program Fee Schedule, which shall be adopted by the Mayor and Council via resolution annually.

SECTION 4. All ordinances and resolutions inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistencies.

SECTION 5. This ordinance shall take effect immediately after final passage, approval and publication of notice hereof as required by law.



MANAGERS WEEKLY REPORT
10/14/11

As of this report, I have not received any communication from the Dept. of Community Affairs regarding their review of the Recreation Commission Ordinance. I left them another message and will let you know once I hear anything.





MANAGERS WEEKLY REPORT
10/21/11

As of this report, I have not received any communication from the Dept. of Community Affairs regarding their review of the Recreation Commission Ordinance. I will let you know once I hear anything.

Over the past few months, there has been an increase in the number of residents coming in to see the Municipal Clerk at the end of the day. In order to accommodate the needs of the public, starting Monday, the Clerk's new Office hours are going to be 9AM to 5PM.

We began the 2012 budget process several weeks ago. Once we get all the numbers that we need from both department and the State, I will be presenting Council with my recommended budget for next year. Barring any unforeseen incident, I expect this to take place in early January. However, if any member of Council wishes to speak with me on the budget prior to that, feel free to contact me at any time.

I am awaiting the last of the 2012 professional service appointment proposals this week. Once I gather them and verify all legal requirements have been met, I will scan them in and place everything on a CD for your review. I anticipate this occurring next week.

I have attached the recap list for your review.

Meeting Date	Recap Item	Status	Completed
August 16, 2011	<p>Per Councilman Boyle - Check status of stop sign installation near Lambert St.</p>	<p>8/17/11 - Spoke with Engineer. He is verifying that all DOT requirement can be met before installation occurs. 9/20/11 - Per Council, move forward with ordinance creation to install signs and place on next available agenda. 10/7/11 - Ordinance still being drafted. Will have attorney review and schedule introduction accordingly. 10/18/11 - Ordinance introduced. After adopted, signs will be installed.</p>	Yes
September 20, 2011	<p>Per Council - Work with Norfolk Southern Railroad to see if they would grant the Borough a sewer easement , as well as the authority to provide snow/ice control services to their property located off of N. Jackson Ave.</p>	<p>9/21/11 - Contacted NSRR and left voice mail. 10/7/11 - Called and E-mailed NSRR on 6 separate occasion to no avail. Also e-mailed "higher-up's" at the RR as well to no avail. Will continue trying to make contact. 10/13/11 - Advised Council of my conversations with NSRR. They have agreed to let us access their property for snow removal. They will send us a draft agreement for our review. 10/19/11 - Called and left NSRR a message regarding the agreement. Have not heard back yet.</p>	No

		<p>9/22/11 - Contacted SCE and advised. They will look into and report back.</p> <p>10/12/11 - SCE completed their investigation and was going to speak with the resident on their findings. In short, this has to do with the grade of the land in the area, and there may be very little that can be done.</p>	Yes
	October 4, 2011		
		<p>Per Resident - Investigate stormwater issues at 17 McKinley.</p> <p>Per Council, Investigate stormwater issues at Verizon.</p>	
		<p>Per Councilman Higgins - Call Barbieri Builders RE; flowing issues on Myrtle and McKinley.</p>	No
	October 18, 2011		
		<p>Per Council - Contact Blue Diamond Disposal to see if there is a way they can verify if residents are being in compliance with the Borough recycling goals and ordinances (as long as there is no additional cost).</p>	No
		<p>Per Councilman Boyle - What was the address where the tree/stump was removed on N. Jackson.</p>	Yes

RESOLUTION # 180-2011

**RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND
APPROPRIATIONS NJSA 40A: 4-87**

WHEREAS, NJSA 40A: 4-87 provides that the Director of Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount,

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Borough of Washington in the County of Warren State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2011 in the sum of \$10,431.23 which is now available from the NJ Clean Energy program

BE IT FURTHER RESOLVED, that the like sum of \$10,431.23 is hereby appropriated under the caption of Other Expenses – Energy Efficiency Block grant.

Certification

I, Kristine Blanchard, Clerk of the Borough of Washington, County of Warren, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the governing body on

Kristine Blanchard, RMC - Borough Clerk

Witness my hand and seal of the
_____ of _____
this _____ day of _____,
2010.



09-16-2011

Richard Phelan
Washington, Borough of
100 Belvidere Avenue
Washington, NJ 07882

Dear Energy Efficiency and Conservation Block Grant Program Participant:

Thank you for applying to participate in the Energy Efficiency and Conservation Block Grant Program (EECBG), a New Jersey Board of Public Utilities (NJBPUB) initiative, managed by TRC Energy Services. The enclosed check represents the full block grant associated with the following project(s) and represents up to 40% of the project cost, which must now be paid to your Direct Install contractor as part of your contract for the work performed through these programs.

Application # LY00107EECBG	Technology: Supplemental	Account #: 100004557730
Project Location: 100 Belvidere Avenue Washington, NJ 07882		Approved: 3/30/2011

For questions or further assistance regarding the EECBG Program, please contact TRC at the number below. Program representatives will assist you in exploring or implementing energy efficiency alternatives and incentives available through New Jersey's Clean Energy Program. Visit NJCleanEnergy.com/MUNI for complete details on opportunities for local governments.

Very truly yours,
TRC Energy Services

Ashley Miller
Program Coordinator

CC:
Matthew Zanzalari
H.T. Lyons, Inc.
7165 Ambassador Drive
Allentown, PA 18106



Commercial/Industrial Market Manager
 New Jersey's Clean Energy Program
 c/o TRC Energy Services
 900 Route 9 North, Suite 104
 Woodbridge, NJ 07095



Wells Fargo Bank, N.A.
 62-24/1210

005206
 CHECK DATE

September 13, 2011

PAY TO THE ORDER OF
 Ten Thousand Four Hundred Thirty One and 23/100 Dollars

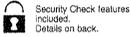
AMOUNT

\$10,431.23

Washington, Borough of
 100 Belvidere Avenue
 Washington NJ 08876

By: *[Signature]*
 VOID AFTER 90 DAYS AUTHORIZED SIGNATURE MP

⑈005206⑈ ⑆121000248⑆ 4121454433⑈



Commercial/Industrial Market Manager
 New Jersey's Clean Energy Program
 c/o TRC Energy Services • 900 Route 9 North, Suite 104 • Woodbridge, NJ 07095

EMILY BUSINESS FORMS 800.392.6018 VISION

005206

Invoice Number	Date	Voucher	Amount	Discounts	Previous Pay	Net Amount
NJEN-SJ02178EECBG	7/31/11	007753388037	10,431.23	0.00	0.00	10,431.23
Washington, Borough of NJEN 49	108454	Totals	10,431.23	0.00	0.00	10,431.23

should be App#
 LY00107KECBG

please note for your
 records

*ok to process/cash

RESOLUTION # 181-2011

**RESOLUTION SUPPORTING THE CENTER LINE PAVEMENT MARKINGS TO A
NO PASSING ZONE ON ROUTE 57 IN WASHINGTON BOROUGH, WARREN
COUNTY, NEW JERSEY**

WHEREAS, an investigation was conducted by the New Jersey Department of Transportation to inventory the existing centerline markings along Rt. 57 in Washington Borough and in Warren County, and;

WHEREAS, the New Jersey Department of Transportation has determined based on the Bureau of Traffic Engineering and Investigations report that the centerline markings be revised to a No Passing Zone in Washington Borough and in Warren County, and;

WHEREAS, the New Jersey Department of Transportation requires, as part of the Traffic Regulation Order, a Resolution of support from Washington Borough, and;

NOW, THEREFORE, BE IT RESOLVED, that the Borough of Washington does hereby support the revised Traffic Regulation Order to revise the centerline markings on Rt. 57 in Washington Borough to a No Passing Zone, and;

BE IT FURTHER RESOLVED, that the Municipal Clerk send a certified copy of this Resolution to the New Jersey Department of Transportation.

I, hereby, certify the above to be a true copy of a resolution adopted by the

_____.
at a meeting held on _____.

K. Blanchard, RMC

Date

Council -
Even though Rt. 57 in Washington Borough is a No Passing Zone
we must still adopt a resolution of support so that
they CAN adopt the TRO and change Rt. 57
to No passing along the
Entire width.
Kristine
File



State of New Jersey

DEPARTMENT OF TRANSPORTATION
P.O. Box 600
Trenton, New Jersey 08625-0600

CHRIS CHRISTIE
Governor

JAMES S. SIMPSON
Commissioner

KIM GUADAGNO
Lt. Governor

No Passing Zone
Route NJ 57
Washington Borough
Warren County

May 13, 2010

Ms. Kristine Blanchard
Municipal Clerk
Washington Borough
100 Belvidere Avenue
Washington, NJ 07882

Dear Ms. Blanchard:

This is in reference to an investigation conducted by the New Jersey Department of Transportation to inventory the existing centerline markings along Route NJ 57 in Washington Borough, Warren County.

Staff of the Bureau of Traffic Engineering and Investigations (BTEI) has completed an investigation. Based on this investigation it has been recommended to revise the centerline pavement markings to a No Passing Zone along Route NJ 57 throughout the entire length of Washington Borough.

In order to legally establish the No Passing Zones the New Jersey Department of Transportation is required to promulgate a Traffic Regulation Order (TRO). An initial step in the TRO process is to receive a resolution of support from the municipal governing body. It is therefore requested that a certified adopted resolution of concurrence be submitted to this office for the item discussed above. Please note that N.J.S.A. 39:4-8.4c establishes that a resolution is to be received from the municipality rather than an ordinance.

Once this office is in receipt of the certified adopted resolution of concurrence from the Washington Borough governing body a Traffic Regulation Order will be promulgated. The Centerline Markings will then be revised by NJDOT forces to reflect the No Passing Zones.

Should you have any questions please feel free to contact Robert Smetanka, Principal Traffic Investigator at 609-530-2657.

Sincerely,

Original Signed By
Michael E. Mihalic

Michael E. Mihalic
Supervisor, Traffic Investigations
Traffic Engineering & Investigations

C: Chief George Cortellesi

MEM:RS:mc

"IMPROVING LIVES BY IMPROVING TRANSPORTATION"

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Resolution 182-2011
RESOLUTION AUTHORIZING THE EXTENSION OF A SHARED SERVICES
AGREEMENT BETWEEN THE BOROUGH OF WASHINGTON AND THE
WASHINGTON BOROUGH BOARD OF EDUCATION
FOR SNOW REMOVAL SERVICES

WHEREAS, on December 15, 2009, the Borough of Washington and the Washington Borough Board of Education entered into a Shared Services Agreement for snow removal services via Resolution 239-2009; and

WHEREAS, said Agreement is due to expire on December 31, 2011 unless both parties agree to a two-year extension; and

WHEREAS, both the Borough of Washington and the Washington Borough Board of Education agree that extending this Agreement would be in the best interest of both parties.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Washington, County of Warren, State of New Jersey as follows hereby authorize the extension of the above-referenced Agreement in accordance with all of the existing terms and conditions thereto.

BE IT FURTHER RESOLVED, that certified copies of this resolution be forwarded to the Washington Borough Chief Financial Officer and Washington Borough School Superintendent

**BOROUGH OF WASHINGTON
WARREN COUNTY, NEW JERSEY**

RESOLUTION # 183 -2011

**RESOLUTION AUTHORIZING SALE OF SURPLUS PROPERTY TO THE
BOROUGH OF ROCKAWAY**

WHEREAS, *N.J.S.A.* 40A:11-36(2) permits a municipality by resolution to sell personal property not needed for public use to another contracting unit without advertisement or auction; and

WHEREAS, the Borough of Washington has one (1) Alumagoal Football/Soccer Combination Goal which is no longer needed; and

WHEREAS, the Borough of Rockaway is interested in said Football/Soccer Combination Goal; and

WHEREAS, the Borough of Washington desires to sell the equipment to the Borough of Rockaway for \$500.00.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Washington, County of Warren hereby authorize the following:

1. The sale of the Football/Soccer Combination Goal to the Borough of Rockaway for \$500.00.
2. The Football/Soccer Combination Goal identified above can only be used by the Borough of Rockaway.

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to the Borough's Director of Recreation, Borough's Chief Financial Officer and the Borough of Rockaway.

P.O. Type: All
 Format: Detail with Line Item Notes
 Range: 1-05-55-000-000-000 to 1-05-55-999-999-999
 Rcvd Batch Id Range: First to Last
 Department Page Break: No
 Received Date Range: 10/19/11 to 12/31/11
 Print Alpha Capital/Trust, Alpha Grant, & Revenue Accts: N
 Open: N Rcvd: Y Paid: Y
 Held: N Apprv: 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 P.O. Id Item Vendor

Fund: SEWER OPERATING FUND

1-05-55-502-000-029 SEWER OPERATING Other contractual Svcs 382.50 A 10/13/11 10/26/11 2618338-SP11
 11-01049 1 PITNEY PITNEY BOWES, INC. JULY-SEPT 2011 FOLDING MACHINE
 Tracking Id: 2910 Real Property Rental or Lease (Non-Exempt)
 FOR SEWER UTILITY

1-05-55-502-000-071 SEWER OPERATING Utilities-Electricity 8,488.91 A 08/10/11 10/26/11 00008007
 11-00869 4 USEFLT VEOLIA WATER 8/10-9/9/11 ELECTRICITY FOR
 Tracking Id: 3611 Utilities - Electric (Exempt)
 SEWER PLANT

11-01003 2 GPU JCP&L 9/20-10/19 WOLFE ESTATE PUMP 294.58 A 09/27/11 10/27/11
 Tracking Id: 3611 Utilities - Electric (Exempt)
 STATION

8,783.49

1-05-55-502-000-079 SEWER OPERATING Utilities-Natural Gas 19.72 A 05/24/11 10/27/11
 11-00559 6 ELIZG ELIZABETHOWN GAS 9/9-10/10/11 NATURAL GAS-ALVIN
 Tracking Id: 3612 Utilities - Gas (Exempt)

Department Total: 9,185.71
 CAFR Total: 9,185.71
 Fund Total: SEWER OPERATING FUND 9,185.71
 Year Total: 9,185.71

Total P.O. Items: 4 Total List Amount: 9,185.71 Total Void Amount: 0.00

Fund Description	Fund	Budget Total
SEWER OPERATING FUND	1-05	9,185.71
Total of All Funds:		<u>9,185.71</u>

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

Vendor Total: 405.02

ATLANTIC ATLANTIC TOMORROWS OFFICE												
11-00989	09/26/11		Copier contract		B							
2	5/23-8/22/11	SAVIN C9120	COLOR Copier Accessories & Supplies (Non-Exempt)	22.82	B	MUNICIPAL LIBRARY Maint Other Equip	A		09/26/11	10/26/11	CNIN209737	N
Tracking Id: 930												
COPIER PER COPY CHARGE												

Vendor Total: 22.82

ADPPAY AUTOMATIC DATA PROCESSING												
11-00955	09/13/11		SEPT-DEC PAYROLL PROCESSING		B							
4	OCT 2011	PAYROLL PROCESSING	Payroll (General) (Non-Exempt)	238.00	B	FINANCIAL ADMIN Other Contr Svcs	A		09/13/11	10/26/11	404920170	N
Tracking Id: 2570												
PERIOD ENDING 10/15/11												

Vendor Total: 238.00

BTCO BAKER & TAYLOR COMPANY INC.												
11-00418	04/11/11		Books		B							
13	29/RECORDS	ON DISK	Books and other Publications (Non-Exempt)	5.80	B	MUNICIPAL LIBRARY Books & Pubs	A		04/11/11	10/26/11		N
Tracking Id: 510												
14	1/BOOK	WITH BARCODE	Books and other Publications (Non-Exempt)	17.16	B	MUNICIPAL LIBRARY Books & Pubs	A		04/11/11	10/26/11	3017409077	N
Tracking Id: 510												

Vendor Total: 22.96

11-00764 07/13/11 Books												
7	2/BOOKS	WITH BAR CODES	Books and other Publications (Non-Exempt)	36.16	B	MUNICIPAL LIBRARY Books & Pubs	A		07/13/11	10/26/11	3017373231	N
Tracking Id: 510												
8	1/BOOK	WITH BAR CODES	Books and other Publications (Non-Exempt)	15.46	B	MUNICIPAL LIBRARY Books & Pubs	A		07/13/11	10/26/11	3017395632	N
Tracking Id: 510												

Vendor Total: 51.62

Vendor Total: 74.58

10/27/11
11:45:03

BOROUGH OF WASHINGTON
Purchase Order Listing By Vendor Name

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

BINSKY BINSKY AND SNYDER SERVICES LLC
11-01065 10/18/11 CHILLER WATER LEAK 342.00 1-01-26-310-000-026 B BUILDINGS & GROUNDS Maint other Equip A 10/18/11 10/26/11 109123 N
1 CHILLER WATER LEAK
Tracking Id: 2012 HVAC Maintenance (Non-Exempt)

Vendor Total: 342.00

CONLEY CONLEY & SOZANSKY, LLC
11-01053 10/13/11 Legal Services May-July 2011 1,748.39 1-01-20-150-000-027 B TAX ASSESSMENT Legal Svcs A 10/13/11 10/26/11 N
1 5/1-7/31/11 LEGAL SERVICES -
Tracking Id: 2800 Professional Services - Legal (Exempt)
VARIOUS REAL ESTATE TAX MATTERS

11-01112 10/26/11 Legal Svcs. Aug 1-Sept. 30 2011 694.75 1-01-20-150-000-027 B TAX ASSESSMENT Legal Svcs A 10/26/11 10/26/11 N
1 8/1-9/30/11 REAL ESTATE TAX
Tracking Id: 2800 Professional Services - Legal (Exempt)
MATTERS

Vendor Total: 2,443.14

WCTREL COUNTY OF WARREN
11-01038 10/12/11 4TH QTR 2011 COUNTY TAXES 845,208.79 1-01-55-208-000-000 B County Taxes Payable A 10/12/11 10/26/11 N
1 4TH QTR 2011 COUNTY TAXES
Tracking Id: 3312 Taxes - County (Exempt)

Vendor Total: 845,208.79

COVANT COVANTA WARREN ENERGY RESOURCE
11-01030 10/07/11 FILED RECORDS INCINERATION 111.45 1-01-26-310-000-299 B BUILDINGS & GROUNDS Miscellaneous A 10/07/11 10/26/11 275045 N
1 FILED RECORDS INCINERATION

Vendor Total: 111.45

ELIZG ELIZABETHOWN GAS
11-00493 04/27/11 2011 NATURAL GAS LIBRARY 42.71 1-01-29-390-000-079 B MUNICIPAL LIBRARY Natural Gas A 04/27/11 10/27/11 N
8 9/9-10/10 NATURAL GAS LIBRARY
Tracking Id: 3612 Utilities - Gas (Exempt)

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

11-00626 06/10/11 NATURAL GAS B 433.74 1-01-31-446-000-000 B NATURAL GAS A 06/10/11 10/27/11
 Tracking Id: 3612 Utilities - Gas (Exempt)
 BUILDING
 8 9/9-10/10/11 NATURAL GAS DPW 97.69 1-01-31-446-000-000 B NATURAL GAS A 06/10/11 10/27/11
 Tracking Id: 3612 Utilities - Gas (Exempt)

531.43

Vendor Total: 574.14

DIMESTRI ERIC DIMESTRIA

11-00928 09/01/11 REFEREE FEES FOR SOCCER B 40.00 T-16-00-858-000-857 B SOCCER LEAGUE Referees/Umpires A 09/01/11 10/26/11
 Tracking Id: 3271 Sports Referee/Umpire Services (Exempt)
 10/22/11 DIV 4 GIRLS VS WASHINGTON

5 REFEREE FEES FOR SOCCER 80.00 T-16-00-858-000-857 B SOCCER LEAGUE Referees/Umpires A 09/01/11 10/26/11
 Tracking Id: 3271 Sports Referee/Umpire Services (Exempt)
 10/8/11 DIV 4 GIRLS V OXFORD
 10/8/11 DIV 4 BOYS VS MANSFIELD

120.00

Vendor Total: 120.00

LUKOTL FLEET SERVICES

11-00492 04/27/11 GASOLINE & DIESEL B 1,078.32 1-01-31-460-000-000 B GASOLINE & DIESEL A 04/27/11 10/26/11
 Tracking Id: 1810 Fuel (Gasoline & Diesel) (Non-Exempt)
 19 11.934/GALS GAS/CODE ENFORCEMENT 39.40 1-01-31-460-000-000 B GASOLINE & DIESEL A 04/27/11 10/26/11
 Tracking Id: 1810 Fuel (Gasoline & Diesel) (Non-Exempt)

20 22.133/GALS GAS/PARK 70.74 1-01-31-460-000-000 B GASOLINE & DIESEL A 04/27/11 10/26/11
 Tracking Id: 1810 Fuel (Gasoline & Diesel) (Non-Exempt)

21 28.785 GALS GAS & DIESEL/FIRE 96.18 1-01-31-460-000-000 B GASOLINE & DIESEL A 04/27/11 10/26/11
 Tracking Id: 1810 Fuel (Gasoline & Diesel) (Non-Exempt)

DEPARTMENT

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

1,284.64

11-00994 09/26/11 GASOLINE & DIESEL B 208.95 1-01-31-460-000-000 B GASOLINE & DIESEL A 09/26/11 10/27/11 27428370 N
 2 63.158/GALS GAS & DIESEL/FIRE Fuel (Gasoline & Diesel) (Non-Exempt)
 Tracking Id: 1810 DEPARTMENT

Vendor Total: 1,493.59

RYMON FRANK RYMON & SONS, INC.
 11-01063 10/17/11 TRASH PUMP REPAIR 29.74 T-16-00-858-000-815 B PARKS & PLAYGROUNDS Maintenance & Repair A 10/17/11 10/26/11 IV75021 N
 1 TRASH PUMP REPAIR REPAIR TO PUMP TO REMOVE WATER FROM TRASH CANS

Vendor Total: 29.74

GALE GALE
 11-00550 05/17/11 Large Print Books B 116.98 1-01-55-271-000-000 B State Library Aid A 05/17/11 10/26/11 17307897 N
 7 5/LARGE PRINT BOOKS - PREY, Books and Other Publications (Non-Exempt)
 Tracking Id: 510 ONLY TIME WILL TELL, YAKIMA STREET, ACCEPTABLE LOSS, AND CANYON OF NIGHT

Vendor Total: 116.98

GARLIC GARLIC CARPET CLEANING
 11-01011 09/28/11 Building Maintenance B 128.00 1-01-29-390-000-024 B MUNICIPAL LIBRARY Clean/Maint. Bldgs A 09/28/11 10/26/11 N
 2 CLEAN, SPRAY BUFF AND RESWEEP Building Maintenance Services (Non-Exempt)
 Tracking Id: 610 LIBRARY'S FLOORS MAY, JUNE, JULY & AUGUST @32.00 PER MONTH

Vendor Total: 128.00

GLOBAL ONLINE ELECTRONIC SERV.
 11-00805 07/28/11 web hosting-basic monthly B 25.00 1-01-29-390-000-076 B MUNICIPAL LIBRARY Telephone A 07/28/11 10/26/11 N
 4 10/1-11/1/11 INTERNET BASIC

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
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Tracking Id: 3330 Telecommunications (General) (Non-Exempt)
WEB HOSTING

Vendor Total: 25.00

ANSBAC	HENRY ANSBACK WELDING REPAIRS															
11-01043	10/12/11 LOADER & VEHICLE MAINT REPAIRS															
2	JOHN DEERE 644 LOADER REPAIRS	1,040.00	1-01-26-290-000-025	B	STREETS & ROADS Vehicle Maint	A	10/25/11	10/26/11	268856	N						
	Tracking Id: 1210		Equipment Maint & Repair (General) (Non-Exempt)													
	INSTALL NEW HYDRAULIC LINES FOR STEERING															
3	TRUCK#47 REPLACE STEERING PUMP	960.00	1-01-26-290-000-025	B	STREETS & ROADS Vehicle Maint	A	10/25/11	10/26/11	268856	N						
	BOX, BALL JOINTS AND U-JOINTS															
	PARTIAL PAYMENT SEE PO11-01101 FOR															
	REMAINING BALANCE															
		2,000.00														

11-01101	10/25/11 VEHICLE MAINTENANCE															
2	REMAIN ING BAL. PO#11-001043	210.00	1-01-26-290-000-025	B	STREETS & ROADS Vehicle Maint	A	10/25/11	10/26/11	268856	N						
	Tracking Id: 330		Auto Repair (Mechanical) (Non-Exempt)													
	TRUCK #47 F-350 REPAIRS															
3	1998 F-200 REPLACE BRAKE	260.00	1-01-26-290-000-025	B	STREETS & ROADS Vehicle Maint	A	10/25/11	10/26/11	268856	N						
	Tracking Id: 330		Auto Repair (Mechanical) (Non-Exempt)													
	CHAMBER ADJUST CLUTCH AND BRAKES															
		470.00														

Vendor Total: 2,470.00

HIGHSM	HIGHSMITH INC.															
11-00986	09/21/11 due date stickers															
1	due date stickers	69.40	1-01-29-390-000-036	B	MUNICIPAL LIBRARY Office Supplies	A	09/21/11	10/26/11	4353328	N						
	Tracking Id: 2430		office supplies (general) (Non-Exempt)													
	20 rolls (1000 stickers)															

Vendor Total: 69.40

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

1,169.19

STREET GARAGE

11-00997	09/26/11	WATER - LIBRARY			B	86.90	1-01-29-390-000-072	B	MUNICIPAL LIBRARY Water	A	09/26/11	10/27/11			N
2	9/12-10/11/11	WATER - LIBRARY													
		Tracking Id: 3615	Utilities - Water (Exempt)												

11-01104	10/25/11	WATER USAGE			B	80.00	1-01-31-445-000-000	B	WATER	A	10/25/11	10/27/11			N
2	9/15-10/10/11	WATER VARA FIELD													
		Tracking Id: 3615	Utilities - Water (Exempt)												

Vendor Total: 1,336.09

NJPAPR NJN PUBLISHING INC.

11-00998	09/26/11	LEGAL ADVERTISING			B	27.67	1-01-20-120-000-021	B	CLERK Legal Advertising	A	09/26/11	10/26/11			N
4	10/13/11	SALE OF ALLEGER ST.													
		Tracking Id: 2231	Legal Advertising (Exempt)												
			GARAGE PROPERTY & AFFIDAVIT												
5	10/20/11	SALE OF ALLEGER ST.				27.67	1-01-20-120-000-021	B	CLERK Legal Advertising	A	09/26/11	10/26/11			N
		Tracking Id: 2231	Legal Advertising (Exempt)												
			GARAGE PROPERTY & AFFIDAVIT												

55.34

Vendor Total: 55.34

PECHIN PECHINEY PLASTIC PACKAGING, INC

11-01092	10/25/11	EC. 09 tr. fr. Pechiney to St. Onn				289.34	T-13-00-601-000-000	B	Street Opening Deposits	A	10/25/11	10/26/11			N
1	EC fr. Str. Op.	to Pechiney													
		Tracking Id: 1390	Escrow (Non-Exempt)												
			To correct posting of ck. #1644 5/6/09												
			posted to Pechiney Plastic Escrow in												
			in error; should be charged to Street												
			Opening Deposit escrow acct. (Schablie's												
			Plumbing)-ck. pd. to Suburban Consulting												

Vendor Total: 289.34

Vendor # Name	PO # PO Date Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Enc Date	Date	chk/Void	Invoice	1099 Excl
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PITNEY BOWES, INC.	11-01049 10/13/11 JULY-SEPT FOLDING MACHINE RNTL	382.50	1-01-20-100-000-026		B GENERAL ADMIN Maint Other Equip	A	10/13/11	10/26/11			2618338-SP11	N
	2 JULY-SEPT 2011 FOLDING MACHINE											
	Tracking Id: 2910				Real Property Rental or Lease (Non-Exempt)							
	RENTAL FOR GENERAL ADMIN.											
	Vendor Total:	382.50										

PLASTE PLASTERER EQUIPMENT CO., INC	11-01025 10/04/11 VEHICLE & EQUIP. PARTS	166.23	1-01-26-290-000-034		B STREETS & ROADS Vehicle Parts	A	10/04/11	10/27/11			P04261	N
	2 HYDRAULIC LINES FOR LOADER											
	Tracking Id: 310				Auto Parts & Accessories (Non-Exempt)							
	Vendor Total:	166.23										

SCHALL SCHALL'S BRAKES & REPAIRS	11-00917 08/29/11 BRAKE RESURFACING	130.00	1-01-26-290-000-026		B STREETS & ROADS Maint Other Equip	A	08/29/11	10/27/11			117364	N
	1 BRAKE RESURFACING FOR											
	Tracking Id: 370				Auto Repair (CDI) (Mechanical) (Non-Exempt)							
	EMERGENCY BRAKE ON WHEEL LOADER											
	Vendor Total:	130.00										

SCHOLL SCHOLL, WHITTLESEY & GRUENBERG	11-01093 10/25/11 Legal serv 9/1-30/11	56.00	T-13-00-698-000-000		B Washington Cemetery Association Inc.	A	10/25/11	10/26/11			37805	N
	1 9/1-9/30 LEGAL SER. WASHINGTON											
	Tracking Id: 2800				Professional Services - Legal (Exempt)							
	CEMETERY ASSOC.											

SCHOLL SCHOLL, WHITTLESEY & GRUENBERG	11-01094 10/25/11 Legal serv 8/1-31/11	182.00	T-13-00-694-000-000		B DEBRA HUMPHREY	A	10/25/11	10/26/11			37268	N
	1 8/19/11 HUMPHREY VARIANCE/											
	Tracking Id: 2800				Professional Services - Legal (Exempt)							
	LEGAL SERVICES											

SCHOLL SCHOLL, WHITTLESEY & GRUENBERG	11-01095 10/25/11 Legal serv 9/1-9/30/11	28.00	T-13-00-697-000-000		B PRIORITY SIGN INC.	A	10/25/11	10/26/11			37806	N
	1 9/1-9/301 WELLS FARGO/PRIORITY											
	Tracking Id: 2800				Professional Services - Legal (Exempt)							

Vendor # Name

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

SIGNS LEGAL SERVICES

11-01096 10/25/11 legal serv P&P 8/1-8/31/11
 1 8/1-8/31/11 P&P OF WASHINGTON 84.00 T-13-00-687-000-000 B P & P OF WASHINGTON LLC A 10/25/11 10/26/11 37265
 Tracking Id: 2800 Professional Services - Legal (Exempt)
 LEGAL SERVICES

11-01097 10/25/11 legal serv Feb-Mar 2010
 1 FEB 2010 LEGAL SERV/PARK HILL 280.00 T-13-00-675-000-000 B PARK HILL APARTMENTS A 10/25/11 10/26/11 26145
 Tracking Id: 2800 Professional Services - Legal (Exempt)
 2 MAR 2010 LEGAL SERV/PARK HILL 322.00 T-13-00-675-000-000 B PARK HILL APARTMENTS A 10/26/11 10/26/11 26145
 Tracking Id: 2800 Professional Services - Legal (Exempt)

 602.00

11-01098 10/25/11 legal serv 8/23/11 Kerns var
 1 8/23/11 KERNS VARIANCE/LEGAL 182.00 T-13-00-696-000-000 B EDWARD KERNS A 10/25/11 10/26/11 37270
 Tracking Id: 2800 Professional Services - Legal (Exempt)
 SERVICES
 11-01099 10/25/11 legal serv 8/23/11 queelly
 1 8/23/11 QUEELLY VARIANCE/LEGAL 182.00 T-13-00-693-000-000 B JULIA QUEELLY A 10/25/11 10/26/11 37269
 Tracking Id: 2800 Professional Services - Legal (Exempt)
 SERVICES

Vendor Total: 1,316.00

SMIMOT SMITH MOTOR COMPANY, INC
 11-00131 01/24/11 VEHICLE MAINTENANCE B
 3 TRUCK#47 GEAR ASSEMBLY 238.47 1-01-26-290-000-025 B STREETS & ROADS Vehicle Maint A 04/29/11 10/26/11 206637
 Tracking Id: 310 Auto Parts & Accessories (Non-Exempt)
 4 TRUCK#47 SPLASH SHIELDS 42.08 1-01-26-290-000-025 B STREETS & ROADS Vehicle Maint A 04/29/11 10/26/11 206724
 Tracking Id: 310 Auto Parts & Accessories (Non-Exempt)

 280.55

11-01022 10/04/11 VEHICLE MAINT & REPAIR B
 2 LINK ASSEMBLY 240.92 1-01-26-290-000-025 B STREETS & ROADS Vehicle Maint A 10/04/11 10/26/11 2066779

N

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
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Vendor Total: 335.00

USFOOD			U.S. FOODSERVICE												
11-00794		07/26/11	FOOD FOR CONCESSION STAND		B										
6			FOOD FOR CONCESSION STAND	569.45	T-16-00-858-000-821			B	CONCESSION STAND Materials & Supplies	A		07/26/11	10/26/11	0820578	N
			Tracking Id: 1720												
			Food (Non-Catered) (Exempt)												
			Vendor Total:	569.45											

WCTRES			WARREN COUNTY TREASURER												
11-01039		10/12/11	4TH QTR 2011 OPEN SPACE TAXES												
1			4TH QTR 2011 OPEN SPACE TAXES	83,457.93	1-01-55-208-000-001			B	County Taxes Payable - Open Space	A		10/12/11	10/26/11		N
			Tracking Id: 3312												
			Taxes - County (Exempt)												
			Vendor Total:	83,457.93											

WARRH			WARREN HILLS REGIONAL												
11-01068		10/18/11	SCHOOL TAXES												
1			SCHOOL TAXES	577,381.75	1-01-55-206-000-000			B	REGIONAL SCHOOL TAXES	A		10/18/11	10/26/11		N
			Tracking Id: 3311												
			Taxes - School (Local/Regional) (Exempt)												
			Vendor Total:	577,381.75											

WARPA			WARREN MATERIALS INC.												
11-00575		05/31/11	ASPHALT FOR ROAD REPAIR		B										
8			1.23/TNS COLD PATCH	145.14	1-01-26-290-000-031			B	S & R Chemical, Gases, Road Materials&suppl	A		05/31/11	10/27/11	302-01054	N
			Tracking Id: 2930												
			Road Materials (Asphalt) (Non-Exempt)												
			Vendor Total:	145.14											

WBPAY			WASH. BOROUGH PAYROLL ACCOUNT													
11-01109		10/26/11	COVER PAYROLL OF 10/31/11													
1			GENERAL ADMIN.-F.T.-10/31 PAY	4,992.42	1-01-20-100-000-011			B	GENERAL ADMIN FULL Time	P		4682	10/26/11	10/26/11	10/26/11	N
			Tracking Id: 2560													
			Payroll] (General) (Exempt)													
2			CLERK-F.T.-10/31 PAYROLL	2,994.08	1-01-20-120-000-011			B	CLERK - FULL Time	P		4682	10/26/11	10/26/11	10/26/11	N
			Tracking Id: 2560													
			Payroll] (General) (Exempt)													
3			CLERK-P.T.-10/31/11 PAYROLL	62.50	1-01-20-120-000-012			B	CLERK Part Time	P		4682	10/26/11	10/26/11	10/26/11	N

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
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			Tracking Id: 2550	Park & Playground Supplies (Non-Exempt)		2.40	T-16-00-858-000-814	B	PARKS & PLAYGROUNDS Materials & Supplies A	A	05/03/11	10/26/11		039028	N
			Tracking Id: 2550	Park & Playground Supplies (Non-Exempt)		2.99									

11-00934	09/01/11	GENERAL SUPPLIES			B	38.25	1-01-26-310-000-030	B	BUILDINGS & GROUNDS Materials/supplies	A	09/01/11	10/26/11		039072	N
3		PUTTY KNIFE, HACK & HAND SAW,													
		Tracking Id: 580	Building Maint Equip & Supplies (Exempt)												
		FILE AND 2/BTLs FANTASTIK CLEANER													

11-00964	09/15/11	SUPPLIES FOR THE POOL			B	13.27	T-16-00-858-000-814	B	PARKS & PLAYGROUNDS Materials & Supplies A	A	09/15/11	10/27/11		039007	N
9		FASTENERS & DRILL BIT SET													
		Tracking Id: 2700	Pool Supplies (Exempt)			13.24	T-16-00-858-000-814	B	PARKS & PLAYGROUNDS Materials & Supplies A	A	09/15/11	10/27/11		038976	N
10		FASTENERS & HARDWARE													
		Tracking Id: 2700	Pool Supplies (Exempt)			12.75	T-16-00-858-000-814	B	PARKS & PLAYGROUNDS Materials & Supplies A	A	09/15/11	10/27/11		038939	N
11		WRANCH COMBO													
		Tracking Id: 2700	Pool Supplies (Exempt)			39.26									

				Vendor Total:		80.50									

ANDREUZ ZACHERY ANDREULA															
11-01062	10/17/11	SOCCER REFEREE FEES			B	30.00	T-16-00-858-000-857	B	SOCCER LEAGUE Referees/umpires	A	10/17/11	10/26/11			N
1		SOCCER REFEREE FEES													
		Tracking Id: 3271	Sports Referee/umpire Services (Exempt)												
		D5 GIRLS SOCCER (DUFNER) VS. MANSFIELD B													

11-01108	10/26/11	SOCCER REFEREE FEES			B	30.00	T-16-00-858-000-857	B	SOCCER LEAGUE Referees/umpires	A	10/26/11	10/27/11			N
1		SOCCER REFEREE FEES													
		Tracking Id: 3271	Sports Referee/umpire Services (Exempt)												
		10/22 D5 GIRLS VS. MANSFIELD													
				Vendor Total:		60.00									

Total Purchase Orders:	72	Total P.O. Line Items:	126	Total List Amount:	1,925,414.83	Total Void Amount:	0.00
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Vendor # Name
PO # PO Date Description
Item Description Amount Contract PO Type Acct Type Description
First Rcvd Chk/Void
Stat/chk Enc Date date date Invoice Excl

1099
Excl

Fund Description	Fund	Budget Total	Revenue Total
OPERATING FUND	1-01	1,922,221.05	0.00
DEVELOPER'S ESCROW FUND	T-13	1,605.34	0.00
RECREATION TRUST	T-16	1,588.44	0.00
	Year Total:	3,193.78	0.00
	Total of All Funds:	1,925,414.83	0.00

RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act; *N.J.S.A. 10:4-6 et seq.*, declares it to be the public policy of the State to insure the right of citizens to have adequate advance notice of and the right to attend meetings of public bodies at which business affecting the public is discussed or acted upon; and

WHEREAS, the Open Public Meetings Act also recognizes exceptions to the right of the public to attend portions of such meetings; and

WHEREAS, the Mayor and Council find it necessary to conduct an executive session closed to the public as permitted by the *N.J.S.A. 40:4-12*; and

WHEREAS, the Mayor and Council will reconvene in public session at the conclusion of the executive session;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Washington, County of Warren, State of New Jersey that they will conduct an executive session to discuss the following topic(s) as permitted by *N.J.S.A. 40:4-12*:

_____ A matter which Federal Law, State Statute or Rule of Court requires be kept confidential or excluded from discussion in public (Provision relied upon: _____);

_____ A matter where the release of information would impair a right to receive funds from the federal government;

_____ A matter whose disclosure would constitute an unwarranted invasion of individual privacy;

_____ A collective bargaining agreement, or the terms and conditions thereof (Specify contract: _____);

_____ A matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed; Real Estate Acquisitions

_____ Tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

_____ Investigations of violations or possible violations of the law;

_____ Pending or anticipated litigation or contract negotiation in which the public body is or may become a party; (The general nature of the litigation or contract negotiations is: **DPW Garage Litigation Update**. The public disclosure of such information at this time would have a potentially negative impact on the municipality's position in the litigation

or negotiation; therefore this information will be withheld until such time as the matter is concluded or the potential for negative impact no longer exists.)

_____ Matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his or her ethical duties as a lawyer; (The general nature of the matter is: _____ OR _____ the public disclosure of such information at this time would have a potentially negative impact on the municipality's position with respect to the matter being discussed; therefore this information will be withheld until such time as the matter is concluded or the potential for negative impact no longer exists.);

_____ Matters involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective or current public officer or employee of the public body, where all individual employees or appointees whose rights could be adversely affected have not requested in writing that the matter(s) be discussed at a public meeting; (The employee(s) and/or general nature of discussion is: the public disclosure of such information at this time would violate the employee(s) privacy rights; therefore this information will be withheld until such time as the matter is concluded or the threat to privacy rights no longer exists.;

_____ Deliberation occurring after a public hearing that may result in the imposition of a specific civil penalty or loss of a license or permit;

BE IT FURTHER RESOLVED that the Mayor and Council hereby declare that their discussion of the subject(s) identified above may be made public at a time when the Borough Attorney advises them that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the Borough or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Mayor and Council, for the reasons set forth above, hereby declare that the public is excluded from the portion of the meeting during which the above discussion shall take place.

Date:

Kristine Blanchard, RMC