



2022 August 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 – August 2022

- ❖ **Garage/Estate Sale Permits:**
 - ❖ August: 7 issued
 - ❖ Year to Date: 26 issued
- ❖ **Passports:**
 - ❖ August: 20 issued
 - ❖ Year to Date: 82 issued
- ❖ **Parking Hang Tags:**
 - ❖ August: 23 issued
 - ❖ Year to Date: 90 issued
- ❖ **Elm Place Stickers:**
 - ❖ August: 1 issued
 - ❖ Year to Date: 63 issued



[Administration](#)

Administration

Administrator's Report Summary

Municipal Building Construction Project –

- Project Team meetings continue every Tuesday morning.
- GPC contractor meets bi-weekly with Borough professionals on a bi-weekly basis at the construction site.
- The contractor successfully removed the clay-filled soil from the site and began pouring the footings. The soil piles that remain are to be used to backfill the foundation walls. This morning, the cement contractor was onsite pouring the footings for the south side of the building & the elevator pit.
- The furniture proposal and drawings were received and are currently under review.
- An audiovisual/technology meeting with CTCl and Borough staff took place on August 23rd; we are attempting to find a date to review the decisions made related to AV and technology with the full Facilities Committee in the very near future. Lead times for some of the equipment has been reported to be upwards of 40 weeks, therefore it is imperative that we move forward with recommendations related to the AV equipment and technology orders.

Capital Budget 2022-2027 –

The introduction of Ordinance 2022-16, the Multi-Purpose Capital Ordinance which puts into action the decisions made by the Mayor & Council at the Work Session on August 15th. The total appropriation is \$2,250,000 and includes road improvement projects, the Wood Terrace Drainage Improvement project, improvements to Borough facilities, and various equipment for public safety and DPW purposes.

Recruitment of DPW Laborer(s) – The DPW will be saying goodbye to long-time employee, Joe Marty, who will retire at the end of September. The DPW will need to advertise for a full-time Laborer for the department and commence the recruitment process in September. With leaf season and snow season around the corner, it is important that we move forward with this process as soon as possible.

Recruitment of Technical Assistant to the Construction Official- Angela Copeland, serving in the role of Technical Assistant to the Construction Official, announced her resignation recently. Angela will be greatly missed. We thank Angela for her service to the Borough and wish her only the best. Tonight's agenda includes a Resolution to authorize the advertisement of this fulltime position in the Building Department.

Technology Solutions for Senior Center – Mayor/Council Meetings - CTCl informed us that they will begin installation of the new AV equipment for the Mayor/Council meetings held in the Senior Center. The installation is scheduled for three days the week of September 12th. The first meeting using the new equipment should be the September work session on September 19th .

Board of Education Mechanic Shared Service Agreement (SSA)- The Administrator continued to work with the Board of Education (BoE) Business Administrator and with the Borough Attorney on the final version of the Shared Service Agreement with the Board of Education for mechanic services. Tonight's agenda includes a Resolution to approve the agreement.

Finance Department News – Cam Keng will be reporting to the Finance Committee on September 13th the status of his work conducted thus far in updating the general ledger with the revenue/cash receipts for 2022. Bank reconciliations are up to date using the Edmunds system.

Health Inspector – The Borough of Leonia has a new “permanent” Health Inspector effective immediately. Rebecca Adamski will serve the Borough of Leonia in this capacity on a part-time basis (Mondays, Tuesdays and Wednesdays from 4pm – 7pm.) Rebecca is currently working in a neighboring community full-time. She will receive a Borough email within the next day; it will be posted on the Borough website for the public to access.

2021 Audit- The fiscal year 2021 audit remains open. Cam Keng explained today that the new audit team is working to reconcile work performed by the previous manager on the Borough's account. He expects the audit will conclude in September.

Leonia Senior Center Lower-Level Drainage Project - The Senior Center Lower-Level drainage project is now underway following a bid opening in August. The contractor expects the project will take three to four weeks to complete. The project scope includes outdoor drainage improvements and floodproofing. This project is being funded through Community Development Block Grant (CDBG) monies awarded in 2021.

Wood Terrace Drainage Improvements - The Borough Administrator, Borough Engineer, Millennium Strategies' grant writing team and Leonia resident, Amelia Janisz, have been collaborating to assemble the grant application for the NJDEP Stormwater Resilience Planning grant opportunity. After meeting, it was determined that there were multiple applications that should be considered. Amelia is the president and founder of Green Reviews and has over 40 years' experience in environmental policy development and compliance. Her experience with environmental regulatory agencies provides her with the knowledge to assist with the narrative sections of the Borough's applications. We are so grateful she contacted the Borough to volunteer to assist with this initiative. The Wood Terrace Drainage Improvement study project grant application will be submitted in time for the September 14th deadline.

Overview – August 2022

❖ OPRA (Open Public Records Act) Requests:

- ❖ August: 59 Requests
- ❖ Year to date: 364 requests

❖ Landlord Registrations:

- ❖ August: 0 Registrations processed
- ❖ Year to date: 7 Registrations processed

❖ Limousine Licenses:

- ❖ August: 1 issued
- ❖ Year to Date: 15 processed and issued

❖ Raffle Licenses:

- ❖ August: 0 Applications processed
- ❖ Year to date: 3 Applications processed

❖ Liquor Licenses:

- ❖ 0 Issued

❖ MVC Renewals

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



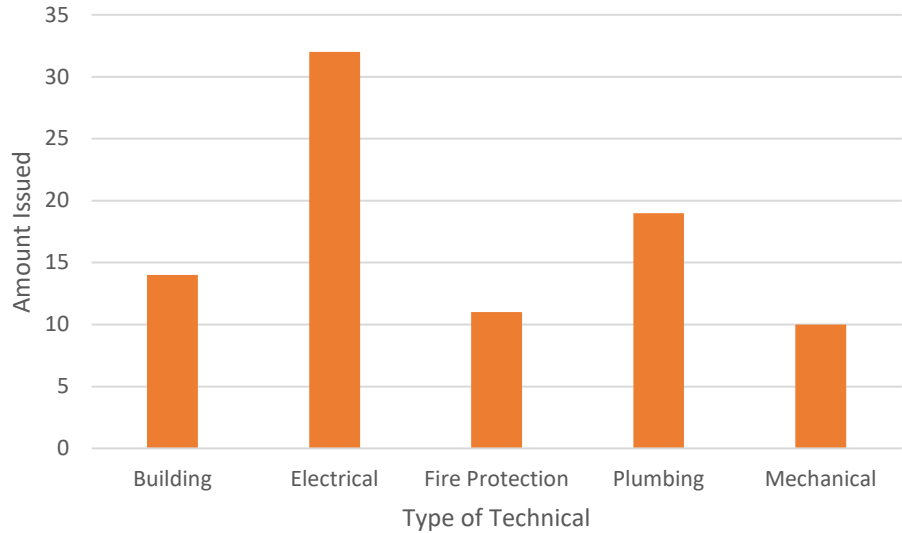
Illustration by Chris Gash

[Building Department](#)

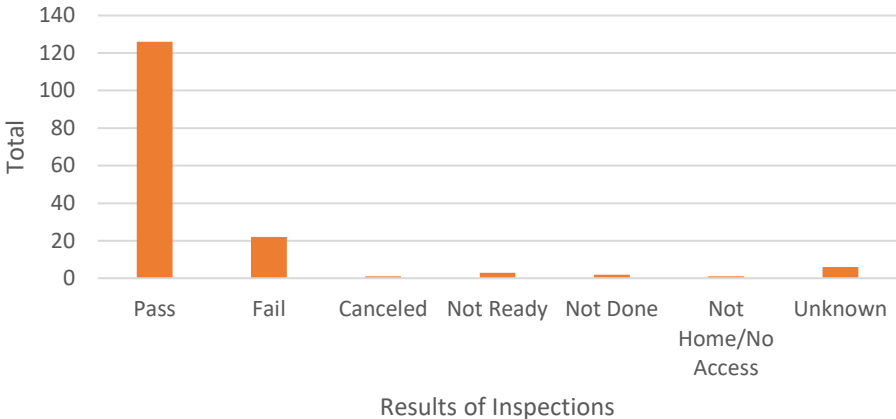
Overview – August 2022

- ❖ **August 2022: 44 Total Permits were Issued:**
 - ❖ Permit fees: \$21,816.00
 - ❖ Other fees: \$0.00
 - ❖ Penalties Collected: \$2,700.00
 - ❖ Total fees: \$26,097.00
- ❖ **August 2022: 129 Inspections Performed:**
 - ❖ 14 were Building Inspections
 - ❖ 11 were Fire Protection Inspections
 - ❖ 32 were Electrical Inspections
 - ❖ 19 were Plumbing Inspections
 - ❖ 10 were Mechanical Inspections
- ❖ **There were 0 Total Continued Certificate of Occupancy applications this month**
- ❖ **Construction Costs: \$724,036.00**

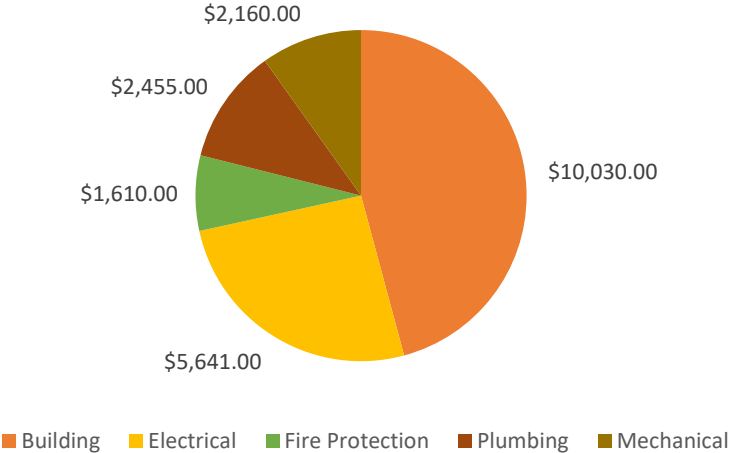
Technical Permits Issued



104 Inspections - All Types



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



Overview – August 2022

- ❖ **Applications for Tree Removal Permits:**
 - ❖ August: 5 Applications

- ❖ **Collected in Tree Removal Fees:**
 - ❖ August: \$200.00

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



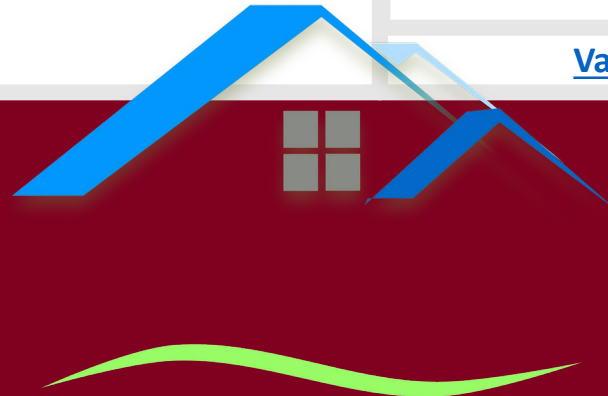
Overview – August 2022

- ❖ **August:**
 - ❖ 0 New Vacant Property Registered
- ❖ **2022 Fiscal Year to date:**
 - ❖ **2 New Vacant Properties Registered**
 - ❖ **2022 Registration fees collected: \$9,166.66**
 - ❖ **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.

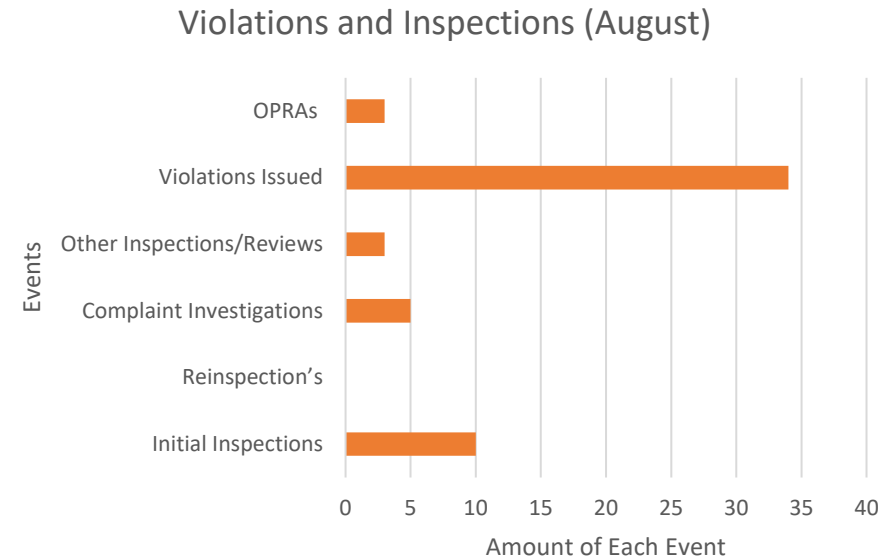
Ordinance #2021-04 (updated the Vacant Property Fees) - went into effect on March 26, 2021.

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



Overview – August 2022

- ❖ In the month of August there were:
 - ❖ 10 Initial Inspections
 - ❖ 0 Reinspection's
 - ❖ 5 Complaint Investigations
 - ❖ 3 Other Inspections/Reviews
 - ❖ 34 Violations Issued
 - ❖ 3 OPRAs
 - ❖ \$3,500.00 in Collected Fees



[Fire Prevention Bureau Page](#)

Overview – August 2022

- ❖ We have hired Jayjoon Shin as our new Administrative Assistant and he will be starting September 22nd.
- ❖ We had a movie night in Wood Park on August 2nd at 8:15pm where we showed "Space Jam". Popcorn and water was available for free.
- ❖ Our Fall Programs brochure was sent to each home and registrations have begun.
- ❖ We have added a new Fall Recreation Soccer program which includes children ages 3-13 and unified soccer for players with special needs from ages 4-25.
- ❖ The CDBG Lower Level Senior Center drainage improvement is set to start construction on September 6th.

- ❖ New Senior Center Activities Include: Ice Cream Social and Jeopardy wellness challenge

Upcoming Events/Programs in September 2022

- ❖ Fall Registration opened on August 29th.
- ❖ Leonia Recreation Soccer is NOW open. Classes begin on September 10th.
- ❖ New Leonia Walks bus trips to Super H Mart in Paramus, Walmart in Teterboro, Edgewater Commons Target and Shoprite in Englewood

[Recreation Department](#)



Overview – August 2022

- ❖ During the month of August, the DPW continued its regular programs of garage and trash collection, recycling, street and road repairs, sewer services, tree maintenance and repairs.

All items MUST be out for collection before 7:00am the day of its scheduled collection day.

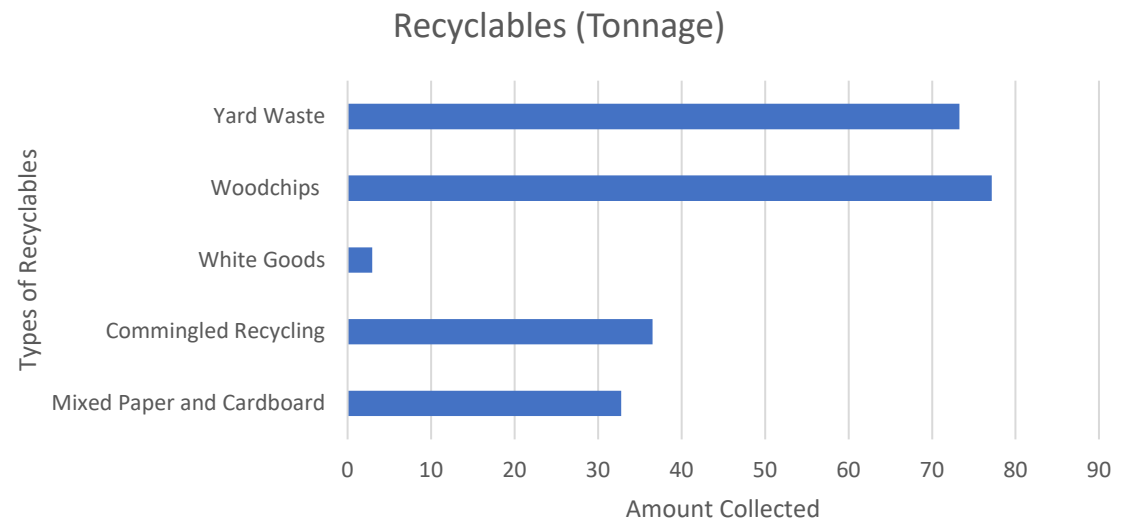
- ❖ **In the month of August, there were/was:**

- ❖ 0 Sewer Emergencies
- ❖ \$353.57 Received by the Borough for the collection of White Goods
- ❖ 77.14 tons of woodchips collected
- ❖ 193.38 tons of garbage collected
- ❖ 99.27 tons of trash collected

[DPW Webpage](#)

Overview – August 2022 (continued)

- ❖ The department assisted the Borough Clerk with the pick-up and distribution of the 2022-2023 Borough Calendars.
- ❖ The department is pleased to welcome one new fulltime and one temporary employee.



Overview – August 2022

- ❖ **Total activity of the Police Department (August):**
 - ❖ 727 Calls for Service
 - ❖ 16 Motor Vehicle Crashes
 - ❖ 2 Residential Burglaries
 - ❖ 10 Motor Vehicle Burglaries (including attempts)
 - ❖ 14 Arrests (all types)
 - ❖ 435 Written Citations (including warnings)

- ❖ **Property Maintenance:**
 - ❖ 27 Total Property Maintenance Complaints
 - ❖ 21 initiated by the Police Department
 - ❖ 6 initiated by the public.
 - ❖ 14 current pending cases
 - ❖ 13 cases referred to other departments



[Police Department](#)

Training – August 2022

- ❖ 2 Field Training Office School
- ❖ 4 Firearms Trainings
- ❖ 2 Taser/CED Instructor
- ❖ 1 Drug Recognition Expert
- ❖ 1 CJIS Terminal Agency Coordinator

Additional News

- ❖ Meetings held with school administrators to discuss school security and traffic concerns in preparation of the new school year.

- ❖ Leonia PD worked with Leonia DPW and Bergen County DPW to re-paint numerous crosswalks in town to enhance pedestrian safety.

- ❖ As part of our ongoing work towards accreditation, an assessment of the Department is scheduled for September 19th. Members of the public may call (201) 592-5759 between 10am and 11am on September 19th to offer comments. Comments may also be emailed or mailed. For additional information, visit the Department's webpage at www.Leonianj.gov/police