



2022 November 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 – November 2022

- ❖ **Garage/Estate Sale Permits:**
 - ❖ November: 0 issued
 - ❖ Year to Date: 38 issued

- ❖ **Passports:**
 - ❖ November: 9 issued
 - ❖ Year to Date: 118 issued

- ❖ **Parking Hang Tags:**
 - ❖ November: 21 issued
 - ❖ Year to Date: 159 issued

- ❖ **Elm Place Stickers:**
 - ❖ November: 2 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 21st 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 27th. 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 22nd.

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 December. They were sent out to the Borough's risk manager, Art Caughlan, and will be sent to two additional alternative 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 30th 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 10th, 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 – November 2022

❖ OPRA (Open Public Records Act) Requests:

- ❖ November: 34 Requests
- ❖ Year to date: 484 requests

❖ Landlord Registrations:

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

❖ Limousine Licenses:

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

❖ Raffle Licenses:

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

❖ Liquor Licenses:

- ❖ 3 Issued

❖ MVC Renewals:

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

❖ Animal Licenses:

- ❖ 7 Dog
- ❖ 0 Cat



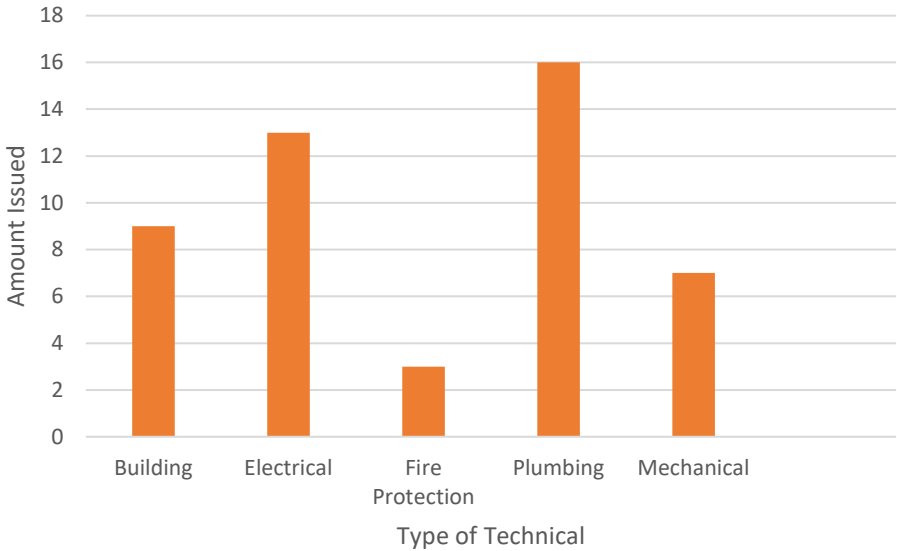
Illustration by Chris Gash

[Building Department](#)

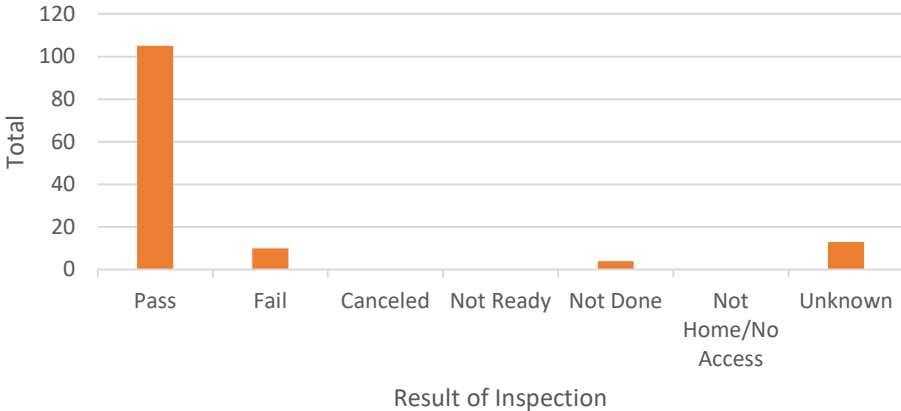
Overview – November 2022

- ❖ **November 2022: Total Permits were Issued:**
 - ❖ Permit fees: \$11,610.00
 - ❖ Other fees: \$0.00
 - ❖ Penalties Collected: \$500.00
 - ❖ Total fees: \$13,221.00
- ❖ **November 2022: Inspections Performed:**
 - ❖ 9 were Building Inspections
 - ❖ 3 were Fire Protection Inspections
 - ❖ 13 were Electrical Inspections
 - ❖ 16 were Plumbing Inspections
 - ❖ 7 were Mechanical Inspections
- ❖ **There were 0 Total Continued Certificate of Occupancy applications this month**
- ❖ **Construction Costs: \$506,968.00**

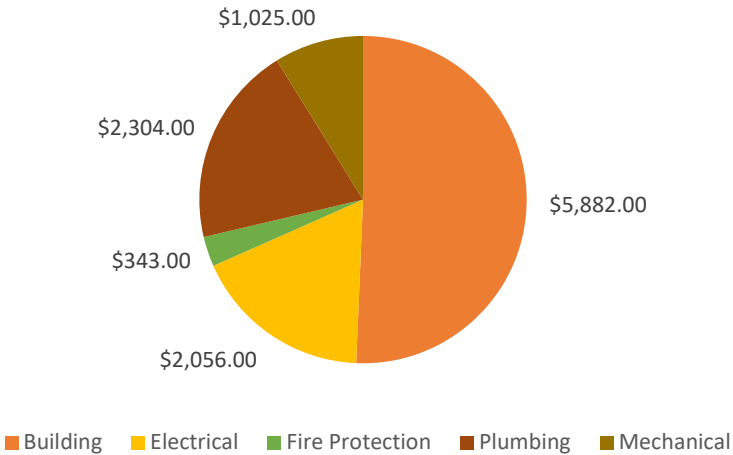
Technical Permits Issued



Inspections - All Types



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



Overview – November 2022

- ❖ **Applications for Tree Removal Permits:**
 - ❖ November: 7 Applications

- ❖ **Collected in Tree Removal Fees:**
 - ❖ November: \$215.00

- ❖ **Tree Replacements:**
 - ❖ November: 1
 - ❖ Amount Collected: \$350.00

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



Overview – November 2022

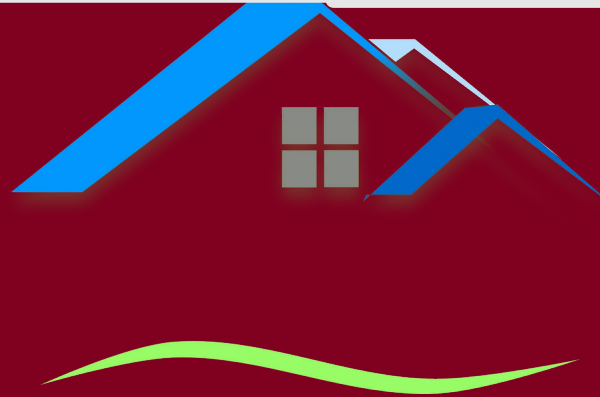
- ❖ **November:**
 - ❖ **3 New Vacant Properties Registered**

- ❖ **2022 Fiscal Year to date:**
 - ❖ **17 Vacant Properties Registered**
 - ❖ **2022 Registration fees collected: \$45,833.33**

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.

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

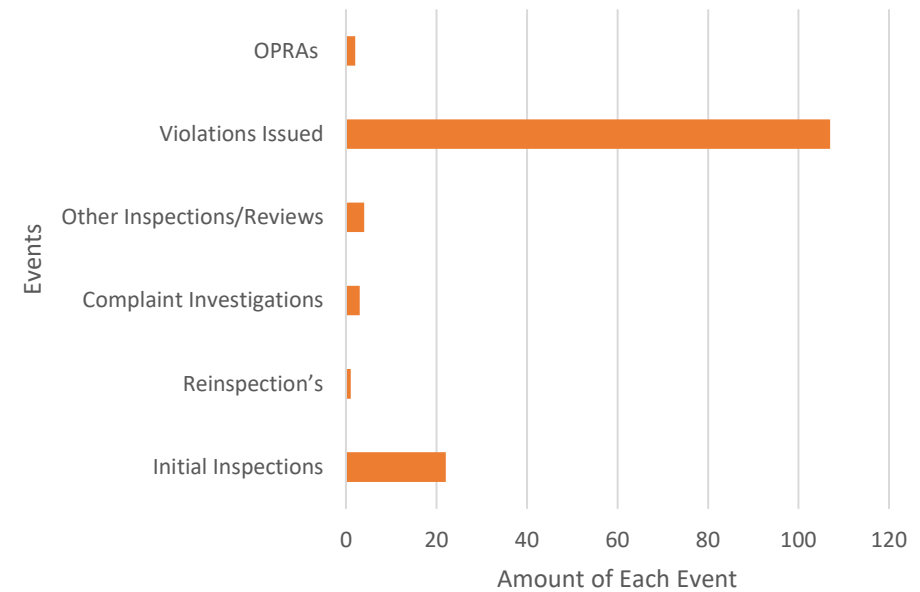
Ordinance #2021-04 (updated the Vacant Property Fees) - went into effect on March 26, 2021.



Overview – November 2022

- ❖ In the month of November there were:
 - ❖ 22 Initial Inspections
 - ❖ 1 Reinspection
 - ❖ 3 Complaint Investigations
 - ❖ 4 Other Inspections/Reviews
 - ❖ 107 Violations Issued
 - ❖ 2 OPRAs
 - ❖ \$27,715.00 in Collected Fees

Violations and Inspections (November)



[Fire Prevention Bureau Page](#)

Overview – November 2022

- The Advanced Pickleball program has started and is filled up.
- Winter Basketball league has over 100 registrants. We ran a free skills and drills clinic for each registrant on November 27th
- Our first-ever Turkey Trot 5K was a major success! We had 200 participants on Thanksgiving day and we collected hundreds of nonperishable food items to donate to the Leonia Food Pantry.

Upcoming Events/Programs:

- ❖ Annual Tree Lighting and pictures with Santa
- ❖ Mailing of Winter Brochures to residents
- ❖ Annual Senior Center Holiday Party



[Recreation Department](#)

Overview – November 2022

During the month of November 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.

Leaf Season:

Leaf collection of the borough roadways commenced on October 11, 2022, and will continue until December 16, 2022. The last day to put leaves out curbside is December 16, 2022. Do not park cars on leaf piles due to safety concerns. Vehicles that are warm may ignite the leaf piles. In addition, this prohibits the Public Works from doing an efficient collection of leaves in roadways.

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

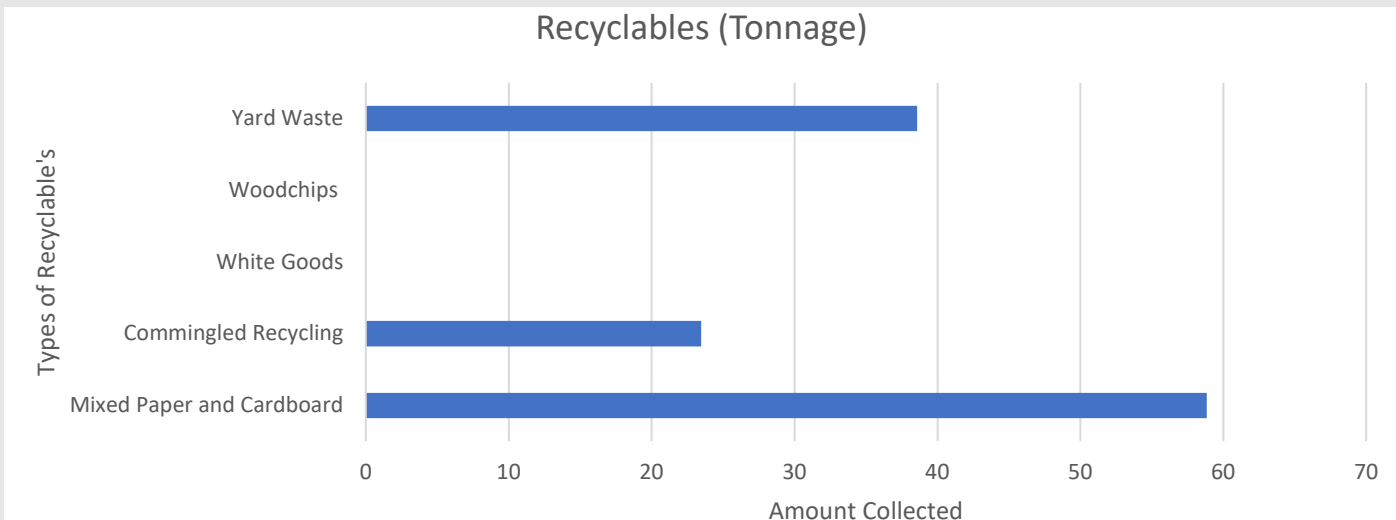
❖ In the month of November, there were/was:

- ❖ 1 Sewer Emergencies
- ❖ \$0 Received by the Borough for the collection of White Goods
- ❖ 0 tons of woodchips collected
- ❖ 225.63 tons of garbage collected
- ❖ 62.13 tons of trash collected

[DPW Webpage](#)

Overview – November 2022 (continued)

- Superintendent Villareal, Assistant Superintendent Malloy, and Office Manager Mescall attended NEOGOV training for managers.
- Superintendent Villareal, Equipment Operator Venancio, and Tree Specialist Moren attended the Annual League of Municipalities Convention attending classroom courses for CEU credits and valuable information back to the Borough.
- The department's employees attended NEOGOV, Flex Spending, and Bloodborne Pathogen classes.
- Assisted with the setup and breakdown for Election Day
- Assisted with placement of barricades for the Recreation and Police Departments for the first ever Turkey Trot held Thanksgiving morning.
- Removed all fall decorations and installed holiday decorations.
- Assisted the Leonia Sports Boosters with their banner and setup for the Christmas Tree Sale currently happening on Broad Avenue.
- Assisted the Recreation and Police Departments with traffic control for the annual Holiday Tree Lighting.



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 5th, 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 5th, 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 21st, 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 24th, Leonia Police Department supported the Recreation Department’s Turkey Trot 5K run.



[Police Department](#)