



# 2021 October Departmental Dashboard

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

## Overview – October 2021

- ❖ **Garage/Estate Sale Permits:**
  - ❖ October: 8 issued
  - ❖ Year to Date: 53 issued
  
- ❖ **Passports:**
  - ❖ October: 14 issued
  - ❖ Year to Date: 125 issued
  
- ❖ **Parking Hang Tags:**
  - ❖ October: 14 issued
  - ❖ Year to Date: 188 issued
  
- ❖ **Elm Place Stickers:**
  - ❖ October: 0 issued
  - ❖ Year to Date: 52 issued



## Administrator's Report Summary

1. **Broad Avenue/Hillside Ave:** The traffic signal project is, for all intents and purposes, complete; awaiting the final "cutover" of electric service to the area by PSEG.
2. **Municipal Building:** Police Facility/Municipal Court/Council Chambers –The site plan was reviewed by the Committee. It was determined some access, with regards to an exterior pathway, is necessary. Impacted soils have been successfully removed and disposed of at a licensed disposal facility. The NJDEP requires continued investigations, Cost Estimate to be provided.
3. **Time and Attendance System:** Badges and Attendance "fobs" were given to all employees. Training sessions initiated, and should be live in December 2021. The system is projected to be fully up and running by January.
4. **Edmunds Financial Software System Conversion:** Training with key staff members (November 9) in preparation of it's "Go live" date. (November 30)
5. **Relocation of EMS:** Meeting on December 10<sup>th</sup> to discuss what the lower level of the Senior Center needs for when the power source is secured for the ambulances at the Beechwood parking lot.
6. **MasterPlan Community Workshop:** The Workshop was deemed a success with nearly 45 attendees. The Borough's Planner, H2M, has provided a report on the workshop and comments gathered from the public.
7. **Transportation Committee Meeting:** The Administrator met with the Chairman of the Transportation Committee, on November 3rd. Discussions regarding future projects took place as well as setting a meeting date in early 2022 the full Committee.
8. **Borough Cyber Security:** Multifactor Authentication continues to be implemented on Borough staff laptops. The Borough was recently accepted into the vulnerability scanning program of the Cybersecurity and Infrastructure Security Agency (CISA).
9. **Bergen County CDBG:** The Borough must consider projects for the 2022-2023 CDBG project year application process with applications due December 20, 2021. Ideas are being discussed and Administration will bring concepts to the Mayor and Council for the work session on November 22nd .
10. **Operating Budget 2022:**The CFO and Administrator will kick-off the 2022 operating budget season Thursday, November 11th. Workshops are being planned for the first two Saturdays in December

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

## Overview – October 2021

### ❖ OPRA (Open Public Records Act) Requests:

- ❖ October: 40 requests
- ❖ Year to date: 398 requests.

### ❖ Landlord Registrations:

- ❖ October: 0 Registrations processed
- ❖ Year to date: 8 Registrations processed

### ❖ Limousine Licenses:

- ❖ October: 1 issued
- ❖ Year to Date: 9 processed and issued

### ❖ Raffle Licenses:

- ❖ October: 0 applications processed
- ❖ Year to date: 2 applications processed

### ❖ Liquor Licenses:

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



Illustration by Chris Gash

## Important Events/Projects – October 2021

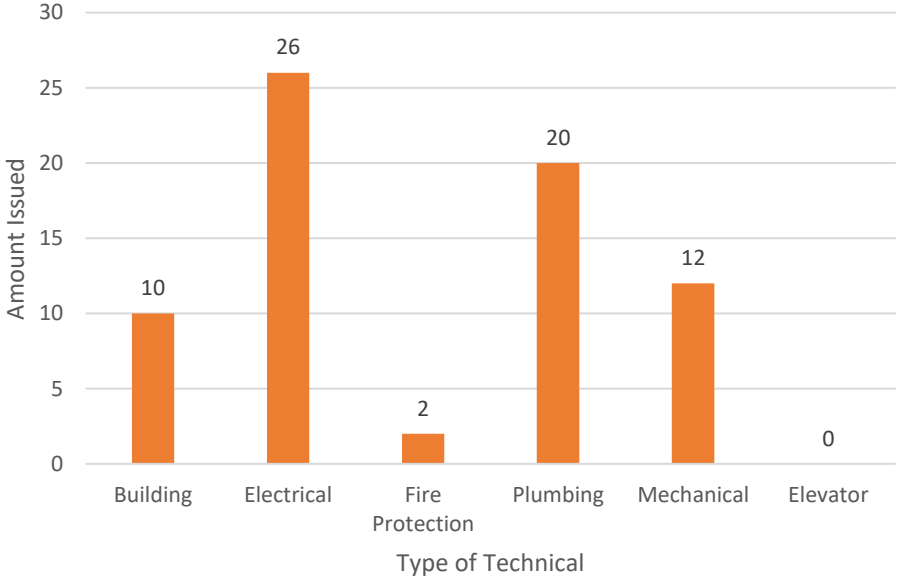
1. **Vaccination Policy Implementation**: The Vaccination Policy Addendum, which was distributed to Borough employees on September 30, 2021, set a deadline of October 8, 2021 to provide proof of vaccination. Records showing proof of vaccination were copied and provided to Administration to be placed into each employee's confidential medical file.
2. **Personnel Policies & Procedures Manual**: The draft manual was discussed at the October 4th Regular Meeting and updated based upon the decisions reached during this discussion. The revised manual and ordinances to repeal the section of Chapter 42 pertaining to Tuition Reimbursement & Educational Incentive and Chapter 46 of the Borough Code in its entirety were adopted on October 18th. The revised manual was distributed to Borough employees and elected/appointed officials on October 29th.
3. **Employment Practices Best Practices Checklist**: The Labor Attorney and I reviewed the Employment Practices Best Practices Checklist on October 28th to ensure that all items were completed. The completed checklist was forwarded to the MEL Fund Office on October 29, 2021 to meet the November 1st deadline and ensure that the Borough qualified for the Employment Practices Liability standard policy deductible. Confirmation was
4. **Training**: I attended a training on October 28th in order to obtain the necessary certification to serve as the Alternate Designated Employer Representative. I also attended a training entitled Labor & Employments Updates which reviewed issues regarding vaccination policies as well as recreational marijuana use.
5. **General Election Preparation**: An informational notice regarding Late Night Voter Registration and the November 2nd General Election was prepared and posted to the website and sent via Nixle. Late Night Voter Registration was held on October 12th. I attended a Bergen County Municipal Clerks' Association meeting during which updates regarding the General Election were provided by the County Clerk, Superintendent of Elections, and Board of Elections. I also attended a training on the new e-Poll Books on Friday, October 29th.
6. **Records Management**: Authorization to destroy records past their retention period was received on September 24th. It is my recommendation that a town wide shredding event be scheduled so that these records can be destroyed. A proposal has been obtained from Accuscan to prepare an inventory of records for both the DPW and Recreation Department; these funds should be included in the 2022 Capital Budget.
7. **Time & Attendance Program Implementation**: The Payroll Coordinator and I have been attending weekly training sessions with representatives from TimeTrak. Badges have been assigned to Borough Hall employees for use with the timeclock. DPW employees were enrolled for facial recognition and Recreation employees for fingerprint ID. Test punching commenced to ensure that the time clocks were working properly. Leave regulations were reviewed so that HisTrak implementation can commence. A training session for supervisors was scheduled to take place on November 3rd.
8. **Job Descriptions**: A job inventory for the Borough Clerk/Assistant Administrator and Administrative Assistant were prepared and sent to the Borough Administrator on October 29th.
9. **GovPilot Online Payment Implementation**: GovPilot has uploaded payment credentials from TheSatellite.biz and all modules have been configured for credit card payments. A meeting was held with Borough Departments and representatives from both GovPilot and TheSatellite.biz to conduct test transactions. A payment review meeting and a refresher training on the Payment Plu\$ system will also be scheduled with departments.

[Building Department](#)

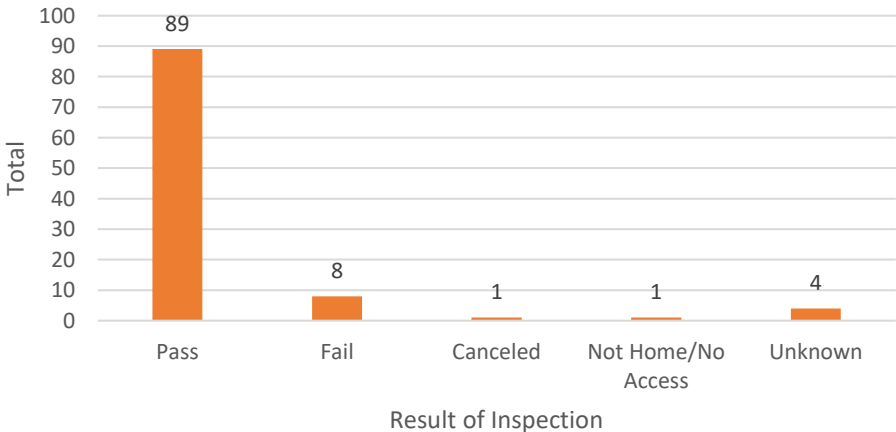
## Overview – October 2021

- ❖ **October 2021: 42 Total Permits were issued:**
  - ❖ Permit fees: \$8,771
  - ❖ Other fees: \$630
  - ❖ Penalties Collected: \$1,750
  - ❖ Total fees: \$11,151
- ❖ **October 2021: 103 inspections performed:**
  - ❖ 32 were Building Inspections
  - ❖ 6 were Fire Protection Inspections
  - ❖ 27 were Electrical Inspections
  - ❖ 28 were Plumbing Inspections
  - ❖ 10 were Mechanical Inspections
- ❖ **There were 21 total Continued Certificate of Occupancy applications this month (0 denied, 2 in progress, 12 issued.)**
- ❖ **Construction costs: \$281,797**

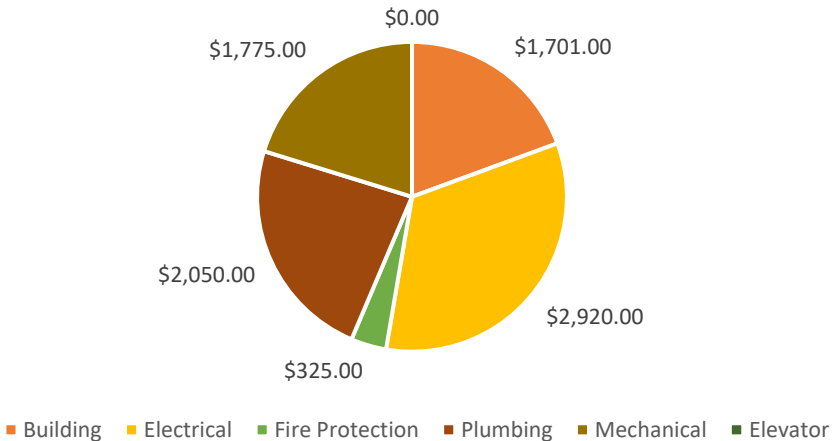
Technical Permits Issued



103 Inspections – All Types



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





## Overview – October 2021

### ❖ Applications for Tree Removal Permits:

- ❖ October: 6 Applications
- ❖ Year to date: 76 Applications

### ❖ Collected in Tree Removal Fees:

- ❖ October: \$1,210
- ❖ Year to date: \$15,920

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



## Overview – October 2021

- ❖ **October:**
  - ❖ No 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 \(Borough Website\)](#)





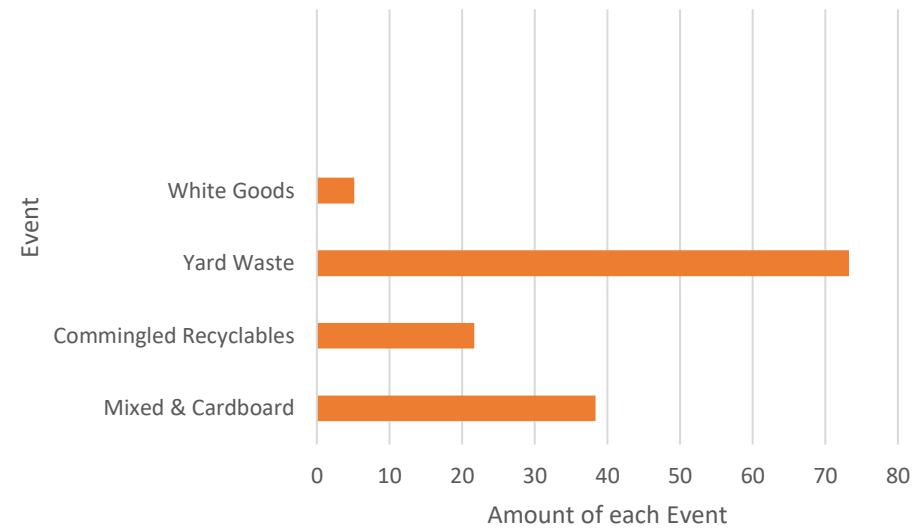
## Overview – October 2021

- ❖ In the month of October there were:
  - ❖ 12 Initial Inspections
  - ❖ 3 Reinspection's
  - ❖ 3 Complaint Investigations
  - ❖ 4 Other Inspections/Reviews
  - ❖ 1 Fire Watch
  - ❖ 78 Violations Issued
  - ❖ \$17,298 in Collected Fees

## Overview, contd. – October 2021

- ❖ Conducted permit inspections for Leonia Cultural Festival celebration.
- ❖ Conducted permit inspection for Anna C. Scott School
- ❖ 3 Failures to obtain CRO referrals were directed to Property Maintenance.

Violations and Inspections



[Fire Prevention Bureau Page](#)

## Overview – October 2021

- ❖ Winter Basketball League Registration started October 12th.
- ❖ Visited Leonia Businesses to promote Halloween on Broad and recruit for participation in the event.
  - ❖ Halloween on Broad was on October 30th and we had at least 2,000 people in attendance.
- ❖ We have been integrating different focuses to our Open Rec program. Instead of just basketball we will now have Open Rec days that focus on volleyball, kickball, pickleball, and Esports.
- ❖ **New Senior Programs:**
  - ❖ Tech 101
  - ❖ Pumpkin Painting
  - ❖ Painting
  - ❖ Printmaking workshops



## Upcoming Events/Programs in November 2021

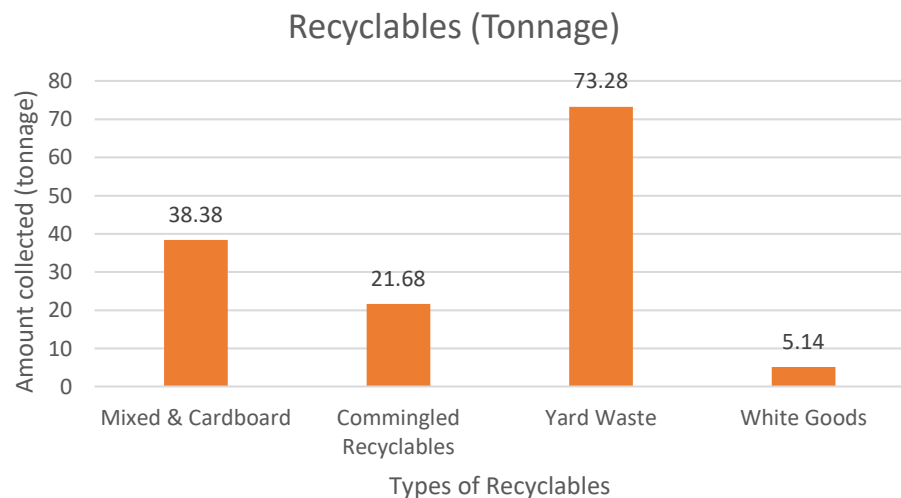
- ❖ **Upcoming Senior Programs:**
  - ❖ Mahjong
  - ❖ Fall prevention screenings
  - ❖ Grab n' go Thanksgiving lunch.
- ❖ The seniors enjoyed a trip to the American Dream mall where they are able to learn and explore all that the American Dream mall has to offer.
- ❖ The Winter Programs Brochure is being constructed and will be mailed to all residents by December.
- ❖ We are running our shoe drive again this year in coordination with the DECA High School Club and Leonia Action Alliance. Our shoe drive asks the community to donate new or gently worn shoes to give to a non-profit company called Soles 4 Souls that then distributes them to communities and countries in need. Last year we raised over 700 pairs of shoes.

**[Recreation Department](#)**

## Overview – October 2021

- ❖ During the month of October, the DPW continued its regular programs of garage and trash collection, recycling, street and road repairs, etc.
- ❖ In the month of October, there were/was:
  - ❖ 2 sewer emergencies
  - ❖ \$980 received by the borough for the collection of White Goods
  - ❖ 1 tree removals, 7 pruned, and 10 stumps removed
  - ❖ 217 tons of garbage collected
  - ❖ 83 tons of trash collected

[DPW Webpage](#)



## Overview – October, contd.

- ❖ Leaf season began on October 12th 2021 and will end on December 17th 2021
- ❖ The department assisted the Police and Recreation Departments with traffic control as well as set up and breaks down of the mayor and council's station for the trunk or treat street activities. All cleanup after the event was also performed by the DPW.
- ❖ The Department delivered wood chips to Highwood Hill to assist the Shade Tree and Environmental commissions in their ongoing project.
- ❖ The Borough's Tree Expert attended a two day seminar held by the New Jersey Shade Tree Federation. He earned certification CEU's for his professional personal license and credits for the Shade Tree commission. He will utilize all the new knowledge working with the Shade Tree Commission and the borough.

## Overview – October 2021

- ❖ **Total activity of the Police Department (October):**
  - ❖ 774 Calls for Service
  - ❖ 30 Motor Vehicle Crashes
  - ❖ 1 Motor Vehicle Burglaries (including attempts)
  - ❖ 11 Arrests (all types)
  - ❖ 311 Written Citations (including warnings)
  
- ❖ **Property Maintenance:**
  - ❖ 14 Total Property Maintenance Complaints
  - ❖ 13 initiated by the Police Department
  - ❖ 1 initiated by the public.
  - ❖ 2 current pending cases

## Training – October 2021

- ❖ October 4-7, ICAT/ABLE/Resiliency Training
  
- ❖ October 19-20, Firearms Training
  
- ❖ October 25-28, ICAT/ABLE/Resiliency Training

## Community Outreach

- ❖ Throughout October, Leonia Police Cars displayed a patch to support Breast Cancer Awareness Month.
  
- ❖ On October 27th, The Chief and Captain were invited to judge a contest for the Leonia Academy for Hospitality and Culinary Arts at Leonia High School.
  
- ❖ On October 27<sup>th</sup>, Officers visited students at Leonia Middle School and Anna C Scott School to share Halloween safety tips.
  
- ❖ On October 31<sup>st</sup>, officers participated in trick or treating and handed out treats while on patrol.



[Police Department](#)

## Additional News/Accomplishments

- ❖ On October 3<sup>rd</sup>, the Department supported the Leonia Cultural Arts Festival by providing officers for traffic safety and security
  
- ❖ On October 4<sup>th</sup>, 3 officers were promoted to Sergeant and one PO was awarded a life saving award
  
- ❖ On October 5<sup>th</sup>, an officer was assigned to the Detective Bureau
  
- ❖ On October 26<sup>th</sup>, two officers successfully completed the Department's Field Training Program
  
- ❖ On October 30<sup>th</sup>, the LPD assisted with the Leonia Recreations Trunk or Treat event, proving officers and crossing guards to improve participant security.