



2022 January 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 – January 2022

- ❖ **Garage/Estate Sale Permits:**
 - ❖ January : 0 issued
 - ❖ Year to Date: 0 issued
- ❖ **Passports:**
 - ❖ January: 12 issued
 - ❖ Year to Date: 12 issued
- ❖ **Parking Hang Tags:**
 - ❖ January: 21 issued
 - ❖ Year to Date: 21 issued
- ❖ **Elm Place Stickers:**
 - ❖ January: 21 issued
 - ❖ Year to Date: 21 issued



Administration

Administrator's Report Summary

1. **Municipal Building** - Bid documents for the municipal building were published in January; opening is scheduled for March 1, 2022, 40 Interested Bidders. Met potential State Contract vendor to discuss furnishing options for the new municipal building. A meeting took place to propose vendor for the technology recommendations for the new municipal building, the focus was to review the architectural plans and determine solutions pertinent technology needs related to the new building. The Borough Engineer is working with GZA Environmental on the placement of monitoring wells at the municipal building site.
2. **Edmunds Financial Software System Conversion** - finalized the Edmunds financial conversion in late January 2022. Employee training for contract and purchase requisition review took place. Purchase order requisitions were entered and approved via the new system beginning the week of January 31.
3. **Borough Cyber Security** - The Municipal Excess Liability Joint Insurance Fund approved the Borough of Leonia's cyber security plan. Administration and Intrep Solutions working on a "continuous phishing campaign assessment" for the Borough of Leonia. The borough has been selected as a select group of first offers by CISA for this continuous phishing format with "rapid enrollment" and automated report deliveries (No cost to the borough).
4. **It Pay\$ to Plug In – NJDEP Grant Application**- Grant application has been executed and the Borough can now officially proceed with the construction phase of the electric vehicle charging station. The installation of the dual electric charging station is planned for the Beechwood parking lot & Power source has been determined
5. **Operating Budget 2022** – Updated Operating budget to be presented to the finance committee, a final review with the Auditor planned for March 8. Introduction is scheduled for March 21, and adoption April 18.
6. **Capital Budget 2022** – Capital Budget Planning Committee Chairman, met with the Administrator to review existing capital projects and their status from the 2021 capital improvement plan year. Discussions took place regarding the 2022-2027 capital budget calendar. Departments being consulted for needs
7. **DPW Blue Collar Contract Negotiations** – The Administrator and Borough Labor Counsel met with the RWDSU Local 108 (Blue Collar) Union President & Leonia's DPW representative recently to discuss the next negotiation session & arrived at a mutually agreed upon date.
8. **Performance Review Software** – A kick-off meeting was held with NEOGOV Perform implementation representative. NEOGOV Perform is the software package selected by the Borough to conduct employee performance reviews. A timeline with milestones was created with the vendor and regular meetings with training markers were identified.
9. **Recruitment of DPW Laborer(s)** – The Borough Administrator is working with DPW on recruitment of DPW Laborer(s). The Administrator will schedule initial interviews for any interested, qualified candidates as quickly as possible as DPW positions are extremely competitive at the present time. Staff will advise the DPW Committee of top candidates at its meeting scheduled for February 15, 2022.
10. **Recruitment – Administrative Assistant to Borough Clerk's Office** – Interviews for the position of Administrative Assistant to the Borough Clerk's Office have been conducted. We will present the top candidate(s) to the Finance/HR Committee at its next meeting and plan to have a candidate for recommendation to the Mayor and council.

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

Overview – January 2022

- ❖ **OPRA(Open Public Records Act) Requests:**
 - ❖ January: 42 requests
 - ❖ Year to date: 42 requests.
- ❖ **Landlord Registrations:**
 - ❖ January: 1 Registrations processed
 - ❖ Year to date: 1 Registrations processed
- ❖ **Limousine Licenses:**
 - ❖ January: 0 issued
 - ❖ Year to Date: 0 processed and issued
- ❖ **Raffle Licenses:**
 - ❖ January: 2 applications processed
 - ❖ Year to date: 2 applications processed

- ❖ **Liquor Licenses:**

- ❖ No New Licenses

- ❖ **MVC Renewals**

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



Illustration by Chris Gash

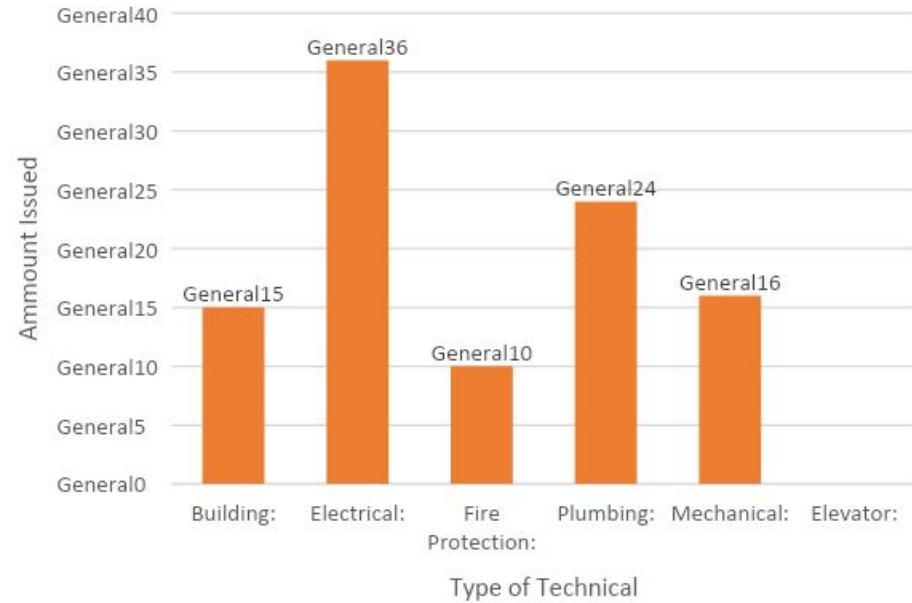
Building Department

[Building Department](#)

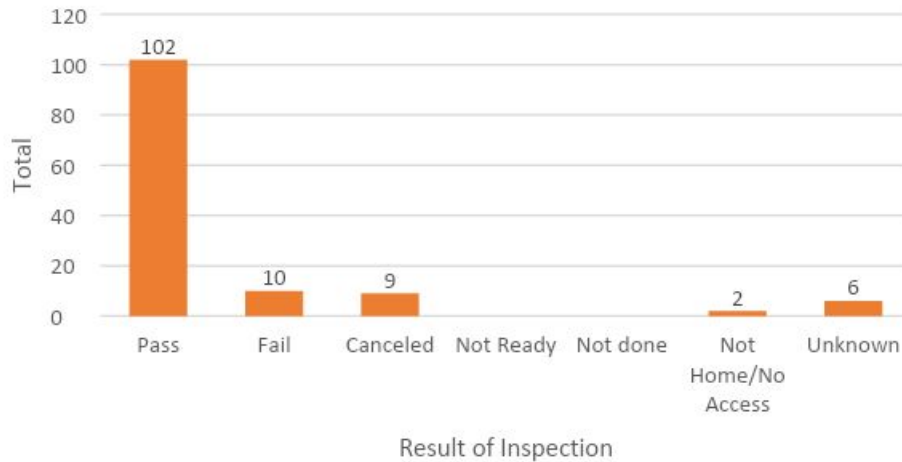
Overview – January 2022

- ❖ **January 2022: 57 Total Permits were issued:**
 - ❖ Permit fees: \$17,271.00
 - ❖ Other fees: \$915.00
 - ❖ Penalties Collected: \$1,850
 - ❖ Total fees: \$20,036.00
- ❖ **January 2022: 129 inspections performed:**
 - ❖ 15 were Building Inspections
 - ❖ 33 were Fire Protection Inspections
 - ❖ 46 were Electrical Inspections
 - ❖ 24 were Plumbing Inspections
 - ❖ 11 were Mechanical Inspections
- ❖ **There were 29 total Continued Certificate of Occupancy applications this month**
- ❖ **Construction costs: \$761,071.00**

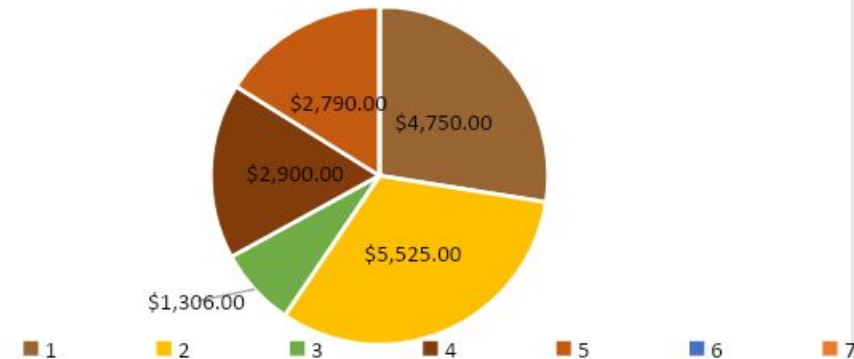
Technical Permits Issued



129 Inspections - All Types



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



Overview – January 2022

❖ Applications for Tree Removal Permits:

- ❖ January: 6 Applications
- ❖ Year to date: 6 Applications

❖ Collected in Tree Removal Fees:

- ❖ January: \$430.00
- ❖ Year to date: \$430.00

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



Overview – January 2022

- ❖ **January:**
 - ❖ 1 New Vacant Property Registered
 - ❖ 5 Renewal of properties in January with \$20,800.00 collected.

- ❖ **2022 Fiscal Year to date:**
 - ❖ **1 New Vacant Properties Registered**
 - ❖ **2022 Registration fees collected: \$55,800**
 - ❖ **Breakdown of Registrations:**
 - ❖ Registered for their initial year: 1
 - ❖ Registered for their second year: 12
 - ❖ Registered for their third year: 6
 - ❖ Deregistered: 3

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.

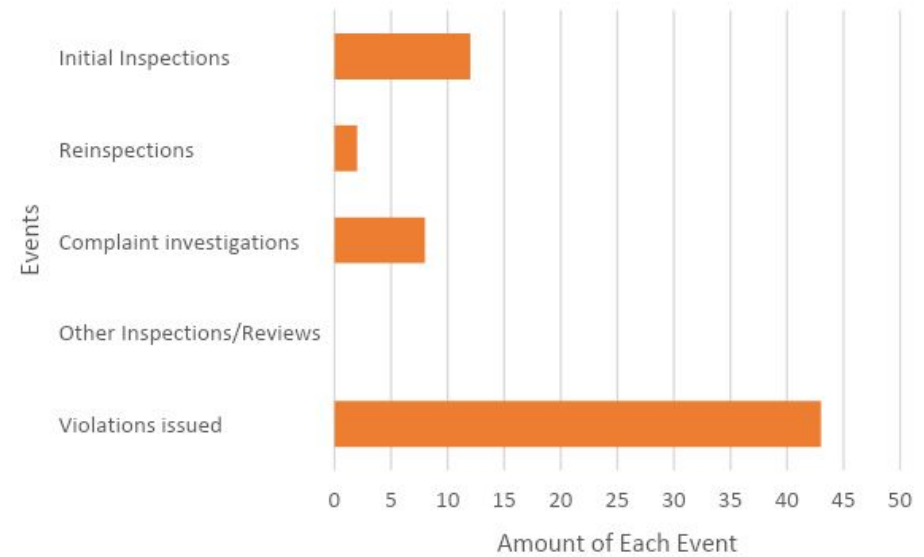
[Vacant Properties \(Borough Website\)](#)



Overview – January 2022

- ❖ In the month of January there were:
 - ❖ 12 Initial Inspections
 - ❖ 2 Reinspection's
 - ❖ 8 Complaint Investigations
 - ❖ 0 Other Inspections/Reviews
 - ❖ 43 Violations Issued
 - ❖ \$2,535 in Collected Fees

Violations and Inspections (January)



Overview – January 2022

- ❖ Winter Programs registration began January 3rd and program started the week of January 24
- ❖ Basketball league games began January 15.
- ❖ New Senior Programs include Leonia Police Series: Pedestrian Safety, Estate Planning, Living with low vision tips and strategies, Lunar New Year lunch, pilates and health and stretch
- ❖ -New Leonia Walks bus trip locations include Mitsuwa and City Place in Edgewater.
- ❖ Teeball Registration has started for the Spring for ages 4-6 years old.
- ❖ 40 Grab n Go Lunch for ages 55+ were passed out on January 22nd



Upcoming Events/Programs in February 2022

- ❖ Swim Club Brochure will be mailed out to all residents.
- ❖ New programs for ages 55+ include learn how to play pickleball, Art classes, Valentines Day wreath making, Planning for your parents care, hearing aid seminar
- ❖ New Leonia Walks bus trips to Super H Mart in Paramus, Walmart in Teterboro, Edgewater Commons Target and Shoprite in Englewood
- ❖ The Senior Center is celebrating the Chinese/Lunar New Year with a Grab n Go lunch for ages 55+ from local restaurant China Taste.

Capital Budget Update

- ❖ In the process of waiting for companies to bid on the 2021 Capital Budget Roof project
- ❖ -2021 CDBG Grant specifications are being prepared

Overview – January 2022

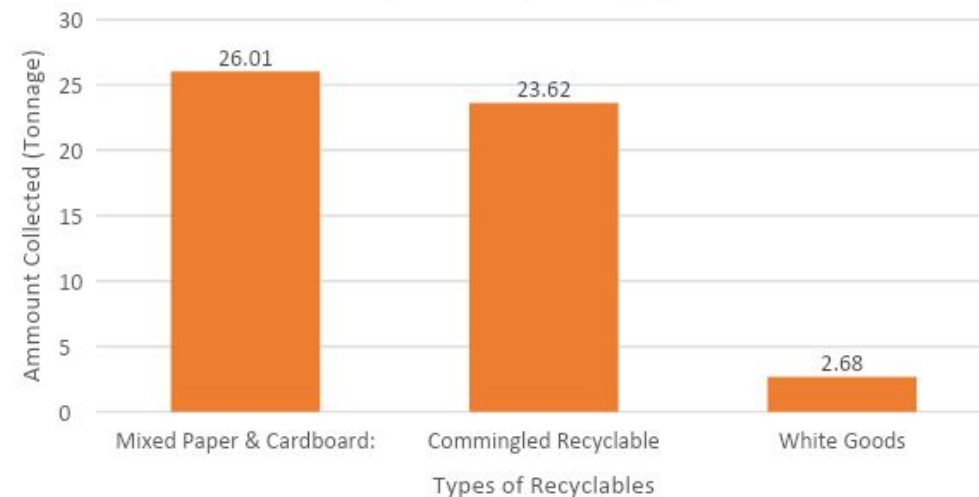
- ❖ During the month of January, the DPW continued its regular programs of garage and trash collection, recycling, street and road repairs, etc.
- ❖ In the month of January, there were/was:
 - ❖ 3 sewer emergencies
 - ❖ \$510.62 received by the borough for the collection of White Goods
 - ❖ 0 tons of leaves collected over the course of 1 months
 - ❖ 235.06 tons of garbage collected
 - ❖ 34.27 tons of trash collected

[DPW Webpage](#)

Overview – January, contd.

- ❖ Removed the holiday decorations off Broad Avenue and the Borough Hall
- ❖ Snow Storms
 - ❖ 1/7/22 = 6" Accumulation. 1/29/22 = 8" Accumulation

Recyclables (Tonnage)



Overview – January 2022

- ❖ **Total activity of the Police Department (January):**
 - ❖ 881 Calls for Service
 - ❖ 11 Motor Vehicle Crashes
 - ❖ 1 Residential Burglaries
 - ❖ 9 Arrests (all types)
 - ❖ 566 Written Citations (including warnings)

- ❖ **Property Maintenance:**
 - ❖ 14 Total Property Maintenance Complaints
 - ❖ 10 initiated by the Police Department
 - ❖ 4 initiated by the public.
 - ❖ 2 current pending cases
 - ❖ 12 cases referred to other departments

Training – January 2022

- ❖ 2 Alcotest Recertification Trainings
- ❖ 3 Alcotest Initial Operations Trainings
- ❖ 12 Rifle Training
- ❖ 1 Initial Laser Training
- ❖ State Mandated LGBTQ community interactions training

Community Outreach

- ❖ January 10th, with the Recreation Department, a traffic safety presentation was held during “Coffee with a Cop” at the Leonia Senior Center.
- ❖ January 27th, An officer attended a Community Engagement Task Force meeting for upcoming programs.
- ❖ January 27th, an officer met with Leonia Middle School 5th grade team leader in reference to the LEAD program.



[Police Department](#)

Additional News/Accomplishments

- ❖ During the month of January, officers to traffic enforcement details throughout the borough to target speeding, stop sign and pedestrian violations A total of 96 details were conducted: 90% increase of citations issued compared to the previous month.
- ❖ January 6-7, the Winter Storm, The storm had minimal impact on Leonia. 0 motor vehicle crashes reported. 0 power outages reported. 50 citations issued for parking during a snow emergency.
- ❖ January 10th, Leonia PD was awarded the Gold Award for the 2021 AAA Community Traffic Safety Awards Program.
- ❖ On January 24th, a lifelong Leonia resident and retired Lieutenant passed away. The Department assisted his family with his funeral arrangements.
- ❖ January 28-29th, Winter Storm, 1 motor vehicle crash reported. 0 power outages reported. 51 citations issued for parking during a snow emergency.

Annual Reports

Annual reports submitted to the Bergen County Prosecutors office for 2021:

2021 Total Use of Force Incidents: 5

2021 Pursuits: 8

2021 Total number of officers randomly drug tested: 5 Number of positive tests: 0

2021 Internal Affairs investigations: 3 Disposition, Not Sustained: 3

2021 Major Discipline issued to officers: 0



[Police](#)
[Department](#)