



2021 December 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 – December 2021

- ❖ **Garage/Estate Sale Permits:**
 - ❖ December : 0 issued
 - ❖ Year to Date: 55 issued
- ❖ **Passports:**
 - ❖ December: 17 issued
 - ❖ Year to Date: 162 issued
- ❖ **Parking Hang Tags:**
 - ❖ December: 16 issued
 - ❖ Year to Date: 229 issued
- ❖ **Elm Place Stickers:**
 - ❖ December : 3 issued
 - ❖ Year to Date: 55 issued



Administration

Administrator's Report Summary

1. **Municipal Building** - The Borough Architect, Engineer, CBRE Project Director and select Borough staff continue to meet on a weekly basis to review updated building and construction plans. A meeting was scheduled to review the power and data layout overlay of the architectural plans. The bid documents for the municipal building project are scheduled for distribution mid-January 2022.
2. **Edmunds Financial Software System Conversion** – The CFO continues to finalize the conversion of financial data from Munidex to Edmunds. The conversion is on track according to the CFO.
3. **Relocation of EMS** – A meeting was held to discuss the lower level of the Senior Center. EMS teams will continue to stage from the Leonia Public Library until the Senior Center lower-level CDBG improvement project is completed.
4. **Borough Cyber Security** –The Borough Administrator and IT Consultant, Intrep Solutions, met with the Joint Insurance Fund (JIF) Risk Managers to review the Borough's compliance with Tier 3 certification and to finalize any remaining loose ends. The most time-intensive issues of the Tier 3 program have been addressed and the Borough is in compliance.
5. **Bergen County CDBG** – The Borough Architect is currently working on a report for the upcoming CDBG grant application for Phase III of the Senior Center Improvements to include renovated restrooms on the upper and lower levels of the Center to bring the building into ADA compliance.
1. **Operating Budget 2022** – The operating budget preparation process for fiscal year 2022 is underway with department directors creating their respective budgets in time for the budget workshop. Binders for the workshop will be distributed mid-December.
2. **DPW Blue Collar Contract Negotiations** – The Administrator and Borough Labor Counsel held an initial meeting with the RWDSU Local 108 (Blue Collar) Union President and Leonia's DPW representative today.
3. **Performance Review Software** - The Borough Administrator recommended contracting with the public sector software provider, NEOGOV, for a comprehensive performance review cloud-based software system.
4. **Benefits Updates** – The Borough Administrator is seeking two additions to the Borough's employee benefit package: VSP Vision Care Insurance and Renaissance Short-Term Disability Insurance for all non-collective bargaining unit employees. The addition of these two plans will help make the Borough more competitive in the local government marketplace.
5. **Senior Program Findings** – In an effort to create a “plan” for future Senior Center programming, the Senior Center Coordinator and Recreation Superintendent met with the Borough Administrator to present the results of a recent survey among Leonia senior citizens. The survey responses will assist with data driven decision making for the future of the Senior Center programming and will assist with the 2022 budget and 2022-2027 capital budget decision making process.
6. **Highwood Hills Trash Problem** – The Borough Administrator emailed with Fort Lee Administrator to ask for assistance for the recurring trash and litter problem from the Plaza West shopping center in Fort Lee. The Construction Code Official for Fort Lee will be providing an update to the Administrator after the property owners are contacted.

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

Overview – December 2021

- ❖ **OPRA(Open Public Records Act) Requests:**
 - ❖ December: 36 requests
 - ❖ Year to date: 473 requests.
- ❖ **Landlord Registrations:**
 - ❖ December: 2 Registrations processed
 - ❖ Year to date: 10 Registrations processed
- ❖ **Limousine Licenses:**
 - ❖ December: 0 issued
 - ❖ Year to Date: 11 processed and issued
- ❖ **Raffle Licenses:**
 - ❖ December: 0 applications processed
 - ❖ Year to date: 3 applications processed

❖ **Liquor Licenses:**

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

❖ **MVC Renewals**

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

❖ **Budget Meeting**

- ❖ Was held on December 18th, 2021



Illustration by Chris Gash

Building Department

[Building Department](#)

Overview – December 2021

❖ **December 2021: 40 Total Permits were issued:**

- ❖ Permit fees: \$14,398
- ❖ Other fees: \$950
- ❖ Penalties Collected: \$0
- ❖ Total fees: \$15,348

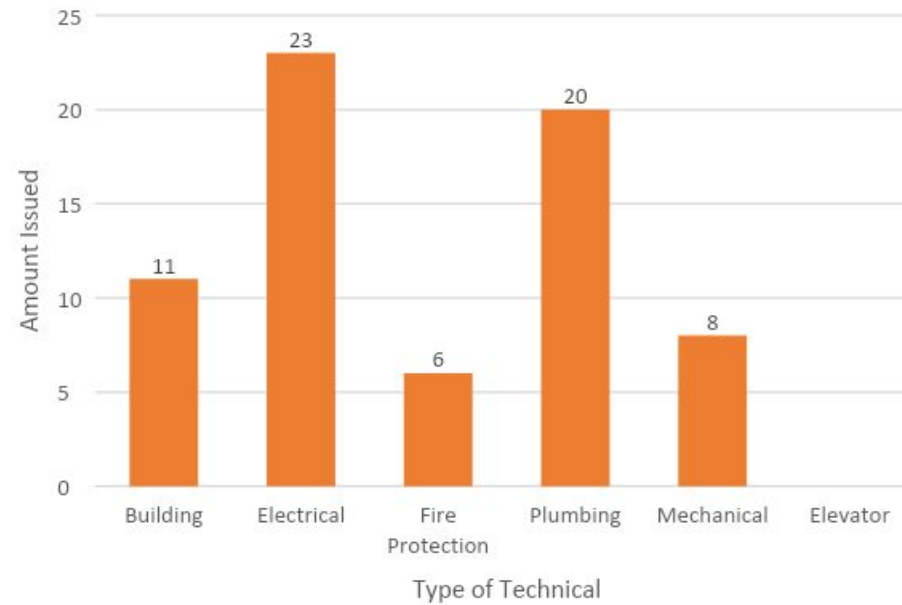
❖ **December 2021: 143 inspections performed:**

- ❖ 45 were Building Inspections
- ❖ 11 were Fire Protection Inspections
- ❖ 39 were Electrical Inspections
- ❖ 35 were Plumbing Inspections
- ❖ 13 were Mechanical Inspections

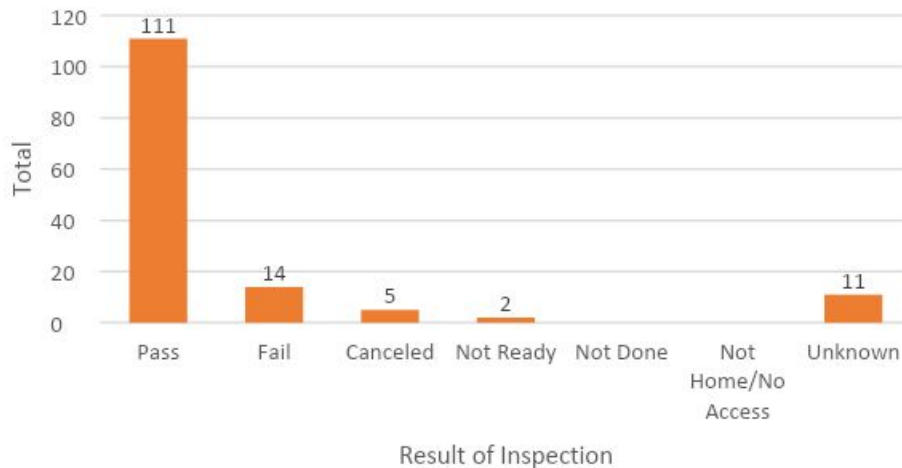
❖ **There were 29 total Continued Certificate of Occupancy applications this month**

❖ **Construction costs: \$396,014**

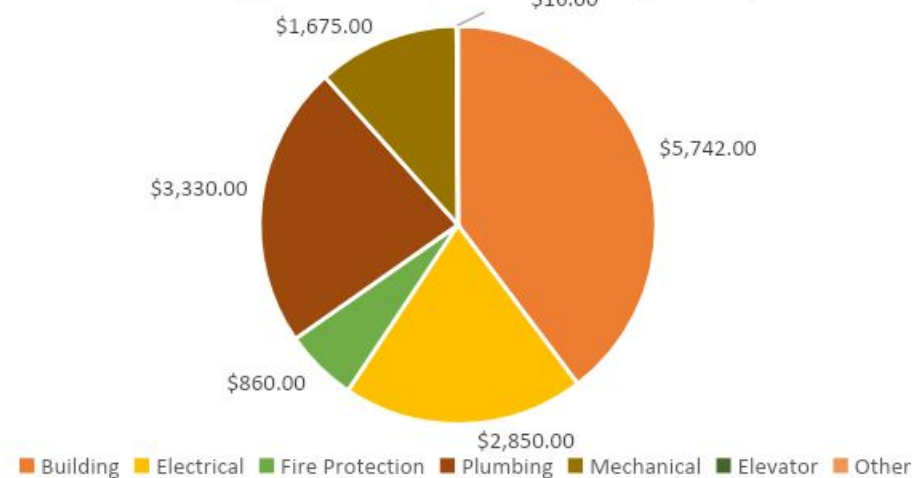
Technical Permits Issued



143 Inspections – All types



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



Overview – December 2021

❖ Applications for Tree Removal Permits:

- ❖ December: 9 Applications
- ❖ Year to date: 90 Applications

❖ Collected in Tree Removal Fees:

- ❖ December: \$1,130
- ❖ Year to date: \$20,400

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



Overview – December 2021

- ◆ **December:**
 - ◆ No New Vacant Properties Registered
 - ◆ 7 Renewal of properties in December with \$35,000 collected.
- ◆ **Year to date:**
 - ◆ **19 New Vacant Properties Registered**
 - ◆ **Year to date fees collected: \$50,883**
 - ◆ **Breakdown of Registrations:**
 - ◆ Registered for their initial year: 11
 - ◆ Registered for their second year: 6
 - ◆ Deregistered: 2 (February & April)
 - ◆ Reregistered: 7

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.

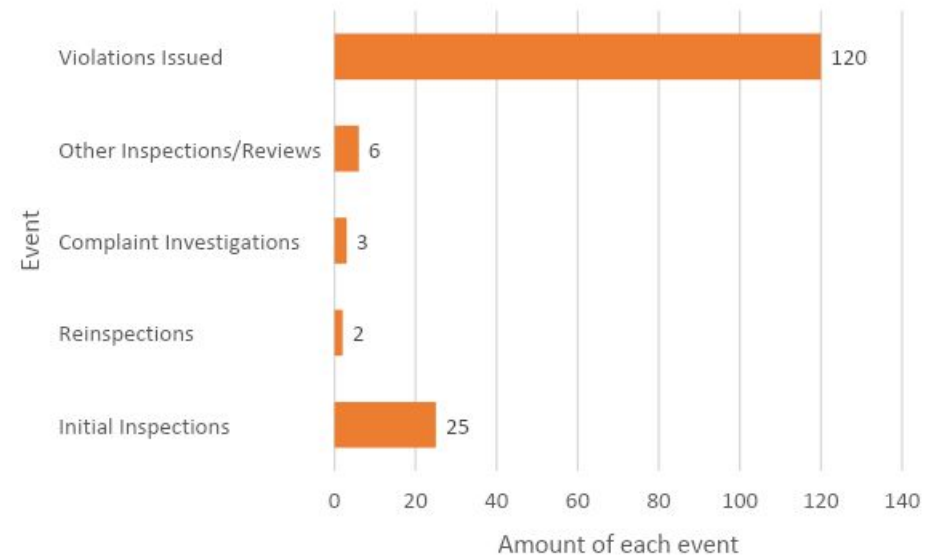
[Vacant Properties \(Borough Website\)](#)



Overview – December 2021

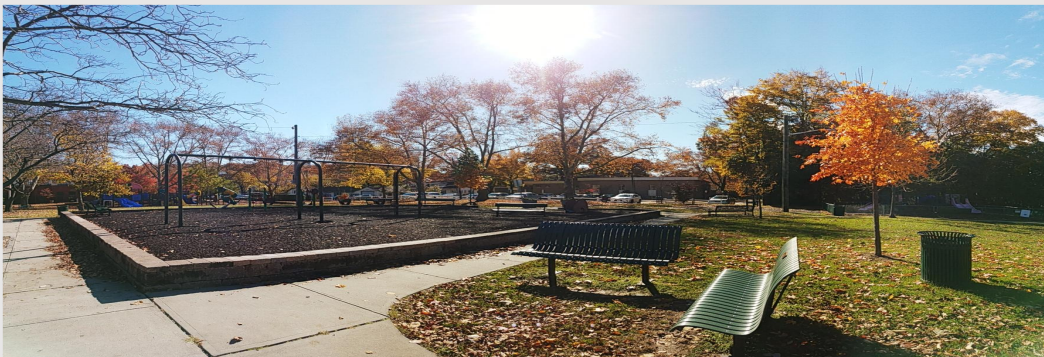
- ❖ In the month of December there were:
 - ❖ 25 Initial Inspections
 - ❖ 2 Reinspection's
 - ❖ 3 Complaint Investigations
 - ❖ 6 Other Inspections/Reviews
 - ❖ 120 Violations Issued
 - ❖ \$1,150 in Collected Fees

Violations and Inspections (December)



Overview – December 2021

- ❖ Annual Tree Lighting Friday, December 3rd at 6:30pm
- ❖ 2022 Winter Brochure will be mailed to all residents.
- ❖ Winter Basketball League coaches meeting December 14th. At this meeting teams are picked and practice time slots are given out.
- ❖ Our annual shoe drive has donated over 500 pairs of shoes with the help of Leonia Action Alliance and the Leonia DECA club.
- ❖ New Senior Programs are, learn how to play pickleball, name that tune, creative cookie decorating, tech 101 and Chinese Mah Jong.
- ❖ New pickleball program for residents on Mondays from 9:00-10:00 AM and Wednesdays from 10:00-11:00 AM.



Upcoming Events/Programs in January 2022

- ❖ Winter Programs registration begins January 3rd and programs start the week of January 24
- ❖ Basketball league games will begin the first week of January.
- ❖ 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.

Capital Budget Update

- ❖ Working with QPA on quotes for 2021 roofing project.
- ❖ Starting to put together our 6-year plan for 2022-2027

Overview – December 2021

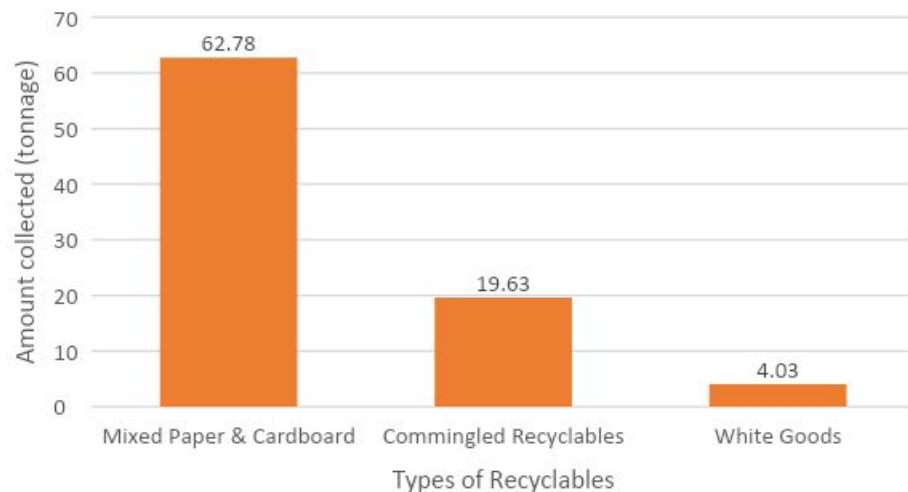
- ❖ During the month of December, the DPW continued its regular programs of garage and trash collection, recycling, street and road repairs, etc.
- ❖ In the month of December, there were/was:
 - ❖ 2 sewer emergencies
 - ❖ \$843 received by the borough for the collection of White Goods
 - ❖ 21,373 tons of leaves collected over the course of 3 months
 - ❖ 282.57 tons of garbage collected
 - ❖ 54.30 tons of trash collected

[DPW Webpage](#)

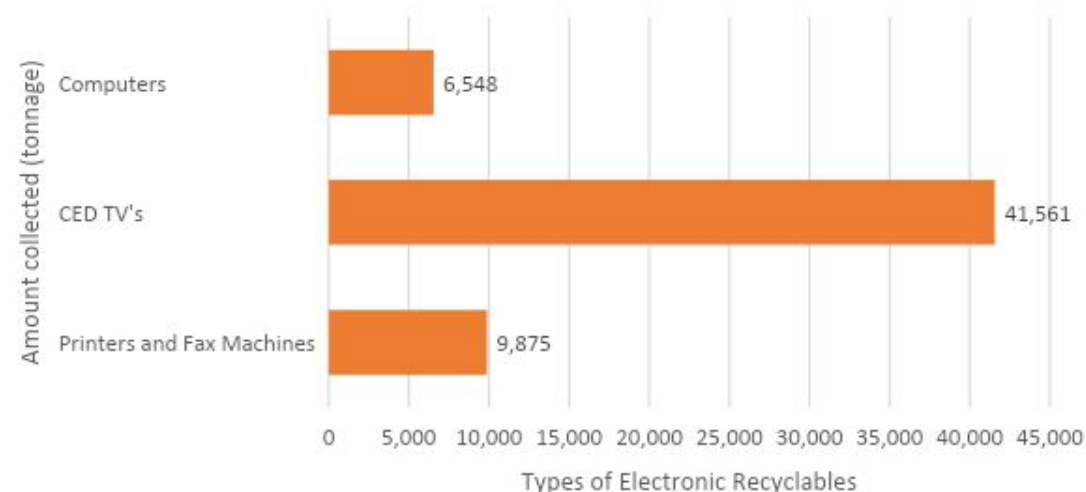
Overview – December, contd.

- ❖ The DPW partnered with the Fire, Police, and Recreational Departments for the Borough's annual tree lighting ceremony.
- ❖ Electronics Recycling (for the Calendar Year):
 - ❖ Printers and Fax Machines: 9,875 lbs.
 - ❖ CED TV's: 41,561 lbs.
 - ❖ Computers: 6,548 lbs.

Recyclables (Tonnage)



Electronics Recycling (Tonnage)



Overview – December 2021

- ❖ **Total activity of the Police Department (December):**
 - ❖ 950 Calls for Service
 - ❖ 13 Motor Vehicle Crashes
 - ❖ 2 Motor Vehicle Burglaries (including attempts)
 - ❖ 8 Arrests (all types)
 - ❖ 311 Written Citations (including warnings)

- ❖ **Property Maintenance:**
 - ❖ 13 Total Property Maintenance Complaints
 - ❖ 12 initiated by the Police Department
 - ❖ 1 initiated by the public.
 - ❖ 4 current pending cases

Training – December 2021

- ❖ December 1, Bias Crime Training
- ❖ December 6-9, ICAT/ABLE/Resiliency Training
- ❖ December 13, Radar Training

Community Outreach

- ❖ December 5th, Leonia Police Department partnered with the Department of Public Works, Fire Department and Recreation Department for the Borough's annual tree lighting ceremony.
- ❖ During the month of December, the Police Department, Leonia PBA, and local businesses participated in a toy drive



[Police Department](#)

Additional News/Accomplishments

- ❖ December 6-10, an audit was conducted of all evidence in possession by the Department. Approximately 2500 pieces of evidence were marked for destruction and 500 pieces were retained by the Department.
- ❖ On December 17th, numerous school safety checks were conducted at Leonia Public Schools as a precaution to a viral threat that was circulated online nationally. There were no credible threats to Leonia schools and there were no significant events at the schools.
- ❖ DWI patrols funded through a grant were conducted during the month of December. The details resulted in 2 DWI arrests, 3 arrests for other offenses and 120 summonses