



# 2022 July 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 – July 2022

- ❖ **Garage/Estate Sale Permits:**
  - ❖ July : 7 issued
  - ❖ Year to Date: 19 issued
  
- ❖ **Passports:**
  - ❖ July: 21 issued
  - ❖ Year to Date: 62 issued
  
- ❖ **Parking Hang Tags:**
  - ❖ July: 19 issued
  - ❖ Year to Date: 67 issued
  
- ❖ **Elm Place Stickers:**
  - ❖ July: 7 issued
  - ❖ Year to Date: 62 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 is awaiting soil removal from the site presently and plans to resume work as soon as the soil piles are removed.
- An audiovisual/technology meeting was conducted on August 20<sup>th</sup> with CTCI, the CBRE project team, Cameron Arabi and Borough staff to discuss the needs of the Borough related to the municipal court, the OEM conference room and the Council Chambers. CTCI took the information from the meeting and will prepare an updated inventory and cost estimate to be presented to staff & the Facilities Committee.

### Capital Budget 2022-2027 –

- At the July 18<sup>th</sup> work session, the Mayor and Council instructed the Finance Committee and Borough Administrator to bring the 2022-2027 Capital Budget back to the governing body for further discussion at its August 15<sup>th</sup> work session. The Administrator requested an exception be made for certain road improvement projects in the capital budget to provide the necessary time to bid out the road projects for fall construction.
- Bond Counsel, Steve Rogut, prepared the \$670,000 Bond Ordinance being introduced tonight to approve the financing of the FY22 NJDOT Road Improvements.
- The Finance Committee is scheduled to meet on Thursday, August 4<sup>th</sup> and Tuesday, August 12<sup>th</sup> to continue review of the capital budget before the work session on August 15<sup>th</sup>.

**Recruitment of DPW Laborer(s)** – Advertisements went out to Indeed and the NJ League Job Board immediately following receiving authorization to advertise. Candidate resumes were reviewed by the Administrator & DPW Superintendent and interviews conducted for the position of DPW Laborer. One candidate, Michael Hernandez, was interviewed by Councilman Fusco and the Finance/HR Committee was apprised. Mr. Hernandez is being recommended for the position of full-time Laborer and is available to begin with the Borough effective August 15<sup>th</sup>.

Subsequently, Martious White was identified as an excellent candidate to serve a DPW Temporary Laborer, a position that has not been filled for over 18 months. The candidate is eager to begin work in this temporary, part-time role effective Aug 2<sup>nd</sup>.

**Recreation Department Program Director Recruitment** - Since the last Administrator's Report, Destiney Sampson was named Recreation Program Director. The Recreation Department is actively seeking candidates for the position previously filled by Destiney, the full-time Office Manager/Administrative Assistant.

**Technology Solutions for Senior Center – Mayor/Council Meetings** - CTCI is awaiting delivery of equipment for the Senior Center audiovisual improvement project. The contractor informed the Borough that they are continuing to see a delay in receiving the microphones and the camera identified for the project, but are hopeful these items will be received in August.

**2022 Salary Ordinance Amendment** - The Salary Ordinance amendment is scheduled for adoption on tonight's agenda. The amendments were to address the salary of the Traffic Officer and the stipend for the Treasurer.

**2021 Audit** - The fiscal year 2021 audit is now underway with the PKF O'Connor Davies audit team at the Borough Hall beginning August 1<sup>st</sup>. Gary Higgins anticipates the audit will take approximately three weeks to complete.

**Board of Education Mechanic Shared Service Agreement (SSA)** - The Administrator continued to work with the Board of Education (BoE) Business Administrator in July on the Mechanic SSA. The Borough Attorney reviewed the content of the updated SSA and a draft version was sent to the BoE Business Administrator for review. The Agreement is currently under review by the BoE's Attorney.

**Purchasing Protocol & Financial Assessment** - Cam Keng, CFO, completed his financial assessment and is scheduled to report to the Finance Committee and the Auditor on August 4<sup>th</sup>. The CFO and Administrator are meeting regularly to improve upon procedures including the processing or purchase requisitions. The Borough QPA, Trina Lindsey joined a meeting with the Administrator and CFO to revise the order of purchase requisition approvals. The revision was put into place the week of July 18<sup>th</sup> and is expected to accelerate the approval process.

**Health Inspector** - Jim Fedorko contacted the Administrator to inform the Borough that Michelle Netusil resigned and that Jin Bae would be serving as the Borough's Health Inspector until such time that a permanent placement can be made. Jin presently serves full-time in the Borough of Closter. Andrea and Jin met on July 19<sup>th</sup>.

**EV Charging Station Research** - The Borough Administrator & Councilman Ziegler met with the Borough's contractor, George Koutsouradis, Bryan Electric, to gather additional information regarding the MSSA with Chargepoint, the company administering the new EV charging station for the Borough.

**BOROUGH OWNED IRREGULAR PARCELS** - The Borough Administrator worked with Intern, Jillian Falt, on obtaining photos for the irregular parcel project she prepared for discussion at the July 18<sup>th</sup> work session. She is working with Brian Chewcaskie to complete the documentation for this research. Jillian emailed the Administrator last week to inform her the photos were completed and she was finalizing the report for Brian's review.

## Overview – July 2022

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

- ❖ July: 48 Requests
- ❖ Year to date: 305 requests

### ❖ Landlord Registrations:

- ❖ July: 1 Registrations processed
- ❖ Year to date: 7 Registrations processed

### ❖ Limousine Licenses:

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

### ❖ Raffle Licenses:

- ❖ July: 1 Applications processed
- ❖ Year to date: 3 Applications processed

### ❖ Liquor Licenses:

- ❖ 3 Issued

### ❖ MVC Renewals

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



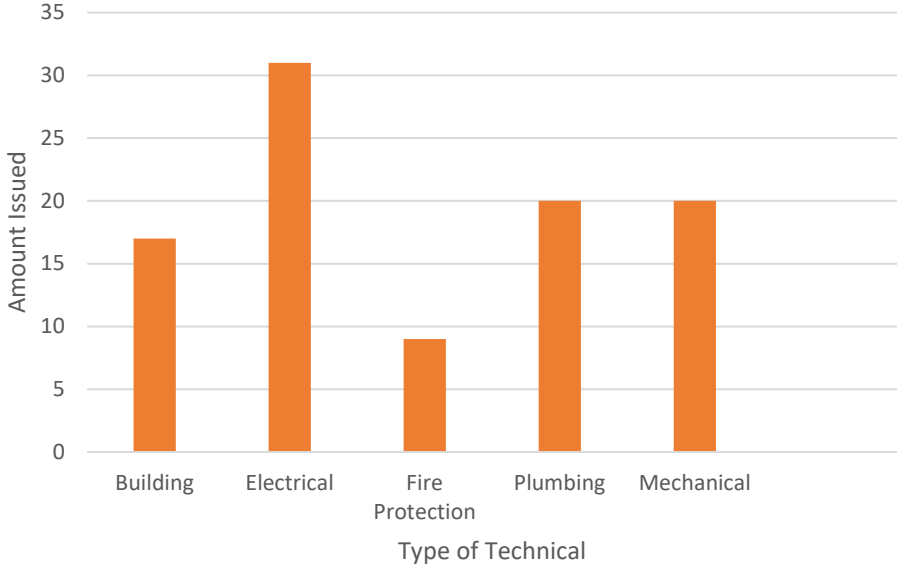
Illustration by Chris Gash

[Building Department](#)

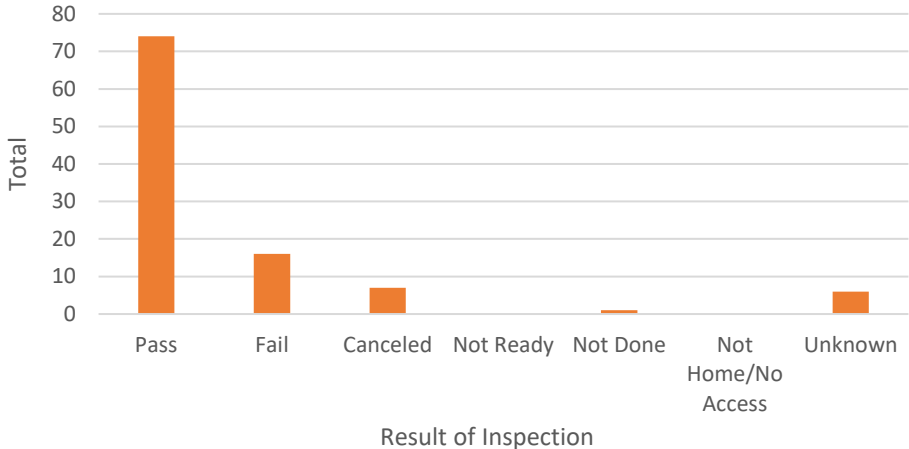
## Overview – July 2022

- ❖ **July 2022: 57 Total Permits were Issued:**
  - ❖ Permit fees: \$29,946.00
  - ❖ Other fees: \$2,046.00
  - ❖ Penalties Collected: \$0
  - ❖ Total fees: \$31,992.00
- ❖ **July 2022: 129 Inspections Performed:**
  - ❖ 17 were Building Inspections
  - ❖ 9 were Fire Protection Inspections
  - ❖ 31 were Electrical Inspections
  - ❖ 20 were Plumbing Inspections
  - ❖ 20 were Mechanical Inspections
- ❖ **There were 43 total Continued Certificate of Occupancy applications this month**
- ❖ **Construction Costs: \$1,088,323.00**

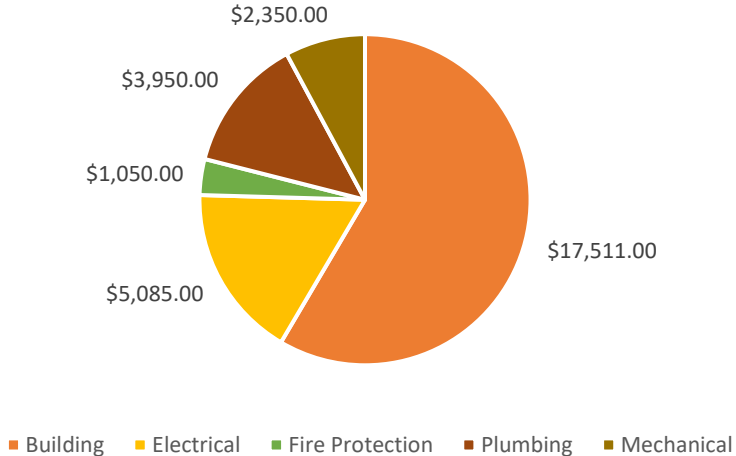
Technical Permits Issued



97 Inspections - All Types



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



## Overview – July 2022

- ❖ **Applications for Tree Removal Permits:**
  - ❖ July: 5 Applications
  
- ❖ **Collected in Tree Removal Fees:**
  - ❖ July: \$450.00

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



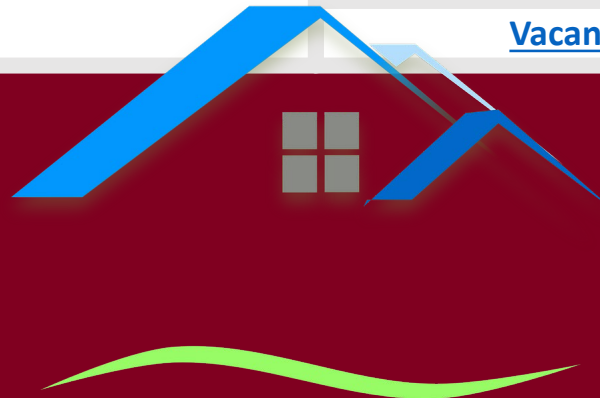
## Overview – July 2022

- ❖ July:
  - ❖ 0 New Vacant Property Registered
  
- ❖ 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.*

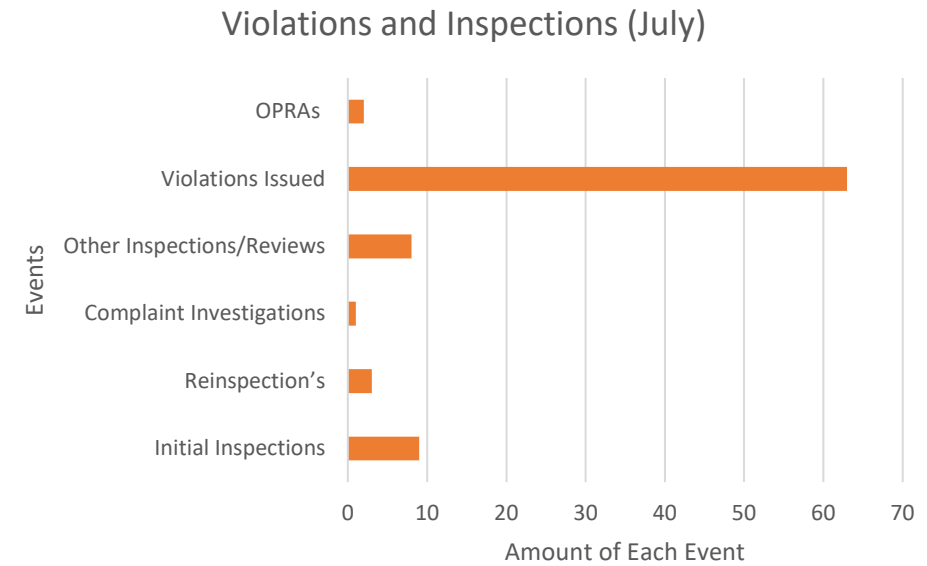
**Ordinance #2021-04 (updated the Vacant Property Fees) - went into effect on March 26, 2021.**

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



## Overview – July 2022

- ❖ In the month of July there were:
  - ❖ 9 Initial Inspections
  - ❖ 3 Reinspection's
  - ❖ 1 Complaint Investigations
  - ❖ 8 Other Inspections/Reviews
  - ❖ 63 Violations Issued
  - ❖ 2 OPRAs
  - ❖ \$554.00 in Collected Fees



[Fire Prevention Bureau Page](#)



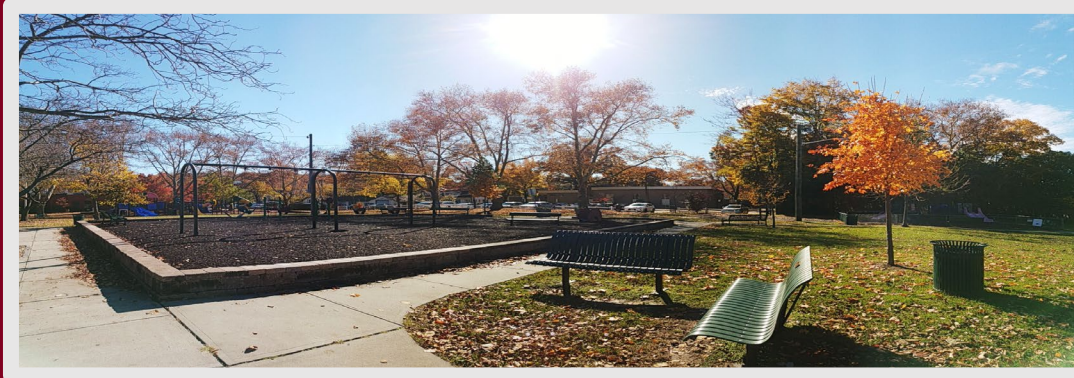
## Overview – July 2022

- ❖ Annual Run 4 Fun was a success with over 200 participants spread over four events.
- ❖ Summer Camp started on June 27th with over 220 registrations.
- ❖ We hit record numbers of membership at the Swim Club with approximately 2000 memberships. July 4<sup>th</sup> extravaganza at the Leonia Swim Club was a wonderful time. Lots of members came out to celebrate with friends.
- ❖ Movie Nigh in Wood Park is back!!! July 16<sup>th</sup> & August 2<sup>nd</sup>

- ❖ New Senior activities include: UV skin care check, Name that Tune, knitting club, trip to the MET, & come watch the Yankees.
- ❖ Destiney Sampson is our new Program Director!

## Upcoming Events/Programs in September 2022

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



[Recreation Department](#)

## Overview – July 2022

- ❖ During the month of July, 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.**

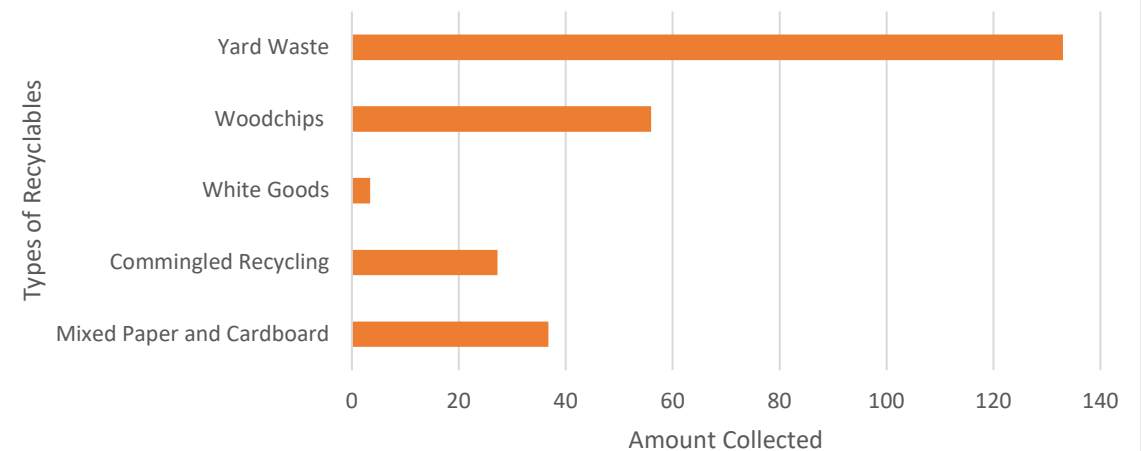
- ❖ **In the month of July, there were/was:**
  - ❖ 2 sewer emergencies
  - ❖ \$379.28 received by the borough for the collection of White Goods
  - ❖ 56 tons of wood chips collected
  - ❖ 209.78 tons of garbage collected
  - ❖ 74.48 tons of trash collected

[DPW Webpage](#)

## Overview – July, contd.

- ❖ The departments tree crew removed 2 trees located at the worksite of the new Police Station with a savings of approximately \$3,500.00.
- ❖ Recent heavy rains caused some minor flooding which were all handled with immediate response.
- ❖ During the collection of mixed paper on July 27<sup>th</sup> a fire was ignited inside one of the sanitation trucks. The wrongful disposal of a lithium battery caused the fire. The quick actions of the crew extinguished the fire saving the sanitation truck and no reported injuries.

Recyclables (Tonnage)



## Overview – July 2022

- ❖ **Total activity of the Police Department (July):**
  - ❖ 634 Calls for Service
  - ❖ 19 Motor Vehicle Crashes
  - ❖ 1 Residential Burglaries
  - ❖ 17 Motor Vehicle Burglaries (including attempts)
  - ❖ 5 Arrests (all types)
  - ❖ 222 Written Citations (including warnings)
  
- ❖ **Property Maintenance:**
  - ❖ 27 Total Property Maintenance Complaints
  - ❖ 19 initiated by the Police Department
  - ❖ 8 initiated by the public.
  - ❖ 4 current pending cases
  - ❖ 23 cases referred to other departments

## Training – July 2022

- ❖ 3 ICAT/ABLE Trainings
- ❖ 3 Firearms Trainings
- ❖ 2 OC & Baton Trainings
- ❖ Department Training for CLEAR Training: Mental Health & Special Needs, De-Escalation & Crisis Stabilization
- ❖ Haz-Mat Awareness Training

## Additional News

There were 17 thefts and attempted thefts from vehicles. Residents are asked to report all suspicious activity, remove valuables from vehicles and to make sure their vehicles are lock and key fobs removed.



[Police Department](#)