



# 2021 November 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 – November 2021

- ❖ **Garage/Estate Sale Permits:**
  - ❖ November : 2 issued
  - ❖ Year to Date: 55 issued
  
- ❖ **Passports:**
  - ❖ November: 20 issued
  - ❖ Year to Date: 145 issued
  
- ❖ **Parking Hang Tags:**
  - ❖ November: 25 issued
  - ❖ Year to Date: 213 issued
  
- ❖ **Elm Place Stickers:**
  - ❖ November : 0 issued
  - ❖ Year to Date: 52 issued



[Administration](#)

## Administrator's Report Summary

1. **Municipal building:** Borough staff review building and construction plans, Next Facilities committee meeting is scheduled for December 23<sup>rd</sup>. Bid documents for the municipal building project are scheduled for January 2022.
2. **Edmunds Financial software system conversion:** The Borough CFA Continues to finalize the conversion of financial data from Muidex to Edmunds, the conversion is on track to be completed.
3. **Relocation of EMS:** Meeting to discuss the lower level of the senior center took place on December 10<sup>th</sup>. Determined that the EMS Team would continue to stage from the Leonia Library until the Senior Center lower-level CDBG improvement project is complete.
4. **Borough cyber security:** The Administrator and IT consultant from Intrep solutions will be meeting with the Joining Insurance Fund and Risk
5. **Bergen County CDBG:** The Borough Architect is currently working on a grant application for the Senior Center Improvements. The grant application must be submitted no later than December 20<sup>th</sup>. The Borough Administrator recently met with Millennium Strategies to ensure timely submission.
6. **Operating Budget 2022:** The Operating Budget Process is underway, with department and committee budgets expected to be completed for the budget workshop on December 18<sup>th</sup>.
7. **DPW Blue Collar Contract Negotiations:** The Administrator and Borough Labor Counsel held a meeting with the Union President and Leonia's DPW representative, with the first negotiation session scheduled for December 20<sup>th</sup>.
8. **Performance Review Software:** The Administrator Recommended contracting with a public sector software provider, NEOGOV, for a comprehensive review cloud-based software system. Resolution submitted for consideration to mayor/Council
9. **Benefits Updates:** Administration is seeking two benefits to employee benefit package, VSP Vision Care and Renaissance Short-term Disability Insurance for all non collective bargaining employees. The addition of these plans will make the borough more competitive in the local government marketplace.
10. **Senior Program Findings:** The Senior Center Coordinator and Recreation Superintendent met with the Borough Administrator to present the results of a recent survey among Leonia senior citizens. This survey will assist with data driven decision making for the future of the Senior Center programming and the 2022/2022-2027 Budget processes
11. **Highwood Hills Trash Problem:** The Administrator met with the Administrator of Fort Lee to ask for assistance to the recurring trash and litter problem from the Plaza West shopping center in Fort Lee. Updates will be provided to the administrator as Fort Lee will not condone littering, and will take appropriate action.

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

## Overview – November 2021

- ❖ **OPRA(Open Public Records Act) Requests:**
  - ❖ November: 39 requests
  - ❖ Year to date: 437 requests.
- ❖ **Landlord Registrations:**
  - ❖ November: 2 Registrations processed
  - ❖ Year to date: 10 Registrations processed
- ❖ **Limousine Licenses:**
  - ❖ November: 2 issued
  - ❖ Year to Date: 11 processed and issued
- ❖ **Raffle Licenses:**
  - ❖ November: 1 applications processed
  - ❖ Year to date: 3 applications processed

## ❖ **Liquor Licenses:**

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

## ❖ **MVC Renewals**

- ❖ 5 Registration renewals have been sent out to the DMV

## ❖ **General Election**

- ❖ **Conducted the 2021 Election**



Illustration by Chris Gash

[Building Department](#)

## Overview – November 2021

❖ **November 2021: 41 Total Permits were issued:**

- ❖ Permit fees: \$9,950
- ❖ Other fees: \$576
- ❖ Penalties Collected: \$1,750
- ❖ Total fees: \$12,321

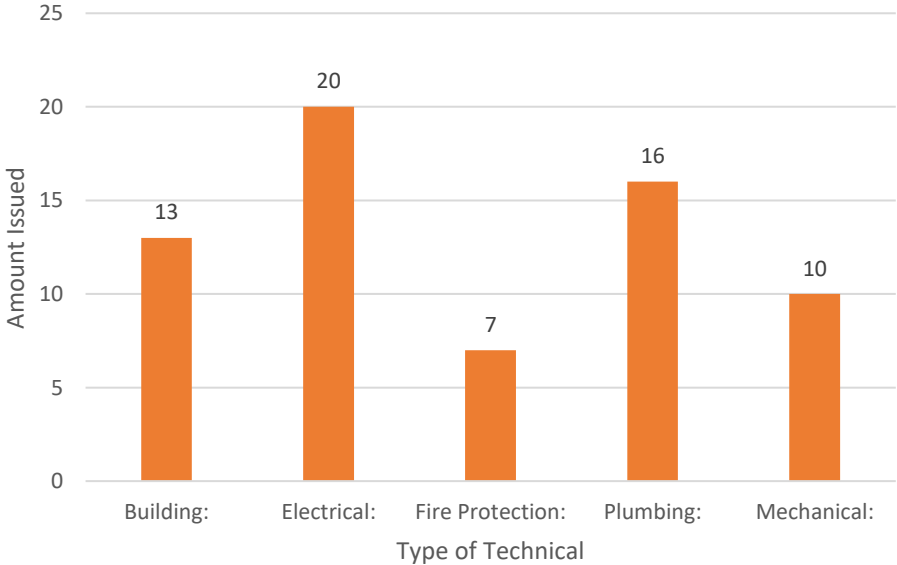
❖ **November 2021: 121 inspections performed:**

- ❖ 43 were Building Inspections
- ❖ 11 were Fire Protection Inspections
- ❖ 36 were Electrical Inspections
- ❖ 25 were Plumbing Inspections
- ❖ 6 were Mechanical Inspections

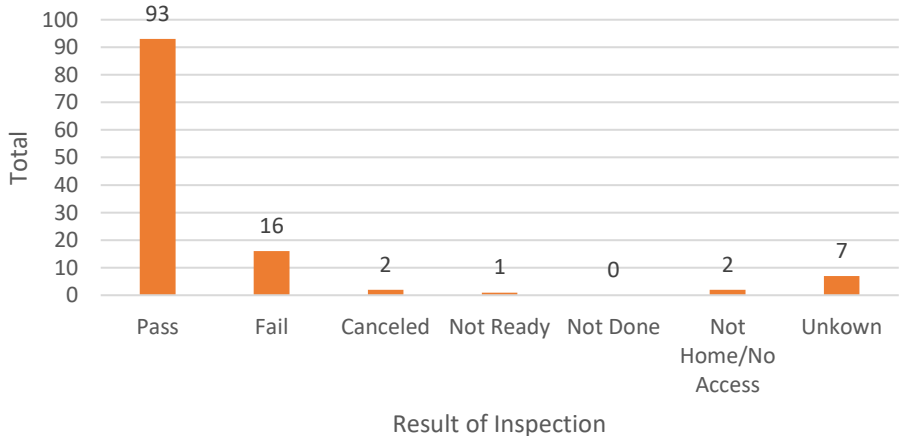
❖ **There were 17 total Continued Certificate of Occupancy applications this month**

❖ **Construction costs: \$319,285**

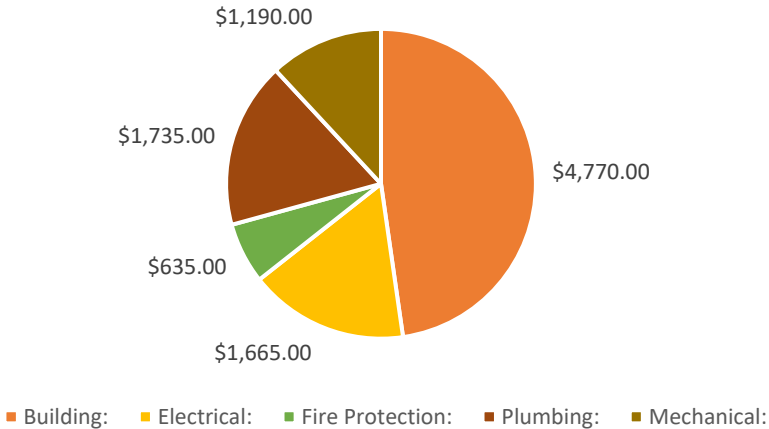
Technical Permits Issued



121 Inspections – All Types



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



## Overview – November 2021

### ❖ Applications for Tree Removal Permits:

- ❖ November: 5 Applications
- ❖ Year to date: 81 Applications

### ❖ Collected in Tree Removal Fees:

- ❖ November: \$3,350
- ❖ Year to date: \$19,270

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



## Overview – November 2021

- ❖ **November:**
  - ❖ 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 \(Borough Website\)](#)



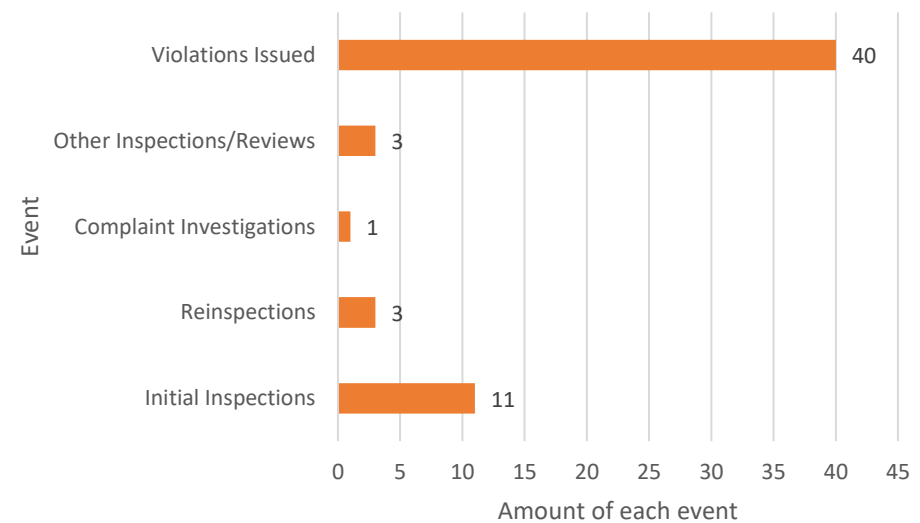
## Overview – November 2021

### ❖ In the month of November there were:

- ❖ 11 Initial Inspections
- ❖ 3 Reinspection's
- ❖ 1 Complaint Investigations
- ❖ 3 Other Inspections/Reviews
- ❖ 40 Violations Issued
- ❖ \$13,259 in Collected Fees

### ❖ 1 Failure to obtain CRO referral was directed to Property Maintenance

### Violations and Inspections (November)



[Fire Prevention Bureau Page](#)



## Overview – November 2021

- ❖ New Senior programs such as Mahjong, fall prevention screenings, and Grab n' go Thanksgiving lunch were all well attended. The seniors were pleased and look forward to more of these programs in the future
- ❖ Seniors enjoyed a trip to American Dream mall, where they were able to learn and explore all that it has to offer
- ❖ The winter programs brochure is being constructed and will be mailed to all residents by December
- ❖ Running a shoe drive again this year. The Shoe Drive asks the community to give their unneeded shoes to a non profit company that then distributes them to communities and countries in need.
- ❖ Ran the Basketball Clinic on December 1<sup>st</sup>. This Clinic allows recreation to meet with players, coaches and parents and put the department over 100 registrants in the league



## Upcoming Events/Programs in December 2021

- ❖ Upcoming Senior Programs:
  - ❖ Learn to play picket ball
    - ❖ 9am-12pm Mondays, and 12-3pm Wednesdays at the Rec center
  - ❖ Name that Tune
  - ❖ Creative cookie Decorating
  - ❖ Tech 101
  - ❖ Chinese Mahjong
- ❖ Annual tree lighting Friday December 3<sup>rd</sup> at 6:30pm
- ❖ 2022 Winter Brochures to be mailed
- ❖ Winter basketball league meeting on the 14
  - ❖ Teams picked
  - ❖ Time slots given out
- ❖ Annual Shoe drive has donated over 500 pairs of shoes with the help of some Leonia High School Clubs
- ❖ Helping Athletic Director with some Gym Space for Winter Basketball

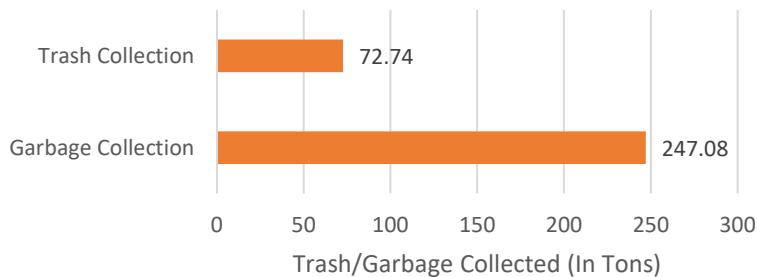
[Recreation Department](#)

## Overview – November 2021

- ❖ During the month of November, the DPW continued its regular programs of garage and trash collection, recycling, street and road repairs, etc.
- ❖ In the month of November, there were/was:
  - ❖ 2 sewer emergencies
  - ❖ \$843 received by the borough for the collection of White Goods
  - ❖ 3 tree removals, 5 pruned, and 0 stumps removed
  - ❖ 247 tons of garbage collected
  - ❖ 72 tons of trash collected

[DPW Webpage](#)

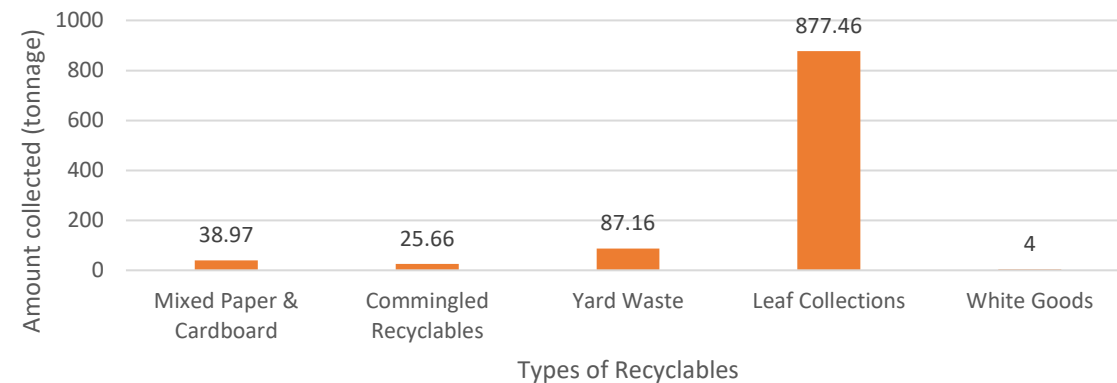
Trash/Garbage Collection (Tonnage)



## Overview – November, contd.

- ❖ The DPW assisted the MACORE Committee with setup and cleanup for the Diwali Event held November 7<sup>th</sup>.
- ❖ The DPW decorated Borough Hall, the decorative street lights along Broad Avenue, and the tree at the triangle for the Holiday Tree Lighting.
  - ❖ Assisted Leonia Police with blocking off Broad Avenue for pedestrian safety during the tree lighting event.
- ❖ Assisted the Sport Boosters with their setup for the Christmas tree sale held at the Methodist Church.

Recyclables (Tonnage)



## Overview – November 2021

- ❖ **Total activity of the Police Department (November):**
  - ❖ 833 Calls for Service
  - ❖ 26 Motor Vehicle Crashes
  - ❖ 1 Motor Vehicle Burglaries (including attempts)
  - ❖ 11 Arrests (all types)
  - ❖ 311 Written Citations (including warnings)
- ❖ **Property Maintenance:**
  - ❖ 18 Total Property Maintenance Complaints
  - ❖ 15 initiated by the Police Department
  - ❖ 3 initiated by the public.
  - ❖ 9 current pending cases

## Training – November 2021

- ❖ November 4, Active shooter training conducted at Leonia Middle School.
- ❖ November 8-11, ICAT/ABLE/Resiliency Training
- ❖ November 9, Radiation Detector Training
- ❖ November 15-18, ICAT/ABLE/Resiliency Training
- ❖ November 17, Resiliency Training
- ❖ November 17-18, Taser Training
- ❖ November 23, Financial Crimes Training
- ❖ November 26, Active shooter training conducted at Anna C Scott Elementary School.
- ❖ November 29- December 1, Proactive Police Supervision

## Community Outreach

- ❖ In November, Leonia Police cars displayed a patch to support Veterans Day and active military members.
- ❖ November 5, activity boxes for the Post Stroke & Disabled Adults Support Group program were delivered.
- ❖ November 29, Police Chief participated in a Hanukkah menorah lighting ceremony at a local business.
- ❖ To make filing a police report more accessible to the community, the option to file a police report online was added Police webpage.



[Police Department](#)

## Additional News/Accomplishments

- ❖ On November 11th, Leonia Police Department received 10 new in road pedestrian warning signs. These signs were placed at crosswalks throughout the borough to enhance pedestrian safety.
- ❖ A \$6000.00 grant was awarded to Leonia Police Department for DWI enforcement in December.
- ❖ On November 30th, officers assisted with a school security drill at Leonia High School.