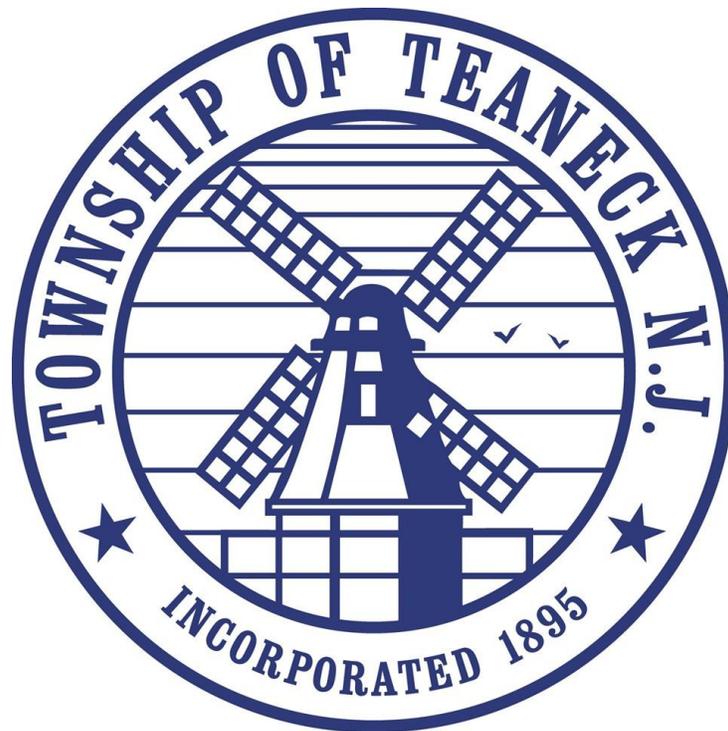


Township Manager's 2019 Annual Report



**Dean B. Kazinci
Township Manager**

May 2020

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Welcome

The Township Manager's Annual Report for 2019 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.

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



TEANECK TOWNSHIP ADMINISTRATION

- Dean B. Kazinci – Township Manager**
- Doug Ruccione – Acting 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**

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, liveable community known across the centuries for its beautiful homes, parks, trees, and schools.

TOWNSHIP COUNCIL

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

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

The Township Council generally meets on the second and fourth Tuesday of each month. Meetings are held in the Municipal Building at 818 Teaneck Road. Council agendas and 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.



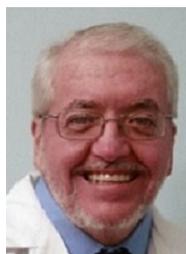
Mohammed Hameeduddin
Mayor
201-362-5863
m.Hameed@teanecknj.gov



Elie Y. Katz
Deputy Mayor
201-715-5179
Katz07666@teanecknj.gov



Mark J. Schwartz
Deputy Mayor
201-837-1600, Ext. 1028
mschwartz@teanecknj.gov



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



Henry J. Pruitt
Councilman
201-370-8099
hpruitt@teanecknj.gov



Keith Kaplan
Councilman
201-837-1600, Ext. 1028
kkaplan@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, Acting 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 & Human Services Department	Kenneth Katter, MA, CPM, Health Officer.....	health@teanecknj.gov
Library: 201-837-4171.....	Allen McGinley, Director of Public Library.....	mcinley@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



The 2019 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, businesses, and day-to-day lives. I am committed to maintaining and improving upon that environment in Teaneck, by working with our police department as well as our constituents on the County, State and Federal levels.

In 2019, the Township celebrated its fifth consecutive year of a zero percent tax rate 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, 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, road infrastructure concerns were addressed by repairing potholes and repaving over 21 municipal roads. Plans are underway to resurface 15 additional municipal streets in 2020. The pump station, located on East Oakdene Avenue, received a major overhaul. All pumps and controls were replaced and a new backup generator installed.

A plan is in place to improve pedestrian safety, that would include installation of solar-powered LED pedestrian crossing signs throughout the Township as well as Traffic Calming Safety Striping, solar-powered Radar Machines, and Rapid Flashing Beacons at high volume pedestrian crosswalks. Several major thoroughfares such as Teaneck Road and River Road were resurfaced by the County of Bergen. Improvements to the Rodda Center continue to take place, which includes a new façade and replacement of the roof over Gym 2. A new safety surface was installed at the All Inclusive Playground, and work continued on the new Fieldhouse, that has a completion date of Spring 2020. The Splash Pad opened in 2019 and was a big hit with the children of Teaneck. Work continued throughout the year on the Teaneck Road Streetscape project. Features include new sidewalks, lighting, landscaping, and a pavilion at the Beveridge Street Municipal lot. Completion is set for Spring 2020. Two new fire trucks were ordered in 2019, with an expected delivery date of Summer 2020. Public Works will be taking delivery of several new pieces of equipment to include a new packer truck, dump truck with spreader, sweeper, and several other pieces of equipment.

Teaneck was the recipient of \$800,000 in grants in 2019, our most successful year yet. All employees, as well as supervisors, received anti-discrimination training from our legal team. The Township's workforce participated in several employee wellness initiatives. We were ranked first and the recipient of wellness and safety awards by our Public Employment Joint Insurance Fund. Four additional siren towers were installed in 2019, to provide better coverage throughout the Township. The Teaneck Times 2020 Recycling Calendar was completed with a theme that focused on Teaneck's 125th Anniversary.

In 2020, we will continue to focus on management, 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 the Teaneck Road Streetscape project; resurfacing of Windsor Road, Elizabeth Avenue, and Tryon Avenue; the Votee Park Fieldhouse; recodification of the Township Code; completion of the backup emergency operations center in the municipal building; updated tax map; a new police radio system for dispatch; fiber optic cabling to allow for shared service fire dispatching with the City of Hackensack; basketball court reconstruction at Votee Park; a new Packer Truck with plow; continued renovation of the municipal building basement; infrastructure repairs to Fire Station #4 on Windsor Road; and plans for celebrating Teaneck's 125th anniversary in 2020.

I encourage all residents to get to know us better by getting involved in your local government. Attend a Council meeting, browse our website, sign up for Township alerts, 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 Departments

Police Department

Glenn M. O'Reilly, Chief of Police

SCOPE OF OPERATIONS

The mission of the Police 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 95 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 nine dispatchers, six civilian support staff members, two current parking enforcement officers, 25 school crossing guards, 15 Auxiliary Police volunteers, and two part-time SLEO IIs.

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 regarding 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 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.

Burglary

The Burglary Squad's primary responsibility is to investigate reports of burglaries committed by adults in the Township of Teaneck. The goal of the Squad is to reduce the number of burglaries being committed in the Township by deterring criminal activity and apprehending offenders. Burglary investigations require that detectives be proficient in a number of investigative skills; detectives must be able to recognize and identify criminal Modus Operandi (MO); they must be able to manage crime scenes where evidence needs to be identified and preserved; they must be skilled at interview and interrogation techniques; and detectives must be able to develop and utilize informant networks to identify criminals engaged in burglary activity. The Burglary Squad also works closely with law enforcement agencies from surrounding jurisdictions to share information and develop suspects based on discernible crime patterns. Members of the Burglary Squad frequently work on multi-jurisdictional task forces to investigate, surveil, and apprehend prolific burglars. The Burglary Squad is responsible for monitoring local retail establishments that purchase second-hand goods for compliance with state and local ordinances. The Burglary Squad also analyzes sales data from second-hand goods stores to develop suspects and recover stolen property. Members of the Burglary Squad are available to provide home and business security surveys.

Warrants

The Warrant Squad's primary responsibilities consist of maintaining and processing criminal complaints generated by the Department, executing arrest warrants and providing courtroom security when municipal 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 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 2019, members of the Detective Bureau were assigned to conduct 793 criminal investigations. As of this writing 428 of those cases are still actively being investigated. Members of the Detective Bureau also conducted 27 employment background investigations, and 14 solicitor investigations. Members of the Detective Bureau also provided security for 169 court sessions and 26 Council/Budget Meetings.

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 2019, members of the Juvenile Bureau were assigned to conduct 387 investigations. As of this writing, 135 of those cases are still actively being investigated. Members of the Juvenile Bureau also conducted 9 employment background investigations, and provided security during numerous court sessions and Council/Budget Meetings. Additionally, during this year, as in prior years, the Juvenile Bureau conducted three major events in conjunction with Teaneck High School and the Board of Education, including the Teaneck High School Pep Rally and 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 Curb Side 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 counseling 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 counseling
- Conducting Halloween safety talks
- Conducting Bias Awareness Training

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. 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 and the annual Township holiday toy drive. 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.

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.

TRAFFIC BUREAU:

The Traffic Bureau is staffed by skilled 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, maintaining and analyzing crash statistics, conducting radar and eticketing training, and handling logistics for large processions and funerals. The Traffic Bureau was chosen by AAA North Jersey as a 2018 recipient of the "Outstanding Achievement Award, and was chosen by EZ Ride as 2018 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 is conducted yearly. Intersections maintaining a high number of pedestrian accidents are targeted for strict enforcement. This program worked with New Jersey Transportation Planning Authority to implement the Street Smart program.
- 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.

HIGHLIGHTS OF 2019

- In 2019, members of the Police Department drove more than 400,701 miles patrolling township streets. The Department conducted more than 2,490 building checks, 2,484 business checks, and 4,677 houses of worship checks. Teaneck police responded to more than 2,436 burglar alarms, 294 fire alarms, and 3,105 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 2019, 749 pounds of medication were turned in (including 13 pounds from our mobile drop box).

INITIATIVES IN 2020

- Active shooter training incorporated with simunitions training.
- Continue to focus on pedestrian safety. Reduce the number of pedestrians struck by vehicles (10%). A combination of education, engineering and enforcement will be employed to achieve this goal.
- Continue to improve upon hometown security.
- In coordination with the BCPO, establish Teaneck Police Headquarters as a HART (Heroin Addiction Recovery Team) regional location.
- Outsource program administration for police extra duty details.

Fire Department

Jordan Zaretsky, Fire Chief

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

All other business: 201-808-8080

SCOPE OF OPERATIONS

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 occupants.

The Teaneck Fire Department responds to all fire alarms and is often called out to automobile accidents, rescue missions, and other emergencies. The department is currently staffed with 89 members, including 28 officers, 59 firefighters and 2 civilian staff.

KEY PUBLIC SERVICE AREAS

FIRE PREVENTION BUREAU:

The Fire Prevention Bureau is the enforcement agency for the Township's Fire Code, aimed at controlling fire hazards in all structures within the community. The Fire Code mandates periodic inspections of 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 toward cooperation with the Building Department to build in 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.**

FIRE INVESTIGATION UNIT (FIU):

Under the direction of the Fire Chief 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:

As stated, the primary goal of the Fire Department is to prevent fires from occurring. However, when a fire does occur, the goal is to immediately protect life and property. The average response time for the Teaneck Fire Department is three minutes – from time of notification to arrival on scene – which is below the NFPA recognized four-minute response time standard. At the first sign of smoke, 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.**

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, its 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 2019, uniformed members of the Department attended training in Rescue Task Force, Stop the Bleed, Incident Response to Terrorist Bombings, Defensive Driving (classroom, hands-on and simulator), Highway Safety, Large Area Search (at Teaneck Cinema), Swift Water Rescue, Rescue Boat Operations, Ice Rescue, Firefighter Bailout, Decontamination of Haz Mat and Biohazards (with Holy Name Medical Center), Roof/Elevated Floor Victim Removal, Confined Space Awareness and Operations, Air Monitoring and Sampling, Supervisory/Fire Officer Development Training; Regional FEMA training, and NJ Division of Fire Safety Courses. In addition to these courses, the Fire Department members attended continuing education courses covering a broad variety of subjects, including aerial and ladder operations, lightweight building construction, cancer awareness, CO detectors, command and control, fire prevention, confined space awareness and drill, critical incident stress debriefing, dynamics of change in the fire service, electrical emergencies, elevator safety and emergency response, EMT recertification, engine company operations, FDU safety overview (incoming students and parents), flashover, forcible entry, harassment, hazardous materials, right to know, hepatitis training, physical fitness/stress management, propane and gas emergencies, pump operator, rescue task force, rescue tool applications, response to CO emergencies, roof simulator, ropes and knots, search, tenement hose load, thawing/decon unit operations, trash pumps, vehicle extrication, ventilation, water flow operations, and weapons of mass destruction. Additionally, uniformed members attended annually required classroom sessions on Bloodborne Pathogens, Asbestos and Hazardous Communications. Fire Department supervisors received specific training on supervision and harassment in the workplace. Individual members continued to expand their knowledge by taking/attending advanced fire training programs outside the Department.

On a company level, uniformed members practice ongoing refresher training on firefighting tools and equipment, rope usage and knots, fire ground operations, departmental operations, hose selection and placement, driver training, and fire apparatus operation and care.

FIRE SERVICE SUPPORT UNIT:

Box 54 Fire Service Support Unit, founded in 1952, is a volunteer rehabilitation unit that provides communications, canteen and fireground support services. Box 54 volunteers operate 3 vehicles (2 GMC Step-Vans and a 1991 Chevrolet Utility Vehicle) which are maintained, licensed and insured by the Township of Teaneck and are housed at Fire Headquarters and Fire Station 2. Box 54 provides hot and cold water, coffee and other refreshments at long-term fire, rescue and police investigation scenes. All units are used for rehabilitation at major incidents, and the utility vehicle is used to ferry supplies and personnel. Freezers and refrigeration units at Fire Headquarters contain enough food provisions to feed 200 people and include kosher food items. Funding of supplies comes from donations made by Teaneck and other fire departments. Residents should call 201-837-2085 for further information about joining and/or contributing funds or supplies. The Box 54 Club has been the recipient of the prestigious Matthew Feldman Award, an award given by the Township of Teaneck to deserving service organizations.

GOOD MORNING CHECKUP PROGRAM:

This program is designed for shut-ins and senior citizens who live alone and have no one to check on them on a regular basis. The program provides subscribers with a telephone call service seven days a week, between 8 and 9 AM. A member of the Department calls the resident to ask if all is OK. If there is no answer, a second call is made in about 5 minutes. If there is no answer to that call, a firefighter is dispatched to the house to ensure all is well. In the past, residents have been found in need of medical assistance and sincerely appreciated the Fire Department's concern for their welfare. Before enrolling in this program, a Department representative interviews the applicant to obtain pertinent medical data and determine who they want called in case of emergency. A home fire safety check is also done at that time.

HIGHLIGHTS OF 2019

- In 2019, the Teaneck Fire Department installed, implemented and trained its staff on the use of our recently purchased Computer Aided Dispatch and Records Management software. This was a monumental task that will literally change the way we operate. In addition, the Department accomplished the automation of the Fire Prevention Bureau's building inspection process, initiated the tracking of CO detector compliance in commercial structures, initiated the health and wellness cancer initiative within the Department, ran a residential sprinkler demo at National Night Out, worked with Teaneck OEM to test the public Emergency Alert System, had FIOS high speed fiber installed at HQs, developed a strategic Vision Committee and a Department Mission, Vision and Core Values statement, and established a community outreach program to assist in developing a more diverse workplace.

- The Teaneck Fire Department is a member of the Mid-Bergen Mutual Aid Association and serves as the Mutual Aid Dispatch Center. In 2019, the Teaneck Fire Department received mutual-aid 17 times and provided mutual-aid 26 times to surrounding communities at multiple alarm fires.
- The Department hired four new members in 2019. 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 and care, CPR and AED certification, and Fire Department operations. All members attended the first Teaneck Fire Department sponsored NJ EMT course.
- All Fire Department members are CPR and AED certified (re-certified 2019), and maintain certifications as either NJ Emergency Medical Technicians and/or Medical First Responders. All first-line fire apparatus includes an Automatic External Defibrillator, first aid bag, and cylinders of compressed medical oxygen positioned for a quick response.
- An analysis of Teaneck's 2019 fire statistics proves a continuing pattern of success in preventing the human cost of unfriendly fire. The Fire Department responded to 3,429 alarms in 2019. Of these, 143 alarms were fires of which 106 were classified as structural fires, 12 brush fires, 14 vehicle fires, and the rest a variety of lesser scenarios. There were 770 other emergency alarms, 936 non-fire alarms, 26 mutual aid alarms, and 1,554 other services. Of the listed fires, there were no fires in 2019 that resulted in significant injury to occupants, and few that resulted in 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. Most serious fires last year were stopped soon after the Fire Department arrived. The Department made a significant response into the Marcal Paper fire in Elmwood Park, NJ, sending multiple companies to work over several days.

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 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.**

RESIDENTS INFORMATION:

The ultimate responsibility for fire safety is with the individual. **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.
- Sleep in a house without working smoke detectors on each level of the home and, preferably with smoke detectors in each bedroom.
- 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 of these result from the use of the wrong type of detector or from improper detector placement. **Ionization** smoke detectors are less expensive and faster to indicate a fire, but will trigger an alarm for a host of non-dangerous conditions like normal cooking vapors and shower steam. **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 to follow the manufacturer’s installation instructions. Placing smoke detectors in, or right outside, a kitchen or bathroom may lead to “nuisance” alarms. The NFPA recommends replacing smoke detectors ten years from date of manufacture. Carbon Monoxide detectors should be replaced after seven years. Most detectors have the manufacture date 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.

Health and Human Services

Ken Katter, MA, CPM, Health Officer

SCOPE OF OPERATIONS

The Health Department's mission is to 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. The Department also provides quality customer service in the form of public health nursing, health education, social services, animal control, vermin control of public grounds, rabies control, childhood lead control programs, noise control and licensing.

The Department of Health and Human Services provides programs to provide uninsured children with the ability to receive free exams and childhood vaccinations through our monthly Child Health Clinic. Older adults can receive hypertension screenings five days a week and can obtain their seasonal influenza vaccination at one of our two Fall Clinics. The Department also coordinates the Municipal Alliance Against Substance Abuse Committee, to help develop programs to address drug, alcohol and tobacco use and abuse. Property values are maintained, as well as safety and neighborhood appearances, through our property surveillance and maintenance program. The public is kept informed on all health alerts, code and license renewal reminders, as well as general health and safety facts and insightful information, through our Township website and outreach programs. Lastly, the Department provides vital statistic services through our Registrar's Office, to obtain birth, marriage and death certificates.

KEY PUBLIC SERVICE AREAS

PUBLIC HEALTH NURSING, EDUCATION AND PROMOTION:

Through a contract for services with Holy Name Medical Center, the Department conducted more than 100 flu vaccinations and 2,200 hypertension screenings for seniors. 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 105 identified communicable disease cases, which include potential and confirmed cases of diseases. These diseases include measles, pertussis, flu, food-borne disease, Zika, and others as identified by the New Jersey State Department of Health. Six 6 childhood lead cases were investigated through the LEADTRAX Program. Health Education programs included 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. Health Education and Promotion Programs are being conducted throughout the year. Such programs include diabetes awareness, cancer support groups, exercise over 50, Teaneck Community Weight-Loss Challenge, bereavement support group, learning to eat healthier and many more.

RABIES AND ANIMAL CONTROL:

This program is provided all year long through agreements with a local veterinarian and our contracted animal control service. Bergen Veterinary Hospital and Bergen County Animal Shelter provided over 100 rabies vaccinations in 2019. These vaccinations were provided to residents with 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 and cat licensing campaign, which requires up-to-date rabies vaccination, in order to receive a license. This year, we reported zero cases of rabies related to dog or cat bite incidents. The Health Department investigates animal-to-human bites, requiring quarantine of the animal, post exposure vaccinations and enforcement, as necessary. In 2019, the Health Department licensed 1,199 dogs and 216 cats. Licensing is the only way to certify that pets are properly vaccinated against the rabies virus.

The Township contracts for Animal Control Services with Bergen County Animal Control and Shelter. 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. In 2019, the contracted animal control provider averaged 44 calls and responses as well as 23 routine street patrols per month.

PROPERTY MAINTENANCE AND ENVIRONMENTAL SERVICES:

The Health Department staff follows up on 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 via the issuance of summonses and/or removal of the violation by the Township through a summary abatement process. This past year, we issued 155 summons and had 53 Township clean-ups or summary abatements. In addition, we collected a total of \$6,487 in fines for non-compliance of the Property Maintenance Code.

Also, our environmental program consisted of vermin control, pest control, quality of life matters and public safety. In 2019, the Health Department inspected and treated all public grounds and buildings to help prevent or control all sorts of vermin and pests.

The retail food establishments were inspected, with a total of nearly 300 inspections conducted for sanitation and to follow-up on customer complaints. Our inspectors found a 95% compliance rate on initial retail food inspections. Those eateries not in compliance were afforded time to abate the violations or were issued summonses for non-compliance. All day care and school facilities were inspected for compliance under State guidelines. Also, our public bathing facilities were inspected regularly with weekly water samples being analyzed for safe levels of chlorine, pH and bacteria. Special events, such as the Armory Carnivals, Farmer's Market on Garrison Avenue, and Cedar Lane Memorial Day Street Fair were all licensed and inspected by the Health Department to ensure safety to consumers and attendees. Lastly, the Health Department staff inspected 287 plan reviews and site inspections for air compressors and exterior sources of noise. These plan reviews and inspections assist in reducing complaints and infractions of the local noise ordinance.

HIGHLIGHTS OF 2019

In 2019, the Health Department issued 254 retail food licenses, 1,415 dog and cat license tags and 286 Certificates of Health Rental Certificates for single-family, rented rooms and superintendent apartment occupancy. Staff conducted 553 inspections for individual unit rentals in apartment buildings, and 2- and 3-family dwellings. Total revenue collected this year was \$190,916, which includes all health-related annual licenses. The Registrar and Department of Vital Statistics issued a total of 4,769 birth, marriage and death certificates during the year.

Through the Division of Social Services, clients were directly handled or referred to various agencies in the community to provide assistance to those in need, including food and toys during the holiday season, financial assistance, substance abuse issues, counseling and other referral services. Social Services is staffed at the Richard Rodda Center, Medical Outreach Room, through contract with Vantage Health Care Systems. A part-time licensed clinical social worker is available three days a week for various forms of financial and social assistance.

Also in 2019, the Health Department, along with Holy Name Medical Center and other contributors, held its 2nd Annual Community-Wide Weight Loss Challenge. Over 250 residents registered to lose weight, eat healthier, get more physically fit and strive to live a better quality of life. In this 10-week program, lectures were provided, a 30-day free gym membership was offered, supermarket tours and cooking classes were given with a licensed dietician, and weekly health-related articles were put on our Township website. In all, those who completed the challenge lost a total of nearly 600 pounds. Prizes were awarded randomly to participants who started and were successful in finishing the program.

Lastly, in 2019, through our Public Health Nursing contract with Holy Name Medical Center, the Health Department provided an array of public health services geared toward the senior population health promotion. At our Senior Center, the nursing staff provided over 2,200 health assessments and blood pressure screenings. Two Flu Clinics were held in the Fall with approximately 100 residents taking advantage of free Influenza vaccinations. A number of other screenings and programs were held by our nursing staff including Colon Cancer Awareness in March, Annual Skin Cancer Screening in May and Men's Health Seminar and Walk for Mom's Cancer, both in June. Throughout the year, the hospital also provides bereavement groups, diabetes self-help groups, cancer awareness seminars, exercise after 50, and healthy eating and lifestyle seminars. The Township provided a Child Health Clinic through the Public Health Nursing Contract to provide uninsured children, birth through K, with free exams, vaccinations and screenings.

INITIATIVES IN 2020

- Property maintenance is always a priority in Teaneck. Through additional surveillance in our commercial areas, we look to have business owners and building managers better maintain their storefront and sidewalks. This will be accomplished through various means, including; sidewalk patrols, advisory letters to the business owners, public notifications on our Township website and enforcement when necessary. In addition, we will be inspecting all new multi-family developments prior to tenancy through our Certificate of Health Program. This may include up to 400 new units in the community. The Health Department also oversees the State Housing Inspector, who will be inspecting existing multiple family structures and hotels for housing compliance and safety.
- The Department of Health, in conjunction with other community partners, will be engaging residents to make 2020 a year of "Taking Priority in Your Health". The Department will kick-off the 3rd Annual Teaneck Town-wide Weight-Loss Challenge on March 18th at Holy Name Medical Center's Marian Hall. Residents will again register to participate in a 10-week challenge to lose weight, eat healthier and learn more about various aspects of living a better quality of life. The program will consist of bi-weekly weigh-ins, educational seminars, free 1-month gym trial membership, a supermarket tour with a licensed dietician and guidance to continue their path to a healthier life, well after the program finale in June. The Township's goal is to exceed last year's total of nearly 600 pounds shed.
- This year, the Teaneck Municipal Alliance will be completing its 5-year grant cycle and starting a new 5-year cycle in July. The Alliance is looking to obtain funding from the State of New Jersey, through the Governor's Council Against Drugs and Alcohol. The goal is to file the grant and receive \$60,000 for the next five years of programming. Their application will consist of continuing some existing programs, such as Project Graduation, Red Ribbon Week, and National Night Out. The Alliance is also looking to bolster the grant programming through the Sticker Shock Campaign and develop additional programs for college students at Fairleigh Dickinson University, such as "Spring Break Safety Week". All programs will target use and abuse of alcohol, tobacco and other drugs. This is an important program, especially in light of the national epidemic related to opioid abuse and vaping.

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 important 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 strive 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, three Clerk Typists, and one part-time Docket Clerk.

HIGHLIGHTS OF 2019

The Municipal Court staff disposed of 21,487 traffic, parking, and DWI cases and 1,889 criminal cases, which includes offenses filed under Township ordinances during the calendar year. All summonses and complaints issued by both local and state police were processed by court staff under the direction of the Court Administrator and the Deputy Court Administrator.

Court staff processed 19,573 traffic, parking, and DWI cases and 2,499 criminal cases, which includes offenses filed under Township ordinances.

The Court staff remitted \$658,785.44 in fines and costs in 2019 to the Township, with the balance distributed to all other appropriate state and county agencies, as required. This represents a decrease of \$45,978.08 in turnover of funds to the Township.

The Court was able to eliminate most of its backlog of parking cases by utilizing the authority granted under N.J.S. 39:4-138(A), which allows the court to notify defendants who have failed to respond to parking tickets of a pending trial date; upon non-appearance after notification, the judges were able to conduct trials in absentia, resulting in the swift resolution of these many matters, eliminating these cases from the Court's backlog.

INITIATIVES IN 2020

- 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.
- The Court is hopeful that the Township will contract with a bank for credit card services in 2020; this would allow for defendants and litigants to pay their fines and costs with a debit or credit card. The Court is confident that, upon acceptance of credit card payments, revenue would more than certainly climb.
- 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 and Deputy Court Administrator strive to guide staff toward this goal by leading by example.
- 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 2020.
- Municipal Court staff worked tirelessly throughout the last two quarters of the year, going through and boxing up old Court files in the former Court office. This will continue into 2020, to ensure all files are secured and ready to be placed in temporary storage off sight.
- 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 throughout 2020.
- The Court is hopeful that further discussions will continue with Township government in regard to contracting with a collection agency to collect outstanding debt in excess of \$364,000, of which the Township would stand to collect over \$195,000.

Public Works

Kevin Arahill, CPWM, CRP, CPO, Director of Public Works

SCOPE OF OPERATIONS

The Department of Public Works (DPW) 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. 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 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 65 Public Works vehicles and 133 pieces of equipment, 56 Police vehicles and six pieces of equipment, 27 Fire vehicles and 26 pieces of equipment, five Recreation vehicles and three pieces of equipment, and two Library vehicles. Additionally, the Division services 16 backup generators.

Under a shared services agreement, Public Works serviced and maintained 30 Board of Education vehicles and six 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, and more than 20,000 trees along public streets and the grounds of municipal facilities, including shrubs and flowers. Additionally, the Division maintains approximately 200 Township-owned lots, one in-ground pool, and one above-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

KEY PUBLIC SERVICE AREAS

- **Snow removal service:** During 2019, the Public Works Department was very busy with snow removal. There were 13 snow-related events, with a snow total of approximately 30 inches. During these snow events, Public Works applied approximately 2,087 tons of salt. In 2019, Public Works applied 14,200 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 22,860 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 2019, we collected more than 3,550 tons of recycling material through either curbside pickup or drop off at the recycling depot. Public Works also collected approximately 198 white goods from residents in front of their homes.

HIGHLIGHTS OF 2019

In 2019 the Township planted 225 street trees to replace ones lost due to health or storms.

The Tree Division planted approximately 20 trees for the Tree of Love throughout Township parks.

In 2019, the Sewer Division continued to put the sewer camera to work. During the course of the calendar year, the Division televised 12,477 feet of sewer line.

In 2019 the DPW had 13 snow events, with a total of 30 inches of snow. We applied over 14,200 gallons of brine on the roadways prior to each snow event.

INITIATIVES IN 2020

- During the 2020 tree planting program, the Parks and Tree Division plans on planting approximately 300 trees.
- **New DPW Complex:** In 2020, the Township will continue moving forward with Engineering/ Environmental studies to gauge the possibility of building a new complex.

Engineering Department

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

SCOPE OF OPERATIONS

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

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

The Department reviews residential plans for Teaneck code compliance and ensures that construction is according to the approved plans and there is no adverse effect on the adjoining properties and public right-of-way.

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 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.

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

HIGHLIGHTS OF 2019

- 2018 Roadway Resurfacing - All 22 roadways were paved
- Palisade Avenue, Section 8 improvements
- Voorhees Road, Sections 1 and 2 improvements
- Glenwood Pump station upgrade
- Construction of Police Headquarters Firing Range
- Construction of County Road Resurfacing including Teaneck Road and River Road
- Teaneck Road Streetscape 90% completion
- Construction of ADA ramps for Degraw Avenue, River Road and Teaneck Road

- 50% construction of Votee Park Field House
- Design of Municipal Building roof and gutter replacement

- Riverview Avenue emergency sewer repair

- Construction of Votee Park safety surface
- Design of Votee Park exercise stations
- Installation of rapid flashing beacon at Cedar Lane and Chadwick Road

INITIATIVES IN 2020

- Completion of Teaneck Road Streetscape improvements
- Construction of 2019 Roadway Resurfacing
- Construction of Windsor Road Section 4 improvements
- Completion of Votee Park Field House
- Construction of Rodda Center roof and façade improvements
- Construction of Municipal Building window replacement
- Construction of Municipal Building roof and gutter
- Municipal Building basement demolition and remediation
- Station 4 improvements
- Elizabeth Avenue improvements
- Tryon Avenue improvements
- Teaneck Digital Tax Map and updates
- Digital stormwater outfall mapping for NJDEP stormwater permit requirements
- Construction of Votee Park exercise stations

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, 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

- Customer service – Assisting the public with data retrieval and provision of information regarding their taxes and taxation in general.
- Generating 200' radius property owner lists for Board of Adjustment-related matters.
- Processing tax deductions for senior citizens, disabled persons, and veterans.
- Updating assessed values due to physical changes to properties.
- Recording changes in ownership through deed review.
- Updating the Tax Map to reflect subdivisions or lot consolidations.

HIGHLIGHTS OF 2019

Maximized Assessed Value:

Once again, Teaneck saw significant new construction, renovation and remodeling activity throughout 2019. The inspection, listing and valuing of this new construction resulted in the levying of 244 added assessments, which generated \$1,274,447.32 in additional taxes. Of this total, \$1,150,177.75 was owed to the Township and \$110,831.13 was owed to the County of Bergen. The 2020 aggregate assessable value was increased by a total of \$72,006,800 as a result of these efforts. (Increases in the tax base serve to moderate future tax rate increases.) The 2019 taxes generated and added assessment totals are among the highest ever achieved in Teaneck.

Tax Appeals – State Tax Court:

Sixty-three (63) appeals were filed with the Tax Court of New Jersey, having an aggregate assessed value of \$261,561,500. (More than two-thirds of the total value under appeal consist of the eight properties comprising the “Glenpointe” office/hotel complex. This complex has appeals pending back to Year 2007.) Of the 63 filings, 10 appeals were settled or withdrawn. Total reductions in assessed value were \$891,800 in 2019.

The trial phase of the Glenpointe case, covering tax years 2007-2010, came to a conclusion in 2018. Briefs are being prepared and are to be submitted in 2020. (Extensions have been granted to both parties and date due is undetermined.) After receipt and judicial review of said briefs, final judgment may be rendered in 2020 for years 2007-2010. Appeals are still pending for years 2011-2019.

County Board of Taxation:

One hundred sixty-eight (168) appeals were filed with the Bergen County Board of Taxation in 2019. The aggregate assessed value of the properties under appeal was \$100,510,800. Reductions totaling \$5,537,600 were granted via judgments.

INITIATIVES IN 2020

- Further maximize assessable value by inspecting and listing all completed construction on 2020 Added Assessment List.
- Manage pending and future assessment-related litigation filed at the County and State levels.
- Review decision on Glenpointe (if received) to determine disposition of case for remaining years.

Building Department

Mark Bocchino, Construction Official/Plumbing Subcode Official

SCOPE OF OPERATIONS

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

Here in detail is the Building Department's mission:

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

KEY PUBLIC SERVICE AREAS

Application processing:

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

Zoning applications and inspections:

The Township's Zoning Officer and Assistant Zoning Officer manage all applications for zoning. Additionally, they investigate complaints and take enforcement actions as needed to ensure compliance with Teaneck codes. While the New Jersey Municipal Land Use Law allows 10 business days for review of applications, the Township last year processed 96% of applications within two business days.

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 2019

- 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 821 applications and issued 618 permits.
- Construction processed 2,436 applications, issued 2,388 permits and conducted 11,510 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, 490 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 Department processed 862 OPRA requests in 2018.
- The relocation of the archived files continues.
- A Temporary Certificate of Occupancy was issued for Avalon Bay for complete occupancy.
- Temporary Certificates of Occupancy were issued for 1475 Palisade Avenue.
- 1500 Teaneck Road has progressed quickly.
- 227 Teaneck Road is near completion.
- The Department continues to improve educational material and handouts for the public.
- The Construction Official, Assistant Construction Official, and the Zoning Officers have met with multiple applicants to guide them through the application process and advise on various code requirements.
- A Part-Time Assistant for the Planning/Zoning Board Secretary was hired, but did not work out.

INITIATIVES IN 2020

- 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 the process of interviewing candidates for 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.
- 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.

- 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 Department records.
- A new computer software system will be installed, which will encompass 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. Staff will begin training in February on the new system with an anticipated rollout of March 1.
- The Building Department would like to see Records Clearance or a Continued Certificate of Occupancy (CCO) ordinance 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. 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.

Library

Allen McGinley, Library Director

SCOPE OF OPERATIONS

Teaneck Public Library (TPL) gives residents access to materials, resources, and experiences that creates opportunities for lifelong learning and helps to improve the quality of lives.

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 the Library loans to residents include museum passes, which offer free entry to popular museums in New York and New Jersey, and wifi hotpots, 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, Mango language learning software, and Ancestry Library, which connects residents with genealogy resources.

Public Events:

A variety of public events for all ages is 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.

Space:

Teaneck Public 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.

INITIATIVES IN 2020

- Continue to expand the Library's offerings of digital content to meet the growing demand for streaming media options by adding Hoopla Library. The addition of Hoopla Library will require careful budgeting and will be completed by the end of the first quarter of 2020.
- Install Together in Teaneck: An Inclusive StoryWalk in Sagamore Park. The goals of this project are to increase early childhood literacy, bring the community together by focusing on stories of diversity and inclusion, increase engagement by connecting new residents with Library resources, and encourage health and wellness. This project will be made possible by support from a New Jersey Cultural Humanities grant and a Rotary International district grant, courtesy of the Teaneck Rotary Club. It will require close collaboration with the Township of Teaneck, including the Recreation Department and the Parks, Playgrounds, and Recreation Advisory Board. It is anticipated this project will be completed by the third quarter of 2020.
- Publish the Library's 3-year strategic plan (2020-2022). It is critical for the Library to develop a strategic plan to ensure it continues to meet the changing needs of the Teaneck community. This will be achieved by soliciting resident input through a town-wide survey and meeting with residents to solicit more in-depth feedback through focus groups and working staff, the Friends of the Library, and the Library Board of Trustees to develop a plan for the future. Completion of this project will require significant investments of both time and financial resources. This plan will be published by the end of the second quarter of 2020.
- Launch the Jean Greenfield Mobile Makerspace to further increase science, technology, engineering, and mathematics (STEM) opportunities for K-12 students in Teaneck. Part of the Library's role in the community is to supplement the educational needs of K-12 students in Teaneck. It is critical that the Library provide programming for young people that is responsive to changing educational curricula, which places an increasing emphasis on STEM. The Library will launch a makerspace in memory of long-time Library supporter Jean Greenfield, which gives the community access to both traditional and cutting-edge STEM equipment, including 3D printing, coding, robotics, sewing, and more. Completion of this project will require significant investments of both time and financial resources. The mobile makerspace will be launched by the end of the first quarter of 2020, with new programming coming by the end of the second quarter of 2020.
- Produce a video celebrating the 125th Anniversary of the Township of Teaneck, using source material from the Library's archive. The 125th Anniversary of the incorporation of the Township of Teaneck provides a unique opportunity for the Library to highlight its extensive informational and photographic collection that relates to Teaneck history. Library staff will use these source materials to produce a video that can be shared within the community to learn about the early days of Teaneck Township. This project will be completed by the end of the first quarter of 2020.

- Install an HD audio/video system in the Library's auditorium to record and livestream lectures and other events. As the lives of Teaneck residents become busier and busier, the Library continues to receive feedback from people who would like to attend events at the Library but have many competing interests and obligations. One solution to this problem is recording library events so they can be viewed at a later time, or streamed live so they can be viewed anywhere someone has access to a mobile device with an Internet connection. As part of the Library's role in the Garden to Nurture Human Understanding project, supporting the project as an education center, the Library will install equipment to connect lectures and other Library events with a broader audience in Teaneck. This project will be completed by the second quarter of 2020.

Recreation Department

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

SCOPE OF OPERATIONS

The mission of the Recreation Department is to provide year-round recreational activities and quality programs for residents from 18 months to 100 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." The Department has concluded its seventy-fifth year as a professional department with a great deal of pride. 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 among 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.

The Department is in charge of 25 parks, both active and passive, with Milton Votee Park being the largest active park, encompassing 40 acres. Within the park is the Votee Park Sportsplex, which has brought widespread recognition to the Township with users from various organizations. 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, which features field trips, arts and crafts, and other special events.
- 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 - the ever popular Sports and Arts Camp for Grades 4-9, 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.

KEY PUBLIC SERVICE AREAS

- Provide recreational activities to the community for all ages which broaden and expand horizons and promote healthy leisure time opportunities while fostering positive interactions among residents.
- Offer use and rentals of facilities. The unique existence of the Richard Rodda Community Center provides a tremendous public service to residents.
- Provide transportation services to senior and 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 enables 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.

HIGHLIGHTS OF 2019

The Department continued to advertise and promote the wide array of programs offered year-round through providing regular news releases to local newspaper outlets, as well as providing a myriad of brochures and fliers. The Township website was constantly updated with all pertinent program information from all three divisions.

In the Senior Division, the numbers are at an all-time high with over 900 participants registered alone for the fall and spring sessions. On average, 600 to 800 senior participants utilize our Senior Center on a daily basis. This is a staggering number of enthusiastic older adult participants, with no end in sight. Throughout the year, participants could avail themselves to numerous educational lectures sponsored by our county, local and state partners. Seniors could avail themselves to the services of the intern social worker, who was available by appointment on Tuesdays and Thursdays. The Division offered an informational meeting provided by Bergen County Surrogate Michael Dressler, in which he spoke to the community on services his office provides. He spoke on the importance of wills, medical directives, estate tax consequences, probate procedures, and digital assets. Once again, Income Tax Preparation Services were provided free of charge to local residents in February and March by former longtime Manager and Certified Public Accountant, Gary Saage. Sadly, he passed away January 2020, a loss felt by all.

To usher in the spring season, the Senior Division hosted the Holy Name Hospital Health and Resource fair. This was a great program for our elder adults to get blood work as well as bone density, pulmonary, and blood pressure testings. April was the beginning of the Teaneck Weight Loss Challenge, to help establish healthy habits, with weigh-ins done on a weekly basis by the Holy Name Medical Center nurse. Bergen County Clerk John Hogan presented a program on the services his office provides and gave the seniors the opportunity to get a Senior Discount Card. Former Teaneck Community Education teacher Mike Costa taught the five-week Computer series once again, giving seniors the opportunity to increase their computer skills with the options of a Level 1 or Level 2 class. Annual senior showcases highlighting visual and performing arts were held, which featured displays and live performances from our many class offerings. These showcases were a true highlight for the participants and the entire community, with over 500 visitors in attendance. These annual events are outstanding and an unparalleled exhibition of excellence! The Teaneck Library displayed the exquisite works of our extremely talented artists for the month of July.

The Senior Division once again offered an art history impressionism class facilitated by Dr. Norris, a former museum educator at the Metropolitan Museum of Art and a digital photography class taught by local resident, Ray Turkin. The art history class gave residents the chance to delve into various post impressionist painters such as George Seurat, Vincent Van Gogh, Paul Gauguin, and Paul Cezanne through pictures, stories, and history lectures. The digital photography class gave participants the chance to learn about camera basics and the importance of lighting, composition, and depth of feel.

During October and November, the Senior Division hosted its 9th annual Flu Clinic Series, sponsored in partnership by the Teaneck Health Department and Holy Name Medical Center, which provided free flu shots to older residents, staff, and those at risk due to compromised immune systems. In addition, to kick off the holiday season, the annual Holiday Party was held, in which a light lunch and entertainment were provided. There were over 200 seniors in attendance and fun was had by all! Without a doubt, the word is out on the free of charge phenomenal college level classes and workshops offered to residents 55 years and older. The popularity of the program is undeniable and unparalleled, as the number of participants in the physical, educational, and social recreational classes continues to increase. The center is committed to promoting healthy aging through physical fitness, intellectual exchanges and via social recreational opportunities. The emphasis on healthy aging is predicated upon fostering independence, using avenues that promote and encourage remaining active, and exercising the “grey cells.” The Division takes its responsibility seriously and continues to plan and provide excellent programming while retaining the best professionals in their respective fields.

In the Administrative Division, new programs were introduced to attract additional residents and non-residents, all of which were embraced most favorably. A Hip Hop Fusion class was added to the roster for children ages 9-12, which combines hip hop movements with elements of Latin Dance, Bollywood, and moves made popular by today's music artists. A Soccer Squirts class was offered for the first time and was a huge hit, filling up in as little as a week. Our ever popular Spring Break Camp was once again a great success, with all five days filled to capacity with 40 campers. This camp is a great opportunity for students to go on fun-filled day trips with friends, while also being convenient for working parents. Trips included Parkway Lanes, Liberty Science Center, Sterling Hill Mining Museum, and Turtle Back Zoo. The Sports and Arts Camp, a town wide favorite, was fully subscribed and was a great way for children in Grades 4-9 to become familiar with various sports and arts. Our one- and two-week camps in August, Mad Science Camp, Tennis Camp, and Multi Sports Camp, had great subscription rates and were a great way to end the summer season. The Department hosted its yearly Fright Fest trip to Six Flags, giving 36 students from Teaneck High School the opportunity to enjoy a great night of rides and fun. The Department's youth programs continued to flourish, with an increase in enrollment rates across all sessions. The Forum Program continued to thrive, allowing over 950 Teaneck High School students to take advantage of open gym, and provided the opportunity for them to attend professional sporting events and other culturally enriching activities both locally and in New York City.

The Department proudly celebrated the 75th season of the Teaneck Community Band Concert Series, co-sponsored by the Puffin Foundation, Ltd. and the Township. Comprised of over 100 volunteer musicians ranging from high school to retired music directors, the Teaneck Community Band performed five consecutive Wednesday night concerts under the stars at the Rotary Band Shell in Votee Park throughout July. In the event of inclement weather, the concerts were held in the auditorium of Thomas Jefferson Middle School. The concerts, under the direction of maestro Evan Cooper, featured guest soloists and conductors with impressive repertoires, serenading residents with show tunes, classical compositions, popular tunes, and patriotic renditions. All concerts were well attended and thoroughly enjoyed by an intergenerational and diverse audience of music enthusiasts.

Teen Nite, our popular Friday night program continued to be a hit for resident teens ages 13-18. The program afforded local youth with proper Township identification, a safe haven and gathering spot to come together to play X-box, basketball, billiards, ping pong, board games, monthly movie and DJ night in a structured yet laid back atmosphere with seasoned adult supervision. The program continued to provide stability and organization through pro-active and fail-safe policies that included record keeping of home addresses and home phone numbers of attendees. The existence of the program and its structure has provided parents peace of mind while continuing to be a popular success among their teen children -- a win-win for both parties!

The Department's annual July 4th Community Celebration kicked off the month, culminating after the parade with marchers representing a myriad of local organizations including the Bergen County Bagpipers, the Blue Chip Chorus, and the Teaneck Police Department in full dress regalia. The Police and Fire Departments were also part of the festivities with mini lectures on fire safety and the mobile fire unit, a huge hit with attendees. The crowd was once again entertained with music, face painting, pony rides, inflatables, decorative balloons, fifty-cent frankfurters, and the ever popular fire truck hose which rained down to cool off the children. We drew a large crowd, epitomizing solidarity in this multi-cultural enclave. What a joyous celebration of freedom and liberty! The Department continued its quest to provide additional family friendly activities during the month of August, through once again offering the "Movies Under the Stars" series, where families in the community could come together and enjoy a relaxed free adventure. Residents returned to view popular movies on the big screen, listen to music and watch the children dance prior to start. Residents brought snacks, lawn chairs and blankets to lie on the lawn to enjoy a late summers eve and partake in the free popcorn while communing with friends and neighbors.

Votee Park had a year full of upgrades and events. The Splash Pad was dedicated to the Trinidad Family over Memorial Day Weekend. New re-surfacing at the inclusive playground was completed, allowing children to enjoy a safe and happy environment. Construction of the new Field House began, which will include three team meeting rooms, two kitchens, bathrooms, and an outdoor eating area.

The Youth Division continued its alliance with Farleigh Dickinson University's Education Department, geared at recruiting and providing employment for its students in our child care programs. The Division also hired new counselors from our local Board of Education for the After School Care Child Program, thereby strengthening the staffing makeup. The After School Child Care Program plays an essential role in the lives of single and working parents. The program continued to provide a safe haven for students K through Middle School by offering homework assistance, organizing play and healthy initiatives, and continuing the practice of utilizing a buddy system that paired special needs students with mainstream children. The Division continued participation in the "Get Fit—Get Healthy Program" initiative, which incorporated organized exercise and discussions addressing healthy lifestyles. Our Drop Everything and Read Program (DEAR) continued to help children blossom by reading for 30 minutes every Friday.

Some of the other scheduled highlights for the year were round table discussions for Black History Month, focusing on the myriad of contributions made to our country by African Americans. Students also participated in round table discussions surrounding the importance of various holidays including President's Day, Arbor Day, Memorial Day, Veteran's Day and Christmas and Chanukah, adding to the wealth of knowledge of our young learners. Students also participated in various crafts throughout the year, with special projects selected for Mother's and Father's Day and the holiday season. "Decorate Your Classroom Day" and "Decorate a Pumpkin Day," which were just two examples of projects done throughout the year, were a great way for the children to express their artistic creativity. New Jersey Ask State Exam study groups continued, and an ongoing dialogue continued addressing anger and bullying through the Division's year round bully-free zone. This interactive program emphasized and stressed the values of honesty, tolerance and open communication. The Montessori-based Learning Center continued building upon its original foundation by incorporating geography, math, life skills, social studies and science.

The senior and disabled transportation service continued to provide round trip and some one-way rides to medical appointments, the library, and miscellaneous local errands. This service also offered weekly grocery store trips and monthly mall trips over the past year. Residents were transported to dialysis, physical therapy, chemotherapy as well as regularly scheduled medical appointments. The impact of this much needed and heavily utilized public service is unparalleled and much appreciated by the recipients and their families. We applaud and praise our drivers who go above and beyond, treating the riders with dignity, respect and compassion. Transportation for older adults is the number one challenge in Bergen County. The number of residents utilizing this service has increased greatly on a weekly basis, as it gained in popularity. The Department has remained steadfast in its commitment to providing this service to our most frail and vulnerable residents, enabling them to remain in the community, maintaining their dignity and independence.

Users of the Rodda Center, aside from our recreation classes and activities, span the gamut from Township boards, the Camera Club, the Garden Club, the Teaneck Scrabble Club the Blue Chip Chorus, the Teaneck Community Band, the Bergen County Philharmonic, and the Board of Education. The facility accommodated and was available for use by all of these as well as local qualifying groups. Over the past year, staff coordinated over 1,600 facility reservations for the center. Our award winning Sportsplex and ball fields were fully utilized by local sports organizations, Teaneck High School's athletic department, Teaneck Community School, Yeshiva High School, Manhattan based Yeshiva University, and other users.

INITIATIVES IN 2020

- By Summer 2020, maintain social equity by keeping program offerings affordable to economically disadvantaged and middle income groups, through examining enrollment levels.
- By December 2020, staff another full-time employee in the Senior Center to service rapidly growing senior population.
- By December 2020, expand class offerings to keep up with the growing population of the Township as new housing is being built, to ensure everyone has the ability to avail themselves of our programs.

Township Clerk's Office

Doug Ruccione, Acting Township Clerk

SCOPE OF OPERATIONS

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

- Secretary of the Municipal Corporation
- Secretary of the Governing Body
- Chief Administrative Officer of all elections held in the municipality
- Chief Registrar of voters in the municipality
- Administrative Officer with responsibilities as follows:
 - 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.
 - Issue assessment search certificates.
 - Conduct business with other municipal departments, as directed by the Governing Body.
 - Serve as information officer to the public and to the media.
 - Purchase equipment and supplies, when required.
 - Maintain personnel records, when required.
 - 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.
 - Records Coordinator and Manager responsible for implementing local archives and records retention programs, as mandated.
 - 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.

The Township Clerk's office is tasked with the maintenance of records, fulfillment of Open Public Records Act (OPRA) 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 with the Acting Township Clerk, Deputy Township Clerk, one Keyboarding Clerk, and one part-time Keyboarding Clerk.

KEY PUBLIC SERVICE AREAS

- Continued to establish Municipal Archive in the newly renovated Administration Building, to centralize government records for quicker access.
- Received an estimated 947 OPRA requests – completing 910 requests.
- Continued digitally archiving resolutions and ordinances.
- Renewed 32 liquor licenses.
- Facilitated 50 weddings
- Issued approximately 322 resident parking permits, 128 merchant parking permits, 243 commuter parking permits, and 17 employee decals.
- Issued 22 raffle licenses.
- Issued 2 film permits.
- Renewed 4 towing licenses.
- Issued 36 livery letters.

HIGHLIGHTS OF 2019

In 2019, the Township Clerk's office went through many changes. The office saw a complete influx of new team members/staffing for the office. The change took place halfway through 2019 in May, so much of the year, while completing day-to-day tasks, was spent teaching and helping each other gain footing in the Department's operations.

While the learning process was and still is underway, the staff in the Clerk's office has been finding operations in the interim that could be handled in a more efficient and effective way. The office has digitized different processes within the office, such as Advisory Board applications, and has also created a spreadsheet log of all parking decals that are sold.

There was a large OPRA request backlog from one requester with the Township, which contained 300+ requests. Through collaboration with the Township Manager, Township Attorney, and Acting Clerk, we were able to decrease the backlog to just 100 requests. As of January 31, 2020, the backlog is essentially closed out (pending the release of 4 responses to 4 requests under attorney review, which will be released to the requester in the coming weeks, and 19 requests which the requester must advise on how to proceed, as these particular responses include special service charges to be paid before work begins on them).

Another large project that began at the end of 2018 and is still ongoing is the organizing of the various Boards and Commissions within the Township. The Clerk's office has been working to update and organize the Advisory Board ordinance to be clearer with regard to the appointment process, membership duration, etc.

The Clerk's office has successfully facilitated the June Primary and November General Elections in 2019.

INITIATIVES IN 2020

- Update the Township Code Book.
- Begin to properly retire old Clerk records, per NJ records guidelines.
- Continue to digitally archive and store permanent records.
- Bring services of the office online, including the completion of applications for parking decals, permits, etc.
- Continue to update and organize the various Boards and Commissions.
- Successfully run the May Municipal, June Primary, and November General Elections.
- Successfully facilitate the 2020 July Reorganization Meeting.

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
- Conducting tax sales on delinquent properties and assignment of liens

HIGHLIGHTS OF 2019

- Adopted a fifth consecutive budget with a 0% tax rate increase
- Secured funding for Bond Ordinance 40-2019 for several projects, including:
 - Police Tasers
 - Fire Department Gear Extractors and Turnout Gear
 - Continued funding for Fiber Optic Cabling for a future Fire Communications System
 - 2019 Road Resurfacing Project
 - Sanitary Sewer Line Repairs
 - Drainage improvements to Indian Pond Trail
 - Phelps Park Splash Pad
 - Rodda Center and Pool Improvements
 - Municipal Complex Improvements
 - Storm Water Map Digitization
 - DPW Complex – Phase II
 - DPW Vehicles and Equipment
- Began exploring process to switch banking institutions through the RFP process
- Began exploring acceptance of credit cards for Municipal Court fines

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 2019

Following is a brief summary of significant pending litigation as of December 31, 2019:

- Thompkins v. Township of Teaneck, Civil Rights Claim
- 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
- Elmer Pulgarin v. Township of Teaneck, Car Accident
- Glenpointe Associates v. Township of Teaneck

Notices of Tort Claims:

- As of December 31, 2019, there were approximately 17 Notices of Tort Claims on which the statute of limitations for filing suits has not expired.

Tax Appeals:

- There are 154 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 has been prepared and submitted by Edna Jordan, Esq. of the law firm of Chasan Lamparello Mallon & Cappuzzo which had retained the 2007 through 2010 appeals.

2019 Accomplishments

1. Continued trend of reducing Township's legal fees.
2. Provided Township wide training on preventing and reporting unlawful harassment and discrimination.
3. Dismissed or settled multiple Title 59 Matters.
4. In coordination with Township Clerk, eliminated significant OPRA backlog.
5. Continued update of Township Code.

INITIATIVES IN 2020

1. Continue reduction of legal fees.
2. Resolve multiple collective negotiation agreements.
3. Complete review of Township Code
4. Update Employee Policy Manual

Purchasing

Simona Casian-Sirbu, QPA, Purchasing Agent

SCOPE OF OPERATIONS

The Purchasing Department is responsible for the procurement of all Township equipment, supplies and services. It supports the Finance Department in monitoring budgets and departmental spending, and serves as one of two Township departments which serve as accounts payable liaisons with vendors.

The Purchasing Department monitors the Township's compliance with the Local Public Contracts law, helps develop bid specifications and Request for Proposals (RFPs), and oversees all Public Bid Openings. All current bid and proposal announcements can be viewed on the Township's website and are advertised in the Bergen Record. Some RFPs for professional services are also advertised on the New Jersey League of Municipalities' website.

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 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 also serves as the Public Agency Compliance Officer for the Township, and is the Township's interface with the State Controller's Office on very large contracts. The Purchasing Agent also works closely with the Township Attorney on complex legal concerns in specification development and problems that arise during Public Bidding.

KEY PUBLIC SERVICE AREAS

The Purchasing Department does not service the public of the Township. It services all 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.

HIGHLIGHTS OF 2019

In 2019, the Purchasing Department issued Purchase Orders totaling over \$5.4 million, processed payments of over \$3.1 million, and conducted a public auction of Township vehicles no longer in use.

The Department also processed 13 Public Bids and RFPs that were publicly advertised in accordance with the requirements of the New Jersey LCPL 40A:11-23 and Pay to Play Law NJSA 19:44A-20.4 et seq. The bids and RFPs processed through the Department help ensure that various departments of the Township meet their key public service areas.

Projects bid in 2019:

- Statements of Qualifications and Proposals for professional legal services for the positions of Prosecutor and Alternate Prosecutors 1, 2, and 3 – Council-made decision.
- Voorhees Street Improvements – Awarded.
- Palisade Avenue, Section 8 Improvements – Awarded.
- 2018 Road Resurfacing Program – Awarded.
- Landscape Maintenance of Municipal Properties – Awarded.
- Animal Control Officer Services – Council chose shared services with Bergen County.
- Bicycle/Scooter Share Program – No bids received.
- Supplying and Planting of Trees in the Township of Teaneck – Awarded.
- Safety Pruning of Trees – Various Streets – Awarded.
- Roofing and Façade Replacement at Richard Rodda Community Center – Awarded.
- Recycling of Garden Debris – Awarded.
- Sale and Removal of Junk Vehicles – Awarded.

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

The Purchasing Department has also been continuously helping the Municipal Clerk with Contract recordkeeping, ensuring that all documentation needed is constantly filed and processed, as needed.

INITIATIVES IN 2020

- Strive for quality reporting and continued improved communication.
- Continue to convert bids and Request for Proposals library of the Purchasing Department into an electronic format, to create faster and better access to it and help reduce paper usage.
- Continue communications with all departments to achieve greater understanding of requirements and integration.

Human Resources

Dean B. Kazinci, CPM, CHR, 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 2019

- 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.
- 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.

MIS DEPARTMENT

- The Management Information Systems Department continued to upgrade the Township's website in 2019.
- Distributed monthly MIS newsletters to the workforce.
- Provided Microsoft Word and Excel training to the workforce.
- Launched a new email archiving system at the municipal building with increased speed and storage.
- Replaced 30 computers
- Set up a new backup server at the Police Department with a tape drive so backup can be taken off site.
- Continued implementation of a new ProPhoenix CAD system at the Fire Department for greater call efficiency
- Continued implementation of a new CAD system at the Police Department with integrated GIS mapping and push notifications to TVAC for medical calls.
- Assisted with sewer billing
- Replaced a computer server
- Initiated Spatial Data Logic management software for use by the Building Department, Health Department, Assessor's office, Engineering, and Public Works.
- Assisted with the fulfilment of many OPRA requests

INITIATIVES IN 2020

- 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.
- A complete review and update of the Township’s Policy Manual.
- Contract negotiations on four expiring collective bargaining agreements.
- Security surveys will continue to be conducted at several municipal buildings by our PE JIF and Police Department.
- Continue training and certification to our workforce in CPR and use of the AED.
- Participated in Fairleigh Dickinson University’s job and intern fair.
- Work with the Township’s risk provider in reviewing other health care plans to reduce our fiscal responsibility.
- Continue the Township’s computer replacement program.
- Continue of employee wellness health and safety programs