



# 2022 December 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 – December 2022

- ❖ **Garage/Estate Sale Permits:**
  - ❖ December: 1 issued
  - ❖ Year to Date: 39 issued
  
- ❖ **Passports:**
  - ❖ December: 12 issued
  - ❖ Year to Date: 130 issued
  
- ❖ **Parking Hang Tags:**
  - ❖ December: 15 issued
  - ❖ Year to Date: 174 issued
  
- ❖ **Elm Place Stickers:**
  - ❖ December: 0 issued
  - ❖ Year to Date: 66 issued



## **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.
- An audiovisual/technology meeting with CTCI and Borough staff took place on October 21<sup>st</sup> with members of the Facilities Committee in attendance. Cost estimates were recently sent to the project team to be reviewed tomorrow, Dec 6, 2022.
- 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 was provided with revisions made after meeting with the Facilities Committee on October 27<sup>th</sup>. The new report will be sent to the Facilities Committee members for review and to the full governing body in early December.

### **Staff Training**

A team of staff members and elected officials attended the 2022 NJ League of Municipalities Conference. Staff had the opportunity to attend sessions based upon their professional curriculum and interests. This 2 ½ day conference is an excellent opportunity to network with other municipal elected officials, professionals and hear the latest updates from the State of NJ DLGS, NJDEP and more. In addition, all Borough employees have been asked to complete their annual cyber security and anti-harassment training courses (virtual webinar courses are offered through the Bergen JIF) before December 22<sup>nd</sup>.

### **2023/2024 CDBG Grant Application**

The Borough Administrator contacted Millennium Strategies to begin the 2023/2024 CDBG grant application. The Recreation Center HVAC system will be the requested project for funding based upon the discussion with the governing body at the November work session. The grant application is due December 16, 2022.

### **NEOGOV Performance Review Software**

The NEOGOV team provided two separate training opportunities for employees and managers in November to watch a demonstration on how the cloud-based, performance review system functions. The sessions were “live” albeit virtual. The attendees were able to ask questions of the trainer who allowed for an extensive Q&A session. Both the employee and manager trainings were recorded for those who could not attend to watch on their own. The sessions were uploaded into the Employee website for easy access. The first performance reviews using NEOGOV will be completed in December 2022.

### **Federal Transportation Alternatives (TAP) Grant**

Vittorio Anapete of McCormick Taylor Engineering was advised that the public information session for the TAP grant that he spoke to the Mayor and Council about recently is to be scheduled in conjunction with the February 2023 Mayor/Council meeting dates. I advised of the two meeting dates to ask for his availability. An agenda will be developed in the coming weeks for this session.

### **Health Benefits Alternatives Research**

The Borough of Leonia's medical benefits and prescription experience reports were received in early Dec. They were sent out to the Borough's risk manager, Art Caughlan, and will be sent to two additional alterative health insurance funds for their review. The results will be discussed at an upcoming Finance Committee meeting once received to discuss the Borough's options.

### **2023 Operating Budget**

The Borough Administrator and CFO met with all department leaders on November 30<sup>th</sup> to work one-on-one with them for their 2023 operating budget requests. A detailed review, line by line, was completed with all of the large departments. On Saturday, December 10<sup>th</sup>, the Borough will hold its annual Budget Workshop in the Senior Center from 8:00am through 2:30pm. This will be an in-person meeting except for a couple of individuals who have requested the ability to meet virtually.

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

## Overview – December 2022

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

- ❖ December: 32 Requests
- ❖ Year to date: 516 requests

### ❖ Landlord Registrations:

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

### ❖ Limousine Licenses:

- ❖ December: 1 issued
- ❖ Year to Date: 20 processed and issued

### ❖ Raffle Licenses:

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

### ❖ Liquor Licenses:

- ❖ 3 Issued

### ❖ MVC Renewals:

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

### ❖ Animal Licenses:

- ❖ 0 Dog
- ❖ 0 Cat

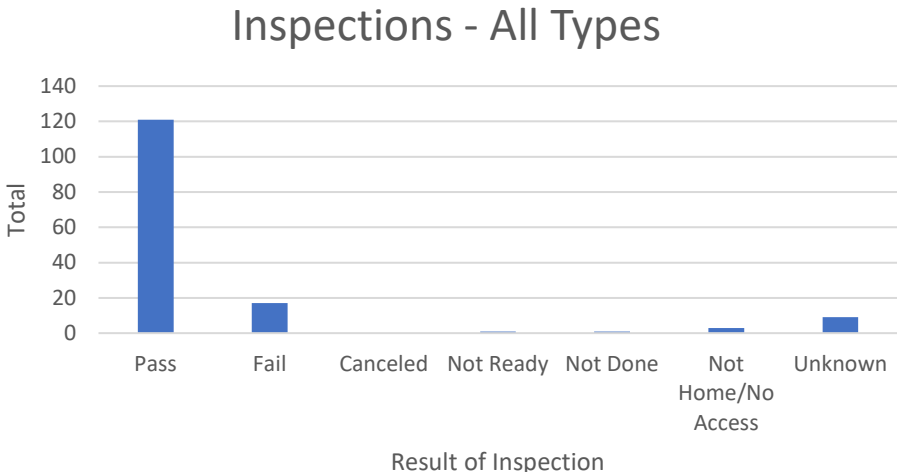
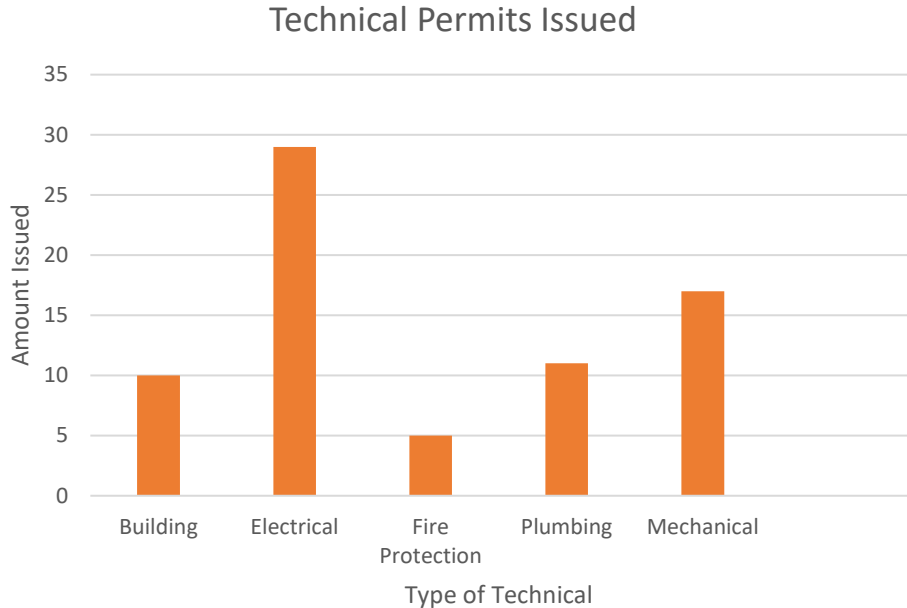


Illustration by Chris Gash

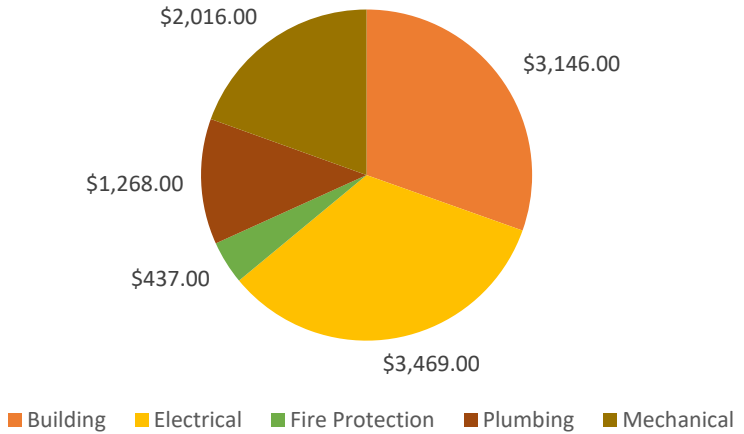
[Building Department](#)

### Overview – December 2022

- ❖ **December 2022: Total Permits were Issued:**
  - ❖ Permit fees: \$10,336.00
  - ❖ Other fees: \$0.00
  - ❖ Penalties Collected: \$200.00
  - ❖ Total fees: \$11,335.00
- ❖ **December 2022: Inspections Performed:**
  - ❖ 10 were Building Inspections
  - ❖ 5 were Fire Protection Inspections
  - ❖ 29 were Electrical Inspections
  - ❖ 11 were Plumbing Inspections
  - ❖ 17 were Mechanical Inspections
- ❖ **There were 0 Total Continued Certificate of Occupancy applications this month**
- ❖ **Construction Costs: \$420,633.00**



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



## Overview – December 2022

- ❖ **Applications for Tree Removal Permits:**
  - ❖ December: 3 Applications
  
- ❖ **Collected in Tree Removal Fees:**
  - ❖ December: \$60.00
  
- ❖ **Tree Replacements:**
  - ❖ December: 3
  - ❖ Amount Collected: \$1,110.00

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



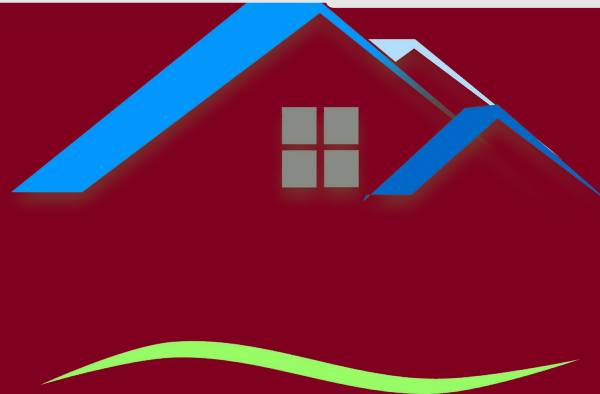
## Overview – December 2022

- ❖ December:
  - ❖ 3 New Vacant Properties Registered
- ❖ 2022 Fiscal Year to date:
  - ❖ 20 Vacant Properties Registered
  - ❖ 2022 Registration fees collected: \$15,000

*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.**

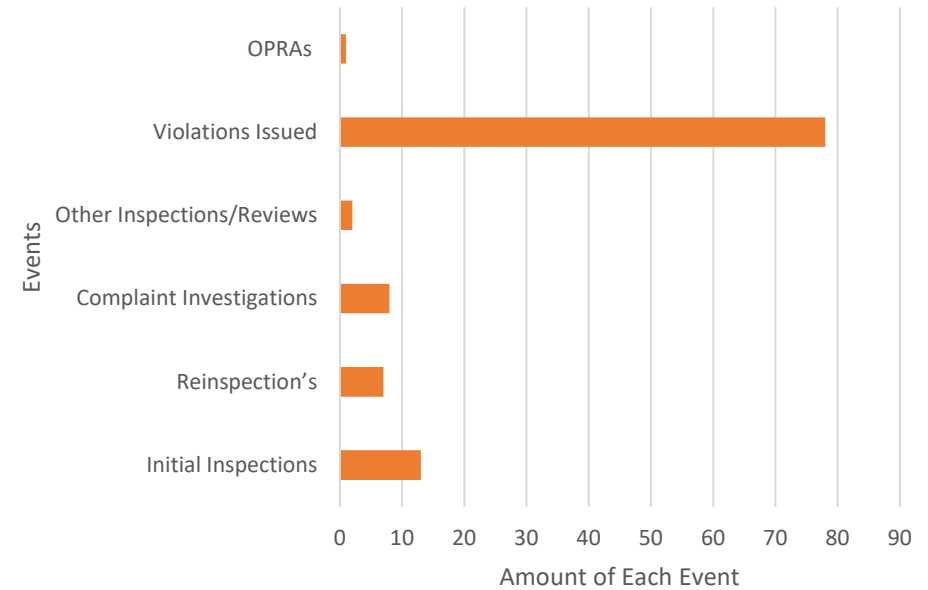
[Vacant Properties \(Borough Website\)](#)



## Overview – December 2022

- ❖ In the month of December there were:
  - ❖ 13 Initial Inspections
  - ❖ 7 Reinspection
  - ❖ 8 Complaint Investigations
  - ❖ 2 Other Inspections/Reviews
  - ❖ 78 Violations Issued
  - ❖ 1 OPRAs
  - ❖ \$26,384.00 in Collected Fees

Violations and Inspections (December)



[Fire Prevention Bureau Page](#)



## Overview – December 2022

- Winter Basketball League teams have been set & practices began.
- We offered another free strength and conditioning class to all registered for our Winter Basketball League.
- Our Annual Tree Lighting was on December 2nd and was a major success. We had caroling from the girl scouts, a DJ and pictures with Santa in our Winter Wonderland gymnasium.
- Winter brochures were mailed out to all residents.
- Our annual Senior Christmas party was a success totaling 50 participants. We served lunch and had music and dancing.

## Upcoming Events/Programs:

- ❖ Winter programs registration begins January 2<sup>nd</sup>.
- ❖ Winter Basketball League's first game is Saturday, January 7<sup>th</sup>.
- ❖ New Senior programs include: Dealing with paper clutter talk, movie afternoon watching Selma, zoom preparing for aging parents, Trip to NJPAC to watch the Nai Ni Chen Dance performance, stroke education talk, easy beading, Lunar New Year Luncheon.



[Recreation Department](#)

## Overview – December 2022

During the month of December 2022, the Department of Public Works continued its regular programs of garbage and trash collection, recycling, street and road repairs, sewer services, tree maintenance, and repairs.

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

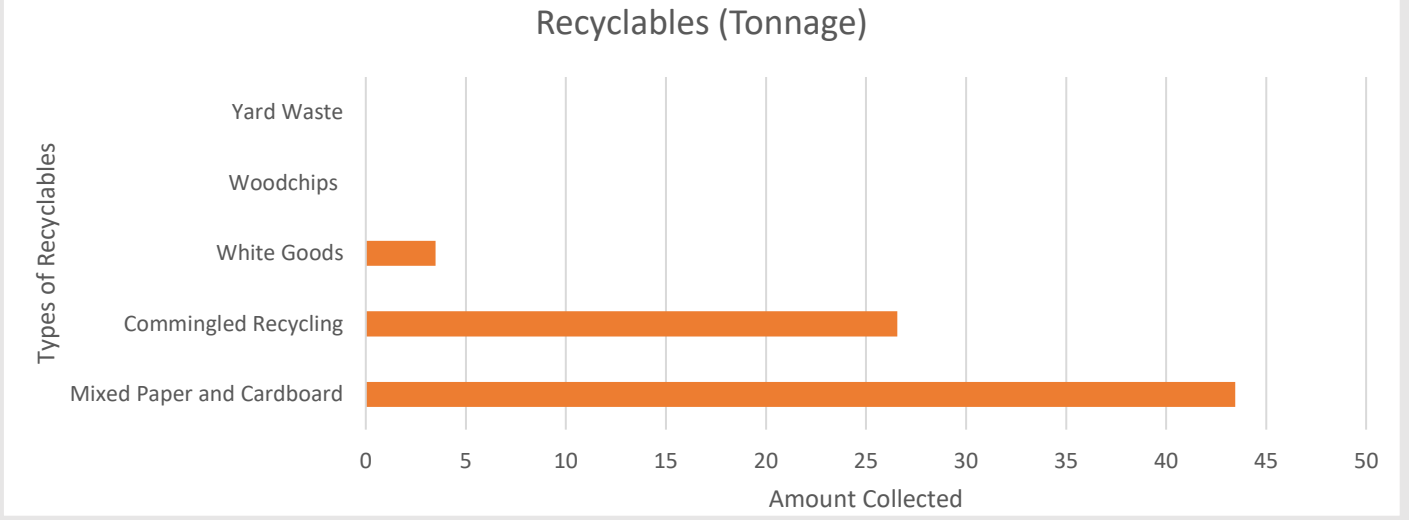
### ❖ In the Month of December, there were/was:

- ❖ 2 Sewer Emergencies
- ❖ \$417.80 Received by the Borough for the collection of White Goods
- ❖ 0 tons of woodchips collected
- ❖ 197.45 tons of garbage collected
- ❖ 93.93 tons of trash collected

[DPW Webpage](#)

## Overview – December 2022

- ❖ Prepared for winter weather snow plows and spreaders serviced.
- ❖ Attended Operating Budget Meeting December 10, 2022
- ❖ Help decorate the Borough’s Holiday Tree at Van Saun Parks Winter Wonderland. The tree will be able to come back to the Borough and be planted in a location selected.
- ❖ One salting event December 23, 2022
- ❖ Department attended Bloodborne Pathogens December 1, 2022 as well as other online MEL training.
- ❖ Assisted Recreation and Police Department with traffic control for Holiday Tree Lighting on Broad Avenue December 2, 2022



## Overview – November 2022

### ❖ Total Activity of the Police Department (November):

- ❖ 876 Calls for Service
- ❖ 17 Motor Vehicle Crashes
- ❖ 3 Residential Burglary
- ❖ 3 Motor Vehicle Burglaries (including attempts)
- ❖ 6 Arrests (all types)
- ❖ 342 Written Citations (including warnings)

### ❖ Property Maintenance:

- ❖ 13 Total Property Maintenance Complaints
- ❖ 11 Initiated by the Police Department
- ❖ 2 Initiated by the public.
- ❖ 3 Current pending cases
- ❖ 10 Cases referred to other departments

## Training – November 2022

- ❖ Interview and Interrogation- PO McNeil
- ❖ Active Shooter Training- Sgt Forsdahl, Sgt Rocco, Sgt Chung, PO Cho, PO Corring, PO Do, PO Urena, Det
- ❖ Goodell, PO Mikatarian, PO O’Donnell, PO Millan, SLEO II Oxnard
- ❖ Advanced Roadside Impaired Driving Enforcement- PO Maldonado
- ❖ Drug Impaired Driving- PO Stendor
- ❖ NJLM Conference and Training- Chief Tamagny and Ms. Seminerio
- ❖ Firearms- Chief Tamagny, Sgt Forsdahl, D/Sgt Jennings, Sgt Chung, PO Berger, PO Cho, PO Maldonado, PO Corring, Det Goodell, PO Mikatarian, PO Millan, PO Longo

## Community Outreach

- ❖ Leonia Police patrol cars displayed custom patches to honor our military for Veterans Day and the month of November.
- ❖ On November 5<sup>th</sup>, Chief Tamagny attended an Eagle Scout Court of Honor for Alex Avlonitis and presented him with an award for his achievement. During the Covid-19 pandemic, Alex hand made and donated over 600 cloth masks to the Police Department and the community for his Eagle Scout Project.
- ❖ On November 5<sup>th</sup>, Chief Tamagny attended the Leonia Volunteer Fire Department ‘s annual dinner and presented a plaque to Fire Chief Tom Caruolo for his service to the community.

## Additional News

- ❖ On November 21<sup>st</sup>, at the Leonia Mayor and Council meeting, Accreditation Program Director Harry Delgado of the NJ State Association of Chiefs of Police presented a certificate of award to Chief Tamagny and the Leonia Police Department for the Department’s achievement of accreditation.
- ❖ November 24<sup>th</sup>, Leonia Police Department supported the Recreation Department’s Turkey Trot 5K run.



[Police Department](#)