



BOROUGH OF LEONIA
COUNCIL WORK SESSION MEETING
~ Minutes ~

305 Beechwood Pl
Leon, NJ 07605
www.leonianj.gov

Lynn Hemmer, Acting Borough Clerk

Monday, October 15, 2012

7:30 PM

Borough Annex

A Council Work Session Meeting of the Mayor & Council of the Borough of Leonia, Bergen County, New Jersey, was held this evening in the Borough Hall Annex, Commencing at 7:30 PM

Mayor John DeSimone called the meeting to order.

1. FLAG SALUTE

Mayor DeSimone asked Council President Knott to lead us in the Pledge of Allegiance

2. ROLL CALL

Attendee Name	Title	Status	Arrived
Peter Knott	Council President	Present	
Philip Choi	Councilman	Present	
Gil Hawkins	Councilman	Present	
I.S. Pak	Councilman	Present	
Doug Salmon	Councilman	Present	
Darryl Whitter	Councilman	Present	
John DeSimone	Mayor	Present	
Jack Terhune	Administrator	Present	
Lynn Hemmer	Acting Borough Clerk	Present	
Brian Giblin	Borough Attorney	Present	

3. OPEN MEETING STATEMENT

Conditions of the Open Meeting Act have been met by Notice placed on the Bulletin Board at Borough Hall and notice sent to the Official Newspaper.

4. PRESENTATION / DISCUSSION

Councilman Knott read the following:

At the last M & C, I presented to the Governing Body findings of the Finance Personnel and Admin Committee regarding improprieties we had discussed concerning our Building Inspector Jack Peters. From this point on I will refer to this Committee as the Personnel Committee. No recommendations were made at the last M & C Meeting and it was decided that we should continue this evening. Mr. Peters was again issued a Rice Notice last week for tonight's meeting and he responded that he wished this to be heard in Open public session rather than closed Executive session of the Governing Body. Mr. Goldman also confirmed this with Borough Attorney Brian Giblin that they want this public.

I therefore move that we continue with this in public.....

The evidence presented concerned two items one being a log of Mr. Peter's activities on April 17 and the other a Department Heads Attendance Record for the week ending September 14.

Starting with the Activity Log of April 17, Mr. Goldman said that everything that was shown on April 17 was completed as indicated. So let's just recap. As you saw from the documents I provided specifically April 17 Mr. Peters indicated on his log that he was at his office in Borough Hall from 8:30 AM until 11:45 AM engaged in Office work. That is not possible because at 10:00 AM Mr. Peters was here at Borough Hall Annex for the hearing of his appeal against a suspension that the governing Body wished to impose. The suspension that Mr. Peters was appealing was for knowingly giving false information to Judge DeSheplo which jeopardized the Borough's prosecution of an illegal basement apartment.

Then at 11:46 AM Mr. Peters claimed he was engaged in Property Maintenance work. Between 11:46 AM and 12:59 PM he indicates that he issued three written warnings to properties on Grand Avenue. Again that is not possible because at that time Mr. Peters was in this very building, Borough Hall Annex at the Hearing of his Appeal. When he spoke at the last M & C Meeting, Mr. Goldman indicated that the Hearing on April 17 did not get underway until around 10:30AM and lasted for 2.5 to 3.0 hours. That would take Mr. Peters continued presence at the hearing in this building to at least 1:00 PM to 1:30 PM, which is problematic because Mr. Peter's log clearly indicates that at 12:59 PM he was back at Borough Hall to cover for Laura. Perhaps what is even more telling is that in Mr. Peters Activity Log for April 17, the entire day is accounted for and yet there is not a single reference to his presence at his Hearing Appeal in this building where he was for at least 3 hours (as Mr. Goldman confirmed last meeting). The accuracy of Mr. Peters log defies credibility. It would require us to believe that Mr. Peters is capable of being in two different places at the same time.

Next, lets recap on the week of Mr. Peters' imposed suspension without pay which had been set for the week ending September 14 for which Mr. Peters submitted a Department Heads Attendance Records sheet indicating he worked the equivalent of 31 hours when in fact he did not work one minute, because he was suspended that week. Mr. Goldman explained this based on two issues,

- 1) That he had asked for a stay of Mr. Peters suspension as he was filing an appeal of the decision rendered in the Appeal he already lost at the Hearing on April 17.
- 2) He said it was commonplace to fill out the "attendance record" ahead of the work week.

The problem with this is that ahead of the week in question Mr. Goldman was informed by our Borough Attorney Mr. Giblin that the Governing Body wished to proceed with the suspension. Mr. Goldman also affirmed that he had told Mr. Peters on the Friday September 7 that the following week his suspension was to be enforced. On the

Monday morning (Mr. Peters normally does not work Monday) of September 10, Mr. Peters actually came to Borough Hall and told his Technical Assistant Ms. Shuster and the Deputy Borough Clerk Ms. Hemmer that he would not be in to work that week as he was suspended. Despite this, Mr. Peters submitted a Department Heads Attendance Record claiming he worked 31 hours.

This is an Attendance "Record". Think about it ... a "Record" is an account of something which has occurred. Events which have happened and Mr. Peters signature on this document attests that it is accurate. It's not an Attendance "Plan" or an Attendance "Projection" It's not a "To do" list. Similarly, the Activity Log of April 17 should accurately reflect Mr. Peters activities on that day. It should not be a work of fiction or some exercise in creative writing.

Mr. Goldman questioned our motives. He said that this is entirely retaliatory because of their Appeal. Let me tell you right now Mr. Goldman; there has been no effort by this committee or any former committee members to retaliate against Mr. Peters for any reason. Mr. Peters has every right to defend himself and file any number of appeals. That is his prerogative. That the Personnel Committee is retaliating is a ludicrous and offensive assertion. He questioned why we should wait 5 months. Let me just say this. Following the failure of Mr. Peters Appeal before Hearing officer Rupp in April, the Personnel Committee waited 45 days in anticipation of an Appeal we were told would be lodged. Subsequently, the filing of the Attendance Report came up and that is only a few weeks back.

The Personnel Committee is now ready to make its recommendations to the Governing Body:

CHARGES FOR JOHN L.PETERS

Charge No. 1. False statements, misrepresentation or fraud in an application blank or other form submitted to the Borough.

Charge No. 2. Knowingly making a false written declaration that affects the compensation of an employee.

Charge No 3. Conduct unbecoming of a public employee.

SPECIFICATIONS

Mr. Peters submitted a daily work log for April 17, 2012 which purported to indicate the tasks that he was attending to. However, during a significant portion of April 17, 2012, Mr. Peters was, in fact, attending his own disciplinary hearing at the Borough Hall Annex and therefore was not engaged in the work set forth in his daily work log.

Mr. Peters submitted a "Department Heads Attendance Records" sheet for the week ending 9/14/12. The sheet, which was signed by Mr. Peters, alleged that Mr. Peters worked Monday, Tuesday and Wednesday, of that week. However, Mr. Peters

did not work any days during that week as he had previously been suspended for the entire week.

The Personnel Committee is now ready to make a recommendation to the full governing body. These recommendations are based on several considerations.

Committee members were concerned that these charges follow on the heels of Disciplinary action against Mr. Peters for knowingly making a false representation in Court. They were also concerned that Borough employees should be honest in their representation and that Borough Officials who are also Department Heads such as Mr. Peters should be held to an even higher standard so far as truthfulness and integrity. It seems clear that this has not happened. The Personnel Committee is unanimous in recommending disciplinary action in the form of suspension without pay. However, the Personnel Committee was unable to reach consensus on the length of suspension without pay to recommend to the Governing Body.

Should it be ONE WEEK of suspension without pay which amounts to just 31 hours? Or should it be TWO WEEKS of suspension without pay to reflect an escalation of disciplinary action in the light of Mr. Peters previous suspension for his dishonesty in court for which he had been suspended for one week.

Two weeks suspension without pay would be equivalent to 62 hours.

I propose that the Governing Body should take a vote to determine if and what the penalty should be.

First I move that we vote on 2 weeks suspension without pay and if that fails to pass then I move we vote on a lesser penalty of one week's suspension without pay.

At this time Councilman Knott made a motion to suspend Mr. Peters for a period of two (2) weeks without pay, Councilman Whitter seconded the motion, Roll call vote was recorded by Acting Borough Clerk Ms. Hemmer:

Councilman Knott - Yes
Councilman Choi asked if Mr. Peters could speak to defend the charges and Borough Attorney Giblin explained that at the last meeting Mr. Peters was here with his Attorney who spoke on Mr. Peters behalf. There would not be another opportunity now, however Mr. Peters would have an opportunity to appeal the decision and then there would be a hearing. At that time Mr. Peters would have the opportunity to bring witnesses and his attorney to testify.

The vote continued:

Councilman Choi - Abstained
Councilman Pak - Yes
Councilman Whitter - Yes
Councilman Hawkins - No
Councilman Salmon - Yes

Attorney Giblin - vote is 4 to 1 to impose the penalty of a two (2) week suspension.

RESULT:	ADOPTED [4 TO 1]
MOVER:	Peter Knott, Gil Hawkins
SECONDER:	Darryl Whitter, Councilman
AYES:	Peter Knott, I.S. Pak, Doug Salmon, Darryl Whitter
NAYS:	Gil Hawkins
ABSTAIN:	Philip Choi

2. IT Committee

The Following was read from John Kender of the IT Committee:

Interim Report of the Mayor's Advisory Committee on Information Technology October 15, 2012

EXECUTIVE SUMMARY

The Mayor's Advisory Committee on Information Technology has met with many members of the administration about their IT needs: Boro Administrator, OEM, Police, Fire, Recreation, DPW, Library, Finance, and Health. It has conducted and analyzed a survey of over 50 Boro website users.

We find the following general trends that should be addressed:

- 1) Nearly all administrators are frustrated in being unable to access and update their own webpages and calendar entries. This had led to many pages being out of date, incomplete, and wrong, requiring much time on phone calls to citizens. Administrators should be given access.
- 2) Most administrators feel that e-blast is underused and restricted from them. A two-level e-blast, one for timely information and notices of updates, and a second for emergency announcements, should be established to permit wider administrative use and timely contact with the Leonia public-- especially for police, fire, and OEM. This is particularly true since the committee has now connected the e-blast (500 email addresses) to the most important Leonia listservs, LeoniaTalks (900 addresses); connection to LeoniaMomToMom (300 addresses) is in progress.

- 3) Most administrators are frustrated by the number of links and clicks needed to get to their information. The website front page should have quick links to their most active information and forms.
- 4) Leonia's webpages and most documents are in English only. The Boro's website should be trilingual (English, Korean, and Spanish). At least one on-staff translator for each language to help the administrators should be available, probably combined with some other staff function.
- 5) Most administrators' IT concerns are presently handled unofficially in an off-the-books fashion and with haphazard budgetary requests. An on-staff part-time Boro IT specialist, who is also the webmaster, should be hired.
- 6) Responses to the survey show that the website is used primarily by two social groups that only partly overlapped: parents and homeowners. Their differing needs should be explicitly addressed in any website redesign.
- 7) People who use the website for problem reporting are less satisfied with the website than other users. However, the source of this dissatisfaction seems to be more with the administrative response than with the electronic service. It is not clear how to address this.
- 8) There would be great public support for a more professional website, particularly one that permits more information interaction with electronic forms and one that permits electronic payments. To the extent that state law allows, these facilities should be incorporated in any website redesign.
- 9) In general, the Leonia public views the current website as little more than a calendar plus a phone book. They complain it is unprofessional, sparse, out of date, difficult to search, and difficult to use, and there were very few positive comments. A new provider should be sought and a new website designed that addresses these and other findings. We see no indication that the current provider and design can do so, nor can we state that the current provider is cost-effective, since the terms of the current contract are unknown.
- 10) As noted by survey participants, several of the functions of the website are being superseded and fragmented by departments using other social media such as Twitter and Facebook, or by specialized departmental websites. The Boro should approach a provider that has experience in incorporating these alternative media in a more comprehensive and unified plan for communications.
- 11) The Boro should develop a policy and fee schedule for promoting local business through advertisements on the Boro website. Additionally, the Boro should promote itself more effectively, using its history and its reviews, and should be more cautious in its online crime reports.

- 12) The IQM2 suite was adopted during this period of time, and no additional recommendation appear necessary about it, although it does not appear to be much used. However, the Boro website still needs a link to the facility that is both obvious and functional.

- 13) The IT Committee will begin an inventory of hardware and software, including the contract terms for the present website's services, costs, and data rights. It will suggest a management plan for scheduled replacement, update, and repair of Boro IT resources.

INTRODUCTION

The Mayor's Advisory Committee for Information Technology members are: Doug Salmon (council liaison), Christoph Hesterbrink, John Kender, John Kendrick, Paul Liebow, Ryan Maxwell, Arnold Tractenberg, and Mary Ellen Tucker. John Kender was late for its first meeting and discovered on arrival that he had been elected chair.

The committee has understood its charge to be the following:

- 1) Determine the current state of IT effectiveness in the Boro.
- 2) Determine the current perception and impact of IT effectiveness on its citizens.
- 3) Determine the state of the IT infrastructure (hardware, software, service) for Boro administrators.
- 4) Make recommendations based on the above.

This is an interim report that covers its first six months of activity (March through September of 2012).

We report on interviews with members of the Boro administration, who were invited to participate in free-form discussions that were held at the committee's monthly meeting on Tuesdays at 6:30pm in Boro Hall. We met with the Boro Administrator, representatives from OEM, Police, Fire, Recreation, DPW, Library, Finance, and Health. Other administrators were invited but were unable to make the meetings even after several attempts. Only one department refused to meet outright. We detail our findings below.

We also report on a survey conducted on-line that asked a number of questions about IT usage by Leonians. This survey was prepared by the committee, approved by the Boro Administrator, advertised both by the Boro website and by the two town listservs (LeoniaTalks and LeoniaMomToMom), and processed using SurveyMonkey. Analysis was by the committee staff. We detail our findings below.

During the course of these six months it became apparent that the Boro needed a comprehensive procurement and maintenance plan for its internal IT needs. That investigation has begun, but we have nothing to report yet.

MEETINGS

Here are more detailed findings of the monthly meetings.

MARCH, 2012

The plans, execution, and costs of the IQM2 document and video system were discussed but were found to be positive and without need of advice. Preliminary discussion on website status began, noting that neighboring Boros allowed, in addition to Leonia's down loadable forms, some facilities to interact and submit forms online, and to remit payments for some fees and fines. We decided that we would invite different members of the administration to our meetings for discussion, starting with the Boro Administrator. Preliminary plans for a survey were mapped.

APRIL, 2012

We met with the Boro Administrator. We explored possible improvements to website interactivity. We were informed of state-mandated restrictions on collecting certain payments electronically, principally because it is unlawful to recover the substantial bank charges of such transactions from the citizens. More local transactions, however, such as recreational fees and simple permit fees are potential improvements.

We found that citizens engage in about a dozen interactions per week through the "Submit a Problem" tab of the website. About 500 email addresses connect the administration to the Boro via an emergency e-blast. The committee recommended a one way connection of the Boro e-blast to the unofficial town listservs, LeoniaTalks (formerly LeoniaTaxpayersAssociation) and LeoniaMomToMom. The first of these connections was immediately put into effect. However, the use of the e-blast appears to have been restricted to the Boro Administrator and the Chief of Police. We explored and addressed this in later meetings. There was concern expressed by citizens through the committee that the perceived use of the e-blast, particularly during the sudden Halloween blizzard, was inadequate, in part due to this restriction. Additionally, the long chain of delay from Trenton to Mahwah to Leonia for state-level emergencies appears to drive people to their TVs instead.

One long term issue that needs to be addressed is the need to retain and access long term paper record archives. IQM2 may be a reasonable approach but demand and necessity appear limited.

MAY, 2012

The Office of Emergency Management expressed interest in the Reverse 911 system. However, they appeared reluctant to engage in any further information technology for communications, in part because of their bad impression of the LeoniaTalks listserv, in part because they believed they should inform but not frighten, and in part because regional emergencies are already communicated by NYC sources. They, as well as the Police and Fire who were also interviewed concurrently, did express a need for better internal IT systems, particularly for tracking needful seniors, and for documents and a website (the Boro's, or their own) that could service non-English speaking residents. And, some of their forms would be better placed on line, like applications for handicapped parking placards. In general, they appeared to be more interested in using Facebook.

We also noted that although the IQM2 was running, it was difficult to find, since there was no link on the Boro website. Some people had, and continue to have, difficulties with the video stream and video archive. However, few people appear to use it at all.

A first draft of the survey was prepared.

JUNE, 2012

The website user survey was completed. The committee explored the potential use of the Nixle system to consolidate public safety messages, as Fort Lee does, but was discouraged to find that it was quite costly, at least \$3K/year. We noted that the Reverse 911 system was now on the front page of the website.

We realized that we had no information about the current contract with the current website provider, given that it had been authorized as an emergency single-source purchase. In particular, as part of our future inventory of software, we will attempt to determine the services, costs, and data rights of this agreement.

We interviewed the Recreation Commission. Certain electronic payments would be undesirable, due to the need to determine residency by physical inspection of documents. Other electronic payments are also problematic, due to the need to ensure fairness in sign-ups to space-limited classes. Some others, however, would be feasible and welcome.

In general, the Rec webpages require too many clicks to access, and it would be better to put icons and links on the website front page for immediate access to common pages (e.g., the pool) or forms (brochures for seasonal classes). Being unable to have access to their own webpages, and being restricted from using the e-blast for important sudden changes, were viewed as having a negative impact on their mission.

Korean and Spanish translations have been a problem, as there are no reliable people to do so on a regular basis. The Rec has begun using alternative media, including Twitter and Facebook as well as LeoniaTalks and LeoniaMomToMom, and some of their internal software is already specialty software used for reservations and bookkeeping. Although the website is viewed as being marginally useful for their needs, they do not see a compelling reason to be better integrated with the town calendar, as they circulate their own calendar information in their brochures.

JULY, 2012

The DPW stressed their need for dealing with the trilingual community they served; they currently are unable to field such telephone calls well (about five per day). They thought that the website should use something like Google translate or a similar service. One such example can be found at <http://bcts.bergen.org>. Additionally, an on-staff translator would be helpful.

More complete and up-to-date information on the Boro website is needed, particularly if they themselves could access and edit it. As it is now, the paper calendar created a year in advance by the school system is more reliable. Appropriate information on recycling, both in Leonia and

via Bergen County, is a major issue and a source of many phone calls---a concern later also reinforced by the Environmental Commission.

Additionally, the Boro current calendar is hard to use. It can be made more accessible by using icons (picture of a trashcan, a refrigerator, and so on) plus color coding and other user interface tools. It can also be more compatible to Google and other personal calendars, which are being adopted by many people. The need for accurate DPW information is particularly true during and after weather emergencies, so they would also like to be able to use e-blast directly. They would also like a better electronic link to the Shade Tree Commission and its complaint files, since they do the work.

About this time we also became aware that the Economic Development Committee was unhappy with the Boro website and was planning their own.

The user survey was announced on the Boro website, LeoniaTalks, and LeoniaMomToMom. A special mail address was set up at leoniaitc@gmail.com to handle queries. We began receiving returns.

We briefly discussed the use of free open source replacements for Windows Office, but deferred further discussion pending a more comprehensive hardware, software, and service inventory across the Boro.

AUGUST, 2012

The Library maintains its own website, and a private person for IT service. However, it still requests access to its Boro webpage, as the Boro has been slow in updates. A direct link to their own website on the front page of the Boro website would be better, too, as users have complained about many clicks currently necessary. In general, even these information professionals found the Boro website needlessly difficult to navigate and incomplete in its information (flu shot, parade route and time, election results, etc.) They did like the "Submit a Problem" facility, and ask if they can be included in it.

We interviewed the finance department, who reported that website information is difficult to find and difficult to change. They would prefer more information on tax collection times and procedures, and will put it there themselves if given access, in their own comprehensive FAQ. They find that particularly people who pay their own taxes have many queries, and often misunderstand the rules and penalties which have to be explained then by phone. Having access to an informational e-blast would be very helpful. They regret that they cannot take electronic transfers due to the bank charges involved. Internally, they would appreciate a more secure way of working from their homes, and an upgrade from their aging computers, which are maintained through a personal connection to a provider. They have highly specialized software for bill paying, grant management, and budget creation and updates.

The survey attracted 57 respondents, and we personally paid a small fee to download the data. We noted with some surprise that some respondents expressed a fear of reprisal from Boro hall for their complaints.

SEPTEMBER, 2012

The Health department had observations that by this time were familiar. Although their internal systems were OK, in part because one of their members was computer savvy, they reported that their website pages were slim, and wrong. They asked to be able to change their own information, for example, that on disaster control. Access to an informational e-blast for public health announcements like flu shots would be very helpful for their mission, as would a quick link on the front page.

We looked into the possibility of using the Boro website to support Boro businesses, which in turn might support the website. We would need a policy for advertisements, regardless of fee (if any) charged. This depended on both Boro approval, and the ability of the website to support such advertisements, which currently is in doubt. Enforcing such a policy would be the responsibility of an on-staff IT manager/coordinator, who appears needed in general for reliability, efficiency, and a long term view of the Boro's IT needs.

We analyzed and discussed the survey, and that analysis is reported below.

SURVEY

The survey was downloaded, converted in form from the difficult SurveyMonkey format, and analyzed using the statistical routines in the Matlab package available to one of the committee members. We did not pay the additional charges that SurveyMonkey wanted for them to do the analysis using their software.

Here is a summary of the numerical votes, followed by a complete transcript of those answers we received to the purely textual questions.

OVERVIEW: We got 57 responses, but only half of them, 28, were fully complete. Sometimes only one question or sub question was omitted, but about a ten to a dozen were more blank than not. So, the working number of good responses is about 45 to 47, which is within the expected range. (This is about 2% of Leonia households.)

QUESTION 1, "Resident?" With 3 exceptions, all respondents were Leonia residents.

QUESTION 2, "What do you use?" Generally, the most used features were: Contact List, Boards/Commissions, Events Calendar, Downloadable Forms, Department Links, Library, roughly in that order. This suggests that the most common use of the website is that of a telephone directory. Houses of Worship distinguished themselves by being basically unused. A factor analysis showed that although people who used something also typically used many other things as well (the data showed a high "G factor"), usage of the Schools and Library features together formed a distinguishable subgroup, which we called "Parents".

QUESTION 3, "Effectiveness of the above?": Generally, perceived effectiveness was almost identical to use (i.e., Question 3 and Question 2 were nearly the same question). A factor analysis here, again, supported that the population was quite uniform, but did pick up some indication that those people who found the website effective for School and Library information found it less so for Downloadable Forms, and vice versa. Very roughly speaking, this shows something of a population split: people concerned with kids, "Parents", versus people concerned with property, "Homeowners".

QUESTION 4, "Comments about website?": textual only; see below.

QUESTION 5, "Submitted a problem using website?": About 1/4 of the respondents said yes. However, those who had submitted a problem tended to give much lower effectiveness ratings for nearly all the website facilities except for the Message Board. This says that those who have used the website for the more practical matters tend to be the less satisfied with it, and this is borne out in the associated comments. It is hard to say what this means; it could simply mean that people who are hard to please use every instrument, including the website, to satisfy their perceived needs, even if they are ungrateful afterwards.

QUESTION 6, "Describe problem and solution?": textual only; see below.

QUESTION 7, "Activity in other resources?": The heavy usage was on LTA listserv, Boro website, Board of Ed website, Library website, LTA website, Mom2Mom listserv, roughly in that order. Again, factor analysis showed that people who used something tended to use everything else, but again there was some indication of the same subpopulation: Board of Ed, LTA listserv, Mom2Mom listserv tended to be used together, as a "Parents" group.

QUESTION 8, "Use new features?": Nearly everything proposed would be likely to be used enthusiastically, even the least likely one of paying for pet licenses on-line. The big winner here was "Submit On-line". There was some indication of a subpopulation, in that the Rec-related items grouped together, and in opposition to the more general forms. Again, this is looks like a "Parents" versus "Homeowners" split.

QUESTION 9, "Other social media?": These showed no consistent pattern. The two most popular were YouTube and Facebook; the least popular were Library Facebook and OEM Facebook. There was no great indication of subgroups, although Twitter users seemed something of a breed apart.

QUESTION 10, "Other comments?": textual only; see below.

SUMMARY: Some observations that are supported by the analysis: The website is basically seen as calendar plus phone book; it just as well could be printed out and circulated instead. Those who have used it for Boro problems are less pleased with it. The community appears to have two affinity groups: those who are managing children and those who are managing property, although there is some overlap. People claim to be highly likely to use the website in a more interactive and commercial manner if those services were available. And in general, the numeric responses are consistent with the textual ones, which are listed in entirety below.

APPENDIX: TEXTUAL RESPONSES, SORTED INTO CATEGORIES

Question 4: Please make any comments or suggestions regarding the Borough website, including anything you feel is missing.

POSITIVE

The website is fine.

Police Dept. alerts through email are very good.

It's pretty good--I've been able to find the information I needed without problem.

NEGATIVE: CURRENCY

Often out of date.

It's barely updated

The posting of the minutes are not current

In past have not found website current enough.

The online events calendar was wrong on week of July 4- there was recycling on Thurs but it didn't say

There is never any updated info. especially during emergencies. The Halloween snowstorm is a perfect example. The school pages were not working but the Boro pages were and there was no info posted on the Boro page about school closing/schedule changes. Nothing about PSE&G or DPW. It was pathetic.

NEGATIVE: LINK ERRORS

The links are ineffective

The links in the section 'Our Departments' is not correct.

The Building Dept. link is going to 'General Announcements'.

The link to the schools website goes to recycling information and provides no link to the school district's website the link to the library goes to an obsolete page and provides no information that it is obsolete or links to the real library website.

NEGATIVE: MISSING INFO

[Needs] Links to businesses.
Info. about Police not useful

[Needs] Much better event calendar.

Tells little about Leonia history.

Would like to see more 'upcoming events'

Where is the link to the new meeting videos?

There's just too much information not listed.

Need links for the online Council agendas and video

Emergency Services -- there is nothing of value here

Leonia Taxpayers Association is a better source of information.

Every department should have e-mail addresses, as should every board.

Missing are things that point to Leonia's community values - the case for our town and its merchants

There have been some recent improvements but in general, there's just too much information not available.

Need more documents online (Permits top request Street Closure; Boro facility usage, Food Handling, etc.)",

There should be an alphabetical listing of phone numbers and extensions for every employee and all elected officials.

I think information about the 2 town list servs (mom to mom & leonia talks) should be on the page. These 2 list servs are the best way to stay current and involved in Leonia and they are currently only advertised through word of mouth.

You should be able to download building department forms and OPRA requests. I could not tell if the public records request was for OPRA or not, but I have been verbally told more than once that you couldn't file these via e-mail or internet, and you should be able to. Few links to civic organizations or businesses.

NEGATIVE: MISSING FUNCTIONALITY

Message boards are unused.

Please include a newsletter sign-up

Allow residents to fill out forms online

Allow any calendar items to be added to your personal calendar

The forms need to be 'pdf optimized' format to facilitate printing.

Request resident for auto emails for any updates or changes to calendars

[Needs] Ability to actually conduct business, not just 'brochure ware!'.",

It would be helpful if the town calendar could be printed -perhaps create a PDF with a link on the website

The issue is, once you have a phone number for a person and call them, they often do not respond for days. We need their email addresses listed as well so we can track the time it takes for a response to our calls.

NEGATIVE: EXTRANEIOUS INFO

Houses of Worship -- come one, people -- this should not be on the Borough web site, we have separation of church and state in this country.

NEGATIVE: EASE OF USE

Hard to navigate

Seems cumbersome

Needs to be more interactive and less static.

Site needs better organization, navigation, consistency.

Currently, it is neither user-friendly nor well organized

Needs to have improved navigation and engagement for the user.

Last time I went on the website - which was a few years ago - it was useless.

Contacts are scattered with emails in one place and phone numbers in another.

The links to the Library and Schools need to be highlighted or underlined.

Make contents such as budgets, council minutes, etc. easier to find and keep the content up to date.

Calendar is in two places - a few current items on the home page and then a complete calendar elsewhere.

The nesting of the categories is not obvious to me at times, and at times you have to know under what submenu to search for something.

Would also like a quicker link to Boro codes-Recyclables, alternate side parking-maybe a table of contents-easier to find.

I often have to search a bit too much for the piece of info I'm looking for: be it a calendar event, a councilmember's email address, a library event. This is a general statement; sorry I can't be more specific

NEGATIVE: LOOK AND FEEL

Looks unprofessional.

[Needs] more excitement, pizzazz to the page.

The site is a mess yet it oddly represents Leonia--which is also a mess.

The current site suggests that the leadership is hiding information from the residents--which they probably are.

The site looks dead. That's purely cosmetic, but it gives the superficial impression that the site isn't maintained.

NO INFO

I never he [sic].

I don't use it too often, so I really can't comment.

I don't really use it unless I'm looking up people in government, on boards or commissions.

[27 of 57 did not respond]

Question 6: Have you ever submitted a "problem" via the Borough website? Please briefly describe what you submitted, why, and how you would characterize the response to the submission.

POSITIVE

Too many to describe. Always answered quickly.

Several and the response was always rapid and effective.

Shade Tree Commission to remove and replace a tree. Took a few attempts but eventually

taken care of.

PSE&G cut down three trees. I asked that the Shade Tree Commission consider replacing them. Got very prompt service. Very well handled.

Don't remember details except that it was responded to promptly. This is, by the way, a feature which deserves more prominence and credit

NEUTRAL

Tree Pruning

Tree problems

Not an urgent request; however it would be nice to have more documents online.

NEGATIVE

Complaints about the website. No response.

I never feel that the Boro site is keep up to date I rely on the community calendar and go directly to the library , high school And my church s sites if info from those organizations

Asked about a neighborhood sewer problem, no response by phone or email, later a dpw guy just showed up at the house when we weren't home. Found a competent plumber who solved the problem.

A chain was placed across the access path on Linden terrace.....The chain is still up. The sign that read no trespassing was removed. No one was consulted regarding this matter. I am still waiting for the chain to come down. It serves no real purpose and is difficult to bend under during my walk. Still waiting.

I have submitted many problems. I rarely receive an answer, and I have been told that certain complaints were never received. Such things as potholes, street improvements, property maintenance, inept crossing guard behavior, tree maintenance needed. I think this is the best thing on the site, but it should be responded to regularly.

[44 of 57 did not respond]

[NOTE: 5 of 13 comments are about trees!]

Question 7: Please rate your level of activity/participation/viewing of the following Leonia-related online resources:

Now I know....

Facebook group 'I Grew Up in Leonia, NJ' - extremely active

Swim Club/Pool

[54 of 57 did not respond]

Question 10: Please give comments, feedback, and suggestions for the Leonia online community, and feel free to email leoniatc@gmail.com at any time in the future.

WEBSITE POSTIVES

A Leonia PD & OEM announcement by text is very effective with many other towns.

Recreation and DPW calendar schedule is most frequently accessed info on website and is greatly appreciated!

I refer to the printed calendar regularly I do like the EBLAST from the Borough on important issues I also like 'knowing' that I can get information if I want it.

WEBSITE IMPROVEMENTS

Borough site needs to be easier to navigate and up to date.

How about a link to Rules and regulations here in Leonia..... I would be on that in a hot minute.
Peace

I don't know if you have this already, but have a list of all of the above mentioned links on the leonianj.gov page.

Ideal would be to have leonianj.gov serve as a hub with links directly to each other online presence pertaining to the Borough.

I think that the individual commissions and boards should have more information about the goals and their accomplishments, most sites are boring and list only the volunteer's names. Can tell what's really going on.

A robust search function is essential. Where I have indicated that I don't know about or use a particular part of the web site, it's because I have no use for the information, not because I think the information shouldn't be there for others who need it.

I feel we could have a top notch Leonia web site BUT someone must be responsible for updating it, staying on top of it, changing it occasionally (to fit the circumstances). I feel like the website has been neglected for a long time. When we do have IT people involved, it gets better then something happens for all kinds of reasons and it goes back to being boring, outdated, not helpful at all. The website has to keep up with the times we live in. I am looking forward to a helpful, eye catching, update Boro website!

OTHER INFORMATION TECHNOLOGY SUGGESTIONS

Can't wait for the online Council meetings

Didn't know many of these pages existed on Facebook.

The more online, the better. Everything should be included.

Create a newsletter for residents so we can stay in touch with the website.

I would like LEONIA TALKS to be advertised on the Boro website so that more people could sign up.

Whatever these e-blasts are, their availability has not been communicated to the community at large.

The link: <http://leoniaonline.blogspot.com> should hold all links related to Leonia and a link to EMERGENCY numbers and services should show prominently on all sites.

IT can certainly be leveraged to reduce the tax burden of Leonia--and this must be done. Look around at the websites and their functionality of neighboring towns for ideas.

Its fine to have a thick social media presence for Leonia institutions but there also needs to be some message focus on both. It now looks as if we are sacrificing focus for diversity.

Does whatever can be done to coordinate/integrate all of the many online sites that Leonia residents would find useful by establishing a single sign-on portal with easy to navigate access to the other pages/sites. One stop shopping!

I do not use or am a member of Facebook, Twitter, LinkedIn or any other 'social network', nor do I want to be a member or any of these organizations. As far as I am concerned, every time someone is on one of these social networks, they are giving up their privacy. I would therefore request that we not have to go to any social network to 'stay connected'

An alumnus of Leonia H.S. is presently the president of Estonia, and largely thanks to his prodding, his whole country accomplished most of its bureaucratic errands online. Perhaps his lead can inspire us, there's little holding us back and nobody will complain. See the following link for the Estonian model: <http://www.vm.ee/?q=en%2Fnode%2F14912>

SURVEY ITSELF

Appreciate the survey.

Looking forward to your report!

Thank you for your part in this, the new IT Committee!

Thanks for doing this assessment. A fully functional and current Borough website can make out town government more efficient and less costly. Both of which are desirable goals.

MISCELLANEOUS

Street sign on the southwest corner of High St. & crescent Ave. is not been replaced since it was knocked over in the 1970s

I feel that LEONIATALKS listserv is too strict in its moderation policies. I would like a little more freedom of speech.

I wish the LEONIA CALENDAR had not been screwed up for 2012. My pages were scrambled and I never did get a good working copy.

I would also like to know why the form titled 2012 Guaranteed Parking Spot Permit says right on top of it, the parking spot is not guaranteed. Ridiculous.

The Leonia OEM Facebook page, I posted a question on it after the October snowstorm, a legitimate question, and it was deleted. So I posted it again, and it was again deleted. I was insulted. If they're going to have a Facebook page, they're answerable to the public and should honor two-way communication. It's not just for grandstanding and telling everyone how great they are (not).

[33 of 57 did not respond]

Councilman Hawkins asked if the committee compared the Borough's website to other municipality's websites. Mr. Kender explained that the committee has not compared the site to any other and that this is an interim report. Councilman Hawkins feels it would be helpful to have other comparisons.

Mr. Kender continued that some feedback was to allow advertising, or perhaps make payments.

Councilman Knott thanked the IT Committee for their work they have been doing over the last six (6) months, he continued that it certainly gives the Governing Body something to think about. Councilman Knott then inquired if the Committee is saying that there seems to be some sense that "problems" aren't being dealt with even though they are reported?

Mr. Kender responded, what the committee got from the survey was not that the problems were not handled; it was that people were not happy. Perhaps the people who use the website are unhappy to begin with and they already made the phone call and used the website as an addition. From the survey it's impossible to know whether or not the problem was a person complaining about the website or the service. The committee just knows that something isn't quite right with the website. If it's the people it's not much you can do, but if it's the website there's plenty that can be done. The committee doesn't have hard evidence they just have these feedback statement.

Councilman Knott, the other thing he's interested in is regarding the IQM2 suite. He's not sure if you ask on "LeoniasTalks" how many people use it, have they had any problems, you mentioned that the survey only had two (2) responses whether that actually indicates that there's only two (2) people that bother to go to it. What Councilman Knott is wondering is perhaps IQM2 has a way of letting the Governing Body know how many people view the meetings? Mr. Kender feels that even the website has the ability to determine how many people using it.

Councilman Choi inquired about Mr. Kender indicating that perhaps the website should be trilingual? Mr. Kender responded that it was the administrators that actually requested that option.

Councilman Pak added that the School Board website has the trilingual option and he feels it really hasn't done very well it's done through a translator service. On that note Councilman Pak asked if the Borough has ever hired a translator.

Councilman Whitter explained that at one time the Borough had a human relations committee that would send out packets each year with information in five (5) different languages.

Borough Administrator Terhune explained that the only place currently that uses a translator is in the court. It's required for court proceedings. He also explained several years ago with the efforts of the Recreation Department we had developed a list of volunteers that we paid because they were having an issues with registration signups amongst the Korean residents for the recreation programs so what we did is we had the interpreters at Borough hall on Tuesday afternoons, and evening so when we encountered a language barrier amongst Koreans residents we asked them as best we would to return on Tuesdays. Unfortunately after about six (6) months no one was showing up. At the moment if we need something interpreted we ask one of the several police officers that speak other languages.

Councilman Knott suggested the fact that the IT committee is suggesting at least the website should be trilingual is a good suggestion. The major effort should be just a onetime effort and updating should be a minor effort.

Borough Administrator Terhune agreed that perhaps some of the basic things like the calendar can be presented in three (3) languages.

Councilman Salmon agreed with the Administrator explaining that especially the recycling should be trilingual.

Councilman Hawkins added that in summary it can easily be broken down into three categories, maintenance, content, and interaction.

Mr. Kender continued to explain that the Police Department is using twitter and anything that is written on twitter stays there forever and the committee feels that is someone searches Leonia they see nothing but a list of crimes, at least if its posted on the website, it can be

taken down.

Councilman Knott added perhaps tweeter should be used by the Police for traffic emergencies and things of that nature keeping crimes reports separately

5. APPOINTMENTS

6. COMMENTS FROM THE PUBLIC

Karen Peters 142 Park Ave, once again she received a bill from Englewood Hospital and Medical Center, 4th one to date, regarding ambulance service for her mother. Mrs. Peters explained that if she was getting these bills then so is the rest of the town when ambulance services are provided.

Administrator Terhune explained to the Governing Body that he had previously asked Mrs. Peters for her bills and he would take care of it, to this date no bills have been received from Mrs. Peters. Mrs. Peters handed the new bill to Administrator Terhune.

Mrs. Peters requested to know who handles payroll for the Borough. Administrator Terhune answered Mrs. Hemmer. Mrs. Peters continued to explain that Mr. Peters handed in the payroll sheet he knew he wasn't working; he knew he wasn't working the following week only after Borough Hall closed on Friday.

Mrs. Peters asked at this time explained that she was going to give information she felt that Mr. Knott conveniently manipulated the story and left certain facts out. One thing that she feels wasn't brought up tonight and was barely touched on the last time and she's not even certain if Mr. Peter's attorney brought it up was its very obvious to everybody in Borough Hall that Jack only got paid for one (1) week so it's not like he was trying to slip something by anybody and a rational locally common sense thinking person would probably assume that given the nonsense that has been dealt to them over the past 2 years by this administration why on earth would Mr. Peters want to bring in anymore issues intentionally, it was obvious it was a clerical error. Also the ironic part is it wasn't his error because he doesn't get paid to do payroll. The suspension was told to him on Friday afternoon, after Borough Hall closed and he didn't get paid for that week and in fact he worked prior to that to work a day off that week which he is now still owed because he was suspended for that week and had already worked ahead of time. Mrs. Peter's feels certain facts needed to be brought out before unfortunately people make or take votes on things. Since that was just a clerical error apparently and certainly was no intention of trying to get away with anything. The Council seems to be concerned with forms and such being appropriate not fraudulent since the last meeting was there a Borough Clerk appointed?

Mrs. Peter's asked do we still have an acting clerk or do we have a Borough Clerk? Was a Borough clerk appointed at the last meeting two (2) weeks ago, no one on this administration knows whether they voted to appoint a Borough Clerk? Seriously you are all going to sit there and not admit to whether or not you appointed a Borough Clerk, ok so when everybody remembers whether they voted or not, Mrs. Peter's just wanted to bring to the Governing Body's attention if it's still an acting Borough Clerk the rice notice that was received for tonight's meeting it was signed by Borough Clerk Lynn Hemmer, so if we still have an acting

clerk that could be an issue in addition the Rice notice two (2) copies that were received for tonight's meeting indicated that the hearing is going to be discussed in the caucus room at 312 Broad Ave and obviously we are not at 312 Broad Ave and she's not really sure if she would consider this somewhat deficient because it's not even on Borough letterhead, it's on simple white paper that is the rice notice received. So maybe if we all want to be concerned about paperwork being done appropriately we should look at all the Borough employees!

Tom Metzdorf - 415 Woodland Place, expressed his concerns about Jack Peter's suspension. Mr. Metzdorf thanked the Governing body for their dedication to the borough, explained its people like them that make Leonia operate. At the same time he thanked Mr. Peters for his many years of service, and asked the Governing body that perhaps Mr. Peter's punishment was a little excessive perhaps a written reprimand would be a better option? Mr. Metzdorf asked who's going to do Mr. Peters job while he is suspended for two weeks, has anyone thought about that? If you have permits outs or a bathroom that needs to be inspected who's going to come and look at it? Are we going to have to pay someone to do his job?

Borough Attorney Giblin requested that the Governing body not respond to any of these questions because there could be a hearing in regards to Mr. Peter's suspension.

Mr. Metzdorf reminded the Governing body that this is things they need to consider, he explained that if he was doing a project at his house he would not appreciate waiting two (2) weeks for an inspection, and considering the back up of work it could be four (4) weeks before he gets there.

Neophytos Antoniadis - 416 Hillside Ave, explained that he does have work being done at his home and is almost to the point that he needs to have inspections done so he is also little concerned about the Governing Body's decision of suspending Mr. Peter's for two (2) weeks.

7. APPROVAL OF MINUTES

1. Council - Regular Council Meeting - Oct 1, 2012 7:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Gil Hawkins, Councilman
SECONDER:	Peter Knott, Council President
AYES:	Knott, Choi, Hawkins, Pak, Salmon, Whitter

2. Minutes of Oct 1, 2012 Closed Session

Initiated by Councilman Whitter

Seconded by Councilman Knott

8. RESOLUTIONS

1. RES-2012-226 Request Permission for Dedication by Rider by DLG

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Philip Choi, Councilman
SECONDER:	Darryl Whitter, Councilman
AYES:	Knott, Choi, Hawkins, Pak, Salmon, Whitter

2. RES-2012-227 Request Permission to Allow the Creation of Multiple Dwelling Emergency Committee by DLG

Councilman Hawkins asked if we already have an Ordinance that approves or allows for Multiple Dwelling, wondering why there's a resolution pertaining to this.

Borough Administrator Terhune explained 175-1 et seq.; the auditor in the audit of 2011 identified the fact that the monies that are collected from various landlords that there are tiers of fees angled depending on the size of the building and number of units there. It was not in a dedicated trust so we have to apply to the Division of Local Government services to create the deduction trust fund which is all this resolution is stating. Any monies collected go into a separate account and any monies distributed pursuant to that existing Ordinance have to come out of that trust fund.

Councilman Hawkins, we also have in that Ordinance we have the fact that a committee we never appointed a committee in order to.....

Borough Administrator Terhune explained that a committee is appointed at the reorganization meeting every year.

Councilman Hawkins said that committee hasn't been appointed in years, not for as long as he been a Councilman, it has been at least 6 - 7 years because he has been asked by the people in town who wanted to appeal to that commission. He understood that from the government that, that commission has the ability to hear problems if he understood correctly from the government to hear problems from landlords.

Borough Administrator explained that there are two (2) different ordinances. 1. Rent leveling & tenant was not appointment because the delegated the administrator to handle it. 2. This is for emergency relocation in other words if someone is unable to remain in their rented unit the borough thought this fund can temporarily house them and that could be through fire, lack of heat, or a health issue.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Philip Choi, Councilman
SECONDER:	Darryl Whitter, Councilman
AYES:	Knott, Choi, Hawkins, Pak, Salmon, Whitter

3. RES-2012-228 Request Permission from DLG to Receive Pmts from the County for Polling Place

RESULT: ADOPTED [UNANIMOUS]
MOVER: Philip Choi, Councilman
SECONDER: Darryl Whitter, Councilman
AYES: Knott, Choi, Hawkins, Pak, Salmon, Whitter

4. RES-2012-229 Request Permission from DLG to Deposit Monies into Unemployment Trust Fund

RESULT: ADOPTED [UNANIMOUS]
MOVER: Philip Choi, Councilman
SECONDER: Darryl Whitter, Councilman
AYES: Knott, Choi, Hawkins, Pak, Salmon, Whitter

5. RES-2012-230 Approval to Submit DOT Grant Application for Improvements to Hillcrest Ave

RESULT: ADOPTED [UNANIMOUS]
MOVER: Philip Choi, Councilman
SECONDER: Darryl Whitter, Councilman
AYES: Knott, Choi, Hawkins, Pak, Salmon, Whitter

6. RES-2012-231 Approving Louie Saldana as a Permanent Full-Time DPW Employee

RESULT: ADOPTED [UNANIMOUS]
MOVER: Philip Choi, Councilman
SECONDER: Darryl Whitter, Councilman
AYES: Knott, Choi, Hawkins, Pak, Salmon, Whitter

7. RES-2012-232 Authorizing Treasurer to Pay Claims List

RESULT: ADOPTED [UNANIMOUS]
MOVER: Philip Choi, Councilman
SECONDER: Darryl Whitter, Councilman
AYES: Knott, Choi, Hawkins, Pak, Salmon, Whitter

9. REPORTS

STANDING COMMITTEES

Finance, Administration and Personnel

Councilman Knott - reported that the committee put a breakdown in the tax bills that went out for the year 2012 comparing it to 2011; Councilman Knott has had some feedback from some members of the Board of Education whom seem somewhat unhappy about the insert, they felt the numbers are incorrect. Councilman Knott notified the Governing Body that a meeting has been set with the members of the BOE to find out what the problem may be.

Laws & Ordinances

Councilman Whitter reported that the committee met on September 28, 2012, items that were covered were request for a loading dock in front of the Metropolitan Market, the committee discussed a couple of ideas and the owner's request for the three (3) spaces in front of the store to be blocked off for deliveries. The Committee approved the store owners request and

put together an Ordinance to permit deliveries between 9am - 2pm, Monday thru Friday.

The Second issue the Committee discussed was church signs, following a complaint that was brought to the committee's attention. The church signs were discussed and a size was considered that should be used by churches in town. The Borough Administrator sent out letters to all of the congregations explaining the new sign regulations. Councilman Hawkins asked if the existing signs would be grandfathered. The answer was yes, but any new or replacement signs must meet regulations.

Police

Leonia Police Department

Memorandum

To: Police Commissioner Gil Hawkins

From: Lieutenant Thomas Rowe

Subject: Synopsis of Leonia Police Operations- January to September 2012

Date: October 15, 2012

The following is a synopsis of our operations for January through September 30, 2012.

Calls for Service- 8,527

Residential Burglaries- 15

Motor Vehicle Burglaries- 3

Commercial Burglaries- 6

Motor Vehicle Accidents -203

Motor Vehicle Summonses Issued- 4,123

Indictable/Felony Arrests- 46

Disorderly Persons/Misdemeanor Arrests- 255

DWI Arrests- 46

Overtime Expended Year To Date- \$108,106. We are on a pace to spend \$133,845 in 2012. The Police Department is budgeted for \$130,000. It is anticipated by the end of the year that the amount of overtime spent will be in conformity with the budget. In 2003, the Police Department spent approximately \$130,000 in overtime, but had 20 officers.

Special 1 Program- On November 28, 2012, Specials Michael Clark and Ryan Burke will graduate

from the Bergen County Police Academy. The addition of both Special Officers will give us a total of 4 Special Officers. Special Officers Marvin Cha and Ryan Panarotto have issued 477 summonses as of the end of September. The revenue generated by both Special Officers effectively pays for their wages. In addition to providing revenue to the Borough, the Special Officers also saves the Borough money. There have been numerous times this year that the Special Officers have assisted on accidents, emergencies, special events and crimes. If the Special Officers were not available, a regular officer at a much higher rate of pay would have had to be called in. The 2012 budget for the Special officers is \$15,600. This provides for 20 hours of coverage a week. It is recommended that the number of hours per week be increased to 40 hours. The increase in hours would allow us to schedule the Special Officers Monday to Friday, 7a-11a & 3p-7p. This would provide coverage for both the morning and afternoon rush hours. The increase in hours would double the budget to \$31,200.

Headquarters- There is a growing frustration with the current state of our building. The building, which was constructed the 1920's, is no longer suitable as a police station. The size of the building is approximately 2,500 square feet. Our evidence locker is completely filled and evidence is now being stored in the attic. The locker rooms do not provide privacy for both female and male employees. The separation of crime victims and defendants is extremely difficult to accomplish. Although an exterminator comes to our building regularly, we still have numerous cockroaches in our building.

When you discuss whether or not to construct a new facility, invariably the two questions that always are raised are where to build a new facility and how to pay for it. In the past 3 years, the Police Department has been downsized by two officers. This has resulted in an annual savings of approximately \$350,000. The outsourcing of communications to Bergen County has also saved the Borough a conservative \$200,000 per year. The outsourcing of the Emergency Medical Services to Englewood Hospital has saved the Borough \$68,000 per year. To date, the Police Department has bought in \$50,000 in extra-duty fees and will bring in close to \$250,000 in fines/penalties. Towing fees will generate approximately \$20,000. The savings realized and revenues generated by the police department would pay for a new police facility without any added cost to the taxpayers.

The current location of the Ambulance Corp building would be the best option for a new police facility. This would allow the police department to remain in Wood Park and would also provide the Fire Department with much needed additional space. Since the Borough already owns the land, there would be no cost associated with acquiring the land.

Fire

Councilman Knott gave a brief report that the Fire Department responded to 302 calls to date for the year, in the month of September there were 33.

Ambulance

ENGLEWOOD HOSPITAL & MEDICAL CENTER
EMERGENCY MEDICAL SERVICES

LEONIA DIVISION
2012/2011

Call Volume	September		Variance		Sept Y. T. D.		Variance	
	2012	2011	Amount	Percent	2012	2011	Amount	Percent
Total Ambulance Calls:	78	79	(1)	-1%	455	655	(121)	-21%
Cancelled Calls:	13	13	-	0%	63	70	6	11%
Fire/Police Stand By:	4	0	4	100%	9	7	2	29%
Refused Medical Attention:	10	20	(10)	-50%	72	161	(69)	-49%
Treated and Transported:	51	46	5	11%	310	414	(58)	-16%
Leonia Residents:	30	21	9	43%	214	226	9	4%
Edgewater Students:	0	0	-	0%	0	4	(4)	0%
Englewood Hospital & Medical Center	13	11	2	18%	118	131	(2)	-2%
Holy Name Medical Center	14	6	8	133%	58	66	(2)	-3%
Hackensack University Med. Center	3	3	-	0%	22	15	10	83%
Bergen Regional Medical Center	0	1	(1)	0%	9	10	-	0%
Other Hospitals	0	0	-	0%	7	4	3	75%
Non-residents:	21	25	(4)	-16%	96	158	(37)	-28%
Englewood Hospital & Medical Center	6	17	(11)	-65%	52	97	(28)	-35%
Holy Name Medical Center	8	4	4	100%	23	34	(7)	-23%
Hackensack University Med. Center	4	4	-	0%	16	19	1	7%
Bergen Regional medical Center	3	0	3	100%	5	6	(1)	-17%
Other Hospitals	0	0	-	0%	0	1	(1)	0%
# of calls between 06:00 - 18:00	48	50	(2)	-4%	272	381	(59)	-18%
# of call between 18:00 - 06:00	30	29	1	3%	183	208	4	2%
Average Response Time	6:03	4:55	1:08	23%	5:55	4:50	1:10	25%

Councilman Pak reported that 70 calls were made in September; nothing has changed since the last report. Leonia responded to 21 - 30 last year, non-resident 21 vs. 25. Last year's average response time 6 min although it's higher than last year, on a year to day basis it's consistent.

Public Works

Councilman Choi has nothing to report at his time, the weather is good, overtime is low. Councilman Hawkins added that the DPW workers are extremely pleased with the new tree truck.

Borough Administrator

Borough Administrator Terhune reported that the Oakdene Avenue repairs is almost finished, paving will take place Thursday October 18, 2012 due to the recent weather conditions.

The DOT Application for Hillcrest Avenue repairs was on tonight's agenda, and was approved by Resolution.

The RFP for the Recreation Ceiling interior paint job/ceiling repair is due October 22, 2012, at the same time the engineer is going to advertise for the Roof Repair Bid Spec. this Friday, October 19, 2012 and it will be due October 29, 2012. If both contract come in they will hopefully be awarded at the November 14, 2012 meeting. This will be enough time to have the work done while the building is closed for two (2) weeks during the holidays.

Borough Administrator Terhune informed the Governing body that, he and CFO Myrna Becker had met with the Borough Administrator from Oradell to discuss the possibility of shared services for a Borough Engineer. The discussion was very preliminary and the Administrator will have more on that subject as the year goes on.

At the request of OEM and the Recreation Department, and including a rep from the BOE they attended a seminar last week in Cresskill on lightning detection equipment for the parks and school facilities. We are continuing to review proposals and will have more on that going forward.

Also Administrator Terhune reminded the Governing body to avoid Fort Lee Rd and Grand Ave on Tuesday October 16, 2012, because the County is paving the area by Overpeck Park, and PSE&G is continuing with the improvements on the south side of Fort Lee Road so that intersection will be somewhat hectic especially during rush hour.

There is no rest for the finance & personnel committee because the CFO & the Borough Administrator is almost done with the 2013 budget. There will be some more meeting concerning that in November.

Mayor

Mayor DeSimone has attended many Oktoberfest celebrations this fall. He will also be attending the ceremony in Fort Lee for the ground breaking of the new apartment building complex.

Special Bodies**Economic Development Committee:**

Councilman Hawkins - Economic Development Commission, When the EDC met in September

2012 they invited the Borough Administrator, the CFO, and the tax official to come in and explain to the committee how right now at this point the township itself is 92% residential, 8% commercial in terms of the tax revenue that's collected by the town. The committee understands that the ratio needs to change. The officials gave the formulas to the committee and in order for it to change by at least 15% it would be roughly \$2,000,000.00 million dollar project that would be needed, 30%, it would be a \$5,000,000.00 million dollar project. Depending on what the Committee could come up with they are trying to identifying the footprint that was put in front of developers to see what types of plans they would come up with. Of course there will be certain recommendations what the committee might not want to see in terms of looking at any burden that may be inflicted upon our school system, also the additional burden that will be coming up from Edgewater in the future year which we are beginning to see in the using that goes on between Edgewater and Leonia. Everything will be put in front of the public to see what Leonians want to see and not see to make sure that the numbers are presented properly.

Councilman Whitter asked Ms. Leah Roland if she would say a few words in regards to a subcommittee of the EDC which is the Culture events committee, which is looking to coordinate all the cultural committees and activities that we already have in town and the thinking was to make Leonia a cultural destination beyond the boundaries of Leonia, to invite other committees to come in and participate and enjoy the wealth of cultural resources. This is something the Subcommittee was working on. In the works already is a historic walk and bus tour that the Historic Preservation Committee is putting together. The Committee is also looking to put together an annual calendar that will list all of the events. The EDC has many faucets, the Borough Library, the players Guild, Chamber music society, sculpture committee, the list is endless.

Ms. Roland explained that several members attended a meeting in Mahwah, the women who spoke was in charge of the Historic Cultural events for Morris County. In Morris County they marketed it as tourism, the entire county works together to promote what is going on in Morris County; unfortunately we don't have anything like that in Bergen County. Ms. Roland suggested that perhaps after the election members of the Governing Body could use their influence and maybe Bergen County could do the same?

Councilman Whitter added that the EDC is looking at hard cold facts, trying to do it in such a way to preserve the characteristics of Leonia. We may have to sacrifice some small areas to maintain the larger areas for what it is and continue to be what it is. The Committee is making sure all areas are being looked at.

Recreation Commission:

Councilman Pak reminded the Governing Body that on October 27, 2012 recreation is sponsoring its annual Halloween parade and treat street. The parade starts at ACS at 10am and marches towards the Recreation Center.

Library:

Councilman Pak informed the Governing Body that another member unfortunately has resigned from the Library Board Trustees.

Environmental Commission:

Councilman Salmon explained that the Commission had met on at the October 3, 2012. He also informed the Governing that the Commission had a good turnout on the "Walk Leonia" and that it was much greater this year then it was last year.

Councilman Hawkins added that he had attended the Environmental Commission meeting and discussed ideas for improving the recycling program. He would like to raise the performance of the recycling program.

Councilman Salmon enlightened the Governing Body that the Committee is working on the language to raise the awareness of recycling that the town would need to have enforcement, encouragement and understanding.

Shade Tree Committee:

Councilman Salmon - Shade tree Committee met on October 20, 2012, the committee is working on the fall planting, and the 2013 budget he believes the deadline is the end of October. At the same time the Committee is reviewing other town Ordinances in regards to the loss of Borough trees.

Green Team:

Councilman Hawkins - The international green construction code came out, it is a comprehensive construction code book that was given to him. What it does is it redefines the construction that is used by the state of NJ, to add green concepts and more green construction codes. Councilman Hawkins along with the green team is proposing to add the green construction code to an enforceable code in Leonia. The green team has a sample Ordinance on that code which will be presented to the Planning Board first, then the Governing Body. Councilman Hawkins asked the Borough Administrator if he could possibly obtain a few more of the green code books. Councilman Knott suggested that perhaps it's something that can be obtained on line or by CD. Councilman Hawkins explained that the Green team is going to have a subcommittee meeting to discuss the book and figure out the correlation between the book and the legal rules and regulations. Leonia's building code is built on the international building code and this is an addendum to the international code that is currently being used. It's just a matter of Leonia adopting this so it is enforceable.

10. INTRODUCTION OF ORDINANCE

1. ORD-2012-15 Amending Chapter 194 of the Code of the Borough of Leonia Titled "Vehicles and Traffic."

Acting Borough Clerk Lynn Hemmer read Ordinance 2012-15 by title.

Councilman Hawkins shared his concern in regards to other businesses on the Avenue having knowledge of this Ordinance.

Borough Attorney Giblin explained to Councilman Hawkins that the ordinance does not specifically state that it is for any particular business. It just interprets those three (3) spots at the end of the block between the hours of 9 - 2pm as a loading zone, Mon thru Friday.

It was agreed that discussion for adoption will be held at the next meeting. At this time Mayor DeSimone will get some input from other merchants regarding this ordinance.

RESULT:	INTRODUCED [UNANIMOUS]	Next: 11/14/2012 7:30 PM
MOVER:	Darryl Whitter, Councilman	
SECONDER:	Doug Salmon, Councilman	
AYES:	Knott, Choi, Hawkins, Pak, Salmon, Whitter	

11. ADOPTION OF ORDINANCE

12. UNFINISHED BUSINESS

1. Leonia Sign, Fort Lee Road - Councilman Hawkins

Borough Attorney Giblin discussed options for what he felt the sign at Overpeck Park should look like.

Councilman Hawkins would like the sign to be the traditional sign that Leonia already has.

Borough Administrator Terhune will check on prices for the sign.

Councilman Salmon asked for an update on the red light Camera's. Borough Administrator Terhune explained that he is still working on the RFP.

13. NEW BUSINESS

14. COMMENTS FROM THE PUBLIC (Agenda and Non-Agenda items)

Mary Ellen Neu - 145 Highwood Avenue, inquired about the hours of the loading dock, 9am - 2pm, also questioned what the difference is if they park along Fort Lee Road when the children are in school anyway, not sure if you need to give up those spaces for the other businesses that are there in that time people do come and get lunch. Ms. Neu also commented about the IT committee info comment about tweeter & Facebook. Police dept. social media is the sign of the times. Ms. Neu feels besides the fact you can't erase newspaper articles, or things. You can Google something that's announced on tweeter or Facebook is actually getting to the next generation. Personally, sometimes that the only source of information that's available to her, it's helpful to know what's going on. One more thing since no one reported from the committee and since she is a member of the Board of Health she wanted to commend the Public Nurse for the amazing job she did with the health fair.

Leah Roland - 186 Crescent Ave, questioned what is the current parking Ordinance on Broad Ave? Governing Body answered two (2) hours. Ms. Roland inquired if the two (2) hours parking is carefully enforced, because it seems that there are cars that are parked there for hours and hours throughout the day, whether businesses there treat that area fairly. Ms. Roland also added that every business on the block gets tremendous boosts from the fact of having a very

buyable supermarket on the avenue and whether they think in those terms or not maybe they should be part of the discussion that one has with them that it is to their advantage.

Ms. Roland also has a question for the IT Committee, she is curious about the survey, is she correct to understand that it only had 50 responses? Ms. Roland is curious how the survey was distributed? Curious if it's a fair sampling of Leonia residents just in terms of assessing how valuable that information is.

John Kender's response was the survey was done through "Survey Monkey" which is a pre site survey; it's free to put questions on and charges for the responses. The Committee gave permission to pay the free for the responses. Total at the time was 57 responses, 7 came in after the report was done totaling 65 altogether, which is 2% of Leonia. This is a typical response for a normal household. There is no evidence that someone who spoke Korean was responding. For what it's worth the committee did not edit the written responses. Anything that anyone said is here; people can read it and make their own decisions in terms of the numerical responses. The committee used statistical tools that John has been using for over 30 years in his own research to look for things like correlation; this is how the committee got the homeowner vs. parent's type thing. The typical problem with surveys is that unless you do what is called snowballing which is where you ask people who do the survey, to ask other people to do the survey, and so on. The committee put the survey on the website, LeoniaTalks, Leoniamomtomom. John added that this is not his profession; he just uses a lot of the statics in his work. What the committee said here is an accurate summary of the survey.

15. CORRESPONDENCE

16. CLOSED SESSION

Hawkins

Whitter

1. Litigation

17. ADJOURNMENT

Hawkins

Knott