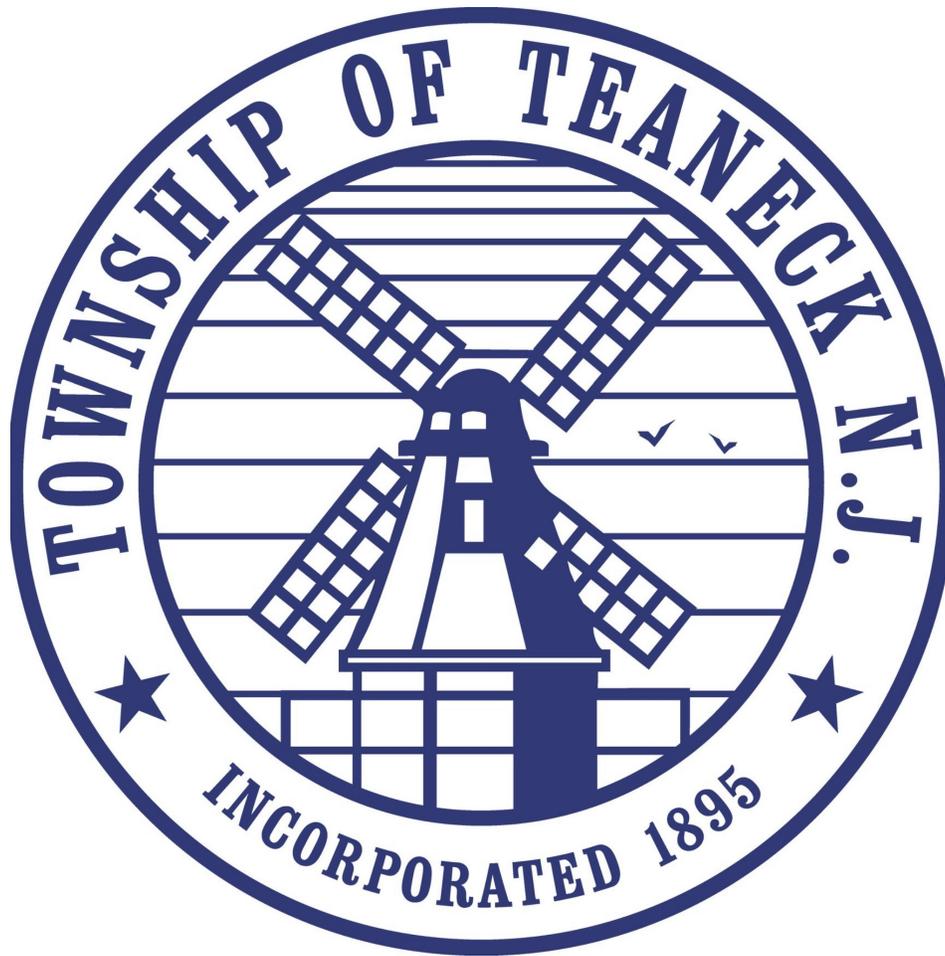


# **Township Manager's 2022 Annual Report**



**Dean B. Kazinci  
Township Manager**

**May 2023**

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# Welcome

The Township Manager's Annual Report for 2022 chronicles a year of hard work and success of an organization that provides municipal services and programs to support Teaneck's residents and businesses. From world-class recreation facilities and special events to street maintenance and emergency response, the report highlights just some of the important work provided year-round by the dedicated employees of the Township.

Thank you for your time in reading this report about your Township at work. We invite you to learn more about us by browsing through the Teaneck Township website at [www.teanecknj.gov](http://www.teanecknj.gov). Furthermore, you are welcome to attend in person or watch our Township Council meetings on Cablevision Channel 77 or on FIOS Channel 47 (the Township's public access TV channels). If you need to ask us a question, request a service, or report an issue, visit our website or call us at 201-837-1600. We are also available on social media, you may follow our account: @TeaneckNJgov on Facebook, Instagram, and Twitter.

What you will discover is that we're here to help and provide innovative excellence in service and to ensure we keep Teaneck as one of the nation's best places to live, work, learn, play, and do business.



The earliest use of the word "Teaneck" was in reference to a series of Leni Lenape Native American camps near the ridge formed by what became Queen Anne Road. It's a diverse, livable community known across the centuries for its beautiful homes, parks, trees, and schools.

## TEANECK TOWNSHIP ADMINISTRATION

Dean B. Kazinci – Township Manager

Doug Ruccione – Township Clerk

Issa A. Abbasi – Chief Financial Officer

James R. Tighe – Tax Assessor

Mark Bocchino – Construction Official/ Plumbing Subcode Official

Craig Ferdinand – Court Administrator

Farah Gilani – Township Engineer

Courtney Sartain – Health Officer

Andrew McGurr – Chief of Police

Joseph Berchtold – Fire Chief

Shinae Hyun – Director of Public Library

Travon Romeo – Director of Public Works

Simona Casian-Sirbu – Purchasing Agent

Glenna D. Crockett – Superintendent of Recreation

John L. Shahdanian II, Esq. – Township Attorney

# TOWNSHIP COUNCIL

The Teaneck Township Council is a diverse group of civic leaders and professionals with a deep respect for Teaneck's rich history. Council members are dedicated to their important role as elected policy makers, who guide Township government and help maintain Teaneck as a vibrant community.

The Council is comprised of seven members, elected at large, of which one is elected by the Council as Mayor and two are elected by the Council as Deputy Mayors. Council members are elected for staggered four-year terms with elections occurring every two years.

The Township Council generally meets on the second and fourth Tuesday of each month. Meetings are held in the Municipal Building at 818 Teaneck Road. Council agendas and Zoom meeting information are posted on the Township's website, [www.teanecknj.gov](http://www.teanecknj.gov), and on the bulletin board in the Municipal Building. The public is always welcome.



**Michael Pagan**  
*Mayor*

201-837-1600, Ext. 1028  
[mpagan@teanecknj.gov](mailto:mpagan@teanecknj.gov)



**Danielle Gee**  
*Deputy Mayor*

201-837-1600, Ext. 1028  
[dgee@teanecknj.gov](mailto:dgee@teanecknj.gov)



**Elie Y. Katz**  
*Deputy Mayor*

201-715-5179  
[Katz07666@teanecknj.gov](mailto:Katz07666@teanecknj.gov)



**Hillary Goldberg**  
*Council Member*

201-837-1600, Ext. 1028  
[hgoldberg@teanecknj.gov](mailto:hgoldberg@teanecknj.gov)



**Karen Orgen**  
*Council Member*

201-837-1600, Ext. 1028  
[korgen@teanecknj.gov](mailto:korgen@teanecknj.gov)



**Denise Belcher**  
*Council Member*

201-837-1600, Ext. 1028  
[dbelcher@teanecknj.gov](mailto:dbelcher@teanecknj.gov)



**Mark J. Schwartz**  
*Council Member*

201-837-1600, Ext. 1028  
[mschwartz@teanecknj.gov](mailto:mschwartz@teanecknj.gov)

# Township Service Guide

201-837-1600  
(for emergencies, dial 9-1-1)

Manager’s Office.....	Dean B. Kazinci, CPM, CHR, Township Manager.....	<a href="mailto:twspmanager@teanecknj.gov">twspmanager@teanecknj.gov</a>
Building Department.....	Mark Bocchino, Construction Official/Plumbing Subcode Official.....	<a href="mailto:building@teanecknj.gov">building@teanecknj.gov</a>
Clerk’s Office.....	Doug Ruccione, Township Clerk.....	<a href="mailto:clerk@teanecknj.gov">clerk@teanecknj.gov</a>
Engineering Department.....	Farah Gilani, PE, PP, CME, Township Engineer.....	<a href="mailto:engineering@teanecknj.gov">engineering@teanecknj.gov</a>
Finance Department.....	Issa A. Abbasi, MPA, RMC, CMFO, Chief Financial Officer.....	<a href="mailto:finance@teanecknj.gov">finance@teanecknj.gov</a>
Fire Department: 201-808-8080.....	Joseph Berchtold, Fire Chief.....	<a href="mailto:jberchtold@teanecknj.gov">jberchtold@teanecknj.gov</a>
Health Department.....	Courtney Sartain , Health Officer.....	<a href="mailto:health@teanecknj.gov">health@teanecknj.gov</a>
Library: 201-837-4171.....	Shinae Hyun , Director of Public Library.....	<a href="mailto:hyun@teaneck.bccls.org">hyun@teaneck.bccls.org</a>
Municipal Court.....	Craig Ferdinand, CMCA, Court Administrator.....	<a href="mailto:court@teanecknj.gov">court@teanecknj.gov</a>
Police Department: 201-837-2600.....	Andrew R. McGurr, Chief of Police.....	<a href="mailto:goreilly@teaneckpolice.org">goreilly@teaneckpolice.org</a>
Public Works Department.....	Travon Romeo, Director of Public Works.....	<a href="mailto:dpw@teanecknj.gov">dpw@teanecknj.gov</a>
Purchasing Department.....	Simona Casian-Sirbu, QPA, Purchasing Agent.....	<a href="mailto:purchasing@teanecknj.gov">purchasing@teanecknj.gov</a>
Recreation Department: 201-837-7130.....	Glenna D. Crockett, CPRP, RA, Superintendent of Recreation.....	<a href="mailto:recreation@teanecknj.gov">recreation@teanecknj.gov</a>
Tax Assessor’s Office.....	James R. Tighe, CTA, SCGREA, Tax Assessor.....	<a href="mailto:assessor@teanecknj.gov">assessor@teanecknj.gov</a>

### Hours of Operation

**MUNICIPAL BUILDING:** Monday, Wednesday, Thursday & Friday 8 a.m. to 5:15 p.m.; Tuesday: 8 a.m. to 7 p.m.

**DEPARTMENT OF PUBLIC WORKS:** Monday through Friday 7 a.m. to 3 p.m.

**RECYCLING DEPOT HOURS:** Friday, Saturday and Sunday 7 a.m. to 2:45 p.m.

**RECREATION DEPARTMENT** (main office): Monday, Wednesday, Thursday & Friday 8 a.m. to 5:15 p.m.; Tuesday 8 a.m. to 7 p.m.

**POLICE AND FIRE DEPARTMENTS:** Open 24 hours

# Manager's Message



It is again my pleasure to present the 2022 Annual Report for the Township of Teaneck. This report highlights major accomplishments and initiatives over the past year along with key financial information for the Township of Teaneck.

The Township is proud of its rich history of serving the community with pride and excellence. Teaneck has a strong sense of community and a long tradition of public service. Residents will find Teaneck to be a safe, inviting and secure community to live, work, and raise a family.

In 2022, our workforce provided the highest level of customer service to residents, using new and existing resources to achieve a high level of success in effectively and efficiently executing plans to improve the Township's amenities, infrastructure, public safety, and overall value. I would like to thank each and every employee and volunteer, as well as our Boards, Commissions, and Committee's for their continued dedication and commitment in making Teaneck an exceptional community to live, work, and raise a family.

2022 was also a year in which the Township started to see health and financial recovery as we clawed our way out of the COVID-19 pandemic. There still remains many challenges from the Pandemic such as supply costs, product availability, higher interest rates, and inflation. Other challenging variables include replacing staff from retirements in our various departments, providing affordable housing for our seniors, development, the ever-changing weather, and maintaining a budget that not only sustains services, but improves upon them.

As your Manager, I remain focused on advancing several very important community concerns to include infrastructure improvement, public safety, parks and recreation, traffic safety, grant opportunities, and repairs to our roadways. To that end, with the help and support of Council, 2022 allowed us to meet many of these goals.

The police department opened a new 9-1-1 Communications Center which now routes all 9-1-1 calls to Teaneck. We conducted various infrastructure repairs at police headquarters, purchased new hybrid police cars, and implemented many traffic calming measures throughout the Township, especially Tryon Avenue and Columbus Drive which now has speed bumps in place. Work continued on fiber optic cabling that will allow the shared services agreement with the City of Hackensack to move forward for fire dispatching. A new fire boat for water rescues was received, and an order placed for new fire staff vehicles. We continue to conduct infrastructure renovations to fire station #4 on Windsor Road with an anticipated completion date in 2023. There were several municipal building infrastructure improvements completed in 2022 to include the installation of 74 new Pella windows, and two electric sliding entrance/exit doors for better ADA access. Demolition of the municipal building basement was completed which will now allow us to renovate this area for potential use by the Helping Hands Food Pantry, as well as other important uses. Our DPW completed renovations to the Council chambers, and two new HVAC units replaced failing units on the roof of the administrative building.

We designed a new digital billboard for the municipal green and I anticipate completion of this project in 2023. We also installed a new cooling tower at the Teaneck Public Library and further infrastructure renovations will take place in 2023.

Infrastructure repairs to the Rodda Center were completed in the fall. The repairs included roof and brick work, a new façade, and replacement windows. In addition, repairs were made to the Votee Park pool which will allow for continued operation over the next several years. Playground renovations to Terhune Park started and when complete, will include state of the art playground equipment, a rubberized safety surface, and fencing. A new three station pre-fab bathroom was installed in Phelps Park and additional work will take place in 2023 to repair the walking trail. Every year you will see a different municipal park completely renovated and upgraded. Herrick Park is next on the list.

Additional infrastructure repairs and improvements include the milling and paving of 25 municipal streets totaling 5 miles of roadway. The Court Street municipal parking lot was redesigned, milled, and resurfaced allowing for more parking and a safer environment by Votee Park. Residents will now find that Court Street has one-way traffic (west).

The Township's engineering department worked on many projects throughout the year. They were focused on sewer upgrades, drainage repairs, and designing many of the projects throughout the Township including the new Votee Park bandshell which should be completed by the summer of 2023. You will see many other improvement initiatives scheduled in 2023.

The Township's 2<sup>nd</sup> annual Teaneck Day event was a huge success and everyone is looking forward to the next community celebration in September of 2023.

Teaneck entered into several other shared service agreements in 2022. The first one with the Borough of Leonia for use of our municipal court which generates additional revenue for the Township. The second shared services agreement involved the Borough of Paramus for heavy duty vehicle maintenance, a cost savings measure for the Township.

Two very important software projects came online in 2022 which serve to help our residents in reporting and securing services. Spatial Date Logic's municipal management software has various platforms for residents to engage directly with the Township of Teaneck. The software allows residents to access information, submit requests, schedule inspections, report concerns and monitor progress online.

The recreation department is now utilizing RecPro which allows residents to register for programs, reserve facilities, and pay for services online. Both SDL and RecPro can be found on the Township's website at [www.teanecknj.gov](http://www.teanecknj.gov).

In 2022, the Township was awarded almost 1.5 million in grant funding for various projects with over \$4,000,000 in potential funding applied for and pending review through various organizations.

As you will see in reviewing the annual report, your Township government was busy throughout the year continuing our mission of delivering exemplary municipal services responsive to the entire community and consistent with our history, culture and unique character.

In 2023, I look forward to working with the Township Council and our municipal workforce to further enhance municipal services, improve efficiency, and to ensure the Township of Teaneck remains a great place to live, visit, work, and raise a family.

I encourage all residents to get to know us better by getting involved in your local government. Attend a Council meeting, browse our website, inquire about volunteer opportunities, consider serving on a board, committee, or commission, or just drop by for a visit. I think you will be pleased with our friendly customer service and our approach to quality local government. You should expect no less.

With sincere thanks,

***Dean B. Kazinci***  
Township Manager

# Police Department

Andrew R. McGurr, Chief of Police

## SCOPE OF OPERATIONS

The mission of the department is to safeguard the lives and property of the people it serves, to reduce the incidence and fear of crime, and to enhance public safety, while working with diverse communities to improve their quality of life. Members of the department are committed to the highest ethical standards and to providing public service with honor, integrity and respect.

The department works in partnership with the community to prevent and solve crimes, providing residents with a high sense of security. The department strives to elevate the level of public safety through education, continuous training and technology.

## KEY PUBLIC SERVICE AREAS

The department is accredited by the New Jersey State Association of Chiefs of Police. The department has an authorized strength of 97 sworn officers, including the Chief, and is divided into three divisions: Operations, Investigations, and Service, under which there are several bureaus. Additionally, the department has 8 dispatchers, 6 civilian support staff members, 2 parking enforcement officers, and 10 Auxiliary Police volunteers. The Teaneck Police Department is also the primary Public Safety Answering Point (PSAP) for the Township of Teaneck.

### Patrol Bureau

Approximately half of the department is assigned to patrol duties. These officers respond to various calls for service 24/7. Also, officers engage in preventative patrol using high visibility tactics to deter and detect criminal activity.

### Detective Bureau

The Detective Bureau is broken down into three squads: General Investigations, Narcotics, Burglary, and Warrants.

#### General Investigations

The General Investigation Squad's primary responsibility is to investigate all adult related crimes. Some examples include homicides, aggravated assaults, sex crimes, thefts, robberies, arsons, harassments, identity thefts, and credit card frauds. Detectives assigned to General Investigations have received specific/advanced training in these fields. Detectives utilize tactical crime analysis, innovative technology, creative investigativetechniques, and partnerships with citizens, businesses, and other law enforcement agencies to effectively investigate criminal activity. In addition, the squad handles police, fire and public safety telecommunicator background investigations, confidential investigations, and assists with dignitary protection details. Detectives are available 24 hours a day through an "on call" status to respond as needed to conduct criminal investigations. Many investigations are either initiated or solved as part of a cooperative effort with members of the public. Detectives are available to speak with members of the public with information that would assist in investigating or preventing criminal activity.

#### Anti-Crime

The Anti-Crime Squad's mission is to exist as a useful and efficient resource to the Teaneck Police Department. The squad is a project oriented proactive street crime team that is charged with targeting and suppressing selective street level crime problems within the Township of Teaneck through specialized enforcement methods. The Anti-Crime squad focuses the majority of their time on narcotics, burglary, and stolen vehicle related cases. Members of the Bureau's Anti-Crime Squad are available to provide home and business security surveys.

## **Warrants**

The Warrant Squad's primary responsibilities consist of maintaining and processing criminal complaints generated by the department, executing arrest warrants and providing courtroom security when municipal courts are in session. The squad is also responsible for preparing indictable cases for presentation to the Bergen County Prosecutor's Office.

The Bureau continues to work closely with the "Bergen County Crime Stoppers" program. Crime Stoppers will pay up to \$1,000 dollars for information leading to an arrest or conviction. The Bureau thoroughly investigates all calls received on the Crime Stoppers tip line (844-466-6789). All callers remain anonymous.

The focus of the Bureau continues to be on Hometown Security. The Bureau works in conjunction with Federal, State and County officials to ensure the highest level of security for our residents. The Detective Bureau maintains a liaison to the Office of Counter Terrorism. Intelligence information is received and evaluated on a daily basis. The Detective Bureau encourages residents to IMMEDIATELY contact the Teaneck Police Department to report suspicious activity at 201-837-2600.

In 2022, members of the Detective Bureau were assigned to conduct 841 criminal investigations. As of this writing 298 of those cases are still actively being investigated. Members of the Detective Bureau also conducted 29 employment background investigations, 3 liquor license background investigations and 10 solicitor investigations. Members of the Detective Bureau also provide security for all municipal court sessions as well as for all open meetings conducted by the Township Council.

## The Juvenile Bureau

The Juvenile Bureau comprises specially trained detectives who investigate matters involving juveniles, families, criminal mischief, certain thefts, gang-related activity, issues originating out of township schools, and all bias incidents. A Juvenile Bureau detective is responsible for local Megan's Law registration and enforcement. Furthermore, within the township, the bureau administers Title 2A:4A, The New Jersey Code of Juvenile Justice. This code's purpose is to protect the public interest through education, rehabilitation, responsibility, and the preservation of family unity while steering juveniles away from the criminal justice system with a focus on guidance. These goals are achieved by substituting certain statutory consequences of delinquent behavior with specialized programs, supervision, care, and a range of sanctions designed to promote accountability for juveniles and protect the public.

The Juvenile Bureau works with the Division of Criminal Justice, the Bergen County Prosecutor's Office, the Division of Child Protection and Permanency, the Bergen County Division of Family Guidance, the Teaneck Board of Education, as well as other state and local agencies, to ensure these goals are met. Members of the Juvenile Bureau maintain close relationships and work collaboratively with our public and private schools to provide a safe and secure learning environment for students and staff. Presentations are periodically made to students, parents, teachers, and others on a wide range of topics, including the perils of gangs, alcohol, and drug abuse, as well as safe social media/internet usage. A juvenile detective acts as a liaison to the Teaneck Municipal Alliance Against Substance Abuse. Additionally, a uniformed detective is assigned to Teaneck High School full-time as the School Resource Officer (SRO). The SRO strives to create lasting bonds with students and is an integral part of the high school community. The SRO acts as a positive role model that students can rely on for guidance and support through adolescence.

In 2022, members of the Juvenile Bureau were assigned to conduct 453 investigations. As of this writing, 61 cases are still actively being investigated. Members of the Juvenile Bureau also conducted 18 employment background investigations and provided security during numerous court sessions and Council/Budget Meetings. In cooperation with Teaneck High School and the Board of Education, the Juvenile Bureau oversees the safety and security for three major annual events; the Teaneck High School Pep Rally & Bonfire, the Teaneck High School Prom Show-Off and the Teaneck High School graduation ceremony.

Other Juvenile Bureau responsibilities include:

- Administering Station House Adjustments (court diversion program)
- Issuing Curbside Adjustments (minor infractions)
- Making referrals to the Juvenile Conference Committee
- Participating in School Safety Drills, including "lockdowns" and evacuations of students and faculty at township schools.
- Conducting youth counseling and family mediation
- Providing high school student mentoring
- Participating in the Teaneck High School's annual career day/opportunities expo program
- Conducting referrals to local, county, and state agencies for counseling
- Conducting directed patrols of all schools throughout the Township
- Conducting training on Bias incidents and cultural diversity

## **Service Bureau**

Staffed by police officers and civilians, the bureau is charged with facilitating the department's training, accreditation through NJSACOP, body worn camera system, evidence collection, firearms licensing, alarm registration, police records management, as well as public records access.

## **Community Policing Bureau**

Officers assigned to this unit work to abate chronic quality of life issues by applying problem-solving techniques. The squad spearheads the police department's community education effort, including addressing various contemporary issues through seminars, presentations, and events such as National Night Out and senior fraud awareness presentations. Members of the Community Policing Bureau are available to provide lectures on pedestrian safety, active shooter and hostile events preparedness, emergency preparedness, crime prevention and awareness, DWI/Alcohol awareness with Fatal Vision Goggles demonstrations, domestic violence awareness, bicycle safety, safe kids presentations, anti-bullying, au pair safety, and Car Fit for Seniors. Members of the Bureau also participate in the Chief for a Day program, summer 7-Eleven Operation Chill, Coffee with a Cop, the annual township holiday toy-drive and the township holiday food drive. Members of the Bureau work in coordination with federal, state and local partners to provide security risk assessments of local critical infrastructures in the Township. Tours of police headquarters to groups and a ride-along with an Officer program are offered through Community Policing.

In 2022, two pedal go-kart roadsters and two marijuana Fatal Vision Goggle kits were purchased through the use of asset forfeiture funds to supplement our impaired and distracted driving presentations.

The Police Department maintains a presence on social media with accounts on Facebook (Teaneck Police Department), Twitter (Teaneckpd) and Instagram (Teaneckpd) to engage the public through social media. Use of social media provides the ability to post information such as press releases, road closures, safety tips, and other items of interest to the community.

The Community Policing Bureau established a local door code / lock box code safety program. Participating residents, businesses, schools or houses of worship provide door or key codes in case emergency access is required. Participation in the program is voluntary and access codes and emergency contacts are securely maintained in the police department's digital CAD system. Please contact us to inquire about this program.

Within the Teaneck Police Department, "community policing" is a philosophy and practice that guides the department. In short, everything done is with community policing in mind. Members of the squad can be reached at (201)837-8759 or via email at [communitypolicing@teaneckpolice.org](mailto:communitypolicing@teaneckpolice.org).

## Traffic Bureau

The Traffic Bureau is staffed by specially trained police officers who specialize in working to ensure pedestrians and motorists can safely and conveniently maneuver throughout the Township. The Traffic Bureau educates residents on safety issues and enforces traffic laws. Additional areas of focus include DWI awareness and enforcement, pedestrian safety, Auxiliary Police, Parking Enforcement Officer management, school crossing guards, traffic-related studies and recommendations, safety messages, maintaining and analyzing crash statistics, conducting radar and e-ticketing training, work zone safety training, inspecting and facilitating all work zones created by any company working in the roadway, handle logistics for large township events, processions, parades, street fairs, and funerals. The Traffic Bureau was chosen by EZ Ride as the 2022 recipient of a New Jersey Safe Routes to School partnership and received the 2022 Community Traffic Safety Gold Award presented by AAA Northeast.

The Traffic Bureau has participated in several programs throughout the year, including:

**Crossing Guard Program** - The adult crossing guard program was implemented to protect children on their way to and from school.

**Pedestrian Safety Grant Program** - Children and seniors are targeted for lectures on proper pedestrian safety techniques. A minimum of 10 lectures will be conducted yearly. Intersections maintaining a high number of pedestrian accidents are targeted for strict enforcement. Officers will also continue working with New Jersey Transportation Planning Authority to maintain the Street-Smart program.

**Drive Sober or Get Pulled Over Grant Program** – During certain times of the year, Officers are deployed in large numbers to detect motorists driving while intoxicated or impaired.

**Child Safety Seat Program** - Officers trained in the proper installation of child safety seats serve the residents of Teaneck by ensuring the correct seat is in use and is installed properly. Inspections are conducted at Police Headquarters by appointment only.

**Safety Patrol Program** - The Safety Patrol Program utilizes students within the Township's grammar schools to assist in maintaining a safe environment before and after school, as well as monitoring student behavior on school buses.

**Schools-** Traffic Officers assist schools with evacuation drills, drop off and pick up traffic plans, autism walks and the Safe Walks to School program.

**National Night Out** - National Night Out allows the public to interact with members of the Police Department, as well as other departments and organizations, in a positive manner. Individuals are presented with safety literature and given demonstrations of services provided.

**AAA Defensive Driving** - This program is open to drivers of all age groups. Participants completing the 55 Alive or AAA Defensive Driving Class will be entitled to an insurance discount, as well as the removal of two DMV points from their driving record.

**Car-Fit for elderly adults** in conjunction with HUMC.

**Fatal Vision goggles** -Individuals experience the effects of alcohol by utilizing goggles, which simulate the impairment of intoxication.

**Stoned Cold** - A film presentation based on a DWI re-enactment, which incorporates segmented interviews with family members of DWI victims and trauma center personnel. An emotionally impactful program recommended for adults, high school students, and children ages 12 to 15 accompanied by a parent.

**“OTTO” The Auto** - With the assistance of the American Automobile Association, a remote-controlled talking police car, “Otto”, is utilized to engage children in the third grade. Officers are asked questions by “Otto” and seek answers from the participants. Children learn about crossing the street, what color clothing they should wear, riding bicycles, and general safety rules.

## HIGHLIGHTS OF 2022

In 2022, members of the department drove more than 483,378 miles patrolling township streets. The department conducted more than 6,093 building checks, 2,346 business checks, and 5,949 house of worship checks. Teaneck Police responded to more than 1,751 burglar alarms, 382 fire alarms, and 3,465 medical emergencies. Member of the Teaneck Police Department also administered Nasal Naloxone 12 times in 2022 at overdose medical emergencies.

The department participates in Project Medicine Drop. Citizens deposit their unused or expired household pharmaceutical waste into the Project Medicine Drop box, 24 hours a day in the lobby of police headquarters. In 2022, 731 pounds of medication was turned in.

In October, the renovation of the dispatch center was completed. This enabled the department to begin receiving 9-1-1 calls, making the Teaneck Police Department the primary Public Safety Answering Point (PSAP) for the Township of Teaneck.

The department equipped all of its officers with body worn cameras. Once training was completed, officers began utilizing the cameras in October.

## INITIATIVES IN 2023

Continue to focus on pedestrian safety. Reduce the number of pedestrians struck by vehicles. A combination of education, engineering and enforcement will be employed to attempt to achieve this goal.

Continue to improve upon hometown security.

Update and improve the transmission and reception quality of the township's two-way radio communication equipment. We will have receiver sites, portable radios and mobile radios inspected for remediations and alignments. Antiquated equipment will be replaced and an evaluation of the current receivers, repeater, and amplifiers will be conducted for necessary improvements and enhancements.

We will begin the process of renovating the detainee holding cells to meet the updated New Jersey Dept. of Corrections compliance standards.

Active shooter training utilizing simmunition technology will be conducted in conjunction with defensive tactics training, utilizing the new Bergen County Training Annex, that features a two-story simulated mall for real life scenario training.

We will begin renovation of the roll call room to facilitate a modernized collaborative work space to be utilized for conferences, meetings, training, and public events.

Bulk replacement of tasers that have reached the end of their recommended lifespan, with new generation 7 Axon Tasers.

Increase the utilization of technological advancements/equipment to assist in solving criminal investigations.

Expand the regular usage of social media to improve and expedite the flow of information between the department and the community.

# Fire Department

Joseph A. Berchtold, Fire Chief

1231 Teaneck Road Teaneck New Jersey 07666

**To report a fire: 911 or 201-837-7783**

All other business: 201-808-8080

## SCOPE OF OPERATIONS

Along with responding to fire alarms, the Department is often called out to auto accidents, Hazardous conditions, victim rescue and a host of other emergencies. Our table of organization is for 93 staffed members, including 31 officers, 60 firefighters and 2 civilian staff. 90 percent of our department is assigned to fire suppression divided into 4 shift working 365 days a year We are currently in the process of hiring to fill vacancies.

## RESIDENTIAL FIRE SAFETY INFORMATION

As always, **you** are ultimately responsibility for your fire safety. No one should sleep in a room without two means of egress in case of a fire. No one should sleep in a house without working smoke detectors on each level of the home and – preferably – with smoke detectors in each bedroom that are all part of an interconnected system . No family should go to bed at night without a valid, realistic, fire safety escape plan that has been well thought out and practiced. Sometimes smoke detectors are intentionally disabled because of “nuisance” alarms. This is often caused by the wrong type of detector or poor location. Ionization smoke detectors will trigger an alarm sometimes for non-dangerous conditions like normal cooking vapors or steam from a shower. They are however faster to respond to a fire with early flame production. Photoelectric smoke detectors are more stable and respond better to a smoldering fire. The International Association of Fire Chiefs recommends the use of both types of detectors in the home. Homeowners can call the Fire Prevention Bureau for recommended placement of the detectors and / or follow the manufacturer’s installation instructions. Placing smoke detectors in, or right outside, a kitchen or bathroom may lead to “nuisance” alarms. Smoke detectors have a limited useful life. The National Fire Protection Association recommends replacing **smoke detectors ten years from the date of manufacture**. **Carbon Monoxide detectors should be replaced after seven years**. Most detectors have the “date of manufacture” printed on the back of the device. If you are not sure how old your smoke detectors are, just replace them. The Fire Prevention Bureau is ready to provide any technical advice you need concerning detectors and escape plans. Call us at our non-emergency number: (201) 808-8080 x 5200 during normal business hours.

## **FIRE PREVENTION BUREAU**

The Bureau is the enforcement agency for the State of New Jersey and the Townships of Teaneck Fire Code, which is aimed at controlling fire hazards in all structures within the community. The Fire Code mandates periodic inspections of occupancy which include: schools, local businesses, factories, hospitals, nursing homes, all commercial businesses, and industrial / office buildings in the community. All new construction, including renovations and additions, are inspected by a fire specialist before a certificate of occupancy is issued. Cooperation with the building department insures fire protection with all building with in the Township. Residents are encouraged to request an inspection of their home to determine if any fire hazards exist. All residences – upon resale – and all rental units – upon rental – in accordance with State law are inspected for required smoke detectors, carbon monoxide detectors and fire extinguishers. The Bureau reminds residents that at least one to two weeks' notice is required for a smoke detector and carbon monoxide inspection.

In 2022, the Teaneck Fire Department conducted **2066** fire prevention related activities/ inspections. Of that number, **1295 were** unsafe condition” inspections, issued by fire suppression companies on emergency responses, **401 were** life hazard inspections required by the state. **370 were** home smoke detector and carbon monoxide detector inspections for the resale of one or two family homes. Fire Prevention staff members also: conduct fire drills and fire safety education talks with Teaneck occupants; and participate in community events such as: Fourth of July, National Night Out, and the annual Bread Burning ritual at the JCC of Teaneck. The Fire Prevention Bureau have speakers available for Fire Safety lectures. Please contact the Bureau at (201) 808-8080 ext. 5206 to schedule a lecture for your group or organization. In addition to the Fire Prevention Bureaus activities **in 2022** , neighborhood fire companies typically conduct **approximately 1,800 “in-service”** inspections.

## **FIRE INVESTIGATION UNIT (FIU)**

Under the direction of the Chief of Department and the Fire Official, the FIU conducts investigations of all fires for origin and cause. In cases of fatal fires or arson fires, the FIU coordinates with the Teaneck Police Department, the Bergen County Prosecutor's Office, the Bergen County Arson Squad and other State and Federal agencies.

## **FIRE SUPPRESSION**

The primary goal of the Teaneck Fire Department is to prevent fires from occurring. When a fire does occur, the goal becomes the immediate protection of life and property by rapid fire confinement, control and extinguishment of the fire while rescuing any trapped occupant. The average response time for the Teaneck Fire Department is **three minutes** – from time of notification to arrival on scene – which is below the NFPA recommendation of four minutes for a response. At the first sign of smoke and/or fire, and/ or alarm activations, the fire department shall be notified. Building occupants shall leave the structure immediately, and call the fire department from outside the structure. Many serious and/or fatal fire injuries could have been avoided by prompt notification to the Teaneck Fire Department. **NEVER RE-ENTER A BURNING STRUCTURE.**

**In 2022 The Teaneck Fire Department received mutual-aid 12 times.** This consisted of 92 pieces of apparatus and 315 firefighters. **43 times in 2022** Teaneck sent one chief, one fire apparatus, and 4 firefighters on **mutual-aid to** surrounding communities. The Teaneck Fire Department is a member of the Bergen County Mutual Aid system. Teaneck also serves as one of the Mutual Aid Dispatch Center for the County.

## RESCUE OPERATIONS

The fire department responds to serious motor vehicle accidents on Routes 4, 80, 95 and on our local streets. The department responds to water / ice rescues on the Hackensack River, Over peck Creek and to flooding conditions in Teaneck and neighboring towns. In cooperation with – and in support of – other Township emergency services, the fire department has increased – and will continue to increase – our response to medical emergencies. This is part of a conscious departmental effort to improve the residents' quality of life and to save lives. The cooperation between the Teaneck Fire Department, the Teaneck Police Department and the Teaneck Volunteer Ambulance Corps has been well established over years.

## TRAINING BUREAU

Uniformed members of the department attend continuing education courses covering a broad variety of subjects, including: Computer Aided Dispatch; Fire-Investigations; Inspection Procedures; Pre-Incident Planning; Blood borne Pathogens; SCBA Care & Maintenance; Rescue Task Force; Infectious Disease Control; Aerial Operations; Building Construction; Carbon Monoxide Operations; Driver Training; Elevator Emergencies; Fire Attack; Fire Behavior; Fire Detection; Foam Operations; Size-Up; Standpipe Operations; Terrorism; Vehicle Extrication; Water Rescue; Forcible Entry; Mayday Operations; Pump Operations; Radio Communications; Leadership; and Salvage & Overhaul. The department conducted over **6296 firefighter-hours** of training during the year. The department successfully **hired four** new members in 2022. All of these members received training equivalent to nationally recognized standards in: fire attack; first aid; emergency response; hazardous materials; incident response to terrorist incidents; fire scene ventilation; tool usage & care; CPR & AED certification; and fire department operations. All fire department members are CPR & AED certified, and maintain certifications as either: NJ Emergency Medical Technicians and/or Medical First Responders. All first-line fire apparatus carry an Automatic External Defibrillator, first aid bag, and cylinders of compressed medical oxygen positioned for a quick response.

## GOOD MORNING CHECKUP PROGRAM

This program is designed for seniors who live alone and have no one to look in on them on a regular basis. The program provides subscribers with morning telephone call, seven days a week, between 8 AM and 9 AM. A Fire fighter calls the resident to insure they are OK. If there is no answer a firefighter company is dispatched to the house to make sure all is well. In the past residents have been found in need of medical assistance and sincerely appreciated the fire department's concern over their welfare. Before enrolling a new resident, a Department representative interviews the applicant to obtain pertinent medical data and to find out who needs to be notified in case of emergency. A home fire safety check is also done.

**2022 FIRE CHIEF'S REPORT**

<b>Activity</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Total Fire Calls	3320	3388	3580
Fires	188	120	161
Overpressure Rupture Explosion Over Heat	17	8	20
Rescue/Emergency Medical Service Incidents	301	476	515
Hazardous Conditions	503	445	357
Service Calls	1000	844	1042
Good Intent Calls	390	440	402
False Alarms/False Calls	917	929	1084
Severe Weather/Natural Disaster	142	46	0
Special Incidents	4	4	1

**FIRE STATISTICS**

We are continuing our work toward a reduction of civilian injuries and fatalities within the township. There were 161 fires of which 52 are classified as structural fires, 39 were classified as kitchen related fires, 41 were outside waste, trash, brush type fires, 22 were vehicle fires and the rest a variety of lesser types of fire incidents. Of the listed fires, few were fires that resulted in significant injury to occupants or sizable property loss. This speaks highly of Teaneck's fire protection strategy of staffed neighborhood fire stations, vigorous code enforcement and rapid receipt / dispatch of alarms. Obviously, the pandemic impacted the Township - and the fire department - heavily. The department responded by instituting strict decontamination protocols which protected not only our citizens, but also the department members who were called for aid.

**CALL FOR HELP**

To report a FIRE residents are urged to use the Township's fire alarm boxes and/or the emergency number (201-837-7783) for the quickest, most reliable fire response service. Dialing 911 is also available. On average, fire personnel respond two minutes quicker to signals from fire alarm boxes and this is a significant difference during the early stages of a fire. We encourage you to program our seven digit number (201 -837-7783) into your telephone speed dialer should there be a problem with the 911 system. If the entire phone system should fail, the Township fire alarm boxes are available for you to report any emergency. You should make note of the location of nearest Fire Alarm Box to your home.

## FIRE STATIONS / APPARATUS

Station 2: 617 Cedar Lane: Built 1953



Class one fire engine (Sutphen 2011) .

Station 3: 370 Teaneck Road: Built 1990



Class one fire engine (E-One 2020)

Station 4: 1775 Windsor road: Built in 1968 currently under a renovation.



Class one fire engine (E-One 2020)

Station Fire Headquarters: 1231 Teaneck Road: Built 1942 Administrative offices, fire prevention, training, dispatch.



Class One Ladder / Quint (Sutphen 2014/ 1986)

### Building / Apparatus / Equipment

	2020	2021	2022
Building & Grounds Repair Orders	191	196	148
Apparatus Repair Orders	343	268	247
Equipment Repair Orders			
Appliances Hose Equipment	74	49	47
Gas Powered Equipment	19	20	13
Radios & Flashlights	91	99	61
Medical Equipment	8	5	1
SCBA PPE	59	86	42
Meters & TICS	20	28	19
Equipment Repair Order Total:	271	282	183

### FIRE ALARM BUREAU

The Township has 315 fire alarm boxes strategically located throughout the Township. Teaneck fire alarm boxes are used to report fires, pre fire smoke conditions and a variety of other incidents including medical emergencies, electrical accidents, steam leaks, etc. The majority of boxes are dual use, relaying alarms from protected premises such as schools, places of public assembly, high rises, etc., as well as being available to bystanders to manually report fires and emergencies. The fire alarm boxes will continue to operate during power failures and are completely independent of the telephone system and private alarm companies.

The cables connecting the fire alarm system to the fire stations are multi use, also carrying tie lines for the police, fire, DPW and ambulance radio systems, as well as voice and data connections between most township owned buildings. The municipally owned cable plant saves thousands of dollars a month by avoiding the use of leased lines or microwave links.

## HIGHLIGHTS OF 2022

1. 2022 Completed officer training in conjunction with our insurance JIFF all officers received a one day class on how to handle subordinates, best practices, rules of engagement , and how to be a better leader.
2. 2022 Received two complete water rescue suits from Bergen county in conjunction with working with Bergen County Office of Emergency management totaling \$10,000 for water rescue ice suits at no cost to the Township Of Teaneck
3. 2022 Worked in conjunction with our insurance carrier to have all members trained on the new rope rescue system that was purchased the prior year in conjunction the Grant for Firefighter rescue which was received the prior year. Working with Glen pointe office complex parking deck Teaneck fire was able to train on removing a victim from a balcony via this rope system. Similar to what occurred in Manhattan a month ago in an apartment fire
4. 2022 to 2023 All fire companies received training on various fire ground operation utilizing acquired structures. This training consisted of hose stretching, fire hand line flowing, ground ladder operations, search for victims in smoke, force able entry training, aerial ladder operations, roof operations , and fire fighter rescue
5. 2022 Placed in-service a rental ladder truck while our tower 21 ladder was out of service because it was damaged by the third-party vendor. Our insurance company is working through cost recover.
6. 2022 Replaced a water rescue boat that was damage from the previous year storm while it was making rescues in New Milford.
7. 2022 to 2023 Purchased Turn Out gear washers and dryers that will be installed sometime 2023 to allow our fire-fighters the ability to wash and move contaminates from their gear when they are off duty. Clean turn out gear reducing their carcinogen and toxic gas exposure, allows the gear to perform better and last longer
8. 2022 to 2023 Renovations to company 4 1375 Windsor Rd where started and will be finished sometime late 2023.
9. 2021 to 2024 Dispatch Center, being moved to Hackensack, delays due to lack of available components, contracts negotiations, purchasing delays
10. 2022 to 2023 Received a radio grant for \$480,000.00 with the township only paying \$40,000.00 allowing us to purchase modern, reliable, durable and safe portables for all are on duty firefighters
11. 2022 to 2023 Continue to work towards other shared service agreements and grants for equipment and training
12. 2022 to 2023 Received 10 set of ballistic body armor to allow Teaneck fire fighter to work as a rescue task force during a terroristic incident / to remove injured people. This will continue with conducting training with the police department in join training drills, paid for by a Bergen county grant.

## INITIATIVES IN 2023

1. 2023 Continue to update and replace apparatus on a 10 years life span of front line service. Allowing for it then to be cycled to our reserve fleet for an additional 10 years before it is removed from service. Currently a three year wait from time of order for a fire apparatus to be delivered.
2. 2023 Continue our hiring process, currently having five firefighters enrolled in Academy which takes about six months of training ( completing a state certified Fire fighter 1 ,Fire Fighter 2 and EMT program ) the initial hiring process can take several month prior to them attending any training.
3. 2023 Teaneck fire department will continue to work on plans allowing our firefighter stations to serve the community.
4. 2023 Continue to provide officer level training through our operating budget, grants , and shared service agreements

# Health & Human Services

## Courtney Sartain MPH Health Officer

### **SCOPE OF OPERATIONS**

The Teaneck Department of Health & Human Services is responsible for programs and services that foster a culture of health through disease prevention, health promotion, and health protection. Daily activities of Teaneck Health & Human Services staff include environmental and property maintenance inspections, health education, communicable disease investigation, outbreak surveillance, social services case management, rabies control, vital statistics, and licensing.

### **KEY PUBLIC SERVICE AREAS**

#### **Public Health Nursing & Health Education**

Through the contract with Holy Name Medical Center, the Teaneck Department of Health & Human Services is able to provide public health nursing and health education services to residents. Communicable disease investigation, cluster and outbreak surveillance, immunization audits for childcare centers and schools, in addition to conducting childhood immunizations for uninsured and underinsured children, are some of the daily public health activities conducted by Holy Name Medical Center staff. Additionally, there is a public health nurse at the Rodda Center to assist with blood pressure readings and health referrals.

#### **Environmental Health**

The Teaneck Department of Health & Human Services is responsible for many environmental health aspects that impact the health and wellbeing of the Township residents. Environmental health programs include vermin control, retail food establishment inspections, heat and hot water complaints, housing and interior complaints, rental property inspections, lead inspections and elevated blood lead level follow-up, recreational bathing inspections, as well as daycare and youth camp inspections. The Teaneck Department of Health & Human Services strives to protect the public health of residents through these inspections.

#### **Property Maintenance**

Charged with property maintenance code enforcement, the Teaneck Department of Health & Human Services conducts hundreds of these types of inspections each year. These inspections range from issues related to overgrowth, sight triangle obstructions, blighted residences, and public health nuisances. Property maintenance complaints are addressed through an initial notice of violation, followed by a period to abate any issues. If the complaint is not abated within a reasonable amount of time, a summons is issued. Failure to comply may also result in the issuance of a summary abatement, which requires remediation by the Township.

#### **Vital Statistics**

The Registrar is responsible for maintaining permanent records and being in compliance with the State of New Jersey's guidelines. The duties of the Registrar include issuing records, licenses, permits, as well as preparing amendments for the following: birth, death, marriage, civil union, and domestic partnership. The office is currently staffed by a Registrar and Deputy Registrar, with additional staff listed as alternates. Currently, the office is operating by appointment only.

#### **Social Services**

As part of the Teaneck Department of Health & Human Services, the Township has a full time social worker on staff. The Social Worker is here to provide support and resources to Teaneck residents. Some of the services provided by the Social Worker include referral to community resources and services, home health care referral, senior housing referral, case management, application assistance for SNAP (food stamps), health insurance, and utility assistance, as well as emotional support. The Social Worker is located in the Health & Human Services Department, except for Wednesdays, when he is at the Rodda Center.

## HIGHLIGHTS OF 2022

### Emerging Infectious Diseases

In addition to COVID-19, the Teaneck Department of Health & Human Services continued to respond to emerging infectious diseases including Mpox, formerly known as Monkeypox, and Ebola. Case investigation and contact tracing of communicable diseases continues to be a critical part in the public health response to prevent the spread of infectious disease.

### New Fee Schedule for Vital Statistics

In 2022, the Vital Statistics Department changed their fee schedule to make receiving vital statistic records more affordable for Township residents and beyond. The change to the fee schedule made Teaneck's fees similar to the State of New Jersey, which brought business and revenue back to the Township.

### Rabies Control

The Teaneck Department of Health & Human Services worked to raise awareness about proper licensure of pets within the Township, in addition to continuing a longstanding partnership with Bergen Veterinary Hospital. Bergen Veterinary Hospital provides rabies vaccine to Teaneck pets, free of charge, through a reimbursement agreement with the department. The Teaneck Department of Health & Human Services also responded to many animal bites, which require confinement or quarantine of animals. This program helps to ensure that humans are not exposed to rabies, which is a fatal disease.

## INITIATIVES IN 2023

Over the course of 2023, the Teaneck Department of Health & Human Services will be working on the following initiatives—

1. **Developing the Lead Safe Inspection Program for applicable rentals in Teaneck.** Through additional guidance from the New Jersey Department of Community Affairs, the Teaneck Department of Health & Human Services will create an ordinance that will ultimately impact the health of residents through increased rigorous inspection of rental properties for potential lead exposure.
2. **Expanding the role and reach of the Human Services Department.** The Social Work Specialist will conduct a community needs assessment to better understand the priorities of the Teaneck community. This assessment will include stakeholder interviews, focus groups, and surveys, in addition to other methods of data collection. Ultimately, the results from this assessment will inform the Department of Health & Human Services, and will impact education and programmatic efforts.
3. **Expanding the membership and advocacy efforts related to the Stigma-Free Advisory Board.** The Stigma-Free Initiative aims to reduce the stigma associated with mental illness and seeking treatment for mental illness through creating a positive and supportive community. The Teaneck Department of Health & Human Services plans to support this initiative through staffing and infrastructure, but also by engaging the community through trainings, forums, and events.

# Municipal Court

Craig Ferdinand, CMCA, Municipal Court Administrator

## SCOPE OF OPERATIONS

The mission of the Municipal Court is to achieve justice while remaining neutral and independent of the Executive and Legislative branches of government. This judicial independence is crucial in ensuring confidence in the legal system by the litigants served. As part of the Judiciary's mission, this office continues to strive to ensure that the core values incorporating independence, integrity, fairness, and quality service are met on a daily basis, when interacting with both internal and external customers.

## KEY PUBLIC SERVICE AREAS

The Municipal Court has jurisdiction over all traffic, criminal and local offenses filed within the boundaries of the Township of Teaneck. Offenses of an indictable nature are processed by the Municipal Court and turned over to the Bergen County Prosecutor for final disposition or downgrade back to the Municipal Court for adjudication. Teaneck Municipal Court will also hear matters transferred by order of change of venue from other municipalities when so required by the Assignment Judge. The court also processes citizen complaints, conducting probable cause hearings on such complaints to determine whether they will be issued. Depending on the charges filed, the Bergen County Prosecutors Office will review indictable complaints filed by citizens and will determine whether to let the Municipal Court move forward with the complaint. The court also refers minor neighborhood disputes to mediation when applicable.

The Municipal Court is automated, utilizing the Statewide Automated Traffic System (ATS) and the Automated Criminal System (ACS). The ATS/ACS systems are linked with the New Jersey Motor Vehicle Commission for prompt reporting of court disposition and driver's license suspensions of defendants, who fail to pay assessed fines and costs, satisfy traffic and parking summonses, or fail to respond to criminal and/or Township ordinance violations.

The executive component of the Teaneck Municipal Court are our two judges, the honorable Giuseppe Randazzo and the honorable Erika Jungblut, the certified municipal court administrator, and the deputy court administrator. The remaining Municipal Court support staff consists of one senior clerk and three clerk typists.

## HIGHLIGHTS OF 2022

Municipal Court staff disposed of 16,468 traffic, parking, and DWI cases, as well as criminal cases, inclusive of offense filed under Township ordinances during the calendar year.

Court staff processed 17,982 traffic, parking, and DWI cases, including both criminal matters and Township ordinance violations. Court filings increased 39.9% as compared to 2021. All summonses and complaints issued by both local, state and county police, and authorized local officials, were processed by court staff under the direction of the Municipal Court Administrator and Deputy Court Administrator.

The court collected \$881,220.62 in fines and costs in 2022, remitting \$493,397.10 to the Township of Teaneck, with the balance distributed to all other appropriate state and county agencies, as required. Revenue to the Township increased 43.7% when compared to 2021.

The municipal court continues to conduct virtual court sessions, however, as of January 2023, the court is now conducting four (4) in person court sessions each month, adopting a more hybrid court model as it relates to its scheduling of regular court sessions. On average, the Teaneck Municipal Court conducts four (4) court sessions every week.

The Municipal Court hired a new clerk typist, Jagoda Osenkowska, who began her employment in January 2022. This position was vacated in 2021 by AnnMarie Gallagher, who became the Deputy Court Administrator in October 2021, a position she continues to hold.

## INITIATIVES IN 2023

The Municipal Court staff continues its efforts to reduce backlog of cases, as well as collecting outstanding fines and costs owed to Teaneck from prior years. As in prior years, to aid in this reduction of cases, the Township appoints, with the approval of the Assignment Judge, a temporary Municipal Court Judge to aid in this reduction. The Court Administrator works in tandem with our judges to determine whether parking matters not resolved should be scheduled for trials in absentia, in a further effort to eliminate backlogged matters. Authority to conduct these trials is given under New Jersey Statute. Teaneck Municipal Court continues to endeavor to provide outstanding customer service to its customers, be it in person, virtually and over the phone, these efforts made in accordance with the Township customer service policy and the Judiciary's core values. To this end, the Court Administrator and the Deputy Court Administrator work daily to lead by example to achieve this goal.

The Court Administrator continues to cross-train all staff, ensuring court operations will continue efficiently in the absence of any employee. The Court Administrator and Deputy Court Administrator are required by New Jersey Statute to maintain their respective certifications as Court Administrator. To achieve this, each take both required and elective seminars to achieve the required certification credits on a yearly basis. The Court Administrator conducts annual reviews of court staff performance, as well as conducting monthly staff meetings, each effective tools in managing the court office and its employees.

# Public Works

Director, Travon Romeo, CPWM

## SCOPE OF OPERATIONS

The Public Works Department is responsible for the maintenance of public areas and facilities of the Township. The DPW endeavors to maintain the Community's cleanliness, safety, and aesthetic appearance through execution of proactive and preventive maintenance programs. The DPW is divided into five divisions that provide a comprehensive array of services.

### Streets and Sanitation Division

The Division is responsible for 124 miles of improved roadway and approximately two miles of unimproved roadway, including snow plowing and snow removal operations on all County and Municipal roads. This Division cleans and sweeps roadways and municipal parking lots, collects leaves, garden debris and trash from public receptacles and provides curbside pickup of recyclables from residences. Additionally, the Division installs and maintains traffic signs, street signs and roadway markings, including crosswalks and parking stalls. **Sewer Division:** The Division handles routing maintenance, video inspection and repair of nearly 170 miles of sanitary and storm drain sewers and more than 5,700 manholes, catch basins, culverts and head walls.

### Garage Division

The Division provides preventive maintenance and repair for 69 Public Works vehicles and 187 pieces of equipment; 50 Police vehicles and 6 pieces of equipment; 23 Fire vehicles and 27 pieces of equipment; 4 Recreation vehicles and 3 pieces of equipment, and one Library vehicle. Additionally, the Division services 11 backup generators. Under a shared services agreement, Public Works serviced and maintained 30 Board of Education vehicles and 6 additional pieces of equipment. This agreement reduced repair costs and increased vehicle in-service time.

### Parks and Tree Division

The Division maintains 25 local parks encompassing approximately 225 acres, which includes all playgrounds and ball-fields and more than 20,000 trees along public streets along with the grounds of municipal facilities, including shrubs and flowers. Additionally, the Division maintains approximately 200 Township-owned lots and one in-ground pool.

### Maintenance Division

The Division provides maintenance for public facilities, including the maintenance of the following:

- Lighting in all municipal parking lots and athletic fields (basketball, tennis, soccer and baseball)
- All public bus stop shelters
- Fire alarm systems in all municipal buildings
- Water lines at the Greenhouse, ball fields and park water fountains
- All fire extinguishers in Township-owned buildings
- Heating, air conditioning, plumbing and electrical systems in all municipal buildings
- Maintenance and annual inspection of lightning detection system in Township parks
- Maintenance and repair of traffic signs, road markings and traffic lights on Municipal roads
- Replace and/or repair Municipal fire alarm pull boxes

## KEY PUBLIC SERVICE AREAS

**Snow removal service:** During 2022, the Public Works Department was very busy with snow removal. There were ten (10) snow-related events with a snow total of approximately 13 inches. During these snow/ice events, Public Works applied approximately 1,665 tons of salt.

**Leaf removal:** During leaf season, Public Works efficiently and effectively removed approximately 36,200 cubic yards of leaves from the roadways and Township Parks. Leaf removal is a monumental project that strains the resources of the DPW.

**Recycling Services:** During 2022, Public Works collected more than 2,585 tons of recycling material through either curbside pickup or drop off at the recycling depot. Public Works also collected approximately 88 white goods from residents in front of their homes. The Recycling Center operates Friday Saturday and Sunday from 7:00 a.m. to 2:45 p.m. and is a valuable resource to Teaneck residents.

## HIGHLIGHTS OF 2022

- Construction of new Dispatch Center for 911 calls
- Remodeling of Council Chambers
- Start of Station 4, including electric installation
- Began work remodeling Town Hall Basement
- Set up and construction of new sign shop
- Votee Park pool repairs
- Demolition of old dugout in preparation of new dugout
- IT infrastructure and provisions for PD body cameras

## INITIATIVES IN 2023

- Completion of Station 4
- Completion of Town Hall basement project
- Upgrade IT at Rodda Center
- In 2023, the Township will continue moving forward with Engineering/Environmental studies to gauge the possibility of building a new complex

# Engineering

Farah Gilani, PE, PP, CME, Township Engineer  
Executive Board Member for NJSME

## SCOPE OF OPERATIONS

The Engineering Department provides engineering services for the Township's infrastructure systems. Infrastructure includes storm drain systems, sanitary sewer systems, buildings, grounds, parks, roadway systems, traffic signals, and various services required for public works.

The department prepares capital improvement programs as they relate to the preparation of the capital budget and the implementation (engineering design and construction administration) of these programs. In addition, the department evaluates the impact that new developments will have on the Township's infrastructure, such as traffic conditions, sanitary sewer, and storm water systems.

The department reviews residential plans for Teaneck code compliance and ensure that construction is according to the approved plans and there is no adverse effect on the adjoining properties and public ROW.

The Township Engineer prepares and coordinates various Federal, State, and County grants for opportunities to fund Township projects. The Engineer represents the Township on the Community Development Regional Committee and the Bergen County Open Space Trust Fund, Northern Valley Region.

The Engineering Department prepares resolutions for the Township Council's approval in connection with construction and services, and coordinates contract administration. Additionally, the department prepares traffic regulation ordinances.

The duties of the Township Engineer are outsourced to Fastech Consulting Engineers. The firm provides full time licensed engineer (Mrs. Farah Gilani, P.E., P.P., C.M.E.) operating from the Municipal Building. Additionally, the department has one full-time Clerk Typist, who is shared with the Public Works Department, and one part-time Clerk Typist.

The Township Engineer acts as the Township's storm water coordinator and submits an annual report to NJDEP for the Municipal storm water permit. The Township Engineer also attends monthly Environmental Commission and Township MOST meetings as required.

## HIGHLIGHTS OF 2022

Design and construction of 2021 Roadway Resurfacing - All 23 Roadways were paved.

Design and Construction of Columbus Avenue Improvements. This project was funded by NJDOT municipal Aid Grant.

Design and construction of Garden Street Improvements. This project was funded by BC CDBG grant. All together over 5 miles of roadways were Paved last year.

Design and construction of Municipal building parking lot at Court Street including Court Street Paving and Traffic and Parking improvements.

Design and construction of Alfred Avenue Reconstruction. This project is fully funded by NJDOT Freight Grant Belle and Beverly Culvert Design.

Construction of Phelps Park Bathroom.

Ordering and delivery of Votee Park Bandshell.

Construction of Municipal building Windows replacement and front and Tax office automatic entry door replacement.

Installation of Speed Humps at various location to enhance traffic safety

Coordination of Linden Avenue Paving with water company

Chestnut Street Water main replacement.

Coordination of Merrison Street and Churchill Road paving with the water company

Ongoing Veolia lead replacement project.

Design and construction of 211 Teaneck Road Sewer improvements

Application of Belle Avenue Sagamore Park Detention system diversion permit.

DPW Building Engineering study and concept plan.

Design and construction of municipal library cooling tower

Coordination of Queen Anne Road Paving with NJDTO under Route 4 over Pass

Generated \$441K from engineering reviews and various permit fees

## INITIATIVES IN 2023

Design and Construction of 2022 Roadway Resurfacing - roadway improvements along about 33 Township Streets, around 4 miles of paving.

Design and Construction of E Cedar Lane Improvements. Township Received 257K for NJDOT MA grant.

Design and Construction of Arlington and Prospect Terrace. Township has received 134K From Bergen County CDBG

Bid and Construction of Votee Park Basketball Courts Improvements.

Complete Construction of Terhune children playground.

Design and Construction of Votee Park North Restrooms.

Construction of Votee Park Bandshell.

Design and construction of Votee Park Tennis Court Lights.

Design and construction of Splash Pad shades.

Design and construction of Beverly Road Parking lot

Construction of Beverly Road Culvert

# Tax Assessor

James R. Tighe, CTA, SCGREA, Tax Assessor

## SCOPE OF OPERATIONS

The Tax Assessor is responsible for determining the taxable status and assessed value for each property in the municipality. This is in order to ensure the equitable distribution of the tax burden in accordance with the Constitution of the State of New Jersey. The position of Tax Assessor is a statutory position under NJ Law, Title 40A. The Assessor is a municipal employee, but acts as an agent of the State Legislature. In order to maintain independence and objectivity, the Assessor's actions are not subject to direct control of the municipality. Assessors are under direct supervision by the County Board of Taxation and NJ Division of Taxation.

Responsibilities include: identifying, valuing and listing all taxable or exempt properties; creating and maintaining the Township's central database of properties and property owners; reviewing and approving requests for Senior/Disabled and Veteran's tax deductions; reviewing and processing requests for exemption; inspecting and reassessing properties upon completion of new construction, renovation, or demolition; defending the Township at tax appeal hearings before the County Board of Taxation and the State Tax Court; preparing 200' radius lists of property owners for the Planning Board; reviewing and processing new deeds for ownership updates and the Division of Taxation's Ratio Analysis program; maintaining the Township's Tax Map; and providing information to other Township departments, residents and professionals.

The Assessor's Office is staffed by the Assessor and an Assistant. Outside contractors are employed to assist in inspecting new construction and defense of tax appeals as needed.

## KEY PUBLIC SERVICE AREAS

- The majority of township and school funding is generated through the collection of local property taxes. The Tax List prepared and maintained by the Assessor's Office is the basis for all billing.
- The Office also serves as an information center, providing information on property ownership, assessed values, real estate sales and property taxation in general.
- The Office reviews and processes applications for organizations and individuals seeking property tax exemption.
- The Office reviews and processes tax deduction claims for Senior Citizens, Disabled Persons, and Veterans.
- The Office regularly updates ownership data as properties change hands.
- The Office regularly updates the Township Tax Map to reflect subdivisions or lot consolidations.
- The Office oversees and manages litigation at administrative hearings and for matters before the Tax Court of N.J.

## HIGHLIGHTS OF 2022

As the effects of the Global Pandemic faded throughout 2022, operations in the Tax Assessor's Office largely returned to normal. The Office was open to the public and fully staffed throughout the year. The public seems to have largely taken to engaging through the website rather than in-person visits as foot traffic was significantly lower than pre-pandemic levels. The Township Website ([teanecknj.gov](http://teanecknj.gov)) facilitates this type of exchange and provides answers to all of the most common inquiries (i.e.: assessments, ownership, property record cards, tax maps, dates of sale, and sale prices). The website is available 24/7 and is a valuable resource to keep informed regarding your property or all things Teaneck.

On February 8, 2022 the Bergen County Board of Taxation formally directed the Township of Teaneck to perform a District Wide Revaluation of all properties to be effective for the 2024 Tax year. Tax Map certification by the NJ Division of Taxation is the first step in the revaluation process. Township Tax Maps were updated in 2022 and will be submitted to the Division of Taxation for approval in early 2023.

While no large-scale construction projects were actually completed in 2022, two large-scale residential developments broke ground: A 255 unit rental building is being constructed on Alfred Avenue on a former industrial and a single family home site; A 78 unit residential townhouse development is being constructed on a former industrial site off of Palisade Avenue. Township assessment rolls will be significantly augmented upon completion of these projects in 2023 or 2024. In addition to the projects noted, smaller scale home renovation projects and new home construction activity continued throughout 2022. As these projects were completed, the assessments were adjusted and new values placed on the 2022 Added Assessment List.

The goals set out by the Assessor's Office for 2022 included:

**Maximizing Assessed Value:** A total of 222 Added Assessments were levied in 2022. The gross value of the new assessments was \$18,697,100. When pro-rated by date of completion, the net value of new assessments was \$11,423,867. This generated a total of \$370,310 of additional taxes for 2022. These amounts are less than half of what was assessed and/or collected in 2021 and show the reduction in the number and size of completed projects relative to 2020 or 2021. The assessed values from the large scale projects that broke ground in 2022 will appear on the 2023 and 2024 lists when they are completed.

The 2023 Aggregate Assessable Value was increased by a total of \$21,138,400 over the 2022 A.A.V. Teaneck's total 2023 ratable base will be \$5,251,806,000. The average ratio of assessed value to true value will be 73.05% for 2023 versus 79.96% for 2022. (There is an inverse relationship between ratio and value. A declining ratio is indicative of increasing values in the Township. After a revaluation, assessments are generally held constant year to year. As values increase and assessments remain constant, the ratio of assessed value to actual value decreases.) Implied market value of all property in Teaneck for 2023 will be \$7,189,330,595 (versus \$6,541,605,303 for 2022.)

## TAX MAPS

Tax maps were converted to a digital format in 2021. They were completely updated throughout 2022 to resolve any remaining issues from the conversion process and to reflect more recent changes. The maps will be ready for submission to the NJ Division of Taxation in 2023 so that we can proceed with the revaluation order.

## TAX APPEALS

### *State Tax Court*

41 appeals were filed with the Tax Court of New Jersey in 2022. The aggregate value of assessments under appeal was \$192,209,800. As of the writing of this report, 6 appeals with an aggregate value of \$18,540,400 have received judgments and are now closed.

### *County Board of Taxation*

County Board of Taxation hearings were once again held via teleconference in 2022. There were no filing extensions and the proceedings were concluded on a normal schedule. The county-wide volume of appeals filed (2,112 total) was low again in 2022 due to the strength of the regional housing market.

A total of 28 appeals were filed with the Bergen County Board of Taxation in 2022 for Teaneck. The aggregate assessed value of the properties under appeal was \$22,752,500. Assessment reductions totaling \$965,700 were granted via judgments. This is a significant reduction from the number filed in 2021 (103 appeals were filed in 2021 with an aggregate value of \$62,448,000) and is the lowest number of appeals filed for Teaneck in over 20 years.

## INITIATIVES IN 2023

Primary objective in early 2023 will be to get the revaluation underway in a timely manner so it can be completed on schedule for implementation in 2024. Once up and running, the objective will be to actively oversee the project to minimize disruptions and ensure accurate results. The Governing Body, Manager, County Board of Taxation, and the Public will be updated regularly on the progress of the project.

The following steps will be undertaken to prepare for the 2024 Revaluation Order:

- Submit Tax Maps for certification and revaluation approval by the NJ Division of Taxation;
- Draw up bid specifications and solicit bids from certified revaluation companies for complete revaluation for 2024;
- Form a committee to review and weigh responsive bids and award a contract;
- Prepare public messaging regarding the project which may include live information sessions, mailings, email alerts, etc.

In addition to overseeing the Revaluation project, the Assessor's Office will be required to complete all of its regular statutory obligations. The Office will continue to pursue resolutions for outstanding Tax Court cases; It will defend the Township's position at the Bergen County Board of Taxation Appeal Hearings for 2023; It will review and/or inspect properties undergoing renovation and/or new construction for the purpose of including on the 2023 Added Assessment List; It will continue to review and process deeds to update the MOD IV database; It will continue to review and process claims for deductions and/or exemptions as received.

# Building Department

Mark Bocchino, Construction Official

## SCOPE OF OPERATIONS

The Building Department is responsible for the administration of the New Jersey Uniform Construction Code (U.C.C.), the Township's zoning ordinances, and the New Jersey Municipal Land Use Law (MLUL). The department executes these duties through the review of development and land use applications, field inspections, and by issuing permits and certificates of occupancy. In addition, the department responds to emergency scenes to assist the Fire and Police departments in evaluating the suitability of structures for occupancy.

Here in detail is the Building Department's mission:

- Protect the health, safety and welfare of all users of buildings and structures within the Township of Teaneck through the enforcement of the Uniform Construction Code of the State of New Jersey.
- Ensure the adequate maintenance of buildings and structures throughout the Township by active enforcement of the Uniform Construction Code of the State of New Jersey.
- Provide and maintain a pleasing visual environment through the application and enforcement of the Township's Development Regulations.
- Assist in the orderly development of the township by applying the rules and regulations established by the Township Council.
- Assist the Township Council in providing a better community by recommending the elimination of unnecessary or obsolete regulations, the alteration of regulations to recognize new and innovative technologies and the establishment of new regulations to address changing lifestyles and objectives.
- Assist applicants in the process of obtaining necessary approvals for the use and development of properties within the Township.
- Provide assistance to property owners and users in times of crisis to minimize disturbance of life and livelihood. The Construction Official is responsible for supervision of the daily activities of the department, which currently has 10 full-time and 4 part-time staff members.

## KEY PUBLIC SERVICE AREAS

### Application processing

An increasing number of applications are processed by three Building Department staffers, who also coordinate reviews and approvals with other Township departments, such as the Fire Department, Engineering Department, and the Department of Health and Human Services.

### Zoning applications and inspections

The Township's Zoning Officer and Assistant Zoning Officer manage all applications for zoning. Additionally, they investigate complaints and take enforcement actions as needed to ensure compliance with Teaneck codes.

## Land Use Applications

A single staff member processes paperwork required by the Planning Board and Zoning Board of Adjustment, which involves collection of documents and fees, reviews by various Township departments and coordination with the applicants, attorneys and design professionals.

## Construction applications and inspections

These activities are performed by the Building Subcode, Electric Subcode, Plumbing Subcode, Fire Subcode and Elevator Subcode officials. Inspections are supplemented by part-time employees. Throughout the year, many inspection requests were handled on a same-day or next-day basis. Several staff members hold licenses in multiple disciplines, allowing greater flexibility and alternate coverage.

## Open Public Records Act (OPRA)

The department's fulfillments of OPRA requests provide the public with valuable information on properties within the Township. Historical data retrieved from the archives has provided both current owners and prospective purchasers with essential information during a change of ownership in real property. Background information allows an owner to prepare their property for sale, while the same information helps create an informed buyer.

## HIGHLIGHTS OF 2022

- Coordination of services provided to the public by the Township's departments has been a key component of improving overall customer service. By acting as the clearinghouse for submissions, reviews and approvals, the Building Department's counter staff has reduced the need for repetitive trips to Town Hall by applicants. Also, the ability to transmit information electronically has reduced wait times and the need for repeat in-person visits.
- Zoning processed 876 applications and issued 611 permits.
- Construction processed 2585 applications, issued 2593 permits and conducted 7370 inspections.
- The process of archiving closed permit applications continued. Once a file was closed and a Certificate issued, the project data was entered into the electronic archive and the paper records stored. Currently, 596 cartons of records have been entered into the database, covering almost 20 years of activity. The ability to retrieve historic records from the database results in timely responses to OPRA requests, providing the public with critical information quickly and efficiently. The Building Dept. processed over 700 OPRA requests in 2022.
- All Building Department archives have been relocated to a storage container dedicated to our department at the DPW yard. Unfortunately, the container is overloaded making access to some of the files very difficult, and sometimes not feasible.
- A CO was issued for an addition at the Yeshiva High School for Girls at 1650 Palisade Ave.
- A TCO was issued for Red Realty at 764 New Bridge Rd. for the residential units in 2021. The commercial units on the first floor remain vacant and the construction of the required Affordable Units on Teaneck Rd has begun.
- The department continues to improve educational material and handouts for the public.
- The Construction Official, Assistant CO and the Zoning Officers have met with multiple applicants to guide them through application process and advised on various code requirements.
- The part time assistant for the Board Secretary has left. She had been an asset to our department.
- After one of our longtime Technical Assistants retired at the end of 2021, we hired a Keyboarding Clerk to fill her seat in the beginning of 2022.

## INITIATIVES IN 2023

- The department will prepare educational material and checklists to assist the public with filing various permit applications. The information will be available in the office and on the Township's website.
- The department will offer project consultation meetings with the Construction Official or his designee by appointment. The meetings will assist the public in learning the code requirements of their project. Furthermore, participants will learn what to expect during the construction process and will be better able to manage their project.
- The department will explore ways to assist the Planning /Zoning Board Secretary to more efficiently complete her required duties. We have hired a fourth Technical Assistant who will split time working and learning from the Board Secretary. It is anticipated that the new hire will earn her Board Secretary Certificates this fall and become the Planning Board Secretary. She will also be in place in case of illness to Ms. McLean.
- It is anticipated that an increase in Construction activity will occur in 2023. A Footing/Foundation permit was issued for 329 Alfred Ave, a 255-unit apartment building, and 1425 Teaneck Rd, a 40-unit senior building in the end of 2022. These projects will have a significant impact on staff. An additional Full Time Plumbing Inspector is needed to keep up with the work.
- In addition, our current Plumbing Inspector is contemplating retirement within the next year and will need to be replaced.
- I have started to organize the storage container holding the archived Building Department files. I am beginning by filing to destroy old building plans, which are filling approximately 15 garbage pails. This will allow better access to the older boxes of files, which I can then cull for destruction, as allowed by law.
- Digitizing the files would be a great improvement on this system, as they would all be immediately available by computer, though this is quite expensive.
- Our new computer software system, Spatial Data Logic. Has now been active for over two years. We have been opening up different processes to the public, through the SDL Portal. This provides the public more access to the departments, where they can access records, file applications and request inspections. This will increase efficiency and productivity. The extensive possibilities of this system need continuing education to learn how to use. Implementation of the Portal should decrease the volume of phone calls to the office tremendously. The public has slowly been increasing activity through the Portal.
- The State has passed two laws that will have an impact on the Building Dept. and the public. The first is an Expedited inspection rule, which requires that inspections be completed within three business days of a request. While we have been able to comply with this rule, with the increased activity, additional inspectors will be needed. The second law is electronic submissions of permit application will need to be possible, including plans. New software and hardware will need to be obtained for this. These laws have been signed, but the DCA, who oversee Building Departments, must promulgate rules for these yet, which are supposed to be in place this summer.
- The Building Dept. would like to see Records Clearance or Continued Certificate of Occupancy ordinance be introduced and passed. During the year, we come across many properties where work has been done without permits. We often find that the work has been done by previous owners of the homes. We are required to issue violations and the new owners now have to correct the violations. We also find that open permits and violations exist. This creates a loss in revenue and an increase in expenditure. This can often be an expensive fix for the new homeowners. If a CCO program were instituted, we could eliminate this burden on our new residents. Many of the surrounding communities already have this in place. This would create a positive cash flow in this area. It would also protect new homeowners against unexpected expenses. Other towns with such a program report reduced work without permit cases and better Code Compliance. In addition, much of the work does not meet code and is often a safety issue.

# Library

Shinae Hyun , Library Director

## SCOPE OF OPERATIONS

Teaneck Public Library welcomes all residents of Teaneck to connect, learn, discover, and grow.

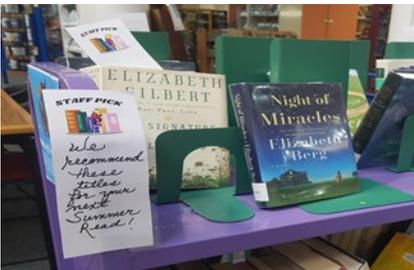
The Library provides access to information and serves as a guardian of the public's access to information. The Library owns 101,802 items in print, 18,046 media, 67,014 digital materials, and 13 digital services and databases. Through BCCLS, a consortium of 77 public libraries in northern New Jersey, Teaneck residents have access to more than 5.2 million items that can be delivered to the Teaneck Public Library. As the digital world continues to evolve, the Library helps ensure that residents can access the information by providing public computers and internet access. Ten mobile hotspots are available for loans and 10 public computer stations are available at the Teaneck Public Library.

The Library is committed to promoting literacy and lifelong learning. The Library's early literacy programs, such as story time, book club, and summer reading, help instill a love of reading and encourage lifelong learning. Digital literacy programs have been added to meet the growing digital needs of the community.



The Library is a place for community engagement and a platform for great minds to come together. Library service is changing as fast as technology is changing society. The Library resumed in-person services and expanded programming for all age groups. Also, the Library collaborates with many organizations in town such as the Farmers Market, Teaneck Creek Conservancy, senior housing facilities, Teaneck Rotary Club, Teaneck Chamber of Commerce, Age-Friendly Teaneck, Teaneck Public Schools, etc.

## KEY PUBLIC SERVICE AREAS



### Lending Materials

The Library checked out a total of 320,343 items in 2022, comprising 269,334 books, 5,670 periodicals, and 45,339 media. The Library also checked out a total of 63,218 digital content: 18,842 of eAudiobooks, 27,970 eBooks, 3,721 eMagazines, 242 eMusic, and 6,539 eVideo. The total circulation of print and digital materials in 2022 was 383,561.

The Library provides access to over 5.2 million physical materials and Teaneck residents borrowed 94,852 items from other BCCLS libraries. BCCLS delivery services allow Teaneck patrons to request library materials owned by other BCCLS libraries and have them delivered to their chosen BCCLS library for pickup. To keep up with the high demand for digital content, the Teaneck Public Library purchased over 1,325 eBooks and eAudiobooks, in addition to 4,957 eContent purchased by BCCLS.

Items that are only for Teaneck residents include museum passes and Wi-Fi hotspots. The Museum Pass Program offers free or discounted entry to popular museums. Currently, the Library has passes to the Brooklyn Botanical Garden; Children's Museum of Manhattan; Guggenheim Museum; Children's Museum; Intrepid Sea, Air & Space Museum; Museum of Modern Art (MoMA); Museum of the City of New York; New-York Historical Society Museum and DiMenna Children's Museum; Storm King Art Center, etc. Mobile hotspots provide internet access anywhere a wireless data connection is available and can be checked out for 4 weeks.



### Database & Research Assistance

The Library provides in-depth research assistance and reader's advisory services. In 2022, our librarians answered 34,764 questions. The Library subscribes to 13 databases and electronic resources that support life-long learning, help consumer research, and provide online newspapers, eBooks, and streaming services. Popular databases include Hoopla, Kanopy, Ancestry, New York Times, BrainFuse and Mango Language.



### Programs

A variety of public programs and events are offered for all age groups at the Library. Topics include early childhood literacy, STEAM (Science, Technology, Engineering, Art, Mathematics), lecture series, music and dancing performances, film screening, and more. The annual Summer Reading Program was offered for adults, teens and children. Over 100 adults read 1,200 books and over 360 children and teens read for a total of 160,072 minutes!

### Outreach

Youth Services Librarians worked with area schools to promote Library resources. They visited public and private schools in Teaneck, promoting Library resources and facilitating student visits into the Library - to obtain library cards, learn how to use library databases, and borrow library books.

The Library continued delivery service for patrons who were confined to their home or residential facility for an extended period due to illness or physical handicap; staff selected books, magazines, and audiovisual materials, which were then delivered. The Library also partnered with the Farmer's Market from June to September and offered crafts and story times for children, and promoted library programs and services and issued library cards to adults and children.



### Technology

The Library offers assistance with technology, to help residents access and use digital materials, as well as various devices. In addition, our public computers allow patrons to access online information, use library databases, check emails, and scan documents.

## HIGHLIGHTS OF 2022

Library services gradually returned to pre-pandemic levels in 2022. In April, the Library lifted mask mandates for the public and resumed normal library operations. Many programs were offered either in-person or outside of the Library. Participation in Library programs has increased and the circulation came back to the pre-pandemic level. The Library also successfully completed replacing the cooling tower and upgrading all light bulbs to LED with PSE&G.



The Library received an American Rescue Plan Act Grant to develop and implement the Teaneck eCitizen program. The program was designed to provide access to critical services that include education, employment, healthcare, banking and civic engagement. The first two cohorts allowed participants to take classes online for six consecutive weeks; the rest of the classes were offered asynchronously. Collaborating with the NJ State Library, the Library introduced the Northstar Digital Literacy Assessment project, which offered basic computer and online instructions. The Library also participated in the State's Telehealth program and circulated three iPads for health literacy.



In an effort to meet the high demand for technological help, the Library offered a weekly One-on-One Tech Help program. Teaneck residents signed up for a 30-minute session to ask any question on their smartphone, tablet, laptop, email, website, etc.

To promote Library programs and services, and to reach out to more Teaneck residents, print newsletters are published every quarter. The newsletters were mailed out to every household in the summer and the Library received great response to our programs. And to provide better Reader's Advisory service, the staff initiated "Staff Picks" bookmarks and created fun displays each month. The patrons checked out many items on display and enjoyed getting recommendations from the Library staff.

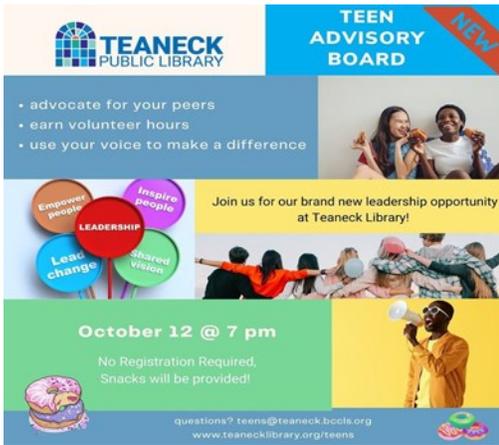


Library programs were expanded to include the adult population. New programs for adults included painting, jewelry making, cooking, hiking, and drumming. The Library also added Writing and Crochet workshops and the long-running weekly meditation program continued online with several in-person outdoor sessions.



The annual Summer Reading program was expanded to include adults, as well as teens and children. The Friends of the Teaneck Public Library sponsored "Super Reader" lawn signs, which were awarded to the first 50 children who completed their reading goals.

The Library also offered large community events such as Makers Day, Fall Fest, and Winter Holiday Celebration. Makers Day was offered virtually, with take-home kits and the Library gave away over 300 kits for different age groups. Fall Fest attracted over 350 participants, with fall crafts, games, and a petting zoo. And the Winter Holiday Celebration recognized the Christmas, Hanukkah, and Kwanza holidays with St. Anastasia Catholic Church, Seleene Lewis-Wong, and Chana and Larry Stiefel, and was joined by over 80 people.



The Library established the Teen Advisory Board (TAB) for students in grades 7-12. TAB is a new leadership opportunity for teens to help plan fun and exciting new programs at the Library, as well as selecting books. At the end of the year, the TAB helped the Library organize the “Teen Pizza and Movie Night.”

The Library added a Museum of the City of New York to our Museum Pass program and Mango Language database to our digital content. Teaneck residents borrowed our museum passes 669 times in 2022.

Throughout the year, the Library collaborated with the Small Business Development Center, the local Farmers Market, Teaneck Creek Conservancy, and the schools in Teaneck. Youth Services Librarians offered class visits and assisted with library card registration for the students. They also participated in Back-to-School nights and even hosted its own Back-to-School Night on Zoom to share information about the Library’s many helpful resources for children, teens and families, including online tutoring and study tools, curriculum support, eBooks and audiobooks, and programming.



## INITIATIVES IN 2023

### New ESL Programs

The Library will join the Literacy Volunteers of Pascack Valley (LVPV) to offer quality ESL programs for our residents. The LVPV provides tutor training for our volunteer tutors and assistance with student instructions and teaching methods. The program also allows the Teaneck ESL students to take online classes that they are offering for the member libraries. The program will help the Library to revive the ESL program, which is an important part of library services. The program will be supported by the generous donation from the Friends of the Teaneck Public Library.

### Technology Programs

The Library acknowledges the critical role of providing technology programs for its residents. As the Library continues to offer the One-on-One Tech Help program, the technology program will also be expanded. The Friends of the Teaneck Public Library will support the Library to purchase 10 laptops to plan and implement basic computer classes. The Technology/Adult Services Librarian will teach residents how to email, use google drive, and other various digital skills. While the Library continues with the existing STEAM programs for youths, we will expand our technology programs for adults as well.

### Dynamic Programs & Events

The Library will focus on developing popular programs for the community. The programs that were well received in 2022 will be reintroduced in 2023. Additional craft programs such as painting, ceramics, and jewelry making will be added to the program calendar. The Library will seek other funding resources to offer vibrant programs and events for the community.



**Building Updates**

To meet the needs of the community and evolving library services, the Library building needs to be updated. In 2022, the architect was appointed. In 2023, working with the architect, the Library will create a viable plan and initiate the renovation of the aging building. The main focus will be utilizing the existing space more efficiently and creating inviting library spaces.

**Customer Service & Staff Development**

The Library will continue to review our policies and practices, and update them as needed. The Library will also focus on improving customer service and customer satisfaction for library patrons, through increased sharing and advertising of Library services and programs. Staff will create more flyers to better promote Library events on social media and throughout the Library.

With the return to normal operations, in 2023, the Library expects to provide opportunities for increased staff training and development.

# Recreation

Glenna D. Crockett, CPRP, R.A., Superintendent of Recreation

## SCOPE OF OPERATIONS

The mission of the department is to provide year-round recreational activities and quality programs for residents from eighteen months to one hundred plus years. Our goal is to enhance the quality of life for residents through maintaining social equity while contributing positively to their “Teaneck Life Experience.” Teaneck is at the forefront in the field of Recreation with a steadfast commitment to progressive programming for an ever-growing diverse population. The department is vital to the community in terms of providing a myriad of healthy outlets that facilitate interaction and camaraderie amongst neighbors. The department strives to provide and insure a positive, safe and wholesome environment through recreational activities, conducive to building healthy communities within the Township.



The Richard Rodda Community Center serves as the central hub and venue for residents, community-based organizations, sports organizations, etc. The facility supports the department's goals and is the catalyst that unites the entire community irrespective of religion, culture or ethnicity. This center truly bridges the gap between multiple generations as the common denominator that melds and blends the community together in harmony.



Within the Recreation Department, there are three divisions: Youth, Senior and Administrative. The Youth Division is comprised of a Montessori-based Learning Center for 3 and 4-year-olds and an After-School Child Care Program for students K thru Middle School. In the summer, this division also provides a day camp for ages 3-8, featuring field trips, arts and crafts, and other special events when permitted. All programs in the Youth Division are State licensed. The Senior Division, offering a plethora of educational, physical fitness and non-instructional programs is one of the largest, most progressive Senior Centers for active adults in the state. The Administrative Division oversees various programs for youth and adults, children's camps, transportation for senior and disabled residents, town-wide special events, and

facility reservations. The facility also serves as the central hub for the Teaneck Youth Basketball Sports Organization, as it is the site for games and most practices.

The department is in charge of twenty-five parks, both active and passive, with Milton Votee being the largest active developed park encompassing 40 acres. Within the park is the award-winning Sportsplex that has brought widespread recognition to the Township with users from various organizations. The Votee Park Field House is equipped with 3 multi-purpose team meeting rooms, storage area, indoor restrooms, two commercial kitchens and an outdoor eating area.

## KEY PUBLIC SERVICE AREAS

1. Provide recreational activities to the community for all ages that broaden and expand horizons and promote healthy leisure time opportunities while fostering positive interactions amongst residents.
2. Offer facilities use and rentals. The unique existence of the Richard Rodda Community Center provides a tremendous public service to residents.



3. Provide transportation services to senior & disabled residents at no charge. The department is committed to administering this vital aide to everyday living for our older and/or disabled residents that enable them to remain in the community, maintaining their dignity and independence.

4. Offer Summer Day Camps for the youth in our community. In keeping with the recreational programmatic long-standing philosophy and practices, the department is committed to providing full day programs in a safe, well supervised environment for local youth once school dismisses for the year.

## HIGHLIGHTS OF 2022

All divisions evolved and blossomed as they adjusted to finding their new normal, post COVID-19 Pandemic. The Richard Rodda Community Center continues to serve as the central hub and venue for residents, community-based organizations, sports organizations and much more as it has for many years. This was the first year, post-COVID, where things were able to begin going back to normal. The Administrative Division was able to provide adults and children alike a safe, enjoyable, and positive outlet with various recreation programs. The division was able to offer the complete list of classes and camps again, with few COVID-19 rules and restrictions. New adult programs were offered in 2022, such as: Introduction to Acting, TX Cut, and Aqua Extreme. TX Cut and Aqua Extreme became a fan favorite of the residents due to their high intensity. New youth programs were also offered in 2022, such as: Basic Drawing, Cartooning, Hip Hop with Ariana, Jazz with Ariana, and Volleyball Camp. All of these programs were met with positive reception and an abundance of participants.

The annual high-school FORUM trip to watch “The Christmas Spectacular” at Radio City Music Hall resumed, with 25 students in attendance to enjoy the holiday performance. The youth open gym and adult open gym programs were reinstated since they had been postponed during the pandemic. Both the children and the adults were eager to enjoy coming to the Rodda Center and enjoying a fun game of pick-up basketball.



This was the second year of the Sports & Arts Camp being state-licensed and it continued to follow New Jersey state guidelines and regulations in order to ensure that the campers and staff had a safe and fun camp experience. The camp was held predominantly outdoors with the campers remaining in their specific groups each day. Also, since many of the COVID-19 restrictions were lifted this year, the capacity was increased from 80 students per session to 100 students per session. This was also the second year that special events were incorporated into the program that have proved to be a huge success! Some of the special events included last year were: master illusionist, professional basketball player/motivational speaker, BMX show, Human Board Game, wildlife presentation where the children were able to pet the animals, and many more! The children thoroughly enjoyed the performances; we look forward to adding more fun events in the future. Overall, Sports & Arts was a huge success last year with a total of 573 campers for the entire six weeks!



The division also offered The Challenger Program, which serviced 25 children for the month of July. This half-day program specializes in providing a fun, safe, and supportive environment for children in grades 1-6 who have special needs.

Although the Votee pool had a delayed opening last summer due to structural/mechanical issues, these issues were quickly resolved, allowing the department to maintain full operations through Labor Day. The Votee Park Splash Pad also opened and operated on its normal schedule throughout the spring, summer, and early fall.

The department's annual July 4<sup>th</sup> Community Celebration kicked off the month, culminating after the parade with marchers representing a myriad of local organizations including the Bergen County Bagpipers, Blue Chip Chorus, and Teaneck Police and Fire Departments. The crowd was entertained by a DJ providing musical games for children and adults, bubble cart, balloonists, jugglers, exotic inflatables, pony carousel, and food available for purchase at reduced prices. We drew a large crowd, epitomizing solidarity in this multi-cultural enclave. What a joyous celebration of freedom and liberty! The department continued its' quest to provide additional family friendly activities during the month of August, through once again offering the "Movies Under the Stars" series where families in the community could come together and enjoy a relaxed free adventure. Residents returned to view popular movies on the big screen, listen to music and watch the children dance prior to start. Residents brought snacks, lawn chairs and blankets to lie on the lawn to enjoy a late summer's eve and partake in the free popcorn while communing with friends and neighbors.

The department proudly presented the Teaneck Community Band Concert Series co-sponsored by the Puffin Foundation, Ltd. and the Township. Comprised of over 75 volunteer musicians ranging from high school to retired music directors, the Teaneck Community Band performed Wednesday night concerts throughout July and the beginning of August. The concerts, under the direction of maestro Evan Cooper, featured guest soloists and conductors with impressive repertoires, serenading residents with show tunes, classical compositions, popular tunes, and patriotic renditions. All concerts were well attended and thoroughly enjoyed by a diverse audience of music enthusiasts. Sadly, in November 2022 our esteemed conductor, Evan Cooper, for the past 18 seasons passed away.



All Youth Division programs continued to stay up to date on all COVID-19 State Executive Orders as well as the New Jersey Department of Children and Families, CDC, and New Jersey Department of Health guidelines as they continued to change throughout the year. Programs saw increased enrollment, as parents became comfortable with the guidelines and protocols that were followed. The Division is state licensed, focusing on providing educational programs as well as recreational activities to children between the ages of 3 and 12 years old. The Sunshine Garden Learning Center is a Montessori based Early Childhood Learning Center, ages 3 to 4 years old. Curriculum consists of math, reading, science, health, life skills, early Spanish, and much more. This past school year, the division added a diversity component that includes cultural awareness. Additional story time was also added that included stories promoting communication and imagination, by asking questions and encouraging discussion.

The After-School Child Care Program serves students entering Kindergarten up through middle school. The program provides a safe nurturing environment for school aged children after their school day. Children are provided with age appropriate activities including homework assistance, physical activities, and arts & crafts. A peer-to-peer tutoring program was created in 2022 by the students, where they helped other students with their homework, reading and writing skills.



Camp Sunsational is a full day camp for children ages 3 to 8 years old. Providing children with a fun and engaging learning experience through a variety of activities is the focus of the camp. In 2022, STEM programming was implemented along with swimming, arts & crafts, sports, outdoor games, and special events. Special events included the Secret World of Robots, Magic of Science, Prismatic Laser Show, and Art Kids Academy, all of which created an enjoyable and positive experience!

The Senior Center was able to have more personal interaction with residents that was necessary due to the impact of COVID-19. The Senior Division saw a gradual increase in enrollment in all of the sessions (Spring, Summer, and Fall, 2022). Understanding that seniors are the most vulnerable population, residents continued to adhere to the protocols the Senior Center kept in place to keep them as safe as possible. All Senior Center staff and participants were required to be fully vaccinated and wear masks.

The Division increased programming throughout each session, bringing back some of the classes offered prior to COVID-19. Educational classes that were reintroduced included Watercolor Painting, Clay Sculpting, Knitting, and Spanish Conversation. These classes were so popular amongst our residents, that additional classes had to be added to the lineup to keep in line with social distancing protocols. Due to increased enrollment, additional fitness classes were added including Zumba and Walking Club. We were able to resume Water Exercise classes three days per week in the summer session utilizing the Votee Park Pool. This was a fan favorite class, and all classes were fully subscribed.

A large emphasis for the division in 2022 were workshops. These included Art History, Literature, and Healthy Body Healthy Mind Workshops, led by the Township Social Worker Alex Cerbone M.S.W., L.S.W. These classes were added with the goal to increase intellectual stimulation and were a hit amongst the residents! Holy Name Hospital resumed their Wellness Workshops back in the Center with a File for Life Program. The Township in collaboration Holy Name Hospital, the Teaneck Health Department, and Teaneck Senior Center provided the annual Flu Shot Clinic for three dates in October and November. We continue to work with Holy Name Hospital to provide various workshops and programs for our residents.

## INITIATIVES IN 2023

Implement STEM/STEAM programs and classes across all divisions.

Offer a larger variety of adult, teen/pre-teen, and youth programs on weekends.

Hire more instructors and qualified professional staff to keep up with the growing population.



# Township Clerk

Doug Ruccione, Township Clerk

## SCOPE OF OPERATIONS

### Responsibilities:

The Core Duties of the Municipal Clerk are as follows, pursuant to State Law, specifically, N.J.S.A. 40A:9-133

- A. Secretary of the Municipal Corporation
- B. Secretary of the Governing Body
- C. Chief Administrative Officer of All Elections held in the municipality
- D. Chief Registrar of voters in the municipality
- E. Administrative Officer with responsibilities as follows:
  1. Acceptance of applications for licenses and permits and the issuance of licenses and permits, except where statute or municipal ordinance has delegated that responsibility to some other municipal officer.
  2. Issue assessment search certificates.
  3. Conduct business with other municipal departments as directed by the Governing Body.
  4. Serve as information officer to the public and to the media.
  5. Purchase equipment and supplies when required.
  6. Maintain personnel records when required.
  7. Certify to the municipality's Bond Counsel as to the proper advertising, filing of Supplemental Debt Statement and that no protests have been filed with the municipality as to the adoption of bond ordinances.
- F. Records Coordinator and Manager responsible for implementing local archives and records retention programs as mandated.
- G. Other Duties that may be imposed by state statutes and regulations or municipal ordinances or regulations.

Further Duties of the Municipal Clerk are set forth in The Township Code of the Township of Teaneck, Specifically, Section 2-31.

**Purpose:**

The Township Clerk's Office is tasked with the maintenance of records, fulfillment of Open Public Records Act requests, administering elections in the Township, preparing agendas and minutes for Township Council Meetings, and handling requests from members of the Township Council. The Department is staffed by the following individuals:

Doug Ruccione – Township Clerk  
 Kristen DeNorchia – Deputy Township Clerk  
 John McCallum – Keyboarding Clerk 1

**Operations:**

The Township Clerk's Office provides a vast amount of services to the public including the issuance of parking decals & various licenses, the fulfillment of Open Public Records Request, serving as the Secretary to the Governing Body and Municipal Corporation, helping facilitate numerous types of Township events, and assisting residents upon their initial contact to the municipality for service requests of all kinds.

**KEY PUBLIC SERVICE AREAS**

1. Continued to establish and organize the Township's Municipal Archive/Storage within the Administration Building
2. Received **1531** OPRA Requests; completing **1497**.
3. Continued digitally archiving resolutions, ordinances, contracts
4. Renewed **31** Liquor Licenses, transferred **5**
5. Issued **310** resident parking permits, **111** merchant parking permits, **112** commuter parking permits
6. Issued **13** raffle licenses
7. Issued **6** Film Permits
8. **4** Towing License Renewals
9. Issued **34** Livery Letters
10. Assisting fellow departments with Records Destruction Requests
11. Moving certain Department Operations to digital format
12. Required legal publications of the Township
13. Administered first November Municipal Election for the Township

**HIGHLIGHTS OF 2022**

In 2022, the Teaneck Township Clerk's found itself hitting the ground running as the smoke cleared from the COVID Pandemic. Council meetings thrived in a hybrid format between in-person and ZOOM participation. Elections were back to their conventional, historic formats; however Teaneck experienced for the first time this past election cycle a Municipal Election in November.

Advisory Boards of the Township Council, and the Townships Statutory Boards, were mostly meeting on ZOOM with some exceptions for larger meetings towards the end of the year. The Clerk's Office has been working with Council to keep the Board rosters up-to-date and staffed.

The Township has received its updated Hard Copy of the Township Code. It must be together physically, but we are waiting to see what the Codification through 2022 will do to the format of the Code before piecing the book together.

The Township offices spent a good amount of time on SDL. The Clerk's office began accepting parking decal applications on the portal, along with accepting payment and shipping the permit to the applicant – allowing the process to be done entirely outside of the Town Hall.

The State of NJ and Bergen county once again utilized the Rodda Center for Early Voting in the Primary & General elections.

The Clerk's Office planned and facilitated the Township's first "Poll Worker Meet & Greet" for the past 2 elections in 2022. For this event, the Clerk's Office reached out to Poll workers who worked previous elections – and through public notification alerted potential new comers – to come to a networking event in Council Chambers a few days before the election. We had refreshments and great participation; from new and veteran poll workers. With this event, we are able to connect those who have been doing this job for awhile with folks who are just starting out – allowing them to share experiences and insight with each other – better preparing poll workers for day of operations. It is also a great way to show the poll workers that the Town Hall supports them. Teaneck has the most poll workers in Bergen County (90+); it is imperative they know what to do, who is who, and where to find support.

The Clerk's Office assisted with a wide variety of events throughout the year, most notably Teaneck Day 2022 – which always lays the groundwork for an even more successful town-wide event the following year!

## **INITIATIVES IN 2023**

1. Continuing freeing up space by record destruction
2. Continue to digitally archive and store permanent records
3. Continue to organize and work with the Boards & Commissions of the Township
4. Facilitate Elections
5. Fill the Stigma Free & Pride Awareness Advisory Boards
6. Assist with the planning of Township events
7. More Poll Worker Meet & Greets

# Finance

Issa A. Abbasi, MPA, RMC, CMFO

Chief Financial Officer

## SCOPE OF OPERATIONS

The Department of Finance oversees the operations of Finance and Tax Collection, which are responsible to effectively maintain the financial administration of the municipality and oversee its resources.

The fiscal responsibilities of the department include maintaining and managing the general ledger, financial records, reports, grant records and compliance, debt service and investments, accounts payable/receivable, as well as administration of the municipal budget and supervising the tax collection process.

Specific responsibilities include: maintaining central accounts and records; controlling expenditures; pre-auditing bills and claims; custody of securities and investments; investing surplus funds; preparation of the annual budget; preparing financial statements and reports for the Township Council; payroll; rendering tax bills; receiving and collecting taxes and fees; managing tax-foreclosed property; and conducting tax sales on delinquent properties and assignment of liens.

## HIGHLIGHTS OF 2022

- Adopted the annual budget with a 0% tax rate increase
- Secured Funding for Bond Ordinance 35-2022 for several projects including the acquisition of Police and Fire Department equipment and vehicles; the 2022 Road Resurfacing Program and resurfacing of Municipal Complex Parking Lot; Emergency Sewer Replacements; Various park, playground, and recreational improvements and upgrades at various parks; Votee Park North Bathrooms; Andreas Park Pickleball Court, Teaneck Southern Field Improvements; acquisition of a Digital Duplicator; Fencing Upgrades at Assorted Parks; Improvements to the Department of Public Works Building; and the installation of an Electronic Bulletin Board for the Municipal Building.
- Transitioned Banking and Merchant Services to Bogota Savings Bank and First Commerce Bank

# Purchasing

Simona N. Casian-Sirbu, Purchasing Agent

## SCOPE OF OPERATIONS

The Purchasing Department's function is to act as an administrative compliance officer in ensuring that all the supplies, materials and services needed by each of the Township's departments are procured in an ethical manner and with due-diligence, while promoting a fair and competitive procurement process, which is compliant with the purchasing laws and guidelines of the NJ State local government.

The Purchasing Department helps develop and reviews bid specifications and RFP's, and oversees all public bid opening. Our bid and proposal announcements are advertised as statutorily mandated, and can also be viewed on the Township's website. Some RFP's for professional services are also advertised on the NJ League of Municipalities website. The purchasing department prepares the required resolutions needed as a result of the bid openings, or, as needed, based on the purchase mechanism used for the procurement of supplies, materials and services needed, and forwards to the Township attorney for final review and legal input, prior to the Council's final action.

The Department also conducts and oversees public auctions of surplus Township Vehicles, equipment and supplies. The Purchasing Agent is the Township's Liaison with the New Jersey State Cooperative Purchasing Program, the Bergen County Cooperative Purchasing System, the Houston Galveston Area Council's Cooperative Purchasing System, the Hunterdon County Educational Services Commission's Purchasing Cooperative, Sourcewell National Co-op (formerly known as the National Joint Powers Alliance) and National Cooperative Purchasing Alliance.

The Purchasing Agent oversees compliance with State Affirmative Action contract regulations, New Jersey Prevailing Wage requirements, New Jersey State regulations pertaining to New Jersey Business Registration Certifications, and assists with compliance with Pay to Play Laws.

The Purchasing Agent is also the designated P.A.C.O. (Public Agency Compliance Officer) for the Township, and is the Township's interface with the State Comptroller's office on contracts exceeding the mandated reporting thresholds.

Another aspect of the duties of the Purchasing Department is to support the Finance Department in monitoring budgets and Departmental spending, and serve as accounts payable liaisons, by ensuring that the vendors which have supplied services, equipment and materials are paid promptly, within a financially controlled system.

## KEY PUBLIC SERVICE AREAS

While the Purchasing Department does not service the Public of the Township directly, we service all the Township Departments in meeting their daily demands for services, equipment and supplies within the confines of the New Jersey Public Contracts Law, so their goals, including services to the Public, will be achieved. Examples of the services provided for our departments in 2022, would be to procurement of inclusive swings for various Township parks, sidewalk repairs for Township owned properties, replacement and repairs of various doors at Township facilities, various vehicles and equipment for DPW, Police Department and Fire Department, repairs of the Votee Park pool, repairs for the Teaneck Police Department Basement leaks, drinking water fountain for Votee Park, a new Public Safety software solution, EDR security software, outdoor grills for parks, lining inspection services for the DPW underground fuel storage tank, a boat for the Fire Department as well as the issuance and award of the various bids, that would facilitate the service of the public, like the Phelps Park Restrooms, Planting of Trees, and various road paving projects.

## HIGHLIGHTS OF 2022

The extended lead times for delivery of products, continued in 2022, and it has been most prevalent in the automotive industry, ammunitions and parks and playgrounds equipment, with orders taking well over a year to be received.

In 2022 the Purchasing Department has issued Purchase Orders totaling over \$ 5.5 mil, processed payments over \$ 3.7mil, and has processed 12 Public Bids and Request for Proposals that were publicly advertised in accordance with the requirements of the New Jersey L.P.C.L. 40A:11-23 and Pay to Play Law N.J.S.A. 19:44A-20.4 et seq.

### PROJECTS BID IN 2022

- Teaneck Fire Department-Station 4- awarded
- Garden Street Improvements- awarded
- Resurfacing of Columbus Drive- awarded
- Cooling Tower Replacement at the Teaneck Library - awarded
- Reconstruction of Alfred Avenue- awarded
- Court Street and Parking lot improvements- awarded
- Phelps Park restrooms- awarded
- Landscape Maintenance of Municipal Parks- awarded
- Supplying and delivering of 2 Unimac washer/extractors and 2 Unimac drying unit cabinets- awarded
- Recycling of Leaves - awarded
- 2021 Roadway Resurfacing project- awarded
- Supplying and Planting of trees in the Township of Teaneck- awarded

The Purchasing Department has helped the Finance Department, by ensuring prompt and correct encumbrance of the contracts awarded. This ensures that no over expending of funds appropriation takes place. The Department has been constantly providing the Manager's office with funding availability for various projects that the Township has completed or are looking to complete. The Department has also continued to help the various Departments determine their funding availability with any of their special projects and advised of their possibility or lack thereof for moving forward.

### INITIATIVES IN 2023

- Work with the DPW Director to develop bid specifications for Township owned sidewalk repairs and Snow removal and Leaf removal services to ensure residents safety;
- Provide career training for the Purchasing Assistant by registering her in Public Procurement Courses that are being offered by the Rutgers Center for Government Services, courses that will enhance her knowledge of the New Jersey public procurement laws.
- Continue to identify products and services needed by various departments that the Township would benefit by acquiring through the bidding process.

# Human Resources

Thomas P. Rowe, Deputy Manager  
Director of Human Resources

## SCOPE OF OPERATIONS

The mission of the Human Resources Department is to support the goals and objectives of the Township of Teaneck, by providing services which promote a work environment that is characterized by fair treatment of staff, open communications, personal accountability, trust and mutual respect. The Department provides solutions to workplace issues that support and optimize the operating principles of the Township. The Human Resources Department provides the following quality services:

- Recruitment of qualified individuals
- Coordination of employee training, development and education to promote individual success and to increase employee value to the organization
- Promotion of a safe and healthy working environment through inspection, supervision and analysis of workplace conditions
- Inspire and encourage a high level of employee morale through recognition, effective communication, and delivery of constant feedback
- Provide resources for administering benefits, policies and procedures
- Manage employee grievance and discipline processes
- Monitor employee relations and conduct personnel investigations
- Administration of the payroll and time and attendance systems

Additionally, Human Resources maintains all employee personnel records, administers the employee benefits program, maintains the pay and classification system, implements and ensures adherence to personnel policies and procedures, and ensures compliance with all Federal, State and local employment regulations.

The Township's Management Information System, also known as MIS, also falls under the Department of Human Resources. The MIS Department is responsible for managing the Township's information technology activities, phone systems, ensuring stability and smooth operation of all IT functions, supervising security efforts to prevent breaches, and maintaining connectivity between nine buildings. The MIS Department repairs and maintains most of the Township's equipment with an efficient computer replacement plan in place.

## HIGHLIGHTS OF 2022

- Maintained safety program and meetings for the Township to ensure that all work environments are safe.
- Review of all new Notice of Tort Claims to ensure that any hazards are immediately corrected to prevent additional injuries and claims.
- Provided input, guidance and advice to high school and college students on government job opportunities, Civil Service testing announcements, interview and resume building tips, and related questions as it pertains to required work and educational experience for certain positions.
- Completed training for municipal employees on the prevention of harassment and discrimination in the workplace. Completed training for supervisors that focused on supervisory duties and responsibilities to prevent harassment and discrimination in the workplace.
- Completed training for all municipal employees on Cyber Security.
- Completed training for all employees on Distracted Driving. The Township finished #1 in the PEJIF's Distracted Driving Challenge and was awarded \$1,000.
- Provided continued employee wellness programs and challenges to the workforce.
- The Township continues to be recognized by our Joint Insurance Fund for promoting safety in the workplace and promoting employee wellness.
- Continued recovery of insurance claims through subrogation.
- All Township owned buildings were appraised to ensure that the cost to replace the structures was equal to the insured value.
- Realized approximately \$50,000 by auctioning off surplus equipment/vehicles via the NJ State approved online auction platform Municibid.
- Implemented the ParkMobile parking platform in four Township owned parking lots. There was no cost to implement the parking platform and the Township has received approximately \$1,000 per month. The revenue generated from the parking platform is placed into a dedicated trust fund for parking lot improvements.
- Recommended increase in police extra-duty administrative fee from \$4.25 an hour to \$25 an hour. The Township realized approximately \$400,000 more in extra-duty administrative fees than 2021.
- Implemented the Spatial Data Logic (SDL) management system for Building, Health, DPW and Clerk Departments. The SDL platform allows residents to conduct many business transactions online instead of coming to Town Hall. Platform also allows residents to submit service requests via the SDL website or SDL Citizen App.
- Assisted Police Department with the implementation of the Police Officer Scheduling System (POSS). POSS replaced four outdated databases that were used for scheduling, time off/attendance and the billing of extra-duty security and traffic control jobs.
- Hired at no cost to the Township Recovery Solutions (cost is absorbed by towing companies). Recovery Solutions handles all of the paperwork and legwork for impounded vehicles that are not claimed. This has freed up our Traffic Bureau personnel who have spent hundreds of hours a year working on the paperwork associated with the unclaimed impounded vehicles.
- Contracted with PoliceApp.com to advertise openings in the police department. There is no cost to the Township for this platform as the cost is paid by the applicant. This platform has broader reach than the job listings on the New Jersey League of Municipalities website.

**INITIATIVES IN 2023**

- Online training for all municipal employees that focuses on the prevention of harassment/discrimination in the workplace, facilitated by the PEJIF.
- Implementing new website for the Township.
- Upgrading of current email platform from Kerio to the Microsoft 365 platform.
- Workshop training for H.R. personnel in Domestic Violence to assist employees who are victims of domestic violence, provided by the Civil Service Commission.
- Security surveys will continue to be conducted at several municipal buildings by our PEJIF and Police Department.
- Continue training and certification to our workforce in CPR and use of the AED.
- Participate in the Bergen County's job fair.
- Work with the Township's risk provider in reviewing other health care plans to reduce our fiscal responsibility.
- Continue the Township's computer replacement program.
- Continue of employee wellness health and safety programs.
- Continue to sell surplus equipment/vehicles via the Municibid online auction platform.

# MIS Department

MIS Specialist, Andrew Fisher

## SCOPE OF OPERATIONS

The preeminent objective of the MIS (Management Information System) department is to ensure all municipal computerized systems operate reliably, quickly and securely. This requires keeping our current systems operational and planning for an always-evolving future. The department deploys, maintains, and upgrades over two hundred PC's, forty printers, fifteen servers, several phone systems, and other network devices across all township departments and locations town wide. In addition to hardware devices, MIS facilitates and/or maintains all software packages installed on our network including Edmunds, Spatial Data Logic, Munidex, ESP Fire, RecPro, IQM2, Zoom, Microsoft Office and others. All of this is done with the ease of employee and public use, best practices for security and safety, and the changing technology landscape in mind.

## KEY PUBLIC SERVICE AREAS

As a department it is seldom that we interact with the public directly. However, some of our hardware or software systems can have a big impact on how residents interact with our other departments. As technology progresses, more and more of our daily tasks shift from full end-to-end service to self-service; and Government is no different. Through the Township's website and other web facing software like Spatial Data Logic, we aim to make finding relevant information or submitting requests as easy and convenient as possible for the public. Of course, there will always be times when communication with a real person is preferred and our department facilitates by installing and managing phone and email systems. Currently these systems are old and we are anticipating the replacements will provide the public with new and enhanced methods of communication.

## HIGHLIGHTS OF 2022

Security was the biggest concern of 2022 and our department made several large strides in protecting the township's digital infrastructure. First was the switch to a managed enterprise detection and response (EDR) software suite from CrowdStrike, an award-winning security suite with accolades from several industry analysts, including Gartner, Forrester and Quadrant. The CrowdStrike Falcon suite also tests at or near the top of the Mire, SE Labs and AV-test.org evaluations. CrowdStrike Falcon works by monitoring each computer, server and laptop for suspicious software, closing anything undesirable, or, in extreme cases, disconnecting the device from the network automatically. CrowdStrike may keep malicious software from running, however it is only one piece of the security puzzle. Also implemented in 2022 was Tenable.io, a vulnerability management software, which scans our devices and network for old or insecure software and suggests remedies. No one security software is perfect, so it is important to have as many lines of defense as possible. Knowing exactly which of our devices are vulnerable allows us to patch, reconfigure or replace them as needed to keep our systems safe.

Another way in which we strengthened our computer security was with multi factor authentication (MFA or 2FA). MFA is a way of keeping computer systems safe by requiring two or more forms of authentication. In our case it uses something the users know—a password—and something they are given—an authentication token. A user's password might be compromised, however without the authentication token a hacker would not be able to gain access to the user's account. Compromised passwords are one of the most prominent ways ransomware can infiltrate a network costing municipalities hundreds of thousands of dollars or more. This was also a requirement from our cyber security insurance carrier, so it was imperative that MFA was configured.

Although not entirely under our purview, the police dispatch center renovation required much of our attention in 2022. Renovating the dispatch equipment was desperately needed as the layout and even some of the equipment was original to the building when built in 1994. Now everything in the dispatch center is computerized. 911 dispatching was re-integrated, which required coordinating with several companies, running wires, installing equipment, and countless hours of testing. Other aspects of the renovation included setting up computers in a temporary dispatch location to allow for normal operations during this project. Radio transmission, door lock control systems, CAD systems, intercoms and phones had to be accounted for. Each of the 4 new dispatch/watch terminals are equipped with 6-8 monitors to allow all systems to be viewable all the time. The town-wide audible alert system terminal was reinstalled and a new Bergen County multi jurisdiction channel were installed as well.

## **INITIATIVES IN 2023**

The biggest initiative for the MIS department in 2023 is the long overdue website redesign. Our current website is dated both aesthetically and functionally. Many new websites have a prominent news section, event calendars, online payments, mass notification, and citizen engagement modules, to name a few. A fresh new look with a more logical layout and possibly some new online services will better enable the public to find information they need at their convenience. At this time bids are being collected from vendors to complete the redesign.

Another major milestone for 2023 will be the move from our current email system to the ubiquitous Microsoft 365 platform. Our current email system has not kept pace with features from industry leaders Microsoft and Google, such as collaboration, video conferencing, office applications and others. Most importantly, data protection and security features of Microsoft 365 are significantly more robust than our current system. Email encryption, MFA, email filtering and data leak prevention are vital in meeting our insurance carrier's standards and keeping our data safe. We are in the planning stage of the migration. Quotes are being acquired from vendors and we hope to purchase the licenses soon.

On a day to day basis phone calls account for the majority of public-employee interaction and any improvement in this area would be welcome by both. Our aging phone system circa 2009 is without many modern communication systems features and parts are becoming scarce. Modern phone systems have shifted beyond just phone calls on your desk. Now users can answer calls, text messages and video chats from a PC, cell phone or laptop, anywhere in the world. Of course, physical phones aren't obsolete, but now many tasks have evolved beyond them. Visual voicemail or voicemail to email, call forwarding to mobile, Bluetooth headset support and fax to email all would make reaching our offices more seamless. From an administrative perspective, newer phone systems are much easier to configure with simple web-based portals, standardized phone compatibility, and app-based phones software. If approved in this year's budget, new phones can be purchased and then a call provider chosen. Implementation can be complex; however, the benefit to all parties will be worth the effort.

The MIS department will accomplish much more than just these projects during the year of 2023, however these are the most significant and valuable for both our staff and the public.

# Legal

## John L. Shahdanian II, ESQ., Township Attorney

### SCOPE OF OPERATIONS

The Township's Legal Department comprises attorneys serving the Township, Planning Board, Zoning Board of Adjustment, Civilian Complaint Review Board, Environmental Commission, and Historic Preservation Commission, as well as a Labor Attorney, Municipal Prosecutor, and Public Defender. Each of these attorneys is in private practice and serves the Township on a consulting basis. The Local Government Ethics Law bars each of the appointed attorneys, and other members of their firms, from appearing before any Township agency, board or department on behalf of private clients.

Apart from litigation, members of the department serve the municipal government in several ways. They attend meetings of the boards to which they are assigned, render advisory opinions to municipal appointed and elected officials, and facilitate the business of government, including drafting public contracts and local laws. The Municipal Prosecutors attend all sessions of the Municipal Court, where they present all criminal charges on behalf of the Township and the Police Department. The Public Defender assists those defendants who cannot afford legal counsel.

Additionally, the Township Attorney serves as counsel to the Self-Insurance Commission, which administers the Township's insurance program. The program has been in existence since 1976 and now supplements insurance coverage the Township successfully acquired in 2010. As of 2015, the Township is insured, in part, with the Public Entity Joint Insurance Fund (PEJIF). The Insurance Commission continues to coordinate with our insurance consultant and insurance companies.

### HIGHLIGHTS OF 2022

#### **Pending Litigation**

Following is a brief summary of significant pending litigation as of December 31, 2022:

Yohanna Villeda, et al v. Township of Teaneck, Personal Injury  
 Haywood v. Township of Teaneck, Personal Injury  
 Pullar v. Township of Teaneck, Slip and Fall  
 Ortega v. Township of Teaneck, et al, Personal Injury  
 Brown v. Township of Teaneck, Personally Injury  
 Taveras v. Township of Teaneck, et al, Personal Injury  
 Harrigan v. Township of Teaneck, et al, Personal Injury  
 Dixon v. Paul Finkler and Patrick Haase, Assault  
 Arrojo v. Teaneck, et al, Slip and Fall  
 Greenberg v. Teaneck, et al., Slip and Fall  
 Morelos v. Teaneck, et al  
 Lane v State of NJ, et al

#### **Notices of Tort Claim**

As of December 31, 2022, there were approximately 12 Notices of Tort Claim on which the statute of limitations for filing suits has not expired.

**Tax Appeals**

There are approximately 117 pending Teaneck tax appeals through 2022. An additional 22 appeals have been filed for the tax year 2023. Over the past 2 years, Teaneck had resolved its major tax appeals respecting the Glenpointe Office/Hotel Complex and Holy Name Medical Center. New appeals have been filed respecting the two Glenpointe Hotels in 2022. A revaluation is schedule to be undertaken in 2023 for the 2024 tax year.

**2022 Accomplishments**

Continued trend of reducing Township's legal fees.

Continued to provide Township wide training on preventing and reporting unlawful harassment and discrimination.

Worked on collective negotiation agreements.

Dismissed or settled multiple Title 59 and civil rights Matters.

In coordination with Township Clerk eliminated significant OPRA backlog. Completed update of Township Code.

**INITIATIVES IN 2023**

Continued reduction of legal fees. Continue resolution of Tax Appeals, continue to improve the processing of OPRA requests.