

Township Manager's 2018 Annual Report



Dean B. Kazinci
Township Manager

May 1, 2019

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Welcome

The Township Manager's Annual Report for 2018 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, this report highlights just some of the important work provided year-round by the dedicated employees of the Township.

We thank you for your time in reading this report about your Township at work. We invite you to learn more about us by browsing through the Teaneck Township website at www.teanecknj.gov. Furthermore, you are welcome to attend in person or watch our Township Council meetings on Cablevision Channel 77 or on FIOS Channel 47, the Township's public access TV channels. If you need to ask us a question, request a service or report an issue, visit our website or call us at (201) 837-1600.

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



TEANECK TOWNSHIP ADMINISTRATION

Dean B. Kazinci - Township Manager/Human Resources
Issa A. Abbasi - Township Clerk
James R. Tighe - Tax Assessor
Mark Bocchino - Construction Official/
Plumbing Subcode Official
Craig Ferdinand - Court Administrator
Farah Gilani - Township Engineer
Chief Financial Officer
Jordan Zaretsky - Fire Chief
Ken Katter - Health Officer
Glenn M. O'Reilly - Chief of Police
Allen McGinley - Director of Public Library
Kevin Arahill - Director of Public Works
Simona Casian-Sirbu - Purchasing Agent
Glenna D. Crockett - Superintendent of Recreation
John L. Shahdanian II, Esq. - Township Attorney

www.teanecknj.gov

(201) 837-1600

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

TOWNSHIP COUNCIL

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

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

The Township Council generally meets on the second and fourth Tuesday of each month.

Meetings are held in the Municipal Building at 818 Teaneck Road.

Council agendas and meeting information are posted on the Township's website, www.teanecknj.gov, and on the bulletin board in the Municipal Building. The public is always welcome.



Mohammed Hameeduddin

Mayor

201.362.5863

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Deputy Mayor

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Mark J. Schwartz

Deputy Mayor

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James Dunleavy

Councilman

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Henry J. Pruitt

Councilman

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Keith Kaplan

Councilman

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Gervonn Romney Rice

Councilwoman

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Township Service Guide

(201) 837-1600

(for emergencies, dial 9-1-1)

Manager's Office	Dean B. Kazinci	Township Manager	twspmanager@teanecknj.gov
Human Resources	Dean B. Kazinci	Director, Human Resources	
Building Department	Mark Bocchino	Construction Official / Plumbing Subcode Official	building@teanecknj.gov
Clerk's Office	Issa A. Abassi, MPA, RMC	Township Clerk	clerk@teanecknj.gov
Engineering Department	Farah Gilani, PE, PP, CME	Township Engineer	engineer@teanecknj.gov
Finance Department			finance@teanecknj.gov
Fire Department 201.808.8080	Jordan Zaretsky	Fire Chief	jzaretsky@teanecknj.gov
Health & Human Services Department	Ken Katter, MA, CPM	Health Officer	health@teanecknj.gov
Library 201.837.4171	Allen McGinley	Director of Public Library	mcginley@teaneck.bccls.org
Municipal Court	Craig Ferdinand, CMCA	Court Administrator	court@teanecknj.gov
Police Department 201.837.2600	Glenn M. O'Reilly	Chief of Police	goreilly@teaneckpolice.org
Public Works Department	Kevin Arahill, CPWM, CRP, CPO	Director of Public Works	dpw@teanecknj.gov
Purchasing Department	Simona Casian-Sirbu, QPA	Purchasing Agent	purchasing@teanecknj.gov
Recreation Department	Glenna D. Crockett, CPRP, R.A.	Superintendent of Recreation	recreation@teanecknj.gov
Tax Assessor's Office	James R. Tighe, CTA, SCGREA	Tax Assessor	assessor@teanecknj.gov

Hours of Operation

Municipal Building: Monday, Wednesday, Thursday & Friday 8 a.m. to 5:15 p.m.; Tuesday 8 a.m. to 7 p.m.

Department of Public Works: Monday through Friday 7 a.m. to 3 p.m.

Recycling Depot Hours: Friday, Saturday, and Sunday 7 a.m. to 2:45 p.m.

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

Police and Fire Departments: Open 24 hours

Manager's Message



The 2018 Annual Report continues to outline the hard work of the men and women who comprise the Township's workforce. I would like to thank each and every employee and volunteer for their continued dedication and commitment in making Teaneck an exceptional community to live and work.

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

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

In 2018, the Township celebrated its fourth consecutive year of a zero percent tax increase. Working collaboratively with the Township Council, the administration achieved this milestone while maintaining our high quality services.

Working in cooperation with department heads and other team members, we achieved a high level of success in effectively and efficiently executing plans to improve the Township's amenities, infrastructure and overall value. During the year, Township employees and contractors worked tirelessly to address the identified quality of life concerns of residents. Most significantly, road infrastructure concerns were addressed by repairing potholes and repaving over 55 roads. Improvements were made to the Rodda Center roof, and new gym lighting was installed. A new HVAC system was installed at the police department, along with other internal upgrades. The design and construction of the Votee Park Splash Pad was completed. Additionally, staff in all departments successfully improved response time to residents' requests for service. The Township's workforce participated in several employee wellness initiatives.

In 2019, we will continue to focus on management, infrastructure, and quality of life issues which impact the daily lives of our residents and workforce. Notable projects for the year will include: completion of the Teaneck Road Streetscape project; Votee Park Fieldhouse with bathrooms; road resurfacing; recodification of the Township Code; town-wide management software; electric charging stations; bike share program; renovation of the municipal building basement; upgrade to the East Oakdene Pump Station; completion of the Township's mass notification system; senior mobility initiatives; daytime Council meetings; and plans for celebrating Teaneck's 125th anniversary in 2020.

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

Tax Infographic

	Municipal Appropriations	Percentage Raised by Property Taxes
2016	\$70,094,847.05	78.3%
2017	\$70,094,847.05	78.3%
2018	\$69,914,614.48	78.5%

Township Budget

Revenue

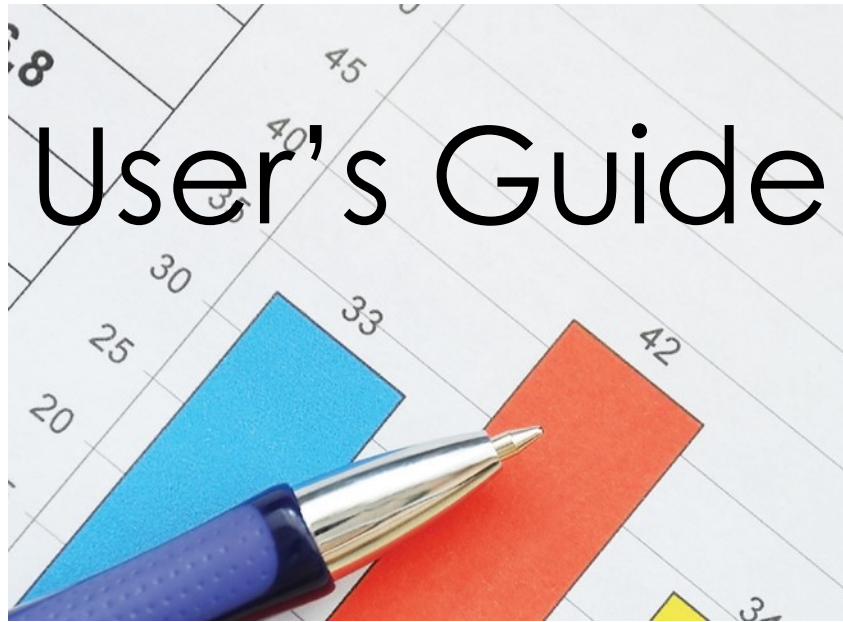
Total budgetary revenue 2018 \$70.0 M

Municipal Property Tax	\$54.8 M
Surplus	\$5.4 M
Local Revenue	\$5.4 M
State Aid	\$3.4 M
Delinquent Property Taxes	\$700,000
Grants	\$168,877

Spending

Total budgetary expenditures 2018 \$70.0 M

Salaries and Wages	\$34.5 M
Other Expenses	\$23 M
Deferred and Statutory	\$7.9 M
Debt Service	\$2.7 M
Reserve for Uncollected Taxes	\$1.58 M
Capital Improvements	\$265,000
Grants	\$168,877



The Teaneck Township Manager's 2018 Annual Report covers the 12-month period January through December, and is designed to enhance public awareness of the operation of local government.

The report contains key statistical indicators reflecting department performance measures that represent the Municipal Council's and Township Manager's priorities.

Here's a brief description of the components of the Teaneck Manager's Annual Report:

Scope of Operations - A quick summary of the department's purpose.

Key Public Service Areas - Overview of important services provided.

HIGHLIGHTS OF 2018 - Significant events or achievements of the past year.

Performance Statistics - Key statistical measurements of the department's outputs, workload and results.

INITIATIVES IN 2019 - The department's priorities for the new year.

TOWNSHIP DEPARTMENTS

PROTECTION OF THE PEOPLE

Police Department

Glenn M. O'Reilly, Chief of Police

Scope of Operations

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

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

KEY PUBLIC SERVICE AREAS

The department is accredited by the New Jersey State Association of Chiefs of Police. The department has an authorized strength of 95 sworn officers, including the Chief, and is divided into three divisions: Operations, Investigations, and Service, under which there are several bureaus. Additionally, the department has nine dispatchers, six civilian support staff members, two current parking enforcement officers, 25 school crossing guards, 15 Auxiliary Police volunteers, and is authorized for 2 part-time Special Law Enforcement Officers.

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.

Performance Statistics: Crime Reports			
	2016	2017	2018
Homicide	0	0	0
Rape	10	5	10
Robbery	23	21	13
Assault	31	29	22
Simple Assault	245	192	212
Burglary	80	77	79
Larceny-Theft	330	299	322
Motor Vehicle Theft	14	14	18

Detective Bureau:

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

1) 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.

2) The Narcotics Squad's primary mission is to identify, investigate, apprehend and prosecute those individuals involved in committing offenses of New Jersey's Controlled Dangerous Substance laws. The goal of the squad is to reduce overall criminal activity in the Township of Teaneck by proactively investigating the distribution of narcotics and by patrolling the streets in a plain-clothes capacity enabling the detectives to



detect and interrupt crimes in progress, thereby increasing the quality of life for those who live and work within the Township. Investigations include the sale, distribution, and use of narcotics, pharmaceutical crimes, prostitution, gambling, and money laundering. Narcotics investigations require officers to conduct surveillances, work in undercover capacities, execute search warrants, seize criminal assets, develop informant networks, and arrest both dealers and users of controlled dangerous substances. Narcotics investigations also require a high degree of cooperation and coordination with specialized law enforcement units on the local, state, and federal levels. Concerned citizens are encouraged to contact the Narcotics Squad with any tips they may have concerning criminal activity in their neighborhood.

- 3) The Burglary Squad's primary responsibility is to investigate reports of burglaries committed by adults in the Township of Teaneck. The goal of the squad is to reduce the number of burglaries being committed in the Township by deterring criminal activity and apprehending offenders. Burglary investigations require that detectives be proficient in a number of investigative skills; detectives must be able to recognize and identify criminal Modus Operandi (MO); they must be able to manage crime scenes where evidence needs to be identified and preserved;

they must be skilled at interview and interrogation techniques; and detectives must be able to develop and utilize informant networks to identify criminals engaged in burglary activity. The Burglary Squad also works closely with law enforcement agencies from surrounding jurisdictions to share information and develop suspects based on discernible crime patterns. Members of the Burglary Squad frequently work on multi-jurisdictional task forces to investigate, surveil, and apprehend prolific burglars. The Burglary Squad is responsible for monitoring local retail establishments that purchase secondhand goods for compliance with state and local ordinances. The Burglary Squad also analyzes sales data from secondhand goods stores to develop suspects and recover stolen property. Members of the Burglary Squad are available to provide home and business security surveys.

- 4) 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 continues to conduct warrant sweeps, which target individuals who are deemed court absconders (fugitives). Previous "Sweeps" have resulted in numerous arrests and the collection of monies owed to the court. The Detective Bureau also provides security 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 2018, members of the Detective Bureau were assigned to conduct 775 criminal investigations. As of this writing 336 of those cases are still actively being investigated. Members of the Detective Bureau also conducted 16 employment background investigations, 4 liquor license background investigations, and 10 solicitor investigations. Members of the Detective Bureau also provided security for 165 court sessions and 24 Council/

Budget Meetings.

The Juvenile Bureau:

The Juvenile Bureau is comprised of highly trained detectives who investigate matters involving juveniles, families and gangs. Furthermore, within the Township, the bureau administers Title 2A:4A, The New Jersey Code of Juvenile Justice. The purpose of this code is rehabilitation, accountability, preservation of family unity and the protection of the public interest. 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 Teaneck Board of Education and other 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 safe and secure learning environments. Presentations are made to students, parents, teachers and

others on a wide range of topics, including the perils of gangs, alcohol and drug abuse. Additionally, a uniformed detective is assigned to Teaneck High School as the School Resource Officer.

During 2018, as in prior years, the Juvenile Bureau conducted three major events in conjunction with Teaneck High School and the Board of Education: the Teaneck High School Bonfire, the Teaneck High School Prom Show Off and the Teaneck High School graduation. In 2018, over 274 cases were received.

Other Juvenile Bureau programs include:

- Station House Adjustment (court diversion program)
- Curb Side Adjustment (minor infractions)
- Juvenile Conference Committee
- School Safety Drills, including “lock down” and evacuation of students and faculty
- Youth Counseling and family mediation
- High school student mentoring
- Participation in the high school’s annual career day program
- On-site reports taken by Teaneck High School Resource Officer
- Driver Education at the high school
- Referrals to local, county and state agencies for counseling

- Halloween safety talks
- Provide speakers to teacher/parent organizations on drug use, peer pressure, etc.
- Bias Awareness Training
- Megan's Law registration and enforcement
- Anti-Bullying presentations
- Gang awareness presentations

Service Bureau:

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

Community Policing Bureau:

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

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

Performance Statistics: Incident Response			
	2016	2017	2018
Alarm: Burglar	2765	2540	2555
Assist Motorist	493	427	480
Auto Accident	1681	1589	1598
Auto: Pedestrian Struck	41	43	46
Pedestrian Fatalities	2	0	0
Auto Accident: Hit and Run	329	398	398
Building/Area Check	2,412	2948	3759
Business Check	3,053	2600	2607
Car Seat Inspections	67	71	64
Disturbance/Noise	1,583	1483	1428
Domestic Families & Child	276	257	208
Drunk Driver	38	27	38
Fight	60	48	58
Fire Alarm - Box/Other	568	416	419
House of Worship Check	3,959	3802	4377
Medical Emergency	3,116	3115	3161
Missing Person	97	87	93
Suspicious Auto	840	834	698
Suspicious Persons	664	571	485
Traffic/Motor Vehicle Stops	6,567	7,648	7732
Unsecure	113	109	80





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. Use of social media provides the ability to post information, such as press releases, road closures, safety tips, and other items of interest to the community.

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

Traffic Bureau:

The bureau is staffed by skilled police officers who specialize in working to ensure pedestrians and motorists can safely and conveniently maneuver throughout the Township. The Traffic Bureau educates residents on safety issues and enforces traffic laws. Additional areas of focus include DWI awareness and enforcement, pedestrian safety, auxiliary police, parking enforcement officer management, school crossing guards, traffic studies and recommendations, safety messages, maintain and analyze crash

statistics, conduct radar and ticketing training, and handles logistics for large processions and funerals. Chosen by AAA North Jersey as a 2018 recipient of the “Outstanding Achievement Award.” Chosen by EZ Ride as 2018 Recipient of Silver Recognition for New Jersey Safe Routes to School.

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

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

Pedestrian Safety Program – Children and seniors are targeted for lectures in proper pedestrian safety. A minimum of 10 lectures 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.

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 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 Hackensack University Medical Center (HUMC) – This is an educational program that offers older adults the opportunity to check how well their personal vehicles “fit” them.

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.



Performance Statistics: Summonses & Mileage			
	2016	2017	2018
Accident Scene Summonses	515	394	431
Patrol Miles Driven	395,930	462,313	415,078
Moving Violations Issued	4,651	5,909	5849
Parking Violations	9,254	9,600	11166
Snow Ordinance Violations	245	1,205	2003
Cellular Telephone Violations	217	198	301

HIGHLIGHTS OF 2018

In 2018, members of the department drove more than 415,078 miles patrolling Township streets. The department conducted more than 3,759 building checks, 2,607 business checks, and 4,377 house of worship checks. Teaneck police responded to more than 2,555 burglar alarms, 419 fire alarms, and 3,161 medical emergencies.

The department participates in Project Medicine Drop. Citizens deposit their unused or expired household pharmaceutical waste into the Project Medicine Drop box, 24 hours a day in the lobby of police headquarters. In 2018, 766 pounds of medication were turned in.

INITIATIVES IN 2019

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.



Township of Teaneck 2018 Monthly Report Police Department

Yearly Total Yearly Total

Incident Type	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2018	2017
ALARM: BURGLAR	206	156	206	236	216	208	195	229	214	232	240	217	2555	2540
ASSIST MOTORIST	35	29	39	39	24	46	37	45	40	36	81	29	480	427
AUTO ACCIDENT	133	112	124	123	148	151	133	121	139	125	134	144	1587	1589
AUTO ACCIDENT: HIT & RUN	39	28	31	39	34	14	40	34	36	30	29	33	387	398
AUTO ACCIDENT: PEDESTRIAN STRUCK	6	3	4	3	2	2	4	0	6	3	9	4	46	43
BUILDING/AREA CHECK	241	204	356	412	361	391	378	376	318	245	272	205	3759	2948
DISTURBANCE/NOISE COMPLAINT	122	94	109	93	140	178	148	123	142	101	82	96	1428	1483
DOMESTIC/OFF. AGAINST FAM & CHILD	11	20	29	19	16	15	19	16	12	18	9	24	208	257
DRUNK DRIVER	4	3	4	3	6	1	5	2	1	1	2	3	35	27
FIGHT	4	5	7	1	7	8	6	6	6	4	1	3	58	48
FIRE ALARM - BOX/OTHER	48	33	38	27	30	21	39	36	31	40	39	37	419	416
HOUSE OF WORSHIP CHECK	402	336	406	407	374	339	352	362	342	354	359	344	4377	3802
MEDICAL EMERGENCY	305	235	295	244	274	249	263	254	325	247	219	251	3161	3115
MISSING PERSON	12	8	6	8	10	3	2	11	7	6	8	12	93	87
SUSPICIOUS AUTO	60	67	69	68	59	63	47	61	53	57	52	42	698	834
SUSPICIOUS PERSON	36	39	43	38	35	39	44	38	52	42	35	44	485	571
TRAFFIC/MOTOR VEHICLE STOP	837	783	741	646	579	540	567	547	539	678	593	466	7516	7597
UNSECURE	4	7	8	8	5	8	9	5	6	7	5	8	80	109
HOMICIDE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RAPE	1	0	0	3	0	0	0	0	1	1	1	3	10	5
ROBBERY	1	0	2	1	0	2	1	1	0	3	0	2	13	21
AGGRAVATED ASSAULT	1	0	2	2	1	3	4	5	0	0	0	4	22	29
SIMPLE ASSAULT	19	17	28	19	18	16	20	17	16	11	11	20	212	192
BURGLARY	4	4	12	9	5	11	4	7	5	3	5	10	79	77
THEFT	16	23	26	19	24	25	28	26	19	40	46	30	322	299
MOTOR VEHICLE THEFT	2	2	2	1	2	1	0	0	3	1	0	4	18	14

NJ RUG 2018

CATEGORIES	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	TOTAL
Police Officers	94	94	94	94	93	92	92	92	92	92	92	90	
Police Overtime	\$37,889.21	\$34,296.00	\$39,842.12	\$48,517.36	\$43,080.52	\$60,513.93	\$37,934.04	\$57,190.13	\$56,408.17	\$67,826.32	\$67,640.53	\$61,952.55	\$613,090.88
Property Crimes	22	29	41	29	31	37	33	34	27	45	51	44	423
Property Crimes Cleared By Arrest	3	3	3	3	4	2	3	2	4	4	3	0	34
Violent Crimes	22	15	24	18	19	21	24	22	17	15	11	29	237
Violent Crimes Cleared By Arrest	9	6	3	7	7	8	7	9	8	8	2	8	82
Total Crimes	118	123	136	167	107	110	124	109	99	121	113	156	1483
Total Crimes Cleared By Arrest	32	29	16	29	26	25	36	24	22	36	18	48	341



Fire Department

Jordan Zaretsky, Fire Chief

Scope of Operations

The mission of the Teaneck Fire Department is to protect the lives and property of the occupants of our community, from all hazards, as professionals.

The Fire Department advances public safety through its efforts in fire suppression, fire prevention, fire investigation, fire education and the alarm bureau programs. The timely delivery of preventative and emergency response services enables the department to protect public safety and to enhance the quality of life in the community.

KEY PUBLIC SERVICE AREAS

FIRE PREVENTION BUREAU: The Bureau is the enforcement agency for the Township's Fire Code, aimed at controlling fire hazards in all structures within the community. The NJ State Fire Code mandates periodic inspections of many occupancies, including: schools, factories, hospitals, nursing homes, all commercial businesses, and all 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 undue 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, due to the large volume of requests, one to two weeks' notice is required for a smoke detector and carbon monoxide inspection appointment.

In 2018, the Teaneck Fire Department conducted 4,723 fire prevention-related activities/inspections. Of that number, 1,389 were to meet fire protection contractors for upgrades and repairs, including "unsafe condition" inspections, and "unsafe condition" 11 re-inspections issued by fire suppression companies on emergency responses. The Bureau performed 849 home smoke detector and carbon monoxide detector inspections and re-inspections for the resale of a one- or two- family home. Fire Prevention staff also: respond on fire calls throughout the year to assist fire suppression personnel with manpower needs and investigations; conduct fire drills and fire safety education talks with occupants of Teaneck; and participate in community events, such as the Fourth of July celebration, National Night Out and the 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 conduct approximately 1,800 "in-service" inspections annually. In-service inspections help familiarize fire suppression personnel with building layouts and are seen as a fire pre-planning opportunity.

TRAINING BUREAU: In 2018, uniformed members of the department attended continuing education courses covering a broad variety of subjects, including: standpipe operations; active shooter training; aerial and ladder operations; driver safety training; lightweight building construction; cancer awareness; CO detectors; CO₂ hazard awareness; command & control; fire prevention; confined space awareness & drill; critical incident stress debriefing; drill ground instructor; dynamics of change in the fire service; electrical emergencies; elevator safety and emergency response; EMT recertification; engine company operations; FDU safety overview (incoming students and parents); fire investigation training; flashover; forcible entry; harassment; hazardous materials; right to know; hepatitis training; incident command; incident safety officer; instructor (fire) level 1; ladder operations; live fire training; low air drill; mayday

drills; personal protective equipment; physical fitness / stress management; power load stretcher; propane and gas emergencies; pump operator; rescue task force; rescue tool applications; response to CO emergencies; rit / ff rescue ops; roof simulator; ropes & knots; search; stop the bleed; tenement hose load; thawing / decon unit operations; trash pumps; vehicle extrication; ventilation; water flow operations; weapons of mass destruction; incident response to terrorist bombings; fireground strategies and tactics; MRI safety; Foam Training - TEEX; and Crude by Rail - SERTC. In addition, uniformed members attended classroom sessions on: triage for mass casualty EMS response; fireground rehabilitation; specialized tool/equipment usage and care; incident management; and PEOSHA mandated annual training on workplace hazards on Bloodborne Pathogens, Asbestos and Haz Comm. Fire department supervisors received specific training on report writing and documentation. Individual members continued to expand their knowledge by taking /attending advanced fire training programs outside the department.



On a company level, uniformed members practice ongoing refresher training on: ladder usage; firefighting tools & equipment; rope usage and knots; fire scene safety / effectiveness; hose selection and placement; driver training; and fire apparatus operation & care. The department hired two new members in 2018. Both 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

PERFORMANCE STATISTICS			
	2016	2017	2018
Fires	261	182	116
Overpressure, Rupture, Explosion	23	24	16
Rescue/EMS/Medical	511	430	466
Hazardous Conditions	418	358	382
Service Calls	933	983	1,420
Good Intent	400	429	559
False Alarm/False Call	685	759	850
Severe Weather or Natural Disaster	1	1	3
Other Incidents	4	3	6
Vehicle Fires	41	33	28
Fire Code Inspections	1,933	1703	1,278
Home Inspections	822	851	834

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.

FIRE ALARM BUREAU: The municipal fire alarm system was used for each of Teaneck Fire Department's 3,889 runs. Warning taps are transmitted to fire station bells prior to the radio dispatch of alarms. The radio dispatch is not "supervised," meaning there is no automatic notification if any part of the system is inoperable. To ensure that no TFD units miss a dispatch, the wired municipal fire alarm system is used to activate bells and station lighting in each fire station to cause all on-duty members to stand by for a dispatch. If the taps are received but there is no follow-up message, members know to call fire headquarters for further instruction. Alarms initiated from fire alarm boxes go directly and instantly to the stations without human intervention and digitally announce the location of the alarm.

There are 315 fire alarm boxes - most of which are dual use - allowing a passerby to manually signal for help, and also automatically relaying activations of sprinkler and smoke detector systems in schools, houses of worship, public buildings and a wide variety of commercial buildings. This system gets the alarm to all on-duty firefighters instantly and has built-in reliability safeguards that far surpass telephone-based reporting systems. Alarms over the municipal system never leave Teaneck and are independent of the commercial electric power and telephone utilities, with three backup power supplies. The same cable used for this system also carries connections for the fixed radio infrastructure for police, fire,



EMS and Department of Public Works radio systems. It also provides wide area network computer communications for various township agencies and locations, as well as some municipal security functions. There are significant cost savings to taxpayers as well as individual building owners, as recurrent fees to telephone providers and private alarm services are eliminated.

GOOD MORNING CHECKUP PROGRAM: This program is designed for shut-ins and senior citizens who live alone and have no one to check on them on a regular basis. The program provides subscribers with a telephone call service seven days a week, between the hours of 8 AM and 9 AM. A member of the Department calls the resident and asks if everything is OK. If there is no response to the first call, a second call attempt is made about five minutes later. 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 attention and sincerely appreciated the Fire Department's concern about their welfare. Before enrolling a new resident, a Department representative interviews the applicant to obtain pertinent

medical data and to find out whom they want called in case of emergency. A home fire safety check is also completed.

HIGHLIGHTS OF 2018

The Teaneck Fire Department responded to 3,889 alarms in 2018. The alarms were received as follows:

SMOKE ALARMS SAVE





ACTIVITY	2016	2017	2018
Fires	303	206	150
Other Emergencies	963	811	868
Alarms, No Fire	744	723	851
Mutual Aid	31	34	50
Other Services	1,413	1,388	1,968
TOTALS	3,454	3,162	3,889

An analysis of Teaneck's 2018 fire statistics shows a pattern of success in preventing the human cost of unfriendly fire. There were 150 fires of which 112 were classified as structure fires, 11 brush fires, 17 vehicle fires and the rest a variety of lesser scenarios. Of the listed fires, there were few fires in 2018 that resulted in significant injury to occupants or sizable

property loss, including a fatal fire that resulted in the loss of 2 civilian lives. This speaks of Teaneck's fire protection strategy of staffed neighborhood fire stations, vigorous code enforcement and rapid receipt/dispatch of alarms. With the exception of the above mentioned fatal fire, most serious fires last year were stopped soon after the fire department arrived.

Simple precautions such as plugging appliances directly into permanent electrical outlets, keeping dryer vents clear of lint, and having working smoke alarms will help keep Teaneck even safer in the future.

INITIATIVES IN 2019

Mass Alerting System - the Township will maintain/upgrade this system, which will provide for voice or tone alerting of all inhabitants of the Township during emergencies.

Computer Aided Dispatch/Records

Management System - the Fire Department will continue to develop their database in a CAD/RMS/Inspection Manager system for the Fire Department. The system will allow for the consolidation of emergency services in dispatching and inspections, reducing overall costs and enhancing efficiencies at the Fire Department.

Fire Department Re-Organization. The department continues to look at ways to build efficiencies into our operations. As always, safety of the department members and township occupants will have the highest priority, as we face the 21st century realities of our protected community.

Health & Human Services

Ken Katter, MA, CPM, Health Officer

Scope of Operations

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, social services, animal control, vermin control of public grounds, rabies control, vital statistics and licensing.

KEY PUBLIC SERVICE AREAS

Public Health Nursing & Education

Through a contract for services with Holy Name Medical Center, the department conducted more than (95) flu vaccinations & (2,300) hypertension screenings for seniors. The Health Department audited all (34) schools and day care facilities to ensure immunizations were in compliance with State mandates. The department also conducted investigation and follow-up into (101) identified communicable disease cases. Childhood lead cases were investigated through the LEADTRAX Program. Health Education programs included a co-sponsored community health fair, a variety of lectures and a monthly Child Health Clinic at the hospital for under or uninsured children, K through 12.

Rabies & Animal Control

This program is provided all year through agreements with two local veterinarians, Teaneck Animal Clinic & Spa and Bergen Veterinary Hospital. (156) vaccinations were provided to resident dogs and cats, free of charge, as part of our full year rabies clinic. This program works in conjunction with the Township's annual dog & cat licensing campaign, which requires up-to-date rabies vaccination, in order to receive a license. This year, we reported (0) cases of rabies related to dog or cat bite incidents. The Health Department investigated a total of (44) animal bites in 2018.

The Township contracts for Animal Control Services with Bergen County Humane Enforcement. 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. This past year, we issued (163) summonses and had (40) summary abatements processed. In addition, we collected a total of (\$3,250) in fines for non-compliance of the code.

Also, our environmental program consisted of vermin control, quality of life matters & public safety. In 2018, 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, with a total of nearly (300) such inspections conducted for routine sanitation and to follow-up on complaints. All day-care and school facilities were inspected for compliance under State guidelines. Also, our public bathing facilities were inspected regularly with weekly water samples being analyzed for safe levels of chlorine, pH and bacteria.



HIGHLIGHTS OF 2018:

In 2018, the Health Department issued (254) retail food licenses, (1,497) dog and cat license tags and (250) Certificates of Health Rental Certificates for single-family, rented rooms and superintendent apartment occupancy. Staff conducted (204) inspections for individual unit rentals in apartment buildings, 2-family and 3-family dwellings. Total revenue collected this year exceeded (\$211,000), which includes both Health Department and Vital Statistic licenses and certificate fees. The Department of Vital Statistics issued a total of (4,412) licenses and certificates in matters of birth, marriage and death. Through the Division of Social Services, clients were directly handled or referred to various agencies in the community to provide assistance to those in need, including food and toys during the Holiday Season, financial assistance, substance abuse issues, counseling and other referral services.

Also in 2018, the Health Department, along with Holy Name Medical Center and other contributors, held its 1st Community-Wide Weight Loss Challenge. Over (270) residents registered to lose weight, eat healthier, get more physically fit and strive to live a better quality of life. In this (10) week program, lectures were provided, as well as (30) day free gym membership, super-market tours and cooking classes with a licensed dietician, and weekly health related articles on our Township website. In all, those who completed the challenge lost a total of nearly (400 lbs.). Prizes were awarded randomly to participants who started and were successful in finishing the program.

Lastly, in 2018, through our Public Health Nursing contract with Holy Name Medical Center, the Health Department provided an array of public health services geared towards the senior population health promotion. At our Senior Center, the nursing staff provided over (2,200) health assessments and blood pressure screenings. (3) Flu Clinics were held in the Fall with approximately (100) residents taking advantage of free Influenza vaccinations. A number of other screenings and programs were held by our nursing staff including; Colon Cancer Awareness in March, Annual Skin Cancer Screening in May and Men's Health Seminar and Walk for Mom's Cancer, both in June.

PERFORMANCE STATISTICS: INSPECTIONS			
	2016	2017	2018
Retail Food Establishments	316	315	281
Conditional Satisfactory Food	14	4	9
Unsatisfactory Food Establishments	0	0	0
Property Maintenance	1,144	1,599	1,496
Environmental	73	23	26
Heat Complaints	29	22	39
Dog and Cat Inspections	80	51	73
Vector and Infestation	82	73	139
Housing Complaints	81	78	93
Certificate of Health Rental	386	235	204
Day Care Centers	24	28	25
Air Conditioner and Sound	293	286	322
Zoning-Related	9	5	4
Bathing Facilities and Pools	43	42	47
Communicable Disease Investigations	170	136	101

Healthy Heart



Healthy You

PERFORMANCE STATISTICS: VITAL RECORDS			
	2016	2017	2018
Birth Certificates	3,754	3,780	3,631
Death Certificates	538	410	268
Marriage Certificates	386	539	475
Burial Permits	4	11	5

PERFORMANCE STATISTICS: ENFORCEMENT			
	2016	2017	2018
Violations Notices and Letters	2,121	1,545	969
Summary Abatements Issued	38	54	40
Summonses Issued	145	164	163
Assessed Court Fines	\$3,050	\$6,086	\$3,250
Social Service Clients	1,201	1,080	66

PERFORMANCE STATISTICS: LICENSES			
	2016	2017	2018
Retail Food	235	247	254
Housing	247	256	250
Vending	17	17	18
Laundry	23	20	25
Bathing Facility	5	4	5

2018 Goals & Initiatives

Goal & Initiative #1:

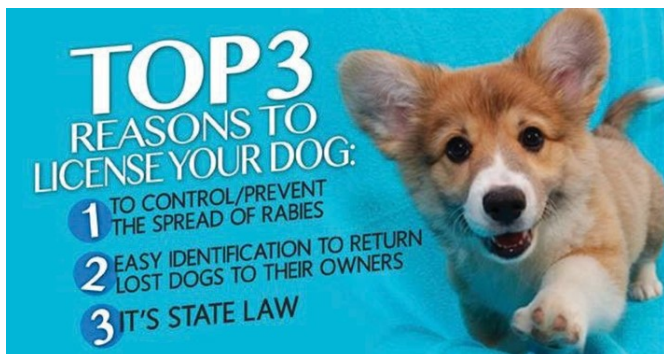
Property maintenance is always a priority in Teaneck. Through additional surveillance in our commercial areas, we look to have business owners and building manager's better maintain their storefront and sidewalks. This will be accomplished through various means, including; sidewalk patrols, advisory letters to the business owners, public notifications on our Township website and enforcement when necessary. In addition, we will be inspecting all of the new multi-family developments prior to tenancy through our Certificate of Health Program. This may include up to (800) new units in the community. The Health Department also oversees the State Housing Inspector who will be inspecting existing multiple family structures and hotels for housing compliance and safety.

Goal & Initiative #2:

The Department of Health, in conjunction with other community partners, will be engaging residents to make "better health" a priority this year. March 18th at Holy Name Medical Center's Marian Hall, will be our Kick-Off for the 2nd Annual Teaneck Town-Wide Weight-Loss Challenge. Residents will again register to participate in a (10) week challenge to lose weight, eat healthier and learn more about various aspects of living a better quality of life. The program will consist of bi-weekly weigh-ins, educational seminars, free (1) month gym trial membership, a supermarket tour with a licensed dietician and guidance to continue their path to a healthier life, well after the program finale on June 6th. The Township's goal is to exceed last year's total of nearly (400 lbs.) shed.

Goal & Initiative #3:

Through a Teaneck Municipal Alliance (TMAASA) grant, we hope to expand our programming. Through finding additional funding sources and grants, we look to expand upon our existing programs of Project Graduation, Reb Ribbon Week, Elks Peer Leadership and National Night Out. Along with some of our partners, like the Teaneck Board of Education and Fairleigh Dickinson University, TMAASA will be looking to send an additional group of (40) middle-schoolers to the Elks Peer Leadership Training and provide university students with programs such as Safe Spring Break. We also are looking to increase knowledge of substance use and abuse addiction, especially as it relates to opioids, through additional staff training and the exposure to community resources.





Municipal Court

Craig Ferdinand, CMCA, Municipal Court Administrator

Scope of Operations

The mission of the Municipal Court is to achieve justice while remaining neutral and independent of the Executive and Legislative Branches of Government. This judicial independence is important to ensure confidence in the legal system by the litigants served. As part of the Judiciary's mission as a whole, this office continues to strive to ensure that the 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, using 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 criminal disorderly persons' offenses.

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 two Senior Clerks, two Clerk Typists, and a part-time clerk.

HIGHLIGHTS OF 2018

The Municipal Court staff disposed of 18,904 traffic, parking and DWI cases and 1,719 criminal cases, which includes offenses filed under township ordinances during the calendar year. All summonses and complaints issued by both local and state police were processed by court staff under the direction of the Court Administrator and the Deputy Court Administrator.

Court staff processed 19,436 traffic, parking and DWI cases, and 2,410 criminal cases, which includes offenses filed under township ordinances.

The Honorable James Young, Jr., retired after thirty (30) years as the appointed Municipal Court Judge for the Township of Teaneck Municipal Court. The court saw the appointment of a new Chief Judge, The Honorable Giuseppe Randazzo, as well as the Honorable Erika Jungblut to the bench.

The court staff remitted \$755,374.09 in fines and costs in 2018 to the Township, with the balance distributed to all other appropriate state and county agencies. This represents an increase of \$45,978.08 in turnover of funds to the Township.

INITIATIVES IN 2019

Municipal Court staff will continue to focus on reducing case backlog and collecting outstanding fines and costs owed to Teaneck from prior years. To that end, the township will be appointing a temporary municipal court judge to aid in the reduction of any backlog of cases.

The Court is working closely with the Township Manager to contract with a collection agency to aid in collecting outstanding debt owed to the municipal court in the amount of \$365,537.49, of which the Township would stand to collect \$195,087.77 if every debt is successfully collected.

Municipal Court continues to strive to provide exceptional customer service to the public, both in person and on the phone, in accordance with Township Customer Service policy.

The Court is working with the Township Manager to determine the possibility of installing a credit card terminal at the court office for further payment options for litigants. Additionally, the installation of an ATM machine is also being considered as an option to further aid the public in payment options.

The Court Administrator continues to be sure that all court staff are crossed-trained so that the Court office runs efficiently even in the absence of any particular employee (s). This will continue into 2019.

Municipal Court personnel will continue to have court files moved from the old basement offices to the file room. The court staff will then work with management to determine where remaining files will need to be stored after the new file room has been used to its current capacity, and will organize these files in accordance with AOC standards.

The Court Administrator continues to conduct monthly staff meetings, which proves to be a successful tool in managing the court office and its employees. This will continue to be employed throughout 2019.



PERFORMANCE STATISTICS: MUNICIPAL COURT			
	2016	2017	2018
Traffic Tickets Issued	15,294	16,539	19,380
Traffic Tickets Disposed	17,180	17,069	18,845
Traffic Tickets to be Disposed	5,076	4,306	2,210
Criminal Cases Filed	881	2345	2,410
Criminal Cases Disposed	1,206	1,557	1,719
Criminal Cases to be Disposed	916	847	227
DWI's Issued	70	64	56
DWI's Disposed	102	68	59
DWI's to be Disposed	33	24	17

OPERATIONS

Public Works

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

Scope of Operations

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

Streets and Sanitation Division:

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

Sewer Division:

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

Garage Division:

The Division provides preventive maintenance and repair for 78 Public Works vehicles and 182 pieces of equipment; 71 Police vehicles and seven pieces of equipment; 31 Fire vehicles and 25 pieces of equipment; five Recreation vehicles and three pieces of equipment, and one Library vehicle. Additionally, the Division services 11 backup generators.

Under a shared services agreement, Public Works serviced and maintained 33 Board of Education vehicles and six additional pieces of equipment. This agreement reduced repair costs and increased vehicle in-service time.

Parks and Tree Division:

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

Maintenance Division:

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

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

PERFORMANCE STATISTICS: RECYCLING			
	2016	2017	2018
Tons of Recyclable Paper Collected	1,744	1791	1727
Tons of Commingled Recyclables Collected	1,129	1205	1309
Tons of Electronic Recyclables Collected	66	45	99
Tons of Corrugated Recyclables Collected	123	123	135
Gallons of Waste Oil Collected	358	440	165

KEY PUBLIC SERVICE AREAS

Snow removal service: During 2018, the Public Works Department was very busy with snow removal. There were 11 snow-related events, with a snow total of approximately 23 inches. During these snow events, Public Works applied approximately 1,675 tons of salt. In 2018, Public Works applied 16,700 gallons of brine solution to the roadways prior to the actual storms. In applying this brine solution, it drastically reduced the amount of salt that is used during each event.

Leaf removal: During leaf season, Public Works efficiently and effectively removed approximately 21,975 cubic yards of leaves from the roadways and Township Parks. Leaf removal is a monumental project that strains the resources of the DPW.

Recycling services: Our enhanced program, which began in 2011, continues to be successful. In 2018, we collected more than 3,250 tons of recycling material through either curbside pickup or drop off at the recycling depot. Public Works also collected approximately 204 white goods from residents in front of their homes.

HIGHLIGHTS OF 2018

In 2018 the Tree Division planted approximately 30 Trees for the Tree of Love throughout the Parks.

The Sewer Division put the new sewer camera to work. During the course of the 2018 calendar year, they televised 39,821 feet of sewer line.

The Public Works had 11 snow events, with a total of 23 inches of snow. We applied over 16,000 gallons of brine on the roadways prior to each snow event

INITIATIVES IN 2019

- 2019 tree planting program - the planting of approximately 300 trees

- **New DPW Complex:** In 2019, the Township will be moving forward with Engineering/Environmental studies to gauge the possibility of building a new complex.



PERFORMANCE STATISTICS: TREES			
	2016	2017	2018
Work Orders	617	676	897
Work Orders Completed	636	676	844
Number of Trees Removed	291	212	223
Outstanding Work Orders	47	0	0
Stumps Ground	291	144	118

PERFORMANCE STATISTICS: PARKS			
	2016	2017	2018
Work Orders	91	62	72
Work Orders Completed	77	52	48
Outstanding Work orders	3	10	3
Cubic Yards Waste Removed	932	790	690

PERFORMANCE STATISTICS: ROADS			
	2016	2017	2018
Work Orders	680	831	1038
Work Orders Completed	498	668	972
Sewer Calls	135	149	124
Residential Sewer Backups	133	126	115
Township Sewer Backups	22	21	16
Sewer Checks	2,637	2964	2001
Outstanding Work Orders	5	163	9
Street Sweeper Miles	6,921	11,246	4,729
Tons of Street Debris Collected	600	895	829
Tons of Sanitation Waste Collected	422	448	407
Potholes Filled	2,039	2708	3231
Tons of Fill Used	250	177	180



PERFORMANCE STATISTICS: GARAGE			
	2016	2017	2018
Work Orders	2,161	1926	1887
Work Orders Completed	1,693	1905	1482
Work Orders Outstanding	88	21	10
Preventative Maintenance Completed	339	279	217
Corrective Maintenance Completed	1,822	1647	1638
Tons of Salt Spread	1,359	2980	1878
Gallons of Brine Spread	9,200	18,600	4,700



PERFORMANCE STATISTICS: MAINTENANCE DIVISION			
	2016	2017	2018
Work Orders	1,404	1457	1525
Work Orders Completed	1,024	1423	1080
Outstanding Work Orders	35	34	50

Engineering

Farah Gilani, PE, PP, CME, Township Engineer

Scope of Operations

The Engineering Department provides the engineering services for the Township's infrastructure systems. The 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 and ensures that construction is according to the approved plans and there is no adverse effect on the adjoining properties.

The Township Engineer prepares and coordinates various Federal, State, and County grants for opportunities to fund various 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 con-

tract administration. Additionally, the department prepares traffic regulation ordinances.

Currently, the duties of the Township Engineer have been outsourced to Fastech Consulting Engineers. The firm provides a full-time licensed engineer (Mrs. Farah Gilani, P.E., P.P., C.M.E. and David Garval, P.E.) who operate 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 Council meetings as required.

HIGHLIGHTS OF 2018

- 2017 Roadway Resurfacing plans- All of fifty-five (55) Roadways were paved
- Beverly Road improvements
- Improvements to Police Headquarters HVAC system
- Police Headquarters Mold remediation
- Design of Police Headquarters Firing Range
- Construction of Votee Park Splash Pad
- Completed design of ADA ramp for Degraw Ave, River Rd and Teaneck Rd
- Design of Inclusive playground safety surface and ready to bid out
- DPW Structural Repair and Monitoring

INITIATIVES IN 2019

- Construction of Teaneck Road Streetscape Improvements
- Construction of Palisade Avenue Section 8
- Construction of Voorhees Street Sections 1 and 2
- Resurfacing of 2018 Roadways
- Construction of Votee Park Field House
- Construction of Votee Park Safety Surface
- Construction of Police Headquarters Firing Range
- Rodda Center Roof and Façade Improvements
- Municipal Building Windows replacement
- Riverview Avenue sewer repair
- Design of Phelps park splash pad and restroom
- Design and repair of Municipal Building roof and gutter
- Degraw Avenue, River Road and Teaneck Road ADA Ramps and Resurfacing
- Municipal Building Basement Demolition and remediation

ENGINEERING			
Performance Statistics: Permits	2016	2017	2018
Sidewalks and Curbs	320	374	371
Road Openings	205	243	247
Street Dumpsters	24	13	27
Performance Statistics: Application Reviews		201	181
Board of Adjustment	N/A	N/A	N/A
Planning Board	23	10	19

DEVELOPMENT

Tax Assessor

James R. Tighe, CTA, SCGREA, Tax Assessor

Scope of Operations

The Tax Assessor is responsible for determining the taxability and assessed value for each property in the municipality. This ensures the equitable distribution of the tax burden throughout the community. The Assessor acts as an agent of the State Legislature, and in order to maintain independence and objectivity, is not subject to direct control of the municipality. The Assessor is subject to certain local requirements as well as supervision at the state and county levels of government.

Responsibilities include: identifying, valuing and listing all taxable or exempt properties; creating and maintaining the central database of properties and property owners; reviewing and approving requests for Senior/Disabled and Veteran's tax deductions; reviewing building permits to determine the taxability of proposed work and assessing it upon completion; 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 deeds for County Board of Taxation analysis; maintain 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.

The Tax Assessor also serves as chairman of the Self Insurance Commission, acting as a liaison between the risk administrator and the Township. Tort claim notices and other documents received by the Township are logged and forwarded to the risk administrator for action. The Tax Assessor is the first point of contact for most liability claims against Teaneck.

KEY PUBLIC SERVICE AREAS

- Customer service - Assisting the public with data retrieval and information.
- Discussing various issues related to property taxation in Teaneck and New Jersey.
- Generate 200' radius property lists for Board of Adjustment related matters.
- Process tax deductions for Senior Citizens, Disabled Persons, and Veterans.
- Process and review of Building Permits for Added Assessments.
- Process and review of Deeds for updating ownership database.
- Conduct residential and commercial property inspections for assessment review.

HIGHLIGHTS OF 2018

Added Assessments: Teaneck saw significant new construction, renovation and remodeling activity throughout 2018. This resulted in the levying of 283 Added Assessments which generated \$856,594.96 in additional taxes. Of this total, \$783,434.54 was owed to the Township and \$70,460.59 was owed to the County of Bergen. The 2019 Aggregate Assessable Value was increased by a total of \$66,830,500 as a result of these efforts. (Increases in the tax base serve to moderate future tax rate increases.)

Tax Appeals:

State Tax Court

84 appeals were filed with the Tax Court of New Jersey having an aggregate assessed value of \$336,996,600. (More than half of the total value under appeal consists of the eight properties comprising the "Glenpointe" office/hotel complex. This complex has appeals pending back to Year 2006.) Of the 84 filings, 25 appeals with an aggregate assessable value of \$56,097,800 were settled or withdrawn. Total reductions in assessed value were \$2,400,500 in 2018.

The trial phase of the Glenpointe case, covering Tax Years 2007-2010 only, came to a conclusion in 2018. Briefs will now have to be prepared and submitted. Final judgment is not anticipated until late-2019 at the earliest, with a 2020 date more likely. Appeals are still pending for Years 2011-2018.

County Board of Taxation

177 appeals were filed with the Bergen County Board of Taxation in

2018. The aggregate assessed value of the properties under appeal was \$103,928,400. Reductions totaling \$4,356,200 were granted via judgments.

INITIATIVES IN 2019

- Further maximize assessable value by inspecting and listing all completed construction on 2019 Added Assessment List. Several large projects are on course to be completed in 2019 and should contribute significantly to the tax list totals.
- Review and identify documents that can be removed and destroyed in accordance with the Records Retention Schedule issued by the Division of Archives and Records Management. This will streamline office operations, reduce clutter and create space for new records.

PERFORMANCE STATISTICS: INSPECTIONS AND ASSESSMENTS			
	2016	2017	2018
Number of Veterans/Senior Deductions	89	112	81
Number of 200' Property Owners' Lists	109	162	133
Number of Permits Processed	2,562	2321	1977
Number of Deeds Processed	563	702	647
Number of Properties Inspected	201	393	184
Number of Added Assessments	411	316	283
Full Assessed Value Added	\$28,732,000	\$33,836,900	\$66,830,500

2018 PROPERTY SNAPSHOT: BERGEN TAX BOARD CASES			
	2016	2017	2018
Total Assessed Valuation	\$5,025,294,700.00	\$ 5,017,183,700.00	\$5,035,997,900.00
Cases Filed	153	160	177
Value Contested	\$118,186,600.00	\$75,333,600.00	\$103,928,400.00
Pct. Total Value Contested	2.50%	1.50%	2.06%
Reductions Awarded	\$5,354,685.00	\$4,528,700.00	\$4,356,200.00
Pct. Total Assessed Valuation	<1%	0.00090263787	0.00086501227
State Tax Court Appeals	107	88	84

TAX YEAR 2018				
	PARCELS	% of Total #	% of Total \$	Assessed Value
Residential	11,095	0.948939446	0.842249577	\$4,241,567,100.00
Commercial	385	0.032928498	0.099564756	\$501,407,900.00
Industrial	14	0.0011974	0.006911361	\$34,805,600.00
Apartments	62	0.005302771	0.045538482	\$229,331,700.00
Vacant Land	136	0.011631885	0.005735824	\$28,885,600.00
TOTAL	11,692			\$5,035,997,900.00



Building Department

Mark Bocchino, Construction Official / Plumbing Subcode Official

Scope of Operations

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

Here in detail is the Building Department's mission:

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

KEY PUBLIC SERVICE AREAS

Application processing:

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

Zoning applications and inspections:

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

Land Use Applications:

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

Construction applications and inspections:

These activities are performed by the Building Subcode, Electric Subcode, Plumbing Subcode, Fire Subcode and Elevator Subcode officials. Inspections are supplemented by part-time employees. Throughout the year, many inspection requests were handled on a same-day or next-day

PERFORMANCE STATISTICS: ZONING/LAND USE			
	2016	2017	2018
Applications	806	763	842
Reviews	1,181	1,028	1066
Permits	714	624	705
Planning Board Appeals	25	26	28
Zoning Board Appeals	54	47	61
Planning Board Applications	23	30	23
Zoning Board Applications	49	50	49
Zoning / Land Use Revenues	\$114,316	\$125,582	\$142,181

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 2018

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 842 applications and issued 705 permits.

Construction processed 2,618 applications, issued 2,700 permits and conducted 12,999 inspections.

A change in the staff inspection schedule has resulted in the ability to offer a greater variety of appointments to permit holders. With full-time inspectors supplemented by part timers, more days were available when all needed inspectors could be scheduled to work on the same days. This new scheduling pattern

gave inspectors greater ability to perform re-inspections on a fast turn-around basis.

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, 470 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 569 OPRA requests in 2018.

A final Certificate of Occupancy was issued for the Dual Brands Hotel.

Permits were issued for Avalon Bay at 1775 Windsor and for 1500 Teaneck Rd. These two multifamily buildings will add 476 apartments to the Township when complete.

INITIATIVES IN 2019

- The department will prepare educational material and checklists to assist the public with filing various permit applications. The information will be available in the office and on the Township's website.

- The department will offer project consultation meetings with the Construction Official or his designee by appointment. The meetings will assist the public in learning the code requirements of their project. Furthermore, participants will learn what to expect during the construction process and will be better able to manage their project.

- The department will explore ways to assist the Planning / Zoning Board Secretary to more efficiently complete her required duties. We are exploring the hiring of a Part-Time Assistant to aid in the completion of her assigned work. The assistant may also learn the position so that he/she may be able to complete the work when the Secretary is out.

- I have continued to relocate archived records to the Municipal Building from two offsite locations, which the Department of Public Works began in 2017. When complete, retrieval of these records to fulfill OPRA requests within the required time frame can be more easily fulfilled.

- It is planned that the basement of the North Wing of the Municipal Building (old building) will be gutted and re-fitted in the coming year. Part of the area may be devoted to the Archived Building Dept. records.

PERFORMANCE STATISTICS: UCC ACTIVITIES			
	2016	2017	2018
Applications	2,898	2,616	2618
Reviews	3,231	3,029	3075
Permits	2,861	2,505	2700
Building Inspections	5,562	5,005	3408
Plumbing Inspections	5,420	4,908	5447
Electrical Inspections	2,710	2,844	2845
Fire Inspections	1,470	1,519	1299
Total Inspections	15,162	14,281	12,999

- A new computer software system will be installed, which will encompass several departments. This system, when chosen, should make it possible for the departments to interact more efficiently. Also, it is hoped that the public will have more access to the departments, where they can access records and file applications. This will increase efficiency and productivity.
- The 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. 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.

SUSTAINABILITY

Library

Allen McGinley, Director of Public Library

Scope of Operations

The Mission of the Teaneck Public Library (TPL) is to provide modern library resources and services necessary to meet the evolving educational, recreational and informational needs of the public, thus enhancing individual and community life.

KEY PUBLIC SERVICE AREAS

Services to children: To promote a love of reading and the library as a lifelong destination for educational and recreational interests. The library sponsored a summer reading club that involved more than 500 children, and a new winter reading challenge with 48 children logging over 25,000 total minutes read. Staff, including four librarians with master's degrees, conduct story times and organize programs and activities year round to stimulate interest.

Lending materials: The library offers both print and audiovisual materials, and increasingly, online materials, to satisfy public demand for reading and information across the spectrum of human interests. TPL is an active participant in the Bergen County Cooperative Library System (BCCLS), ensuring access to the collections of 77 public libraries via walk-in borrowing privileges or delivery service. Beyond the bestseller list, TPL takes pride in offering current materials in a host of subjects from travel guides to test prep. The library has large collections of DVDs and music CDs; buys materials in Spanish and Hebrew regularly; provides videogames for Wii, Xbox and PS4; and offers recorded lectures from Great Courses and the Teaching Company.

Research: TPL serves as the community's study center, Wi-Fi and Internet access hub, and traditional reference center. We provide a robust Wi-Fi network, updated PCs, a color printer, and a scanner for public use. Mobile hot spots are available for loan. TPL's staff maintains a collection of reference print sources and a select set of electronic databases, including Ancestry, and Mango Language Learning. Training sessions in using the computer catalog and the basics of the Internet are

held year round. Residents can bring their electronic devices to learn how to use tablets, readers, etc., in a scheduled session or by appointment.

Programming: The library is a year-round venue for informative and entertaining programs. Often held in conjunction with the Friends of the Library, concerts, film showings, lectures, and other events are scheduled. The Museum Pass program offers free admission to 13 major attractions in the metropolitan area, including the Intrepid and the American Museum of Natural History. The Children's Department hosted reading clubs, a Read to Dogs program, story times, and a gamers' club. Puppet shows continued to be a big draw.

Local history: The library seeks to expand and enhance its resources concerning the history of Teaneck. Oral history cassettes from the nation's bicentennial era have been digitized and made available on the library's web site. Soon the collection will be expanded as interviews from residents during the 1980s are added. The Library will continue to collaborate with the new Teaneck Historical Society to preserve local history.

PERFORMANCE STATISTICS: PATRONS AND CIRCULATION			
	2016	2017	2018
Library Use	10,030	10,054	9,895
Total Registration	27,025	28,246	28,036
Percentage of Population registered	68	71	70
Annual Circulation	484,912	464,017	432,818

HIGHLIGHTS OF 2018

The library received over 239,000 visitors who borrowed more than 432,000 items, including over 20,000 digital items.

Our 28,000 resident cardholders attended over 500 public events, and asked more than 60,000 reference questions.

Residents used over 19,000 public computer sessions, printed over 79,000 pages, and used over 32,000 WiFi sessions.

New programs included The Next Chapter: Community Conversation where residents provided value input on the future of the library, and the Winter Reading Challenge, which featured 48 children and adults logging over 25,000 total minutes read on the library's mobile app Beanstack. The Youth Services Department integrated more STEM programming through a computer programming workshop series called Got Code.

The library upgraded online services in 2018 by redesigning the public website and changing the url to teanecklibrary.org. The new website has a more contemporary interface, enhanced accessibility features for people who are visually impaired including contrast and font size options, increased security, an interactive events calendar, and mobile responsive design.

PERFORMANCE STATISTICS: RESOURCES ADDED			
	2016	2017	2018
BOOKS	9,719	9,473	9,013
AUDIOBOOKS	624	580	389
DVDS	2500	2,161	1,093

PERFORMANCE STATISTICS: RESOURCES			
	2016	2017	2018
BOOKS	101,364	95,194	90,308
AUDIOBOOKS	3,804	3,662	2,659
DVDS	14,446	13,650	12,103
MUSIC CDs	6,294	5,590	5,357
MAGAZINES/NEWSPAPERS	2,797	2,881	1236
TOTAL ITEMS	129,500	121,942	110,218



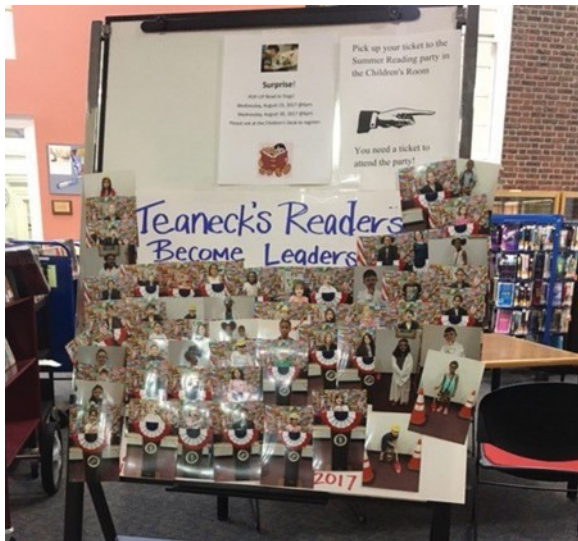
INITIATIVES IN 2019

In the spring of 2019, the library will begin work on a community-driven strategic plan to provide direction for library services in the coming years, with substantial input from residents and various community stakeholders. The strategic plan will be completed by October 1, 2019.

Another major initiative for 2019 will be to create digital collections including eBooks and eAudiobooks that give first priority to Teaneck residents. The goal will be to add at least 400 new items to the Teaneck digital eBook collection by the end of 2019.

In the fall of 2019, the library plans to apply for a state matching grant in the amount of \$500,000 to begin much-needed updates and renovations to the library building to make it fully ADA-accessible and responsive to the needs of Teaneck residents in the 21st century. This renovation will specifically address the public restrooms, public spaces for children, teenagers, and families, and improving public access to services on the main floor.

The Youth Services Department will expand opportunities for STEM programming for children in grades K-12, through the addition of 10 new programs or events by the end of 2019.



Recreation

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

Scope of Operations

The mission of the department is to provide year round leisure time activities and quality recreational programming for residents from eighteen months to one hundred plus years, with the goal of enhancing the quality of life for residents while contributing positively to their "Teaneck Life Experience." The department has concluded its' seventy-fourth year as a professional department with a great deal of pride. Teaneck is considered a staple in the forefront of the field of Recreation and one of the states' largest and most progressive in regards to state of the art facilities, with an unwavering commitment to excellence in programming. The department is vital to the community in terms of providing a myriad of healthy outlets that facilitate interaction and camaraderie amongst neighbors while fostering a sense of community for a broad spectrum of residents. 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. The department truly bridges the gap between multiple generations and is the common denominator that melds and blends the community together in harmony.

The department is in charge of twenty-five parks, both active and passive, with Milton Votee being the largest active park encompassing 40 acres. The Votee Park Sportsplex has brought widespread recognition to the Township. Within the Richard Rodda Community Center, the department operates the Youth Division, which includes a Montessori Based Learning Center for 3 and 4 year olds, an After School Child Care

Program for students K thru Middle School and in the summer, a day camp for ages 3-8. The Senior Division, offering a plethora of educational, physical fitness and social recreational programs is one of the largest, most popular and progressive Senior Centers for active adults in the state. The center is also the central hub for the Teaneck Youth Basketball Sports Organization, as the site for practices and games. All other programs for youth and adults, the ever popular Sports & Arts Camp for grades 4-9, transportation for senior and disabled residents, town-wide special events and facility reservations are administered by the Administrative Division.

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

PERFORMANCE STATISTICS: RODDA CENTER AND POOLS

	2016	2017	2018
Rodda Center Rentals to Community Organizations (ind. reserv.)	1,183	1,169	1,219
Rodda Center Rentals to Paid Organizations (individual use)	496	426	402
In-Ground Swimming Pool Passes	1,343	1,576	1,885
Guest Swimming Pool Passes	712	813	360
Portable Swimming Pool Passes	134	116	62

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

HIGHLIGHTS OF 2018

The department continued to advertise and promote the wide array of programs offered year round through providing regular news releases to local newspaper outlets, as well as providing a myriad of brochures and fliers. The Township website was constantly updated with program information, on-line registration forms, session dates, and all pertinent information related to the departments' vast program offerings. Departmental fees were increased throughout the department for youth and adult classes, the Learning Center, After School Program, as well as facility and park rentals under a new Township ordinance.

In the Senior Division, the numbers are at an all-time high with over 900 participants registered alone for the fall and spring sessions. On average, 600 to 800 senior participants utilize our Senior Center on a daily basis. This is a staggering number of enthusiastic older adult participants with no end in sight. Throughout the year, participants could avail themselves to numerous educational lectures sponsored by our county, local and state partners. Once again, Income Tax Preparation Services was provided free of charge to local residents in February and March by former longtime Manager and Certified Public Accountant, Gary Saage. The spring season in the senior division was ushered in by a nutritional workshop, "Cholesterol and You," which was a new series offered through Holy Name Medical Center and Interventional Cardiologist, Dr. Michael Cohen. The annual Senior Showcase highlighting Visual and Performing Arts was held, which



PERFORMANCE STATISTICS: SENIORS			
	2016	2017	2018
Educational	192	214	244
Residents Educational Enrollment	2,480	2,638	3,529
Fitness	365	360	388
Residents Fitness Enrollment	7,403	7,667	7,866
Non-Residents Fitness Enrollment	330	399	445
Social Recreation	90	96	100
Residents Social Recreation Enrollment	874	849	763
Non-Residents Social Recreation Enrollment	69	63	68
Congregate Meals (individual meals ordered)	6,322	5,785	5,905
Residents Attending Meals	812	985	949
Non-Residents Attending Meals	39	29	34
Senior Transportation (each way)	15,552	10,840	10,173

featured displays and live performances from our many class offerings. This was a true highlight for the participants and the entire community with over 300 visitors viewing the exceptional works of art. This annual event is outstanding and an unparalleled exhibition of excellence! The Teaneck Library displayed the exquisite works of our extremely talented artists for the month of July. The Senior Division also introduced two new and exciting classes, an art history impressionism class facilitated by Dr. Norris, a former museum educator at the Metropolitan Museum of Art and a digital photography class taught by local resident, Ray Terkin. The art history class gave residents the chance to delve into various impressionist painters such as Claude Monet, Mary Cassatt, and William Merritt Chase through pictures, stories, and history lectures. The digital photography class allowed participants to learn about camera basics and the importance of lighting, composition, and depth of feel. During the months of October and November, the Senior Division hosted its 7th annual Flu Clinic Series sponsored in partnership by the Teaneck Health Department and Holy Name Medical Center, which provided free flu shots to older residents, staff, and those at risk due



to compromised immune systems. The Senior Lecture Series in conjunction with Holy Name Medical Center presented, "Diabetes 101" in November for Diabetes Awareness month. This was a wonderful series, in which seniors were able to learn more information about diabetes, how to implement lifestyle changes, as well as preventative care and risk reduction. Without a doubt, the word is out on the free of charge phenomenal college level classes and workshops offered to residents 55 years and older. Retirees are signing up zealously to take advantage of the wide array of classes offered by some of the finest instructors in the area. The popularity of the program is undeniable and unparalleled, as the number of participants in the physical, educational, and social recreational classes combined increased by over 1000 participants from 2017 to 2018. The center is committed to promoting healthy aging through physical fitness, intellectual exchanges and via social recreational opportunities. The emphasis on healthy aging is predicated upon fostering independence, using avenues that promote and encourage remaining active, and exercising the "grey cells." The division takes its responsibility seriously and continued to plan and provide excellent programming while retaining the best professionals in their respective fields.

In the Administrative Division,

registration for adult and youth classes was opened to non-residents beginning in the summer session. New programs were introduced to attract additional residents and non-residents, all of which were embraced most favorably. An Adult Classical Painting class was added to our line-up for adults ages 18-54. This oil painting based class was designed to teach different techniques of painting on a more sophisticated medium, thus giving students the opportunity to produce art and socialize within a creative and soothing environment. The Jazz Dance class was offered once again to students ages 7-11 after not being offered for a couple years. Students were exposed to various styles of jazz such as



Broadway, Street, and Contemporary to help develop a well rounded dancer, while also increasing flexibility and strength. Kids Yoga was another innovative class added to our line-up with a 'Mommy and Me' option for 3 and 4 year olds. This class was a great addition, as it taught children various calming and re-focusing techniques through breath work while building body positivity and strength. Our ever popular Multi Sports Camp received so many rave reviews that it was expanded into a class, Multi Sports Squirts for the fall and spring sessions. The program allowed children ages 3-5 to be introduced to a variety of sports in a safe, structured and fun learning environment. Each class was comprised of a series of games and activities, a win-win for parents and students! The departments' youth programs continued to flourish. The Forum Program continued to thrive allowing 930 Teaneck High School students to take advantage of open gym and provided the opportunity for them to attend professional sporting events and other culturally enriching activities both locally and in New York City.

For the third summer in a row, the department in conjunction with the Sankofa Institute for Higher Achievement presented "Express Yourself- Take 3," a free art and culturally enriching program for local youth ages 12-18. The central theme of the program in 2018 was 'create, imagine, explore.' The focus was to encourage and support artistic and social expressions of middle and high school students through a series of interactive workshops. The workshops were designed to allow local youth to engage in activities that would expand and further enhance their critical thinking and social skills through artistic expression. The diverse group of young people was able to select from a wide array of workshops offered that included dance, music, art, spoken word, photography and the use of technology. Approximately 70 students were enrolled and participated in one or more of the activities. The culminat-



PERFORMANCE STATISTICS: KIDS, TEEN AND ADULT PROGRAMS			
	2016	2017	2018
Adult Programs	147	174	148
Adult Program enrollment	952	1,596	831
Summer Camp Enrollment	2,131	1,170	1,401
Learning Program Enrollment	117	588	697
After School Program Enrollment	250	1,316	1,411
Children's Programs	804	752	692
Children's Program Enrollment	5,564	6,404	5,325
Passport to Adventure Day Trips	5	0	0
Passport to Adventure Participants	212	40	350
Teen Night Attendees	2,505	5,450	2,955
Forum Participants	981	777	930

ing finale was held on the last day of the program, where all participants, families, and friends attended. Each class offering put on outstanding performances and gave impressive presentations. One of the more profound components of the 'Express Yourself' program was the peer-to-peer mentorship that developed amongst the participants. This was accomplished by the expertise of the instructors and their ability to connect and develop positive relationships with the youth that enabled successful outcomes of the project based activities.

The department proudly celebrated the 74th season of the Teaneck Community Band Concert Series co-sponsored by the Puffin Foundation, Ltd. and the Township. Comprised of over 100 volunteer musicians ranging from high school to retired music directors, the Teaneck Community band performed five consecutive Wednesday night concerts under the stars at the Rotary Band Shell in Votee Park throughout July and the beginning of August. In the event of inclement weather, the concerts were held in the auditorium of Thomas Jefferson Middle School. The concerts, under the direction of maestro Evan Cooper, featured guest soloists and conductors with impressive repertoires, serenading residents with show tunes, classical compositions, popular tunes, and patriotic renditions. All concerts were well attended and thoroughly enjoyed by an intergenerational and diverse audience of music enthusiasts.

Teen Nite, our popular Friday night program continued to be a hit for resident teens, ages 13-18. The program afforded local youth with proper Township identification, a safe haven and gathering spot to come together to play X-box, basketball, billiards, and ping pong in a structured yet laid back atmosphere with supervision and sea-

soned adult coordination. The program continued to provide stability and organization through proactive and fail-safe policies that included recording keeping of home addresses and home phone numbers of attendees. The existence of the program and its structure has provided parents piece of mind while continuing to be a popular success among their teen children, a win-win for both parties!

The department once again held the Annual July 4th Community Celebration culminating after the parade featuring face painters, exotic inflatables, pony rides, food, a rockin' DJ, and the ever popular fire truck hose raining down to cool the children off. This past year, the celebration was well attended by several Council Members which spoke volumes about the commitment and pride of the local dignitaries! Attendance at all planned summer events was strong and the programs were well received and embraced wholeheartedly by the community. The department continued its' quest to provide additional family friendly activities during the month of August, through once again offering the "Movies Under the Stars" series where families in the community could come together and enjoy a relaxed free adventure. Residents returned to view popular movies on the big screen, listen to music and watch the children dance prior to start. Residents brought snacks, lawn chairs and blankets to lie on the lawn to enjoy a late summers eve and partake in the free popcorn while communing with friends and neighbors.

The Youth Division continued its alliance with Farleigh Dickinson University's Education Department geared at recruiting and providing employment for its students in our child care programs. The division also hired new counselors from our local Board of Education for the After School Care Child Program

thereby strengthening the staffing makeup. The After School Child Care Program plays an essential role in the lives of single and working parents. The program continues to provide a safe haven for students K through Middle School by offering homework assistance, organized play and healthy initiatives such as maintaining an anti-bully environment and continuing the practice of utilizing a buddy system that paired special needs students with mainstream children. The division continued participation in the "Get Fit—Get Healthy Program" initiative, which incorporated organized calisthenics and discussions addressing healthy lifestyles. Our Drop Everything and Read Program, "DEAR" was reintroduced and continued to blossom with children reading for thirty minutes each Friday. Some of the other scheduled highlights for the year were round table discussions for Black History Month, focusing on the myriad of contributions made to our country by African Americans as well as the significance of Dr. Martin Luther King Day. Students also participated in round table discussions surrounding the importance of various holidays including President's Day, Arbor Day, Memorial Day, Veteran's Day and Christmas & Chanukah adding to the wealth of knowledge of our young learners. Students also participated in various crafts throughout the year, with special projects selected for Mother's and Father's Day, and the holiday season. "Decorate Your Classroom Day," "Decorate a Pumpkin Day," and "Alphabet Day" occurred throughout the year, which was a great way for the children to express their artistic creativity. Really well thought out and innovative programming! New Jersey Ask State Exam study groups continued and an ongoing dialogue continued addressing anger and bullying through the division's continued participation in the "Stomp Out Bullying Campaign." This in-

teractive program emphasized and stressed the values of honesty, tolerance and open communication. The Montessori-based Learning Center continued building upon the original foundation by incorporating geography, math, life skills, social studies and science.

The senior and disabled transportation service continued to provide round trip and some one-way rides to medical appointments, the library, and miscellaneous local errands while also offering weekly grocery store trips and monthly mall trips for the Townships' senior and disabled residents over the past year. Residents were transported to dialysis, physical therapy, chemotherapy as well as regularly scheduled medical appointments. The impact of this much needed and heavily utilized public service is unparalleled and much appreciated by the recipients and their families. We applaud and praise our drivers who go above and beyond; treating the riders with dignity, respect and compassion. Transportation for older adults is the number one challenge in Bergen County. The department has remained steadfast in its commitment to providing this service to our most frail and vulnerable residents.

Users of the Rodda Center span the gamut from Township boards, the Camera Club, the Garden Club, the Blue Chip Chorus, the Teaneck Community Band, the Bergen County Philharmonic, and the Board of Education. The facility accommodated and was available for use by all of these and local qualifying groups. Over the past year, staff coordinated over 1,600 facility reservations for the center. Our award winning Sportsplex and ball fields were fully utilized by local sports organizations, Teaneck High School's athletic department, Teaneck Community School, Yeshiva High School, and Manhattan based Yeshiva University. The new Votee Park Splash Pad opened in July and was a huge hit drawing kids of all ages!

More than 1,000 Teaneck children participated in the **Teaneck Junior Soccer League Sports Organization** with more than 150 high school and adult volunteer coaches. Over the past year, three different programs were offered for players: REC Soccer during fall and winter seasons with 80 teams, FC TEANECK travel soccer during fall, winter and spring seasons with 16 teams and TOP Soccer for players with special needs in the fall and winter. TJSL won ten

league championships throughout the season and granted \$22,000 in college scholarships to graduating Teaneck High School students that were REC Soccer youth coaches and/or buddies in the TOPSoccer program. TJSL distributed over \$16,000 in registration financial aid to players that receive free/reduced lunch or families experiencing sudden hardship. Kudos to TJSL for its generosity of spirit and commitment to our community!

INITIATIVES IN 2019

By June, implement new recreation software to enable online camp registration, as well as facility use reservations. The new system will make payments by credit and debit cards possible, providing a great convenience to residents and users.

By September, begin construction on an additional Splash Pad in Phelps Park for the community to use in the summer months due to the popularity of the first Splash Pad installed last year in Votee Park.

By July, reinstate the outdoor exercise area in Votee Park with state of the art equipment to promote fitness and help the community at large meet their personal physical fitness goals.



GENERAL GOVERNMENT

Township Clerk's Office

Issa A, Abbasi, MPA, RMC, CMFO, Township Clerk

Scope of Operations

RESPONSIBILITIES:

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

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

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

PURPOSE:

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

Issa A. Abbasi–Township Clerk
 Omar Stovall–Keyboarding Clerk 1
 Doug Ruccione–Keyboarding Clerk 1
 Karina Chauhan–Part-Time Keyboarding Clerk 1

OPERATIONS:

The Township Clerk's Office provides a vast amount of services to the public including the issuance of parking decals, the fulfillment of Open Public Records Request, serving as the Secretary to the Governing Body

and Municipal Corporation, issuing various licenses, and assisting residents upon their initial contact to the municipality for service requests.

KEY PUBLIC SERVICE AREAS

- Continued to establish Municipal Archive in the newly renovated Administration Building to centralize government records for quicker access
- Completed 605 OPRA Requests (compared to 554 OPRA Requests in 2017) – an increase of almost 10%
- Continued digitally archiving resolutions and ordinances
- Renewed 31 Liquor Licenses
- Deputy Mayor Elie Y. Katz and Councilman Henry Pruitt officiated 11 weddings
- Issued approximately 342 resident parking permits, 206 merchant parking permits, and 340 commuter parking permits
- Issued 20 raffle licenses

HIGHLIGHTS OF 2018

In 2018, the Township Clerk's Office staff focused on handling an influx of Open Public Records (OPRA) Requests in addition to administering a May Municipal Election, a Primary Election in June and the General Election in November.

In addition, the Township Clerk's Office renewed 31 liquor licenses, fulfilled 605 OPRA Requests, issued 20 raffle licenses, issued 888 parking permits, and assisted with the officiating of 11 weddings.

INITIATIVES IN 2019

1. Continue to establish the Records Archive with appropriate temperature and humidity controls and added shelving.
2. Review Township documents' useful life in accordance with the Division of Archive and Records Management's Records Retention Schedule and begin process of legally disposing of same.
3. Continue to digitally archive and store permanent records.
4. Bring services of the Department online with Township Management software potentially including the completion of applications for Parking Decals, Permits, etc. online.

Finance

Dean B. Kazinci, Interim Temporary 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 2018

- Adopted a fourth consecutive budget with a 0% tax rate increase
- Secured CFO Supervisory Services Firm to assist with transition of a future Chief Financial Officer
- Secured Funding for Bond Ordinance 24-2018 for several projects including Glenpointe Sanitary Sewer, Acquisition of a Fire Engine, Preliminary Construction of DPW Facility; 2018 Road Resurfacing Project; Parking Meters; Teaneck Road Streetscape Engineering Inspections; Improvements to Various Municipal Buildings; Construction Management of Votee Park; Records Digitization; Fueling Station Island Improvements at DPW Yard

Legal

John L. Shahdanian II, Esq., Township Attorney

Scope of Operations

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

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

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

HIGHLIGHTS OF 2018

Following is a brief summary of significant pending litigation as of December 31, 2018:

- Teaneck v. Elie Jones, OPRA matter
- Thompkins v. Teaneck, civil rights claim
- Township of Teaneck v. Purdue Pharma, Opioid Litigation
- Carni Meir v. Teaneck, slip and fall
- Virgil Cilli v. Teaneck, slip and fall
- Rosemary Pignataro v. Teaneck, slip and fall
- Robert Battle v. Teaneck, Personal Injury
- John Doe v. Teaneck, Municipal Court Complaints
- Kobe & Flannery, LLC v. Township of Teaneck

Notices of Tort Claims:

- As of December 31, 2018, there were approximately 30 Notices of Tort Claims on which the statute of limitations for filing suits has not expired.

Worker's Compensation Cases:

- As of December 31, 2018, there were 18 Worker's Compensation matters.

Tax Appeals:

- The law firm of Gittleman, Muhlstock & Chewcaskie, Special Tax Appeal Counsel, has been assigned to handle the Glenpointe Tax Appeals for which the Township Attorney's firm had a conflict. The law firm of Boggia and Boggia handles several other tax appeals in which there is a conflict.

Purchasing

Simona N. Casian-Sirbu, QPA, Purchasing Agent

Scope of Operations

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

The Purchasing Department monitors the Township's compliance with the Local Public Contracts law, helps develop bid specifications and RFP's, and oversees all Public Bid Openings. All current bid and proposal announcements can be viewed on the Township's website, and are advertised in the Bergen Record. Some RFP's for Professional Services are also advertised on the N.J. League of Municipalities Website.

The Department also conducts and oversees public auctions of surplus Township vehicles, equipment and supplies. The Purchasing Agent is the Township's Liaison with the New Jersey State Cooperative Purchasing Program, the Bergen County Cooperative Purchasing System, the Houston Galvaston Area Council's Cooperative Purchasing System, the Hunterdon County Educational Services Commission's Purchasing Cooperative and the National Joint Powers Alliance.

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

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

KEY PUBLIC SERVICE AREAS

The Purchasing Department does not service the Public of the Township. We service all the Township Departments in meeting its daily demands for services, equipment and supplies within the confines of the New Jersey Public Contracts Law, so its goals, including services to the Public, will be achieved.

HIGHLIGHTS OF 2018

In 2018, the Purchasing Department processed 13 Public Bids and Requests for Proposals that were publicly advertised in accordance with the requirements of the New Jersey L.C.P.L. 40A:11-23 and Pay to Play Law N.J.S.A. 19:44A-20.4 et seq. The bids and RFP's processed through the Purchasing Department, help ensure that the various departments of the Township of Teaneck meet their key public service areas.

PROJECTS BID IN 2018

- Emergency Repairs of the Sanitary and Storm Sewer System-awarded
- Mold Remediation at the Teaneck Police Headquarters-awarded
- Milton A. Votee Park Proposed Fieldhouse -awarded
- Beverly Road improvements – awarded
- Landscape Maintenance of Municipal Properties- not awarded
- Recycling of Garden Debris- awarded
- Teaneck Police Department HVAC- awarded

PERFORMANCE STATISTICS: PURCHASES PROCESSED			
	2016	2017	2018
Requisitions Received	1,940	1893	1704
Purchase Orders	2,127	2031	1754
Dollar Value of Purchase Orders	\$3,233,814	\$2,850,956	\$2,096,551
Numbers of Checks Processed for Purchase	14,332	1335	1176
Dollar Value of Checks Processed	\$2,742,310	\$2,924,126	\$2,585,597
Public Auction Revenue	\$2,161	N/A	N/A

- Recycling of Garden Debris- awarded
- Glenwood Pump Station Rehabilitation- awarded
- Recycling of Leaves- awarded
- Performing the duties of an authorized elevator inspection and plan review agency for the Teaneck Township- awarded
- Cleaning services for Richard Rodda Recreation Center- awarded
- Teaneck Road Streetscapes improvements-awarded
- Replacement of Teaneck Police Department Bullet Trap- no bids received

The Purchasing Department has helped the Finance Department since the departure of the CFO at the end of the 2017, by ensuring prompt and correct encumbrance of the contracts awarded. This ensures that no over expending of funds appropriation takes place.

The Department has also helped the various Departments determine their funding availability with any of their special projects and advised of their possibility or lack thereof for moving forward.

The Purchasing Department has also been continuously helping the Clerk's office with its Contract records keeping, ensuring that all the documentation needed is constantly filed and processed as needed.

INITIATIVES IN 2019

- Continue career training of the Purchasing Assistant by registering her in Public Procurement Courses that are being offered by the Rutgers Center for Government Services, courses that will enhance her knowledge of the New Jersey public procurement laws.

- Striving to secure an additional employee within the Department which would help alleviate the workload within the department.
- Continue to convert the bids and request for proposals library of the Purchasing Department into an electronic format to create faster and better access to it and to help reduce paper usage.

Human Resources

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

HIGHLIGHTS OF 2018

- Maintain safety program and meetings for the Township to ensure that all work environments are safe.
- Maintain the Senior Greeter Program which allows a staff of eight civilians who act as receptionists/greeters for the municipal building. Greeters provide information, direction, and assistance to residents and visitors.
- Maintain oversight of the Community Emergency Response Team (CERT). The CERT program educates people about disaster preparedness for hazards that may impact their neighborhood and trains

them in basic disaster response skills such as fire safety, light search and rescue, team organization, incident command, first aid, and disaster medical operations.

- Provide input, guidance and advice to high school and college students on government job opportunities; Civil Service testing announcements; interview and resume building tips; and related questions as it pertains to required work and educational experience for certain positions.
- Completed training for municipal employees on the prevention of harassment in the workplace and effective customer service. Completed training for supervisors that focused on supervisory duties and responsibilities to prevent harassment in the workplace.
- Provide continued employee wellness programs and challenges to the workforce.
- Distributed monthly employee wellness newsletters to the workforce.
- Completed Active Shooter Awareness training for the Teaneck workforce.
- The Township was recognized by our Joint Insurance Fund as a leader in promoting employee wellness.
- The Township was recognized by our Joint Insurance Fund for promoting safety in the workplace.
- The settlement of several collective bargaining agreements.
- Renovation of the MIS Department.

- A complete inspection of all parks was coordinated and conducted by representatives from Public Works, Recreation, and the Township's JIF.

MIS DEPARTMENT

- The Management Information Systems Department continued to upgrade the Township's website in 2018.
- Distributed monthly MIS newsletters to the workforce.
- Provided Microsoft Word and Excel training to the workforce.
- A new email archiving system was launched at the municipal building with increased speed and storage.
- Replacement of 8 computers at DPW
- A new backup server was set up at the Police Department with a tape drive so backup can be taken off site.
- Training laptops were set up at the Fire Department to facilitate new ProPhoenix software.
- A new WIFI setup was installed in the Municipal Building and Police Department.
- Implemented a new CAD system at the Police Department with integrated GIS mapping and push notifications to TVAC for medical calls.
- Created a VPN for police car laptops.
- Replaced three firewalls.
- Replaced five police cars, including associated computer equipment.

INITIATIVES IN 2019

- Workshop training for all Township supervisors that focuses on the "Day to Day Interactions of Supervisors under the Harassment and Discrimination Law" facilitated by our Township Attorney.
- Workshop training for all municipal employees that focuses on the prevention of harassment in the workplace given by the Township Attorney.
- A complete review and update of the Township's Policy Manual.

- Contract negotiations on two expiring collective bargaining agreements.
- The Human Resources Department is continuing its efforts to establish an Employee Wellness program in 2019 that provides immediate access for Emergency Consultation, Referral, Conflict Resolution, Support Services, Problem Solving, Professional Coaching and Crucial Incident Intervention. All services would be provided by licensed and certified behavioral health professionals.
- Security surveys will continue to be conducted at several municipal buildings by our PE JIF and Police Department.
- Continued training and certification to our workforce in CPR and use of the AED.
- Participation in the FDU job and intern fair.
- Participation in the "Bring your Child to Work Day."
- Working with the Township's risk provider in reviewing other health care plans to reduce our fiscal responsibility.
- Continuation of the Township's computer replacement program.
- Implementation of management software for the Township.