



2021 September Departmental Dashboard

- Administration
- Borough Clerk's Office
- Building Department
- Shade Tree Ordinance
- Vacant Properties
- Recreation
- Department of Public Works
- Leonia Police Department

Overview – September 2021

- ❖ **Garage/Estate Sale Permits:**
 - ❖ September: 4 issued
 - ❖ Year to Date: 45 issued
- ❖ **Passports:**
 - ❖ September: 17 issued
 - ❖ Year to Date: 111 issued
- ❖ **Parking Hang Tags:**
 - ❖ September: 15 issued
 - ❖ Year to Date: 174 issued
- ❖ **Elm Place Stickers:**
 - ❖ September: 1 issued
 - ❖ Year to Date: 52 issued



Administrator's Report Summary

1. **Broad Avenue/Hillside Ave. Traffic Signal Project**: Project commenced the week of September 27th. The project is expected to take 3-4 weeks until completion.
2. **New Municipal Building (Update)**: The Facilities Committee met to discuss "plan B" alternatives for the new building with the revocation of the offer on 2 Christie Heights. Environmental work continues for soil remediation at the site following the removal of underground storage tanks.
3. **Time and attendance system**: Time clocks were installed at Borough Hall, DPW and Recreation and badges issued to serve as time/attendance system fobs as well as Employee ID badges.
4. **Edmunds Financial software system conversion**: All modules to be completed by November 30th and expecting system to be ready for 2022 operating budget process.
5. **Relocation of EMS**: The EMTs have temporarily relocated to the Library. The EMTs will eventually move to the Leonia Senior Center (lower level) following installation of the power source at the Beechwood lot for the ambulances. PSEG expects the power source to be installed within 4-6 weeks or by early December.
6. **MasterPlan Community Workshop**: The Workshop will be held on October 20th at the Leonia High School cafeteria.
9. **Cyber Security – Network Segmentation** : Network segmentation was performed to increase security of the Borough's networks.
10. **Bergen County CDBG**: The Borough received notification from Bergen County announcing the funding of the FY21-22 CDBG grant; the Borough is receiving \$85,000 for Senior Center improvements.
11. **Electric Vehicle Charging Station**: The Administrator met with Bryan Electric to discuss installation of the public charging station at the Beechwood Lot. An \$8,000 grant was received by the NJDEP for installation.
12. **Swim Club Solar Power**: The Administrator met with Gabel Associates to discuss the possibility of producing solar power again at the Swim Club (using existing solar panels.)
13. **2021 Tax Rate – Tax Bill Insert**: A tax bill insert was prepared by the Administrator and Mayor and provided to the Tax Collector for mailing the week of September 27th.
14. **Transportation Committee Meeting**: A "brainstorming session" has been proposed to consider new projects for pedestrian traffic safety.
15. **Bergen County CDBG**: Staff will work with the governing body to consider several CDBG funding project opportunities for the 2022-23 project year. The grant application is due to Bergen County CDBG on December 20, 2021.

[Click For Full Administrator's Monthly Report](#)

Overview – September 2021

❖ OPRA(Open Public Records Act) Requests:

- ❖ September: 43 requests
- ❖ Year to date: 358 requests.

❖ Landlord Registrations:

- ❖ September: 2 Registrations processed
- ❖ Year to date: 8 Registrations processed

❖ Limousine Licenses:

- ❖ September: 1 issued
- ❖ Year to Date: 8 processed and issued

❖ Raffle Licenses:

- ❖ September: 2 applications processed
- ❖ Year to date: 2 applications processed

❖ Limousine Licenses:

- ❖ August: 1 Licenses issued
- ❖ Year to date: 8 processed and issued

❖ Liquor Licenses:

- ❖ No new liquor licenses have been processed or requested in the month of September.



Illustration by Chris Gash

Important Events/Projects – September 2021

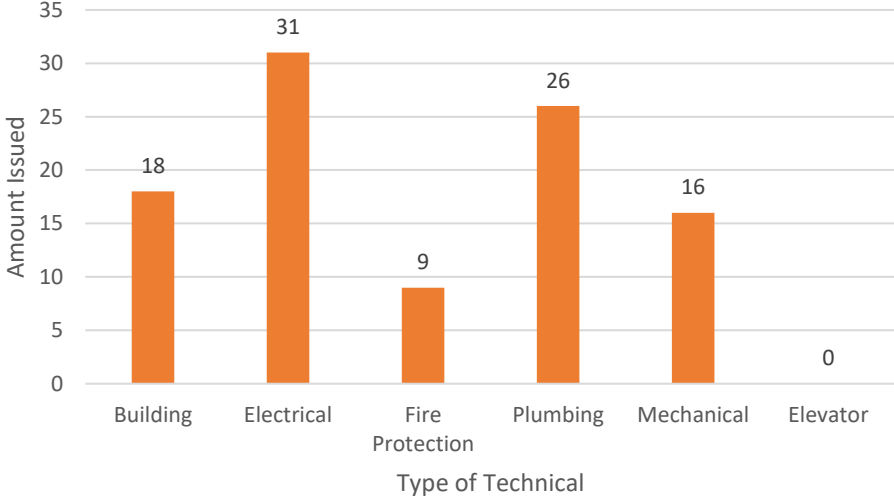
- Vaccination Policy Implementation:** The Borough Administrator, Labor Attorney, and I worked on finalizing Vaccination Policy Addendum which was distributed to Borough employees on September 30, 2021. Employees are to provide proof of vaccination to me no later than October 8, 2021, copies of which will be made and placed into his or her confidential medical file.
- Personnel Policies & Procedures Manual:** A memorandum outlining the changes and areas requiring focus was prepared and sent to the governing body together with the final draft of the Personnel Policies & Procedures Manual on September 15th. Although the manual was listed for discussion on the September 20th Work Session, it was decided to defer the discussion to the October 4th Regular Meeting in order for the Labor Attorney to participate in the discussion. It is still anticipated that the manual will be adopted on October 18th.
- Short Term Disability Program Implementation:** A meeting was held with the Borough's Aflac representative on September 13th to review quotes for Short Term Disability programs. These quotes will be discussed with the Finance/HR Committee on October 12th.
- Records Management:** The Borough Administrator and I met with representatives from Accuscan to walk through the basement and review the report that was prepared. A searchable inventory of all records located in the basement was provided at this time. Accuscan submitted records destruction requests through Artemis on our behalf for the records that were past their retention period. Authorization to destroy these records was received on September 24th. A town wide shredding day will be planned so that the records can be destroyed.
- Time & Attendance Program Implementation:** The Payroll Coordinator and I attended two training sessions with representatives from TimeTrak. We are currently working on assigning badges to Borough Hall employees, enrolling DPW employees for facial recognition, and enrolling Recreation employees for fingerprint ID.
- In-Person Meeting Preparation:** Attended a training session on the new LiveManager on September 2nd. A test meeting was conducted with the IT Consultant to ensure that GoToMeeting was operational on the newly installed screen for the September 8th Regular Meeting.

[Building Department](#)

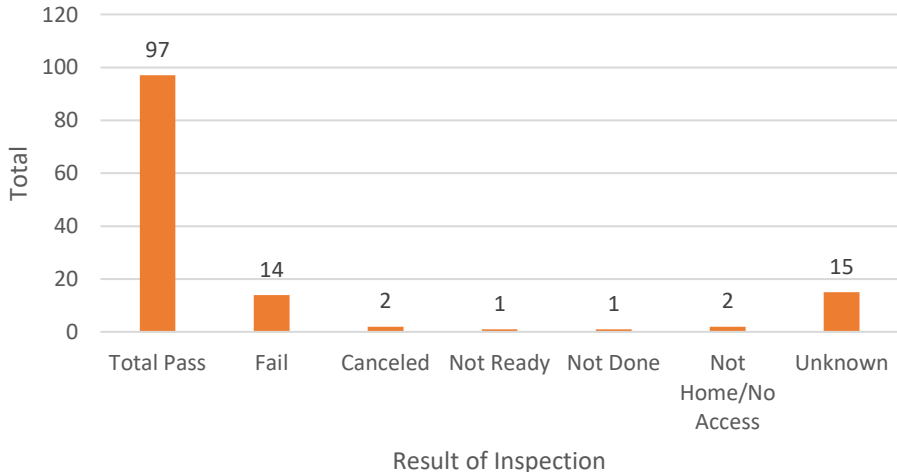
Overview – September 2021

- ❖ **September 2021: 53 Total Permits were issued:**
 - ❖ Permit fees: \$20,954
 - ❖ Other fees: \$1,350
 - ❖ Total fees: \$22,304
- ❖ **September 2021: 132 inspections performed:**
 - ❖ 35 were Building Inspections
 - ❖ 13 were Fire Protection Inspections
 - ❖ 40 were Electrical Inspections
 - ❖ 31 were Plumbing Inspections
 - ❖ 13 were Mechanical Inspections
- ❖ **There were 28 total Continued Certificate of Occupancy applications this month (0 denied, 1 in progress, 14 issued.)**
- ❖ **Construction costs: \$691,488**

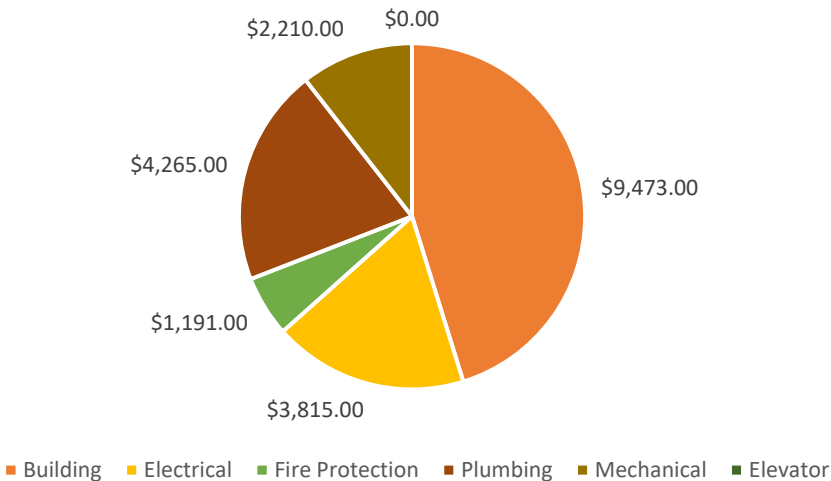
Technical Permits Issued



132 Inspections – All Types



Amount (\$) collected per technical (permit) fee



Overview – September 2021

- ❖ **Applications for Tree Removal Permits:**
 - ❖ September: 8 Applications
 - ❖ Year to date: 70 Applications

- ❖ **Collected in Tree Removal Fees:**
 - ❖ September: \$510
 - ❖ Year to date: \$14,710

For more Information: [Click this Link for the Shade Tree Commission Web Page](#)



Overview – September 2021

- ❖ **September:**
 - ❖ 2 New Vacant Properties Registered

- ❖ **Year to date:**
 - ❖ **19 New Vacant Properties Registered**
 - ❖ **Year to date fees collected: \$15,883**
 - ❖ **Breakdown of Registrations:**
 - ❖ Registered for their initial year: 11
 - ❖ Registered for their second year: 6
 - ❖ Deregistered: 2 (February & April)

Registration Dates and Fees collected for Vacant Properties reflect the date the property becomes Real Estate Owned (Owned by Bank). Alternatively, the "Date Entered" for a Vacant Property application reflects the date the application was entered into the GovPilot system by an external applicant or a Building Department employee.

Ordinance #2021-04 (updated the Vacant Property Fees) - went into effect on March 26, 2021.

[Vacant Properties \(Borough Website\)](#)



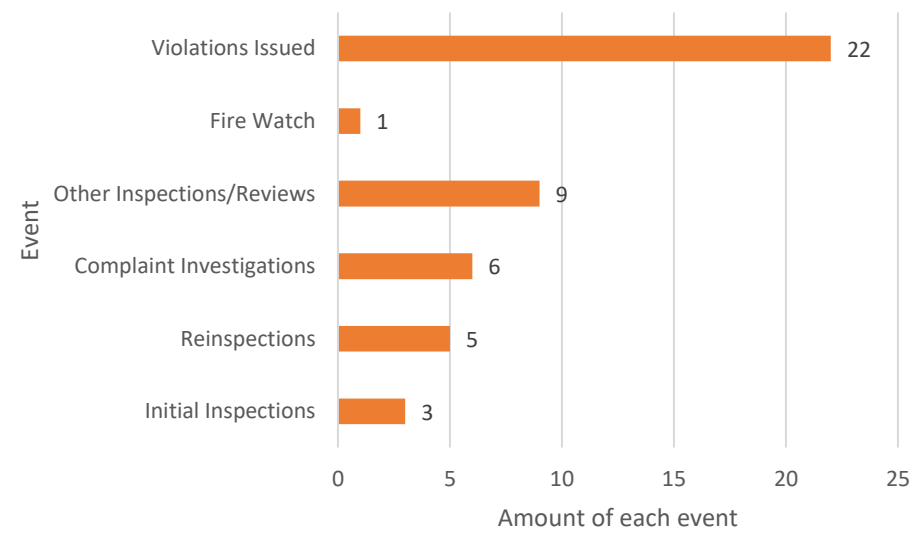
Overview – September 2021

- ❖ In the month of September there were:
 - ❖ 3 Initial Inspections
 - ❖ 5 Reinspections
 - ❖ 6 Complaint Investigations
 - ❖ 9 Other Inspections/Reviews
 - ❖ 1 Fire Watch
 - ❖ 22 Violations Issued
 - ❖ \$541 in Collected Fees

Overview, contd. – September 2021

- ❖ Attended pre planning meeting for Cultural Arts Festival
- ❖ Conducted permit inspection for annual Oktoberfest celebration
- ❖ Conducted post storm damage survey of multiple homes and buildings due to Hurricane Ida

Violations and Inspections



[Fire Prevention Bureau Page](#)

Overview – September 2021

- ❖ **Registration for the Fall Programs officially opened on September 1st**
 - ❖ Fall Programs officially began the week of September 20th.

- ❖ **New Programs Include:**
 - ❖ Archery
 - ❖ Jazzercise
 - ❖ La Blast: Dance Fitness
 - ❖ Zumba
 - ❖ Simonson Dance

- ❖ **COVID-19 Restrictions have been loosened on the Senior Bus**
 - ❖ We are now allowing 5-8 people per ride

- ❖ **New locations have been implemented for the Leonia Walks Senior Bus Wednesday Schedule**
 - ❖ Including Edgewater Commons, 99 Ranch, and the Ikea Christmas Tree Shop.

- ❖ **New Senior Programs:**
 - ❖ Board and Card Games on Mondays Weekly
 - ❖ Tech 101
 - ❖ Key Solutions for Caregivers
 - ❖ Pumpkin Painting

Upcoming Events/Programs in October 2021

- ❖ **New Senior Programs:**
 - ❖ Painting and Printmaking Workshops
 - ❖ Trip to American Dream Mall in East Rutherford
 - ❖ Casino Trip to Resorts Worlds in Catskills

- ❖ **Upcoming Recreation Events:**
 - ❖ Basketball League Registration
 - ❖ Halloween on Broad
 - ❖ Integrate Social E-Sports into Open Gym

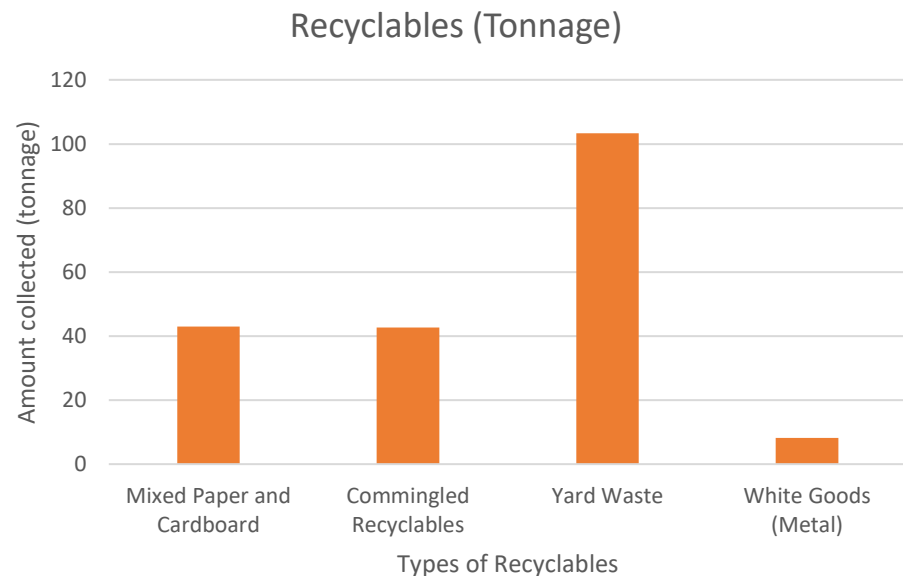
- ❖ **Capital Budget Updates:**
 - ❖ Currently working with the Borough Engineer on specifications for 2021 Roofing Project



Overview – September 2021

- ❖ During the month of September, the DPW continued its regular programs of garage and trash collection, recycling, street and road repairs, etc.
- ❖ In the month of September, there were/was:
 - ❖ 2 sewer emergencies
 - ❖ \$1,543 received by the borough for the collection of White Goods
 - ❖ 5 tree removals, and 7 pruned
 - ❖ 166 tons of garbage collected
 - ❖ 194 tons of trash collected

[DPW Webpage](#)



Overview – Ida Storm Damage

- ❖ Two large tree limbs down blocking roadways at Broad Avenue and Overlook Avenue and, Van Orden Avenue and Brook Terrace removed that night and roadways opened up to traffic.
- ❖ Two trees down, one at the Elm Place parking lot and one on Beechwood Place.
- ❖ Tree at Elm Place was removed first thing the next day, and Beechwood Place was removed after PSE&G removed the tree from the power lines.
- ❖ Some Borough Buildings suffered minor flooding while the Police Station had a few inches of water damage.
- ❖ Two borough employees transported some flood victims the night of the storm home from their place of employment with the help of the Board of Education because the cars they owned were stuck in flood waters.
- ❖ Numerous manhole covers were reset in place due to the fact they were blown out of place from heavy water flows.
- ❖ Several roadways were cleaned up of road debris such as dirt, gravel, and rocks.
- ❖ Sylvan Park the parking lot suffered damage needing 3 tons of asphalt to repair the damage of roadway that washed out.
- ❖ Highwood Hills: Drainage ditches suffered major damage that required D.P.W. to bring in a contractor with a small machine that could gain accesses to dig out the drainage system of all debris.

Overview – September 2021

- ❖ **Total activity of the Police Department(September):**
 - ❖ 817 Calls for Service
 - ❖ 18 Motor Vehicle Crashes
 - ❖ 7 Arrests (all types)
 - ❖ 1 Residential Burglary
 - ❖ 310 Written Citations (including warnings)

- ❖ **Property Maintenance:**
 - ❖ 12 Total Property Maintenance Complaints
 - ❖ 10 initiated by the Police Department
 - ❖ 2 initiated by the public.
 - ❖ 7 current pending cases

Training – September 2021

- ❖ September 16th, Drug Recognition Expert (DRE) training

- ❖ September 20-24, DWI Detection Training

- ❖ September 20-23, ICAT/ABLE/Resiliency Training

Additional News/Accomplishments

- ❖ Police Headquarters was damaged due to flooding from Tropical Storm Ida. DPW Superintendent John Villareal is working with contractors to make repairs.

- ❖ On September 7th and 8th, a patrol officer was assigned to Bergen County Rapid Deployment providing extra security to houses of worship during the Jewish holidays.

- ❖ September 8th, new Officers were sworn into the Leonia Police Department. The officers have since been assigned to the Department’s Field Training Program.

- ❖ September 16th, members of the Leonia Police Department attended the Leonia Women’s Club meeting for a “Meet and Greet”.

- ❖ Leonia Police Department provided extra security and assistance with pedestrian crossings at Temple Adas Emuno during the Jewish holidays.

- ❖ September 26th, Leonia Police Department provided extra security and traffic control for the Rotary Club’s Oktoberfest event.

