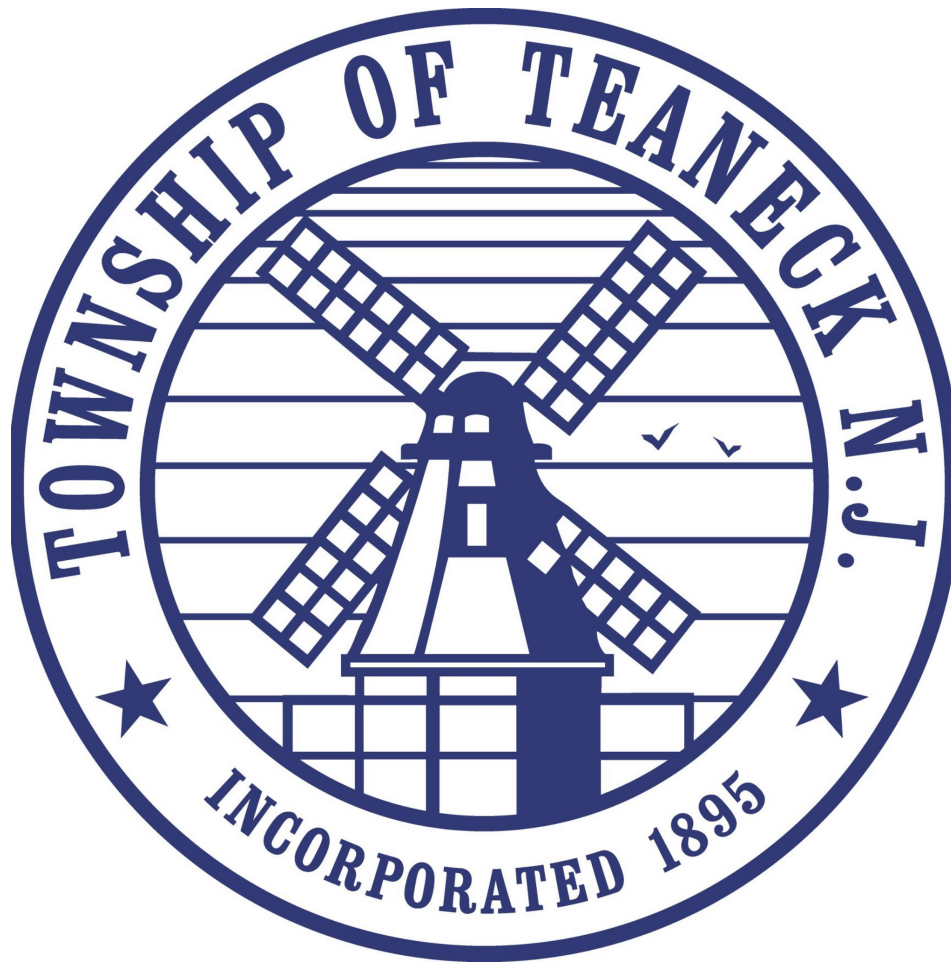


# **Township Manager's 2021 Annual Report**



**Dean B. Kazinci  
Township Manager**

**May 2022**

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# Welcome

The Township Manager's Annual Report for 2020 chronicles a year of hard work and success of an organization that provides municipal services and programs to support Teaneck's residents and businesses. From world-class recreation facilities and special events to street maintenance and emergency response, the report highlights just some of the important work provided year-round by the dedicated employees of the Township.

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

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



The earliest use of the word "Teaneck" was in reference to a series of Lenni Lenape Native American camps near the ridge formed by what became Queen Anne Road. It's a diverse,

## **TEANECK TOWNSHIP ADMINISTRATION**

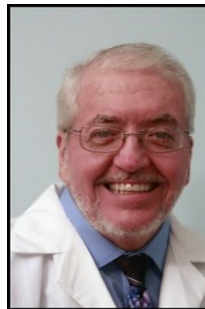
Dean B. Kazinci – Township Manager  
 Doug Ruccione – Township Clerk  
 Issa A. Abbasi – Chief Financial Officer  
 James R. Tighe – Tax Assessor  
 Mark Bocchino – Construction Official/ Plumbing Subcode Official  
 Craig Ferdinand – Court Administrator  
 Farah Gilani – Township Engineer  
 Dr. Gina Miranda-Diaz – Health Officer  
 Glenn M. O'Reilly – Chief of Police  
 Jordan Zaretsky – Fire Chief  
 Shinae Hyun – Director of Public Library  
 Travon Romeo – Director of Public Works  
 Simona Casian-Sirbu – Purchasing Agent  
 Glenna D. Crockett – Superintendent of Recreation  
 John L. Shahdanian II, Esq. – Township Attorney

# TOWNSHIP COUNCIL

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

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

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



**James Dunleavy**

*Mayor*

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



**Elie Y. Katz**

*Deputy Mayor*

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



**Mark J. Schwartz**

*Deputy Mayor*

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



**Keith Kaplan**

*Councilman*

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



**Karen Orgen**

*Councilwoman*

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



**Michael Pagan**

*Councilman*

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



**Gervonn Romney Rice**

*Councilwoman*

201-837-1600, Ext. 1028  
[grice@teanecknj.gov](mailto: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.....	<a href="mailto:twspmanager@teanecknj.gov">twspmanager@teanecknj.gov</a>
Building Department.....	Mark Bocchino, Construction Official/Plumbing Subcode Official.....	<a href="mailto:building@teanecknj.gov">building@teanecknj.gov</a>
Clerk’s Office.....	Doug Ruccione, Township Clerk.....	<a href="mailto:clerk@teanecknj.gov">clerk@teanecknj.gov</a>
Engineering Department.....	Farah Gilani, PE, PP, CME, Township Engineer.....	<a href="mailto:engineering@teanecknj.gov">engineering@teanecknj.gov</a>
Finance Department.....	Issa A. Abbasi, MPA, RMC, CMFO, Chief Financial Officer.....	<a href="mailto:finance@teanecknj.gov">finance@teanecknj.gov</a>
Fire Department: 201-808-8080.....	Jordan Zaretsky, Fire Chief.....	<a href="mailto:jzaretsky@teanecknj.gov">jzaretsky@teanecknj.gov</a>
Health Department.....	Dr. Gina Miranda-Diaz, DNP, MS/MPH, APHN-BC(RN) , Health Officer.....	<a href="mailto:health@teanecknj.gov">health@teanecknj.gov</a>
Library: 201-837-4171.....	Shinae Hyun , Director of Public Library.....	<a href="mailto:hyun@teaneck.bccls.org">hyun@teaneck.bccls.org</a>
Municipal Court.....	Craig Ferdinand, CMCA, Court Administrator.....	<a href="mailto:court@teanecknj.gov">court@teanecknj.gov</a>
Police Department: 201-837-2600.....	Glenn M. O’Reilly, Chief of Police.....	<a href="mailto:goreilly@teaneckpolice.org">goreilly@teaneckpolice.org</a>
Public Works Department.....	Travon Romeo, Director of Public Works.....	<a href="mailto:dpw@teanecknj.gov">dpw@teanecknj.gov</a>
Purchasing Department.....	Simona Casian-Sirbu, QPA, Purchasing Agent.....	<a href="mailto:purchasing@teanecknj.gov">purchasing@teanecknj.gov</a>
Recreation Department: 201-837-7130.....	Glenna D. Crockett, CPRP, RA, Superintendent of Recreation.....	<a href="mailto:recreation@teanecknj.gov">recreation@teanecknj.gov</a>
Tax Assessor’s Office.....	James R. Tighe, CTA, SCGREA, Tax Assessor.....	<a href="mailto:assessor@teanecknj.gov">assessor@teanecknj.gov</a>

### Hours of Operation

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

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

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

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

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



# Manager's Message



It is my pleasure to present the 2021 Annual Report for the Township of Teaneck. This report highlights major accomplishments and initiatives over the past year along with key financial information for the Township of Teaneck.

2021 was a year unlike any other. Our community and Township government were forced to contend with the worldwide pandemic and associated economic challenges, all the while maintaining a high level of municipal services.

No organization, public or private, was unaffected by COVID-19. The COVID-19 pandemic upended and transformed our lives in many unimaginable ways. Teaneck was considered ground zero for the pandemic in New Jersey, and the Township's swift and decisive actions were at the forefront of saving lives.

The shift to remote working and online meetings, particularly those of the Township Council, has been an adjustment for many. In a municipal setting however, many of the services we provide, including law enforcement, fire protection, and maintenance for our municipality by the department of public works cannot be performed remotely. Consequently, a major focus for much of the past year has been ensuring the safety of our employees in the

workplace while still being able to meet the needs of our community. Despite the challenges, the Township delivered the same high quality services to which everyone in our community is accustomed to.

The Township's health department played a major role in the pandemic response by providing direct health-related services to our community that otherwise would have been provided by other resources. This effort seemed overwhelming at times, but our health department was not alone. Virtually every Township department was engaged in the COVID-19 response, providing everything from procurement of personal protective equipment for employees, to contact tracing of community members exposed to COVID-19. Several departments assisted and were also engaged in the enforcement of public health protocols to keep our community safe.

Our first responders performed admirably throughout the pandemic even though they were faced with elevated virus-related risks through prolonged contact with the public. I am so proud of our workforce and can't thank them enough for their commitment, dedication and professionalism displayed throughout the pandemic.

In the face of uncertainty, we stood strong together. We forged a strategic partnership with Holy Name Medical Center which led the way with COVID-19 testing by establishing drive-up testing and a mobile program that brought testing into our community.

When vaccines were first approved in late 2020, my office worked tirelessly with officials from Holy Name Medical Center to establish the largest point of vaccination in New Jersey. The Richard Rodda Center gymnasium was the site used to meet an overwhelming demand that outweighed initial supply.

By mid-March, over 50,000 doses of the COVID-19 vaccine were administered. The site operated seven days a week and never closed, even during challenging weather conditions. On June 27th, the last COVID-19 shot was given. In total, over 170,000 doses of the COVID-19 vaccine was administered, the most for any POD in the State of New Jersey.

I want to personally thank Holy Name Medical Center President and CEO Michael Maron, as well as his entire staff for their tireless efforts in keeping our community safe during the pandemic. The vaccination site was a lifesaving event for so many people. I also need to recognize the Department of Public Works who did incredible work to transition both gymnasiums into the vaccination POD. Staff worked tirelessly over several days so that Holy Name Medical Center could open the facility in January. The police department played an integral role in providing security, traffic control, and assistance to the public gaining entry, especially those with special needs. It was truly a team effort that was executed seamlessly.

I cannot forget the efforts of the Teaneck Volunteer Ambulance Corps during the Covid-19 crisis. TVAC is the only emergency medical ambulance service for the Township of Teaneck and provides services to our diverse population. Members of the Teaneck Volunteer Ambulance Corps are our neighbors, family, and friends who tirelessly work day in and day out. They spend countless hours training and practicing for what could be the worst day of our lives — and they are always there when we need them most.

The impact of COVID-19 on our local economy has been significant, sharply reducing important sources of revenue. Even more critically, the pandemic threatened the existence of many businesses, particularly restaurants, of which Teaneck has many. The Township supported local business through a variety of efforts, especially the conversion of sidewalks, streets and parking lots to support outdoor dining so businesses could thrive during difficult times.

Even if it felt as such, COVID-19 was not the only noteworthy event of 2021. As you'll see in reviewing the annual report, your Township government was busy throughout the year continuing our mission of delivering exemplary municipal services responsive to the entire community and consistent with our history, culture and unique character.

One of my primary work objectives in 2021 included the settling of all eight labor contracts. This was an enormous task and I believe the stability that has been achieved in our labor force will reflect favorably upon the role this government will have in the years ahead, especially future budgeting. It is important to have a labor force that is secure and optimistic about its role with the Township.

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 and drainage improvements were addressed by repairing potholes and repaving over 33 roads, including the reconstruction of Home Street, an original gravel roadway. In total, over 5 miles of roadway was resurfaced. As part of my commitment to improve upon pedestrian safety, the Township made a concerted effort to install LED pedestrian crossing signs, and rapid flashing beacons at various crosswalks. In addition, traffic calming striping was placed on several problem streets to give the visual impression that roadway width was reduced, a proven method to slow vehicles down while traveling along a roadway. We have found that this relatively inexpensive measure has significantly reduced speeding in problem areas.

Improvements to the Hawthorne tennis courts were completed transforming it into a hybrid facility for pickleball enthusiasts. The majority of construction work in Terhune Park is done and all new playground equipment will be delivered and installed in the Spring of 2022. This will be a great facility!

The Township is expected to take delivery of a new bathroom facility and water station in Phelps Park in May of 2022. The current structure is scheduled for demolition.

Many improvements to the Rodda Center were completed to include a new façade, roof as well as interior upgrades.

The municipal parking lot was resurfaced which included thermoplastic rumble strips and portable speed bumps to reduce speeding and provide for better pedestrian safety. The upgrades included the installation of our first automobile electric charging station by the Library. Expanded outdoor WiFi is now available by the library free of charge.

The Township participated in the PSE&G Energy Saver Program which upgraded all of our municipal buildings with low cost energy savings products.

In 2021, the Township was awarded a total of \$1,375,464 from various grant programs with \$4,429,945 in potential funding that has been applied for and is currently pending review through FEMA, US DOJ, NJ State Library, NJ LPS, NJ DCA, NJ DEP, NJ DHTS, NJ DOT, NJ BPU, Bergen County CDBG, Bergen County Open Space, 200 Club of Bergen County, and the Local Recreation Improvement Grant Program.

We celebrated Teaneck's belated 125th anniversary during "Teaneck Day" on October 10th, in Votee Park. It was a great day which celebrated Teaneck's rich 125 year history as a municipality. Besides the plethora of activities for all ages, we were treated to a spectacular fireworks display by the Grucci Fireworks Company. The event was very successful and "Teaneck Day" will continue for many years to come.

These are just a few of the many projects completed by the Township in 2021. I'm looking forward to many great accomplishments in 2022 and look forward to working with the Township Council and our workforce to further enhance municipal services, improve efficiency, and to ensure the Township of Teaneck remains a great place to visit, work, live and raise a family.

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

With sincere thanks,

***Dean B. Kazinci***

Township Manager



# Police Department

Glenn M. O'Reilly, Chief of Police

## SCOPE OF OPERATIONS

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

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

## KEY PUBLIC SERVICE AREAS

The department is accredited by the New Jersey State Association of Chiefs of Police. The department has an authorized strength of 97 sworn officers, including the Chief, and is divided into three divisions: Operations, Investigations, and Service, under which there are several bureaus. Additionally, the department has 9 dispatchers, 5 civilian support staff members, 1 current parking enforcement officer, 21 school crossing guards, and 13 Auxiliary Police volunteers.

### Patrol Bureau:

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

### Detective Bureau:

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

#### General Investigations

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

#### Anti-Crime

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

## **Warrants**

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

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

The Bureau continues to work closely with the "Tri-Community Crime Stoppers" program. Crime Stoppers will pay up to \$1,000 dollars for information leading to an arrest or conviction. The Bureau thoroughly investigates all calls received on the Crime Stoppers tip line (201-833-4222). All callers remain anonymous.

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

In 2021, members of the Detective Bureau were assigned to conduct 1041 criminal investigations. As of this writing 563 of those cases are still actively being investigated. Members of the Detective Bureau also conducted 36 employment background investigations, 5 liquor license background investigation and 4 solicitor investigations. Members of the Detective Bureau also provided security at the Richard Rodda Community Center for 23 shifts over 13 weeks when the center was designated as a mass COVID-19 Vaccination Site.

## **The Juvenile Bureau:**

The Juvenile Bureau is comprised of specially trained detectives who investigate matters involving juveniles, families, criminal mischief, certain thefts, gang related activity, matters originating out of township schools, and all bias incidents. A juvenile bureau detective is responsible for local Megan's Law registration and enforcement. Furthermore, within the Township, the bureau administers Title 2A:4A, The New Jersey Code of Juvenile Justice. The purpose of this code is the protection of the public interest through rehabilitation, accountability, and the preservation of family unity. These goals are achieved by substituting certain statutory consequences of criminal behavior with adequate programs, supervision, care, rehabilitation and a range of sanctions designed to promote accountability and protect the public. The Juvenile Bureau works with the Division of Criminal Justice, the Division of Child Protection and Permanency, the Bergen County Division of Family Guidance, the Teaneck Board of Education, and other state and local agencies to ensure these goals are met.

Members of the Juvenile Bureau maintain close relationships and work collaboratively with our public and private schools to provide a safe and secure learning environment for students and staff. Presentations are periodically made to students, parents, teachers and others on a wide range of topics, including the perils of gangs, alcohol and drug abuse, and social media/internet usage. Additionally, a uniformed detective is assigned to Teaneck High School as the School Resource Officer.

In 2021, members of the Juvenile Bureau were assigned to conduct 228 investigations. As of this writing, 25 of those cases are still actively being investigated. Members of the Juvenile Bureau also conducted 5 employment background investigations, and provided security during numerous court sessions and Council/Budget Meetings. The Juvenile Bureau conducts three major events annually in conjunction with Teaneck High School and the Board of Education; the Teaneck High School Pep Rally & Bonfire, the Teaneck High School Prom Show-Off and the Teaneck High School graduation ceremony.

Other Juvenile Bureau responsibilities include:

- Administering Station House Adjustments (court diversion program)
- Issuing Curbside Adjustments (minor infractions)
- Making referrals to the Juvenile Conference Committee
- Participating in School Safety Drills, including "lock downs" and evacuations of students and faculty at township schools.
- Conducting youth counselling and family mediation
- Providing high school student mentoring
- Participating in the Teaneck High School's annual career day/opportunities expo program
- Assisting with driver education training at the high school
- Conducting referrals to local, county and state agencies for counselling
- Conducting Halloween safety talks
- Conducting Bias Awareness Training

**Service Bureau:**

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

**Community Policing Bureau:**

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

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

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

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

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

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

**Traffic Bureau:**

The bureau is staffed by specially trained police officers who specialize in working to ensure pedestrians and motorists can safely and conveniently maneuver throughout the Township. The Traffic Bureau educates residents on safety issues and enforces traffic laws. Additional areas of focus include DWI awareness and enforcement, pedestrian safety, auxiliary police, parking enforcement officer management, school crossing guards, traffic studies and recommendations, safety messages, maintain and analyze crash statistics, conduct radar and e-ticket training, and handles logistics for large processions and funerals. Chosen by EZ Ride as 2021 Recipient of Silver Recognition for New Jersey Safe Routes to School and the 2021 Community Traffic Safety Award presented by AAA Northeast.

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

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

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

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

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

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

**Schools-** Traffic officers assist schools with evacuation drills, autism walks and the Safe Walks to School program.

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

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

**CarFit** for elderly adults in conjunction with HUMC.

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

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

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

## **HIGHLIGHTS OF 2021**

In 2021, members of the department drove more than 242,360 miles patrolling township streets. The department conducted more than 6,099 building checks, 2,484 business checks, and 6,131 house of worship checks. Teaneck Police responded to more than 1,702 burglar alarms, 275 fire alarms, and 3,246 medical emergencies. Member of the Teaneck Police Department also administered Nasal Naxolone 21 times in 2021 at overdose medical emergencies. The department participates in Project Medicine Drop. Citizens deposit their unused or expired household pharmaceutical waste into the Project Medicine Drop box, 24 hours a day in the lobby of policeheadquarters. In 2021, 565 pounds of medication was turned in.

## **INITIATIVES IN 2022**

Active shooter training incorporated with simunitions training.

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

Continue to improve upon hometown security.

During this year, we are striving to improve the relationship and trust between youth and the police department through outreach and programs at Teaneck High School.

Body Worn Cameras for every officer in the department have been ordered and will be deployed once they arrive and are set up.

The number of fraud related crimes has increased noticeably in recent years. Proactively investigating these cases has proven to be challenging. Members of the Detective Bureau will attend in-service training to improve their ability to detect and investigate these crimes.

We will begin a long overdue complete renovation of the dispatch center in the beginning of the year. This project will involve updating all of the dispatch furniture and communications equipment which will enable the department to once again handle 9-1-1 calls. This will make the Teaneck Police Department the primary Public Safety Answering Point (PSAP) for the Township of Teaneck. Funding for this project has come entirely from monies that were seized as proceeds of criminal activities.



# Fire Department

Jordan Zaretsky, Fire Chief

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

All other business: 201-808-8080

## **DIRECTORY OF SERVICES:**

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

## **RESIDENTS INFORMATION**

As always, ultimate responsibility for fire safety is with the individual (and for the children - it is with their parents). No one should sleep in a room without a large enough egress window / path that is free of obstructions, allowing an alternative way out in case of fire. No one should sleep in a house without working smoke detectors on each level of the home and – preferably – with smoke detectors in each bedroom. No family should go to bed at night without a valid, realistic, family fire action plan that has been well thought out and practiced. Sometimes smoke detectors are intentionally disabled because of “nuisance” alarms. Most nuisance alarms result from the use of the wrong type of detector or from bad detector placement. Ionization smoke detectors are less expensive, but will trigger an alarm for a host of non-dangerous conditions like normal cooking vapors and shower steam. However, they are faster to respond to a fire with early flame production. Photoelectric smoke detectors are more stable and respond better to a smoldering fire. The International Association of Fire Chiefs recommends the use of both types of detectors in the home. Homeowners can call the Fire Prevention Bureau for recommended placement of the detectors and / or follow the manufacturer’s installation instructions. Placing smoke detectors in, or right outside, a kitchen or bathroom may lead to “nuisance” alarms. Smoke detectors have a limited useful life. The National Fire Protection Association recommends replacing smoke detectors ten years from the date of manufacture. Carbon Monoxide detectors should be replaced after seven years. Most detectors have the “date of manufacture” printed on the back of the device. If you are not sure how old your smoke detectors are, it is worth the small investment necessary to replace them. The Fire Prevention Bureau is ready to provide the technical advice you need concerning detectors and escape plans. Call us at our non-emergency number: (201) 808-8080 x 5200 during normal business hours.

## **FIRE PREVENTION BUREAU**

The Bureau is the enforcement agency for the Township's Fire Code, which is aimed at controlling fire hazards in all structures within the community. The Fire Code mandates periodic inspections of many occupancies which include: schools, local businesses, factories, hospitals, nursing homes, all commercial businesses, and industrial / office buildings in the community. All new construction, including renovations and additions, is inspected by a fire specialist before a certificate of occupancy is issued. There is a strong effort towards cooperation with the building department to build as much fire protection as possible into every new building. Residents may request an inspection of their home to determine whether fire hazards exist.

A fire prevention specialist will make a comprehensive examination of the resident's home or apartment and prepare a list of recommendations that may reduce the likelihood of fire. All residences – upon resale – and all rental units – upon rental – in accordance with State mandate, are inspected for required smoke detectors, carbon monoxide detectors and fire extinguishers. **The Bureau reminds residents that one to two weeks notice is required for a smoke detector and carbon monoxide inspection appointment due to the large volume of requests.** In 2021, the Teaneck Fire Department conducted 1,131 fire prevention related activities/inspections. Of that number, 206 were to meet fire protection contractors for upgrades and repairs, including “unsafe condition” inspections, and “unsafe condition” re-inspections issued by fire suppression companies on emergency responses. The Bureau also performed 703 (many virtual) home smoke detector and carbon monoxide detector inspections for the resale of one or two family homes. Fire Prevention staff members also: respond to fire calls throughout the year to assist fire suppression personnel with manpower needs and investigations; and in a typical year: conduct fire drills and fire safety education talks with Teaneck occupants; and participate in community events such as: Fourth of July, National Night Out, and the annual Bread Burning ritual at the JCC of Teaneck. The Fire Prevention Bureau has speakers available for Fire Safety lectures. Please contact the Bureau at (201) 808-8080 ext. 5206 to schedule a lecture for your group or organization.

In addition to the Fire Prevention Bureaus activities, neighborhood fire companies typically conduct approximately 1,800 “in-service” inspections annually (in 2021, the department was still in the process of getting up to pre-pandemic inspection goals). In-Service inspections help familiarize fire suppression personnel with building layouts and are seen as a fire preplanning opportunity but were obviously curtailed due to exposure concerns during the pandemic.

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

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

In 2021 The Teaneck Fire Department received mutual-aid 16 times and provided mutual-aid 34 times to surrounding communities at multiple alarm fires. The Teaneck Fire Department is a member of the Mid-Bergen Mutual Aid Association and serves as the Mutual Aid Dispatch Center.

**RESCUE OPERATIONS:** Automobile extrication (removal of a victim trapped in a vehicle) occurs often in Teaneck. The fire department responds to serious motor vehicle accidents on Routes 4, 80, 95 and on local streets. The department responds to water rescues on the Hackensack River, Overpeck Creek and to flooding conditions in Teaneck and neighboring towns (upon request). In cooperation with – and in support of – other Township emergency services, the fire department has increased – and will continue to increase – our response to medical emergencies. This is part of a conscious departmental effort to improve the residents' quality of life and to save lives. The cooperation between the Teaneck Fire Department, the Teaneck Police Department and the Teaneck Volunteer Ambulance Corps has been well established over years of joint response to emergencies.

**TRAINING BUREAU:** In 2021, uniformed members of the department attended continuing education courses covering a broad variety of subjects, including: Computer Aided Dispatch; Fire-Investigations; Inspection Procedures; Pre-Incident Planning; Bloodborne Pathogens; SCBA Care & Maintenance; Rescue Task Force; Infectious Disease Control; Aerial Operations; Building Construction; Carbon Monoxide Operations; Driver Training; Elevator Emergencies; Fire Attack; Fire Behavior; Fire Detection; Foam Operations; Size-Up; Standpipe Operations; Terrorism; Vehicle Extrication; Water Rescue; Forcible Entry; MayDay Operations; Pump Operations; Radio Communications; Leadership; and Salvage & Overhaul. The department conducted over 10,000 man-hours of training during the year.

The department successfully hired five new members in 2021. All of these members received training equivalent to nationally recognized standards in: fire attack; first aid; emergency response; hazardous materials; incident response to terrorist incidents; fire scene ventilation; tool usage & care; CPR & AED certification; and fire department operations.

All fire department members are CPR & AED certified, and maintain certifications as either: NJ Emergency Medical Technicians and/or Medical First Responders. All first-line fire apparatus carry an Automatic External Defibrillator, first aid bag, and cylinders of compressed medical oxygen positioned for a quick response.

**GOOD MORNING CHECKUP PROGRAM:** This program is designed for shut-ins and senior citizens who live alone and have no one to look in on them on a regular basis. The program provides subscribers with a telephone call service seven days a week, between the hours of 8 AM and 9 AM. A member of the department calls the resident and asks if all is OK. If there is no answer to the first call, a second call is made in about 5 minutes. If there is no answer to the second call, a firefighter is dispatched to the house to make sure all is well. In the past residents have been found in need of medical assistance and sincerely appreciated the fire department's concern over their welfare. Before enrolling a new resident, a Department representative interviews the applicant to obtain pertinent medical data and to find out who they want called in case of emergency. A home fire safety check is also done.

**2021 FIRE CHIEF'S REPORT**

The Teaneck Fire Department responded to 3,450 alarms in 2021. The alarms were received as follows:

<b>Activity</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
Fires	126	187	143
Other Emergencies	967	740	770
Alarms, No Fire	996	1,170	936
Mutual Aid	34	33	26
Other Services	1,227	1,373	1,554
<b>TOTALS</b>	<b>3,450</b>	<b>3,503</b>	<b>3,429</b>

**2021 ACTIVITY ANALYSIS**

An analysis of Teaneck's 2021 fire statistics shows a continuing pattern of success in preventing the human cost of unfriendly fire. There were 126 fires of which 74 were classified as structural fires, 20 were brush fires, 32 were vehicle fires and the rest a variety of lesser scenarios. Of the listed fires, few were fires that resulted in significant injury to occupants or sizable property loss, with the exception being a massive fire in July that resulted in 2 civilian fatalities. This speaks highly of Teaneck's fire protection strategy of staffed neighborhood fire stations, vigorous code enforcement and rapid receipt / dispatch of alarms. Obviously, the pandemic impacted the Township - and the fire department - heavily. The department responded by instituting strict decontamination protocols which protected not only our citizenry, but also the department members who were called for aid. The additional protocols used and developed within the fire department were shared – and used – statewide, helping to protect fire department members, and citizens, across the state of New Jersey.

**CALL FOR HELP**

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

# Health & Human Services

Dr. Gina Miranda-Diaz, DNP, MS, MPH Health Officer

## Scope of Operation:

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

## Key Public Service Areas:

### Public Health Nursing & Education:

In 2021, COVID-19 surged in our community with 2 surges caused by 2 variants of the COVID-19 virus and remained with Teaneck through and beyond December 31, 2021. Through a contract for services with Holy Name, our department was responsible for conducting investigations into all COVID-19 cases. This involved contact tracing, case investigation, record keeping and follow-up. There were well over (4728) confirmed COVID-19 cases (109% increase from 2020). Thousands of phone calls and emails were made to identified cases and their close contacts. Also, as part of public health and communicable disease control, especially during the pandemic, testing and vaccination clinics were hosted in collaboration with Holy Name, in accordance with State specifications to administer the vaccine. Through a partnership with Holy Name, the Township created a vaccination site at the Richard Rodda Center via provider agreements with the State of New Jersey, set up of a clinic site, receipt of vaccine and its administration and record keeping.

In addition, the department conducted more than (68) flu vaccinations for seniors and provided several hundred blood pressure screenings for seniors, prior to the COVID-19 outbreak. The Health Department audited all (34) schools and day care facilities to ensure immunizations were in compliance with State mandates. The Health Officer and collaborated with the Township administration to inform and create strategies for safe “in-person” learning across all schools in the Teaneck School District. Weekly meetings were held with the Teaneck Board of Education administration to discuss COVID-19 cases and strategies to prevent the spread of the virus at the schools. In addition, we provided weekly updates about the virus and the transmission rates in the Township of Teaneck and posted the data on the Township website every Friday. We shared best practices and evidence based guidance regarding Quarantine and Isolation (Qua/Iso), masking, handwashing and vaccines. All educational material, FAQ sheets, Executive Orders and relevant documentation was provided in both English and Spanish for the public. The Health Officer was available 24 hours a day 7-days a week to provide assistance to the Township of Teaneck.

Additionally, the department also conducted surveillance and follow-up into other communicable diseases, including hepatitis, pneumonia, campylobacter, Lyme disease, Legionellosis, and influenza. Outbreaks in long term care facilities were managed and required on-site visits by the public health nurse in collaboration with the NJDOH. Childhood lead cases were investigated through the LEADTRAX Program that was terminated and all data was migrated to the New Jersey Department of Health- Communicable Disease Reporting and Surveillance System (CDRSS). Health Education programs included a co-sponsored community health fairs, a variety of lectures and a monthly Child Health Clinic at the hospital for uninsured children, birth through 12th grade. Inspections were performed by 2 Registered Environmental Health Specialists with equipment loaned to our department by Bergen County. Noise complaints were investigated by the REHS who is certified in noise complaints. The pools were inspected by the REHS Garcia and he followed up on all reports from all the pool testing from private facilities, hotels, and houses of worship.

**Rabies & Animal Control:**

This program is provided all year through agreements with two local veterinarians, Bergen County Animal Control and Bergen Veterinary Hospital. Vaccinations were provided to resident dogs and cats, free of charge, as part of our full year rabies clinic. This program works in conjunction with the Township's annual dog & cat licensing campaign that requires up-to-date rabies vaccination, in order to receive a license. The Health Department also investigates all animal bites, quarantines dogs and cats when necessary, and enforces non-compliance for all animal related violations of the Municipal and State Code. The Township contracts for Animal Control Services with Bergen County Animal Control and Shelter Services. They are responsible for picking up stray dogs and cats, injured or sick wildlife, the housing of lost pets or those forfeited and also to treat animals eligible for care. They also assisted in the handling of various animal control issues including the handling of turkey, coyote, bat and other wildlife concerns in Teaneck. They assist in educating our residents on various domestic animal and wildlife issues, including waste storage, safety measures, animal feeding and sightings. Our Health Department staff also posts articles regularly on the Township website regarding licensing reminders, wildlife control measures and other pertinent information.

**Property Maintenance & Environmental Services:**

The Health Department staff follows up all complaints for refuse, overgrown lawns, snow and ice complaints, as well as corner view obstructions and blighted residences. We look to gain compliance through inspection and notification of the property owner. Failure to comply may result in enforcement actions of the issuance of summonses and/or removal of the violation by the Township through a summary abatement process. Summons are issued for non-compliance of local codes, with fines assessed, pending the infraction and frequency of violation. Inspectors spent hundreds of hours in court "virtually" with respect to the above matters. Also, our environmental program consisted of vermin control, quality of life matters & public safety. In 2021, the Health Department inspected and treated all of the public grounds and buildings to help prevent or control all sorts of vermin and pests. The retail food establishments were inspected for compliance under New Jersey State Sanitary Code, Chapter 24. These inspections may have been for routine sanitation, or to follow-up on complaints. All day-care and School facilities are inspected for compliance under State guidelines. Also, our public bathing facilities are inspected regularly with weekly.

**Social Services**

The Social Services Specialist position resumed its normal duty in August of 2021. Upon their start, the Social Services Specialist understood the importance of collaboration within the community. The Social Services Specialist met and spoke with directors of the Richard Rodda Center senior programming, Age Friendly Teaneck, Jewish Family Children Services, and Kaplan JCC on the Palisades, Teaneck Police Department, Teaneck Volunteer Ambulance Corps and local legislators. From the months of August to December, the Social Services Specialist assisted approximately 70 unique residents providing such services as employment assistance, housing assistance, emotional support, general case management and utilities assistant (through the Public Assistance Trust Fund). From the period of August to December, the Public Assistance Trust Fund provided residents over \$2,300 in utility and rental assistance. General case management included advocacy on behalf of residents in regards to unemployment claims, providing resources for home health aides and contacting local legislators for assistance with Department of Labor and Department of Motor Vehicles issues. The Social Services Specialist has also made house calls to residents who are unable to travel to the municipality but required in person assistance. Meetings were held with the Social Services Advisory Board and the Health Officer. Social Services Specialist also collaborated with the Health Officer as a member of Teaneck Municipal Alliance Against Substance Abuse (TMAASA). This year, the Health Officer coordinated with the Teaneck Board of Education to provide an innovative program to the middle school aged children with funds furnished to TMAASA by the Governor's Council on Alcoholism and Drug Abuse (GCADA). Future programs will include a day with Fairleigh Dickinson University, and Project Graduation. The grant for the 2022-2023 fiscal year has been submitted and approved for continued funding.

Vital statistics- the Township hired a full-time Deputy Registrar. Over the year they have assisted hundreds of residents of Teaneck with vital records both in person and online.



# Municipal Court

Craig Ferdinand, CMCA, Municipal Court Administrator

## SCOPE OF OPERATIONS

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

## KEY PUBLIC SERVICE AREAS

The Municipal Court continues to have jurisdiction over all traffic, criminal, and local offenses filed within the Township of Teaneck. Offenses of an indictable nature are turned over to the County Prosecutor's office for final disposition or potential downgrade back to the Municipal Court for adjudication. Teaneck Municipal Court will also hear matters transferred by order of change of venue from other municipalities when required by the Assignment Judge.

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

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

## HIGHLIGHTS OF 2021

Municipal Court staff disposed of 11,230 traffic, parking, and DWI cases, as well as criminal cases, inclusive of offenses filed under Township ordinances during the calendar year.

Court staff processed 12,846 traffic, parking, and DWI and criminal cases, inclusive of Township ordinance violations. Court filings were up 26.2% from 2020. All summonses and complaints issued by both local and state police, and authorize local officials, were processed by court staff under the direction of the Municipal Court Administrator and the Deputy Court Administrator.

The Court remitted \$343,180.29 in fines and costs in 2021 to the Township, with the balance distributed to all other appropriate state and county agencies, as required. This total represents of 22.6% increase in revenue as compared to 2020.

The Municipal Court continues to conduct virtual court sessions. Virtual court was implemented by the Administrative Office of the Courts in 2020 in response to the COVID-19 pandemic. Virtual court will continue to be the primary way most matters are resolved in the municipal court. However, the court can conduct in person trials where cases involve consequences of magnitude, where a defendant faces loss of license, fines exceeding \$800, or required jail sentences. On average, the Teaneck Municipal Court conducts four (4) court sessions each week.

The Municipal Court saw a few staff changes in 2021. Two new clerk typists were appointed in August and December, respectively. A vacancy in the position of Deputy Court Administrator since February of 2021 was ultimately filled by AnnMarie Gallagher in October 2021. Ann has worked in the court office since July 2016 and was promoted to this position. AnnMarie has extensive experience, and is also a certified municipal court administrator, having achieved this distinction in 2018.

## INITIATIVES IN 2022

Municipal Court staff continues to focus on reduction of cases in backlog, as well as collecting outstanding fines and costs owed to Teaneck from prior years. To that end, the Township appoints a temporary Municipal Court Judge to aid in this reduction. The Court Administrator works in tandem with our judges to determine whether parking matters not resolved should be scheduled for trials in absentia, in a further effort to stay on top of any backlogged parking cases. Authority to conduct these trials is given under New Jersey Statute. Teaneck Municipal Court continues to strive to provide exceptional customer service to the public, both in person and over the phone, in accordance with Township Customer Service policy. To this end, the Court Administrator, with support from the Deputy Court Administrator, strives to guide court staff toward this goal by leading by example.

The Court Administrator continues to ensure all court staff is cross-trained, ensuring that the court office runs efficiently even in the absence(s) of any employee. As in prior years, this will continue in 2022. The Court Administrator and Deputy Court Administrator are required by New Jersey Statute to maintain their respective certification as Court Administrators. To achieve this, each take both required and elective seminars to achieve the required certification credits on a yearly basis. Recent changes to these requirements now include the requirement to take seminars that focus on Diversity, inclusion, and elimination of bias; these may include, among other topics, implicit and explicit bias, equal access to justice, serving a diverse population, diversity and inclusion initiatives in the justice system, and cultural competency in the administration of justice. The Court Administrator continues to conduct annual reviews of court staff performance, as well as conducting monthly staff meetings, which proves to be an effective tool in managing the court office and its employees. As in prior years, this will continue to be employed as an effective management tool.

# Public Works

Director, Travon Romeo, CPWM

## Scope of Department Operations

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

### Streets and Sanitation Division:

The Division is responsible for 124 miles of improved roadway and approximately two miles of unimproved roadway, including snow plowing and snow removal operations on all County and Municipal roads. This Division cleans and sweeps roadways and municipal parking lots, collects leaves, garden debris, and trash from public receptacles and provides curbside pickup of recyclables from residences. Additionally, the Division installs and maintains traffic signs, street signs, and roadway markings including crosswalks and parking stalls.

### Sewer Division:

The Division handles routine maintenance, video inspection and repair of nearly 170 miles of sanitary and storm drain sewers and more than 5,700 manholes, catch basins, culverts, and head walls.

### Garage Division:

The Division provides preventive maintenance and repair for 71 Public Works vehicles and 182 pieces of equipment; 57 Police vehicles and 6 pieces of equipment; 27 Fire vehicles and 27 pieces of equipment; 4 Recreation vehicles and 3 pieces of equipment, and one Library vehicle. Additionally, the Division services 11 backup generators.

Under a shared services agreement, Public Works serviced and maintained 30 Board of Education vehicles and 6 additional pieces of equipment. This agreement reduced repair costs and increased vehicle in-service time.

### Parks and Tree Division:

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

## **Maintenance Division**

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

- Lighting in all municipal parking lots and athletic fields (basketball, tennis, soccer, and baseball)
- All public bus stop shelters
- Fire alarm systems in all municipal buildings
- Water lines at the Greenhouse, ball fields, and park water fountains
- All fire extinguishers in Township-owned buildings
- Parking lot meters
- Heating, air conditioning, plumbing and electrical systems in all municipal buildings
- Lightning detection systems in Township parks
- Traffic signs, Road marking, and Traffic lights on Municipal roads
- Municipal Fire alarm Pull Boxes

## **Key Public Service Areas**

**Snow removal service:** During 2021, the Public Works Department was very busy with snow removal. There were multiple snow-related events, with a snow total of approximately 20 inches. During these snow events, Public Works applied approximately 750 tons of salt. Public Works applied approximately 5,000 gallons of brine solution to the roadways prior to the actual storms. In applying this brine solution, the amount of salt that is used during each event was drastically reduced.

**Leaf removal:** During leaf season, Public Works efficiently and effectively removed approximately 15,500 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:** In 2021, Public Works collected more than 3,200 tons of recycling material through either curbside pickup or drop off at the recycling depot. Public Works also collected approximately 200 white goods from residents in front of their homes. The Recycling Center operates Friday, Saturday, and Sunday from 7:00 a.m. to 2:45 p.m. and is a valuable resource to Teaneck's residents.

## **Highlights In 2021**

2021 was an important year for Public Works. The Maintenance Division created a temporary Vaccination Center in the gym at the Rodda Center. Five miles of data lines were installed and connected to 100 data jacks which provided sufficient WiFi to operate the facility within its capacity. An additional 50 temporary power outlets were also installed.

2021 also brought Teaneck's first public electric vehicle charging station to the Town Hall parking lot. To improve public safety, radar speed signs and flashing LED crosswalk signs were installed in high traffic areas.

Hurricane Ida had left Teaneck in dire need of service from the Public Works Department to assist with remediation of the municipality. Public Works worked to remove over 150 tons of flood damaged debris. The Tree Division also had played a crucial role in the aftermath of Hurricane Ida by removing fallen trees and branches from roadways and residents' properties.

As part of an agreement with PSE&G, 180 trees were planted within various town parks along to help replenish the canopy.

The Sewer Division put the new sewer camera to work. During the course of the 2021, they televised 10,491 feet of sewer line. 59 Manholes and storm basins were repaired, and miles of sewer lines were jetted.

## **New Initiatives for 2022**

**2022 tree planting program:** The planting of approximately 50 trees to our parks.

**Building remediation:** Council chambers will be updated and Fire Station #4

**New DPW Complex:** In 2022, the Township will continue moving forward with Engineering/Environmental studies to gauge the possibility of building a new complex.

# Engineering

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

## Scope of Department Operations

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

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

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

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

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

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

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

## **2021 Highlights**

- Design and construction of 2020 Roadway Resurfacing - All 33 Roadways were paved. Including full reconstruction of Home Street.
- Design and Construction of Oakdene Avenue and Morningside Terrace. This project was funded by NJDOT municipal Aid Grant.
- Design and construction of Hickory and Woodbine Street. This project was funded by BC CDBG grant.
- All together over 5 miles of roadway was Paved last year.
- Design and construction of Municipal building parking lot improvements.
- Design and construction of Hawthorne Tennis and Pickleball Courts.
- Design and Bidding of Terhune Children's Playgrounds
- Drainage Improvements at Ogden Avenue.
- Design of Phelps Park Bathroom.
- Design of Votee Park Bandshell.
- Design and construction of Municipal Building Roof and gutter replacements.
- Design of Municipal building Windows replacement and front entry door replacement.
- Emergency roadway repair due to hurricane Ida at Grenville Ave and Oakdene Ave.
- Phelps and Bennet Drainage Improvements.
- Ongoing SUEZ lead replacement project.

## **New Initiatives in 2022**

- Design and Construction of 2021 Roadway Resurfacing - roadway improvements along about 33 Township Streets, around 4 miles of paving.
- Design and Construction of Columbus Road Improvements.
- Design and Construction of Garden Street.
- Design and Construction of Votee Park Basketball Courts Improvements.
- Complete Construction of Terhune children playground.
- Construction of Phelps Park Restrooms.
- Construction of Votee Park Bandshell.
- Construction of Fire House Station 4 Improvements.
- Construction of Municipal Building Windows replacement.
- Municipal Building Basement Demolition and remediation.
- Design and construction of Court Street traffic improvements and Parking lot.
- Design and construction of Votee Park Tennis Court Lights.
- Splash Pad shades.
- Bell Avenue Drainage study.
- Design and construction of Alfred Avenue Reconstruction.
- Linden Avenue Water main replacement.
- Colonial Court water main replacement.



# Tax Assessor

James R. Tighe, CTA, SCGREA, Tax Assessor

## Scope of Operations

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

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

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

## KEY PUBLIC SERVICE AREAS

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

## **HIGHLIGHTS OF 2021**

Much of 2021 was still predominated by the ongoing COVID-19 pandemic and its associated limitations on access, and public assembly. Despite the circumstances, the Assessor's Office continued to operate and fulfill all statutory duties in 2021. Assessor and Staff were on-site, in the Office throughout 2021. Primary public access was via phone and email, however when necessary, in-person appointments were scheduled. Property inspections were generally exterior only, augmented by plan review and/or virtual tours when such were publicly posted. (This feature is becoming quite common for homes listed for sale.)

The other major story in the Assessor's Office in 2021 was the continued surge in demand for residential housing. Real estate values soared throughout the region as buyers aggressively pursued the limited number of offerings on the market. Home sellers typically received multiple offerings with eventual sale prices generally in excess of asking prices. The strong housing market also spawned significant renovation and new construction activity throughout the Township.

As indicated, the Assessor's Office was able to achieve all of the goals set for 2021. Some specifics are detailed below:

**Maximizing Assessed Value:** A total of 310 Added Assessments were levied in 2021. The gross value of the new assessments was \$43,236,200. When pro-rated by date of completion, the net value of new assessments was still \$32,151,142. This generated a total of \$1,046,996 in additional taxes for 2021. Once again, this ranks among the highest totals collected for new construction activity over the last 20 years.

Due to these 2021 activities, the 2022 Aggregate Assessable Value was increased by a total of \$41,695,200 over the 2021 A.A.V. Teaneck's total 2022 ratable base will be \$5,230,667,600. Based on the deeds submitted throughout 2021, the average ratio of assessed value to true value will be 79.96% for 2022. Implied market value of all property in Teaneck for 2022 is \$6,541,605,303.

### **TAX MAPS:**

Tax maps were converted to a digital format so that they can be more easily updated on the website and on hard copies used by all departments. This has also allowed for updating of the digital mapping on the SDL system so it now fully coordinates with the database.

### **TAX APPEALS:**

#### **State Tax Court**

46 appeals were filed with the Tax Court of New Jersey in 2021. These had an aggregate assessed value of \$204,733,600. The multiple Glenpointe cases, which had been pending since 2007, were resolved by 2021. Judgments covering years 2007-2010 were received in late 2020. All other years were resolved by a settlement reached around the same time.

#### **County Board of Taxation**

The Global Pandemic continued to have an impact on operations at the Bergen County Board of Taxation. This was especially true regarding the conduct of tax appeal hearings which were once again via conference calls. Unlike 2020, however, there was no extension of the appeal deadline from April 1, 2021. Hearings were concluded and judgements issued within typical timeframes. A total of 103 appeals were filed with the Bergen County Board of Taxation in 2021. The aggregate assessed value of the properties under appeal was \$62,448,000. Assessment reductions totaling \$3,085,300 were granted via judgments.

Given the strength of the housing market, filings with the Bergen County Board of Taxation are expected to be minimal in 2022. Filings with the Tax Court may increase as commercial properties may have suffered pandemic-related value losses in some cases. (The decline of the Township's ratio also has the effect of increasing the implied market value of these properties. Since the ratio is mostly derived from the sales of residential properties, it may not accurately reflect changes in the market for some commercial properties.)

## **INITIATIVES IN 2022**

- Continue to further maximize assessable value by reviewing and listing construction completed prior to October 1, 2022 on the 2022 Added Assessment List.
- Begin to resolve all outstanding Tax Court cases involving residential houses and apartment buildings. The market for these properties has been very strong and withdrawals will be demanded and/or minimal concessions offered. If claims are not resolved amicably, will prepare for trial and seek to have trial dates set.
- Prepare for anticipated revaluation order from Division of Taxation for Year 2024.

# Building Department

Mark Bocchino, Construction Official

## Scope of Operations

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

Here in detail is the Building Department's mission:

- Protect the health, safety and welfare of all users of buildings and structures within the Township of Teaneck through the enforcement of the Uniform Construction Code of the State of New Jersey.
- Ensure the adequate maintenance of buildings and structures throughout the Township by active enforcement of the Uniform Construction Code of the State of New Jersey.
- Provide and maintain a pleasing visual environment through the application and enforcement of the Township's Development Regulations.
- Assist in the orderly development of the township by applying the rules and regulations established by the Township Council.
- Assist the Township Council in providing a better community by recommending the elimination of unnecessary or obsolete regulations, the alteration of regulations to recognize new and innovative technologies and the establishment of new regulations to address changing lifestyles and objectives.
- Assist applicants in the process of obtaining necessary approvals for the use and development of properties within the Township.
- Provide assistance to property owners and users in times of crisis to minimize disturbance of life and livelihood. The Construction Official is responsible for supervision of the daily activities of the department, which currently has 10 full-time and 3 part-time staff members.

## KEY PUBLIC SERVICE AREAS

### Application processing:

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

**Zoning applications and inspections:**

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

**Land Use Applications:**

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

**Construction applications and inspections:**

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

**Open Public Records Act (OPRA):**

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

**HIGHLIGHTS OF 2021**

- 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 1064 applications and issued 997 permits.
- Construction processed 2228 applications, issued 2382 permits and conducted 8452 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, 558 cartons of records have been entered into the database, covering almost 20 years of activity. The ability to retrieve historic records from the database results in timely responses to OPRA requests, providing the public with critical information quickly and efficiently. The Building Dept. processed 919 OPRA requests in 2021.
- The relocation of the archived files continues.
- A CO was issued for the Board of Education Administration Building
- A CO were issued for Avalon, after being on a TCO for some time.
- A CO was issued to Dar-UI-Islah at 320 Fabry for a 2008 permit that needed to return to the Board for approvals.
- A TCO was issued for an addition at the Yeshiva High School for Girls at 1650 Palisade Ave.
- A TCO was issued for Red Realty at 764 New Bridge Rd. for the residential units. The commercial units on the first floor remain vacant and the required Affordable Units have not been satisfied yet.
- The department continues to improve educational material and handouts for the public.
- The Construction Official, Assistant CO and the Zoning Officers have met with multiple applicants to guide them through application process and advised on various code requirements.
- A Part Time Assistant for the Planning/Zoning Board Secretary was hired and has been a tremendous help organizing current and past Board related files.
- When one of our long time Technical Assistants retired at the end of 2021, we lost an experienced staff member.
- The Building Dept has continued to serve the public through COVID while taking safety precautions for staff and the community.

**INITIATIVES IN 2022**

- 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. Though we hired a part time assistant, she will not be a permanent member of our department. With a prospective retirement date at the end of 2022 for Ms. McLean, it is important to find a replacement for this key position. Either an experienced person or someone trainable must be found. This candidate should be hired to begin prior to the end of the year so that they can learn all that is possible plus any processes unique to Teaneck.
- It is anticipated that an increase in Construction activity will occur in 2022 Between the easing of the pandemic and the active pursuit of redevelopment a few large projects should begin. With the increase in activity comes an increase in workload. An additional inspector may be needed to meet the demand, to replace a part timer who left in 2020.
- I have continued to relocate archived records to the Municipal Building from two offsite locations, which the Department of Public Works began in 2017. When complete, retrieval of these records to fulfill OPRa requests within the required time frame can be more easily fulfilled. The prospective closing and demolition of the DPW Building at 1425 Teaneck Rd. increases the need to remove archived files from the building. We anticipated this to occur in 2021, but now appears to be in 2022.
- It is planned that the basement of the North Wing of the Municipal Building (old building) will be gutted and re-fitted in the coming year. Part of the area may be devoted to the Archived Building Dept. records. Management is looking to digitally archive these files, as a beginning to such a process.
- The two projects may require that a temporary storage location be used to store the files. A temporary storage container would suffice for this. I would desire that one be obtained solely for the use of the Building Dept. This will depend on some files being digitalized.
- The new computer software system has been installed, Spatial Data Logic. which encompasses several departments. This system should make it possible for the departments to interact more efficiently. We have been opening up different processes to the public, through the SDL Portal. This provides the public more access to the departments, where they can access records , file applications and request inspections. This will increase efficiency and productivity. The extensive possibilities of this system need continued education to learn how to use. Implementation of the Portal should decrease the volume of phone calls to the office tremendously.
- The Building Dept. would like to see Records Clearance or Continued Certificate of Occupancy ordinance be introduced and passed. During the year, we come across many properties where work has been done without permits. We often find that the work has been done by previous owners of the homes. We are required to issue violations and the new owners now have to correct the violations. We also find that open permits and violations exist. This creates a loss in revenue and an increase in expenditure. This can often be an expensive fix for the new homeowners. If a CCO program were instituted, we could eliminate this burden on our new residents. Many of the surrounding communities already have this in place. This would create a positive cash flow in this area. It would also protect new homeowners against unexpected expenses. Other towns with such a program report reduced work without permit cases and better Code Compliance. In addition, much of the work does not meet code and is often a safety issue.

# Library

## Shinae Hyun , Library Director

### **Scope of Department Operations**

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

The Library provides access to information and serves as a guardian of the public's access to information. The Library owns 99,674 items in print, 18,570 media, and 167,284 digital materials. Through BCCLS, a consortium of 77 public libraries in northern New Jersey, Teaneck residents have access to more than 5.2 million items that can be delivered to the Teaneck Public Library. As the digital world continues to evolve, the Library helps ensure that residents can access the information by providing public computers and Internet access. Ten mobile hotspots are available for loans and 18 public computer stations are available at the Library.

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

The Library is a place for community engagement and a platform for great minds to come together. Library service is changing as fast as technology is changing society. Although the Library building was closed until April 2021, the Library continued to provide essential services and resources to our community during the pandemic and helped many patrons outside of the library, over the phones, or by email. Also, the Library facilitated many community events in partnership with the Township of Teaneck, Teaneck Public Schools, Fairleigh Dickinson University, the Enslaved African Memorial Committee, Teaneck Creek Conservancy, Age Friendly Teaneck, etc.

### **KEY PUBLIC SERVICE AREAS**

#### **Lending Materials**

The Library provides access to over 5.2 million physical materials and over 104,000 digital materials through BCCLS. BCCLS delivery services allow library patrons to request the library materials owned by other libraries in BCCLS and to have them delivered to their chosen BCCLS library for pickup. To keep up with the high demand for digital content, the Teaneck Public Library purchased over 1,400 eBooks and eAudiobooks, in addition to 6,577 eContent purchased by BCCLS.

Other items that are only for Teaneck residents include museum passes and WiFi hotspots. The Museum Pass Program offers free or discounted entry to popular museums. Currently the Library has passes to the Brooklyn Botanical Garden, Children's Museum of Manhattan, The Frick Collection, Guggenheim Museum, Imagine That!!! Children's Museum, Intrepid Sea, Air & Space Museum, Museum of Modern Art (MoMA), Storm King Art Center, etc. Mobile hotspots provide Internet access anywhere a wireless data connection is available and can be checked out for 2 weeks.

#### **Database & Research Assistance**

The Library provides in-depth research assistance and reader's advisory services. In 2021, librarians answered over 13,000 questions in the Reference Department. The Library subscribes to 12 databases and electronic resources that support life-long learning, help consumer research, and provide online newspapers, eBooks, and streaming services. Popular databases include Hoopla, Kanopy, Ancestry, New York Times, CreativeBug, and LinkedIn Learning.

#### **Programs**

A variety of public programs and events are offered for all age groups at the Library. Topics include early childhood literacy, STEAM (Science, Technology, Engineering, Art, Mathematics), lecture series, music and dancing performances, film screening, and more. The annual Summer Reading Program was offered for all ages through a Beanstack reading app and 129 Teaneck residents read for a total of 83,920 minutes!

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## Outreach

The Library offers delivery service for patrons confined to their home or residential facility for an extended period because of illness or physical handicap. The library makes available books, magazines, and audio-visual material and delivers once a week to the homes of those unable to come to the library. Working with the Teaneck schools, Youth Services librarians visited 5th grade English Language Arts students at Thomas Jefferson Middle School virtually and introduced students to new books and other library resources. The Library also partnered with the Township of Teaneck and Fairleigh Dickinson University and hosted workshops on diversity, equity and inclusion.

## Technology

With the newly installed self-checkout kiosks and mobile app, library patrons can check out library materials while minimizing in-person interactions. Our public computers allow patrons to access online information, use library databases, check emails, and scan documents. To reach out to more patrons, our Library programs are live-streamed now and patrons can enjoy library programs from home.

## 2021 HIGHLIGHTS

The Library announced a historic policy change in June 2021: we eliminated late fines on most overdue Teaneck materials. Research has shown that fines are not effective in ensuring timely returns. But they are a major deterrent to our most vulnerable communities, who are less inclined to use the Library and its access to a wide variety of services and materials when they begin accumulating fines and fees. The decision to eliminate fines marked an important step toward increasing access to our collections for all.

The Library received the CARES Mini Grant to install outdoor WiFi access points. This project stemmed from the increased demand for outdoor WiFi usage during COVID. One Gig business internet line, 2 access points (one facing the parking lot and another one facing the Children's Reading Garden) have been installed; and the WiFi can be accessed without a password. OneStop Kiosk, which was installed in 2020, started being used in the Reference Room in April. This kiosk takes care of all library-related payments, such as fines or fees, and accepts cash and credit card payments.

To accurately record traffic into the library, as well as occupancy, the Library updated the door counter with an overhead 3D counter. This new counter provides detailed reporting, including hourly traffic heat maps to help understand the library usage pattern.

The Library added Launchpads pre-loaded with content created specifically for kids, including learning apps, videos, games and more. These themed Launchpad tablets are for ages 3 - 10+ and offer a variety of developmentally appropriate literacy and learning concepts. We also added a New Jersey State Park Pass to our Museum Pass Program. It provides free admission to NJ State Parks to residents who want to spend more time outdoors due to COVID. In addition, the Library started providing Notary Services in 2021. This service is free for Teaneck residents, by appointment only.

In October, the Library had a Fall Festival program on a Sunday afternoon outside the library and attracted 178 participants. Families made crafts, played games, learned about farm animals with the Farm Chicks, and enjoyed the fall weather outdoors.



## **NEW INITIATIVES IN 2022**

### **Digital Literacy**

The Library hired an Emerging Technologies and Digital Librarian in 2021 and plans to offer more aggressive digital literacy programs. With a grant from the American Rescue Plan Act, a digital literacy program has been designed. This will be implemented in 2022. This digital literacy program will teach participants to evaluate information and identify misinformation; communicate effectively online, using tools like Google Workspace; understand basic cybersecurity practices; create informative graphics and posts online; and navigate intellectual property and copyright issues.

### **Technology Programs**

To keep up with the ever-changing needs with technology in the community, the Library acknowledges the critical role of providing technology programs for its residents. While the Library continues with the existing STEAM programs for youths, we will expand our technology programs for adults as well. We will begin with easy Tech-Help sessions and examine the feasibility of other programs.

### **Vibrant Programs & Events**

As the Library reopens, the Library will navigate carefully to provide in-person programs. Programs and events will be offered in-person, virtually, and outdoors. As in the past two years, the Library's programs and services will be flexible, depending on the number of COVID cases in the community, as well as current health guidelines. If possible, the Library will push for more active in-person and outreach programs. Library staff will be going out into the community, to meet residents outside of the Library, and to expand our services.

### **Building Updates**

The Library building was last renovated in 1980 and is in desperate need of updates. Although the Library did not receive the NJ Construction Bond, the Library should review the plan for the renovation. We should - and need to - update the building so that it meets the needs of the community and evolving library services. The cooling tower on top of the roof which is over 30 years old needs to be replaced as well. Since the project began in 2019, the cost should be adjusted to reflect the inflation.

### **BCCLS Mobile App**

BCCLS approved the development of a BCCLS app for its member libraries. Having an app will provide additional capabilities not available from within a web browser and will create a better user experience for the patron. This app will provide streamlined communication with patrons; consolidation of multiple products in one platform; push notifications to the mobile app; and multiple languages for the interface, for searching, and for notifications.



# Recreation

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

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

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

Within the Richard Rodda Community Center, there are three divisions, the Youth Division, Senior Division, and Administrative Division. The Youth Division is comprised of a Montessori-based Learning Center for 3 and 4 year olds and an After School Child Care Program for students K thru Middle School. In the summer, this division also provides a day camp for ages 3-8, featuring field trips, arts and crafts, and other special events when permitted. The Senior Division, offering a plethora of educational, physical fitness and social recreational programs is one of the largest, most progressive Senior Centers for active adults in the state. The Administrative Division oversees various programs for youth and adults, children's camps, transportation for senior and disabled residents, town-wide special events, and facility reservations. The facility also serves as the central hub for the Teaneck Youth Basketball Sports Organization, as it is the site for practices and games.

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

## **Key Public Service Areas**

- Provide recreational activities to the community for all ages that broaden and expand horizons and promote healthy leisure time opportunities while fostering positive interactions amongst residents.
- Offer facilities use and rentals. The unique existence of the Richard Rodda Community Center provides a tremendous public service to residents.
- Provide transportation services to senior & disabled residents at no charge. The department is committed to administering this vital aide to everyday living for our older and/or disabled residents that enable them to remain in the community, maintaining their dignity and independence.
- Offer Summer Day Camps for the youth in our community. In keeping with the recreational programmatic long-standing philosophy and practices, the department is committed to providing full and half day programs in a safe, well supervised environment for local youth once school dismisses for the year.

## **2021 Highlights**

All divisions evolved and blossomed as they adjusted to the new normal of providing programming in the midst of the COVID-19 Pandemic. The Richard Rodda Community Center served as the central hub and venue for residents, community-based organizations, sports organizations and much more as it was for many years. Although previously given the go-ahead to provide indoor classes for the Winter months, all Administrative and Senior Division programs at the Rodda Center were put on hold due to the COVID-19 surge. Despite the closure, The Youth Division's Sunshine Garden Learning Center and After School Child Care Program remained fully operational. The Administrative Office continued the senior and disabled transportation at reduced capacity for our residents. All vans were sanitized before residents pick up, after each resident left the van, and when the van returned at the end of the day. This was done with special sanitizing equipment and solution used to kill COVID-19 residue on the surface. The Senior Division established a wellness check phone call system for all registered seniors as well as establishing virtual class offerings. Over 800 seniors were called regularly to see how they were doing and to let them know that they were not alone. Youth sports continued, as the department developed protocols and rules based on state requirements that the sports organizations were required to follow.

The Administrative Division was able to provide adults and children alike a safe, enjoyable, and positive outlet with various recreation programs, despite the ongoing COVID-19 pandemic. The division brought back popular programs back to Teaneck such as Yoga, Zumba, Karate, Ballet, Fencing, Drama, Tennis, and many more during the Spring, Summer, and Fall seasons. They offered a total of 65 recreation classes: 51 youth classes and 14 adult classes. In the Spring and Summer sessions all physically active programs were held outdoors at the Votee Park Bandshell and the Votee Park Sportsplex while the Fall session took place inside the Rodda Center. During all of the sessions, they reduced class capacities by at least 25% in order to maintain social distance.

Furthermore, the division implemented important health and safety protocols for all of the classes and programs including a mask requirement, as well as a COVID-19 screening and temperature check prior to the start of all programs. When the COVID-19 vaccine was available to the public, participants 12 and up that received the vaccine were able to join the programs. This protocol went into effect for the Fall season.

To save time and quickly disinfect large surfaces, the department purchased an electrostatic backpack spray gun. This tool greatly helped our custodial staff to keep everyone protected from germs by spraying the disinfectant both before and after each class. To limit sharing of supplies and equipment in the division's art programs, they ordered new supplies so every participant could have their own individual sets in order to prevent sharing of materials.

2021 was the first year that the Sports & Arts Camp (for children in grades 4-7) became state-licensed. This benefitted the residents that needed financial assistance as they were able to have access to the Bergen County Office for Children. Sports & Arts Camp operated mainly outdoors due to the restrictions put in place by the Youth Camp standards and the NJ Department of Health. Large tents were purchased to provide shade for the campers along with misting fans to help keep everyone cool during extreme heat. Keeping in line with state-license mandates, Sports & Arts Camp operated at reduced capacity with children of the same grade grouped together in pods where they had to remain for the duration of the session. Each pod had a maximum of 20 children in each and was one week long spanning a total of six weeks from June 28-August 6. Special events were a fun and unique new addition to the Sports & Arts Camp to keep the children engaged. Mad Science was hired to come in once a week and perform a fun, hands-on workshop in which the children could participate. It was a success and we look forward to offering more fun and educational special events such as this for years to come.

The Challenger Program serviced 25 children for the month of July. This half-day program specializes in providing a fun, safe, and supportive environment for children in grades 1-6 who have special needs. 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, Blue Chip Chorus, and Teaneck Police and Fire Departments. The crowd was entertained by two Mr. Giggles shows, a DJ providing musical games for children and adults, bubble cart, balloonists, jugglers, exotic inflatables, magic shows and food available for purchase at reduced prices. Attendees were captivated by an afternoon concert by Total Soul, a Rhythm & Blues, Soul & Classic Disco style group that performed hit songs of the great artists from the sixties through today. Their vocal front mesmerized audiences with slick dance moves and smooth harmonies. Their repertoire included music of Michael Jackson, The Commodores, Bruno Mars and many more! We drew a large crowd, epitomizing solidarity in this multi-cultural enclave. What a joyous celebration of freedom and liberty! The department continued its' quest to provide additional family friendly activities during the month of August, through once again offering the "Movies Under the Stars" series where families in the community could come together and enjoy a relaxed free adventure. Residents returned to view popular movies on the big screen, listen to music and watch the children dance prior to start. Residents brought snacks, lawn chairs and blankets to lie on the lawn to enjoy a late summer's eve and partake in the free popcorn while communing with friends and neighbors.

The department proudly presented the Teaneck Community Band Concert Series co-sponsored by the Puffin Foundation, Ltd. and the Township. Comprised of over 70 volunteer musicians due to COVID-19, ranging from high school to retired music directors, The Teaneck Community band performed five consecutive Wednesday night concerts and one Sunday afternoon under the stars at the Rotary Band Shell in Votee Park throughout July and the beginning of August. The concerts, under the direction of maestro Evan Cooper, featured guest soloists and conductors with impressive repertoires, serenading residents with show tunes, classical compositions, popular tunes, and patriotic renditions. All concerts were well attended and thoroughly enjoyed by a diverse audience of music enthusiasts.

All Youth Division programs continued to stay up to date on all COVID-19 State Executive Orders as well as the New Jersey Department of Children and Families, CDC, and New Jersey Department of Health guidelines as they continued to change throughout the year. Based on these orders, the Youth Division saw decreased enrollment in the Sunshine Garden Learning Center, After School Child Care Program, and Camp Sunsational. The division provided staff with all the necessary PPE equipment as well as personal fanny packs to maintain safe conditions. Every parent in all programs was provided with our COVID -19 protocols and policies, prior to the program's start. All programs continued to utilize pods/cohorts of students/campers that were put in place prior to start of any youth program. Individual supplies for all children and staff were added for another layer of safety and mask wearing and social distancing were enforced.

The Sunshine Garden Learning Center as well as the After-School Child Care Program had many in-house special events within their pods throughout the year including a costume party, holiday decoration party, 100 days of school celebration and spring fling celebration. Campers in Camp Sunsational were also able to enjoy 10 special events throughout the duration of the camp, which boosted morale and creativity. Special events included SaulPaul, a musician with a message of empowerment and inspiration as well as Dance Diversity, an interactive assembly that exposed campers to the power of embracing cultural diversity through dance. Campers also enjoyed a BMX Free Style Show, a stunt show that promoted doing your best, healthy lifestyles, anti-bullying and staying in school through an exciting and professional demonstration.

The Senior Division found alternative ways in which to provide services to the 55+ Teaneck population. All of the sessions (Spring, Summer, and Fall 2021) gradually grew in numbers as residents saw that the Senior Center developed protocols that kept them safe and eased their concerns. Thanks to wellness checks and additional class offerings, 2021 was the year where the Senior Center was able to have more personal interaction with residents that was necessary due to the impact of COVID-19. Personal interaction will continue to be emphasized going forward.

Although the Winter 2021 Session was put on hold due to the surge of COVID-19, we stayed at the forefront of Senior Centers in Bergen County. Through brainstorming, research and the help of the MIS Department, the Senior Division began filming virtual classes in lieu of the Winter 2021 Session to provide participants with programming. A Teaneck Senior Center Channel was created on YouTube and research was done on how to upload videos using YouTube tutorials and other outside resources. YouTube metrics and analytics were also researched so that videos would be uploaded accordingly. On average, filming upwards of 3-4 videos per day, editing, and uploading these videos would take several days to process. These videos could be found on YouTube and with the help of the MIS Department, they were also able to embed these videos on the Township Website for easy access. In mid-February, the Senior Center was offered a spot on the Teaneck Public Access Channel to air their classes on cable tv, providing an alternative to the many seniors who did not have access or knowledge of computers.

The Senior Division was able to resume outdoor class offerings for the Spring and Summer sessions, continued wellness checks to previously registered seniors, and started a quarterly newsletter that was published to the Township Website. The Spring 2021 Session took place outside at the Votee Park Bandshell and the Summer 2021 Session took place at the Votee Park Fieldhouse that was especially welcomed by senior residents due to the overhead covering to shield against sun and rain. 12 weekly classes were offered during both sessions, which were limited in number of participants. Starting Fall 2021, the division offered a 14-week session inside the Senior Center, due to the easing of COVID-19 restrictions. To keep the participants and staff safe, all Senior Center staff and participants were required to be fully vaccinated. 25 weekly classes were offered limited in number of participants. Mask wearing, social distancing, temperature checks, symptom questionnaires, social distancing and enhanced cleaning protocols were enforced and required throughout all sessions.

## **Initiatives 2022**

Implement online registration through Recreation software for the entire Department.

# Township Clerk

## Doug Ruccione, Township Clerk

### Scope of Department Operations

#### RESPONSIBILITIES:

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

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

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

#### PURPOSE:

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

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

## **OPERATIONS:**

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

### **Key Public Service Areas**

- Continued to establish Municipal Archive in the Administration Building to centralize government records for quicker access
- Received 1461 OPRA Requests; completing 1447.
- Continued digitally archiving resolutions, ordinances, contracts
- Renewed 32 Liquor Licenses, transferred 4
- Facilitated 9 weddings
- Issued 295 resident parking permits, 87 merchant parking permits, 94 commuter parking permits
- Issued 11 raffle licenses
- Issued 6 Film Permits
- 4 Towing License Renewals
- Issued 15 Lively Letters

### **2021 Highlights**

In 2021, the Teaneck Township Clerk's kept itself busy by continuing to navigate the COVID-19 Epidemic. Elections and much of other business was at the whim of constant changing regulations and health policies, and a limbo between restrictions of COVID-19 while trying to slowly touch a sense of normalcy.

This year, we also unfortunately lost two awesome team members who went on to discover full time positions with the Township in the Police & Court departments.

Due to COVID-19, our meeting formats remained digital – Council & the boards.

Throughout the year, the Mayor & myself met with the chairs of our advisory boards to council to inquire how the implementation of Ord. 15-2020 was panning out – with very positive responses!

The Township Code E-Code on the website is updated through 2021. We are expecting a hard copy sometime early in 2022.

The Township spent much of 2021 setting up Spatial Data Logic (SDL), a municipal management software. The Clerk's Office has begun accepting OPRA's and parking decal applications in SDL and is looking forward to eliminating more paper within it's office!

The State of NJ for the first time facilitated early voting, in person, with new electronic machines, for the 2021 General Election. Bergen County chose Teaneck and our Community Center as a voting site for Bergen County for this purpose. Along with the Bergen County Election Offices, Teaneck was able to navigate a new and somewhat confusing format. We are told that early voting will again take place in Teaneck in 2022, possibly for June Primary also.

The Clerk's Office in 2021 also received two referendum petitions that ultimately made it to the November 2021 General Election Ballot. The electorate ratified the two referendums: One for Teaneck to join a Regional Government Energy Aggregation Program and another for grouping Teaneck's Non-partisan Municipal Council elections into the November General Elections.

**New Initiatives 2022**

- Continuing freeing up space by record destruction
- Continue to digitally archive and store permanent records
- Continue to organize and work with the Boards & Commissions of the Township
- Run Elections however the State/County mandates
- Fill the Stigma Free & Pride Awareness Advisory Board
- Assist with events, whether it be hybrid/online/in person
- Begin accepting business through the Township's new management software Spatial Data Logic (SDL)

# Finance

Issa A. Abbasi, MPA, RMC, CMFO

Chief Financial Officer

## Scope of Operations

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

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

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

## HIGHLIGHTS OF 2021

- Adopted a “virtual zero” budget with a 0.49% tax rate increase
- Secured Funding for Bond Ordinance 52-2021 for several projects including the acquisition of Police and Fire Department equipment and vehicles; the 2021 Road Resurfacing Program and resurfacing of Municipal Complex Parking Lot; Emergency Sewer Replacements; Sprinkler Upgrade at Argonne Park; Tennis Court Replacement Lights; Splash Pad Picnic Area Shelter; Municipal Building Upgrades; Fencing Upgrades at Assorted Parks; Library Rooftop Cooling Tower; Electronic Doors for the Senior Center Entrance at the Richard Rodda Center; and various equipment/vehicles for the Department of Public Works.
- Awarded RFP for Banking and Merchant Services to Bogota Savings Bank and First Commerce Bank
- Facilitated the acceptance of merchant services (credit cards) at the Municipal Court and began process to extend same to all Township Departments for 2022



# Purchasing

## Simona N. Casian-Sirbu, Purchasing Agent

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

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

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

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

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

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

## Key Public Service Areas

While the Purchasing Department does not service the Public of the Township directly, we service all the Township Departments in meeting their daily demands for services, equipment and supplies within the confines of the New Jersey Public Contracts Law, so their goals, including services to the Public, will be achieved. Examples of the services provided for our departments in 2021, would be to procurement of a new Bandshell for Votee Park and well as dugouts for the Votee Park Baseball fields, tennis nets for the various tennis courts throughout town, chairs and podiums to be used for various Council scheduled events set to take place outdoors, TV for the Recreation Department Senior's division and Youth division, parking decals, solar radar speed signs, Police Dispatch Furniture for the new Dispatch Center, Firefighter's turnout gear, PPE equipment, bus stop shelters for various locations in the Township, recycling containers, a Z3000 Hurricane Leaf blower for DPW, as well as the issuance and award of the various bids, that would facilitate the service of the public, like the Terhune Park children playground improvements, Hawthorne Park tennis court improvements and various road paving projects.

## 2021 Highlights

Provide several paragraphs that explain what steps your department took to meet each of its key public service areas. This is the place to discuss individual divisions, special programs, notable progress, or special circumstances, such as major storms and/or power outages.

2021 has continued to be a challenging year in the realm of Public Procurement, due to supply chain shortages and extended lead times for delivery of products, due to the COVID-19. The Township's operations were once again affected by various extensive wind and rain events which caused trees and sidewalks damage throughout the Township, as well as the September 1st storm, IDA which created extensive flooding to residential properties as well as Township properties, and roadway damage to various locations on in the Township. These damages resulted in the need of issuing emergency contracts to various vendors, in excess of \$ 600K, to ensure the safety and welfare of the Township residents and employees alike.

In 2021 the Purchasing Department has issued Purchase Orders totaling over \$ 5 mil, processed payments over \$ 6.4 mil, and has processed 16 Public Bids and Request for Proposals that were publicly advertised in accordance with the requirements of the New Jersey L.P.C.L. 40A:11-23 and Pay to Play Law N.J.S.A. 19:44A-20.4 et seq.

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

### **New Initiatives 2022**

- Works with the DPW Director to develop bid specifications for Municipal Parks maintenance services, so the township residents can enjoy the beauty of nature in a safe environment;
- Work with the Police Department and Library Director to develop specifications for Cleaning and maintenance of the Municipal complex buildings;
- To secure the services of an energy consultant firm, to assist us with the implementation of the Energy Aggregation Program for the township residents;
- To continue training for the Purchasing Department that would facilitate the usage of on-line platforms for procurement services, as well as training that would keep our procurement process compliant with new regulations, as they become law.

# Human Resources

Thomas P. Rowe, Deputy Manager  
Director of Human Resources

## SCOPE OF OPERATIONS

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

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

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

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

**HIGHLIGHTS OF 2021**

- Maintained safety program and meetings for the Township to insure that all work environments are safe.
- Maintained the Senior Greeter Program, a program of eight civilians who are receptionists/greeters for the municipal building. The greeters provide information, direction, and assistance to residents and visitors (program was suspended due to COVID).
- Instituted COVID Ambassador Greeter Program at both entrances of Town Hall and at The Rodda Center. COVID Ambassadors were responsible for taking temperatures and ensuring people entering both facilities did not have symptoms of COVID.
- 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 Cybersecurity.
- 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.
- Public Wi-Fi and emergency phones were added to Votee Park Fieldhouse.

**INITIATIVES IN 2022**

- 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 and discrimination in the workplace, given by the Township Attorney.
- Workshop training for H.R. personnel in Domestic Violence to assist employees who are victims of domestic violence, provided by the Civil Service Commission.
- A complete review and update of the Township's Policy Manual.
- Security surveys will continue to be conducted at several municipal buildings by our PEJIF and Police Department.
- Appraisal of all Township owned buildings to ensure proper insurance coverage.
- Continue training and certification to our workforce in CPR and use of the AED.
- Participate 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.
- Implement the Spatial Data Logic (SDL) management system for Building, Health, DPW and Clerk Departments.