



2022 February Departmental Dashboard

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

Overview – February 2022

- ❖ **Garage/Estate Sale Permits:**
 - ❖ February : 1 issued
 - ❖ Year to Date: 1 issued

- ❖ **Passports:**
 - ❖ February: 15 issued
 - ❖ Year to Date: 27 issued

- ❖ **Parking Hang Tags:**
 - ❖ February : 23 issued
 - ❖ Year to Date: 44 issued

- ❖ **Elm Place Stickers:**
 - ❖ February : 6 issued
 - ❖ Year to Date: 27 issued



[Administration](#)

Administrator's Report Summary

1. **Municipal Building** - Bids were received and it was determined the lowest responsible bidder is GPC Inc. (Millburn NJ) at a total cost in the amount of \$7,298,000. Technology vendors associated with project management firm, CBRE, presented technology solutions for the new municipal building.
2. **Borough Cyber Security** - The Borough is continuing work with CISA Cyber Assessments, a division of the U.S. Department of Homeland Security, on a "continuous phishing campaign assessment". A 90-day phishing cycle repeats until the Borough opts out. The service is at no cost to the Borough of Leonia.
3. **Electric B=Vehicle Charging Station** - The Borough is working on the construction phase of the electric vehicle charging station. The installation of the dual electric charging station is planned for the Beechwood parking lot. The power source has been completed and we will now be able to place the order for the equipment once approved by the governing body, and a purchase order is generated for the equipment and labor associated with installation.
4. **Operating Budget 2022** - The Administrator and CFO met with the Finance Committee to walk through the personnel requests that were introduced in the 2022 operating budget. The Borough's Auditor and CFO are to meet with the Committee to discuss the budget in greater detail.
5. **Capital Budget 2022-2027** - The Borough's capital budget continues to be developed by the Borough's departments. The intention is to have a Capital Budget Planning Committee meeting in late March/early April to proceed with the review of the capital budget requests.
6. **Recruitment of DPD Laborer(s)** - The Borough Administrator, and DPW heads conducted interviews in late February/early March with DPW Laborer candidates. Two candidates will be presented for appointment via Resolution to the governing body. If approved, the candidates will begin employment with the Borough of Leonia in March 2022
7. **Recruitment – Admin. Assistant to the Borough Clerk's Office** - An Administrative Assistant for the Borough Clerk's Office was approved and appointed by the governing body at a meeting of the Mayor and Council. The candidate will begin working for the Borough of Leonia on March 14, 2022
8. **Technology Solutions for the Senior Center – Mayor/Council Meetings** - The Administrator, Borough Clerk's office, Intrep Solutions and technology vendors have met to discuss the audio-visual requirements of the in-person Mayor/Council meetings. New equipment solutions are being discussed and Granicus training scheduled for staff to include Peak Agenda and Live Manager. Intrep Solutions is working with Granicus, Inc. on the functionality of the new encoder to run Live Manager
9. **Shared Services Board of Education – Mechanic Services** - The Administrator met with the BoE Business Administrator to discuss the need to revise the shared service agreement for mechanic services. A cost analysis was provided for the mechanic's services. The Borough Attorney and Borough Administrator revised the shared service agreement that was created in 2020 to be created and reviewed by the Finance Committee.
10. **Municipal Court Shared Services with Teaneck** – Leonia Administrator Met with Teaneck administrator to discuss the need to create a shared service agreement for municipal court space for the next 12 to 18 months. There is a reduced need for in-person courtroom services since courts went virtual during the pandemic. The Borough Attorney and Administrator will work together to create the agreement and will present it to the Finance Committee

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

Overview – February 2022

❖ OPRA(Open Public Records Act) Requests:

- ❖ February : 0 requests
- ❖ Year to date: 42 requests.

❖ Landlord Registrations:

- ❖ February : 0 Registrations processed
- ❖ Year to date: 1 Registrations processed

❖ Limousine Licenses:

- ❖ February: 3 issued
- ❖ Year to Date: 3 processed and issued

❖ Raffle Licenses:

- ❖ February: 0 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



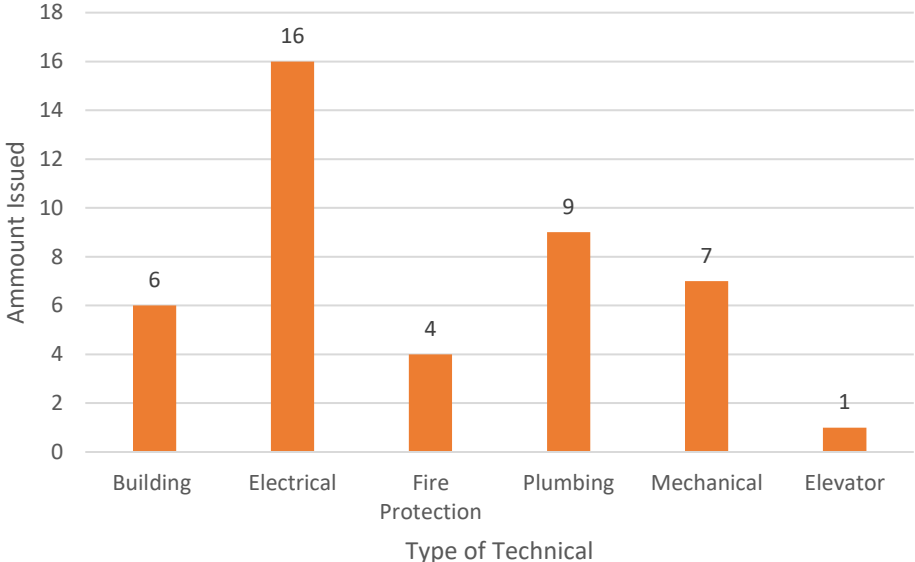
Illustration by Chris Gash

[Building Department](#)

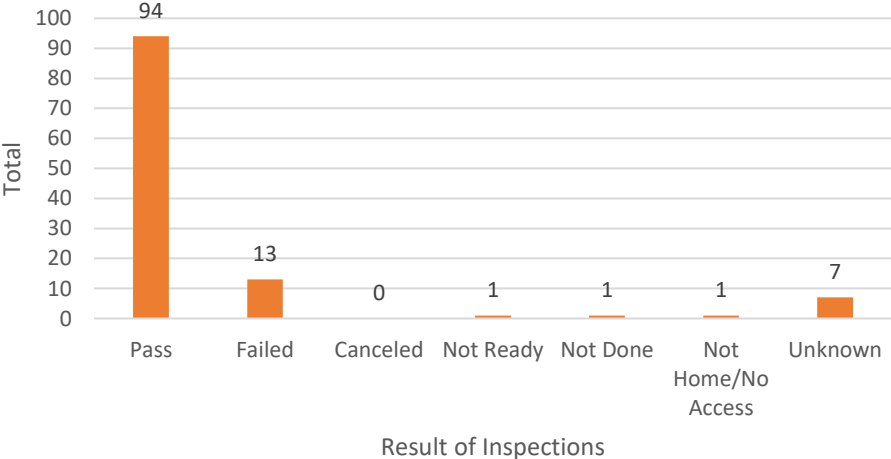
Overview – February 2022

- ❖ **February 2022: 20 Total Permits were issued:**
 - ❖ Permit fees: \$6,773
 - ❖ Other fees: \$336
 - ❖ Penalties Collected: \$900
 - ❖ Total fees: \$8,259.00
- ❖ **February 2022: 129 inspections performed:**
 - ❖ 26 were Building Inspections
 - ❖ 11 were Fire Protection Inspections
 - ❖ 31 were Electrical Inspections
 - ❖ 22 were Plumbing Inspections
 - ❖ 6 were Mechanical Inspections
- ❖ **There were 22 total Continued Certificate of Occupancy applications this month**
- ❖ **Construction costs: \$759,761.00**

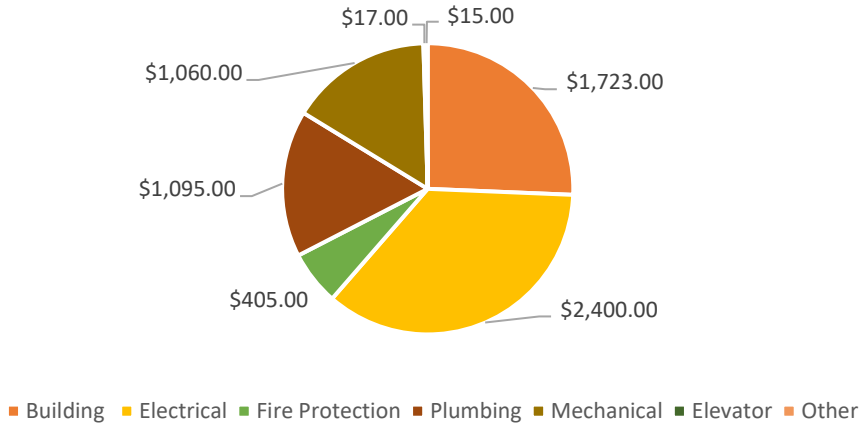
Technical Permits Issued



96 Inspections - All Types



Amount (\$) Collected per Technical (Permit) Fee



Overview – February 2022

❖ Applications for Tree Removal Permits:

- ❖ February: 2 Applications
- ❖ Year to date: 8 Applications

❖ Collected in Tree Removal Fees:

- ❖ February: \$430.00
- ❖ Year to date: \$860.00

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



Overview – February 2022

- ❖ **February:**
 - ❖ 0 New Vacant Property Registered
 - ❖ 2 Renewal of properties in February with
 - ❖ \$9,200 collected.

- ❖ **2022 Fiscal Year to date:**
 - ❖ **1 New Vacant Properties Registered**
 - ❖ **2022 Registration fees collected: \$65,000**
 - ❖ **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 – February 2022

- ❖ In the month of January there were:
 - ❖ x Initial Inspections
 - ❖ x Reinspection's
 - ❖ x Complaint Investigations
 - ❖ x Other Inspections/Reviews
 - ❖ x Violations Issued
 - ❖ \$x in Collected Fees

Violations and Inspections (January)

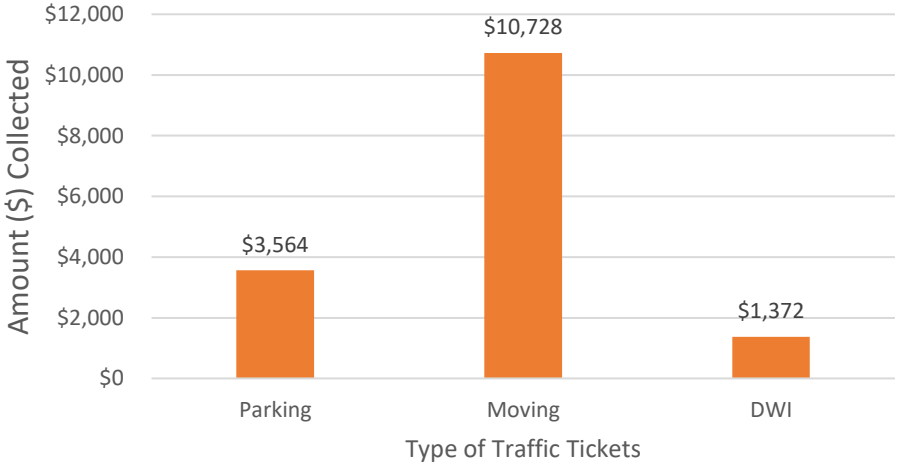


[Fire Prevention Bureau Page](#)

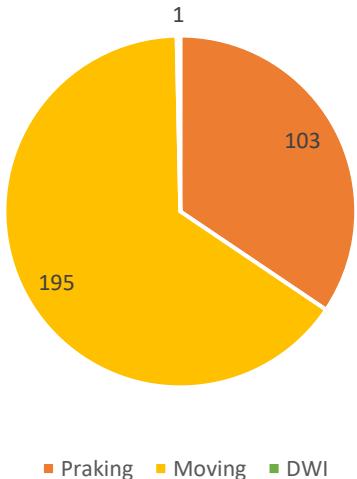
Overview – February 2022

- ❖ **Money collected from Traffic Tickets (February): \$15,664**
- ❖ **In total 229 tickets were issued:**
 - ❖ 103 for parking violations
 - ❖ 195 for moving violations
 - ❖ 1 for Driving While Intoxicated
- ❖ **For criminal charges there was a fee collection of \$1,139**
- ❖ **Court cases with a scheduled court date(Currently): 1,312**
- ❖ [Municipal Court](#)

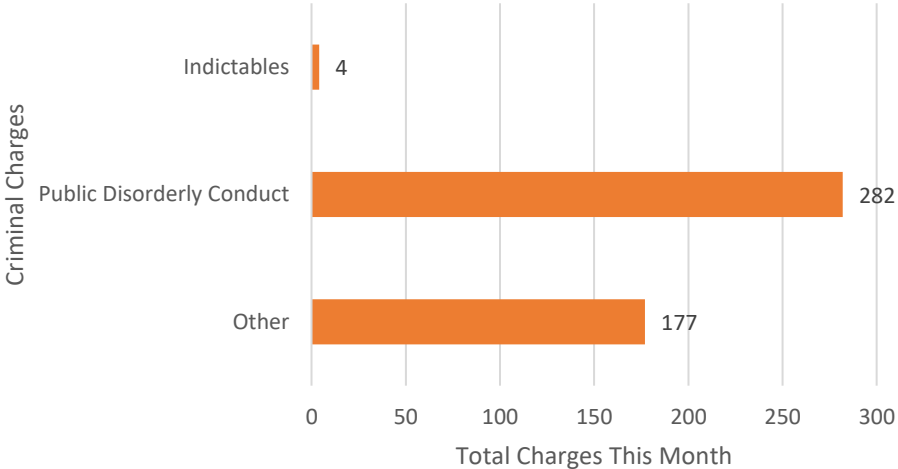
Collections (\$) From Traffic Tickets



Amount of Each Traffic Ticket



Total Pending Charges



Overview – 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 celebrated the Chinese/Lunar New Year with a Grab n Go lunch for ages 55+ from local restaurant China Taste.



Upcoming Events/Programs in March 2022

- ❖ Summer Camp Registrations began March 1st
- ❖ Spring Program Brochure has been mailed out to all residents
- ❖ Senior Center Webinars and Events: Coffee With a Cop Safety Seminars, Irish Cream Making, Tips for Living with Low Vision, Bone Density Screening, Spring Cleaning and Tax Time
- ❖ Senior Classes: Pilates, Stretch & Fitness, Chair Yoga

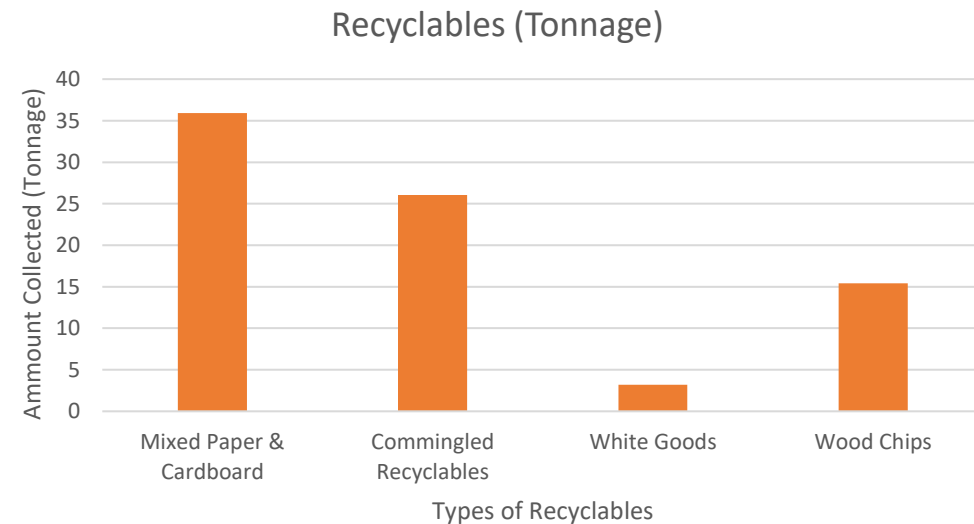
Overview – February 2022

- ❖ During the month of February, the DPW continued its regular programs of garage and trash collection, recycling, street and road repairs, etc.
- ❖ In the month of February, there were/was:
 - ❖ 2 sewer emergencies
 - ❖ \$510.62 received by the borough for the collection of 3.17 Tons of White Goods
 - ❖ 0 tons of leaves collected over the course of 1 months
 - ❖ 173.31 tons of garbage collected
 - ❖ 77.57 tons of trash collected
 - ❖ 47.61 Revenue from 35.91 Tons of Mixed Paper & Cardboard
 - ❖ 26.05 Tons of Commingled Recyclables
 - ❖ Trees & Mulching
 - ❖ 6 Removals
 - ❖ 2 Pruned
 - ❖ 15.42 Tones of Woodchips

[DPW Webpage](#)

Overview – February, contd.

- ❖ Snow Storms
 - ❖ February 6,7, 6 inches
 - ❖ February 17, 1
 - ❖ February 25, 3 inches



Overview – February 2022

❖ Total activity of the Police Department (January):

- ❖ 770 Calls for Service
- ❖ 15 Motor Vehicle Crashes
- ❖ 1 Residential Burglaries
- ❖ 1 Motor Vehicle Thefts
- ❖ 1 Motor Vehicle Burglaries
- ❖ 7 Arrests (all types)
- ❖ 455 Written Citations (including warnings)

❖ Property Maintenance:

- ❖ 11 Total Property Maintenance Complaints
- ❖ 9 initiated by the Police Department
- ❖ 2 initiated by the public.
- ❖ 9 current pending cases
- ❖ 2 cases referred to other departments

Training – February 2022

- ❖ 1 Alcotest Recertification
- ❖ 2 ICAT/ABLE
- ❖ 1 Baton Instructor Training
- ❖ 4 Hidden Compartment Training
- ❖ 1 NIBRS Training
- ❖ 3 Rifle Training
- ❖ Online training completed by the Department on Biased Based Policing and Ethics

Community Outreach

- ❖ February 6th: Officers participated in a program for local students with the Bergen County Community Engagement Task Force. A Leonia student was selected to participate in the program held at Dream Works Water Park.
- ❖ February 7th, in partnership with the Recreation Department, a presentation on scams and frauds was held during “Coffee with a Cop” at the Leonia Senior Center, Officers participated in the event and led the presentation and discussion



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

Additional News/Accomplishments

- ❖ During the month of February, the Department conducted 88 traffic enforcement details on Broad Avenue in the Central Business District to target speeding, red light, U-Turn, and pedestrian violations.
- ❖ On February 14th, an Officer attempted to stop a vehicle for a traffic violation. The driver refused to stop and fled from The Officer. The Officer followed the NJ Attorney General Guidelines and did not pursue the vehicle. Approximately an hour later, a resident called to report a vehicle that had been abandon in their driveway. The vehicle was the same one that fled from the Officer. A Different Officer checked the area and was able to locate the driver, and the owner of the vehicle. The driver was placed under arrest for eluding and the owner was placed under arrest for an outstanding warrant
- ❖ On February 21st, an Officer stopped a vehicle for a traffic violation. The driver, was found to be under the influence. The officer attempted to place the driver under arrest when they resisted. The Driver taken into custody and charged with possession of crack cocaine, drug paraphernalia, and resisting arrest.