



# 2022 March 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 – March 2022

- ❖ **Garage/Estate Sale Permits:**
  - ❖ March : 2 issued
  - ❖ Year to Date: 3 issued
  
- ❖ **Passports:**
  - ❖ March : 22 issued
  - ❖ Year to Date: 49 issued
  
- ❖ **Parking Hang Tags:**
  - ❖ March : 12 issued
  - ❖ Year to Date: 56 issued
  
- ❖ **Elm Place Stickers:**
  - ❖ March : 2 issued
  - ❖ Year to Date: 29 issued



[Administration](#)

## Administrator's Report Summary

- 1. Municipal Building :** Project Team meetings continue. Borough staff and its professional team met with the contractor awarded the municipal building construction contract. The Town Hall was tentatively rescheduled for Wednesday, April 6. A planning meeting for the Town Hall was held on March 31 where the Bond Ordinance for the remediation of the Borough Hall was discussed at length with the governing body. The introduction of this \$300,000 bond ordinance is scheduled for April 4, 2022. A pre-construction meeting with the contractor is scheduled for Tuesday, April 12
- 2. Borough Cyber Security:** The Borough Administrator and Intrep Solutions continue to work with CISA on the Borough's phishing campaign. Test emails were created by CISA and sent to the Borough Administrator.
- 3. Electric Vehicle Charging Station :** The Borough is working on the construction phase of the electric vehicle charging station. Zimick Electric provided a quote for running the conduit for all charging stations.
- 4. Operating Budget 2022:** The Administrator and CFO met with the Finance Committee to walk through issues related to completing the Annual Financial Statement before the operating budget can be completed and moved to the governing body for introduction. The budget should be introduced by April 18<sup>th</sup>
- 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. The Administrator and Recreation Superintendent met with the Borough's Architect to conduct a walk-through of the Recreation Center in order to obtain a proposal for a Recreation Center Space Plan to include in the capital budget.
- 6. Recruitment of DPW Laborer(s):** The Borough received word from one of the newly appointed DPW Laborers that he made a decision to stay with his present employer. A 2nd Laborer contacted the Administrator that he was recently injured and would be unavailable for several weeks to heal. Therefore, a new set of candidates will be reviewed; an external candidate was reviewed for the position of DPW Office Manager the week of March 31st . A subsequent interview is being coordinated for the week of April 4th to meet with the DPW Chair and other members of the Committee.
- 7. Chief Financial Officer Recruitment:** The Borough Administrator created a detailed advertisement for the position of part-time Chief Financial Officer. The ad was placed on the NJ League of Municipalities website the week of March 28th. Contact was made by one township interested in a potential shared service. A meeting for April 4<sup>th</sup> has been requested
- 8. Technology Solutions for Senior Center:** Meetings to discuss the audio-visual requirements of the in-person Mayor/Council meetings. The first in-person meeting of the governing body is April 4 th . The implementation team for the Borough is unable to solve an audio problem. Visiting another client to view their equipment setup is being recommended by professionals to look into new solutions. The Borough Clerk's office staff concluded all trainings on Granicus Peak Agenda and the Live Manager systems in March.
- 9. Shared Service with Board of Education(BoE):** Mechanic Services The Administrator met with the BoE Business Administrator to discuss revisions to the shared service agreement for mechanic services. A cost analysis was provided. The Borough Attorney & the Administrator met and a revision to the shared service agreement that was created. The timing for the authorization for the new agreement will be April/May 2022.
- 10. Municipal Court Shared Service Agreement with Teaneck:** The Borough Attorney created a municipal shared service agreement for the municipal court shared service between Leonia and Teaneck. Discussion on this agreement is scheduled to be held at the April 4 Mayor/Council meeting.

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

## Overview – March 2022

### ❖ OPRA(Open Public Records Act) Requests:

- ❖ March : 44 requests
- ❖ Year to date: 86 requests.

### ❖ Landlord Registrations:

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

### ❖ Limousine Licenses:

- ❖ March: 3 issued
- ❖ Year to Date: 6 processed and issued

### ❖ Raffle Licenses:

- ❖ March : 0 applications processed
- ❖ Year to date: 2 applications processed

### ❖ Liquor Licenses:

- ❖ No New Licenses

### ❖ MVC Renewals

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

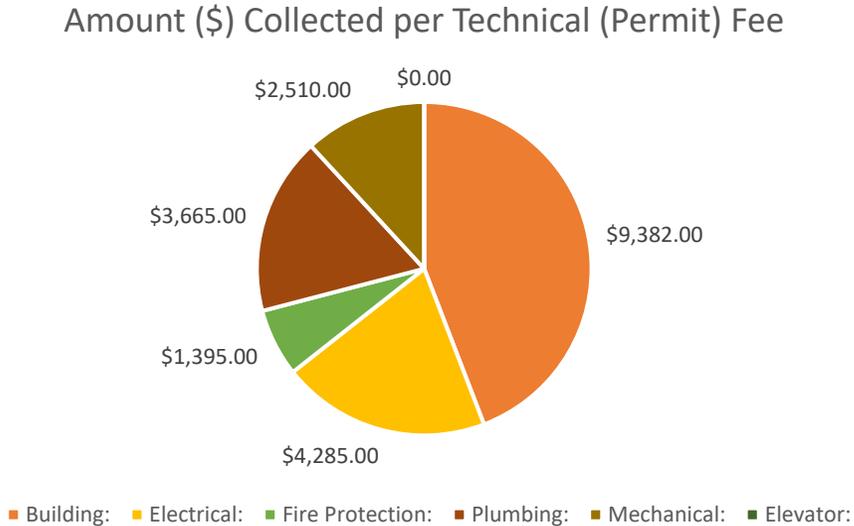
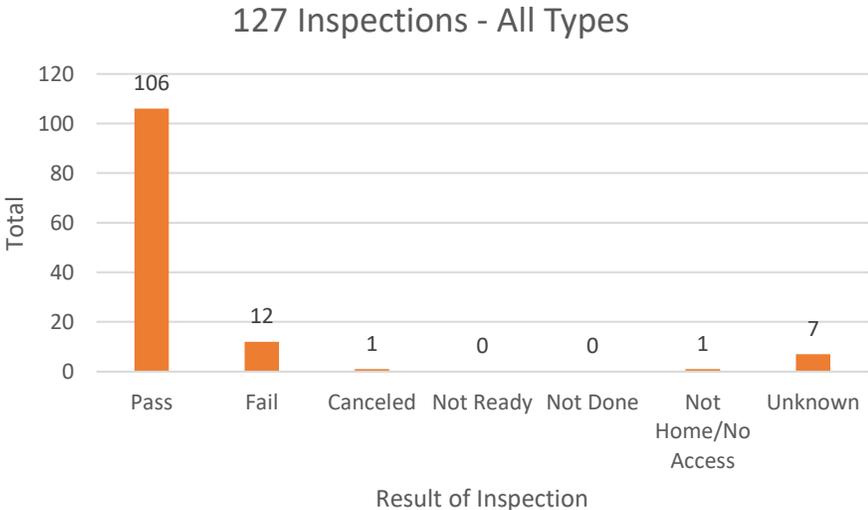
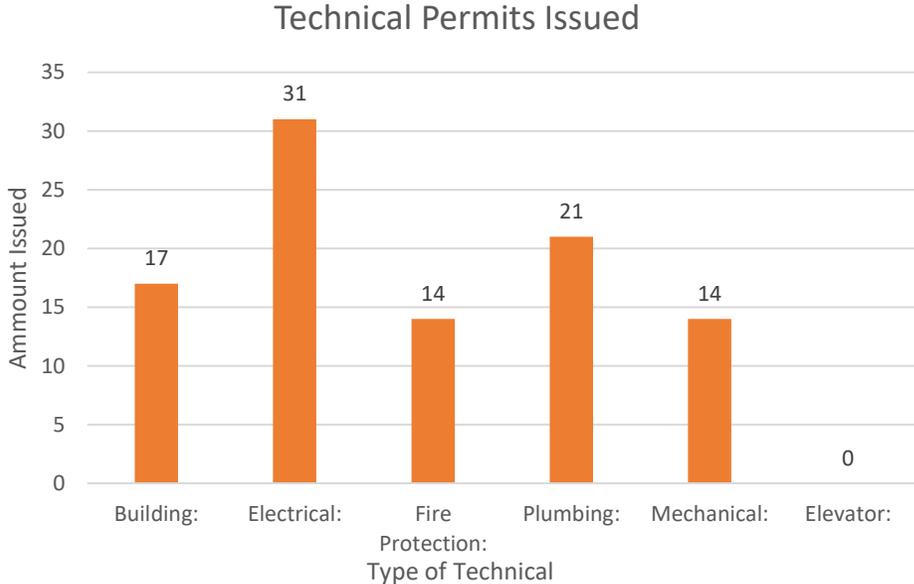


Illustration by Chris Gash

[Building Department](#)

## Overview – March 2022

- ❖ **March 2022: 20 Total Permits were issued:**
  - ❖ Permit fees: \$21,273
  - ❖ Other fees: \$1,364
  - ❖ Penalties Collected: \$0.00
  - ❖ Total fees: \$22,601.00
- ❖ **March 2022: 128 inspections performed:**
  - ❖ 45 were Building Inspections
  - ❖ 10 were Fire Protection Inspections
  - ❖ 43 were Electrical Inspections
  - ❖ 22 were Plumbing Inspections
  - ❖ 10 were Mechanical Inspections
- ❖ **There were 17 total Continued Certificate of Occupancy applications this month**
- ❖ **Construction costs: \$650,532.00**



## Overview – March 2022

❖ **Applications for Tree Removal Permits:**

- ❖ March: 3 Applications
- ❖ Year to date: 11 Applications

❖ **Collected in Tree Removal Fees:**

- ❖ March: \$1,110.00
- ❖ Year to date: \$1,970.00

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



## Overview – March 2022

- ❖ **March:**
  - ❖ 0 New Vacant Property Registered
  - ❖ 1 Renewal of properties in February with
  - ❖ \$5,000 collected.
  
- ❖ **2022 Fiscal Year to date:**
  - ❖ **1 New Vacant Properties Registered**
  - ❖ **2022 Registration fees collected: \$70,000**
  - ❖ **Breakdown of Registrations:**
    - ❖ Registered for their initial year: 2
    - ❖ 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 – March 2022

- ❖ In the month of March there were:
  - ❖ 5 Initial Inspections
  - ❖ 13 Reinspection's
  - ❖ 3 Complaint Investigations
  - ❖ 2 Other Inspections/Reviews
  - ❖ 22 Violations Issued
  - ❖ \$2,504 in Collected Fees

Violations and Insections (March)

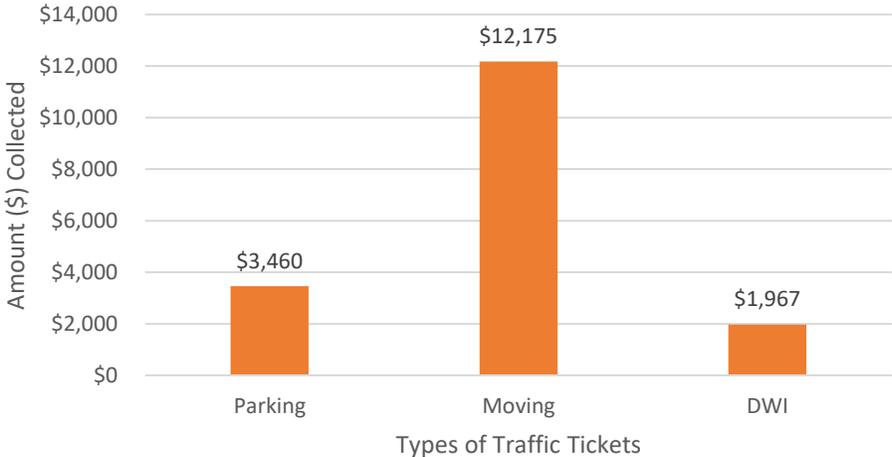


[Fire Prevention Bureau Page](#)

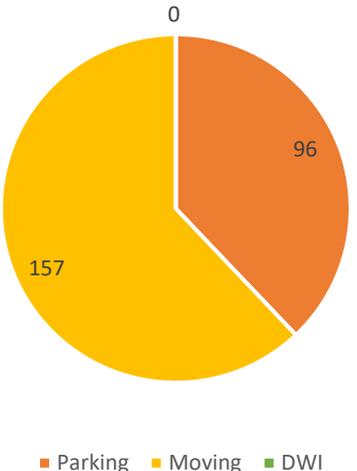
## Overview – March 2022

- ❖ **Money collected from Traffic Tickets (March): \$17,602**
- ❖ **In total 253 tickets were issued:**
  - ❖ 96 for parking violations
  - ❖ 157 for moving violations
  - ❖ 0 for Driving While Intoxicated
- ❖ **For criminal charges there was a fee collection of \$1,142**
- ❖ **Court cases with a scheduled court date(Currently): 1,344**
- ❖ [Municipal Court](#)

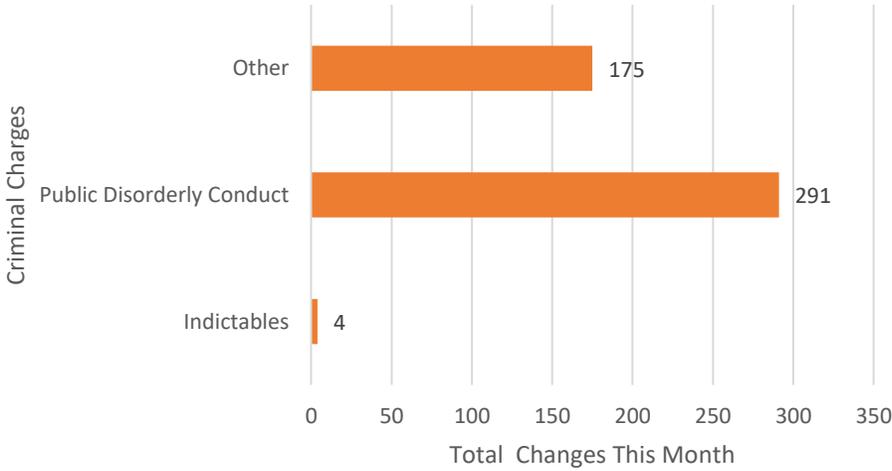
### Collections (\$) from Traffic Tickets



### Amount of Each Traffic Ticket



### Total Pending Charges



## Overview – March 2022

- ❖ Summer Camp Registrations began March 1<sup>st</sup>
  - ❖ Over 189 summer camp registrants.
- ❖ Spring Program Brochure has been mailed out to all residents
- ❖ Basketball League Playoffs have concluded. 121 players from 3rd-8th grade participated
  - ❖ Basketball League surveys yielded an overwhelmingly positive response with 93% respondents rating the likelihood that their child will participate next year as a 5/5.
- ❖ Senior Center Webinars and Events added: 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 added - Pilates, Stretch & Fitness, Chair Yoga



## Upcoming Events/Programs in April 2022

- ❖ Pool Registration begins April 1<sup>st</sup>
- ❖ Spring Celebration will be April 9th in Wood Park at 10:30 am - Egg hunts, photos with the Easter Bunny, egg decorating contest.
- ❖ Spring Programs begin April 19th.
- ❖ Tee-Ball starts April 23
- ❖ Baseball & Softball Clinics have been added for grades 1-5

## 2022-2027 Capital Budget Update (March)

- ❖ Resolution passed on March 21, 2022 Mayor & Council meeting to go out to public bid for the 2021 Capital Budget Roof project
- ❖ 2021 CDBG Grant - Engineer is conducting a soil study outside of the Senior Center to assess options for a new drainage system which will address lower level flooding in the building

## Overview – March 2022

- ❖ During the month of March, the DPW continued its regular programs of garage and trash collection, recycling, street and road repairs, etc.
  
- ❖ In the month of March, there were/was:
  - ❖ 4 sewer emergencies
  - ❖ \$601.07 received by the borough for the collection of 2.73 Tons of White Goods
  - ❖ 191.20 tons of garbage collected
  - ❖ 114.84 tons of trash collected
  - ❖ 368.31 Revenue from 38.23 Tons of Mixed Paper & Cardboard
  - ❖ 48.13 Tons of Commingled Recyclables
  - ❖ 46.28 Yard Waste
  - ❖ Trees & Mulching
    - ❖ 5 Removals
    - ❖ 34 Pruned
    - ❖ 61.71 Tones of Woodchips

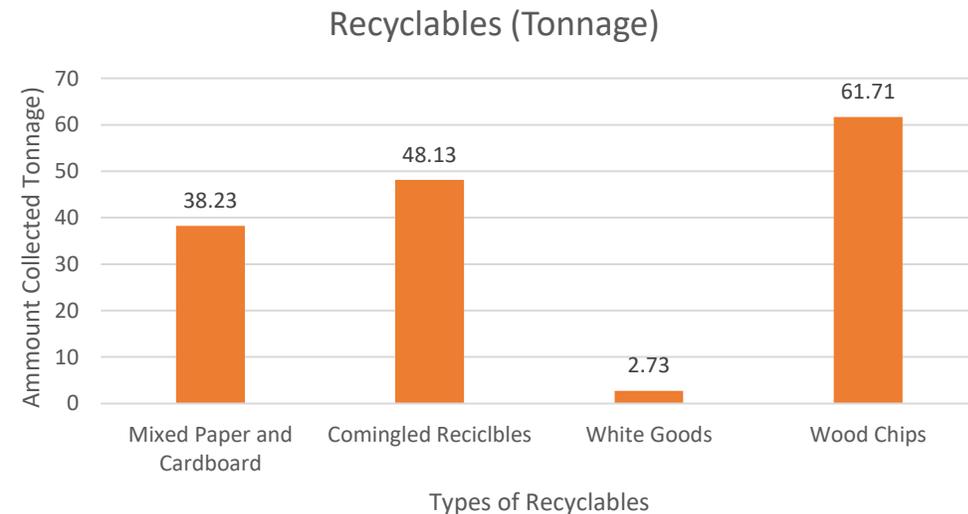
[DPW Webpage](#)

## Overview – March

### Highlights

- ❖ Assisted the Leonia Board of Education in installing the new scoreboards at the turf fields located at the Leonia High school.
- ❖ Preparing for spring clean-ups at all Borough properties.
- ❖ Installed the Recreation Departments banner across Broad Avenue for early pool registrations.
- ❖ All employees attended a safety meeting on driver’s awareness through Jiff.

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



## Overview – March 2022

### ❖ Total activity of the Police Department (March):

- ❖ 715 Calls for Service
- ❖ 15 Motor Vehicle Crashes
- ❖ 1 Residential Burglaries
- ❖ 1 Motor Vehicle Thefts
- ❖ 1 Motor Vehicle Burglaries
- ❖ 6 Arrests (all types)
- ❖ 260 Written Citations (including warnings)

### ❖ Property Maintenance:

- ❖ 18 Total Property Maintenance Complaints
- ❖ 14 initiated by the Police Department
- ❖ 4 initiated by the public.
- ❖ 5 Violations corrected or referred to other department
- ❖ 13 current pending cases
- ❖ 3 cases referred to other departments

## Training – March 2022

- ❖ 1 EMP Training
- ❖ 3 ICAT/ABLE Training
- ❖ 15 Firearms Training
- ❖ 2 Domestic Violence Training
- ❖ 3 CPR Training
- ❖ 1 Advanced Roadside impaired driving enforcement
- ❖ 1 Drug impaired driving training
- ❖ 1 DWI/SFST training
- ❖ Online Training completed by Department on Domestic Violence

## Community Outreach

- ❖ The Department's LEAD (Law Enforcement Against Drugs) program was started this month. Officers instructed Leonia Middle School 5th grade students.
- ❖ March 16th, Officers represented Leonia Police Department at Montclair State University's career fair.
- ❖ March 28th "Coffee with a Cop" program held in partnership with the Recreation Department at the Leonia Senior Center. For Women's History Month, officer and Bergen County Prosecutor Officer spoke about their careers in law enforcement.



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

## Additional News/Accomplishments

- ❖ Leonia Police Department received a grant for \$7000.00 to conduct distracted driving enforcement patrols in the month of April.
- ❖ On November 15, 2021, a commercial burglary and theft occurred in Leonia. Sargent was able to develop information that led to a possible suspect. On March 10th, Sargent and detectives from other agencies arrested a 39yr old male from Passaic NJ.
- ❖ On March 26th, Leonia Police Department received a report of a stabbing at 147 Grand Avenue. Upon arrival Leonia Officers found the 35-year-old female resident deceased. The Leonia Police Department and Bergen County Prosecutor's Office conducted an investigation that ultimately resulted with the arrest of a 35yr old male from Leonia NJ.