



2022 September 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 – September 2022

- ❖ **Garage/Estate Sale Permits:**
 - ❖ September: 10 issued
 - ❖ Year to Date: 36 issued
- ❖ **Passports:**
 - ❖ September: 12 issued
 - ❖ Year to Date: 94 issued
- ❖ **Parking Hang Tags:**
 - ❖ September: 29 issued
 - ❖ Year to Date: 119 issued
- ❖ **Elm Place Stickers:**
 - ❖ September: 1 issued
 - ❖ Year to Date: 64 issued



[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 footings have been poured and the walls are being constructed.
- The furniture proposal and drawings were recently discussed amongst staff and the vendor. Council President Flaim was present to assist with the discussion. The plans are to be revised by the vendor and returned for final review. November 1st is the time deadline for having the order placed under the existing pricing plan, therefore, the vendor was asked to provide the documents in time for the work session in October.
- An audiovisual/technology meeting with CTCl and Borough staff are being scheduled within the next week to review the equipment being proposed by the vendor with the Mayor and staff.

Recruitment of Technical Assistant to the Construction Official

We are recommending the appointment of Elva Ghalam to fill the vacancy in the Building Dept for a full-time Technical Assistant. If appointed, Elva will begin at the end of this month.

Recruitment of DPW Laborer - After 2 months as a temp DPW Laborer (August to present), Martious White (Marti) is being recommended for the FT DPW Laborer position that is open due to the retirement of Joe Marty effective Sept. 30, 2022.

2022 Final Tax Bills - The 2022 final tax bills were mailed to residents last week; included was a tax bill insert to help residents understand where their tax dollars are going. Also included in the tax bills was an informational document written by the Shade Tree Commission on the spotted lantern fly.

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 and Lakeview Avenue Resilience Planning - On September 14th, the Wood Terrace Drainage Improvement project was submitted to the NJDEP via the Stormwater Competitive Grant Program being offered by the NJDEP. The request for proposal was due and was submitted on September 14th with much assistance from Leonia resident, Amelia Janisz is the President and founder of Green Reviews and has 40+ years of experience in environmental policy development and compliance.

On September 23rd, the Borough of Leonia and the City of Englewood collaborated in submitting a Technical Assistance grant for Resilience Planning to request funding to assist Leonia with its plans to address stormwater and flooding issues in and around the Lakeview Avenue area of the Borough of Leonia. Again, Amelia Janisz provided technical grant writing assistance to help the Borough with this submission.

EMS Relocation - The Englewood Health EMS team relocated recently to the lower-level of the Leonia Senior Center into its new home. The ambulances are now being parked in the two parking spots in the Beechwood Lot designated for the ambulances that have a power source for these vehicles.

Broad Avenue Section 10 - On September 20th, bids were received on Broad Avenue Section 10 (Oakdene Avenue to Highwood Avenue) with the contractor, "4 Clean-up, Inc., winning the bid in the amount of \$358,950. A pre-construction meeting will be scheduled by the Borough Engineer shortly.

Transportation Alternatives (TAP) Grant - Drew DiSessa and I met with McCormick Taylor, the design engineering firm assisting the Borough of Leonia with the transportation alternatives Federal grant. Vittorio Anapete walked us through the final design and would like to present it to the governing body at the October work session to review the design plan.

2021 Audit - Gary Higgins contacted Andrea regarding the 2021 Audit who informed us they will be wrapping up the Audit. Gary informed Andrea that 30% of the State's municipalities have not yet filed because accounting firms are backlogged this year. Gary is shooting for 1st meeting in November to have the audit completed.

NJMMA Annual Conference - The Borough Administrator attended the annual conference for New Jersey municipal administrators held September 14th – 15th in Long Branch, NJ. Andrea serves as the Bergen County Liaison for the NJMMA and participated on three panels: EV Charging Stations and Ordinance Adoption, the benefits of supporting internships, and finding your next CFO.

Overview – September 2022

❖ OPRA (Open Public Records Act) Requests:

- ❖ September: 40 Requests
- ❖ Year to date: 404 requests

❖ Landlord Registrations:

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

❖ Limousine Licenses:

- ❖ September: 0 issued
- ❖ Year to Date: 15 processed and issued

❖ Raffle Licenses:

- ❖ September: 0 Applications processed
- ❖ Year to date: 4 Applications processed

❖ Liquor Licenses:

- ❖ 0 Issued

❖ MVC Renewals

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



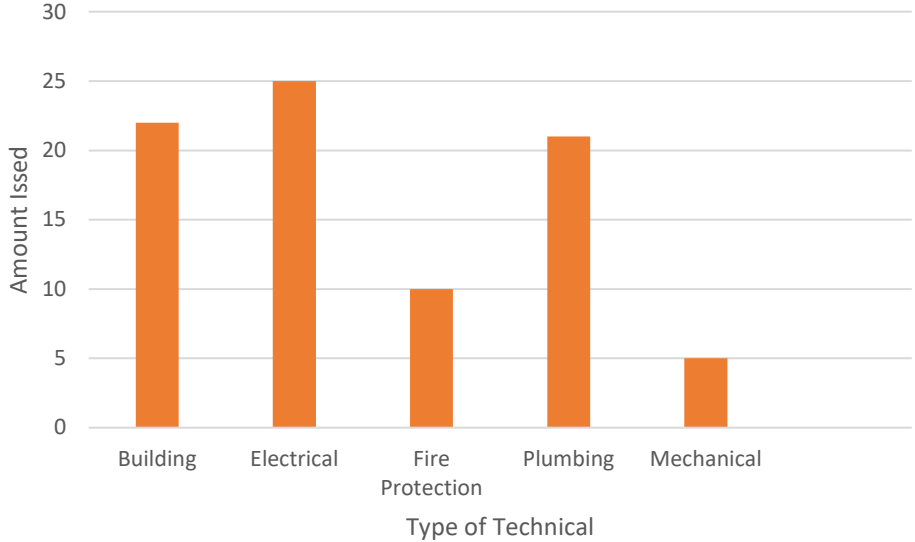
Illustration by Chris Gash

[Building Department](#)

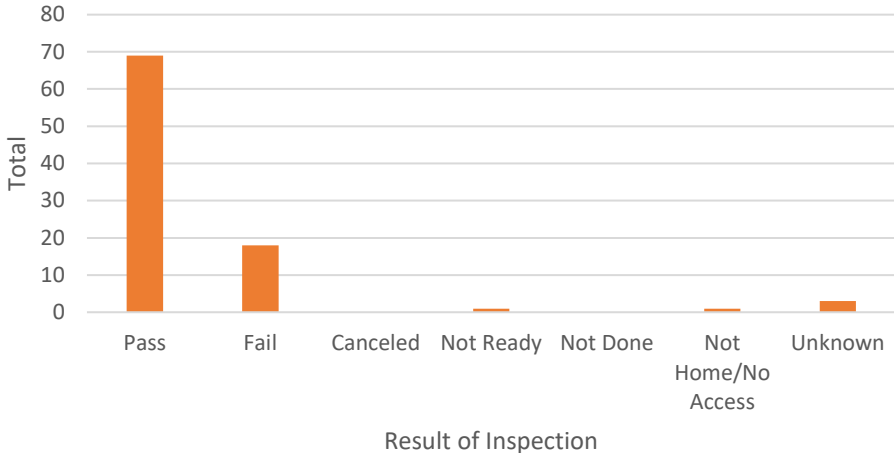
Overview – September 2022

- ❖ **September 2022: Total Permits were Issued:**
 - ❖ Permit fees: \$39,993.00
 - ❖ Other fees: \$0.00
 - ❖ Penalties Collected: \$2,500.00
 - ❖ Total fees: \$45,305.00
- ❖ **September 2022: Inspections Performed:**
 - ❖ 22 were Building Inspections
 - ❖ 10 were Fire Protection Inspections
 - ❖ 25 were Electrical Inspections
 - ❖ 21 were Plumbing Inspections
 - ❖ 5 were Mechanical Inspections
- ❖ **There were Total Continued Certificate of Occupancy applications this month**
- ❖ **Construction Costs: \$724,036.00**

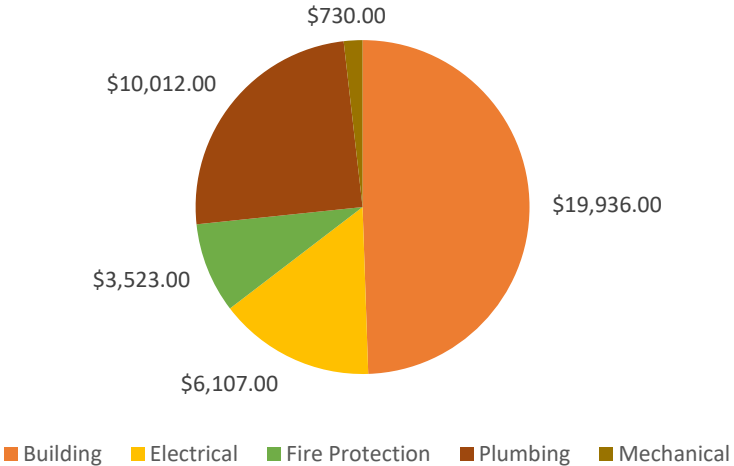
Technical Permits Issued



92 Inspections - All Types



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



Overview – September 2022

- ❖ **Applications for Tree Removal Permits:**
 - ❖ September: 13 Applications

- ❖ **Collected in Tree Removal Fees:**
 - ❖ September: \$260.00

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



Overview – September 2022

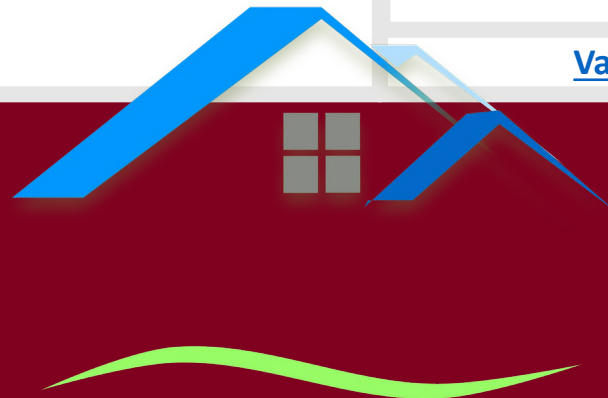
- ❖ **September:**
 - ❖ 0 New Vacant Property Registered

- ❖ **2022 Fiscal Year to date:**
 - ❖ **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.

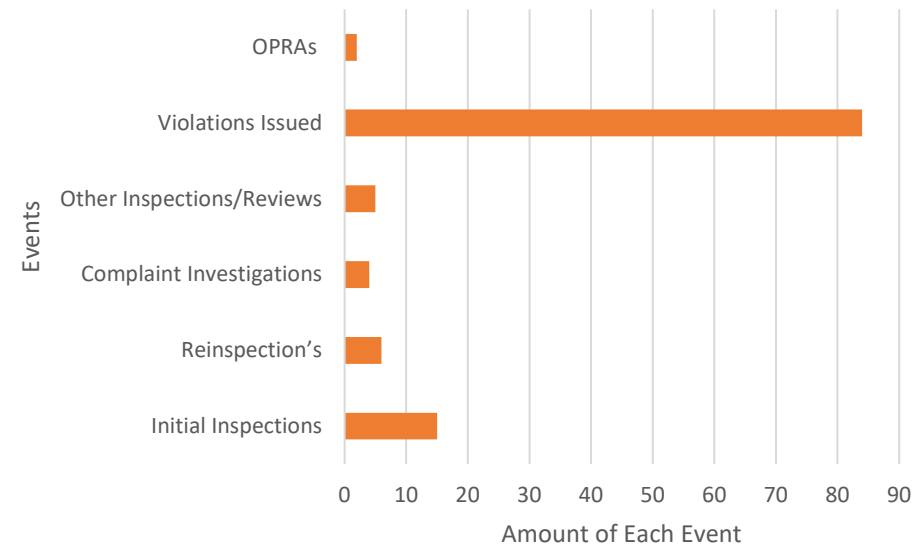
[Vacant Properties \(Borough Website\)](#)



Overview – September 2022

- ❖ In the month of September there were:
 - ❖ 15 Initial Inspections
 - ❖ 6 Reinspection's
 - ❖ 4 Complaint Investigations
 - ❖ 5 Other Inspections/Reviews
 - ❖ 84 Violations Issued
 - ❖ 2 OPRAs
 - ❖ \$150.00 in Collected Fees

Violations and Inspections (September)



[Fire Prevention Bureau Page](#)

Overview – September 2022

- ❖ Our new Administrative Assistant Jayjoon Sin started on September 22nd.
- ❖ The Swim Club on closed Labor Day with a record high 2,024 pool members.
- ❖ Fall Program registration began and classes started. We have over 409 participants over 50+ programs.
- ❖ Our new Fall Recreation Soccer program for 4-13 year old's and special needs students from ages 4-25 years old is running extremely well. We have 85 total participants in our program.
- ❖ The CDBG Lower Level Senior Center drainage improvement was completed on September 16th, 2022.
- ❖ We have added a Leonia High School intern, Sean Sailer, who is working on marketing projects such as social media growth, program marketing and video content.

September Senior Center Activities Include:

Leonia Chamber Musicians in the Sculpture Garden, safety and self defense classes, Senior picnic in Van Saun Park, AARP driving safety course, Players Guild show, Trip to Art Omi, hand stitched greeting card classes, Leonia Library tour, tassel and bead earrings class.

Upcoming Events/Programs:

- ❖ **October 6th** - Lunch presentation on Medicare patrol
- ❖ **October 10th** - Winter Basketball League registration
- ❖ **October 26th** - Food Tour to Lambertville/New Hope
- ❖ **October 29th** at 10:00am - Halloween on Broad



[Recreation Department](#)

Overview – September 2022

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

Yard Waste Collections

Items for collections must be in a hard, ridged 32 gallon or less containers, or biodegradable brown bags. **NO PLASTIC BAGS!** Items will not be collected. **DO NOT** put yard waste out loose along curb line for collections.

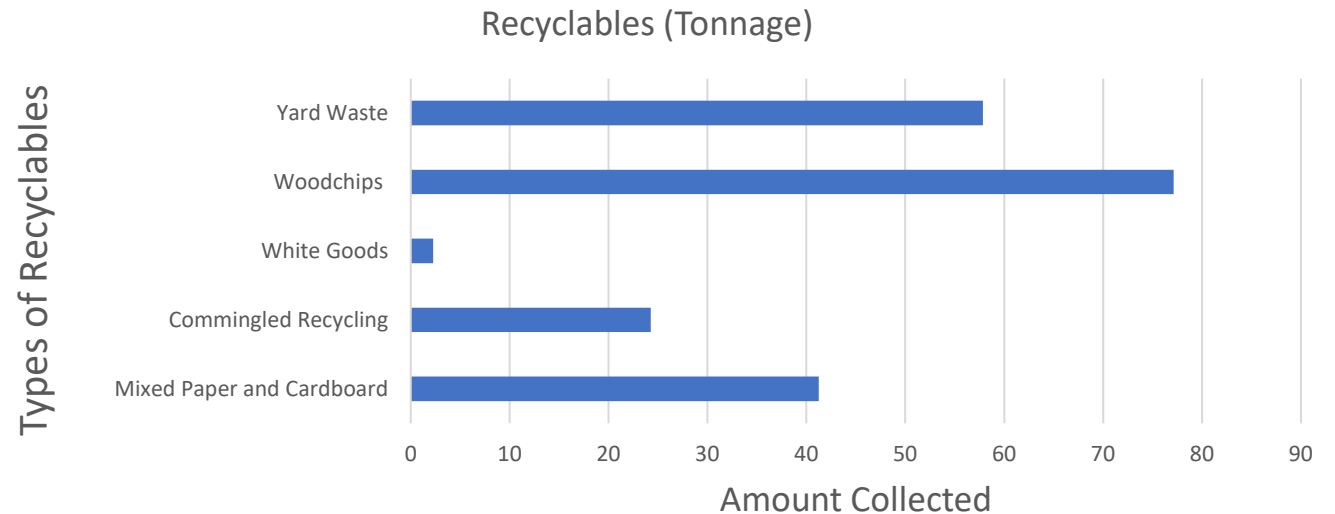
All items MUST be out for collection before 7:00am the day of its scheduled collection day.

- ❖ **In the month of September, there were/was:**
 - ❖ 2 Sewer Emergencies
 - ❖ \$306.42 Received by the Borough for the collection of White Goods
 - ❖ 77.14 tons of woodchips collected
 - ❖ 205.28 tons of garbage collected
 - ❖ 110.24 tons of trash collected

[DPW Webpage](#)

Overview – September 2022 (continued)

- ❖ The department assisted the Borough Clerks Office and the Tax Office with the delivery of alternate parking sign notifications, and tax notices
- ❖ Tree Specialist C. Moren and Superintendent J. Villareal attended a webinar given by PSE&G about proper tree pruning around power lines. Proper tree selections for planting around power lines.
- ❖ The DPW remove 4 Trees of Heaven infested with Spotted Lantern Flies on borough properties. The department received 3 calls to inspect Lantern Flies infestation on private properties.
- ❖ Reviewed Octoberfest plans with the Rotary Club scheduled for October 9, 2022 in Wood Park.
- ❖ Senior level employee started Public Works Managers courses given by Rutgers University.
- ❖ Superintendent Villareal attended a webinar for a Class A Recycling Facility to earn credit for this requirement to update his Recycling Coordinators Certification.
- ❖ Banner for the Leonia Community Chest & the Rotary's Octoberfest were strung across Broad Ave.
- ❖ The Department of Public Works bid a fond farewell to dedicated employee José (Joe) Marty. We wish only the best for Joe into his retirement years!



Overview – September 2022

❖ Total activity of the Police Department (September):

- ❖ 912 Calls for Service
- ❖ 18 Motor Vehicle Crashes
- ❖ 1 Residential Burglaries
- ❖ 1 Motor Vehicle Burglaries (including attempts)
- ❖ 5 Arrests (all types)
- ❖ 385 Written Citations (including warnings)

❖ Property Maintenance:

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



[Police Department](#)

Training – September 2022

- ❖ Narcan/Naloxone train the trainer- Capt. Garris, Sgt Perez
- ❖ Firearms- 14 officers
- ❖ Taser/CED Instructor- Sgt Chung, PO Millan
- ❖ FBI Command Leadership Course- D/Sgt Jennings
- ❖ Glock Armorer Course- Sgt Chung
- ❖ DRE Training- Sgt. Chung
- ❖ Crossing Guard Training- Crossing Guards
- ❖ Active shooter training was conducted in the Leonia Middle School while the school was closed for a holiday.

Community Outreach

Sept. 1st , Chief Tamagny spoke to staff at Anna C Scott Elementary School about school safety and security.

Sept. 6th , Chief Tamagny spoke to parents at Anna C Scott Elementary School about school security and traffic safety.

Sept. 9th, PO Maldonado participated in Leonia Lady Lions event in Wood Park.

Sept. 21st, Sgt Perez and Administrative Manager Karlie Seminiero participated in Coffee with a Cop in partnership with the Leonia Recreation Dept.

Additional News

- ❖ September 7th, PO Devon O’Donnell and PO Dylan Corring were sworn into the Leonia Police Dept to replace 2 vacant positions due to retirement.
- ❖ September 19th, an on-site assessment was conducted by the New Jersey State Chiefs of Police Association. The Department has been recommended for accreditation pending an interview board on October 13, 2022.