

# Township Manager's 2016 Annual Report



William Broughton  
Township Manager

February 21, 2017



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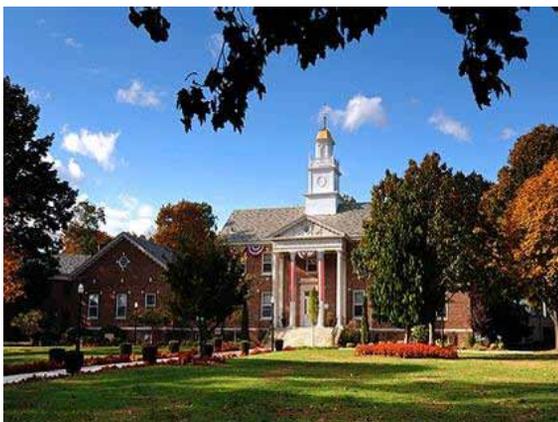
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# Welcome

The Township Manager's Annual Report for 2016 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](http://www.teanecknj.gov). Furthermore, you are welcome to attend in person or watch our Township Council meetings on Cablevision Channel 77 or on FIOS Channel 47, the Township's public access TV channels. If you need to ask us a question, request a service or report an issue, visit our website or call us at (201) 837-1600.

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

William Broughton, Township Manager  
Issa A. Abbasi, Township Clerk  
James R. Tighe, Tax Assessor  
Mark Bocchino, Construction Official  
Christy Moore, Deputy Court Administrator  
Farah Gilani, Township Engineer  
Michael Mariniello, Acting Chief Financial Officer  
Anthony Verley, Fire Chief  
Ken Katter, Health Officer  
Dean B. Kazinci, Director of Human Resources  
Glenn M. O'Reilly, Acting Chief of Police  
Michael McCue, Director of Public Library  
Fran Wilson, Director of Public Works  
Simona Casian-Sirbu, Purchasing Agent  
Glenna D. Crockett, Superintendent of Recreation  
William F. Rupp, Township Attorney

[www.teanecknj.gov](http://www.teanecknj.gov)

(201) 837-1600

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*The earliest uses 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.*

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## 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 to 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.com](http://www.teanecknj.com), and on the bulletin board in the Municipal Building. The public is always welcome.



**Mohammed Hameeduddin**  
Mayor  
201-362-5863  
[m.Hameed@teanecknj.gov](mailto:m.Hameed@teanecknj.gov)



**Elie Y. Katz**  
Deputy Mayor  
201-715-5179  
[katz07666@teanecknj.gov](mailto:katz07666@teanecknj.gov)



**Henry J. Pruitt**  
Deputy Mayor  
201-370-8099  
[hpruitt@teanecknj.gov](mailto:hpruitt@teanecknj.gov)



**Jason Castle**  
Council Member  
201-744-3733  
[jcastle@teanecknj.gov](mailto:jcastle@teanecknj.gov)



**Gervonn Romney Rice**  
Council Member  
201-837-1600, Ext. 1028  
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**Alan Sohn**  
Council Member  
201-837-1600 Ext. 1028  
[asohn@teanecknj.gov](mailto:asohn@teanecknj.gov)

# Township Service Guide

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

Manager's Office:.....	William Broughton, MAS, CPM, RMC, Township Manager.....	twspmanager@teanecknj.gov
Assessor's Office:.....	James R. Tighe, CTA, SCGRE, Assessor.....	assessor@teanecknj.gov
Building Department:.....	Mark Bocchino, Construction Official.....	building@teanecknj.gov
Clerk's Office:.....	Issa A. Abbasi, MPA, RMC, Township Clerk.....	clerk@teanecknj.gov
Engineering Department: .....	Farah Gilani, PE, PP, CME, Township Engineer.....	engineering@teanecknj.gov
Finance Department:.....	Michael Mariniello, Acting Chief Financial Officer.....	finance@teanecknj.gov
Fire Department 201-808-8080:.....	Anthony Verley, Fire Chief.....	averley@teanecknj.gov
Human Resources: .....	Dean B. Kazinci, Director.....	dkazinci@teanecknj.gov
Health & Human Services Department:....	Kenneth Katter, M.A., CPM, Health Officer.....	health@teanecknj.gov
Library 201-837-4171:.....	Michael D. McCue, MLS, Library Director.....	mccue@bccls.org
Municipal Court:.....	Christy Moore, Deputy Court Administrator.....	court@teanecknj.gov
Police Department 201-837-2600:.....	Glenn M. O'Reilly, Acting Chief of Police.....	goreilly@teaneckpolice.org
Public Works Department:.....	Fran Wilson, CPWM, CRP, Director of Public Works.....	dpw@teanecknj.gov
Purchasing Department:.....	Simona Casian-Sirbu, Purchasing Agent.....	purchasing@teanecknj.gov
Recreation Department 201-837-7130:....	Glenna D. Crockett, CPRP, R.A., Superintendent of Recreation .....	recreation@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 2016 Annual Report outlines the hard work of the men and women that comprise the Township's workforce. I would like to thank each and every employee and volunteer for their exceptional work. The Township is proud of its rich history of serving the community with pride and excellence.

In 2016, the Township celebrated its second consecutive year of maintaining property taxes flat or providing a small decrease. Working collaboratively with the Township Council, the administration achieved this milestone while maintaining our high quality services.

The Township completed a host of projects and purchases over the past year, including resurfacing of 35 roads, renovation of ball fields and acquisition of new equipment for the Public Works Department.

Additionally, the Building Department saw a significant increase in revenue as a result of substantial development within the Township. New and enhanced ratables has been a focus of Township government over the past several years. The additional revenue will help to moderate tax increases.

In 2017, the Township will launch three significant initiatives. The first is Teaneck Road Streetscape, which is nearing completion of the design phase and is under review by the Township Council. Under the plan new sidewalks, curbs, trees, lighting and benches will be installed on Teaneck Road between Mayor Lizette P. Parker Way (Selvage Avenue) and Tryon Avenue. Also, the road will be repaved by the county as part of the project. Installation of the new streetscape will greatly enhance the appearance of this portion of Teaneck Road and will attract new development and businesses to the area.

The second initiative is road resurfacing. The Township is committed to maintaining its infrastructure and will launch a massive plan to resurface up to 64 roads at a cost of up to \$6 million. The project is in the design stage and is scheduled for public bidding in April 2017. Paving will begin in May 2017.

The third initiative is the installation of a mass notification town-wide audible alert system. During emergencies the new pole mounted system will be capable of simultaneously alerting all inhabitants of the township through an outdoor audible tone or voice message.

The new system will provide direction during emergencies and will enhance public safety.

Finally, in 2017 we will continue our efforts to stabilize or lower taxes, enhance revenue and maintain our infrastructure. Collaboratively, we will continue our efforts to preserve Teaneck as the best place to live, work, play and raise a family.

With sincere thanks,

William Broughton  
Township Manager

*In 2017, the  
Township will launch  
three significant  
initiatives.*

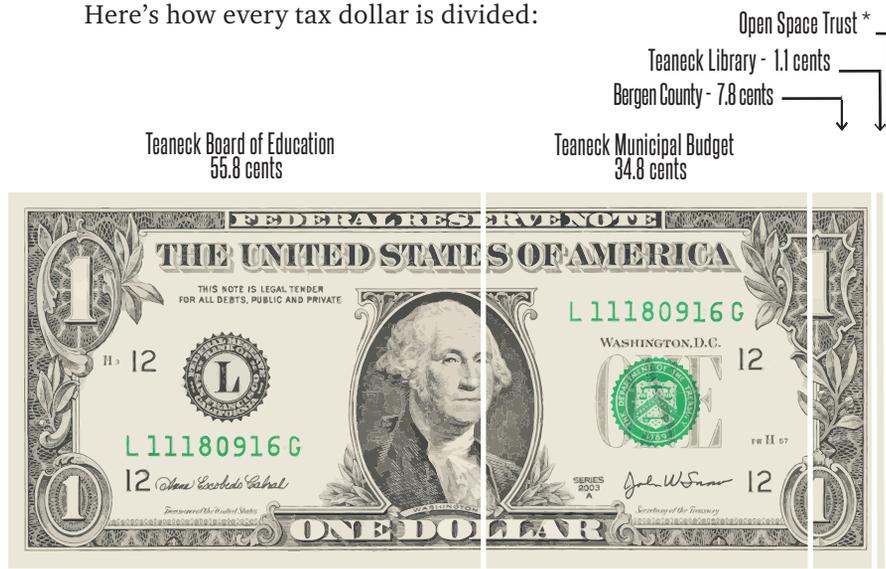
# Tax Infographic

At a glance, where property tax money goes.

## 2016 Property Tax Breakdown

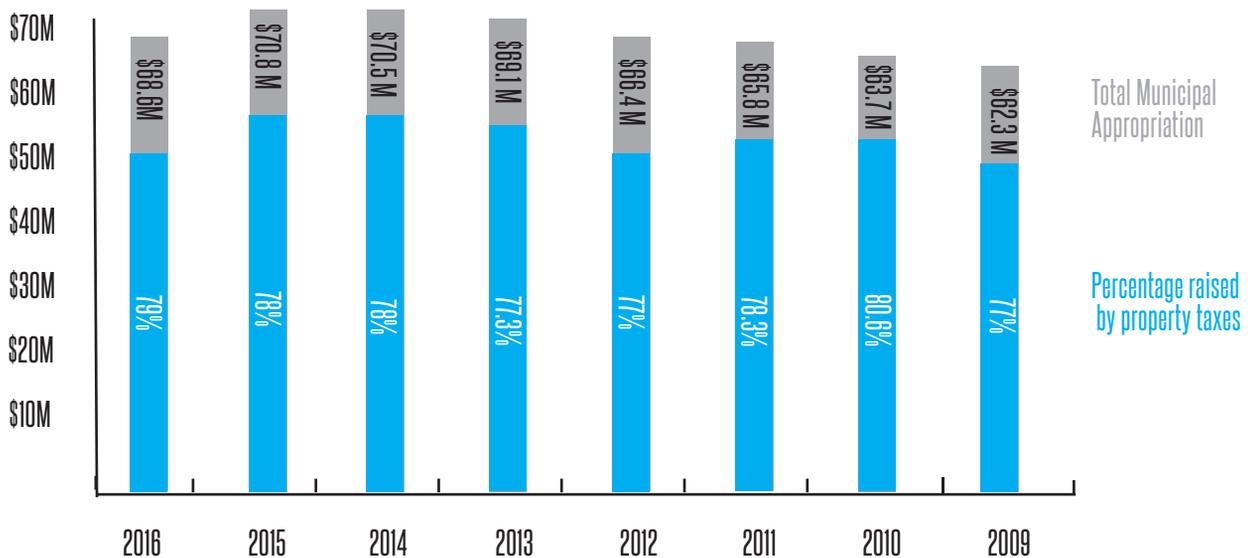
Property taxes raised \$155.8 million for the Board of Education, Township and Library, Municipal Open Space Trust and Bergen County. Of the average \$11,511 residential tax bill, more than half -- \$6,426 -- went to fund the Teaneck Public Schools.

Here's how every tax dollar is divided:



## Teaneck Municipal Budget

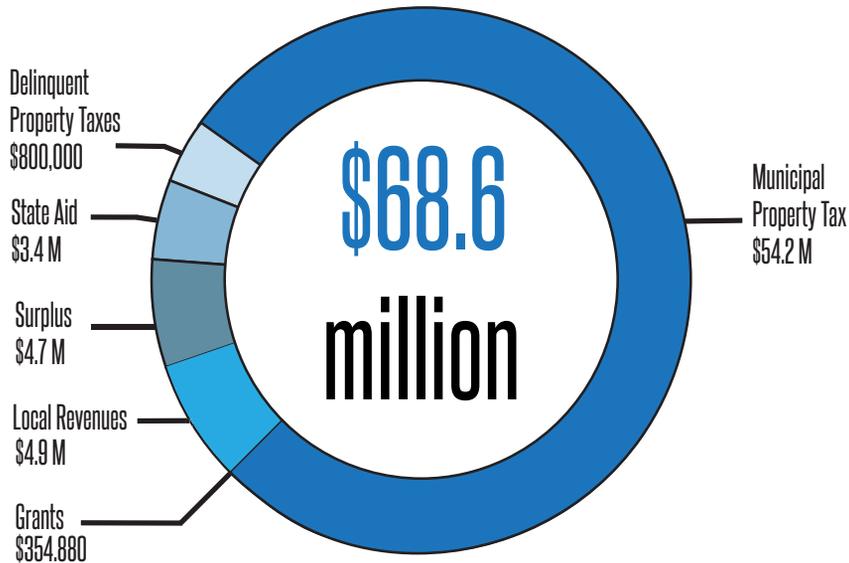
Township services, including the Teaneck Public Library, are funded by property taxes as well as other revenue, including state aid, grants and fees. The graph below shows Teaneck's total municipal budget appropriation and the percentage raised annually by property taxes since 2009.



# Township Budget

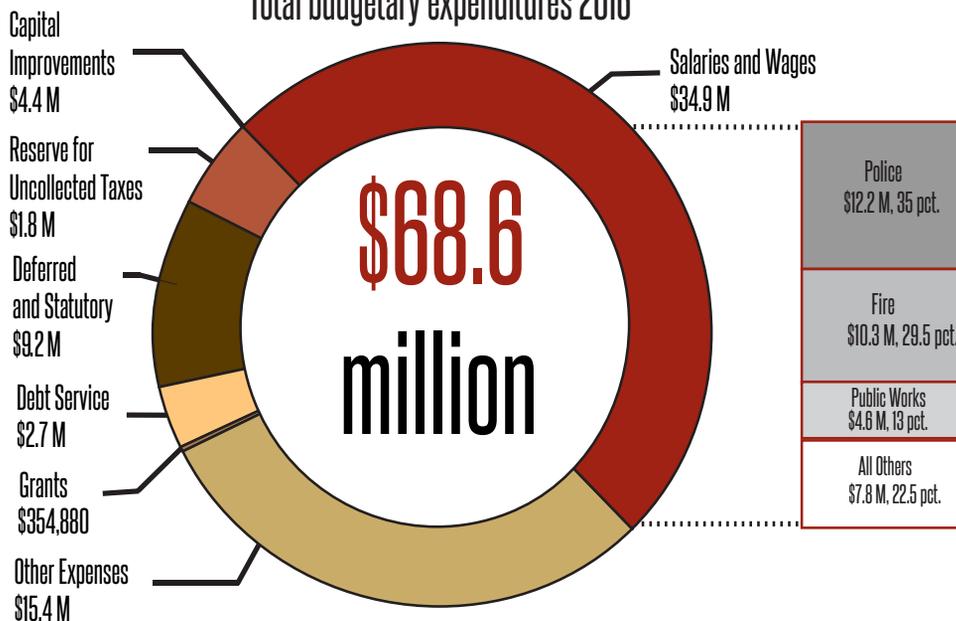
## Revenue

Total budgetary revenues 2016



## Spending

Total budgetary expenditures 2016





The Teaneck Township Manager's 2016 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.

Beyond the performance measures, the Manager's Annual Report presents for each department an overview of current and historical resources, including staffing levels, overtime, expenditures and revenue, where appropriate. These resources affect a department's ability to perform.

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

1. Scope of Operations - A quick summary of the department's purpose.
2. Key Public Service Areas - Overview of important services provided.
3. Highlights of 2016 - Significant events or achievements of the past year.
4. Department Resources - An overview of the department's unaudited current and historical resources.
5. Performance Statistics - Key statistical measurements of the department's outputs, workload and results.
6. Initiatives in 2017 - The department's priorities for the new year.

# TOWNSHIP DEPARTMENTS



# PROTECTION OF THE PEOPLE

# Police Department

Glenn M. O'Reilly, Acting Chief of Police

## Scope of Operations

The mission of the 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, three parking enforcement officers, 25 school crossing guards, and 15 Auxiliary Police volunteers.

### Patrol Bureau:

Approximately half of the department is assigned to patrol duties. These officers respond to various calls for service 24 hours a day, seven days a week. Officers also engage in preventative patrol using high-visibility tactics to deter and detect criminal activity.

### Detective Bureau:

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

The General Investigation Squad's primary responsibility is to investigate all adult-related crimes. Some examples include homicide, aggravated assault, sex crimes, theft, robbery, arson, harassment, identity theft and credit card fraud. In addition, the squad handles all Police and Fire Department background investigations and confidential inquiries, including internal affairs, and assists with dignitary protection details.

The Narcotics Squad's primary mission is to identify, investigate, apprehend and prosecute those individuals involved in committing violations 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 plainclothes capacity, enabling the detectives to spot and interrupt crimes in progress, thereby increasing the quality of life for those who live and work within the Township. Investigations cover the sale, distribution and use of narcotics, pharmaceutical crimes, prostitution, gambling, and money laundering. 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 squad with any tips concerning criminal activity.

POLICE DEPARTMENT RESOURCES				
	2013	2014	2015	2016
EXPENDITURES	12,021,735	\$12,394,178	\$11,873,288	\$12,587,604
REVENUES	\$47,339	\$59,449	\$47,807	\$29,447
UNIFORM	95	95	95	95
CIVILIAN (FT/PT)	13/02	13/02	16/02	16/2
OVERTIME PAID	\$622,224	\$598,750	\$526,058	\$654,983



The Burglary Squad investigates reports of burglaries committed by adults in Teaneck. Members of the Burglary Squad frequently work on multi-jurisdictional task forces to investigate, surveil, and apprehend 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 stores to develop suspects and recover stolen property. Members of the squad are available to provide home and business security surveys.

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

Performance Statistics: Crime Reports				
	2013	2014	2015	2016
Homicide	0	0	2	0
Rape	0	3	4	10
Robbery	22	19	19	23
Assault	27	27	25	31
Simple Assault	194	179	175	245
Burglary	113	110	112	80
Larceny-Theft	411	343	314	330
Motor Vehicle Theft	17	16	12	14

municipal court is in session.

The Bureau conducts warrant sweeps, which target individuals who are deemed fugitives. Previous sweeps have resulted in numerous arrests and the collection of monies owed to the court. Additionally, the Detective Bureau provides security for all open public meetings of by the Township Council.

The Detective Bureau participates in the "Cops in Shops" program, which is designed to deter the sale of alcohol to minors. The Bureau continues to work closely with the "Tri-Community Crime Stoppers" program. Crime Stoppers will pay up to \$1,000 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. In 2016, members of the Detective Bureau were assigned to conduct 615 criminal investigations. Detectives also conducted 34 employment background investigations and three liquor license background checks.

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 to 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 2016, 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 Show Off and the Teaneck High School graduation.

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 the 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 and 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 and events such as emergency preparedness meetings and National Night Out. The Community Policing Bureau is also available to provide lectures on pedestrian safety, active shooter and hostile events preparedness, safe kids presentations, DWI/alcohol awareness, domestic violence awareness, bike safety, crime prevention and awareness, anti-bullying, au pair safety, headquarters building tours, and ride-alongs.

In the summer of 2016 the Department hosted the Junior Police Academy. The Academy was offered to children between the ages of 11 and 14. This seven-day program is similar to the Citizen Police Academy, but specifically designed for younger audiences. The 2016 program involved 35 cadets.

The Police Department maintains a Facebook account to engage the public through social media. Use of Facebook

provides the ability to post information, such as press releases, road closures, safety tips, and other items of note that give residents time to make better informed decisions.

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

#### Traffic Bureau:

The bureau is staffed by skilled police officers that 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, school crossing guard management, traffic studies and recommendations, safety messages, maintain and analyze crash statistics, conduct radar and e-ticketing training, and handle logistics for large processions and funerals. Chosen by AAA North Jersey as the 2016 recipient of the Special Recognition Award for outstanding safety programs and record.

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 where a high number of pedestrian accidents occur are targeted for strict enforcement.

Performance Statistics: Incident Response				
	2013	2014	2015	2016
Alarm: Burglar	2,798	2,737	2,974	2,765
Assist Motorist	514	526	470	493
Auto Accident	1,502	1,647	1,579	1,681
Auto: Pedestrian Struck	30	41	36	41
Pedestrian Fatalities	0	0	2	2
Auto Accident: Hit and Run	265	288	251	329
Building/Area Check	3,830	3,548	3,431	2,412
Business Check	3,347	3,278	2,863	3,053
Car Seat Inspections	N/A	43	55	67
Disturbance/Noise	1,607	1,543	1,547	1,583
Domestic Families & Child	255	263	271	276
Drunk Driver	51	44	50	38
Fight	75	55	70	60
Fire Alarm - Box/Other	453	581	657	568
House of Worship Check	4,867	5,427	5,187	3,959
Medical Emergency	3,325	3,260	3,252	3,116
Missing Person	85	47	89	97
Suspicious Auto	823	864	849	840
Suspicious Persons	696	687	651	664
Traffic/Motor Vehicle Stops	5,085	5,463	9,904	6,567
Insecure	77	80	91	113



**Child Safety Seat Program** – Officers trained in proper installation of child safety seats serve the residents of Teaneck by ensuring the correct seat is used and 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.

**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.

**55 Alive** – The Traffic Bureau is a sponsor of the 55 Alive program. Taught by the American Association of Retired Persons, this is a driver improvement program designed for senior citizens.

**AAA Defensive Driving** – This program is run by the Automobile Association of America (AAA) and open to drivers of all age groups. Participants completing the 55 Alive or AAA Defensive Driving Class will be eligible for 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).

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

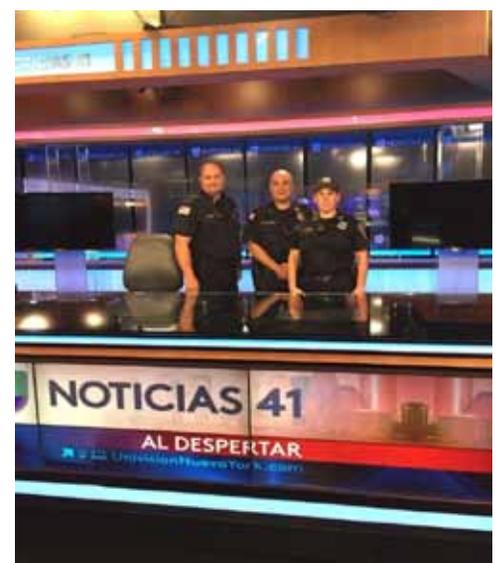
**“Stoned Cold”** – A film presentation based on a DWI re-enactment, which incorporates segmented interviews with family members of DWI victims and trauma center personnel. An emotionally impactful program recommended for adults, high school students and children ages 12 to 15 when accompanied by a parent.

**OTTO the Auto** – With the assistance of AAA, a remote-controlled talking police car named Otto is utilized

to engage children in the third grade. Officers are asked questions by Otto; they then seek the answers from participants. Children learn about crossing the street, what color clothing they should wear, riding bicycles and general safety rules.

## HIGHLIGHTS OF 2016

In 2016, members of the Department drove more than 395,930 miles patrolling township streets. The Department



conducted more than 2,412 building checks, 3,053 business checks, and 3,959 houses of worship checks. Teaneck Police responded to more than 2,765 burglar alarms, 568 fire alarms, and 3,116 medical emergencies.

The Department participates in Project Medicine Drop. Citizens deposit their unused or expired household pharmaceuticals into the Project Medicine Drop box, 24 hours a day in the lobby of police headquarters. In 2016, 644 pounds of medication was turned in.

The Department installed Panasonic Arbitrator in-car video systems in three of its patrol vehicles and back-end infrastructure was purchased. The Department plans to install additional in-car video solutions.

Performance Statistics: Summonses & Mileage				
	2013	2014	2015	2106
Accident Scene Summonses	375	409	547	515
Patrol Miles Driven	428,242	416,306	414,775	395,930
Moving Violations Issued	7,000	4,918	8,035	4,651
Parking Violations	8,695	8,684	10,325	9,254
Snow Ordinance Violations	346	813	1,399	245
Cellular Telephone Violations	747	499	437	217

## INITIATIVES IN 2017

- Conduct active shooter training for police personnel and municipal employees.
- Establish a Twitter account so as to enhance our social media presence and better serve residents, community, and the public.
- Time has been spent on enforcement and education with such programs as “Drive Sober or Get Pulled Over”, “Click It or Ticket”, and “Pedestrian Safety”. For 2017, our goal will be to reduce pedestrian accidents by 10 percent.
- Implement a tourniquet program where officers will receive tourniquets and training via HUMC. Said devices may save the life of an officer or allow an officer to save the life of another officer or a civilian.



# Fire Department

Anthony Verley, Fire Chief

## Scope of Operations

The mission of the Fire Department is to prevent fires through public education and enforcement of fire codes, fire suppression, and to respond to medical and other emergencies, in order to protect the lives and property of Teaneck residents and visitors. The Department advances public safety through its fire prevention efforts, investigation and education programs. The timely delivery of these 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, which is aimed at controlling fire hazards in all structures in the community. The Fire Code mandates periodic inspections, which includes inspections of schools, local businesses, factories, hospitals, nursing homes, all commercial businesses, and industrial and office buildings in the community. 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 2016, the Teaneck Fire Department conducted 4,138 fire prevention-related activities/inspections. Of that number, 755 were to meet fire protection contractors for upgrades and repairs, 180 were complaint inspections and 69 were unsafe condition re-inspections issued by fire suppression companies on emergency responses. Neighborhood fire companies conducted approximately 1,800 in-service inspections. The Bureau also performed 882 home smoke detector and carbon monoxide detector inspections and re-inspections for the resale of a one- or two-family home.

Fire Prevention staff members responded to 39 fire responses throughout

the year to assist fire suppression personnel with manpower needs and investigations. The Fire Prevention staff conducted 68 fire drills and fire safety education talks with residents and businesses in Teaneck. The staff and members of the Fire Department were also part of community events, such as the Fourth of July celebration, National Night Out and the Bread Burning ritual at the Jewish Community Center of Teaneck, during which fire safety pamphlets and free fire safety materials were handed out. 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.

**TRAINING BUREAU:** In 2016, the Teaneck Fire Department, a recognized New Jersey Division of Fire Safety Eligible Organization, conducted 15,334 man-hours of training. Many of the training courses delivered by the Training Bureau are courses and training materials that have been developed by the New Jersey Division of Fire Safety and the National Fire Academy. Other materials presented consisted of courses developed by the Federal Government or in house using resident subject-matter experts. In 2016, uniformed members of the department attended continuing education courses covering a broad variety of subjects, including: building construction; foam operations; fire pump/ apparatus pump operations; rapid intervention team (RIT) operations; tower ladder operations; aerial operations at night; emergency "bailout" evacuation devices and technique refresher; confined space operations; foam operations and tool/apparatus

FIRE DEPARTMENT RESOURCES				
	2013	2014	2015	2016
EXPENDITURES	\$9,582,269	\$9,978,172	\$10,162,305	\$10,421,645
REVENUES	\$43,978	\$51,471	\$54,570	\$53,194
CIVILIAN (FT/PT)	02/00	02/00	02/00	02/00
UNIFORMED	91	91	91	91
OVERTIME PAID	\$460,558	\$420,712	\$437,778	\$472,774

use; decontamination/warming truck operations; EVOC of fire apparatus, a formalized driving program; forcible entry/exit; cardio-pulmonary resuscitation (recertification); automatic external defibrillators (recertification); and first responder recertification. In addition, uniformed members attended classroom sessions on: SCBA breathing techniques/smoke inhalation; asbestos awareness; hazardous materials (refresher); specialized tool/equipment usage and care; incident management; cardiac emergencies; township workplace harassment training; and PEOSHA mandated annual training on workplace hazards.

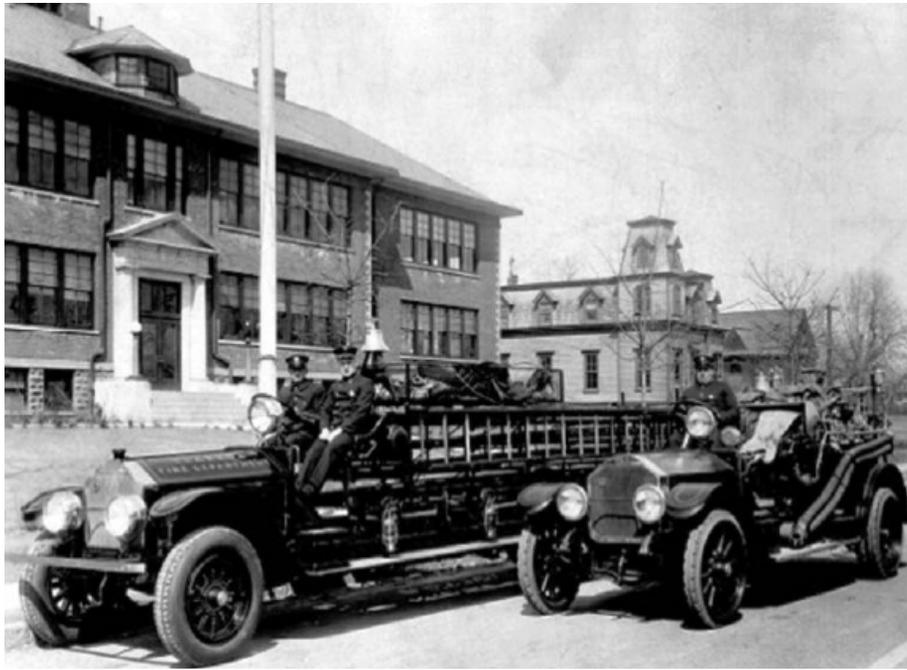
The Fire Department has continued to ensure that its members are capable of addressing emerging threats that are appearing nationally and globally. Members of the Fire Department participated in an on-site training program titled Responding to Terrorist Bombing Incidents. This course was delivered by many of the 15 members of the Teaneck Fire Department who have undergone the residential training at New Mexico Tech sponsored by the Department of Homeland Security. Members have participated in Active Shooter classes, Bakken Fuel Emergencies classes, Hydrogen Cyanide in Fireground operations, and MRI Safety in Fire Response. The New Jersey State Police delivered one additional notable course. The NJSP trained the members of the Fire Department in the proper utilization of Personal Radiation Detectors that were obtained by the Fire Department through the County.

The Fire Department conducted training seminars for senior management specific to the changing response environment and supervisory requirements. Seasoned chief officers of major urban fire departments provided rank-and-file members with leadership and teamwork training.

Individual members continued to expand their knowledge by attending advanced fire training programs outside the department. Many members attended



PERFORMANCE STATISTICS				
	2013	2014	2015	2016
Fires	248	279	255	261
Overpressure, Rupture, Explosion	17	12	4	23
Rescue/EMS/Medical	546	572	499	511
Hazardous Conditions	284	372	455	418
Service Calls	1,002	1,000	942	933
Good Intent	369	349	402	400
False Alarm/False Call	785	730	674	685
Severe Weather or Natural Disaster	3	1	0	1
Other Incidents	4	11	12	4
Vehicle Fires	34	40	49	41
Fire Code Inspections	2,185	1,737	1,737	1,933
Home Inspections	731	709	709	822



regional training events simulating response to hydrocarbon emergencies, similar to events that would occur along the North Shore Rail Line. Additionally, members attended the Foam Firefighting School at Texas A&M TEEX. Once again, the Teaneck Fire Department has sent members to attend the Security and Emergency Response Training Center in Boulder, Colo., for advanced training in dealing with Rail Emergencies.

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.

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

**FIRE ALARM BUREAU:** The municipal fire alarm system was used for each of Teaneck Fire Department's 3,418

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

### SMOKE ALARMS SAVE LIVES!





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.

In 2016, the fire alarm box system was used to report 27 fires and 66 emergencies, including an overpressure rupture, two emergency medical calls and a host of smoke emergencies, electrical emergencies and steam and water leaks. While these emergencies themselves sometimes posed a risk to life and property, many of them were also fire precursors, where quick fire department response prevented the overheated motors, transformers, etc., from escalating to a full-fledged fire. Perhaps the most important emergency box alarm was at the Rodda Center, which automatically triggered when a civilian bystander accessed the defibrillator to help save a basketball player in cardiac arrest.

Bureau activities in 2016 included working with an FCC investigator on radio system interference problems, then coordinating with four property owners to solve the problem, with the solution hopefully to be achieved

in early 2017. Routine preventive maintenance was completed on Box Circuit 2, Box Circuit 3 and parts on Box Circuits 10 and 11. There were no breaks in circuit wiring and no boxes were out of service. A circuit extension was constructed to connect the new assisted living facility at 60 Bergen Ave. to the municipal system.

Malicious false activations of fire alarm boxes continued to be a very minor problem. Less than 1% of TFD's runs in 2016 were malicious alarms activated from fire alarm boxes. Five false activations occurred at Cedar Lane and River Road during daylight hours. Vigilance by police and fire responders caught the actor, who claimed she was new to America and thought the prominent red-and-white fire alarm box would change the traffic signal so she could cross the street after getting off the bus.

**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 every-

thing is OK. If there is no answer to the first call, a second call 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 2016

In 2016, the Fire Department responded to 303 fires, of which 260 occurred in buildings. Working fires are fires that have reached the flaming stage and are spreading upon the Department's arrival.

There were 28 structure fires in Teaneck in 2016. Of those, nine caused significant damage and disruption to the families and businesses affected. The relatively low numbers speak well of the Teaneck Fire Department's code enforcement, public fire safety education and fire investigation

efforts. The fact that there were no fire deaths and a small number of civilian injuries speaks well of the fast, aggressive neighborhood-based fire suppression force. Once the Fire Department arrived, no fires spread beyond the area involved. The well-placed neighborhood fire stations staffed by on-duty personnel made sure that each threatened home or business received Fire Department attention in five minutes or less.

All but three of the fires were in one- or two-family dwellings. Commercial properties involved were a multiple dwelling, a rear shed behind a barber-shop and a mostly vacant store used as a storage area of a nearby business. None of the buildings involved in a structure fire were protected by automatic fire sprinklers, and few had working smoke alarms. In the case of the multiple dwelling, there was a smoke alarm system directly connected to Teaneck's municipal fire alarm system, which caused the closest engine company to arrive in two minutes. A potentially serious fire was prevented and no apartment occupants were left homeless.

Fire causes were varied. Careless smoking caused only one structure fire. However, unattended or otherwise careless cooking caused eight. Clothes dryers caused three fires, including one of the most serious. Electrical fire causes included a power strip used to supply an air conditioner (one serious fire), a power cord improperly wired directly into an outlet box (another serious fire), misuse of an extension cord in place of permanent wiring, and a power company high-voltage wire that fell and sent voltage into the rain gutters of a house. The most damaging fire occurred in a home where the occupants were using a fireplace to heat the whole house, apparently because the gas was shut off. The poorly constructed fireplace,

plus burning logs too large for the fireplace opening, led to the fire. In another case, a family dumped ashes and live coals behind their property, igniting the neighbor's garage. Lightning caused one fire.

These fires resulted in 18 residents suddenly being driven from their homes and losing some or all of their possessions. A local merchant adjoining one of the commercial building fires lost a large amount of stock. Anyone who has ever experienced events like these will tell the listener that a fire is never a minor event in someone's life. Simple precautions such as plugging appliances directly into a 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 2017

- Mass Alerting System – the Township will implement 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 Township will purchase a combined system for the Police and Fire Departments. The system will allow for the consolidation of all emergency services dispatching at the Police Department, reducing overall costs and enhancing manpower at the Fire Department.
- New iPads will be deployed in selected fire apparatus. The iPads will provide fire officials with access to valuable information on structures and local conditions during operations.

# 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 on public grounds, rabies control, vital statistics and licensing.

## KEY PUBLIC SERVICE AREAS

### Public Health Nursing and Education:

Through a contract for services with Holy Name Medical Center, the Health Department conducted more than 150 flu vaccinations and 1,400 hypertension screenings for seniors. The Department audited all 33 schools and day-care facilities to ensure immunizations were in compliance with state mandates. The Department also conducted investigation and follow-up into 170 identified communicable disease cases. Childhood lead cases were investigated through the LEADTRAX Program. Health Education programs included a cosponsored community health fair, a variety of lectures and a monthly Child Health Clinic at the hospital for underinsured or uninsured children, grades K through 12. Staff also handled inquiries, investigations and monitoring for Ebola and Zika viruses during 2016. As a result of staff handling the monitoring and investigation of Ebola during the year, the New Jersey State Health Department awarded the Teaneck Health Department more than \$10,000 in grant funds for our high level of performance.

### Rabies and Animal Control:

This program is provided all year through agreements with two local veterinarians, Teaneck Animal Clinic & Spa and Bergen Veterinary Hospital. A total of 139 vaccinations were provided to resident dogs and cats, free of charge, as part of our full-year rabies clinic. This was a 10 percent increase from last year. This program is in conjunction with the Township's annual dog and cat licensing campaign, which requires up-to-date rabies vaccination in order to receive a license. With the assistance of this program, we were able to license 4 percent more dogs than in the prior year, and report zero cases of rabies related to dog or cat bite incidents.

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 turkeys, coyotes, bats 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 investigates all animal bites, licenses dogs and cats, and posts regular articles on the Township website regarding licensing reminders, wildlife control measures and other pertinent information.

HEALTH AND HUMAN SERVICES DEPARTMENT RESOURCES				
	2013	2014	2015	2016
EXPENDITURES	\$862,915	\$890,769	\$924,327	\$943,614
REVENUES	\$114,791	\$122,623	\$138,091	\$221,152
PERSONNEL (FT/PT) *Includes Registrar	09/01 *	09/01*	09/01*	09/01*
OVERTIME PAID	\$13,091	\$15,201	\$18,861	\$15,732

Property Maintenance & Environmental Services:

The Health Department staff follows up on all complaints about refuse, overgrown lawns, and snow and ice, 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 such as the issuance of summonses and/or removal of the violation by the Township through a summary abatement process. This past year, we issued 145 summonses and had 38 summary abatements processed. Both enforcement activities showed an increase from the prior year.

The Health Department is also in the process of creating an Abandoned Property Registry, to identify such houses in need of rehabilitation and compliance with the Property Maintenance Code. This process will allow us to register abandoned properties, generate revenue and require that mortgage holders, banks and absentee owners maintain their properties.

Lastly, our environmental program consists of vermin control, quality of life matters and public safety. In 2016, the Health Department tested more than 40 municipal locations to ensure the fixtures and water supply complied with state requirements and guidelines for lead. We were able to successfully bring all our public water fountains and fixtures into full compliance. This includes park fountains, municipal building fountains and sinks at the Public Safety/First Responder Facilities.



### HIGHLIGHTS OF 2016

#### Develop Health License and Certificate Holder Requirement Forms

The Health Department developed forms for rentals, food establish-

ments and pet owners. These forms were sent out with every license and certificate to remind the license holder what is expected, including restaurant emergency planning, animal bite reporting, heating, vermin control and overcrowding. Also, fact sheets were posted on our website, [www.teanecknj.gov](http://www.teanecknj.gov).

In 2016, the department issued more than 230 food licenses, 1,700 dog and cat licenses and 247 Certificates of Health Rentals. Therefore, nearly 2,200 licensed businesses, rental and/or pet owners received not only a license, but also regulatory ordinance information and helpful reminders pertaining to their license. This helped cut down on the number of complaints and increased compliance in these areas.

#### Property Maintenance and Public Safety Enforcement

Health Department staff patrolled residential and commercial areas, identifying where possible, conditions that may add to public safety hazards. Sight-line obstructions and clear observation of house numbers were the focus of these patrols. Where sight-line issues were identified, owners were required to reduce their corner shrubs and hedges to 30 inches or lower from the top of the curb line.

The house number ordinance helps identify a property location, which is essential for emergency vehicles responding to a 911 call, or even just for the delivery of mail. Both programs started at the end of 2015 and ran into 2016. As a result, the department received less complaints regarding these two areas in 2016, including zero complaints being forwarded to the department by the Police Traffic Bureau for sight-line infractions due to motor vehicle accidents or pedestrian injuries.

#### Environmental Health Protection and Enforcement



#### PERFORMANCE STATISTICS: INSPECTIONS

	2013	2014	2015	2016
Retail Food Establishments	312	306	377	316
Conditional Satisfactory Food Establishments	5	8	8	14
Unsatisfactory Food Establishments	0	0	0	0
Property Maintenance	1,571	1,010	1,452	1,144
Environmental	49	37	34	73
Heat Complaints	16	19	30	29
Dog and Cat Inspections	94	97	78	80
Vector and Infestation	50	85	70	82
Housing Complaints	90	84	88	81
Certificate of Health Rental	259	277	252	386
Day Care Centers	0	21	18	24
Air Conditioner and Sound	441	278	248	293
Zoning-Related	36	28	19	9
Bathing Facilities and Pools	38	40	39	43
Communicable Disease Investigations	197	150	138	170

Used Oil Disposal and Collection Sites

Pursuant to Twp. Ordinance 19-41 through 19-45, all establishments engaging in selling oil, conducting oil changes, etc., are required to post signage concerning used oil disposal. Establishments that handle used oil must also collect it from the public as prescribed in the ordinance. The purpose of this ordinance is to provide residents with a location to drop off used motor oil in order to discourage pouring the oil into storm drains, thereby introducing it into the water supply and environment. Furthermore, signage requirements were reviewed with businesses and inspections conducted to ensure signs were properly displayed.

Signage was prepared by Health Department staff and mailed to each of the facilities that handle used oil to ensure the proper signage is posted and that they comply with the local ordinance. Random inspection found that most locations were in compliance on initial inspection.

INITIATIVES IN 2017

- Abandoned Property Registration - The Health Department will focus on registering all abandoned properties in the Township, especially those identified in the recent survey. Furthermore, the department will endeavour to bring all such properties into compliance with the Township's Property Maintenance Code.
- STIGMA-FREE - Working with the Stigma Free Task Force the Health Department will participate in the May 2017 kick-off of Teaneck's stigma free campaign, which aims to reduce the stigma associate

PERFORMANCE STATISTICS: VITAL RECORDS				
	2013	2014	2015	2016
Birth Certificates	3,622	3,384	3,672	3,754
Death Certificates	1,534	1,493	1,572	538
Marriage Certificates	329	295	309	388
Burial Permits	0	0	0	4
PERFORMANCE STATISTICS: ENFORCEMENT				
	2013	2014	2015	2016
Violations Notices and Letters Issued	2,288	2,684	2,285	2,121
Summary Abatements Issued	40	27	33	38
Summonses Issued	53	78	44	145
Assessed Court Fines	\$1,400	\$2,437	\$5,627	\$3,050
Social Service Clients	1,249	1,225	1,208	1,201
PERFORMANCE STATISTICS: LICENSES				
	2013	2014	2015	2016
Retail Food	246	227	231	235
Housing	251	240	282	247
Vending	22	18	18	17
Laundry	25	23	23	23
Bathing Facility	5	5	5	5



# Municipal Court

Christy Moore, Deputy 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.

## KEY PUBLIC SERVICE AREAS

The Municipal Court has jurisdiction over all traffic, criminal, and local offenses filed within the Township of Teaneck. Offenses of a more serious nature are turned over to the County Prosecutor's office for final disposition.

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 the Honorable Judge and the Certified Municipal Court Administrator. The Municipal Court support staff consists of one Deputy Court Administrator, two Senior Clerks and three Clerk Typists.

## HIGHLIGHTS OF 2016

The Municipal Court staff disposed of 17,282 traffic cases and 1,206 criminal cases during the calendar year. All summonses and offenses issued by both local and state police were processed by court staff under the direction of the Deputy Court Administrator.

The Township of Teaneck hired a new Deputy Municipal Court Administrator in 2016 to support the Municipal Court and the Honorable Judge.

The court staff remitted \$619,670 in fines and costs in 2016 to the Township's Finance Department, with the balance distributed to other agencies, including New Jersey Motor Vehicle Commission and the County of Bergen.

Court offices were moved from the basement of the Municipal Building to renovated space adjacent to Court Chambers on the first floor. This move provided closer proximity to the Court room for court employees.

MUNICIPAL COURT RESOURCES				
	2013	2014	2015	2016
EXPENDITURES	\$446,169	\$447,079	\$427,123	\$412,118
REVENUE	\$783,602	\$672,962	\$774,049	\$619,670
PERSONNEL (FT/PT)	6/2	6/2	6/2	6/1
OVERTIME PAID	\$13,784	\$15,826	\$15,568	\$17,357



## INITIATIVES IN 2017

- Municipal Court staff will continue to focus on reducing case backlog and collecting outstanding fines and costs owed to Teaneck from prior years.
- Municipal Court will continue to improve customer service and ensure that each staff member is cross-trained.
- Municipal Court personnel will focus on organizing all cases to fit in the new filing room adjacent to its offices. The filing room will consist of two different cabinet types to separate traffic tickets, criminal cases and local ordinances, in order to establish better efficiency by facilitating the filing and retrieval of court papers.

PERFORMANCE STATISTICS: MUNICIPAL COURT				
	2013	2014	2015	2016
Traffic Tickets Issued	16,852	15,373	18,300	15,294
Traffic Tickets Disposed	19,979	16,260	20,211	17,180
Traffic Tickets to be Disposed	13,612	11,205	13,038	5,076
Criminal Cases Filed	734	770	658	881
Criminal Cases Disposed	1,329	1,228	1,300	1,206
Criminal Cases to be Disposed	1,600	1,188	1,375	916
DWI's Issued	67	58	73	70
DWI's Disposed	72	75	84	102
DWI's to be Disposed	42	42	48	33



# OPERATIONS

# Public Works

Fran Wilson, CPWM, CRP, Director

## 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 75 Public Works vehicles and 190 pieces of equipment; 58 Police vehicles and seven pieces of equipment; 29 Fire vehicles and 25 pieces of equipment; four Recreation vehicles and three pieces of equipment, and one Library vehicle. Additionally, the Division services 10 backup generators.

In an effort to reduce costs, employees continue to collect used vegetable oil from businesses in the Township to make our own bio-diesel fuel, which saves approximately 25 percent on the cost of diesel fuel.

Under a shared services agreement, Public Works serviced and maintained 23 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

DEPARTMENT OF PUBLIC WORKS RESOURCES				
	2013	2014	2015	2016
EXPENDITURES	\$6,107,469	\$7,047,471	\$6,267,120	\$ 6,351,916
REVENUES	\$39,363	\$11,860	\$126,328*	\$ 150,443
PERSONAL (FT/PT)	58/1	58/1	61/1	61/1
OVERTIME PAID	\$377,816	\$384,688	\$405,460	\$ 244,737
*Includes road opening permits				

- Parking lot meters
- Heating, air conditioning, plumbing and electrical systems in all municipal buildings
- Lightning detection systems in Township parks

## KEY PUBLIC SERVICE AREAS

**Snow removal service:** During 2016, the Public Works Department was very busy with snow removal. There were 11 snow-related events, with a snow total of approximately 30 inches. During these snow events, Public Works applied approximately 1,360 tons of salt. In 2016, Public Works applied 9,200 gallons of brine solution to the roadways prior to the actual storms. In applying this brine solution, it drastically reduced the amount of salt that is used during each event.

**Leaf removal:** During leaf season, Public Works efficiently and effectively removed approximately 21,250 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 2016, we collected more than 3,100 tons of recycling material through either curbside pickup or drop off at the recycling depot. Public Works also collected approximately 210 white goods from residents in front of their homes.

## HIGHLIGHTS OF 2016

In 2016, the Maintenance Division renovated the old Township Manager's and Clerk's offices for court staff to occupy. Walls were repainted, new ceiling tiles and lights were installed,



PERFORMANCE STATISTICS: PARKS				
	2013	2014	2015	2016
Work Orders	73	45	70	91
Work Orders Completed	72	38	45	77
Outstanding Work orders	1	0	5	3
Cubic Yards Waste Removed	820	1,140	1,257	932

PERFORMANCE STATISTICS: RECYCLING				
	2013	2014	2015	2016
Tons of Recyclable Paper Collected	1,755	1,751	1,745	1,744
Tons of Commingled Recyclables Collected	1,227	1,162	1,131	1,129
Tons of Electronic Recyclables Collected	92	67	61	66
Tons of Corrugated Recyclables Collected	147	130	138	123
Gallons of Waste Oil Collected	250	660	480	358



along with new carpeting.

Also in 2016, the Maintenance Division installed back-flow preventers on all the seasonal water meters in Township parks.

In 2016, the Sewer Division put the new sewer camera to work. During the course of the 2016 calendar year, they televised 64,325 feet of sewer line.

In January of 2016, the Township had a snowstorm of 23 inches of snow. The DPW plowed for 35 hours, used 300 tons of salt and 1,600 hours of overtime. Twenty-one additional contractors were used. The overall cost of the storm was approximately \$160,000.

In 2016, the Township's tree planting program was successful in planting 325 trees.

**PERFORMANCE STATISTICS: MAINTENANCE DIVISION**

	2013	2014	2015	2016
Work Orders	624	1,301	1,380	1,404
Work Orders Completed	452	1,031	1,128	1,024
Outstanding Work orders	27	23	8	35

**PERFORMANCE STATISTICS: TREES**

	2013	2014	2015	2016
Work Orders	622	566	610	617
Work Orders Completed	760	569	526	636
Number of Trees Removed	427	245	165	291
Outstanding Work Orders	3	6	22	47
Stumps Ground	282	211	163	291

**INITIATIVES IN 2017**

- **Street Sign Project:** The project is approximately 90 percent complete. DPW personnel will redouble efforts to finish this project in early 2017.
- **New DPW Complex:** In 2017, the Township will be moving forward with Engineering/Environmental studies to gauge the possibility of building a new complex.

## PERFORMANCE STATISTICS: GARAGE

	2013	2014	2015	2016
Work Orders	2,239	2,509	2,359	2,161
Work Orders Completed	1,812	2,108	1,763	1,693
Work Orders Outstanding	44	49	72	88
Preventative Maintenance Completed	403	426	369	339
Corrective Maintenance Completed	1,836	2,083	1,990	1,822
Tons of Salt Spread	3,180	3,272	3,665	1,359
Gallons of Brine Spread	34,600	15,700	42,900	9,200



## PERFORMANCE STATISTICS: ROADS

	2013	2014	2015	2016
Work Orders	635	1,120	1,661	680
Work Orders Completed	457	797	567	498
Sewer Calls	214	213	157	135
Residential Sewer Backups	168	150	133	133
Township Sewer Backups	46	48	23	22
Sewer Checks	4,358	2,832	2,809	2,637
Outstanding Work Orders	6	15	30	5
Street Sweeper Miles	8,918	9,440	6,005	6,921
Tons of Street Debris Collected	784	1,270	765	600
Tons of Sanitation Waste Collected	442	440	409	422
Potholes Filled	3,571	2,553	4,491	2,039
Tons of Fill Used	261	268	490	250

# 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 ensure 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.

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

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), who operates 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 a 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 2016

In 2016 thirty five (35) township streets or portions of streets were paved through various resurfacing projects.

The department reviewed 171 residential plans, issued 205 road opening permit, 320 curb and sidewalk permits and reviewed 23 planning board applications. It also generated \$153,483.23 in the permit fees.

Selected projects completed in 2016 include the following:

- Reconstruction of Reis Ave.

- Downing St. Drainage Improvements .
- State St. Guide Rail Improvements.
- River Rd. and Ogden Ave. Drainage Improvements.
- Van Arsdale Pl. Drainage Improvements.
- Jefferson St. Drainage Improvements.
- Darien Terr. and Minell Pl. puddling issue.
- Sewel Pl. and Milford Terr. puddling issue.
- Completed the design for Votee Park Baseball field project.
- Various Curb Ramp Improvements.
- PSE&G Energy Strong gas service improvements and resurfacing of various streets.

## INITIATIVES IN 2017

- Resurfacing of up to 64 roads
- Rodda Center roof and façade improvements
- Design/Installation of Votee Park recreational facilities building including canteen, restrooms, pavilion, storage and meeting space
- Installation of Votee Park Splashpad and new exercise equipment at the north end of the park.

Performance Statistics: 2016 Permits	
Sidewalks and Curbs	320
Road Openings	205
Street Dumpsters	24
Performance Statistics: Application Reviews	
Board of Adjustment	N/A
Planning Board	23
Performance Statistics: 2015 Licenses	
Concrete Curb, Sidewalk and Apron	35

# DEVELOPMENT

# Tax Assessor

James R. Tighe, CTA, SCGREA, Tax Assessor

## Scope of Operations

The Tax Assessor is responsible for determining the ownership, taxability and assessed value of each property in the municipality. The Assessor's activities are performed under the direct supervision of the County Board of Taxation and the N.J. Division of Taxation. The Assessor is a municipal employee and is responsible to the municipality for observing local conditions of employment.

Responsibilities include: identifying, valuing and listing all taxable and exempt properties; reviewing and approving requests for Senior/Disabled and Veteran's tax deductions; reviewing all 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 property deeds; updating the central database of Teaneck property owners; maintaining the Township's Tax Map; and providing information to other Township departments, residents and professionals.

The Tax Assessor also serves as chairman of the Self Insurance Commission. The Chairman acts as a liaison between the Township's 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 Self Insurance Chairman is typically one of the first points of contact for most liability claims against Teaneck.

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.

TAX ASSESSOR RESOURCES				
	2013	2014	2015	2016
EXPENDITURES	\$245,968	\$227,879	\$197,474	\$277,110
REVENUES	N/A	N/A	N/A	N/A
PERSONNEL (FT/PT)	2/0	2/0	2/0	2/0
OVERTIME PAID	\$6,707	\$5,064	\$6,909	0

## KEY PUBLIC SERVICE AREAS

- Customer service - Assisting the public with data retrieval and information is a key function in the Assessor's Office. Hundreds of phone calls, emails and personal visits are received annually in the Assessor's Office requesting various types of information. The Assessor's Office also assists all other municipal departments in identifying property owners, locations, and providing physical descriptions of properties.
- Generate 200' radius property lists for Board of Adjustment related matters. Assessor's Office is responsible for determining all properties located within 200' of subject property and providing ownership information so notices can be served on affected property owners.
- Process tax deductions for Senior Citizens and Veterans.
- Process and review Building Permits. All Building Permits issued are reviewed by the Assessor's Office to determine the taxability and value of the construction being performed. Values of taxable construction are entered into an annual Added Assessment List with a special billing issued in the 4th Quarter of the Tax Year. This process results in hundreds of thousands of additional taxes collected in each tax year.
- Process and reviewing Deeds.
- Conduct residential and commercial property inspections.

- Physical inspections of new construction, fire damaged structures, properties under appeal are carried out throughout the year to keep the database current.
- Review and Defense of Tax Appeals.

## HIGHLIGHTS OF 2016

The Assessor's Office levied a total of 411 Added Assessments on new construction during 2016. These had a total assessed value of \$28,732,000 which will be added to the 2017 Tax List. These assessments also had pro-rated values of \$19,710,078 for 2016 and \$298,901 for 2015 which were billed in 2016. Total taxes collected in 2016 as a result of this activity were \$619,331.48, of which \$567,561.93 was paid to the Municipality.

The Assessor's office provided 109 two hundred foot radius lists for Board of Adjustment matters. The Office also processed and reviewed 2,562 Building Permits, 563 Deeds, performed 201 property inspections and processed 89 Senior and/or Veteran Deduction forms.

In 2016, a total of 235 regular tax appeals were filed with the Bergen County Board of Taxation. This represents an increase over the 153 filed in 2015, but is still significantly below the 1169 filed in 2014 and 1954 filed in 2013. An additional 18 appeals were filed against added assessments.

Total valuation under appeal at the County Tax Board in 2016 was \$118,186,600 with reductions totaling \$5,354,685 (.045%). As was true in 2015, the recent revaluation resulted in more current assessed values that were less vulnerable to challenge.

TAX YEAR 2016 PROPERTY SNAPSHOT				
	PARCELS	% of Total #	% of Total \$	Assessed Value
Residential	11,097	94.8%	83.9%	\$4,218,579,700
Commercial	386	3.3%	10.1%	\$510,016,000
Industrial	14	<1%	<1%	\$34,805,600
Apartments	62	<1%	4.6%	\$231,198,700
Vacant Land	143	1.2%	<1%	\$24,888,700
<b>TOTAL</b>	<b>11,702</b>			<b>\$5,025,294,700</b>

2016 PROPERTY SNAPSHOT: BERGEN TAX BOARD CASES				
	2013	2014	2015	2016
Total Assessed Valuation	\$5,909,634,400	\$5,816,567,200	\$5,016,422,000	\$5,025,294,700
Cases Filed	1954	1,122	153	153
Value Contested	\$933,375,800	\$582,311,5000	\$99,735,285	\$118,186,600
Pct. Total Value Contested	16%	10%	2%	2.5%
Reductions Awarded	\$90,367,490	\$55,278,2000	\$2,146,915	\$5,354,685
Pct. Total Assessed Valuation	1.5%	< 1%	< 1%	<1%
State Tax Court Appeals	136	103	83	107

The Glenpointe properties' trial continued throughout 2016 with no resolution. This trial will continue through 2017. The current case is dealing with Years 2007-2010 only. The trial for later years will not be scheduled until the initial years are completed.

### INITIATIVES IN 2017

- Further maximize assessable value by inspecting and listing all completed construction on 2017 Added Assessment List.
- Review and prepare defense for 2017 County Tax Board appeals. Appraisal Systems was contractually obligated to perform this service for 2015 and 2016 per the 2014 Revaluation Contract. Depending upon volume, it may be necessary to contract with Appraisal Systems for assistance again in 2017.

PERFORMANCE STATISTICS: INSPECTIONS AND ASSESSMENTS				
	2013	2014	2015	2016
Number of Veterans/Senior Deductions	62	42	38	89
Number of 200' Property Owners' Lists	125	87	137	109
Number of Permits Processed	2586	1771	2,143	2,562
Number of Deeds Processed	605	516	534	563
Number of Properties Inspected	409	59	130	201
Number of Added Assessments	138	142	112	411
Full Assessed Value Added	\$7,406,100	\$18,122,600	\$9,428,300	\$28,732,000



# Building Department

Mark Bocchino, Construction Official

## Scope of Operations

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

Here in detail is the Building Department's mission:

- Protect the health, safety and welfare of all users of buildings and structures within the Township of Teaneck through the enforcement of the Uniform Construction Code of the State of New Jersey.
- Ensure the adequate maintenance of buildings and structures throughout the Township by active enforcement of the Uniform Construction Code of the State of New Jersey.
- Provide and maintain a pleasing visual environment through the application and enforcement of the Township's Development Regulations.
- Assist in the orderly development of the township by applying the rules and regulations established by the Township Council.
- Assist the Township Council in providing a better community by recommending the elimination of unnecessary or obsolete regulations, the alteration of regulations to recognize new and innovative technologies and the establishment of new regulations to address changing lifestyles and objectives.
- Assist applicants in the process of obtaining necessary approvals for 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 11 full-time and one part-time staff member.

## 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 87% of applications within two business days.

Land Use Applications:

A single staff member processes paperwork required by the Planning

BUILDING DEPARTMENT RESOURCES				
	2013	2014	2015	2016
EXPENDITURES	\$935,801	\$941,381	\$987,720	\$916,259
REVENUES	\$1,301,168	\$1,156,307	\$1,353,619	\$1,860,641
PERSONNEL FT/PT	11/03	10/04	10/4	11/2
OVERTIME PAID	\$14,201	\$19,251	\$14,199	\$12,014

Board and Zoning Board of Adjustment, which involves collection of documents and fees, reviews by various Township departments and coordination with the applicants, attorneys and design professionals.

Construction applications and inspections:

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

Open Public Records Act (OPRA):

The department's fulfillment 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 2016

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.

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, more than 400 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.

Due to the beginning of several large projects in 2016, there was a significant increase in revenue. Several more projects are anticipated for 2017.

## INITIATIVES IN 2017

- 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 survey customers at least once during the year in order to gather feedback on the quality of customer service. The goal is to improve the process of construction approval for property owners



PERFORMANCE STATISTICS: UCC ACTIVITIES				
	2013	2014	2015	2016
Applications	2,969	2,804	2,868	2,898
Reviews	3,083	2,830	3,342	3,231
Permits	3,038	2,761	2,845	2,861
Building Inspections	4,614	4,585	4,338	5,562
Plumbing Inspections	5,334	5,383	5,413	5,420
Electrical Inspections	3,229	2,617	2,416	2,710
Fire Inspections	1,906	1,616	1,361	1,470
<b>Total Inspections Performed</b>	<b>15,083</b>	<b>14,181</b>	<b>13,526</b>	<b>15,162</b>

PERFORMANCE STATISTICS: ZONING/LAND USE				
	2013	2014	2015	2016
Applications	944	731	858	806
Reviews	1,859	1,214	1,721	1,181
Permits	868	851	738	714
Planning Board Appeals	31	23	27	25
Zoning Board Appeals	81	59	70	54
Planning Board Applications	36	27	36	23
Zoning Board Applications	85	68	73	49
<b>Zoning / Land Use Revenues</b>	<b>\$161,604</b>	<b>\$158,715</b>	<b>\$167,816</b>	<b>\$114,316</b>

# SUSTAINABILITY

# Library

Michael D. McCue, MLS, Director

## 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 800 children. Staff, including three 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, PCs that were updated in the summer of 2016, printers, and a scanner for public use. TPL's staff maintains a collection of reference print sources and a select set of electronic databases, including Ancestry, Mango and Learning Express. Training sessions in using the computer catalog and the basics of the Internet are held year round. Residents can bring their electronics 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 10 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. Biographical summaries were written for the 20th century soldiers from Teaneck – all who perished in World War II, Korea and Vietnam, as well as all who served in World War I. The tombstone of the Revolutionary War soldier did not go on display as we planned, but it will be on view in 2017.

## INITIATIVES in 2017

- The Library Board retained the architectural firm of Arcari Iovino mid-year to examine the use of space and make recommendations for TPL moving forward. The last major study was conducted in 2000. Public expectations and usage have changed significantly since then. The input of the Board and staff led to a capital request to the Township Council so that reader comfort, building security, and new technologies can be enhanced. Plans are available at the Library.

LIBRARY RESOURCES				
	2013	2014	2015	2016
EXPENDITURES	\$2,876,844	\$2,910,480	\$2,190,740	\$2,149,127
REVENUES	\$20,607	\$20,025	\$20,872	\$17,271
PERSONAL (FT/PT)	21/27	21/27	20/27	20/29
OVERTIME PAID	\$77,624	\$80,473	\$84,117	\$74,314

PERFORMANCE STATISTICS: RESOURCES				
	2013	2014	2015	2016
BOOKS	103,009	100,724	100,456	101,364
AUDIOBOOKS	2,683	3,263	3,654	3,804
DVDS	12,346	14,484	14,217	14,446
MUSIC CDs	6,940	7,491	7,267	6,294
MAGAZINES/NEWSPAPERS	1,324	1,787	2,072	2,797
TOTAL ITEMS	138,069	136,181	132,116	129,500
PERFORMANCE STATISTICS: RESOURCES ADDED				
	2013	2014	2015	2016
BOOKS	8,530	8,104	8,620	9,719
AUDIOBOOKS	522	523	546	624
DVDS	1,795	2,567	2,731	500



- After-school behavior in the first half of 2016 was a major problem. A code of conduct and new policies regarding behavior were developed with the input and cooperation of Township and school district officials. The number of security cameras was doubled. A workshop for staff was conducted with a grant from the state library network. We expect the calm of the fall months to continue in 2017 as staff monitors the situation.
- To honor the memory of Mayor Lizette Parker, the Library Board decided to renovate the “holiday or yellow” room just outside the Children’s room proper in her honor. This project will be fully funded by endowment funds, and we hope to complete it by mid-year. The architect’s renderings are available on request.
- The Library is collaborating on the Garden to Nurture Human Understanding project on the Municipal Green. Library trustees serve on the overall committee, which includes the Enslaved Africans Memorial and the Holocaust Memorial committees. TPL is committed to providing space for a computer kiosk and meeting space for small groups as these memorials are developed.
- The Public Library’s role and services continue to evolve as the digital age penetrates more aspects of daily life. Staff will monitor the size of the physical collection, pondering whether 130,000 items needed, or is a collection of 100,000 more appropriate? Space will be adjusted to provide more reader seats. Can space be found to add more Internet computers? These are all questions to be answered in conjunction with the architect’s study mentioned above.



PERFORMANCE STATISTICS: PATRONS AND CIRCULATION				
	2013	2014	2015	2016
Library Use	10,702	10,652	10,336	10,030
Total Registration	23,701	25,029	26,123	27,025
Percentage of Population registered	60%	63%	66	68
Annual Circulation	560,449	530,125	504,800	484,912

# Recreation

Glenna D. Crockett, Superintendent

## Scope of Operations

The mission of the Department is to provide year round leisure time activities and quality recreational programming for residents aged eighteen months to one hundred plus, 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-second 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 catalysis that unites the entire community irrespective of religious, cultural or ethnic diversity. 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 manages 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 three and four year olds, an After School Child Care Program for students K thru Middle School and a Summer 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. All other programs for youth and adults, 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.

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

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

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

RECREATION DEPARTMENT RESOURCES				
	2013	2014	2015	2016
EXPENDITURES	\$1,885,302	\$1,917,733	\$1,948,002	\$2,034,370
REVENUES	\$726,825	\$769,951	\$783,000	\$781,216
PERSONNEL (FT/PT)	11/250+	11/250+	11/250+	11/250+
OVERTIME PAID	\$24,546	\$22,538	\$31,609	\$35,059

## HIGHLIGHTS OF 2016

The department continued its practice of providing regular news releases to local newspapers and outlets, advertising and promoting the wide array of programs offered year round. The Township website was continuously updated with program information, on line registration forms, session dates, and all pertinent information related to the departments' wide array of program offerings.

In the Senior Division the numbers continued to increase at record levels. The word is out on the free of charge phenomenal college level classes offered to residents 55 years and older. Retirees are signing up feverishly 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, with over 200 new participants joining the center last year. 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 excellence in programming while retaining the best professionals in their respective fields.

In the Administrative Division new



PERFORMANCE STATISTICS: SENIORS				
	2013	2014	2015	2016
Educational	53	47	187	192
Residents Educational Enrollment	2,517	2,409	2,628	2,480
Fitness	123	120	351	365
Residents Fitness Enrollment	6,334	6,576	7,122	7,403
Non-Residents Fitness Enrollment	289	249	314	330
Social Recreation	45	45	105	90
Residents Social Recreation Enrollment	1,186	1,035	1,228	874
Non-Residents Social Recreation Enrollment	212	109	87	69
Congregate Meals (individual meals ordered)	3,371	5,852	6,534	6,322
Residents Attending Meals	456	886	784	812
Non-Residents Attending Meals	63	92	63	39
Senior Transportation (each way)	12,945	12,615	13,252	15,552

programs were introduced which were warmly received such as Ballroom Dancing, Classical Painting as well as the expansion of our extremely popular Sunday class lineup. The Departments' children's programs continued to flourish serving 6,669 children. The Forum Program continued to thrive allowing 984 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.

For the first time, in summer 2016, the department in conjunction with the Sankofa Institute for Higher Achievement launched a pilot program entitled "Express Yourself", a free youth art and cultural program for local youth ages 12 to 17. 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 groups of young people were able to select from a wide array of workshops offered that included dance, music, art, spoken word, photography and the use of technology. Approximately



80 students were enrolled and participated in one or more of the activities. Youth engaged in hands on activities that allowed them to learn and develop new skills and enhance existing skills. The culminating public event was held in Votee Park and featured a capoeira demonstration (the exciting art of Brazilian martial arts), student drummers and the unveiling of the completed mural at the Rotary Band Shell. 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 facilitated successful outcomes of the project based activities.

Teen Nite, our popular Friday night program for resident teens aged 13 – 18 continued. The average nightly attendance was 120 affording local youth with proper identification a safe haven and gathering spot to come together to play basketball, billiards, ping pong and foosball in an conducive atmosphere. The program was revamped and restructured to provide more stability and organization. In 2016, a new registration process was implemented to include home address and home phone numbers which are kept on file. This has enabled parent's piece of mind while their teen participates in our program.



The Department proudly celebrated the 72nd season of the Teaneck Community Band Concert Series co-sponsored by the Puffin Foundation, Ltd and the Township. The department sponsored five consecutive, Wednesday night concerts, under the stars at the Rotary Band Shell in Votee Park, weather permitting, during the month of July. In the case of inclement weather the concerts were held in the auditorium of Thomas Jefferson Middle School. The concerts, under the direction of conductor extraordinaire, Evan Cooper, featured five professional soloists. All concerts were well attended and enjoyed by an intergenerational and diverse audience of music enthusiasts.



The department once again held the Annual July 4th Community Celebration featuring face painters, clown balloonist, various inflatables, pony rides, food, a rockin' DJ and more. Attendance at all planned events was strong and the programs were well received and embraced enthusiastically by the community. The department continued its' quest to provide additional venues during the month of August where the community and families could come together for a fulfilling, relaxed free adventure with the "Movies Under The Stars" series. Once again residents returned to view popular movies on the big screen, listen to music and watch the children dance, prior to start, bringing snacks, lawn chairs and blankets to lay on the lawn to enjoy a late summers eve and partake of the free popcorn while communing with friends and neighbors.



New for 2016, the Youth Division formed an alliance with Farleigh Dickinson University's Education Department geared at recruiting and providing employment for its students in our Child Care Programs. The After School Child Care program plays an essential role in the lives of single and working parents, providing a safe haven for students K through Middle School and provided homework assistance, organized play and healthy initiatives such as the implementation of an anti-bully environment and the establishment of a buddy system that paired special needs students with mainstream children. The division continued participation in the "Let's Move" initiative which is an ongoing venture throughout the entire division which has been embraced by the Township and the Board of Education alike. Additionally, children's yoga was introduced. New Jersey Ask State Exam study groups continued, drop everything and read Fridays are now a mainstay component as well as child facilitated reading and math groups. Special events were held such as Art Kids Academy art class, poetry slams, short story contest and a mock presidential election. Presentations addressing

#### PERFORMANCE STATISTICS: KIDS, TEEN AND ADULT PROGRAMS

	2013	2014	2015	2016
Adult Programs	44	38	137	147
Adult Program enrollment	1,282	652	768	952
Summer Camp Enrollment	1,483	1,658	1,585	2,131
Learning Program Enrollment	117	112	680	117
After School Program Enrollment	225	223	1,307	250
Children's Programs	194	201	888	804
Children's Program Enrollment	5,271	6,386	6,346	5,564
Passport to Adventure Day Trips	4	4	0	5
Passport to Adventure Participants	187	167	0	212
Teen Night Attendees	2,341	1,857	2,418	2,505
Forum Participants	965	1,111	1,024	981

anger and bullying took place. This interactive 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 rides to medical appointments, food shopping, mall trips, the library and miscellaneous local errands. Residents were transported to dialysis, physical therapy, chemotherapy as well as regularly scheduled medical appointments. The impact of this much needed public service is unparalleled and much appreciated by the recipients and their families. The program continued to be in demand and heavily utilized, providing round trip rides for the Townships' senior and disabled residents over the past year. Transportation for older adults is the number one challenge in Bergen County. The department is steadfast in its commitment to providing this service to our most frail and vulnerable residents.

Users of the Rodda Center span the gamut from 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 other Township and local qualifying groups. Over the past year, staff coordinated 1,430 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, Manhattan based Yeshiva High School and University as well as the Community School.

**Teaneck Sports Organization Highlights 2016**

On Sunday, October 30th the Teaneck Junior Football League made history when they won their first championship. The Junior Highwaymen proudly won the North Jersey Pop Warner Division 2 Pee Wee Championship

defeating the previously undefeated East Orange Jaguars 16-6. Needless to say exuberance filled the stadium amongst players and parents alike!

The 2016 season proved to be a milestone year for Teaneck Southern Little League as it celebrated its 65th anniversary. Continuing a splendid tradition of serving Teaneck families, a tradition that has continued to grow stronger since 1952. Registration increased overall the past year and the softball program continued its expansion. Started in 2007 with 27 girls the program has grown to 100 participants across four divisions for girl's ages 7 through 14 with six teams that competed throughout Bergen County. The girls participated in multiple tournaments including the annual Little League District Tournament. In fact, this year marked the first time that Little League hosted a 7/8 year old softball tournament. With a season that started in March and continued through mid-November, multiple tournament baseball and softball series showcasing the outstanding accomplishments at every age and division were featured. Included were the amazing baseball and softball recreation seasons and the Little League District Baseball Championship at each level; 7/8, 9/10 and 11/12. Truly

PERFORMANCE STATISTICS: RODDA CENTER AND POOLS				
	2013	2014	2015	2016
Rodda Center Rentals to Community Organizations (ind. reserv.)	1,091	676	781	1,183
Rodda Center Rentals to Paid Organizations (individual use)	522	504	489	496
In-Ground Swimming Pool Passes	1,546	1,126	1,796	1,343
Guest Swimming Pool Passes	382	555	631	712
Portable Swimming Pool Passes	60	54	96	134

a banner year!

Teaneck Junior Soccer League grew to nearly 1,100 players across its three programs; recreation soccer league, the FC travel team and TOP soccer. More than 800 players ages 4 to 15 played on 84 teams during the winter (indoor) or fall (outdoor) season. The travel team program grew to 18 teams since its launch in 2014 with more than 250 players participating. FC Teaneck Charge Team won 1st place NCSA Spring 2016. FC Teaneck Flames won 1st place Soccer Coliseum Winter II Season; 1st place NCSA Sprint 2016 Season. FC Teaneck Thunder won 1st place NCSA Spring 2016 Season. TOP Soccer, a program for special needs children ages 5 to 19, offered indoor soccer for the winter season and outdoor soccer during the fall. Sixty Teaneck High School students were the recipients of TJSL Community Service Awards in recognition of their volunteer work as youth coaches that totaled more than 1,300 hours of service. TJSL awarded \$9,500 in college scholarships to graduating Teaneck High students. The Scholarship program is funded by voluntary fees paid by families. Each

recipient volunteered as a Youth Soccer Coach over the past year. Kudos and congratulations to our young coaches for their generosity of time and spirit!

## INITIATIVES IN 2017

- Implement enhanced teen programming to meet community needs. Programming will include offerings such as dance, art, music and technology.
- Begin design phase for renovation of the exterior of the Rodda Center. Design specifications will include details for the installation of a new roof and improvements to the façade.
- Renovation of the Inclusive Playground including replacement of all surface tiles and the base material. The project is expected to be completed by the fall.



# GENERAL GOVERNMENT

# Township Clerk's Office

Issa A. Abbasi, MPA, RMC, Acting Township Clerk

## Scope of Operations

The Township Clerk is appointed by Township Council. The Township Clerk serves as the Secretary to the Municipal Corporation; the Secretary to the Governing Body; Chief Administrative Officer of Elections; Chief Registrar of Voters; Administrative Officer with respect to applications and issuance of licenses and permits; Records Coordinator; and Records Manager.

The Township Clerk works closely with the municipality's Bond Counsel to certify proper advertising, filing of Supplemental Debt Statements and that no protests have been filed with the municipality as to the adoption of bond ordinances.

The Township Clerk's Office provides various other services to the public, including: resident, visitor, commuter and merchant parking decals; taxi, limousine, towing, amusement game, movie theatre, gem dealer, solicitor, liquor license and raffle licensing; government records requests; board applications; and processing of offers to purchase Township property.

## HIGHLIGHTS OF 2016

In 2016, the Township Clerk's Office continued focusing on its processes, from properly managing and storing both permanent and nonpermanent records to handling three elections (Municipal, Primary, General). The staff began transitioning various records from multiple locations into the Administration Building's newly established Records Archive and is continuing to work on this project in 2017.

In addition, the Township Clerk's Office renewed 34 liquor licenses, fulfilled 517 OPRA requests, issued 20 raffle licenses, issued 417 parking permits, issued eight solicitor permits, and issued five towing licenses.

## INITIATIVES IN 2017

- Complete the Records Archive with appropriate temperature and humidity controls with added shelving.
- Partner with Bergen County to index various records to improve access.
- Review various departmental records and legally dispose of such records based on the State's approved records retention schedule.

### PERFORMANCE STATISTICS: MUNICIPAL CLERK 2016

	Volume	Revenue
Street Maps	19	\$125
Parking Decals	417	\$20,850
Weddings	0	N/A
Limousine Annual Letters/ Consent Fees	63	\$1,300
OPRA: Paper / Digital	27	\$46.10
Solicitor Permits	8	\$1,600
Notarizations	64	\$320
Raffle Licenses	20	\$3,150
Liquor License Annual Renewals	34	\$69,064
Liquor License Transfers	0	N/A
Zoning Maps	0	N/A
Film Permit	2	\$1,000
Towing Operator License	5	\$2,750
<b>TOTAL REVENUE</b>		<b>\$100,205.19</b>

# Finance

**Michael Mariniello, Acting Chief Financial Officer**

## Scope of Operations

As Chief Financial Officer my mission is to serve as the Township's chief fiscal policy consultant and to foster long-term economic sustainability and responsible resource allocation.

The Department of Finance oversees the operations of Finance and Tax Collection, which are responsible for effectively maintaining the financial administration of the municipality and overseeing its resources. The fiscal responsibilities of this department include maintaining and managing the general ledger, financial records and 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:

Maintain central accounts and records; control Expenditures; Pre-audit bills and claims; custody of securities and investments; invest surplus funds; prepare the annual budget; prepare financial statements; payroll; render tax bills; receive and collect taxes and fees; manage tax-foreclosed property; and conduct tax sales on delinquent properties and assignment of liens.

## KEY PUBLIC SERVICE AREAS

- Provides key financial information for all Township departments, the general public and regulatory agencies
- Billing and collection of property taxes
- Billing and collection of sewer and other special charges
- Providing advice and monitoring budget, trust, grant and capital spending

## HIGHLIGHTS OF 2016

The Tax Office continued its tax sale procedure changes established in 2014. The continuation resulted in an increase in the Township's percentage of taxes collected as of the close of the year. The effort was once again very successful and had a significantly positive impact on the Township's fund balance and overall financial status.

The department hired a new accountant in 2016. Hiring the accountant will provide greater supervision of payroll administration and appropriate segregation of duties. Furthermore, once fully trained, the accountant will provide enhanced support for the Chief Municipal Finance Officer (CMFO) and will be able to assume some of the CMFO's duties during an absence.

## INITIATIVES IN 2017

- Analyze key fiscal policies to identify and initiate methods to improve accuracy, effectiveness, and transparency.

FINANCE DEPARTMENT RESOURCES				
	2013	2014	2015	2016
EXPENDITURES*	\$469,988	\$525,549	\$479,295	\$476,796
REVENUES	N/A	N/A	N/A	N/A
PERSONNEL (FT/PT)**	05/01	05/01	5/01	6/1
OVERTIME PAID***	0	\$25,523	\$2,481	\$5,172

\*\*One full-time tax employee was moved to part-time in 2009 and then moved back to full-time in late 2013.

\*\*\*2014 required an unusual demand in manpower to process tax appeal credits and refunds and two tax sales within a short period of time.

- Continuously review workflow routines in order to develop and/or upgrade systems, applications, and processes to achieve greater efficiencies within Finance and other departments.
- Explore emerging technologies to make data and information easily accessible to the governing body and the public.



PERFORMANCE STATISTICS: TAX REVENUE				
	2013	2014	2015	2016
Percentage of Tax Collection	97.1 %	98.2 %	99.5 %	98.4%
Delinquent Tax Notices Issued	4,200	4,198	3,585	2,361
Municipal Hotel and Motel Occupancy Taxes Received	\$462,009	\$476,468	\$521,456	\$487,786

# Legal

William F. Rupp, 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 2016

Following is a brief summary of significant pending litigation as of December 31, 2016:

- Gloria v. Teaneck, automobile accident
- Maclin v. Teaneck, slip & fall
- Fung v. Teaneck, civil rights claim
- Elie Jones v. Teaneck, civil rights claim
- Teaneck v. Elie Jones, Order to show cause
- Thompkins v. Teaneck, civil rights claim
- Sowa-Maldarelli v. Teaneck, slip & fall
- Harrison v. Teaneck, slip & fall
- Chin v. Teaneck, slip & fall
- Covington v. Teaneck, slip & fall
- Abramnikov v. Teaneck, slip & fall
- Ayers Court v. Township of Teaneck, rent control ordinance challenge

Government Records Council:

- GRC 09859-2016 - This matter has been referred to the Office of Administrative Law for a hearing and relates to an OPRA request dating back to 2014.
- GRC 216-290 was recently filed regarding an OPRA denial from the Custodian of Records dating to September 13, 2016.

Notices of Tort Claims:

- As of December 31, 2016, there were approximately 19 Notices of Tort Claim on which the statute of limitations for filing suits has not expired.

Worker's Compensation Cases:

- There were approximately 23 cases.

Tax Appeals:

- There were 222 County Tax Appeals and Added Assessment appeals filed in 2016, up from 153 County tax appeals filed in 2015, all of which have been concluded.
- There were an additional 115 Tax Appeals filed in 2016 with the New Jersey Tax Court. In 2015, 92 Tax Appeals were filed with the Tax Court. There are approximately 200 tax appeal cases pending in the Tax Court.
- 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 has a conflict. The law firm of Boggia and Boggia handles several other tax appeals in which there is a conflict.

# Purchasing

Kevin J. Lynch, MBA, 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 is one of two Township departments that 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 Requests for Proposal, 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 and the Township's designated newspapers. Some RFPs for

professional services are also advertised on the website of the N.J. League of Municipalities.

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

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

The Purchasing Agent 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 works closely with the Township Attorney on complex legal concerns in specification development and issues that arise during Public Bidding.

## KEY PUBLIC SERVICE AREAS

- The Purchasing Department does not directly service the public. The department serves all Township Departments in meeting their daily demands for services, equipment and supplies within the confines of the New Jersey Public Contracts Law, so their goals, including services to the public, may be achieved.

PURCHASING DEPARTMENT RESOURCES				
	2013	2014	2015	2016
EXPENDITURES-(Purchasing & Central Supply)	\$155,971	\$160,896	\$165,745	\$216,164
REVENUES	N/A	N/A	N/A	N/A
PERSONNAL (FT/PT)	2/0	2/0	2/0	2/0
OVERTIME PAID	N/A	N/A	\$1,823	\$2,862
PERFORMANCE STATISTICS: PURCHASES PROCESSED				
	2013	2014	2015	2016
Requisitions Received	2,197	2,080	2,053	1,940
Purchase Orders	2,268	2,200	2,147	2,127
Dollar Value of Purchase Orders	\$3,999,504	\$2,717,559	\$3,237,891	\$3,233,814
Numbers of Checks Processed for Purchase	1,484	1,330	1,473	1,432
Dollar Value of Checks Processed	\$3,493,964	\$2,854,523	\$3,056,646	\$2,742,310
Public Auction Revenue	\$4,733	\$43,711	\$2,413	\$2,161

# Human Resources

Dean B. Kazinci, Director

## 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 is overseen by Human Resources, including the government's phone systems, system security and computer network connectivity between 9 buildings.

## HIGHLIGHTS OF 2016

Maintain safety program and meetings for the Township to ensure that all work environments are safe.

Maintain the Senior Greeter Program, which allows eight civilians who act as receptionists and greeters for the municipal building.

Community Emergency Response Team (C.E.R.T.): The CERT program trains community volunteers and employees in disaster preparedness to assist emergency services personnel during major disasters with light search and rescue, team organization and disaster medical operations.

Teaneck High School Career Advice: Provided guidance to students on government job opportunities; Civil Service testing announcements; interview and resume tips; and experience needed for certain positions.

Municipal Employee Workplace Training: Completed training for municipal employees to prevent harassment in the workplace and effective customer service. Completed training for supervisors that focused on supervisory duties and responsibilities.

"Bring Your Child to Work Day" Program: The children of municipal employees visited their parents' worksite, and participated in lectures and practical exercises.

Defensive Driving: Provided defensive driving training to municipal employees through our Public Entity Joint Insurance Fund.

## INITIATIVES IN 2017

- Workshop training for all Township supervisors that focuses on the "Day to Day Interactions of Supervisors under the Harassment and Discrimination Law" given by the Employment Association of New Jersey.

- Workshops for all municipal employees on the prevention of workplace harassment given by the Employment Association of New Jersey.
- Defensive Driving Trainer instruction will be administered to a cadre of employees, who will then work as certified training instructors.
- Continue establishing an Employee Wellness program that provides access to Emergency Consultation, Referral, Conflict Resolution, Support Services, Problem Solving, Professional Coaching and Crucial Incident Intervention. All services would be provided by licensed behavioral health professionals.
- In cooperation with the Teaneck Police, workforce training on how to react to active shooter scenarios, including classroom and practical exercises.
- Security surveys will be conducted at several municipal buildings by our PE JIF.
- Continued training and certification of our workforce on CPR and use of the Automated External Defibrillators.
- Participation in the Fairleigh Dickinson University job and intern fair.
- Working with the Township's risk providers in reviewing other health care plans that may reduce costs.

# DEBT STATEMENT

[Press here to Email the ADS if not using Microsoft outlook when completed.](#)

# State of New Jersey

## Department of Community Affairs

### Annual Debt Statement

0260 **0260 Teaneck Township - County of Bergen** Date Prepared: **25-Jan-2017**

Budget Year Ending: **31-Dec-2016** (Month-DD) **2016** (year)

Name: Michael Mariniello	Phone:	(201)837-1600
Title: Chief Financial Officer	Fax:	(201)837-1222
Address: 818 Teaneck Road		<a href="mailto:mmariniello@teanecknj.gov">mmariniello@teanecknj.gov</a>
Teaneck, NJ 07666		N0235

**Michael Mariniello, being duly sworn, deposes and says: Deponent is the Chief Financial Officer of 0260 Teaneck Township - County of Bergen here and in the statement hereinafter mentioned called the local unit. This Annual Debt Statement is a true statement of the debt condition of the local unit as of the date therein stated above and is computed as provided by the Local Bond Law of New Jersey.**

By checking this box, I am swearing that the above statement is true.  
 (The Email function will not work until you acknowledge the above statement as true)

	Gross Debt	Deduction	Net Debt
<b>Total Bonds and Notes for Local School Purposes</b>	\$ 16,085,000.00	\$ 16,085,000.00	\$ -
<b>Total Bonds and Notes for Regional School Purposes</b>	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
<b>Municipal/County General Obligations</b>	\$ 36,244,639.36	\$ 3,444,131.86	\$ 32,800,507.50
<b>Total</b>	\$ 52,329,639.36	\$ 19,529,131.86	\$ 32,800,507.50

Equalized valuation basis (the average of the equalized valuations of real estate, including improvements and the assessed valuation of class II railroad property of the local unit for the last 3 preceding years).

<b>Year</b>	Equalized Valuation Real Property with Improvements plus assessed valuation of Class II	
<u>2014</u>		\$ 5,147,860,165.00
<u>2015</u>		\$ 5,280,444,211.00
<u>2016</u>	RR Property	\$ 5,473,205,022.00
	Equalized Valuation Basis - Average of (1), (2) and (3).....	\$ ..... 5,300,503,132.67
	Net Debt expressed as a percentage of such equalized valuation basis is: %	0.619%

## BONDS AND NOTES FOR LOCAL SCHOOL PURPOSES

Local School District Type (select one):	Type II
1 Term Bonds	\$ -
2 Serial Bonds	
(a) Issued	\$ 16,085,000.00
(b) Authorized but not issued	\$ -
3 Temporary Notes	
(a) Issued	\$ -
(b) Authorized but not issued	\$ -
4 Total Bonds and Notes	\$ 16,085,000.00

### DEDUCTIONS APPLICABLE TO BONDS AND NOTES - FOR SCHOOL PURPOSES

Amounts held or to be held for the sole purpose of paying bonds and notes included above.

5 Sinking funds on hand for bonds shown as Line 1 but not in excess of such bonds.	\$ -
6 Funds on hand in those cases where such funds cannot be diverted to purposes other than the payment of bonds and notes included in Line 4.	\$ -
7 Estimated proceeds of bonds and notes authorized but not issued where such proceeds will be used for the sole purpose of paying bonds and notes included in Line 4.	\$ -
8% of average of equalized valuations	\$ 212,020,125.31
Use applicable per centum as follows:	
2.50% Kindergarten or Grade 1 through Grade 6	
3.00% Kindergarten or Grade 1 through Grade 8	
3.50% Kindergarten or Grade 1 through Grade 9	
4.00% Kindergarten or Grade 1 through Grade 12	
9 Additional State School Building Aid Bonds (NJSA 18A:58-33.4(d))	\$ -
10 Total Potential Deduction	\$ 212,020,125.31
<b>Total Allowable Deduction</b>	<b>\$ 16,085,000.00</b>

## BONDS AND NOTES FOR REGIONAL SCHOOL PURPOSES 1

Regional School District		
1 TERM BONDS		
2 SERIAL BONDS		
(a) Issued	\$	-
(b) Authorized but not issued	\$	-
3 TEMPORARY BONDS AND NOTES		
(a) Issued	\$	-
(b) Authorized but not issued	\$	-
4 TOTAL OF REGIONAL SCHOOL BONDS AND NOTES	\$	-

NJSA 40A:2-43 reads in part as follows: "Gross debt of a municipality shall also include that amount of the total of all the bonds and notes issued and authorized but not issued by any school district including the area of the municipality, which results from the application to such total of the ratio which the equalized valuation basis of the municipality bears to the sum of the equalized valuation basis of each municipality in any such school district."

### COMPUTATION OF REGIONAL AND/OR CONSOLIDATED SCHOOL DISTRICT DEBT

	% OF VALUATIONS APPORTIONED TO EACH MUNICIPALITY		APPORTIONMENT OF DEBT - Dec. 31 2013		
Municipality	Average Equalized Valuations	%	Serial Bonds Issued	Temp. Bond-Notes Issued	Authorized But not Issued
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
Totals	-\$	0.00%	-\$	-\$	-\$

## BONDS AND NOTES FOR REGIONAL SCHOOL PURPOSES 2

Regional School District		
1 TERM BONDS		
2 SERIAL BONDS		
(a) Issued		\$ -
(b) Authorized but not issued		\$ -
3 TEMPORARY BONDS AND NOTES		
(a) Issued		\$ -
(b) Authorized but not issued		\$ -
4 TOTAL OF REGIONAL SCHOOL BONDS AND NOTES		\$ -

NJSA 40A:2-43 reads in part as follows: " Gross debt of a municipality shall also include that amount of the total of all the bonds and notes issued and authorized but not issued by any school district including the area of the municipality, which results from the application to such total of the ratio which the equalized valuation basis of the municipality bears to the sum of the equalized valuation basis of each municipality in any such school district."

### COMPUTATION OF REGIONAL AND/OR CONSOLIDATED SCHOOL DISTRICT DEBT

	% OF VALUATIONS APPORTIONED TO EACH MUNICIPALITY	APPORTIONMENT OF DEBT - Dec. 31 2013			
Municipality	Average Equalized Valuations	%	Serial Bonds Issued	Temp. Bond-Notes Issued	Authorized But not Issued
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
	-\$	0%	-\$	-\$	-\$
Totals	-\$	0.00%	-\$	-\$	-\$





## BONDS AND NOTES FOR UTILITY FUND

### IV. None Utility

1. Term bonds	\$	-
<hr/>		
2. Serial bonds (a) Issued		
(b) Authorized but not issued	\$	-
<hr/>		
3 Bond Anticipation Notes (a)	\$	-
<hr/>		
Issued		
(b) Authorized but not issued	\$	-
<hr/>		
4 Capital Notes (N.J.S.A. 40A:2-8) (a)	\$	-
<hr/>		
Issued		
(b) Authorized but not issued	\$	-
<hr/>		
5 Other (a) Issued	\$	-
<hr/>		
(b) Authorized but not issued	\$	-
<hr/>		
	\$	-
<hr/>		
	\$	-
<hr/>		
6 Total		\$ -

### DEDUCTIONS APPLICABLE TO BONDS AND NOTES FOR SELF-LIQUIDATING PURPOSES

#### Self-Liquidating Utility Calculation

1. Total Cash Receipts from Fees, Rents or Other Charges for Year		-
<hr/>		
2. Operating and Maintenance Cost	-\$	
<hr/>		
3. Debt Service		
(a) Interest	-\$	
(b) Notes	-\$	
(c) Serial Bonds	-\$	
(d) Sinking Fund Requirements	-\$	
<hr/>		
4. Debt Service per Current Budget (N.J.S.A. 40A:2-52)		
(a) Interest on Refunding Bonds	-\$	
(b) Refunding Bonds	-\$	
<hr/>		
5. Anticipated Deficit in Dedicated Assessment Budget	-\$	
<hr/>		
6. Total Debt Service	\$ -	
<hr/>		
		-\$
		-\$
		-\$
		-\$
		-\$

If Excess in Revenues (Line 8) all Utility Debt is Deductible

(a) Gross <u>None</u> System Debt	\$	-
<hr/>		
(b) Less: Deficit (Capitalized at 5%), (Line 9 or line 11)		
\$ - times 20	\$	-
<hr/>		
(c) Deduction	\$	-
<hr/>		
(d) Plus: Cash held to Pay Bonds and Notes included in 2 (a) above		
<hr/>		
(e) Total Deduction (Deficit in revenues)	\$	-
<hr/>		
(f) NonDeductible Combined GO Debt		
<hr/>		

## BONDS AND NOTES FOR UTILITY FUND

### IV. None Utility

1. Term bonds	\$	-
<hr/>		
2. Serial bonds (a) Issued		
(b) Authorized but not issued	\$	-
<hr/>		
3 Bond Anticipation Notes (a)	\$	-
<hr/>		
Issued		
(b) Authorized but not issued	\$	-
<hr/>		
4 Capital Notes (N.J.S.A. 40A:2-8) (a)	\$	-
<hr/>		
Issued		
(b) Authorized but not issued	\$	-
<hr/>		
5 Other (a) Issued	\$	-
<hr/>		
(b) Authorized but not issued	\$	-
<hr/>		
	\$	-
<hr/>		
	\$	-
<hr/>		
6 Total		\$ -

### DEDUCTIONS APPLICABLE TO BONDS AND NOTES FOR SELF-LIQUIDATING PURPOSES

#### Self-Liquidating Utility Calculation

1. Total Cash Receipts from Fees, Rents or Other Charges for Year		-
2. Operating and Maintenance Cost	-\$	
3. Debt Service		
(a) Interest	-\$	
(b) Notes	-\$	
(c) Serial Bonds	-\$	
(d) Sinking Fund Requirements	-\$	
4. Debt Service per Current Budget (N.J.S.A. 40A:2-52)		
(a) Interest on Refunding Bonds	-\$	
(b) Refunding Bonds	-\$	
5. Anticipated Deficit in Dedicated Assessment Budget	-\$	
6. Total Debt Service	\$ -	
		-\$
		-\$
		-\$
		-\$
		-\$

If Excess in Revenues (Line 8) all Utility Debt is Deductible

(a) Gross <b>None</b> System Debt	\$	-
<hr/>		
(b) Less: Deficit (Capitalized at 5%), (Line 9 or line 11)		
\$ - times 20	\$	-
<hr/>		
(c) Deduction	\$	-
<hr/>		
(d) Plus: Cash held to Pay Bonds and Notes included in 2 (a) above		
<hr/>		
(e) Total Deduction (Deficit in revenues)	\$	-
<hr/>		
(f) NonDeductible Combined GO Debt		
<hr/>		

**1 TERM BONDS (state purposes separately)**

(1)		-\$	
(2)		-\$	
(3)		-\$	
(4)		-\$	
(5)		-\$	
<b>Total Term Bonds</b>		-\$	\$ -

**2 SERIAL BONDS (state purposes separately)**

**(a) Issued**

(1)	General Improvements 2013	\$ 8,500,000.00	
(2)	General Improvements 2014	\$ 6,600,000.00	
(3)		\$ -	
(4)		\$ -	
(5)		\$ -	
(6)		\$ -	
(7)		\$ -	
(8)		\$ -	
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(11)		\$ -	
(12)		\$ -	
(13)		\$ -	
(14)		\$ -	
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(16)		\$ -	
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(18)		\$ -	
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(33)		\$ -	
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(36)		\$ -	
(37)		\$ -	
(38)		\$ -	
(39)		\$ -	
(40)		\$ -	
(41)		\$ -	
(42)		\$ -	
(43)		\$ -	
(44)		\$ -	
(45)		\$ -	
(46)		\$ -	
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(51)		\$ -	
(52)		\$ -	
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(54)		\$ -	
(55)		\$ -	
(56)		\$ -	
(57)		\$ -	
(58)		\$ -	
(59)		\$ -	
(60)		\$ -	
(61)		\$ -	
(62)		\$ -	
(63)		\$ -	
(64)		\$ -	
<b>Total Serial Bonds Issued</b>		\$ 15,100,000.00	\$ 15,100,000.00

**(b) Bonds Authorized but not Issued**

(1)		-\$	
(2)		-\$	
(3)		-\$	
(4)		-\$	
(5)		-\$	
<b>Total Serial Bonds Authorized but not Issued</b>		-\$	\$ -

**3 Total Serial Bonds Issued and Authorized but not Issued**

\$ 15,100,000.00

## OTHER BONDS, NOTES AND LOANS - Page 2

### 4 BOND ANTICIPATION NOTES (state purposes separately)

**(a) Issued**

(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)	4128 Refunding Bonds Judgment	
(8)	4204: Acq of DPW Trucks/Equipment	
(9)	4215: Install Fencing at Votee Park	
(10)	4217: Improv to GlenPointe Sewer Pump Station	
(11)	4222: Renov of Old Police Building	
(12)	4223: Various Public Improvements	
(13)	4235: Acq of Radio Comm Upgrade Equip	
(14)	4236: Acq of Fire Dept Vehicles & Equip	
(15)	4238: 2011 Road Resurf & Sidewalk & Curb Improv	
(16)	4239: Stormwater Drainage Improv - Various	
(17)	4240: Resurfacing of Var Municipal Parking Lots	
(18)	4242: Acq of Sign Making Equip for DPW	
(19)	4267: 2012 Road Surfacing	
(20)	4270/22-2013: Emergency Generator	
(21)	4273: Stormwater Drainage - Tokoloka & Dearborn	
(22)	6-2013: Fire Ladder Truck	
(23)	25-2014 Road Resurfacing & Curb Replacement	
(24)		
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Bond Anticipation Notes Issued

\$ 12,355,000.00



## OTHER BONDS, NOTES AND LOANS - Page 3b

### 4 BOND ANTICIPATION NOTES (state purposes separately)

**(b) Authorized but not issued (Continued)**

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Bond Anticipation Notes Authorized but not Issued	\$	8,294,473.04
<b>5 Total Bond Anticipation Notes Issued and Authorized but not Issued</b>	<b>\$</b>	<b>20,649,473.04</b>

### 6 MISCELLANEOUS BONDS, NOTES AND LOANS

(not including Tax Anticipation Notes, Emergency Notes, Special Emergency Notes and Utility Revenue Notes)

**(a) Issued**

(1)	Capital Notes (N.J.S.A. 40A:2-8)		
(2)	Bonds issued by another Public Body Guaranteed by the Municipality	\$	
		169,131.86	
(4)	Infrastructure Trust	\$	
(5)	DCA Downtown Bus Improv Loan	126,034.46	
(6)			
(7)		\$	
		200,000.00	
<b>Miscellaneous Bonds, Notes and Loans Issued</b>			\$ 495,166.32

**(b) Authorized but not issued**

(1)	Capital Notes (N.J.S.A. 40A:2-8)		
(2)	Bonds issued by another Public Body Guaranteed by the Municipality		
(3)			
(4)			
(5)			
<b>Miscellaneous Bonds and Notes Authorized but not Issued</b>			\$ -

<b>Total Miscellaneous Bonds, Notes and Loans Issued and Authorized but not Issued</b>	\$	495,166.32
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## DEDUCTIONS APPLICABLE TO OTHER BONDS AND NOTES

1. Amounts held or to be held for the sole purpose of paying general bonds and notes included		
(a)	Sinking funds on hand for term bonds	
	(1) <span style="border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span>	\$ -
		\$ -
(b)	Funds on hand (including proceeds of bonds and notes held to pay other bonds and notes), in those cases where such funds cannot be diverted to purposes other than the payment of bonds and notes	
	(1) <span style="border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span>	-\$
	(2) <span style="border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span>	-\$
	(3) <span style="border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span>	-\$
		\$ -
(c)	Estimated proceeds of bonds and notes authorized but not issued where such proceeds will be used for the sole purpose of paying bonds and notes	
	(1) <span style="border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span>	-\$
	(2) <span style="border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span>	-\$
	(3) <span style="border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span>	-\$
		\$ -
(d)	Accounts receivable from other public authorities applicable only to the payment of any part of the gross debt not otherwise deductible	
	(1) Refunding Bonds Judgment <span style="border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span>	
	(2) <span style="border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span>	-\$
	(3) <span style="border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span>	-\$
		\$ 3,275,000.00
2. Bonds authorized by another Public Body to be guaranteed by the municipality		\$ 169,131.86
3. Bonds issued and bonds authorized by not issued to meet cash grants-in-aid for housing authority, redevelopment agency or municipality acting as its local public agency [N.J.S.A. 55:14B-4.1(d)]		\$ -
4. Bonds issued and bonds authorized but not issued - Capital projects for County Colleges (N.J.S.A. 18A:64A-22.1 to 18A:64A-22.8)		\$ -
5. Refunding Bonds (N.J.S.A 40A:2-52)		
	(1) <span style="border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span>	\$ -
	(2) <span style="border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span>	\$ -
		\$ -
<b>Total Deductions Applicable to Other Bonds and Notes</b>		<b>\$ 3,444,131.86</b>

**Bonds authorized/issued by another Public Body to be guaranteed by the municipality**

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**Total Bonds and Notes authorized/issued by another Public Body to be guaranteed by the municipality**

\$                     -

## SPECIAL DEBT STATEMENT BORROWING POWER AVAILABLE UNDER NJSA 40A:2-7(f)

1. Balance of debt incurring capacity December 31, 2012 (NJSA 40:1-16(d))		\$ -
2. Obligations heretofore authorized during 2013 in excess of debt limitation and pursuant to:		
(a) NJSA 40A:2-7, paragraph (d)	\$ -	
(b) NJSA 40A:2-7, paragraph (f)	\$ -	
(c) NJSA 40A:2-7, paragraph (g)	\$ -	
Total		\$ -
3. Less 2012 authorizations repealed during 2013		\$ -
4. Net authorizations during 2013		\$ -
5. Balance of debt incurring capacity December 31, 2013 (NJSA 40:1-16(d))		\$ -







# Teaneck Facts & Stats

Location: Bergen County, 12 miles northwest of Times Square in New York City, NY

Square miles: 6.05

Average temperature: 51 degrees

Founded: 1895

Population: 40,261 (U.S. Census estimate as of 01/01/2013)

Median age: 38.6 years

Total households: 13,683

Average household size: 2.89

Median household income: \$94,981 (U.S. Census Bureau, 2012 American Community Survey)

Median house or condo value: \$376,178

Total assessed property valuation for 2015: \$5.016 Billion, up by less than 1% from 2014.

\* Website: [www.teanecknj.gov](http://www.teanecknj.gov) \*



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