



BOROUGH OF LEONIA

COUNCIL- Regular Meeting
~ Minutes ~

Anne Dodd, Borough Clerk

227 Fort Lee Road
Leonias, NJ 07605
<http://www.leonianj.gov/>

February 3, 2020

7:30 pm

Leonias Library

A Regular Meeting of the Mayor and Council of the Borough of Leonias was held in the Leonias Library at 227 Fort Lee Road, Leonias, NJ on February 3, 2020. The meeting was called to order at 7:35 p.m. by Mayor Judah Zeigler.

Council President Fusco led those present in a salute to the flag.

Mayor Zeigler advised that the conditions of the Open Public Meeting Act have been met by Notice being placed on the Bulletin Board at Borough Hall and sent to the official newspapers.

PRESENT: Mayor Judah Zeigler and Councilmembers Pasquale Fusco, Maureen Davis, Bernadette Flaim, Louis Grandelis, Joanne Terrell and William Ziegler

ABSENT: None

ALSO PRESENT: Borough Attorney Brian Chewcaskie
Borough Administrator Andrea Wardrop
Borough Clerk Anne Dodd

Presentations

Gold Award - Safe Routes to School

Mayor Zeigler advised that, through the hard work of many people led by the Mayor's Advisory Committee on Traffic and Pedestrian Safety, the Borough has been recognized with a Gold Award for NJ Safe Routes to School. He detailed the various projects that were undertaken as a part of receiving this award, noting that it is the culmination of a multi-year process and will allow the Borough to qualify for a significant number of grants. He presented the Gold Award to Alec Melman, Chair of the Mayor's Advisory Committee on Traffic and Pedestrian Safety.

Appointments

Mayor's Advisory Committee on Traffic and Pedestrian Safety Appointments

Mayor Zeigler made the following appointments to the Mayor's Advisory Committee on Traffic and Pedestrian Safety:

Claudia Cubillos, Member	Term Expiration 12/31/2020
Rebekah Diller, Member	Term Expiration 12/31/2020
George Giaquinto, Member	Term Expiration 12/31/2020
Dan Lee, Member	Term Expiration 12/31/2020
David Mazur, Member	Term Expiration 12/31/2020
Christopher Terzini, Member	Term Expiration 12/31/2020
Sadaf Trimarchi, Member	Term Expiration 12/31/2020

Public Comment

John Peters, 142 Park Avenue, President of Leonia Fire Department Company #1, expressed appreciation to the governing body in anticipation of the adoption of Ordinance #2020-01. He commented that the volunteers of this department are here to serve their fellow residents and thanked the governing body for their assistance in getting this department back on its feet. He recognized members of the Fire Department who were instrumental in preparing this ordinance as well as Councilman Ziegler and Borough Attorney Chewcaskie.

Gilbert Hawkins, 123 Knapp Terrace, advised that he is present this evening in support of Ordinance #2020-01. He stated that he is proud to be a member of the Leonia Fire Department and noted the dedication of all the members. He commented that he is also speaking in support of the Shade Tree Ordinance which he believes is a start to saving the trees in this community.

Approval of Minutes

Motion by Council President Fusco, second by Councilwoman Flaim, and all members present voting in favor, that the Minutes of January 22, 2020 Work Session are approved.

Reports

Council Reports

Council President Fusco

DPW

Council President Fusco reported that there is a new full-time DPW employee and an additional position is currently being advertised. A new dump truck is on order and is hoped to be delivered in the next couple of months. The new sweeper is working vigorously throughout town. The cost analysis for the damage associated with the fuel contamination has been completed and a letter was sent to the vendor by the Borough Attorney together with the backup to be submitted as a claim to their insurance company. Collections last month included 221 tons of garbage, 47 tons of trash, 63 tons of recycled paper and cardboard and 29 tons of glass and plastic. Two trees were removed and three pruned. There was one sewer emergency and the collection of Christmas trees was completed. He reminded residents that all items for garbage collection must be out at the curb by 7 a.m. on collection day.

Building Department

There were 45 permits processed during the month of December, 43 of which were new and 2 were updates, for a total of \$21,580 in fees collected and \$973,731 in construction value. In January, there were 45 new permits and 9 updates, resulting in \$40,000 in fees and \$2,147,213 in construction value.

Planning Board

The Planning Board held its Reorganization Meeting last month. Michael DeGidio is the new Chair and Vincent Petti is the new Vice Chair. Council President Fusco advised that, although the agenda was light, there was a contentious application, 396 Park Avenue, as well as one additional application which were both approved.

Councilwoman Davis

Board of Health

Councilwoman Davis reported that the Board of Health met on January 15th at which time the officers were elected. Maryellen Peters will serve as President and Dr. George will serve as Vice President. There was discussion regarding the ordinance to ban plastic bags, an animal survey that is currently underway, and the possibility of an anti-vaping ordinance. The Health Officer was appointed for an 11-month, full-time position. The rabies clinic was held on January 25th. The Public Health Nurse reported that there were 18 blood pressures taken, 18 diabetes screenings of which 3 were referred to a physician, 16 communicable diseases, 18 cardiovascular risks, 16 home visits, 34 flu shots administered, and 347 dog licenses and 81 cat licenses issued. Councilwoman Davis reminded residents that animals must be licensed by April 1st and rabies must be current at the time that the application is submitted. The quarterly income totals were \$885 for various certificates and the annual 2019 income was \$11,450.

Police

Please see attached for the Synopsis of Leonia Police Operations Year-End Report 2019 and 2019 Property Maintenance Report.

Councilwoman Flaim

Library Board of Trustees

Councilwoman Flaim advised that she was unable to attend the Library Board meeting due to a conflict with the last Mayor and Council meeting. The Reorganization meeting took place and James Moore will serve as President, Susan Boyd as Treasurer and Diane Tausner as Secretary. New carpeting has been installed in both levels of the Library and additional seating and tables have been acquired for which positive feedback has been received. Two Lunar New Year events were held and were very well-attended. The door count has been very steady since last year and there has been a 6% increase in circulation. Suzanne Dickerson was authorized to obtain grants and/or funding to restore her father's mural which has been stored at the library and the possibility of obtaining funding for additional artwork that has been donated to the library was discussed.

Finance & Human Resources Committee

The Finance & Human Resources Committee met in January. There was a need to temporarily enter into a Shared Service Agreement with Cliffside Park for Technical Assistant services on an as-needed basis for the Building Department. A Shared Service Agreement for some additional hours from Teaneck is also being prepared. Several personnel issues are being addressed in both the DPW and Recreation Department. The Senior Bus Driver position will remain on a part-time basis in 2020. A meeting was held with Vince Buono, former CFO, and the new CFO, Sheryl Luna, to discuss the 2020 operating budget requests, and as a result, departments have been requested to review their respective budgets for additional cuts. It is hoped that the budget will be introduced on March 2nd. The Capital Budget Planning Committee will be meeting this Monday.

Councilman GrandelisFire Committee

The Fire Committee met on January 23rd. Accomplishments during 2019 as well as 2020 vision were discussed. Councilman Grandelis reviewed some of the accomplishments which included a new pumper, repair of the firehouse roof, drafting of the Fire Ordinance, asbestos remediation in the firehouse and receipt of a grant for radio equipment. The department responded to 22 calls in the month of December. In 2020, new radios will be purchased through the grant that was received for this purpose. The department will be undergoing an ISO inspection and lead paint removal will take place in the spring. They will also be looking to implement initiatives to recruit new volunteers, the most recent of which brought in a few new volunteers. Councilman Grandelis advised that he is in the process of scheduling meetings throughout the department.

Recreation Commission

Councilman Grandelis reported that he attended a Recreation Commission meeting on January 21st. He reviewed the new officers for 2020. The removal of the Refer a Friend program for the pool was discussed due to lack of use. A senior bus grant was submitted to obtain a new bus. Maintenance assistance was sent out to the NJ Department of Transportation. There was discussion regarding the ongoing community programs for this year's summer camp. The next Recreation Committee meeting is scheduled on February 20th. The Recreation budget request was amended to remove the request for a full-time Senior Bus Driver. The pool brochures are set to be mailed in February with a discount period to commence on March 1st. The new online registration system has been a major success for the Winter Program with a 10% increase in revenue numbers so far in 2020.

EMS

Councilman Grandelis reported that there were 53 incidents during January that required response from Englewood Hospital Emergency Medical Service Department. With respect to Priority 1 responses, there were a total of 25 transports reported, 16 of which went to Englewood Hospital, 2 to Hackensack Medical Center, 1 to Hackensack Emergency Room for Pediatrics, and 6 to Holy Name Medical Center. Of the Priority 2 responses, 18 transports were reported, 11 of which went to Englewood Hospital, 2 to Hackensack Medical Center, 1 to New Bridge and 4 to Holy Name Medical Center. A meeting is scheduled tomorrow with the Director to discuss Leonia's alignment and shared service agreements.

Councilwoman TerrellBoard of Education

Councilwoman Terrell advised that the Board of Education met in January for its Reorganization Meeting. The swearing in of newly-elected BOE Members Isaac Park and Mariya Thompson and re-elected BOE Members Mary Albanese and Bryce Robins took place. There was continued discussion regarding the 5th graders as to where they will go as well as the field and whether it will be returned.

Law & Ordinances Committee

Councilwoman Terrell noted that 5 ordinances are listed on tonight's agenda for adoption and commented that this accomplishment resulted from the hard work of many of the people in the room this evening.

Councilman ZieglerEnvironmental Commission

Councilman Ziegler reported that the Plastic Bag Ban Ordinance is on the docket this evening which is the culmination of a much larger effort of the Environmental Commission which included the Styrofoam and recycling efforts. A communication plan to inform the community of its responsibilities with respect to this ordinance has been prepared by Christoph Hesterbrink. Councilman Ziegler noted that the same goes for the Shade Tree Ordinance which is also on the docket this evening. He commented that this ordinance is the culmination of many years of work and will be a win-win for the community. He inquired as to the status of the sidewalk policy.

Mayor Zeigler expressed his belief that this item will be listed on the March Work Session agenda.

Facilities

Councilman Ziegler advised that the Facilities Committee will be meeting monthly. There is currently discussion regarding the negotiating strategy to acquire the properties located at 245 and 247 Fort Lee Road for the purpose of locating the new municipal building. As these discussions relate to legal negotiations, Councilman Ziegler noted that they are not open to the public. The information that is being shared this evening will also be posted to the Borough website. During the fall, after discussion with NJ State officials who are charged with overseeing the Green Acres Park Program, it became clear that the intended swap of existing Green Acres land to accommodate a new municipal building site was prohibitively expensive and administratively burdensome. Architect Anthony Iovino is preparing updated site drawings to be made public after being presented to the Facilities Committee which is anticipated to take place at the next meeting.

Historic Preservation

The Historic Preservation Committee held its Reorganization Meeting and David Braun will continue as Chair, North Peterson as Vice Chair, and Linda Green as Secretary. On February 10th, the League of Women Voters will be celebrating the passage of the 19th amendment at the LHS Little Theater. On February 19th at 7 p.m. at the Methodist Church, Billy Neumann, Historian, will present on cartographer, Robert Erskine. A tour of the Methodist Church's archives will also take place during this event. Through the Historic Preservation Commission, Grant Hanson, a metal detectionist, came to Councilman Ziegler's house to locate historical items as it is the oldest house in Leonia. There was discussion regarding a permanent Leonia history exhibit being placed in the basement of the Little House. The "I Grew Up in Leonia" Facebook page now has 2,424 members.

Mayor's Report

As was mentioned at the Reorganization Meeting, Mayor Zeigler advised that he will be placing a discussion regarding an ordinance to impose term limits for governing body members as well as the possibility of establishing a Charter Study Commission onto the February 19th Work Session agenda.

He reported that he met with one of the Girl Scout Troops last week to discuss their Silver Cup project for which they have identified the declining tree population on Highwood Hills as a possible option. He advised that he will be putting them in contact with the Shade Tree Commission and Environmental Commission to receive assistance in putting together a plan to remedy this issue.

Notification was received from Congressman Pascrell's office that there is a \$350 million pool of money called the Assistance to Firefighters Grant which Mayor Zeigler forwarded to the Fire Chief and Councilman Grandelis as Chair of the Fire Committee. Congressman Pascrell has offered to lend his support to any application that is made.

Mayor Zeigler advised that, as a result of the Planning Board application referenced earlier this evening, there was discussion regarding need to amend the Zoning Ordinances to reflect the changing way in which residents utilize their homes. There will be a Zoning Committee established within the Planning Board which will then bring recommendations to the governing body for consideration. The Master Plan Reexamination will begin this month.

Mayor Zeigler announced that the Police Department received a \$10,000 donation from Kulite for the 4th year in a row to fund ongoing operations. He further announced that he learned this evening that Kulite has also made a \$10,000 donation in his honor to recognize his hard work to assist and provide solutions to the residents of Leonia as well as in recognition of his leadership qualities. Mayor Zeigler thanked Kulite for all that they do as well as their continued commitment to the municipality.

Borough Attorney's Report

Borough Attorney Chewcaski reported that, with respect to the DOT litigation, there was argument before the Appellate Division on December 2nd and a written decision is awaited. In regard to the firehouse roof and cell carrier litigation, information has been compiled, cell carriers have been previously put on notice, and demand letters have been prepared for the carrier. There are two tax appeals currently pending. Although they are still in the discovery phase, it is expected that both will be resolved. He noted that it is currently unknown how many tax appeals will be submitted in 2020 as the deadline is April 1st.

With respect to contracts, most labor contracts have been resolved or are in the process of being resolved. The White Collar Memorandum of Agreement has been ratified and the contract is being prepared. Memorandums of Agreement have been prepared for both the PBA and Blue Collar Union and were sent out a few weeks ago. A response is awaited from each respective union.

In regard to the fuel contamination issue, a demand letter was issued to the vendor. There are ongoing matters that are still undergoing further review which include the acquisition of the Fort Lee Road properties and Golf Course Drive retaining walls.

There are five ordinances which are scheduled for adoption this evening. There was a meeting today with Dan Melfi, Zoning Officer, to review the site plan and zoning ordinances. There was also a discussion with Mark Moeller, Construction Official, regarding the CRO requirements. It is anticipated that those ordinances will be finalized this month and additional ordinances currently under consideration will be finalized in March.

Borough Administrator's Report

Borough Administrator Wardrop reported that Sheryl Luna joined the Leonia team in early January through a Shared Services Agreement with the Borough of Paramus for CFO services. A Finance Department internal controls/separation of duties assessment was performed by Ms. Luna and it is anticipated that a number of changes will take place within the department as a result. These proposed changes are being discussed with the Borough

Auditor. It is anticipated that, going forward, there will be better cross training and processes will be more efficient.

On January 31st, the Borough's Qualified Purchasing Agent (QPA) resigned. This evening's agenda contains a Resolution to appoint Sheryl Luna to serve as the Temporary Purchasing Agent until a new QPA is appointed.

February 11th is the new website "go - live" date. Borough Administrator Wardrop commented that David Torres, Recreation employee, has been working very hard in ensuring that all information is updated. The transition should be completely seamless to the residents.

Borough Administrator Wardrop advised that there is a Shared Service Agreement with the Board of Education for mechanic services on tonight's agenda. She detailed the services that the Borough will receive as a result of this agreement.

The records management company, Foveonics, will be scanning the Borough's records and assisting in obtaining permission to destroy records that no longer need to be maintained. They have been onsite several times and will be returning within the next week to begin removing boxes to begin the scanning process.

Borough Administrator Wardrop met with the newly appointed Borough Engineer, Frank Rotonda, and the previous Borough Engineer to discuss the retaining wall project. She will be meeting with the CFO and Bond Counsel to discuss the financing of the project. The next step will be to schedule a meeting with the property owners which is expected to take place in March.

The 2020 budget process is underway. The updated binders to include all changes will be provided to the Mayor and Council no later than February 14th. The Operating Budget is scheduled for introduction at the March 2nd Mayor and Council meeting.

Borough Administrator Wardrop has met with the Capital Budget Planning Committee Chairperson, Arthur Zayat, twice in the past week. The capital plan documentation is being sent to him. The Capital Budget Planning Committee will be meeting on February 10th and February 24th with the hope to have the capital plan completed at the time that the operating budget is introduced.

Borough Administrator Wardrop and Borough Clerk/Assistant Administrator Dodd both attended 2020 Census workshops to learn more about community involvement that is needed for the success of the 2020 Census which will kick off in April. Borough Administrator Wardrop stressed the importance of community involvement and discussed different ways that the Borough can assist in encouraging this involvement.

The first goal setting session for Department Heads and Staff Leaders will take place next week.

Intrep Solutions, the new IT Consultant, has been onsite almost daily since January 22nd assessing the computer needs of the Borough departments, inventorying the equipment and looking at its departmental security requirements.

The Borough Clerk and Health Offices will be switching locations. This move will take place this Friday afternoon after Borough Hall closes with the assistance of the DPW. As of

Monday, February 10th, the Health office will be located on the first floor of Borough Hall with the Borough Clerk on the 2nd floor.

The Borough Clerk, Administrator, Building Department and Health Department are meeting with software vendors to learn how geographic and residential database information can be shared amongst departments.

A possible venue change to ACS is being explored for Mayor and Council meetings. It is hoped to have this change in place by the February 19th meeting.

Mayor Zeigler advised that, with respect to the turf field, drainage plans were reviewed with NJ DEP verbally. As it takes 90 days for DEP approval, Mayor Zeigler has requested that the plans be transmitted to the Borough Engineer so that he can sign off on them now. Financing of this project to limit the impact on taxpayers is being discussed with the Bond Counsel, Auditor, and CFO.

Adoption of Ordinances

Ordinance 2020-01

The Borough Clerk read into the record:

The following ordinance published herewith was first read by title only on January 22, 2020 and posted on the bulletin board of the municipal building.

Ord. 2020-01 AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 29 OF THE ORDINANCE OF THE BOROUGH OF LEONIA ENTITLED "FIRE DEPARTMENT"

Mayor Zeigler noted that non-substantive revisions have been made to this ordinance and asked Borough Attorney Chewcaskie to provide an explanation as to these revisions which included a spelling error and grammatical error.

Motion by Councilwoman Flaim, second by Council President Fusco, to accept said revisions.

On a roll call, the vote was recorded as follows:

Council President Fusco:	aye	Councilman Grandelis:	aye
Councilwoman Davis:	aye	Councilwoman Terrell:	aye
Councilwoman Flaim:	aye	Councilman Ziegler:	aye

Mayor Zeigler explained that this ordinance substantively revises the operating principles and procedures that govern the Leonia Volunteer Fire Department.

Public Comments on Ordinance 2020-01

No one came forward.

Motion by Councilman Ziegler, second by Councilwoman Terrell, that Ordinance 2020-01 be passed on second and final reading and is hereby adopted as revised and notice of same shall be published according to law.

On a roll call, the vote was recorded as follows:

Council President Fusco: aye
 Councilwoman Davis: aye
 Councilwoman Flaim: aye

Councilman Grandelis: aye
 Councilwoman Terrell: aye
 Councilman Ziegler: aye

Ordinance 2020-02

The Borough Clerk read into the record:

The following ordinance published herewith was first read by title only on January 22, 2020 and posted on the bulletin board of the municipal building.

Ord. 2020-02 AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 181 “NOISE” SECTION 181-7 “TOOLS AND EQUIPMENT” OF THE CODE OF THE BOROUGH OF LEONIA

Borough Attorney Chewcaskie explained that this ordinance sets limitations on the hours during which noise can take place during the week as well as on Saturday and Sunday . This ordinance also permits the non-commercial use of landscaping equipment and regulates the use of landscaping equipment during those hours.

Public Comments on Ordinance 2020-02

No one came forward.

Motion by Councilwoman Terrell, second by Councilman Grandelis, that Ordinance 2020-02 be passed on second and final reading and is hereby adopted and notice of same shall be published according to law.

On a roll call, the vote was recorded as follows:

Council President Fusco: aye
 Councilwoman Davis: aye
 Councilwoman Flaim: aye

Councilman Grandelis: aye
 Councilwoman Terrell: aye
 Councilman Ziegler: aye

Ordinance 2020-03

The Borough Clerk read into the record:

The following ordinance published herewith was first read by title only on January 22, 2020 and posted on the bulletin board of the municipal building.

Ord. 2020-03 AN ORDINANCE AMENDING CHAPTER 243 “SOLID WASTE” OF THE CODE OF THE BOROUGH OF LEONIA BY ADDING ARTICLE IV “SINGLE-USE BAG REDUCTION”

Borough Attorney Chewcaskie advised that this ordinance establishes the elimination of plastic bags from retail sellers as well as provides for alternatives for merchants which includes providing reusable bags with the option of charging a fee.

Public Comments on Ordinance 2020-03

No one came forward.

Motion by Councilman Ziegler, second by Councilwoman Flaim, that Ordinance 2020-03 be passed on second and final reading and is hereby adopted and notice of same shall be published according to law.

On a roll call, the vote was recorded as follows:

Council President Fusco:	aye	Councilman Grandelis:	aye
Councilwoman Davis:	aye	Councilwoman Terrell:	aye
Councilwoman Flaim:	aye	Councilman Ziegler:	aye

Ordinance 2020-04

The Borough Clerk read into the record:

The following ordinance published herewith was first read by title only on January 22, 2020 and posted on the bulletin board of the municipal building.

Ord. 2020-04 AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 223 OF THE ORDINANCE OF THE BOROUGH OF LEONIA ENTITLED "RESIDENTIAL PARKING PERMIT"

Borough Attorney Chewcaskie explained that this ordinance provides for overnight parking restrictions between midnight and 4 a.m., seven days a week and allows for parking on the streets provided that there are resident/non-resident/employee hangtags. This ordinance also calls for the posting of signs regarding these provisions at various locations as recommended by the Police Chief.

Public Comments on Ordinance 2020-04

No one came forward.

Motion by Councilwoman Davis, second by Councilman Grandelis, that Ordinance 2020-04 be passed on second and final reading and is hereby adopted and notice of same shall be published according to law.

On a roll call, the vote was recorded as follows:

Council President Fusco:	aye	Councilman Grandelis:	aye
Councilwoman Davis:	aye	Councilwoman Terrell:	aye
Councilwoman Flaim:	aye	Councilman Ziegler:	aye

Ordinance 2020-05

The Borough Clerk read into the record:

The following ordinance published herewith was first read by title only on January 22, 2020 and posted on the bulletin board of the municipal building.

Ord. 2020-05 AN ORDINANCE AMENDING CHAPTER 275 "TREES" OF THE CODE OF THE BOROUGH OF LEONIA

Borough Attorney Chewcaskie advised that this ordinance is a revamp of the Chapter 275 of the Borough Code pertaining to shade trees and the Shade Tree Commission. He confirmed

that this ordinance complies with current Statute with respect to the Shade Tree Commission structure and public utilities. This ordinance includes a permit and education provision as well as establishes time periods between submission of an application and issuance of a permit and requirements for the removal of the tree and remaining stump. The effective date for this ordinance is April 1st.

Public Comments on Ordinance 2020-05

No one came forward.

Motion by Councilman Ziegler, second by Councilwoman Davis, that Ordinance 2020-05 be passed on second and final reading and is hereby adopted and notice of same shall be published according to law.

Councilwoman Terrell asked for confirmation that the revisions regarding the amount of the Shade Tree Trust Fund being increased from \$10,000 to \$15,000 were made subsequent to the reading that took place last meeting.

Mayor Zeigler confirmed that the correct amount is reflected in the version of the ordinance that is included in the packet this evening.

On a roll call, the vote was recorded as follows:

Council President Fusco:	aye	Councilman Grandelis:	aye
Councilwoman Davis:	aye	Councilwoman Terrell:	aye
Councilwoman Flaim:	aye	Councilman Ziegler:	aye

Consent Resolutions

- A. RES. 2020-66 Authorize Standard Tax Sale
[2020-66 Authorize Standard Tax Sale.pdf](#)
- B. RES. 2020-67 Authorize Advertisement - Administrative Assistant - Office of the Borough Clerk
[2020-67 Authorize Advertisement - PT Admin Asst -Borough Clerk.pdf](#)
- C. RES. 2020-68 Approve 2020 Towing Applications
[2020-68 Tow List.pdf](#)
- D. RES. 2020-69 Authorize Shared Service Agreement - Leonia Board of Education - Mechanic Services
[2020-69 Authorize Shared Service Agreement - Leonia Board of Education - Mechanic SreVICES.pdf](#)
- ~~E. RES. 2020-70 Authorize Chief Financial Officer to Disburse Funds in Case of Emergencies~~ *Pulled for discussion*
[2020-70 Authorize CFO to Disburse Funds.pdf](#)
- ~~F. RES. 2020-71 Authorize Temporary Investment of Excess Funds in All Accounts~~ *Pulled for discussion*
[2020-71 Authorize Temporary Investment of Excess Funds.pdf](#)
- G. RES. 2020-72 Authorize Signatures on Borough Drafts/Checks
[2020-72 Authorize Signatures on Borough Drafts & Checks.pdf](#)
- H. RES. 2020-73 Authorize Emergency Appropriation - Leonia Police Department HVAC System

- I. ~~RES. 2020-74 Appoint Temporary Purchasing Agent~~ *Pulled for discussion*
[2020-74 Appoint Temporary Purchasing Agent.pdf](#)
- J. RES. 2020-75 Authorize Bid Threshold to Remain at \$40,000.00
[2020-75 Authorize Bid Threshold to Remain at \\$40,000.pdf](#)

Motion by Councilwoman Flaim, second by Councilwoman Terrell, that the Consent Agenda be approved as amended.

On a roll call, the vote on the Consent Agenda was recorded as follows:

Council President Fusco:	aye	Councilman Grandelis:	aye
Councilwoman Davis:	aye	Councilwoman Terrell:	aye
Councilwoman Flaim:	aye	Councilman Ziegler:	aye

All members present voting in favor, the Consent Agenda was approved as amended.

RES. 2020-70 Authorize Chief Financial Officer to Disburse Funds in Case of Emergencies

[2020-70 Authorize CFO to Disburse Funds.pdf](#)

Councilman Ziegler inquired whether this resolution resulted from a discussion regarding petty cash to which Borough Administrator Wardrop advised that it did not. He expressed his opinion that a ceiling with respect to the amount of funds that can be disbursed should be established within the resolution.

It was agreed that the wording in the second to last clause of the resolution would be amended to read, “Now, Therefore, Be It Resolved, by the Governing Body of the Borough of Leonia, County of Bergen, that the Chief Financial Officer be, and hereby is, authorized to make said disbursements up to the amount of \$1,000.00 and to report the circumstances to the said Governing Body at the next regular meeting.”

Motion by Councilwoman Flaim, second by Council President Fusco, that Resolution #2020-70 be approved as amended.

On a roll call, the vote was recorded as follows:

Council President Fusco:	aye	Councilman Grandelis:	aye
Councilwoman Davis:	aye	Councilwoman Terrell:	aye
Councilwoman Flaim:	aye	Councilman Ziegler:	aye

RES. 2020-71 Authorize Temporary Investment of Excess Funds in All Accounts
[2020-71 Authorize Temporary Investment of Excess Funds.pdf](#)

Councilwoman Terrell noted that there is no such title as the Finance Chair and requested that the title within the resolution be amended to reflect Councilwoman Flaim’s proper title.

It was agreed that the second to last clause within Resolution #2020-71 would be amended to change “Finance Chairman” to “Chair of the Finance and Human Resources Committee.”

Motion by Councilwoman Terrell, second by Council President Fusco, that Resolution #2020-71 be approved as amended.

On a roll call, the vote was recorded as follows:

Council President Fusco:	aye	Councilman Grandelis:	aye
Councilwoman Davis:	aye	Councilwoman Terrell:	aye
Councilwoman Flaim:	aye	Councilman Ziegler:	aye

RES. 2020-74 Appoint Temporary Purchasing Agent

[2020-74 Appoint Temporary Purchasing Agent.pdf](#)

Councilwoman Flaim noted that there is no reference to a salary within the resolution for this appointment.

Borough Administrator Wardrop recommended a stipend of \$250 per month.

It was the consensus of the governing body to amend Resolution #2020-74 to amend the final paragraph to read, “Now, Therefore, Be It Resolved by the Mayor and Council of the Borough of Leonia, County of Bergen, State of New Jersey that Sheryl Luna, the Borough’s CFO, is appointed to serve as the Temporary Purchasing Agent and will receive a stipend of \$250 per month until such time that a permanent Qualified Purchasing Agent is appointed; this temporary appointment may not be appointed for a period to exceed one year from the date of vacancy or January 31, 2021.”

Motion by Councilwoman Terrell, second by Council President Fusco, that Resolution #2020-74 be approved as amended.

On a roll call, the vote was recorded as follows:

Council President Fusco:	aye	Councilman Grandelis:	aye
Councilwoman Davis:	aye	Councilwoman Terrell:	aye
Councilwoman Flaim:	aye	Councilman Ziegler:	aye

Unfinished Business:

There was no unfinished business.

New Business:

Snow Day Parking Lot Shuttle Service - Councilman Ziegler

Councilman Ziegler noted that older residents have difficulty getting back to their homes on snow days after moving their vehicles to a public lot. He suggested that one of the senior bus drivers be called in on these days to shuttle these residents.

After some discussion regarding insurance concerns and setting a time limit for this service, it was decided to have this item placed onto the next Police Commission meeting agenda to obtain input from the Police Chief. His input will be reported back to the governing body.

Mayor Zeigler advised that he will be placing a discussion onto the next Work Session regarding potential actions that may be taken with respect to the streets that abut the new Fort Lee development. It was requested that input be sought from the Police Chief and Fire Chief on this topic.

Public Comment on any issue:

No one came forward.

Adjournment:

There being no further business to come before the Mayor and Council, on a motion by Councilman Ziegler, second by Councilwoman Flaim, and unanimously carried, to adjourn this meeting. The meeting was adjourned at 8:54 p.m.

Respectfully submitted,

Anne Dodd, RMC
Municipal Clerk



Thomas P. Rowe
Chief of Police

Leonia Police Department

1 Wood Park, Leonia, New Jersey 07605
Tel: (201) 944-0800 / Fax: (201) 592-6907



Captain Scott Tamagny
Executive Officer

To: Police Commissioner Maureen Davis

From: Chief of Police Thomas Rowe

Subject: Synopsis of Leonia Police Operations. Year-end Report 2019

Date: February 3, 2020

The following is a synopsis of our operations for **2019**

Calls for Service- 10,784 (9,684 calls for service 2018)

Motor Vehicle Collisions- 343 (316 MVC's 2018)

-289 No Injuries

-26 w/ injuries

-1 Fatal

Residential Burglaries- 4

Motor Vehicle Thefts- 0

Robbery- 0

Summonses Issued- 5,236 (4,150 issued in 2018)

Arrests (all types)-177 (173 in 2018)



Thomas P. Rowe
Chief of Police

Leonia Police Department

1 Wood Park, Leonia, New Jersey 07605
Tel: (201) 944-0800 / Fax: (201) 592-6907



Captain Scott Tamagny
Executive Officer

Overtime

\$92,0734 was spent in 2019 on overtime. In 2018, a total of \$115,996 was spent on Overtime.

Extra-duty Revenue

Administrative fees earned from extra-duty employment was \$57,976. In the 2018, the Borough realized \$139,030 in extra-duty fees. The decrease is due to less work being done by the Utilities and private contractors. For 2020, the Borough should consider raising the Administrative Fee. Many towns in Bergen County charge a significantly higher fee than our Borough.

Court Fines/Penalties

\$228,415 was realized in fines/penalties in 2019. In 2018, \$218,003 fines/penalties were collected by the Borough.

Crime

In 2019, there were 4 residential burglaries. This is the lowest number of burglaries recorded since 1959 (9 burglaries that year). The reduction in burglaries has coincided with an increase in the number of officers in the Police Department. When I was named Acting Chief in March of 2013, the department had only 16 regular officers inclusive of all ranks. That year, we experienced 40 residential burglaries. Since 2016, the staffing level of the Police Department has increased from 17 officers to 19 officers. The last time the Police Department was staffed with 19 officers was 2003.

Awards

In October, the Police Department was recognized with the Award of Merit by AAA Northeast for our contributions to traffic safety and continuing efforts to protect and serve the residents of Leonia.



Thomas P. Rowe
Chief of Police

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2019 Accomplishments

- Reduction in residential burglaries to lowest number since 1950's
- Reduced overtime to 20 year low
- 26% increase in summonses issued.
- \$10,000 increase in fines/penalty revenue.
- Use of Criminal Forfeiture Funds to upgrade handguns, purchase Detective Bureau vehicle and security cameras saving taxpayers approximately \$100,000.
- Awarded \$20,000 in Traffic Enforcement grants.
- Received \$21,000 in private donations which has been used to purchase much needed equipment.
- \$99,360 realized by selling surplus Borough property. Program managed by PMO Oxnard.
- \$57,976 realized in Extra-duty Administrative fees.
- \$228,415 realized in fines/penalties.
- Assisted Leonia BOE in implementing an early warning active shooter alert system (RAVE). The early warning system will reduce the amount of time it takes an officer to respond to an active shooter situation by several minutes.

Judge
John R. DeSheplo

Court Administrator
Cherron Gil



Leonia
(201) 592-5780

Municipal Court

Office and Mailing Address: 312 Broad Avenue, Leonia NJ 07605
Courtroom: 305 Beechwood Place, Leonia NJ 07605

To: Tom Rowe /Police Department

Re: Monthly Revenue from December 2018 through Dec 2019

Listed below is a monthly revenue breakdown from Dec 2018 to Dec 2019.

Monthly Totals - include fines, costs, State 39 split, criminal fines, costs, local Parking, contempt, criminal bail forfeitures, add penalties, general fees, un-refunded overpayments, plaintiff costs, spinal municipal, D.W.I surcharges, uc codes.

	Year 2018		Year 2019	
Jan-	2018	21,230.07	JAN-	2019 10,087.86
Feb-	2018	20,143.77	Feb-	2019 13,846.16
Mar-	2018	23,270.02	Mar-	2019 25,287.39
Apr-	2018	20,281.58	Apr-	2019 24,767.86
May	2018	18,546.12	May-	2019 18,282.84
June-	2018	19,192.23	June-	2019 17,923.71
July-	2018	18,934.78	July-	2019 16,962.18
Aug-	2018	15,320.33	Aug-	2019 19,245.77
Sept-	2018	13,446.80	Sept-	2019 15,909.59
Oct-	2018	19,445.78	Oct-	2019 19,102.98
Nov-	2018	16,176.23	Nov-	2019 15,898.75
Dec-	2018	12,015.32	Dec-	2019 15,549.93

Total \$ 218,003.03

Total \$ 228,414.95

Please note City and Local cost summary for the months of December 2018 through December 2019. This summary is provided from monthly reports, which are available and are stored in our systems for a period of three months.



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2019 Property Maintenance Report

In 2019, the property maintenance department received 220 complaints either by residents or me being proactive while on patrol. A total of 32 Borough summonses were issued for various violations and were handled in municipal court. A total of 166 violations were corrected immediately after a written warning notice was sent to the property owners. Several violations that were not abated resulted in a second violation notice and the issuance of a Borough Summons. Out of all the complaints, mostly all have been corrected, except several complaints which are still being inspected by other departments, Borough engineer's office and building department.

Water runoffs from certain properties sump pump are causing hazardous conditions. Notices have been sent to several property owners in regards. I will be working with the DPW, Building Department and Borough engineer to remedy these issues

Additionally, a sidewalk maintenance project was completed; indicating all sidewalks within the Borough of Leonia that are in need of some kind of repair. This report was submitted and 433 sidewalks were found that were uprooted, cracked or missing.

MONTH	COMPLAINTS	ABATED	SUMMONS
January	9	9	0
February	14	14	0
March	11	10	3
April	13	7	2
May	36	31	6
June	25	16	6
July	20	10	8
August	25	20	1
September	24	19	2
October	16	10	2
November	7	1	0
December	20	19	2
TOTALS	220	166	32



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Goals for 2020 – I will be putting together a check list for property maintenance as a guide for Mike Clark and myself for the common violations. This will help in my monthly reports to track violations and to help with follow ups. I will also initiate the issuing of door hang tags to indicate a violation(s) that we may see while driving around. I feel that this will be quicker way to correct the violation and notifying the residents of the issue(s). If the resident fails to correct this issue at this point, in a timely fashion, then I will send a certified violation notice to the property owner or responsible person(s).

Miscellaneous Assignments:

- Assisted in the purchase and put together the design of the graphics on the Chevy Volt (electric vehicle) and emergency lights for the vehicle.
- Conducted three online auctions, bringing in a total of \$ 99,360.
- Review LPD vehicle impounds and coordinate with all the towing outfits in completing "junk titles" for vehicles that are not picked up by owners.
- Maintain LPD fleet vehicle maintenance.
- Maintain the Borough's fuel key fob system.