



2022 October 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 – October 2022

- ❖ **Garage/Estate Sale Permits:**
 - ❖ October: 2 issued
 - ❖ Year to Date: 38 issued
- ❖ **Passports:**
 - ❖ October: 15 issued
 - ❖ Year to Date: 109 issued
- ❖ **Parking Hang Tags:**
 - ❖ October: 19 issued
 - ❖ Year to Date: 138 issued
- ❖ **Elm Place Stickers:**
 - ❖ October: 0 issued
 - ❖ Year to Date: 64 issued



[Administration](#)

Administrator's Report Summary

Municipal Building Construction Project

- Project Team meetings continue every Tues morning.
- GPC contractor meets bi-weekly with Borough professionals on a bi-weekly basis at the construction site.
- The furniture proposal and drawings were reviewed with the furniture vendor. The Police Chief, Borough Administrator, & Municipal Court staff met with the furniture consultant to discuss the color palette for the furnishings. We were fortunate and grateful that past Councilwoman, Bernadette Flaim, was happy to assist us remotely with some color decisions.
- An audiovisual/technology meeting with CTCI and Borough staff took place on October 21st with members of the Facilities Committee in attendance.
- Project Cost Analysis – the Borough Administrator met with CBRE's project manager to develop and review the overall costs thus far related to the new municipal building construction project. A final report is to be provided with revisions made after the meeting with the Facilities Committee on Oct 27th.

Leonia Senior Center Lower-Level Drainage Project - The Senior Center Lower-Level drainage project is now completed. Staff has reported the lower level is remaining dry following heavy rainfalls. Previously, heavy rains resulted in water infiltrating the lower level of the building. The senior programming staff team reported the mildew and musty smell of the lower level have improved since the floodproofing & drainage improvements have been done.

2021 Audit - The 2021 Audit was completed in Oct 2022. Gary Higgins, the Borough's Auditor, met with the Finance Committee, Borough Administrator and CFO to present the audit findings and comments. Gary Higgins is attending the Mayor/Council meeting this evening (Nov 9th, 2022) to present the same to the full governing body.

Best Practices Inventory CY 2022 - CFO Cameron Keng prepared the calendar year 2022 Best Practices Inventory responses as required by the Division of Local Government Services. The Borough Administrator reviewed and discussed the inventory responses with the CFO and, he will address the governing body on the results.

Health Benefits Alternatives Research - After receiving the news regarding the 24% health insurance premium increase, the Borough Administrator met with the Borough's Bergen Joint Insurance Fund (JIF) risk managers to explore alternatives to participation in the State Health Benefits Plan (SHBP). The first step is for the Borough to obtain an experience report for its membership; the request for this report sent out in October. Alternatives to the SHBP include participation in an existing Health Insurance Fund (HIF), request information from the Bergen County Medical Insurance Program (BMED) on joining this program, or join forces with other municipalities seeking a new health care insurance provider to form a new HIF. The Borough Administrator attended a meeting of Bergen Municipal Administrators on Oct 27th & discussed all of these options.

2023 Operating Budget - The Borough Administrator and CFO met with all dept leaders and administrative staff on Oct. 18th to "kick-off" the 2023 operating budget of the Borough. Departments received budget worksheets to be completed and returned on Nov 10th to the CFO. Borough Intern, Kyle Springob, with the Administrator's guidance, is working with each dept on the submission of the 2023 goals and objectives that are completed and reviewed with the governing body at the annual budget workshop. This year, the workshop is scheduled for Saturday, December 10th. A final schedule will be distributed the week of Dec 1st to all members of the governing body, Commissions/Committees & department leaders.

2023/2024 CDBG Grant Application - The Borough Administrator met with the Borough Engineer and Recreation Superintendent as well as DPW Superintendent to review potential projects for the 2023/2024 Community Development Block Grant (CDBG) application. The application is due on Dec 10th, 2022. The Administrator is prepared to bring a list of recommended projects eligible for this grant application to the governing body for discussion at its November work session.

Staff Training - Several members of the Borough's staff team attended a 2-day (2 four-hour sessions) business writing workshop in October with instruction provided by Bergen County College staff. The workshop was well-received and the materials were uploaded to the employee website. In attendance were department heads including John Villareal and Sean Krakower, administrative staff including DPW, Recreation and Administration administrative assistants, members of the Borough Clerk's office, and the Borough Administrator who attended the first session on Oct 27th. The purpose of this training was to develop skills in various means of written communication including emails, memoranda, reports, and letters.

NEOGOV Performance Review Software - The Borough Administrator completed the NEOGOV performance review tool development process in late September/early October. The software was utilized for two employees ending their probationary periods as a "live test" for the completed review tool. On November 9th, 2022, the employees of the Borough will receive training (via live webinar) on the Borough's performance review program utilizing the NEOGOV software. Next week, the Borough's leadership team will receive training on NEOGOV for managers. The objective is for all employees and managers to receive training by the end of November and self-appraisals and performance reviews will be completed for the 2022 performance year during the month of December.

Federal Transportation Alternatives (TAP) Grant - Vittorio Anapete of McCormick Taylor Engineering provided an update to the governing body on the status of the Federal Transportation Alternatives (TAP) grant program at its October 17th work session. McCormick Taylor was selected by the Borough to serve in the role of Design Engineer for this project. Vittorio is seeking information from the governing body regarding the "public information center" he discussed during his presentation and would like to know the format and potential dates for this public information session.

Overview – October 2022

❖ OPRA (Open Public Records Act) Requests:

- ❖ October: 46 Requests
- ❖ Year to date: 450 requests

❖ Landlord Registrations:

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

❖ Limousine Licenses:

- ❖ October: 4 issued
- ❖ Year to Date: 19 processed and issued

❖ Raffle Licenses:

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

❖ Liquor Licenses:

- ❖ 3 Issued

❖ MVC Renewals

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



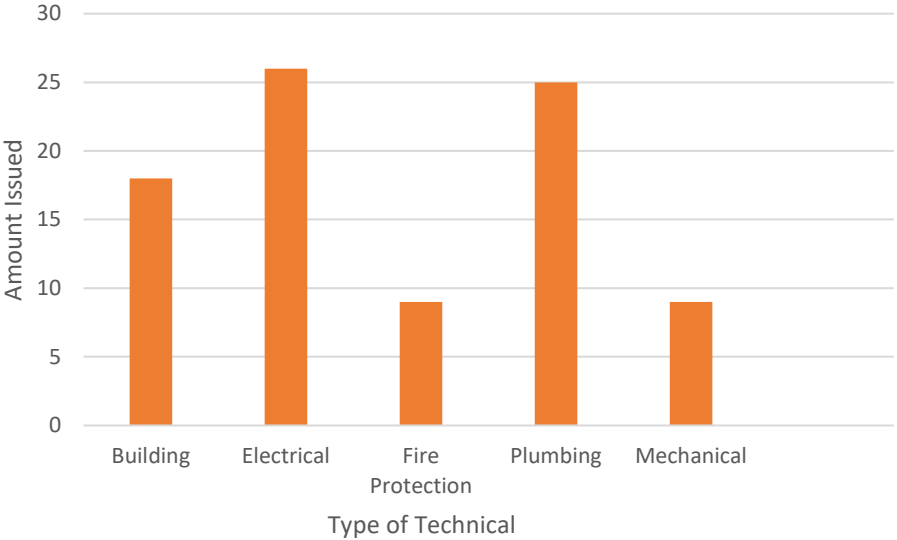
Illustration by Chris Gash

[Building Department](#)

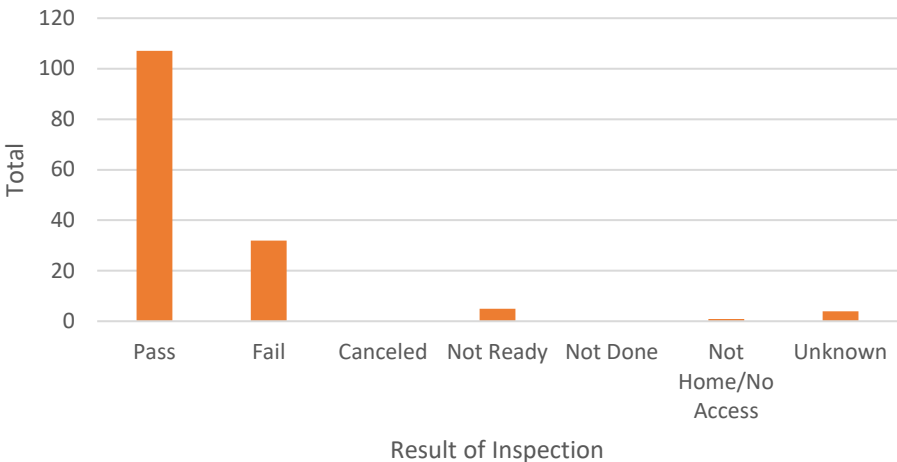
Overview – October 2022

- ❖ **October 2022: Total Permits were Issued:**
 - ❖ Permit fees: \$15,484.00
 - ❖ Other fees: \$0.00
 - ❖ Penalties Collected: \$2,350.00
 - ❖ Total fees: \$18,575.00
- ❖ **October 2022: Inspections Performed:**
 - ❖ 18 were Building Inspections
 - ❖ 9 were Fire Protection Inspections
 - ❖ 26 were Electrical Inspections
 - ❖ 25 were Plumbing Inspections
 - ❖ 9 were Mechanical Inspections
- ❖ **There were 3 Total Continued Certificate of Occupancy applications this month**
- ❖ **Construction Costs: \$393,369.00**

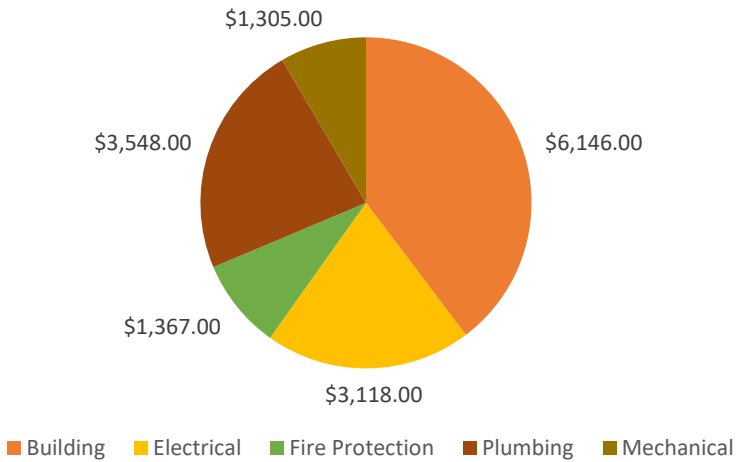
Technical Permits Issued



149 Inspections - All Types



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



Overview – October 2022

- ❖ **Applications for Tree Removal Permits:**
 - ❖ October: 3 Applications

- ❖ **Collected in Tree Removal Fees:**
 - ❖ October: \$800.00

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



Overview – October 2022

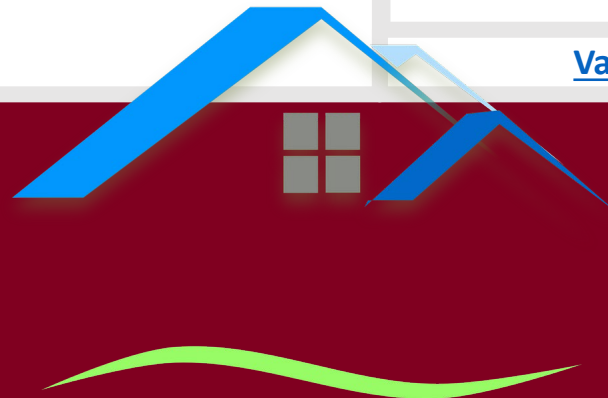
- ❖ **October:**
 - ❖ 2 New Vacant Properties Registered

- ❖ **2022 Fiscal Year to date:**
 - ❖ **14 Vacant Properties Registered**
 - ❖ **2022 Registration fees collected: \$44,166.66**
 - ❖ **Breakdown of Registrations:**
 - ❖ Registered for their initial year: 7
 - ❖ Registered for their second year: 4
 - ❖ Registered for their third year: 3
 - ❖ Deregistered: 2

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.

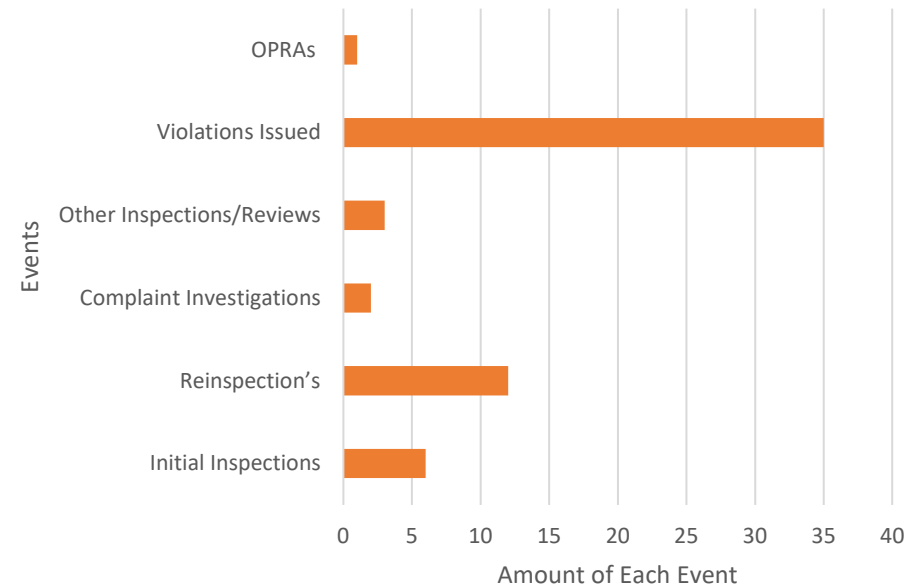
[Vacant Properties \(Borough Website\)](#)



Overview – October 2022

- ❖ In the month of October there were:
 - ❖ 6 Initial Inspections
 - ❖ 12 Reinspections
 - ❖ 2 Complaint Investigations
 - ❖ 3 Other Inspections/Reviews
 - ❖ 35 Violations Issued
 - ❖ 1 OPRAs
 - ❖ \$2,514.00 in Collected Fees

Violations and Inspections (October)

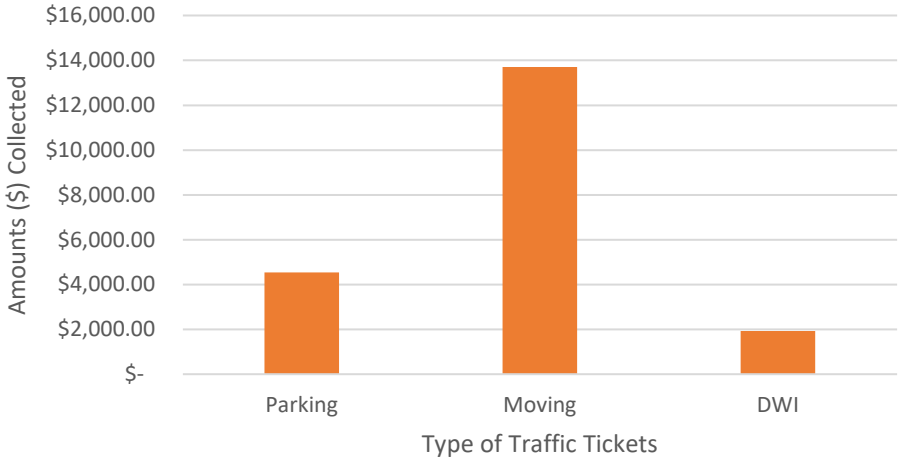


[Fire Prevention Bureau Page](#)

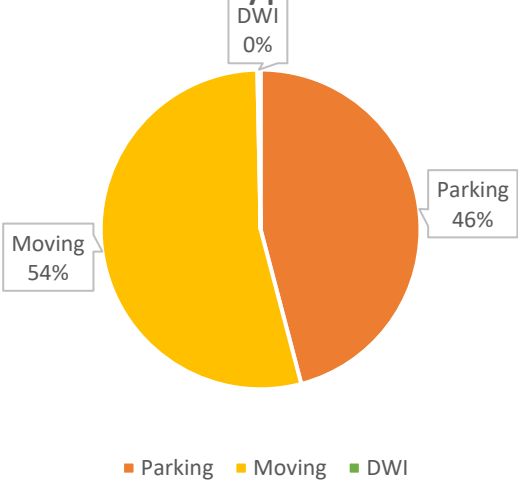
Overview – October 2022

- ❖ **Money collected from Traffic Tickets (October): \$20,184.00**
- ❖ **In total X tickets were issued:**
 - ❖ 140 for parking violations
 - ❖ 164 for moving violations
 - ❖ 1 for Driving While Intoxicated
- ❖ **For criminal charges there was a fee collection of \$1,592.00**
- ❖ **Court cases with a scheduled court date (Currently): 1323**

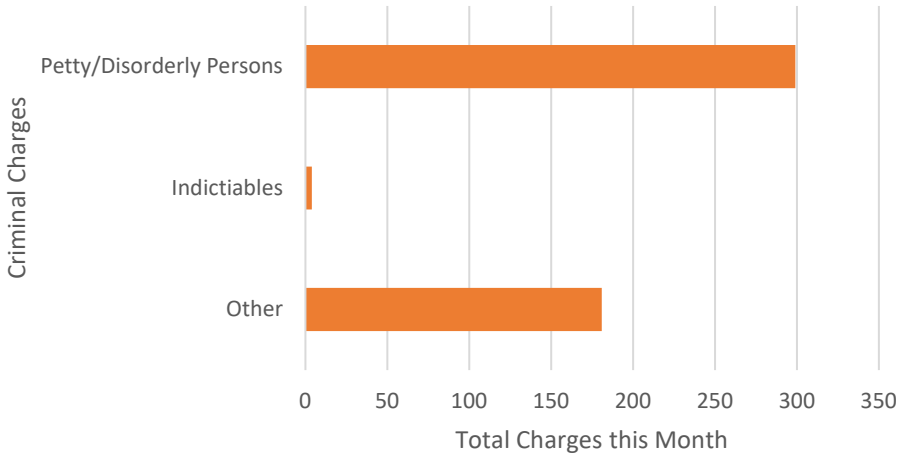
Collections (\$) From Traffic Tickets



Amount of Each Type of Traffic Ticket



Total Pending Charges



Overview – October 2022

- Halloween on Broad was a major success. Broad Ave was full of trick-or-treaters and we received nothing but positive feedback.
- Our Winter Basketball League registration began on October 10th. We currently have over 60 registrants and expect to have over 100.
- Our Senior Center had a lunch presentation on Medicare, a flu shot clinic, and a food tour to Lambertville/New Hope.
- We have started to prepare our Winter Programs brochure which is scheduled to be mailed out to residents in mid-December.
- October Senior Center Activities Included: Snap nutrition classes, Leonia walks to American Dream, and pumpkin painting.

Upcoming Events/Programs:

- ❖ New Advanced Pickleball program starting Nov 3rd.
- ❖ Nov 1 - Balance Class
- ❖ Nov 8 - Senior bus will be available to senior residents who would like to vote.
- ❖ Nov 9 - Trip to Caesars in Atlantic City
- ❖ Nov 10 - Scented Memory game
- ❖ Nov 16 - Food tasting & shopping at Riverside Square Mall
- ❖ Nov 21 - Diabetes presentation
- ❖ Nov 24 - Turkey Trot 5k run, 5k walk and 1 mile run.
- ❖ Dec 2 - Annual Tree Lighting



[Recreation Department](#)

Overview – October 2022

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

Leaf Season:

Leaf collection in the borough roadways commenced on October 11th, 2022, and will continue until December 16th, 2022.

- Leaves must be 10 feet away from stormwater inlets in the roadway
- No tree branches and large tree limbs may not be put into the leaf piles
- No shrub or hedge clippings can be put in the leaf piles

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

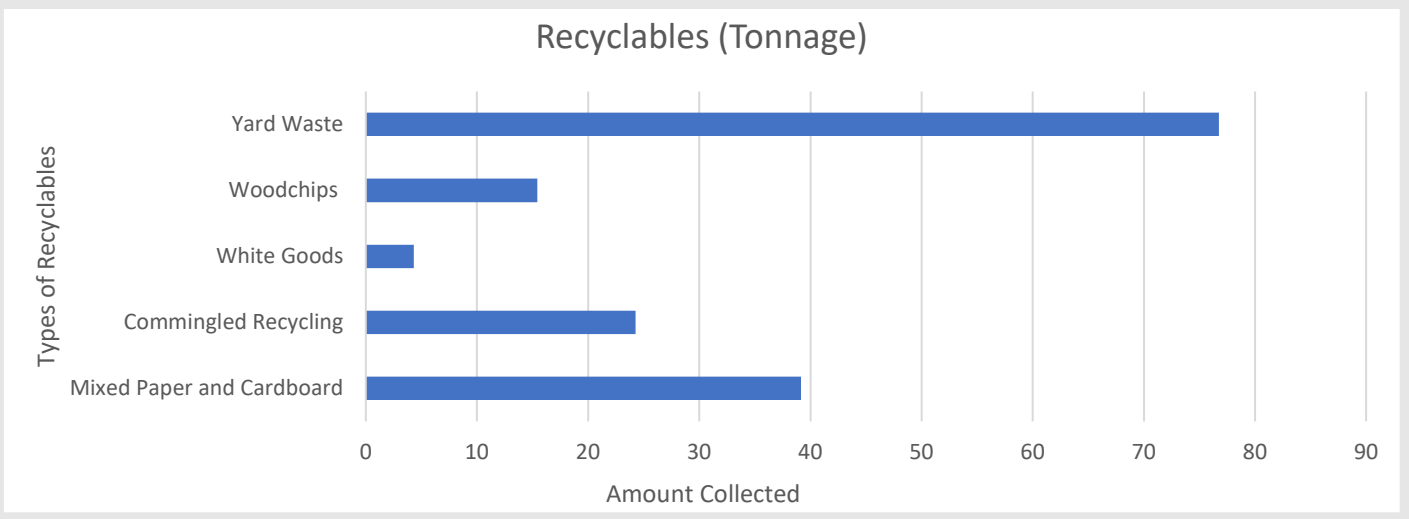
❖ In the month of October, there were/was:

- ❖ 1 Sewer Emergencies
- ❖ \$519.64 Received by the Borough for the collection of White Goods
- ❖ 15.42 tons of woodchips collected
- ❖ 208.42 tons of garbage collected
- ❖ 76.42 tons of trash collected

[DPW Webpage](#)

Overview – October 2022 (continued)

- ❖ Assisted Rotary Club with the setup and breakdown of the annual Octoberfest event held for the first time in Wood Park.
- ❖ Install the Leonia Community Chest banner across Broad Avenue.
- ❖ Fred Venancio completed 2 of 3 sections of Certified Public Works Managers classes section A and will finish this section in the month of November.
- ❖ Tree Specialist Chuck Moren attended the New Jersey Shade Tree Federation Conference to bring back valuable information back to the borough. He also received educational credits for his certification and the Shade Tree Commission for the borough.
- ❖ Cross-training within the department continues.
- ❖ Department held a safety meeting with the borough's JIF Insurance parties
- ❖ Department attended a health benefits meeting held by Borough Administrator explaining the options the employees will have for their health care coverage.
- ❖ The department took delivery of the 2021 capital budget-approved F-350 pick-up truck and plow. A full year behind schedule.
- ❖ Department assisted the Recreation and Police Department with traffic control for the Halloween on Broad Avenue event.



Overview – October 2022

❖ Total activity of the Police Department (October):

- ❖ 876 Calls for Service
- ❖ 22 Motor Vehicle Crashes
- ❖ 1 Residential Burglary
- ❖ 3 Motor Vehicle Burglaries (including attempts)
- ❖ 9 Arrests (all types)
- ❖ 500 Written Citations (including warnings)

❖ Property Maintenance:

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

Training – October 2022

- ❖ Evidence Training- D/Sgt Jennings
- ❖ Taser/CED – PO Corring
- ❖ Explosives Training - PO Millan and PO Berger
- ❖ Tactical Handgun for Women in Law Enforcement- PO Maldonado
- ❖ Commercial Vehicle Enforcement Training- PO Longo
- ❖ Auto Theft Training - PO McNeil and PO Berger
- ❖ Rifle Training - Sgt Chung, PO Do, PO Urena
- ❖ SNAP Conference - D/Sgt Jennings, Sgt Perez, SLEO Clark
- ❖ Accreditation Conference - Ms Seminerio
- ❖ Juvenile Training - Sgt Perez
- ❖ Dept training conducted for vehicle pursuits, de-escalation & active shooter.

Community Outreach

- ❖ Leonia Police patrol cars displayed pink patches for Breast Cancer Awareness month.
- ❖ Oct 26th, Sgt Perez, PO Cho & PO Corring spoke to ACS elementary school students about Halloween safety.
- ❖ Oct 27th, members of Leonia Police Department were invited to judge the Leonia High School's Cupcake Wars contest.
- ❖ Oct 29th, Leonia Police Dept supported the Recreation Department's Halloween on Broad event with road closures. LPD also had a tent with treats for trick or treaters.

Additional News

- ❖ Extra officers were on duty for Mischief Night and Halloween. Both nights were uneventful.
- ❖ The Detective Bureau has been working with CVS in reference to ongoing shopliftings.
- ❖ There has been an increase in catalytic converter thefts in Leonia and the surrounding area.
- ❖ On October 13th, The Leonia Police Department Accreditation Team consisting of Chief Tamagny, Capt Garris, and Ms. Seminerio attended a hearing conducted by the New Jersey State Chiefs of Police Association. At the conclusion of the hearing, the Leonia Police Department was officially designated as an accredited agency.



[Police Department](#)