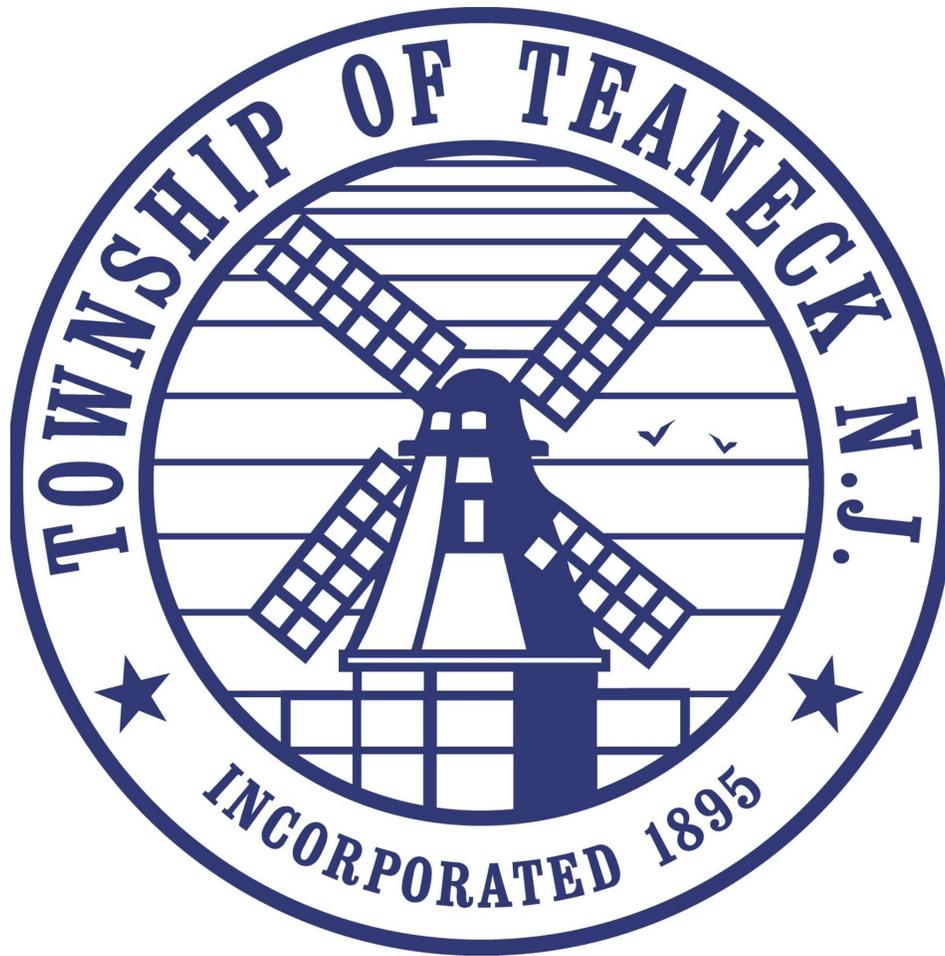


Township Manager's 2020 Annual Report



**Dean B. Kazinci
Township Manager**

May 2021

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Welcome

The Township Manager's Annual Report for 2020 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. 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 Lenni Lenape Native American camps near the ridge formed by what became Queen Anne Road. It's a diverse,

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
 Ken Katter – Health Officer
 Glenn M. O'Reilly – Chief of Police
 Jordan Zaretsky – Fire Chief
 Allen McGinley – Director of Public Library
 Kevin Arahill – 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, in light of the COVID-19 Pandemic they have been held via Zoom. Council agendas and Zoom meeting information are posted on the Township's website, www.teanecknj.gov, and on the bulletin board in the Municipal Building. The public is always welcome.



James Dunleavy
Mayor

201-837-1600, Ext. 1028
jdunleavy@teanecknj.gov



Elie Y. Katz
Deputy Mayor

201-715-5179
Katz07666@teanecknj.gov



Mark J. Schwartz
Deputy Mayor

201-837-1600, Ext. 1028
mschwartz@teanecknj.gov



Keith Kaplan
Councilman

201-837-1600, Ext. 1028
kkaplan@teanecknj.gov



Karen Orgen
Councilwoman

201-837-1600, Ext. 1028
korgen@teanecknj.gov



Michael Pagan
Councilman

201-837-1600, Ext. 1028
mpagan@teanecknj.gov



Gervonn Romney Rice
Councilwoman

201-837-1600, Ext. 1028
grice@teanecknj.gov

Township Service Guide

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

Manager’s Office.....	Dean B. Kazinci, CPM, CHR, Township Manager.....	twspmanager@teanecknj.gov
Building Department.....	Mark Bocchino, Construction Official/Plumbing Subcode Official.....	building@teanecknj.gov
Clerk’s Office.....	Doug Ruccione, Township Clerk.....	clerk@teanecknj.gov
Engineering Department.....	Farah Gilani, PE, PP, CME, Township Engineer.....	engineering@teanecknj.gov
Finance Department.....	Issa A. Abbasi, MPA, RMC, CMFO, Chief Financial Officer.....	finance@teanecknj.gov
Fire Department: 201-808-8080.....	Jordan Zaretsky, Fire Chief.....	jzaretsky@teanecknj.gov
Health Department.....	Kenneth Katter, MA, CPM, Health Officer.....	health@teanecknj.gov
Library: 201-837-4171.....	Allen McGinley, Director of Public Library.....	mcginley@teaneck.bccls.org
Municipal Court.....	Craig Ferdinand, CMCA, Court Administrator.....	court@teanecknj.gov
Police Department: 201-837-2600.....	Glenn M. O’Reilly, Chief of Police.....	goreilly@teaneckpolice.org
Public Works Department.....	Kevin Arahill, CPWM, CRP, CPO, Director of Public Works.....	dpw@teanecknj.gov
Purchasing Department.....	Simona Casian-Sirbu, QPA, Purchasing Agent.....	purchasing@teanecknj.gov
Recreation Department: 201-837-7130.....	Glenna D. Crockett, CPRP, RA, Superintendent of Recreation.....	recreation@teanecknj.gov
Tax Assessor’s Office.....	James R. Tighe, CTA, SCGREA, Tax Assessor.....	assessor@teanecknj.gov

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



“Unprecedented.” It is a word that has come to define 2020, and we, as a Township, were not exempt from the unprecedented challenges that came with navigating a global pandemic. Indeed, the COVID-19 outbreak has been a tremendous challenge for everyone but, as we enter a new year full of promise and hope, we are filled with pride and gratitude for the collective effort it has taken to make it to where we are today. Since the beginning of the pandemic, the Township’s leadership team has been working diligently to take every precaution to protect the health and safety of our residents and workforce. In March of 2020, my office coordinated a taskforce to review and implement recommendations to keep our residents safe. We followed guidance issued by the Centers for Disease Control, the New Jersey Department of Health, Governor’s office, and the Township’s Health Department. Together, we assessed and reassessed the latest information and guidance, which changed rapidly and on a daily basis.

Throughout the pandemic, our personnel have demonstrated great flexibility and creativity as we were forced to adapt our services to incorporate social distancing and enhanced sanitization protocols. Throughout our municipal buildings, employees took initiative, learned to do things in new ways, worked longer hours, remained focused on what was most important, and did it all without complaint. During a time of high stress with constant change, staff

maintained their positivity and, more importantly, their compassion and empathy for our residents, who similarly showed a persistent and even cheerful resolve throughout the unpredictable and difficult events of 2020.

I want to publicly acknowledge and thank our Township Council for their support, understanding, guidance and vision throughout the pandemic. This was and continues to be a tremendous team effort which allowed me to keep our community safe while still providing the exceptional services our residents deserve.

Lest we forget the 118 souls lost to the Coronavirus in 2020. We continue to keep these residents, and their families, in our thoughts and prayers.

The 2020 Annual Report continues to outline the hard work of the men and women who comprise the Township’s workforce. I would like to thank each and every employee and volunteer for their continued dedication and commitment in making Teaneck an exceptional community to live and work.

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.

It is critical and a priority for me that the residents of Teaneck feel safe and secure in their homes, schools, houses of worship and day-to-day lives. I am committed to maintaining and improving upon that environment in Teaneck, by working with our police department, fire department, public works, as well as our partners on the County, State and Federal levels.

In 2020, the Township celebrated its sixth consecutive year of a zero percent tax increase. Working collaboratively with the Township Council, the administration achieved this milestone while maintaining our high quality services.

Working in cooperation with department heads and other team members, despite the pandemic, we achieved a high level of success in effectively and efficiently executing plans to improve the Township's amenities, infrastructure and overall value. During the year, Township employees and contractors worked tirelessly to address the identified quality of life concerns of residents.

Most significantly, reconstruction, upgrade and resurfacing of various roads, curbs, sewer improvements, sidewalks and traffic control calming measures were completed. Improvements to various parks, playgrounds and recreational facilities including, but not limited to the Hawthorne Tennis Courts, Terhune Park Playground, Votee Park Basketball Court, and a new outdoor gym. Infrastructure repairs and upgrades to the Richard Rodda Center to include a new façade, roof and partitions are almost complete. Work on the new Fieldhouse was completed in December. With the exception of a few "punch list" items, work on the Teaneck Road Streetscape Project is complete. The recodification of the Township Code was finalized making the system much more efficient, effective, and accessible.

The Township purchased two new E-One Typhoon fire trucks to replace much older equipment. Public Works acquired two new Western Star compactor trucks, one new Elgin Pelican Street Sweeper, and one new Western Hook Lift Body Truck. The police department took possession of six new Police Interceptor Utility vehicles replacing high mileage and older units.

Teaneck was awarded \$653,324.60 from various grant programs. Some of the grants include funding for a new Bandshell, resurfacing Oakdene Avenue and Morningside Terrace through NJDOT Aid, Bergen County Open Space for Terhune Park Playground Equipment, and Fire training.

The Township continues to be the leading municipality and recipient of awards from our Public Entity Joint Insurance Fund on Wellness initiatives and Safety statistics. The Teaneck Times 2021 Recycling Calendar was completed in December with a theme that focused on the prevention of COVID-19.

In 2021, we will continue to focus on crisis management as it relates to the pandemic, infrastructure, and quality of life issues which impact the daily lives of our residents and workforce. Notable projects for the year will include: Completion of a new radio dispatch center for the police department; adding a new siren tower for better town wide coverage; demolition of the municipal building basement; a new roof and windows for the main municipal building; resurfacing 32 municipal streets including the municipal parking lot; continued work on fiber optic cabling to allow for shared service fire dispatching with the City of Hackensack; basketball court reconstruction at Votee Park; infrastructure repairs to Fire Station #4 on Windsor Road; the purchase of additional equipment for DPW (Bobcat, Tree Truck with Chipper, Street Sweeper, and Sewer Jet) as well as a shared services agreement with Bergenfield for the use of a Tub Grinder; a cooling tower for the Library; a new Bandshell; a new bathroom facility in Phelps Park; the construction of a new shelter by the Splash Pad; and some additional ADA improvements at the Richard Rodda Center. Executive Order permitting, plans for celebrating Teaneck's belated 125th anniversary will take place in the Fall of 2021.

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 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 nothing less.

With sincere thanks,

Dean B. Kazinci
Township Manager

Police Department

Glenn M. O'Reilly, 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 9 dispatchers, 5 civilian support staff members, 1 current parking enforcement officer, 21 school crossing guards, and 13 Auxiliary Police volunteers.

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 four 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 investigative techniques, and partnerships with citizens, businesses, and other law enforcement agencies to effectively investigate criminal activity. In addition, the squad handles police and fire 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.

Narcotics

The Narcotics Squad's primary mission is to identify, investigate, apprehend and prosecute those individuals involved in committing offenses of New Jersey's Controlled Dangerous Substance laws. The goal of the squad is to reduce overall criminal activity in the Township of Teaneck by proactively investigating the distribution of narcotics and by patrolling the streets in a plain clothes capacity enabling the detectives to detect and interrupt crimes in progress, thereby increasing the quality of life for those who live and work within the township. Investigations include the sale, distribution, and use of narcotics, pharmaceutical crimes, prostitution, gambling, and money laundering. Narcotics investigations require officers to conduct surveillances, work in undercover capacities, execute search warrants, seize criminal assets, develop informant networks, and arrest both dealers and users of controlled dangerous substances. Narcotics investigations also require a high degree of cooperation and coordination with specialized law enforcement units on the local, state, and federal levels. Concerned citizens are encouraged to contact the Narcotics Squad with any tips they may have concerning criminal activity in their neighborhood.

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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 court is in session. The squad is also responsible for preparing indictable cases for presentation to the Bergen County Prosecutor's Office.

The Detective Bureau provides security for all municipal court sessions as well as for all open meetings conducted by the Township Council.

The Bureau continues to work closely with the "Tri-Community 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 (201-833-4222). 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 2020, members of the Detective Bureau were assigned to conduct 1045 criminal investigations. As of this writing 434 of those cases are still actively being investigated. Members of the Detective Bureau also conducted 32 employment background investigations, 1 liquor license background investigation and 4 solicitor investigations. Members of the Detective Bureau also provided security for 9 court sessions and 6 Council / Budget Meetings.

COVID-19 effects on the Detective Bureau:

During the COVID-19 pandemic, detective bureau work was limited to *reactive* investigations.

The Juvenile Bureau:

The Juvenile Bureau is comprised of specially trained detectives who investigate matters involving juveniles, families, criminal mischief, certain thefts, gang related activity, matters 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. The purpose of this code is the protection of the public interest through rehabilitation, accountability, and the preservation of family unity. These goals are achieved by substituting certain statutory consequences of criminal behavior with adequate programs, supervision, care, rehabilitation and a range of sanctions designed to promote accountability and protect the public. The Juvenile Bureau works with the Division of Criminal Justice, the Division of Child Protection and Permanency, the Bergen County Division of Family Guidance, the Teaneck Board of Education, and 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, and social media/internet usage. Additionally, a uniformed detective is assigned to Teaneck High School as the School Resource Officer.

In 2020, members of the Juvenile Bureau were assigned to conduct 345 investigations. As of this writing, 17 of those cases are still actively being investigated. Members of the Juvenile Bureau also conducted 20 employment background investigations, and provided security during numerous court sessions and Council/Budget Meetings. The Juvenile Bureau conducts three major events annually in conjunction with Teaneck High School and the Board of Education; 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 "lock downs" and evacuations of students and faculty at township schools.
- Conducting youth counselling and family mediation
- Providing high school student mentoring
- Participating in the Teaneck High School's annual career day/opportunities expo program
- Assisting with driver education training at the high school
- Conducting referrals to local, county and state agencies for counselling
- Conducting Halloween safety talks
- Conducting Bias Awareness Training

COVID-19 effects on the Juvenile Bureau:

There was a slight decrease in the number and severity of cases which were referred to our bureau for investigation. Additionally, with the closure of schools, we did not conduct any of the large events that we typically do in conjunction with the school district such as the Pep Rally, the Prom Show-Off, or the Graduation. Finally, during much of the year, the School Resource Officer was reassigned to normal Juvenile Bureau detective responsibilities as the school closure eliminated the need for him to be stationed at Teaneck High School.

Service Bureau:

Staffed by police officers and civilians, the bureau is charged with facilitating the department's training, accreditation through NJSACOP, 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, bike safety, safe kids presentations, anti-bullying, au pair safety, and Car Fit for Seniors. Members of the Bureau also participate in the Chief for the Day program, the annual township holiday toy drive as well as the township holiday food drive. Members of the Bureau also 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.

The Department hosts the Junior Police Academy. The academy is offered during the summer months to children between the ages of 11 and 14. This program is similar to the Citizen Police Academy, but specifically designed for younger audiences.

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.

In 2020, the Community Policing Bureau coordinated birthday drive-bys with the Teaneck Fire Department and the Teaneck Volunteer Ambulance Corps. The program ran for 7 weeks and 233 drive-bys were conducted.

The Community Policing Bureau also 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.

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.

COVID-19 effects on the Community Policing Bureau:

All Community Policing programs that would have posed a challenge due to social distancing guidelines were canceled for 2020.

There was an increase in investigating, mediating and resolving social distance and face mask complaints, neighborhood disturbance complaints and neighbor/tenant disputes.

Traffic Bureau:

The 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 studies and recommendations, safety messages, maintain and analyze crash statistics, conduct radar and e-ticket training, and handles logistics for large processions and funerals. Chosen by EZ Ride as 2019 Recipient of Silver Recognition for New Jersey Safe Routes to School.

The Traffic Bureau has participated in a number of programs over the years, including:

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

Pedestrian Safety Program - Children and seniors are targeted for lectures in proper pedestrian safety. A minimum of 10 lectures are conducted yearly. Intersections maintaining a high number of pedestrian accidents are targeted for strict enforcement. Worked with New Jersey Transportation Planning Authority to implement the Street-Smart program.

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

Child Safety Seat Program - Officers trained in 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, 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.

CarFit for elderly adults in conjunction with HUMC.

Fatal Vision - 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 the answers from the participants. Children learn about crossing the street, what color clothing they should wear, riding bicycles and general safety rules.

COVID-19 effects on the Traffic Bureau:

- National night out canceled
- All public presentations suspended
- Child safety seat/CarFit inspections suspended

HIGHLIGHTS OF 2020

In 2020, members of the department drove more than 155,200 miles patrolling township streets. The department conducted more than 4,977 building checks, 2,863 business checks, and 6,157 house of worship checks. Teaneck police responded to more than 1,660 burglar alarms, 305 fire alarms, and 3,014 medical emergencies. Member of the Teaneck Police Department also administered Nasal Naxolone ten times in 2020 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 2020, 631 pounds of medication was turned in.

INITIATIVES IN 2021

Active shooter training incorporated with simunitions training.

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.

We are hoping that schools can safely re-open and look forward to helping all Teaneck Schools transition back to in-person education when it is safe and appropriate to do so. During this year, we are striving to improve the relationship and trust between youth and the police department through outreach and programs at Teaneck High School. Lastly, we are hoping to fill several positions and the experience void within the Juvenile Bureau created by the retirement of three seasoned bureau detectives during the previous year.

We are planning on purchasing and deploying Body Worn Cameras for our uniformed Patrol and Traffic personnel in 2021.

Fire Department

Jordan Zaretsky, Fire Chief

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

All other business: 201-808-8080

DIRECTORY OF SERVICES:

In addition to responding to fire alarms, the Department is often called out to auto accidents, rescue missions and other emergencies. We are currently staffed with 89 members, including 31 officers, 56 firefighters and 2 civilian staff.

RESIDENTS INFORMATION:

As always, the ultimate responsibility for fire safety is with the individual - and for the children - it is with their parents. No one should sleep in a room without a large enough egress window / path that is free of obstructions, allowing an alternative way out in case of 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. No family should go to bed at night without a valid, realistic, family fire action plan that has been well thought out and practiced. Sometimes smoke detectors are intentionally disabled because of “nuisance” alarms. Most nuisance alarms result from the use of the wrong type of detector or from bad detector placement. **Ionization** smoke detectors are less expensive, but will trigger an alarm for a host of non-dangerous conditions like normal cooking vapors and shower steam. However, they are 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, it is worth the small investment necessary to replace them. The Fire Prevention Bureau is ready to provide the 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 Township's Fire Code, which is aimed at controlling fire hazards in all structures within the community. The Fire Code mandates periodic inspections of many occupancies 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, is inspected by a fire specialist before a certificate of occupancy is issued. There is a strong effort towards cooperation with the building department to build as much fire protection as possible into every new building. Residents may request an inspection of their home to determine whether fire hazards exist. A fire prevention specialist will make a comprehensive examination of the resident's home or apartment and prepare a list of recommendations that may reduce the likelihood of fire. All residences – upon resale – and all rental units – upon rental – in accordance with State mandate, are inspected for required smoke detectors, carbon monoxide detectors and fire extinguishers. **The Bureau reminds residents that one to two weeks notice is required for a smoke detector and carbon monoxide inspection appointment due to the large volume of requests.** In 2020, the Teaneck Fire Department conducted 1,076 fire prevention related activities/inspections. Of that number, 225 were to meet fire protection contractors for upgrades and repairs, including “unsafe condition” inspections, and “unsafe condition” re-inspections issued by fire suppression companies on emergency responses. The Bureau also performed 567 (virtual) home smoke detector and carbon monoxide detector inspections for the resale of a one or two family home. Fire Prevention staff members also: respond to fire calls throughout the year to assist fire suppression personnel with manpower needs and investigations; and in a typical year: 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 has 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, neighborhood fire companies typically conduct approximately 1,800 “in-service” inspections annually (these were curtailed in 2020 due to the pandemic). In-Service inspections help familiarize fire suppression personnel with building layouts and are seen as a fire preplanning opportunity but were obviously curtailed due to exposure concerns during the pandemic.

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 prompt confinement, control and extinguishment of the fire while rescuing any trapped occupant. The average time to respond for the Teaneck Fire Department is three minutes – from time of notification to arrival on scene – which is below the NFPA recognized four minute response time standard. At the first sign of smoke and/or fire, and/ or alarm activations, the fire department must be notified. **Building occupants should 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 of the local fire department. **NEVER RE-ENTER A BURNING STRUCTURE.**

In 2020 The Teaneck Fire Department received mutual-aid 14 times and provided mutual-aid 33 times to surrounding communities at multiple alarm fires. The Teaneck Fire Department is a member of the Mid-Bergen Mutual Aid Association and serves as the Mutual Aid Dispatch Center.

RESCUE OPERATIONS:

Automobile extrication (removal of a victim trapped in a vehicle) occurs often in Teaneck. The fire department responds to serious motor vehicle accidents on Routes 4, 80, 95 and on local streets. The department responds to water rescues on the Hackensack River, Overpeck Creek and to flooding conditions in Teaneck and neighboring towns (upon request). 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 of joint response to emergencies.

TRAINING BUREAU:

In 2020, uniformed members of the department attended continuing education courses covering a broad variety of subjects, including: Computer Aided Dispatch; Fire-Investigations; Inspection Procedures; Pre-Incident Planning; Bloodborne 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 nearly 5,000 man-hours of training during the year, a remarkable number given that training was effectively halted for the first 5 months of the year due to the pandemic.

The department hired nine new members in 2020. 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 shut-ins and senior citizens who live alone and have no one to look in on them on a regular basis. The program provides subscribers with a telephone call service seven days a week, between the hours of 8 AM and 9 AM. A member of the department calls the resident and asks if all is OK. If there is no answer to the first call, a second call is made in about 5 minutes. If there is no answer to the second call, a firefighter 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 they want called in case of emergency. A home fire safety check is also done.

2020 FIRE CHIEF'S REPORT:

The Teaneck Fire Department responded to 3,503 alarms in 2020. The alarms were received as follows:

Activity	2020	2019	2018
Fires	187	143	150
Other Emergencies	740	770	868
Alarms, No Fire	1,170	936	851
Mutual Aid	33	26	52
Other Services	<u>1,373</u>	<u>1,554</u>	<u>1,968</u>
TOTALS	3,503	3,429	3,889

2020 ACTIVITY ANALYSIS:

An analysis of Teaneck's 2020 fire statistics shows a continuing pattern of success in preventing the human cost of unfriendly fire. There were 187 fires of which 123 were classified as structural fires, 7 were brush fires, 13 were vehicle fires and the rest a variety of lesser scenarios. 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 citizenry, but also the department members who were called for aid. The additional protocols used and developed within the fire department were shared – and used – statewide, helping to protect fire department members, and citizens, across the state of New Jersey.

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. State-mandated 911 service 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 the Fire Alarm Box closest to your home today.**

Health & Human Services

Ken Katter, MA, CPM, Health Officer

Scope of Operation:

Protect the food, water, land and air quality of the residents of Teaneck through educational programming, public awareness and enforcement of laws, statutes and codes. Some of these activities include inspections of rental properties, restaurants, day care centers, public bathing facilities and schools. Public nuisances are addressed through inspection and enforcement, as necessary. We also provide customer service in the form of public health nursing, health education, disease control, social services, animal control, vermin control of public grounds, rabies control, vital statistics and licensing.

Key Public Service Areas:

Public Health Nursing & Education:

In 2020, COVID-19 hit our community in March and lasted through the end of the year. Through a contract for services with Holy Name Medical Center, our department was responsible for conducting investigations into all COVID-19 cases. This involved contact tracing, case investigation, record keeping and follow-up. There were well over (2,000) confirmed cases and thousands of calls and emails placed to identified cases and their close contacts. Also, as part of public health and communicable disease control, especially during the pandemic, vaccination clinics had to be set up in accordance with State specifications to administer the vaccine. Through partnership with Holy Name Medical Center, the Township put together a vaccination site at the Rodda Center, through Provider Agreements with the State of New Jersey, set up of a clinic site, receipt of vaccine and its administration and record keeping.

In addition, the department conducted more than (100) flu vaccinations for seniors and provided several hundred hypertension screenings for seniors, prior to the COVID-19 outbreak. The Health Department audited all (34) schools and day care facilities to ensure immunizations were in compliance with State mandates. The department also conducted investigation and follow-up into other communicable disease cases besides COVID-19, including hepatitis, pneumonia and influenza. Childhood lead cases were investigated through the LEADTRAX Program. Health Education programs included a co-sponsored community health fairs, a variety of lectures and a monthly Child Health Clinic at the hospital for uninsured children, birth through 12th grade.

Rabies & Animal Control:

This program is provided all year through agreements with two local veterinarians, Bergen County Animal Control and Bergen Veterinary Hospital. Vaccinations were provided to resident dogs and cats, free of charge, as part of our full year rabies clinic. This program works in conjunction with the Township's annual dog & cat licensing campaign, which requires up-to-date rabies vaccination, in order to receive a license. The Health Department also investigates all animal bites, quarantines dogs and cats when necessary, and enforces non-compliance for all animal related violations of the Municipal and State Code.

The Township contracts for Animal Control Services with Bergen County Animal Control and Shelter Services. They are responsible for picking up stray dogs and cats, injured or sick wildlife, the housing of lost pets or those forfeited and also to treat animals eligible for care. They also assisted in the handling of various animal control issues including the handling of turkey, coyote, bat and other wildlife concerns in Teaneck. They assist in educating our residents on various domestic animal and wildlife issues, including waste storage, safety measures, animal feeding and sightings. Our Health Department staff also posts articles regularly on the Township website regarding licensing reminders, wildlife control measures and other pertinent information.

Property Maintenance & Environmental Services:

The Health Department staff follows up all complaints for refuse, overgrown lawns, snow and ice complaints, as well as corner view obstructions and blighted residences. We look to gain compliance through inspection and notification of the property owner. Failure to comply may result in enforcement actions of the issuance of summonses and/or removal of the violation by the Township through a summary abatement process.

Summons are issued for non-compliance of local codes, with fines assessed, pending the infraction and frequency of violation.

Also, our environmental program consisted of vermin control, quality of life matters & public safety. In 2020, the Health Department inspected and treated all of the public grounds and buildings to help prevent or control all sorts of vermin and pests.

The retail food establishments were inspected for compliance under New jersey State Sanitary Code, Chapter 24. These inspections may have been for routine sanitation, or to follow-up on complaints. All day-care and school facilities are inspected for compliance under State guidelines. Also, our public bathing facilities are inspected regularly with weekly water samples being analyzed for safe levels of chlorine, pH and bacteria.

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 imperative to ensure confidence in the legal system by the litigants served. As part of the Judiciary's mission as a whole, this office continues to endeavor to ensure that core values incorporating independence, integrity, fairness, and quality service are met on a daily basis, when interacting with internal and external customers.

KEY PUBLIC SERVICE AREAS

The Municipal Court continues to have jurisdiction over all traffic, criminal, and local offenses filed within the Township of Teaneck. Offenses of an indictable nature are turned over to the County Prosecutor's office for final disposition or potential 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 required by the Assignment Judge.

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

The executive components of the Teaneck Municipal Court are our two Honorable Judges and the Certified Municipal Court Administrator, with support from the Deputy Court Administrator. The remaining Municipal Court support staff consists of one Senior Clerk, and three Clerk Typists.

HIGHLIGHTS OF 2020

The Municipal Court staff disposed of 8,144 traffic, parking, and DWI cases, which criminal cases, inclusive of offenses filed under Township ordinances during the calendar year. All summonses and complaints issued by both local and state police, and authorized local officials, were processed by court staff under the direction of the Court Administrator and the Deputy Court Administrator.

Court staff processed 10,174 traffic, parking, DWI and criminal cases, inclusive of ordinance violations. Court filings were down 57% year over year.

The Court staff remitted \$279,694.76 in fines and costs in 2020 to the Township, with the balance distributed to all other appropriate state and county agencies, as required. This represents a decrease of \$379,090.68 disbursed in 2019.

The Municipal Court acclimated to drastic changes as it relates to the COVID-19 pandemic. No court sessions were conducted most of March, April and May of 2020 due to safety concerns. Court staff was extensively trained for and implemented virtual court sessions, utilizing the ZOOM platform. The Teaneck Municipal Court began its virtual court sessions in June of 2020. Through the use of virtual court sessions, the court was able to continue to process and dispose of its cases, while continuing to provide safety to court staff and litigants, eliminating the need to appear in person. Virtual court continues into 2021 and will remain the primary way court will be conducted until further notice.

INITIATIVES IN 2021

Municipal Court staff will continue to focus on reducing case backlog and collecting outstanding fines and costs owed to Teaneck from prior years. To that end, the Township may be re-appointing a temporary Municipal Court Judge to aid in the reduction of any backlog of cases. The Court will also be working in tandem with our judges to determine whether or not parking matters would be scheduled for trials in absentia, in a further effort to stay on top of any backlog of parking cases.

Teaneck Municipal Court continues to strive to provide exceptional customer service to the public, both in person and on the phone, in accordance with Township Customer Service policy. To that end, the Court Administrator strives to guide staff toward this goal by leading by example.

The Court Administrator will work with the Township Manager to fill the vacancy of the position of Deputy Court Administrator in 2021 to preserve the proper executive structure of the municipal court office.

Court staff will continue to offer virtual court and plea by mail to our customers as ways to resolve their cases while in person court remains suspended due to the COVID-19 pandemic.

The Court Administrator continues to ensure that all Court staff is cross-trained, so the Court office runs efficiently even in the absence of any particular employee(s). This will continue into 2021.

The Court Administrator continues to conduct monthly staff meetings, which proves to be an effective tool in managing the Court office and its employees. This will continue to be employed as an effective management tool.

Public Works

Director, Kevin Arahill, CPWM, CRP, CPO

Scope of Department 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 routine 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 71 Public Works vehicles and 182 pieces of equipment; 57 Police vehicles and 6 pieces of equipment; 27 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 ballfields 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
- Parking lot meters
- Heating, air conditioning, plumbing and electrical systems in all municipal buildings
- Lightning detection systems in Township parks
- Traffic signs, Road marking, and Traffic lights on Municipal roads
- Municipal Fire alarm Pull Boxes

Key Public Service Areas

Snow removal service: During 2020, the Public Works Department was very busy with snow removal. There were 2 snow-related events, with a snow total of approximately 10 inches. During these snow events, Public Works applied approximately 600 tons of salt. In 2020, Public Works applied 15,000 gallons of brine solution to the roadways prior to the actual storms. In applying this brine solution, it drastically reduced the amount of salt that is used during each event.

Leaf removal: During leaf season, Public Works efficiently and effectively removed approximately 17,875 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: Our enhanced program, which began in 2011, continues to be successful. In 2020, we collected more than 4,500 tons of recycling material through either curbside pickup or drop off at the recycling depot. Public Works also collected approximately 204 white goods from residents in front of their homes.

2020 Highlights

In 2020 the Tree Division planted approximately 8 Trees for the Tree of Love throughout the Parks.

In 2020, the Sewer Division put the new sewer camera to work. During the course of the 2020 calendar year, they televised 12,790 feet of sewer line.

In 2020 the Public Works had 2 snow events, with a total of 10 inches of snow. We applied over 5,000 gallons of brine on the roadways prior to each snow event

New Initiatives 2021

2021 tree planting program. The planting of approximately 300 trees

New DPW Complex: In 2021, 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
& David Garval, PE, CME

Scope of Department 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 (Farah Gilani, PE, PP, CME and David Garval, PE, CME) 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.

2020 Highlights

- Design and construction of 2019 Roadway Resurfacing - All 16 Roadways were paved (3.3 Miles)
- Construction of Windsor Road section 4 Improvements from Billington to Bergenfield border and State Street Ramps and ambulance corp. parking lot
- Design and construction of SE ADA Ramps – 56 ADA Ramps were Constructed
- Design and construction of Elizabeth Avenue Improvements
- Design and construction of Tryon Avenue Improvements
- Traffic safety Improvements and Installation of RRFB at various intersection
- Completion of Teaneck Road Streetscape- Landscaping and other punch list items will be completed in this year spring
- Votee Park Exercise Stations
- Votee Park Field house
- Digital Storm water outfall Mapping for NJDEP stormwater permit requirements
- Rodda Center Roof and Facade 90% complete
- Install leach inlet to solve localized drainage problem at Warwick street
- Teaneck creek emergency sewer repair

New Initiatives in 2021

- Design and Construction of 2020 Roadway Resurfacing - Roadway Improvements along 33 Township Streets
- Design and construction of Municipal building parking lot improvements
- Design and Construction of Oakdene and Morningside Improvements
- Design and Construction of Hickory and woodbine
- Design and Construction of Hawthorne Tennis court Improvements
- Design and Construction of Terhune playground
- Design and construction of Phelps Park Restrooms
- Design and construction of Votee Park Bandshell
- Construction of Fire House Station 4 Improvements
- Construction of Municipal Building Windows replacement
- Construction of Municipal Building roof and gutter Improvements
- Municipal Building Basement Demolition and remediation
- Completion of Teaneck Digital Tax Map and Updates
- Design and construction of Sanitary Sewer Improvements at Bilton and Julia Street
- Installation of green infrastructure at Rensselaer Road to eliminate flooding

COVID-19

The Engineering Department kept providing engineering services continuously during the COVID-19 pandemic. The engineer was in the office with the 2 clerks alternating days during the pick of the first wave. The Engineering Department was closed to in person visits with the rest of the municipal building, and Plexiglas windows were installed before the office was open to the public. Construction and permits were significantly reduced during this time.

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 in order to ensure the equitable distribution of the tax burden. 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 County Board of Taxation analysis; 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

- Provides information regarding real estate taxes and property taxation in general.
- Reviews and processes applications for exemption.
- Reviews and processes tax deduction claims for Senior Citizens, Disabled Persons, and Veterans.
- Updates assessed values due to physical changes to properties.
- Records changes in ownership through deed review.
- Maintains the central database of property owners for the township.
- Updates Tax Map to reflect subdivisions or lot consolidations.
- Protects interests of Township property owners by defending Township's position at tax appeal proceedings.
- Generates 200' radius property owner lists for Board of Adjustment related matters.

HIGHLIGHTS OF 2020

Obviously, the issue that dominated all others during 2020 was the world-wide COVID pandemic. The associated shutdown, illnesses amongst the staff and other disruptions to the normal course of events had profound impacts on all Township operations. However, despite these disruptions, the Township continued to operate and provide necessary services throughout.

The Assessor's Office was able to continue operating remotely, five days a week, via phone, laptop and internet connection. These provided full access to the entire tax database as well as Township email and voicemail. We continued with the processing of deeds, updating the tax list, preparing for tax appeals, as well as answering calls and emails from residents throughout the entire shutdown period.

Although 2020 presented a number of unique challenges, we were still able to meet all of our statutory requirements and fulfill the goals we had set forth to achieve in 2020. Some specifics are detailed below:

Maximizing Assessed Value: Despite the pandemic-induced shutdown of many activities, including construction, a significant number of Added Assessments were levied in 2020. A total of 134 Added Assessments were levied with a pro-rated assessed value of \$38,510,216. (After adjustment for appeal judgments) This generated a total of \$1,247,730 in additional taxes. Of this total, \$1,068,377 was owed to the Township and \$152,296.21 was owed to the County of Bergen. The 2020 taxes billed from Added Assessments were among the highest amounts generated in any of the past 20 years, a notable achievement given the difficulties posed. It should be noted that no physical inspections of building interiors were conducted in 2020 due to ongoing concerns of risk. Added Assessments were all based on exterior inspection, plan review and permit review.

Overall, the 2021 Aggregate Assessable Value was increased by a total of \$36,432,200 over the 2020 A.A.V. Currently Teaneck has a ratable base of \$5,188,972,400. The average ratio of assessed value to true value is 81.46% for 2021. Implied market value of all property in Teaneck is \$6,369,963,700.

Tax Appeals - State Tax Court

63 appeals were filed with the Tax Court of New Jersey having an aggregate assessed value of \$126,270,500. Of the 63 filings, 11 appeals were filed by Holy Name Real Estate Corp and are anticipated to be withdrawn as part of a settlement pertaining to the taxable status of the Hospital itself. These have a total valuation of \$11,786,900.

A final judgment covering Years 2007 through 2010 was issued by the Tax Court of N.J. for the various Glenpointe properties that were under appeal. The final year of the judgment (2010) was extended under the "Freeze Act" to cover Years 2011 and 2012 as well. Although the Judge upheld almost all of the positions held by the Township, and rejected most of the arguments made by Plaintiff, adjustments were made to the assessed value. The Tax Court decision will be used as the basis for a global settlement for the remaining years. The settlement is expected to be finalized and executed in 2021 thereby removing significant financial uncertainty going forward.

County Board of Taxation

The Global Pandemic had a significant impact on operations at the Bergen County Board of Taxation, especially concerning the 2020 appeals process. Most significant was the extension of the appeal deadline from April 1 to July 1 in response to the physical closing of many public buildings in March of 2020. The extended deadline created scheduling issues for the actual hearings which had to be held much later in the year. Teaneck's hearings were held, via conference call, on October 1, 2020. Judgments were finally issued on December 1, 2020.

A total of 160 appeals were filed with the Bergen County Board of Taxation in 2020. The aggregate assessed value of the properties under appeal was \$264,610,600. Assessment reductions totaling \$5,426,700 were granted via judgments.

INITIATIVES IN 2021

Further maximize assessable value by reviewing and listing construction completed prior to October 1, 2021 on the 2021 Added Assessment List.

Manage pending and future assessment related litigation filed at the County and State levels.

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 3 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 2020

- 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 535 applications and issued 509 permits.
- Construction processed 2016 applications, issued 1838 permits and conducted 7630 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, 525 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 770 OPRA requests in 2020.

- The relocation of the archived files continues.
- A CO was issued for 1500 Teaneck Rd..
- A CO were issued for 1475 Palisade Ave.
- 227 Teaneck Rd. is waiting to return to the Board.
- 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.
- A Part Time Assistant for the Planning/Zoning Board Secretary was interviewed, but hiring remains on hold.

INITIATIVES IN 2021

- 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 are in need of a Part-Time Assistant to aid in the completion of her assigned work. The assistant may also learn the position so that he/she may be able to complete the work when the Secretary is out. With a prospective retirement date at the end of 2022 it is important to find a candidate for this key position.
- With the planned retirement of one of our Technical Assistants at the end of 2021, possibly two, we will need to interview candidates for these positions in the fall. Currently, we employ three full time persons in these positions. Their workload is such that the loss of one position, even for a short time period, will have serious detrimental effects on the workflow of the Department.
- It is anticipated that an increase in Construction activity will occur in 2021. Between the easing of the pandemic and the active pursuit of redevelopment a few large projects should begin. With the increase in activity comes an increase in workload. An additional inspector may be needed to meet the demand, to replace a part timer who left in August.
- I have continued to relocate archived records to the Municipal Building from two offsite locations, which the Department of Public Works began in 2017. When complete, retrieval of these records to fulfill OPRA requests within the required time frame can be more easily fulfilled. The prospective closing and demolition of the DPW Building at 1425 Teaneck Rd. increases the need to remove archived files from the building.
- It is planned that the basement of the North Wing of the Municipal Building (old building) will be gutted and re-fitted in the coming year. Part of the area may be devoted to the Archived Building Dept. records.
- The two projects may require that a temporary storage location be used to store the files. A temporary storage container would suffice for this. I would desire that one be obtained solely for the use of the Building dept.

- A new computer software system has been installed, which encompasses several departments. This system should make it possible for the departments to interact more efficiently. Also, it is hoped that the public will have more access to the departments, where they can access records and file applications. This will increase efficiency and productivity. The extensive possibilities of this system need continued education to learn how to use. We are working on setting the Public Portal up so that much of the applications can be performed online. It also would allow applicants access to their files so that they can keep current with progress. Inspections will also be requested through the Portal. Implementation of the Portal should decrease the volume of phone calls to the office tremendously. To setup the software program requires additional time/manpower on our part. The addition of the part time assistant for Zoning/Planning Board will aid in this.
- 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.

COVID-19

- 2020 has been a terrible year for all. The effects of the pandemic on the world have been horrific. In our little universe here we have struggled but survived. We cut out a lot of expenses. Some due to events just not happening because of the regulations implemented locally, statewide and on a National level. This was a loss for staff training, learning valuable work skills. This also impacted revenue.
- There was a 34% decline in Zoning Applications
- 17% decline in Construction Permit Applications
- 23% decline in Construction Permits issued.
- 34% decrease in inspections. This is mostly a reflection of using care and not performing inspections in any occupied buildings for several months, to decrease the risk of infection to our work force and to the public.
- On the UCC side of the office, we experienced a 22% decrease in revenue. After taking many factors into account, we broke even.
- Zoning showed a loss of approximately 9% in revenue.
- The first few months of the pandemic, the Municipal Building was closed to the public. During those months we received applications by mail, drop box and email only.
- The Building Department was open to the public for a few months. To prepare for this, and to safely perform inspections in occupied structures, several measures were taken
- Social Distancing markers on floor
- Plexiglass window installed
- Use of PPE
- Using extra precautions while interacting with the public, both on site and off site.
- Daily temperature checks and health questionnaire.
- The last few months of the year, we again closed the building to the public. We allowed limited access, by appointment only, but encouraged everyone to submit applications by alternate means. We have implemented a scheduling system so that no more than one applicant can be present in the office at one time.
- The receiving of applications indirectly has caused issues. We receive a lot of incomplete applications. We contact the applicant but many times there are repeated back and forths to complete the application. This has greatly increased the work load and the frustration of both staff and customers.
- Once the SDL Public Portal is implemented, it is anticipated that this will relieve some of this. The portal application process should require all information and forms to be submitted prior to completion.

Library

Allen McGinley, Library Director

Scope of Department Operations

Teaneck Public Library gives residents access to materials, electronic resources, services, and experiences that create opportunities for lifelong learning and help them to improve the quality of their lives.

The Library owns 109,000 books, movies, and other physical materials, in addition to 66,000 eBooks. The Library also provides Teaneck residents with access to 4.8 million books, movies, music, and other physical library materials through the Bergen County Cooperative Library System.

Each year, the library hosts more than 300 public events for residents of all ages. The Library offers residents with access to personal computers, printers, mobile printing, copiers, digital scanners, and mobile WIFI hotspots. In addition, through the Jean Greenfield Mobile Makerspace, the Library provides residents with access to 3D printers, Chromebooks, sewing machines, robotics equipment, and other technological equipment.

Residents have access to spaces for collaborative and individual work, device charging stations, and broadband public WIFI access. The Library's auditorium can be reserved for use by nonprofit organizations in Teaneck.

The Library also provides home delivery to residents confined to their home or residential facility for an extended period because of illness or physical handicap. In addition, library staff regularly visit Teaneck schools to promote literacy and nurture a love of reading among young people in Teaneck.

Key Public Service Areas

Lending Materials

Teaneck Public Library gives residents access to over 4.8 million books and other physical items through the 77 libraries that participate in the Bergen County Cooperative Library System (BCCLS). The library also provides digital access to more than 66,000 eBooks, eAudiobooks, and eMagazines which residents can download or stream on eReaders, tablets, and other mobile devices. Other items that the library loans to residents include museum passes, which offer free entry to popular museums in New York and New Jersey, and wifi hotspots, which provide Internet access anywhere a wireless data connection is available.

Databases and Electronic Resources

The Library subscribes to a number of databases and electronic resources that provide online access to authoritative information sources which are valuable for research and educational purposes. Popular databases include Academic Search Premier, which provides full text access to popular magazines and research journals, Rosetta Stone language learning software, and Ancestry Library, which connects residents with genealogy resources. The Library also provides residents with access to digital newspapers including The New York Times and the Wall Street Journal.

Public Events. A variety of public events for all ages are presented by the library, with topics including early childhood literacy, STEM (Science, Technology, Engineering and Math), English as a Second Language (ESL), music and dance performances, film screenings, lectures, and more.

Technology Services. The library provides access to technology and equipment that residents need to improve the quality of their lives, including, public computers, free wifi, electricity, mobile device charging, color and black and white printing, copying, and scanning. The library also provides residents with access to the Jean Greenfield Mobile Makerspace, including 3D printers, Chromebooks, sewing machines, robotics equipment, and other technological equipment.

Public Space. The library is the only place in the community that provides free, open space where residents can study, meet, work, connect, and collaborate with colleagues, classmates, friends, and neighbors.

2020 Highlights

Lending Materials. A total of 292,725 materials were borrowed from Teaneck Public Library in 2020, including physical materials in Teaneck's collection, ILL materials that were sent to Teaneck to be checked out by Teaneck patrons, and digital materials.

Teaneck residents borrowed more than 65,000 eBooks, digital audiobooks, digital movies, and other digital content in 2020. This represents a 99% increase over digital circulation in 2019.

Databases and Electronic Resources. The library added several valuable databases and electronic resources in 2020, including Creativebug, which provides online arts and crafts workshops, and Lynda.com (soon to be LinkedIn Learning), which offers online courses covering a variety of topics, including business, software, technology, design, marketing, photography, and other creative skills to achieve personal and professional goals.

Public Events. Due to Covid quarantines and State guidelines, the Library was not able to offer indoor, in-person programs and events from mid-March through December 2020. However, the library responded by pivoting to virtual programs and outdoor in-person programs. The library still managed to offer 308 public events in 2020, and actually saw a 58% increase in attendance compared to 2019. More than 15,000 people attended the library's programs via Zoom Facebook Live, and YouTube. The library also offered a variety of outdoor, socially distanced programs including a performance of *The Tempest* on the Municipal Green.

In partnership with the Township of Teaneck, the library also developed and launched *Together in Teaneck*, a StoryWalk at Sagamore Park developed and maintained by librarians from Teaneck Public Library. The StoryWalk consists of 20 aluminum display posts with a 17" x 23" angled, black aluminum display area. Each display area contains one or two pages of a picture book behind a plexiglass surface on the theme of diversity and inclusion. Children and families are encouraged to read the stories by walking through the park and stopping at each display sign. Librarians from Teaneck Public Library will select new stories on the theme of diversity and inclusion and rotate the stories on a regular basis.

Technology Services

The library made several technological improvements to improve the efficiency of library services and protect residents from the spread of Covid. One of these technological improvements was the implementation of mobile self-checkout and self-checkout kiosks, which allow patrons to check out their own items either on a mobile app on their smart phone or at one of the self-checkout kiosks in the Youth Services Department of near the front desk.

The library also installed a self-service printing kiosk, which allows patrons to schedule their own computer appointments, release print jobs, and pay for printing or other fines and fees with cash or a credit card.

The library also launched the Jean Greenfield Mobile Makerspace in January 2020. The Jean Greenfield Mobile Makerspace provides residents with access to 3D printers, Chromebooks, sewing machines, robotics equipment, and other technological equipment. During the pandemic, the library used the 3D printer to develop and produce much-needed PPE for frontline health workers in Teaneck and Bergen County.

In recognition of the Township's 125th Anniversary, the library staff used source materials from the library's archives to produce a video that residents were able to use to learn about the early days of Teaneck Township.

As part of the Library's role as an education center for the Garden to Nurture Human Understanding project, the Library installed HD audio/video equipment to record and livestream lectures and other events.

Public Space. In an effort to make much-needed upgrades to library facilities and public spaces, the library continued to work with architect Anthony Iovino to make updates to a master plan to better meet the community's future needs. The master plan includes new public restrooms, additional public meeting spaces, and thoughtful spaces that better meet the 21st century needs of children, teens, and adults.

New Initiatives 2021

- Decrease the Digital Divide in Teaneck by adding (10) high-speed mobile WiFi hotspots that can be borrowed by Teaneck residents. The addition of (10) will double the library's current number of hotspots to (20) total. This will be completed by the end of the second quarter.
- Increase access by Teaneck residents to public WiFi access by installing an outdoor WiFi router that provides broadband Internet access to residents who are in the library's parking lot, or using their mobile devices outside of the library. This will be completed by the end of the third quarter.
- Develop a Virtual Reality program that exposes students and other young people in Teaneck to relevant historical experiences. Exposure to these historical experiences will increase empathy and the student's knowledge of history. The library will be soliciting community partners and hopes to launch this project by the end of 2020.

COVID-19

The outbreak of the COVID-19 pandemic had many impacts on the operations of Teaneck Public Library. Quarantines and state guidelines resulted in the closure of the library's building beginning in mid-March of 2020. The library responded by installing plexiglass health shields, upgrading HVAC filters (to MERV-13), developing a contactless doorside pickup service, implementing an online scheduling service for pickups, providing a Zoom Webinar platform for virtual programs, and installing kiosks to reduce contact between public and staff.

While the outbreak of COVID-19 reduced overall circulation, the circulation of digital content increased by 99%, and attendance at library programs increased by 58%. The library pivoted, and found new, innovative ways to safely provide residents with critical library services.

Recreation

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

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 Richard Rodda Community Center, there are three divisions, the Youth Division, Senior Division, and Administrative Division. 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. The Senior Division, offering a plethora of educational, physical fitness and social recreational 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 practices and games.

The department is in charge of twenty-five parks, both active and passive, with Milton Votee being the largest active park encompassing 40 acres. Within the park is the Votee Park Sportsplex, that has brought widespread recognition to the Township with users from various organizations. The new 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

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.

Offer facilities use and rentals. The unique existence of the Richard Rodda Community Center provides a tremendous public service to residents.

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.

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 and half day programs in a safe, well supervised environment for local youth once school dismisses for the year.

2020 Highlights

The department changed drastically due to the COVID -19 pandemic. The Richard Rodda Community Center was unable to continue to be the central hub and venue for residents, community based organizations, sports organizations and much more as it was for many years, due to NJ Governor's Executive Orders and CDC guidelines. All Administrative Division, Senior Division, and Youth Division programs were suspended in March. During the initial shut down period, the Administrative Office continued the senior and disabled transportation at a reduced capacity for our residents. All vans were sanitized before residents pick up, after each resident left the van, and when van returned at the end of the day. This was done with special sanitizing equipment and solution used to kill COVID-19 residue on the surface. The Senior Division established a well- check phone call system for all registered seniors. Over 800 seniors were called regularly to see how they were doing and to let them know that they were not alone. The Youth Division continued to send homework to each student in order to finish the school year, along with diploma to commemorate this milestone.

The Rodda Center went through major construction, during this period of time. A new roof was installed, along with new skylights, refreshed exterior and improved exterior lighting. The building had a much needed facelift, making it more inviting to residents. This eliminated the ongoing concerns of water leaks during rain and snow storms and safety issues. We also had lighting upgrades to both gyms to higher candle settings that were sorely needed.

Youth sports were cancelled as we waited on guidelines from the CDC for updates on reopening. In May an Executive Order allowed sports to resume play in June for outdoor settings only, with many new protocols sports organizations were required to adhere to. The department developed protocols and rules the sports organizations were required to follow.

As time went by and the Executive Orders and CDC guidelines eased up a bit, the department was slowly allowed to bring back some programs for our residents. In July, the Votee Pool opened at reduced capacity of 25 percent with strict protocols. There were COVID -19 checklists and temperature screenings performed prior to each resident entering the pool. In preparation of opening the facility, the Department of Public Works painted circles on the grass six feet apart from each other, posted social distancing and mask reminder signs throughout the pool area, plus installed hand sanitizing stations. When residents were not in the pool they were required to stay in their circle. Pool Ambassadors were hired to monitor the number of residents in the area and to make sure all guidelines were being followed. This was a success and the residents were overjoyed to have a safe place to enjoy some summertime fun and relaxation. Sprinklers were also available at selected locations for our younger residents.

In August we had a grand opening for the new and improved exercise equipment station in Votee Park. There were 10 new apparatuses installed for a variety of exercise levels. This had been a topic of discussion for many residents, as it was removed when the Splash Pad was installed.

In September, two Youth Division programs: Sunshine Garden Learning Center and the After-School Child Care Program were reopened following mandated guidelines set forth by the State of New Jersey and the Department of Children and Families. The capacity for both programs was cut in half. The classrooms needed to be rearranged with at least 10 feet between each pod or unit of students, plus individual supplies were required and provided for all students and teachers. Signs were posted throughout classroom of healthy hygiene, mask wearing and social distancing. Additional PPE's were secured. Prior to opening, the State Inspector was required to personally inspect the areas to approve our facility to move forward. Once opened, parents were not permitted inside the classroom, and by 11:00 a.m. each day, COVID-19 checklists and temperature screenings were emailed to the State. With proper training and due diligence, the Youth Division had zero cases of COVID-19.

A 20' X 30' tent was rented and placed it at the Votee Park Band Shell apron to offer several outdoor classes for seniors, children and adults; this too was done with the mandated limited capacity. COVID-19 checklists and temperature screenings were performed prior to residents entering the class area. Masks were mandatory. Everyone adhered to protocols and enjoyed being together and being active again.

In November, the Township had the dedication ceremony for the Votee Park Field House. Due to Executive Orders and CDC guidelines, attendance was restricted to a low number. We are very proud of this Field House, as this is an added addition to the Sportsplex. The indoor restrooms were a much-needed amenity in our 40-acre park.

In December the Senior Center began preparation to provide online video fitness and educational classes to be uploaded and embedded on You Tube, Township website and public access channels. This venture was achieved through a collaboration between the Senior Division and the Township MIS Department.

Holy Name Medical Center and the Township joined forces to have the building become a State approved COVID-19 vaccination distribution center. Both gyms were taken off-line in December to manage the heavy influx of people registering for the vaccine. Major work was performed in both gyms by the Department of Public Works and Holy Name Medical Center's Engineering Department to upgrade the electricity, internet access and accommodate all other requirements the hospital needed to accomplish this monumental task.

Initiatives 2021

By September 2021, bring back a majority of programming; this will allow Teaneck to once again become a whole community.

By September 2021, staff the previously approved full-time employee in the Senior Division to assist the Director and service the ever-growing senior population.

COVID- 19

- The pandemic affected the department in the following ways:
- Greatly reduced revenue for the town.
- Limited to no programming from March to July.
- Rentals for all Township facilities were suspended for several months.
- No indoor and/or outdoor permits were issued for several months.
- All summer camps were cancelled.
- Reduced capacity in all rooms inside the Rodda Center.
- All special programming was cancelled (movies in the park, July 4th celebration, Teaneck 125th anniversary, band concerts, National Night Out, etc.)
- Pool hours were changed in order to accommodate the reduced number of residents permitted in area at one time, as well as the allotted time needed to sanitize the entire area properly.
- In the fall, capacity for Youth Division programs was reduced. COVID-19 checklists and temperature screenings were completed prior to students entering classroom.
- Rodda Center closed to the public, unless appointments were made in advance or registered for Youth Division programs.
- Temperature taken prior to entering building.
- Plexiglas windows installed at the window of the Administrative Office.
- Added expense due to high demand of PPE supplies.
- Added expense of individual supplies for each staff member and participants.
- Both gyms were taken off-line in order for Holy Name Medical Center to be a state vaccination distribution center.

Sports Organizations Highlights

Teaneck Baseball Organization

SUMMER

- Huge success under strict COVID-19 protocols.
- Over 300 boys and girls, between the ages of 5-13.
- Had a full season.
- FALL
- Successful travel leagues, most teams making the playoffs
- 9U -undefeated season and won Championship in the NEBES league

Teaneck Junior Football League:

- Fielded four competitive teams: 9U, 11U, 12U and 13U.
- Over 120 players and every team made the playoffs.
- Most successful year to date.
- Three teams competed in championship and all came away with a victory.
- 11U,12U and 13U were all champions for the first time in TJFL history.
- Zero COVID -19 cases.

Teaneck Junior Soccer League:

- TJSL returned to the fields in September with a modified program, with special COVID-19 protocols.
- To assist with COVID-19 protocols, 40 plus high school students were recruited as part of the Youth Volunteer Program.
- TJSL was awarded \$20,000 in college scholarships in June.
- TJSL completed the winter 2020 REC soccer with championship trophies awarded to top teams in the U09 and U11 divisions.

Township Clerk

Doug Ruccione, Township Clerk

Scope of Department 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
 Karen Guerrero – Part-Time 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 Municipal Archive in the newly renovated Administration Building to centralize government records for quicker access
2. Received 1121 OPRA Requests; completing 1146.
3. Continued digitally archiving resolutions, ordinances, contracts
4. Renewed 33 Liquor Licenses
5. Facilitated 9 weddings
6. Issued 305 resident parking permits, 112 merchant parking permits, 183 commuter parking permits, and 37 employee decals
7. Issued 9 raffle licenses
8. Issued 1 Film Permits
9. 4 Towing License Renewals
10. Issued 24 Livery Letters

2020 Highlights

In 2020, the Teaneck Township Clerk's office was busy! It was a presidential election year along with a municipal election year. The Municipal, Primary, and General Elections were run a tad differently this year due to NJ's executive orders amending the conduct of elections in light of the COVID-19 Pandemic. As with most top down direction that comes from higher levels of government, it was hectic but our office and Township arose victoriously – with record turnout for all of the aforementioned elections.

This year, we held a slightly abridged version of our Reorganization Meeting to comply with COVID guidelines.

Due to COVID-19, most of our operations had to become digital – namely Council Meetings. We had to work to bring the Administration up to speed about conducting business virtually on ZOOM – which has been a large success!

In 2020, Council & the Clerk's Office finally adopted Ordinance No. 15-2020, which reorganized and solidified the Township's Advisory Boards, which were in extreme disrepair and discord.

We also completed the goal from last year of updating our Township Code. The Vendor & the Clerk's Office successfully updated the eCode on our website after years of not doing so. We are still waiting on the hard copy!

The Clerk's Office also helped bring the Historic Preservation Commission back to life after the untimely transitioning of two key members. We updated applications for them with legal counsel and made great headway on preservation projects, mainly new historic markers, throughout the Township.

Most notably, the Township brought on Ms. Kristen DeNorchia, RMC, as the Deputy Township Clerk. With her assistance, the Clerk's Office has been able to begin many projects that we did not have the capacity for prior – such as reorganizing our filing system and finally destroying many old records that are taking up space. Finally, I completed my RMC classes with the help of the Township and Council decided to take away the "Acting" title from my position.

All in all, 2020 was a busy year trying to calm the hysteria of COVID. Through it all, we helped residents, the administration, and completed many outstanding objectives!

New Initiatives 2021

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. Run Elections however the State/County mandates
5. Fill the Stigma Free Advisory Board
6. Assist with events, whether it be hybrid/online/in person

COVID-19

The COVID-19 Pandemic posed many challenges. The largest being continuing operations that are typically handled in person and converting such to a digital or amended platform.

We do interact with residents frequently, so we have set up an appointment system that still allows people to come see us if needed.

Council and other meetings have been transitioned to ZOOM until further notice and have been running rather smoothly.

Our office is the first stop for residents when they need assistance, so we have gotten much closer to our populace and have and will continue to assist connecting them with resources if needed to address concerns about the COVID-19 Pandemic.

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 2020

- Adopted a sixth consecutive budget with a 0% tax rate increase
- Secured Funding for Bond Ordinance 28-2020 for several projects including Fire Department Turnout Gear; Fire Department Work Station Uniform Replacement; 2020 Road Resurfacing; Emergency Sewer Replacements; Hawthorne Tennis Courts; Terhune Park Playground Improvements; Votee Court Basketball Resurfacing; DPW Facility Upgrade; Fencing upgrades at assorted parks; Recreation Telephone System; Library Front Door Replacement; Municipal Building Upgrades; Audible Alert System – Additional Tower; Teaneck Police Department Painting/Carpeting; Public Library Upgrades
- Issued RFP for Banking and Merchant Services
- Extended deadline for taxpayers to remit 2020 Q2 property tax bill during COVID-19 Pandemic

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 Township Code of Ethics 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 2020

Pending Litigation

Following is a brief summary of significant pending litigation as of December 31, 2020:

Township of Teaneck v. Purdue Pharma, Opioid Litigation
 Sandra Sobilo v. Township of Teaneck, Slip and Fall
 Robert Battle v. Township of Teaneck, Slip and Fall
 John Nicholas v. Township of Teaneck, Slip and Fall
 Rony and Yohanna Villeda V. Township of Teaneck, Personal Injury
 Lisa Cooper v. Township of Teaneck, Personal Injury
 Rosemary Pignataro v. Township of Teaneck, Personal Injury
 AUCC v. Township of Teaneck, Civil Rights
 Samuel Ortega v. Township of Teaneck, Personal Injury
 Tashi Haywood v. Township of Teaneck, Personal Injury
 Ifill v. Township of Teaneck, False Arrest
 Elmer Pulgarin v. Township of Teaneck, Car Accident
 Colleen Brown v. Township of Teaneck, Personal Injury
 Felix Santos v. Township of Teaneck, Personal Injury
 Glenpointe Associates v. Township of Teaneck, Tax Appeal

Notices of Tort Claim

As of December 31, 2020, there were approximately 21 Notices of Tort Claim on which the statute of limitations for filing suits has not expired.

Tax Appeals:

There are approximately 165 pending Teaneck tax appeals. With respect to the tax appeals pending in the Tax Court of New Jersey concerning what is commonly referred to as the Glenpointe Office/Hotel Complex, the matters for the years 2007 through 2010 had been defended by Special Tax Counsel, Steven D. Muhlstock, Esq. A post trial brief was prepared and submitted by Edna Jordan, Esq. of the law firm of Chasan Lamparello Mallon & Cappuzzo which had retained the 2007 through 2010 appeals. The settlement of the Glenpointe Appeals was actively discussed in 2020 and nearing conclusion.

2020 Accomplishments

Continued trend of reducing Township's legal fees.

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

Settled multiple collective negotiation agreements.

Dismissed or settled multiple Title 59 and civil rights Matters.

In coordination with Township Clerk eliminated significant OPRA backlog.

Continued update of Township Code.

2021 Goals

Continued reduction of legal fees.

Complete review of Township Code

Update Employee Policy Manual

COVID-19

As with almost every area of municipal operations, COVID-19 had a tremendous impact on the Legal Department. The Legal Department worked closely with the Manager and Council on helping to implement polices and directives to protect the residents of Teaneck. This included drafting multiple Executive Orders and providing daily guidance on the State of Emergency. In certain ways, this was one of the busiest years from a legal perspective as new legal issues arose on a daily basis. While COVID-19 meant that attorneys were not generally working in their offices, the Legal Department maintained its presence in the Township and continued to provide guidance and support to the Manager, Clerk and department heads as needed.

The Municipal Court transitioned seamlessly to a Zoom based platform and was able to continue its caseload with the 2 Judges, 3 Municipal Prosecutors and Public Defender performing their work admirably. Despite the initial shutdown and slow reemergence from the COVID-19 restrictions, both the Planning and Zoning Board of Adjustment resumed their meetings and their respective attorneys continued to provide solid legal guidance to those boards.

Purchasing

Simona N. Casian-Sirbu, Purchasing Agent

Scope of Department 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 and Sourcewell National Co-op (formerly known as the National Joint Powers 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

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 2020, would be to procurement of 2 packer trucks with refuse body for garbage/recycling collection, a five ton Falcon RME Asphalt Hot Patcher Dump trailer, an Elgin street sweeper, six Ford Explorer vehicles with police upfits, Firefighter's turnout gear, PPE equipment, as well as the issuance and award of the various bids, that would facilitate the service of the public, like a new exercise stations area at Votee Park, Emergency Repairs of the Sanitary and Storm Sewer and various road paving projects

2020 Highlights

2020 has proven to be a challenging year for everyone while trying to achieve our goals and fulfill our duties during a pandemic. The Township's operations were also affected by the August 2020 storm Isaias, which caused extensive damage within the Township, as well as the powerful storm that affected the area on December 24, 2020. The high sustained winds uprooted trees, creating major sidewalk damages and property damages in both instances. These damages resulted in the need of issuing emergency contracts to various vendors, in excess of \$ 600K, to ensure the safety and welfare of the Township residents and employees alike. In 2020 the Purchasing Department has issued Purchase Orders totaling over \$ 5 mil, processed payments over \$ 6.4 mil, and has processed 15 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 2020

- Emergency Repairs of Sanitary and Storm Sewer- awarded
- Recycling of Unsuitable tree parts- awarded
- Windsor Road Section 4 Improvements- awarded
- Removal and disposal of street sweepings- awarded
- Votee Park Exercise Stations- awarded
- Elizabeth Avenue Improvements- awarded
- Tryon Avenue Roadway Preservation- awarded
- SE Quadrant curb ramps improvements- awarded
- Solar Powered Rectangular Rapid Flashing Beacon Signs- awarded
- 2019 Roadway Resurfacing Project-awarded
- Rental Equipment for leaf removal, snow plowing and removal-awarded
- Recycling of leaves-awarded
- Operable wall replacement at Richard Rodda Community Center-awarded
- Grant Consultant Services- awarded
- Banking and merchant services-awarded

The Purchasing Department has helped the Finance Department, by ensuring prompt and correct encumbrance of the contracts awarded. This ensures that no ever 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.

The Purchasing Agent has participated in various webinars offered by FEMA and State of NJ as related to the activities and procurement practices for Government Agencies during the State of Emergency that was issued as a result of Covid-19.

New Initiatives 2021

Work with the Township Engineer to develop bid specifications for emergency HVAC repairs, as needed.
Work with the Public Works Director to develop bid specifications for the recycling services in the Township
To continue training for the Purchasing Department that would facilitate the usage of on-line platforms for procurement services, as well as training that would keep our procurement process compliant with new regulations, as they become law.

COVID-19

March 2020, has changed the course of our operations within this organization, and has brought about multiple changes that continued through the coming months as new developments were made in relation to the virus, its way of spreading and number of cases that were accounted for day by day. The building was closed to the public and the possibility of working from home was given to the employees, to ensure their safety and well-being. This has presented a challenge in itself for the Purchasing department, especially from the aspect of our accounts payable duties, as well as our procurement and receipt of deliveries for supplies and materials. The operations of the first responders were now more demanding and had to take priority, hence never really slowing down our operations in the department, but rather creating the need for us to dedicate extra hours to achieve them.

Covid-19 has made 2020 a challenging year for all of us, and has brought struggles to each department, but has affected the Public Procurement in New Jersey and Municipal budgets especially hard. The Purchasing Department has experienced this first hand, from seeing price gouging take place, due to supply and demand imbalances, to major disruption in the supply chain. We had to make decisions fast, to ensure that we can get access to the valuable, new "hot item" on the market (PPE and cleaning products) or risk not having any. This was the time that I consider to be most challenging by far, during all my time servicing this department. We went from paying minimal prices on this equipment, to paying as much as six times that price in the span of a couple of days and considered ourselves fortunate to even have it available.

We have seen the need to stockpile on supplies, with every chance we had, due the chain supply disruptions and lack of inventory from our suppliers.

Nevertheless, we have continued to strive for integrity, to adhere to sound business practices in the procurement process, while working to realize cost savings to the residents.

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 insures 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 2020

- Maintained safety program and meetings for the Township to insure that all work environments are safe.
- Maintained the Senior Greeter Program, a program of eight civilians who are receptionists/greeters for the municipal building. The greeters provide information, direction, and assistance to residents and visitors (program was suspended in March due to COVID).
- Instituted COVID Ambassador Greeter Program at both entrances of Town Hall and at The Rodda Center. COVID Ambassadors were responsible for taking temperatures and ensuring people entering both facilities did not have symptoms of COVID.
- Maintained oversight of the Community Emergency Response Team (CERT). The CERT program educates people about disaster preparedness for hazards that may impact their neighborhood and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, incident command, first aid, and disaster medical operations.
- 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, as well as training to provide effective customer service. Completed training for supervisors that focused on supervisory duties and responsibilities to prevent harassment in the workplace.
- Provided continued employee wellness programs and challenges to the workforce.
- Distributed monthly employee wellness newsletters to the workforce.
- The Township continues to be recognized by our Joint Insurance Fund as a leader in promoting employee wellness.
- The Township continues to be recognized by our Joint Insurance Fund for promoting safety in the workplace.
- Continued the settlement of collective bargaining agreements.
- Continued recovery of insurance claims through subrogation.
- Conducted municipal fire drills for the municipal staff.

INITIATIVES IN 2021

- Workshop training for all Township supervisors that focuses on the “Day to Day Interactions of Supervisors under the Harassment and Discrimination Law”, facilitated by our Township Attorney.
- Workshop training for all municipal employees that focuses on the prevention of harassment in the workplace, given by the Township Attorney.
- Workshop training for H.R. personnel in Domestic Violence to assist employees who are victims of domestic violence, provided by the Civil Service Commission.
- A complete review and update of the Township's Policy Manual.
- Contract negotiations for expiring collective bargaining agreements.
- 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 Fairleigh Dickinson University's job and intern fair.
- Participate in the “Bring your Child to Work” day.
- 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.