

TOWNSHIP OF BLOOMFIELD



2018 ANNUAL REPORT
SUBMITTED BY
MATTHEW U. WATKINS

PREPARED FOR THE BLOOMFIELD TOWNSHIP MAYOR AND COUNCIL

COUNCILMAN NICOLAS JOANOW

COUNCILWOMAN SARAH CRUZ

COUNCILWOMAN JENNY MUNDELL

COUNCILWOMAN WARTYNA DAVIS

COUNCILMAN TED GAMBLE

COUNCILMAN RICH ROCKWELL

MAYOR MICHAEL J. VENEZIA

I present to you the 2018 Annual Reports written by the Department Heads for various departments of the Township of Bloomfield.

2018 was a productive year and we had a number of accomplishments. We succeeded because of the diligent labor of dedicated Township employees. I am proud to serve with them.

Despite a myriad of challenges, we steadily made improvements to the Township. I believe these reports speak for themselves.

I look forward to 2019 and the steady progression of improved service level to the residents of Bloomfield.

Respectfully submitted,

Matthew U. Watkins,
Township Administrator



ADMINISTRATION

Personnel Department

- Township updated Personnel Policies: Permit Parking and Drug & Alcohol Policy
- Township conducted Second Annual Harassment training for all employees with a portion on Ethics
- Township conducted Reasonable Suspicion Training for all Supervisors
- Active Shooter Training for Town Hall conducted by the Bloomfield Police Department
- Utilized Diversity Training and Sensitivity in the Workplace Training to handle personnel issues
- Re-utilization of the Employee Assistance Program which is run by the Health Department
- Settled Union Contracts with the following: FMBA 19, FMBA 219, BFSOA
- Conducted year-end audit of our Time and Labor system for all employees in an effort to increase accountability and move towards full utilization of the system.
- Continuing to hold on-boarding sessions with new employees
- Continued use of new job posting process and job announcement system
- Summary of hires: 95% of these hires were replacement positions

2017 Personnel Hires	2018 Personnel Hires
(5) Clerks	(8) Clerks
(1) Fire Subcode Official/ Inspector P/T (1) Housing Inspector P/T (1) Plumbing Inspector P/T	(1) Deputy Zoning Officer (1) Electrical Subcode Official/Inspector P/T (1) Fire Subcode Official/Inspector P/T
(1) Recreation Leader	(1) Senior Citizen Bus Driver F/T (2) Recreation Leaders
(2) Animal Attendants P/T	(1) Animal Control Officer F/T (1) Animal Control Officer P/T (1) Animal Attendant F/T (4) Animal Attendants P/T (rotation)
(4) Laborers F/T (2) Laborers P/T	(3) Laborers F/T (3) Perm. P/T Maintenance Workers (1) Seasonal P/T maintenance Worker
(8) Police Officers (2) SLEO's (3) Parking Violation's Officers (1) Dispatcher	(4) Police Officers (3) SLEO's (6) Dispatchers
(1) Chief Judge	(3) Firefighters

Mayor and Council Liaison

Overall

- Responded back to an estimated 100 complaints. (via email, Gov Q/A, Facebook)
- Launched pilot program for 5 Big Belly receptacles (3 year contract)
- Assisted Anthony Dezenzo with parking improvement projects:
 - Launched pay station pilot with Parkeon
 - Identified 14 locations for pay stations throughout the downtown center
 - Five stations are currently live with 9 more on the way
 - Began Nupark Integration (to be completed by March 2019)
 - LPR Systems for parking enforcement were purchased
- In part with Health Department, the Township Bait Program was initiated in Summer 2018 to assist residents who were experiencing vector infestations
- In part with the IT Department and Vision Media, our Township Facebook page went live in August as part 1 of our social media/ website redevelopment
- Phase 1 of the Street Sign Replacement Project got underway Early December and is still ongoing. Dan Swayze and Son was awarded the bid
- Organized Community Meetings for Council
- Organized Mayor and Council's Book Bag Giveaway in August- over 180 book bags and supplies were given
- Assisted coordinating Mayor Venezia's Turkey Giveaway Drive
- Sat in on Safety Committee Meetings representing the Mayor's office.
- Attend NJLOM in November
- Closed all open/ pending complaints for 2018.



MUNICIPAL CLERKS OFFICE

SUBMITTED BY:
LOUISE PALAGANO

2018 ANNUAL REPORT FOR MUNICIPAL CLERK'S OFFICE

1. Agendas/Minutes/Council Meetings/Bonds

- Gathered and prepared agenda items for the Council's Conference (13 meetings) and Regular (13 meetings) Meetings, as well as for one (1) Special Council Meeting for a total of 27 meetings.
- Finalized and published all agendas in accordance with State law and requirements.
- Ensured proper publication of legal advertisements in newspaper of Ordinances pending first reading and adoption and maintained proof of publications.
- Completed Record of Proceedings, required by State law, related to the various bond ordinances adopted by the Township.
- Acted as liaison between software provider and Township.
- Maintained hard-copy of Township Code Books.
- Performed as Secretary to the Mayor and Council for **27** Council Meetings as well as took notes during Closed Session portions of the meeting.

2. Elections

- Oversaw June 5, 2018 Primary Election and November 6, 2018 General Election.
- Ensured that polls were open in accordance with State Election law and that poll workers adhered to State requirements.

3. ABC Licensing/Licensing

- Managed the 40 liquor licenses assigned to the Township, including the renewal/transfer of individual licenses and coordinated renewal documentation with Police Department. The revenue generated for the Township was approximately **\$97,500**.
- In 2013, the responsibility for licensing all dogs and cats in the Township was transferred from the Health Department to the Clerk's Office. In 2018, **1,669** pets were licensed (a decrease of 116 licenses compared to 2017). The licensing for the period 2018-2019 began May 1 of 2018. Prepared monthly reports to the State along with the preparation of payment voucher of State regulated fees.
- Processed and issued various Township required licenses which are: Junk Dealer, Junk Shop, Dance Hall, Music Machine, News Racks, Taxi Drivers, Taxi Owners, Filming, Limousine Owner & Operator, Hawkers & Peddlers and Special 3-Day Peddlers, Outdoor Sidewalk Cafes, Automatic Amusements and Precious Metal Dealers (a total of 42 licenses).
- Processed and issued all Raffle and Bingo licenses for games conducted within the Township. In 2018, **62 Raffle/Bingo** licenses (61 were issued in 2017) were administered and issued.
- Made daily revenue deposits, kept daily revenue journal and prepared monthly revenue reports for Clerk's Office. For 2018 the Municipal Clerk's Office deposited **\$824,320.50¹** in revenue from various licenses and fees.

4. Open Public Records Act/Records Management

- Since 2011, when OPRA requests began being numbered for recordkeeping purposes, the office has handled over **6,500** requests in accordance with the Open Public Records Act.

2016: Total Requests Processed = 1,114 (increase of 11 over 2015)

2017: Total Requests Processed = 1,146 (increase of 32 over 2016)

2018: Total Requests Processed = 1,294 (increase of 148 over 2017)

- Clerk's Office is the Records Custodian for the entire Township and all requests for destruction of records are processed through the Clerk's Office.

5. Request for Proposals/PACO/Other Statutory Duties

¹ This amount includes annual cable franchise fees received from the following companies and in the following amounts: Comcast - \$249,615.94 and Verizon - \$427,553.87.

- Request for Proposals: In 2018, the Township throughout the course of the year issued various Requests for Proposals. Responses to each were received in the Clerk's Office, and over **114** Professional Service Contracts were awarded and the documents were filed in accordance with State requirements.
- Maintained the Township's Vehicle Fleet List and titles to vehicles, conducted vehicle auctions on an as-needed basis or as requested, processed vendor purchase orders, maintained Township Boards & Commissions list.
- Filed the Municipal Roster with the Local Finance Board listing all local government officers/employees who must file yearly Financial Disclosure Statements and then disseminated instructions for filing to those government officers/employees.
- Conducted weekly staff meetings following each Department Head meeting in order to keep the department staff abreast of the inner-workings of the Township as well as keep the office performing on a professional level at all times.
- Assisted residents and the general public on a daily basis through email, letter, telephone, Gov Q&A software, and in-person contact regarding questions and issues/problems they may have and then referred them to the proper department.
- Received all correspondence addressed to the Township and re-routed correspondence to the Mayor and Council, Township Administrator and/or appropriate Department Heads on a daily basis.
- Assisted the Township Administrator and other Department Heads on an as-needed basis.

REVENUE

	<u>2017 Clerk's Revenue</u>	<u>2018 Clerk's Revenue</u>
January	\$ 665,942.56	\$ 681,188.25 ²
February	1,050.00	1,011.00
March	544.00	990.00
April	1,396.75	1,052.00
May	25,551.00	36,427.10
June	66,321.00	59,040.00
July	3,739.20	756.00
August	785.00	305.40
September	889.75	1,690.00
October	1,125.00	938.75
November	301.00	202.00
December	843.00	2,140.00
Dogs & Cats (Year Total)	40,230.00	38,580.00
<u>Totals</u>	\$ 808,718.26	\$ <u>824,320.50</u>

6. **2018 Accomplishments:** Because the Clerk's Office must retain all original Resolutions and Ordinances adopted by the Council, a new filing system was installed in the footprint of the "old" antiquated files but which provides 60% more space, thus allowing for 5 – 7 year growth.

² This amount includes annual cable franchise fees received from the following companies and in the following amounts: Comcast - \$249,615.94 and Verizon - \$427,553.87.



INFORMATION TECHNOLOGY

SUBMITTED BY:
JEAN-GUY LAUTURE

As requested, please find a summarized list of projected projects for 2018. You will also find a summarized list of completed projects for 2017 calendar year.

IT Department Top Goals for 2018

- Redesign Township main Websites. It is common practice to redesign and revisit a major website every 3 to 4 years. It's time to revamp and redesign the Township main websites TH, REC, FD, HEALTH. The newly design website will aim to be user friendly and more interactive. (Approval from Administrator and Mayor and Council)
- PD-Office 365 email migration. In order to streamline and provide a more robust email services to the Police Department. We will me migrating them over to Office 365 and removing the onsite exchange server.
- PD- Network infrastructure re-evaluation and upgrade. We will be doing a full re-evaluation of the PD IT infrastructure and upgrades to all major wiring, servers and services. This will bring the PD to new generation of IT infrastructure.
- Provide comprehensive training in IT relevant topics. There will be a strong push for scheduled IT related training for our employees. This an effort to educate and make aware of the technology that we use every day and how it effects the workplace.
- Propose implementing a pilot program "Drone Unit" to Public Safety Division. The use of drones and public safety has become more common. First responders are able to take the benefits that drone technology offer. The drone technology are being used for police bird's eye view of crowds and traffic, for fire and rescue responses and many more scenarios. Having first responders use of drone technology will give an advantage in saving lives and protecting the citizens of Bloomfield. (Approval from Administrator and Mayor and Council)

Highlights In 2017

- Successfully assisted with the BPA takeover/transition.
- Completed the DPW/REC fiber upgrade connection back to Town hall.
- Completed the Township Office 365 Migration and upgrade.
- Successfully assisted with IT services (Cameras, VPN remote connection, phone and data integrations) at the Police Department Community Policing Annex.
- Successfully completed the new Backup solution with true server mirroring for the Police Dept.

Highlights In 2018

- We will be completing a major Edmunds upgrade which will bring new functionality in efforts to modernize the finance department business process.
- We are working with the PD, FD to migrate a new reporting and inspection system.
- We are working with the REC dept. to launch a new mobile APP and website for the Bloomfield Greenway.

- We will be working with the Health Department to complete the Blue House wiring and move.
- We will be integrating Archive Social technology in order to document township managed social media content.
- We will be working with WBMA-TV and Engineering to install new camera system in the Town hall Chambers.

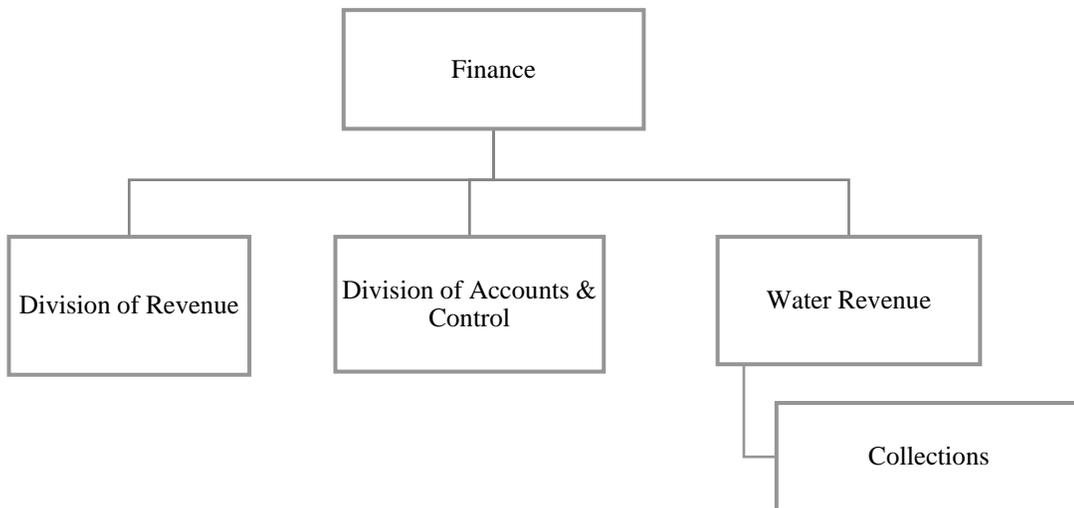
Professional Accomplishment 2018

Completing 2017-2018 program (June 2018), certification CG-CIO (Certified Government Chief Information Officer) from the Nationality Recognized (PTI) Public Technology Institute and Rutgers University Center for Government Services. This program is geared for preparing the next generation of Leadership in Government CIOs.



FINANCE DEPARTMENT

SUBMITTED BY:
ROBERT RENNA



Overview:

2018 saw another year of organizational improvements and strong financial performance. The Township's increasing fund balance along with a strategic plan centered on annual revenue growth along with limiting expenses, has resulted in a valuable bond rating increase. The department also implemented a new requisition approval system that provides greater transparency to the Township's purchasing process. This was also the first full year of the Parking Utility Fund. In just one year, revenue has increased while expenses have decreased.

In addition to the financial recording and reporting duties required of the Township, the Finance Department is also helping to manage large capital projects such as the replacement of water meters and the creation of a wetland preserve at the former Scientific Glass site.

Organizational Highlights:

- Full integration of the Parking Utility Fund into the Township's financial recording software
- Integration of an electronic requisition approval system
- Implemented an Escrow Reporting system in compliance with DLGS' recording requirements

Financial Highlights:

- Bond upgrade from Aa3 to Aa2
- Short-term debt issued in 2018 was MIG 1 (Best Quality)
- Municipal Tax Collection rate over 98.5% vs 98.0% in 2017
- Projected Current Fund surplus of over \$15mm
- Projected Utility Fund Surplus of \$3mm
- Favorable results on Township idle funds investments

Looking Forward:

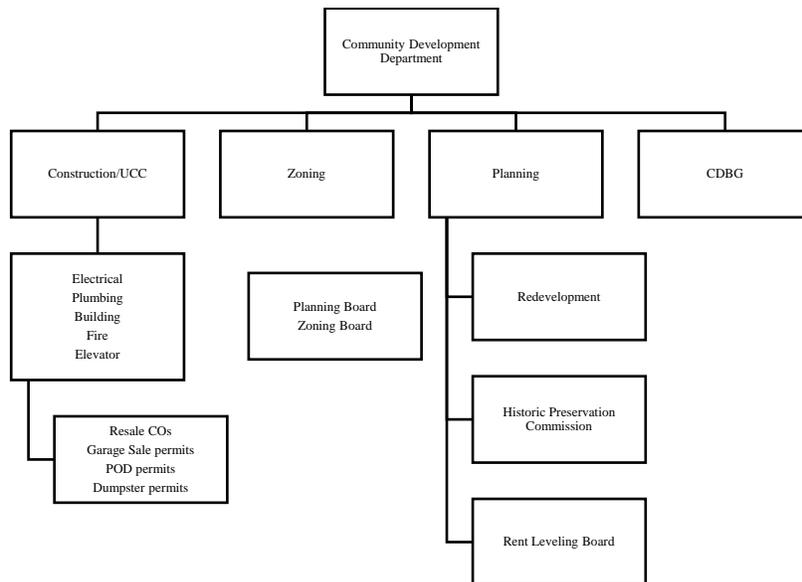
In 2019, the Department is looking to accomplish several goals:

- Maintain a surplus balance of \$16.0mm
- Manage the Township's large capital needs with a focus on using grant and low interest loan programs
- Take advantage of the current inverse debt yield curve to convert short-term borrowing to long-term permanent financing



COMMUNITY DEVELOPMENT

SUBMITTED BY:
BONNIE FLYNN





ASSESSOR'S OFFICE

SUBMITTED BY:
JOSEPH PISAURO

As reported in last year's report, plans are in process for a revaluation that will be in place for the 2020 tax year. The last revaluation was in 2010. The Mayor and Council hired Appraisal Systems, Inc. to do the revaluation. ASI did the last two revaluations namely, 1992 and 2010. As part of the revaluation process the tax maps are being updated. I anticipate field work for the revaluation to begin in March of this year. Taxpayers will be provided with educational meetings before the start of the revaluation process to ensure they understand that a revaluation is revenue neutral and that no new taxes come from a revaluation.

I assessed \$10,488,500 in new ratables to the Township from 290 added assessments. The tax amount due the municipality was \$202,337. This is due to new construction additions and renovations. The ratable amount in 2017 was \$33,071,300 from 248 added assessments. The tax amount due the municipality was \$766,648. The 2017 added amount is higher because the new apartments and shopping center at Bloomfield and Watsessing Avenues came online.

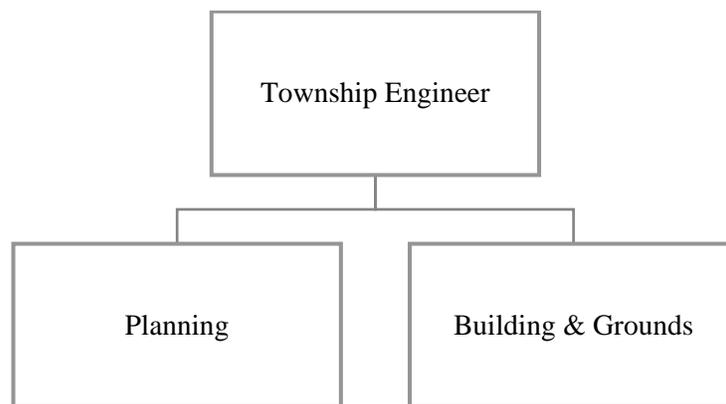
At the end of 2017 there were 42 appeals pending in State Tax Court versus 33 at the end of 2018. Along with our tax appeal defense team, we keep loss in ratables from appeals to a minimum.

As far as appeals filed with the Essex County Board of Taxation, there were 90 filed in 2017 versus 127 in 2018. This number is down from year's prior to 2017 due to a good real estate market in Bloomfield. I am told that, if priced right, a house is on the market for two weeks.



ENGINEERING DEPARTMENT

SUBMITTED BY:
PAUL LASEK



In 2018, the Engineering Department oversaw or participated in the following projects and activities:

- Assisted in the preparation, bid and award of the Collins House Historic Renovation. Also assisted in guidance of the construction.
Contract Amount: \$263,500.00
- Provided construction administration and inspections for 2017 Roadway Repair Program. This project was completed in the winter of 2018. The project resulted in the milling and resurfacing of 28 sections of poor roadway surface.
Contract Amount: \$503,565.80
- Oversight and project administration for the construction of intersection improvements at Myrtle Street and JFK Drive and Resurfacing of JFK Drive from Myrtle Street to RR Bridge. The project was completed in the fall of 2018 which included installation of a new traffic signal. Funding was provided by the NJDOT Local Aid program. The Engineering Department was responsible for preparing the application which was approved for funding by the State of N.J.
Contract Amount: \$590,803.27
- Prepared bid documents, award analysis and contract documents for Public Works Department for 2018-2019 Street Sweeping Contract.
Contract Amount: \$2,095.00 (daily fee)
- Prepared bid documents, award analysis and contract documents for Public Works Department for 2019 Plowing contract for Municipal Parking Lots.
Contract Amount: Varies based upon demand
- Oversight and project administration for the construction of Resurfacing and Improvements to Essex Avenue – Section 3. The project has been completed and resulted in new granite block curbing; ADA compliant handicap ramps and resurfacing of nearly 0.5 miles of roadway. Funding was provided by the NJDOT Local Aid program. The Engineering Department was responsible for preparing the application which was approved for funding by the State of N.J.
Contract Amount: \$552,027.51.
- Oversight and project administration for the Resurfacing and Improvements to Oakland Avenue and Baldwin Place. The project has been completed and resulted in new granite block curbing; ADA compliant handicap ramps and resurfacing of nearly 0.5 miles of roadway. Funding was provided through Community Development Block Grants
Contract Amount: \$346,640.80.
- Design, project administration and construction of Speed Humps along Maolis Avenue and Beach Street. The project has been completed and enhances safety along these roadways which were evaluated and designated as speed hump streets to enhance pedestrian and vehicular safety in these residential neighborhoods.
Contract Amount: \$125,300.00.

- Preparation of bid specifications and contact award for the Township Street Sign Replacement program – Phase 1
Contract Amount: \$371,919.00.
- Preparation of bid specifications for the Township Street Sign Replacement program – Phase 2. (Award pending)
Contract Amount: \$234,780.00.
- Design and Technical support for the renovation of 348 Franklin Street – New Health Department Offices. The Engineering Department provided technical data, public bid guidance and design support to the Health Department and project architect so that the project could be appropriately bid in February of 2019
Contract Amount: \$500,000.00. (Estimated cost).

The above projects represent an overall capital investment of \$3,500,000 that were overseen and administered by the Engineering Department in 2018.

In addition to the above projects, the Township has been actively working to improve our water system and rectify water quality issues. We have been in close contact and coordination with the New Jersey Department of Environmental Protection to improve our water system and comply with all applicable Clean Water Act Requirements. This involved analysis and coordination with the City of Newark who are responsible for providing the Township with Water that meets all federal and state drinking water standards.

To that end, the NJDEP requested a Water System Corrective Action plan which is presented on the next page of this report. Response and comment from the NJDEP has been extremely positive to the actions we have taken, and will continue to take, moving into 2019 and beyond.

In 2018, the Engineering Department oversaw the following water system and sewer improvement projects:

- Valve Exercising and Replacement Program – Phase 2
Contract Amount: \$176,000.00.
- Large Diameter Watermain Cleaning & Lining – Phase 1
Contract Amount: \$1,028,455.00.
- North Jersey District Water Supply Commission Interconnection and Booster Pump Station Design oversight and coordination.
Design Contract Amount: \$100,000.00
Estimated Construction Cost: \$2,000,000.00.

- Large Diameter Watermain Cleaning & Lining – Phase 2 design oversight and coordination. The bid documents are completed and project is ready for bid.

Design Contract Amount: \$160,000.00

Estimated Construction Cost: \$2,000,000.00.

- Provide technical and design support for a Township-Wide Customer Water Meter Replacement Program.
- During the Course of 2018, the Township experienced a number of emergency sewer main repairs that required swift action by the Bloomfield Engineering Department to diagnose the problem, determine a solution for repair and dispatch emergency utility contractors to make the repair and avoid discharge of hazardous sanitary sewage onto streets, homes and into streams. The following emergency repairs were administered by the Engineering Department:

Berkeley Avenue:	Total cost: \$56,844.00
Upper Broad Street:	Total cost: \$315,562.18
State Street Sewer Repair:	Total cost: \$34,542.72

Total 2018 Cost for Repairs: \$406,948.90

The above projects represent an overall water and sewer capital investment of \$1,871,000 that were overseen and administered by the Engineering Department in 2018.

TOWNSHIP OF BLOOMFIELD WATER DEPARTMENT PWSID 0702001									
TOWNSHIP OF BLOOMFIELD, ESSEX COUNTY, NEW JERSEY									
WATER SYSTEM CORRECTIVE ACTION PLAN									
5-Nov-18									
PROJECT NAME	ESTIMATED/ACTUAL BUDGET	FUNDING SOURCE	ASSET MANAGEMENT PLAN (Y/N)	MILESTONE DATES			COMPLETION	PROJECT DESCRIPTION	
				DESIGN	RID	CONSTRUCTION			
Pressure Reducing Valves (PRV's) at interconnections	\$288,000	Water Utility Capital	Y				OCTOBER 2014	Reduced excessive pressures in water mains to decrease occurrences of major watermain breaks that can lead to drinking water contamination.	
Watermain Looping - Phase 1	\$400,000	Water Utility Capital	Y				JULY 2016	Eliminate problematic dead ends where DBPs are known to form (Pilgrim Court, Plymouth Court, Bulowski Place and Cook Road).	
Interconnection Metering Improvements	\$245,000	Water Utility Capital	Y				MAY 2017	Monitoring and metering of the source water coming in from the interconnections, including pressure, temperature and volume. Sampling taps also installed so that we can directly sample and evaluate the water. Remote, real-time metering also installed in Engineering Department	
Town wide Leak Detection Study	\$44,000	Water Utility Capital	N				JUNE 2017	21 leaks discovered. Some were significant. Total estimated savings in water is 0.78 million gallons per day.	
Valve Exercising & Replacement Program - Phase 1	\$253,000	Water Utility Capital	Y				DECEMBER 2017	Exercised 543 Valves; Repaired 61 Valves; Replaced 11 Valves	
Phase 2 - Large Diameter Watermain Cleaning and Lining)	\$2,000,000	Environmental Infrastructure Trust	Y	SEPTEMBER 2018	JANUARY 2019*	MARCH 2019*	AUGUST 2019*	Clean and Line approximately 1.2 miles of 12-inch watermain starting from North Spring Street at James Street and terminating along Broughton Avenue at the Main Terrace Intersection. *Schedule contingent upon EIT Funding	
Large Diameter Valve Exercising and Replacement Program	\$176,000	Water Utility Capital	Y				SEPTEMBER 2018	Exercised 218 Valves on 12 and 16 inch mains; Repaired 27 Valves; Replaced 3 Valves	
Watermain Looping - Phase 2	\$427,000	Water Utility Capital	Y				NOVEMBER 2018	Eliminate problematic dead ends in the water mains where chlorine by-products are known to form (Evans Road, Carlton Terrace, Bromley Place, and Watching Place).	
Phase 1 - Large Diameter Watermain Cleaning and Lining)	\$1,028,455	Water Utility Capital	Y				AUGUST 2018	Clean and Line approximately ¾ miles of 12-inch watermain starting from Spring Street ending at Belleville Avenue at the municipal boundary with Belleville.	
Memorial Park Well	\$30,000	Water Utility Capital	N	DECEMBER 2018*	JANUARY 2019*	FEBRUARY 2019*	MARCH 2019	Decommission unused potable water well at Memorial Park. Well has not been used for several decades due to poor water quality	
Town wide Leak Detection Study - Follow-up	\$50,000	Water Utility Capital	N	DECEMBER 2018*	JANUARY 2019*	MARCH 2019*	APRIL 2019	Follow-up town wide leak detection to find leaks that may have been undetected from first study and/or new leaks.	
Lead Service Line Replacement	\$900,000	Environmental Infrastructure Trust	N	DECEMBER 2018*	FEBRUARY 2019*	APRIL 2019*	JUNE 2019	Replace known service and supply lines along Clark Avenue. *Schedule contingent Upon EIT Funding	
Watermain Looping - Phase 3	\$300,000	Water Utility Capital	Y	FEBRUARY 2019	MARCH 2019	APRIL 2019	SEPTEMBER 2019	Continue locating and elimination problematic dead-ends. Additional phases to follow as needed.	
North Jersey District Water Supply Commission Interconnection and Pump Station	\$2,000,000	Water Utility Capital	Y	FEBRUARY 2019*	JUNE 2019*	AUGUST 2019*	DECEMBER 2019*	Construct a pump station and interconnection in the north end of the township to supplement Newark Water Supply with an independent, separate source from the Wanque Reservoir. *Schedule Contingent upon Water District and DEP Permit Approvals	
Valve Exercising & Replacement Program - Phase 2, 3, 4 & 5	\$1,000,000	Water Utility Capital	Y	TO BE DETERMINED	TO BE DETERMINED	TO BE DETERMINED	ON-GOING PHASES STARTING IN 2019	Continue exercising and replacing, as needed valves within the distribution system. Program will be rolled out in phases starting in 2019.	
Phase 3, 4 & 5 Large Diameter Watermain Cleaning and Lining	\$3,000,000	Water Utility Capital	Y	TO BE DETERMINED	TO BE DETERMINED	TO BE DETERMINED	ON-GOING - 2020 & BEYOND	Continue phases until all large diameter (12-inch & 16-inch) water mains are cleaned and lined	
Customer Water Metering Replacement	\$1,500,000	Environmental Infrastructure Trust	Y	JANUARY 2019*	FEBRUARY 2019*	APRIL 2019*	ON-GOING INTO 2020	Program to replace approximately 11,000 customer water meters with wireless, web based meters. *Schedule contingent upon EIT Funding	
Watermain Looping - Phase 4 and 5	\$650,000	Water Utility Capital	Y	TO BE DETERMINED	TO BE DETERMINED	TO BE DETERMINED	BEYOND	Continue locating and elimination problematic dead-ends. Additional phases to follow as needed.	

The Bloomfield engineering Department is also responsible for the operation of the Bloomfield Water Utility under the oversight of the Township Engineer who is also the Township's Licensed Water Operator. The Bloomfield Water Utility is managed by a number of Township Departments, including the following:

Finance Department: Water billing, metering and financial management.

Health Department: Water Sampling and Testing.

Public Works: Maintenance and Repair of Assets.

Fire Department: Hydrant Flushing.

The Engineering Department and Water Operator are responsible to coordinate activities and operations between these departments. In 2018, the Engineering Department provided the following services:

- Coordinated water sampling and testing to verify that appropriate locations were sampled and tested; coordination with the sampling lab for appropriate and compliant submission of results to the NJDEP. In 2018, the Engineering Department reviewed over 400 lead samples and provided appropriate written notices to all residents who were sampled.
- Prepared and published all required public notices to maintain compliance with NJDEP and EPA requirements as well as provide our residents with appropriate advisories.
- Prepared all Remedial Action Reports and Work Plans to the DEP for violations resulting from source water problems as required to maintain compliance with NJDEP and EPA requirements.
- Prepared Consumer Confidence Reports for distribution to all residents and water customers.
- Assessed watermain breaks and service interruptions and provide the appropriate actions such as boil-water notices when required.
- Responded to various forms of communication from residents via telephone, e-mail and on-site inspections related to water service and water quality issues.

The Engineering Department dedicates substantial time to operating and maintaining the Bloomfield water system. As with many water systems nationwide, we deal with infrastructure approaching one-hundred years old. This represents substantial challenges to maintaining water quality and efficient operation. We remain committed to continuing our work to vastly improve our system operation.

In addition to the above capital projects, the engineering department is involved in many, day-to-day activities, including the following:

- Renovation and painting of various offices in various departments through coordination with the department heads.

- Maintenance and repair of the municipally-owned underground storage tanks and repairs to the gas pumps at firehouse No. 2.
- Oversight of cleaning services by a third party building Maintenance Company.
- Administration of potable water payments to the City of Newark and the North Jersey District Water Supply Commission (NJDWSC).
- Administration of payment for sanitary sewer service to the Passaic Valley Sewer Commission. (PSVC).
- Technical Support to the Bloomfield Department of Public Works and Parks related to water and sewer issues.
- Consultation with various township departments regarding engineering support including traffic studies/analysis, cost estimation for funding opportunities, and providing professional opinions related to legal/liability issues.
- Assistance/support in the preparation of the current and upcoming Capital and Operating Budgets.
- Preparation of bid documents related to the purchase of vehicles, equipment and services for the Department of Public Works and Parks and the Department of Recreation.
- Provide information and assistance to residents related to public infrastructure, water and sewer questions and complaints.

In 2018, the Engineering Department reviewed over 850 purchase orders for payments related to the various services summarized above.

In 2019, the Engineering Department will continue to focus on Drinking Water Quality issues including Disinfection By-Product Violations. Projects directly related to this situation include:

- Commence with Phase 2 – Large Watermain cleaning & Lining.
- Prepare design and bid documents for a Phase 3 – Large Watermain Cleaning & Lining Program.
- Preparation of bid Documents for Phase 3- Watermain Looping Program.
- Award a contract and begin construction of a new Interconnection and Booster Pump station to obtain water from the North Jersey District Water Supply Commission.
- Continue subsequent phases of Valve Exercising and Replacement.
- Begin major project to replace known lead service and supply lines.
- Assist in replacement of customer water meters.
- Preparation of an Asset Management Plan for future improvements to our water system infrastructure.

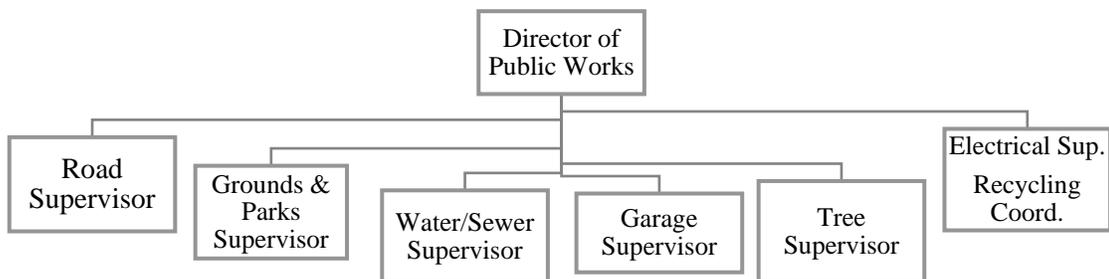
In addition to the above projects, the Engineering Department will also coordinate the following anticipated capital projects:

- NJDOT Local Aid Roadway Program – Berkeley Avenue
- 2019 Capital Roadway programs.
- Speed Hump Installations at Darling Avenue and Sylvan Road.
- Renovation of 248 Franklin Street for new Health Department Offices.
- Various Improvements and Renovations to Municipally-owned buildings.



DEPARTMENT OF PUBLIC WORKS

SUBMITTED BY:
ANTHONY NESTO



Year End Division Reports ~ As of December 31, 2018

<u>Grounds</u>	<u>2018</u>	<u>2017</u>
ROW Cut	1,735	1,155
Acres Cleaned	2,335	1830

Roads

Curb Miles Swept	4,633	4,426 miles
Sweeper Dumps	900	830 yards

Service – In House

Vehicles Repaired	1,084	1475
Veh. Grease & Oil	277	239
Tire Repair	200	293

Sewer

C.B Vacuumed	214	38
House Calls	304	927
Blockage	104	164
Sanitary Repair	0	3
Storm Repair	0	2
Catch Basin Repair	10	5
San. Pipe Repair	2	3
Storm Pipe Rep	0	1

Shade Trees

Trees Removed	254	297
Trees Pruned	514	756

Stumps Removed	208	233
Tree Spraying	7	11
Root Jobs	21	26

Traffic

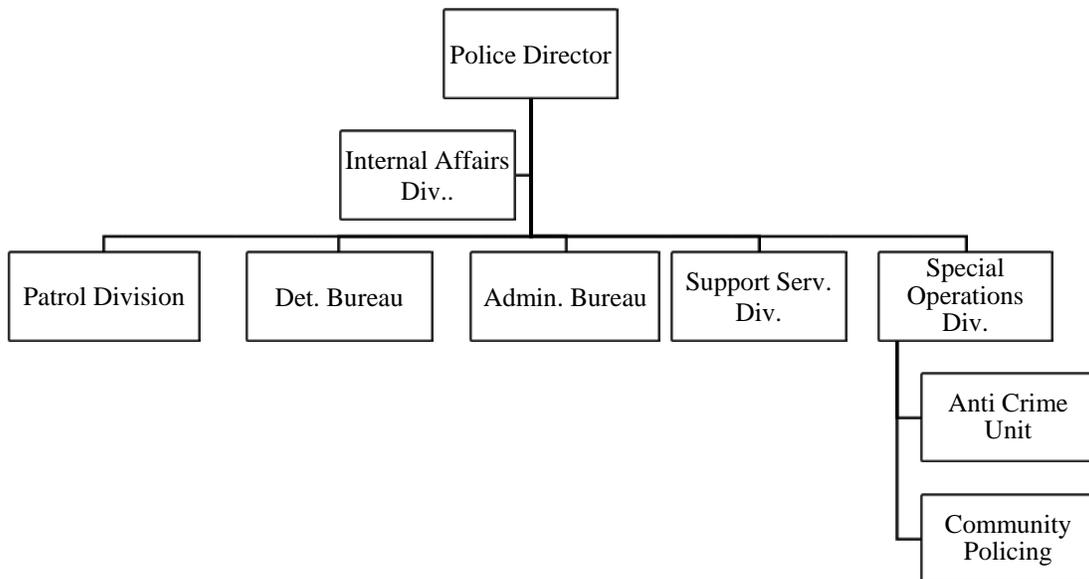
Street Signs	17	47
Street Poles	11	12
Traffic	396	578
#Streets Lined	139	179

2018 Accomplishments

- Played an active role with the implementation of the Township’s new street sign project.
- Executed a CDBG grant for tree removals and our “in-house” tree planting program. This occurred under the direct supervision of the Assistant to the Director, who now directly supervises the Township’s Forester.
- The Department continued the responsibility of maintaining all Township meters and lots under the jurisdiction of the Parking Utility. In addition, we continue to handle meter collection on a daily basis.
- Our Director, who also holds the title of Risk Control Coordinator, continued to hold quarterly safety meetings. He also represents the Township at monthly JIF meetings. Under his direction, training has increased, while workman comp claims have decreased Township wide.
- As part of our organizational changes, a new Recycling Coordinator was named and was an active part of our Big Truck Day and shredding events. We have also experienced an increase in positive recycling communication with our residents.
- We continued to use Facebook as a positive tool to inform our residents regarding pertinent information as needed. The number of our followers also continues to increase.
- We extended our sweeping and “foot patrol” cleanup program further into the winter season than ever before.



POLICE DEPARTMENT
SUBMITTED BY:
DIRECTOR SAMUEL DEMAIO



EXECUTIVE SUMMARY

The Division of Public Safety has implemented a variety of technological advances and has applied new efficient procedures that have increased productivity. We added a new radio system that upgraded the Police, Fire, and EMS radio communications from a township-maintained local radio system to the New Jersey Interoperability Communications System (NJICS), multi-band radio system. The following data is an evaluation of our accomplishments and initiatives for year ending 2018.

We closed out the year with a 17% crime reduction and now a 50% total for 2015-2018. This dramatic reduction is a direct result of the implementation of the many listed new processes and systems coupled with the hard work of the men and women of the department.

The year 2018 will be the fourth consecutive year, within the past 20 years of data collection by the FBI Uniform Crime Report, that the Township will have recorded less than 1000 part one crimes in a calendar year.

OFFICE OF THE DIRECTOR OF PUBLIC SAFETY

FIRE DEPARTMENT

- VCS - scheduling and personnel system implemented.
- All four fire houses – exhaust EVAC systems upgraded.
- Mobile inspection software upgrade.
- Emergency Reporting software for tracking of incident reports, training, calendar of events, hydrant maintenance, and apparatus inventory.
- New fire engine purchased, delivery date is August 2019.
- Five members completed Blue Card Command Certification.
- Four members completed Fire Officer 2 Certification.
- One member completed Fire Instructor 1 Certification.
- Nine members completed Rapid Intervention Crew/Safety & Survival Course.

<u>Emergency Incident Responses:</u>	<u>2018</u>	<u>2017</u>
Total emergency incidents	3583	2735
Vehicle/house lock outs	400	325
Natural gas emergencies	171	191
Fires in structures	114	111

EMS assists	62	55
Motor vehicle extrications	29	26
Motor vehicle fires	25	29
Elevator rescues	14	11

<u>Inspection Activities:</u>	<u>2018</u>	<u>2017</u>
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Non-Life Hazard inspections	2022	2003
Certificate of Habitability	2554	1098
Fire Hydrants inspected and flushed	1226	1226
Bureau of Housing inspections	832	1527
Life Hazard inspections	206	195

DEPUTY CHIEF

- Reorganization of the Department in 2018 led to the position of Deputy Chief.
- Directly supervises the Patrol Bureau which encompasses Central Communications, Traffic Division, Community Policing, Narcotics Enforcement Team, and Fugitive Apprehension Team.
- Directly supervises the Detective Bureau which encompasses the Youth Aid Division.

ACCREDITATION

- The department is working toward our reaccreditation for the New Jersey State Chiefs of Police in 2019.
- Continue using the Power Standards tracking system to coordinate the proof collection and compliance verification
- Collecting and organizing over 460 proofs to show compliance with the best law enforcement practices identified by the NJSCOP association
- Coordinating accreditation standards with Bureau and Division commanders

- Continuing to monitor the department in all areas assuring we are in compliance to reach best practices standards.
- Continuing to work with the training coordinator to ensure all mandatory and required training is implemented and completed.
- Continuing to brief all command staff on time sensitive requirements for re-accreditation.

INTERNAL AFFAIRS

- BWC's maintained the reduction in Internal Affairs complaints.
- Early Warning System tracked officer behavior which led to 19 officers being placed into the Early Warning System protocol. At the end of this year 3 officers remained in the Early Warning System.
- Use of Force tracking and review was able to maintain 33 reviews and all 33 were justified.
- 98% of the force used by our officers were compliance holds.
- Accompanied the Emergency Response Team on 12 Search and Arrest Warrants.
- Conducted (2) investigations for the Township and (1) investigation for DPW.
- Assisted the Fire Department in hiring.

DETECTIVE BUREAU

- Enhanced the use of the Crime Scene Unit to respond to and process crime scenes throughout the Township.
- Continuing partnership with the Division of Consumer Affairs and introduced "Project Medicine Drop" for residents to dispose of unused and unwanted medication safely.
- Continuing partnership with the ATTF, the New Jersey State Police Auto Theft Task Force, by detailing out a detective within that agency to assist with stolen vehicle investigations within our Township and surrounding areas.
- Continuing partnership with the DEA, by detailing out a detective within the agency. This led to receiving over \$7,000 in forfeiture funds for the Department.

- Continuing partnership with the Real-Time Crime Center (RTCC), with a Detective assigned to be an active member of the Northern New Jersey crime center located in Newark, NJ.
- Participation in the RTCC provides intelligence gathering from state and federal databases that our detectives utilize to identify and apprehend suspects.

PATROL BUREAU

- 1508 Arrests
- 18,015 Motor Vehicle Stops
- 17 Narcan Deployments
- 4108 Responses to Medical Calls
- 1978 Responses to Alarm Calls
- Patrol targeted repetitive retail thefts involving shopliftings. (identifying hot spots and implementing directed assignments/WAR Patrols)
 - Concentration on problem analysis, meetings with corporate leaders (hiring of off-duty police officers at strategic times).
 - Part one theft reduction 21%.
 - Part one robbery reduction -27%.
 - Part one burglary reduction 12%.
- Joint Partnership with Newark Police Department to create a Border Patrol unit to reduce crime
- Fourth straight year with less than 1,000 part one offenses reported

ADMINISTRATION BUREAU

Increased use and administration of the POSS scheduling system

- Integrated a new payroll system where POSS and Primepoint interact directly and the human element is removed.
- Continued use of POSS to track and monitor the use of sick time and conduct counseling when necessary.

- Accepted Grant management for the following:
 1. DDEF: Drunk Driving Enforcement Grant 2018 (\$16,000)
 - a. Deployment of Enforcement Units
 - i. Roving Patrols
 - ii. Check Points
 - b. Applied for and received 2019 DDEF (\$16,958.89)
 2. 2018 Pedestrian Grant
 - a. Deployment of Radar Enforcement
 - b. Deployment of Cops in Crosswalk Enforcement
 - c. Applied for and received 2018 Pedestrian Grant (\$20,000)
 3. DUI Holiday Grant (\$5500)
 - a. Enforcement Units
 4. Safe and Secure Grant
 - a. Community Police offset (\$60,000)
 5. Body Armor Grant (Two Grants)
 - a. Purchase 24 bullet proof vests
 - b. Applied for 2018 State Body Armor Grant
 - c. Applied for 2018 Federal Body Armor Grant
 6. Drive Sober or Get Pulled Over
 - a. Enforcement Units (\$5500)

TRAFFIC DIVISION

- Arrests-27
- Moving Violations- 2,100
- Parking Violations- 9,850
- Motor Vehicle Stops-2017
- Conducted 27 JAMAR studies on various streets for the following reasons:
 - a. Speed
 - b. Speed Humps
 - c. Stop Signs
 - d. Yield Signs
 - e. Crosswalks

- f. Number of vehicles traveling roadway
 - Responsible for 491 school crossing posts
 - Investigated and created 28 new traffic ordinances
 - Fielded and satisfied 120 citizen complaints
 - Initiated installation of 413 street signs
 - Initiated painting/ lining of 139 streets
 - Conducted 46 Motorcycle Escorts
 - Planned and facilitated the following events
 - a. Sunset Classic Road Race
 - b. DWI Checkpoints (2)
 - c. Cops in Crosswalks (2)
 - Participated in the following events:
 - a. 2018 Memorial Day Parade
 - b. 2018 Bloomfield High School Graduation
 - c. 2018 Bloomfield College Graduation
 - d. 2018 Little League Opening Day
 - e. 2018 Harvest Fest

FUGITIVE APPREHENSION TEAM

- The Fugitive Apprehension Team's mission is to arrest individuals wanted for numerous criminal offenses such as: Robbery, Burglary, Theft Domestic Violence Offenses and also Outstanding Traffic Warrants.
- Increase in successfully apprehending wanted persons
- Created most wanted person board
- Amassed over 124 Arrests in 6 Months since commencing June 21, 2018.

NARCOTICS ENFORCEMENT TEAM

- 149 Arrests
- Seized \$43,369.00
- Removed significant quantity of drugs off the streets
- Removed handguns off the streets

COMMUNITY POLICING UNIT

- Continuing to support and coordinate the following events:
 - a. Implementation of the “Adopt a Family” program
 - b. Implementation of the HOFNOD (hooked on fishing not on drugs) program
 - c. Implementation of the Hats for the Homeless” drive
 - d. Active neighborhood watch meetings with various groups
 - e. Citizen Police Academy
 - f. Bicycle Registration program
 - g. KID-CARE child ID program
 - h. Auxiliary Police program
 - i. Junior Police Academy
 - j. High School Police Academy
 - k. National Night Out
 - l. Annual Open House event
 - m. Pizza with a Cop
 - n. Coffee with a Cop
 - o. Senior scams presentations
 - p. Assist township with annual turkey giveaway
 - q. Assist with various parades, escorts and 5K’s throughout the town

YOUTH AID DIVISION

- 61 juveniles were charged with juvenile delinquency in 2018, a 2% increase from 2017.
- 34 juveniles were given Station House Adjustments
- The D.A.R.E program is continuing in all 9 elementary schools; and is met with positive feedback from all of the schools
- The D.A.R.E. graduation has 600 children throughout the district successfully completing the program
- Responsible for two school resource officers. One officer in middle school and one in the high school. They have day to day communication with all the schools.

- Cyber bullying presentations throughout the district for children and parents
- YAD personnel training included, but was not limited to:
 - a. Sexual Assault Investigations
 - b. Social Media Investigations
 - c. FBI Conference
 - d. Gang Training
 - e. Crimes by Youth and Against the Youth
 - f. Violent Crimes Investigations
- Gathered crucial Intel through social media platforms and statement interviews that brought successful criminal charges against gang members
- Assisted all of the district schools with the following:
 - a. Lock down drills
 - b. Safe haven evacuations
 - c. Active shooter drills
 - d. Fire drills
- Educated parents through home and school presentations throughout the district
- Continuing use of the Autism Database for any residents to register an autistic child, so that the department can assist in the event the child wanders from their home
- Responsible for planning and implementing the annual town wide toy drive in which the department distributes toys to children at Christmas
- Trained detectives in A.L.I.C.E. for active shooter incidents to be prepared to train the entire school district.

TRAINING DIVISION

- Trained 4 new recruits prior to entering the Police Academy
- Conducted monthly training with Emergency Response Team
- 8 members of the Emergency Response Team attended a 3 day SWAT course with Newark PD ESU
- Conduct training when determined by Review Boards

- Prepare the Executive Summary & Comstat report for the Public Safety Director & Command Staff
- Prepare monthly UCR reports to NJ State Police
- Prepare the weekly Police Blotter that is distributed to the media
- Issued new body armor for 8 new officers
- 23 bulletproof vests were issued and replaced through grants to Police Personnel
- Department wide training was conducted for the following topics:
 - 1) Handgun, Shotgun, Rifle, Off Duty, & Taser Qualifications - As Per AG Guidelines
 - 2) Trained and certified new rifle users in the use and deployment of the Colt M4 carbine. Currently there are 17 Rifle Operators in the Police Department
 - 3) Active Shooter Training
 - 4) De-Escalation Training instructed by the Essex County Prosecutor's Office.
 - 5) Conducted ASP & OC Training.
 - 6) Implemented training through The Rodgers Group Training Module which keeps the Police Department compliant with Accreditation. There were a total of 12 Training Modules over the year.
 - 7) Issued 16 training courses on DMS & NJ Learn.
 - 8) 4 new Officers attended Crisis Intervention Training.
 - 9) Executed 15 Court Order Search Warrant's with the Emergency Response Team.
 - 10) Coordinated Police Personnel to numerous classes through the year to Outside Vendor Training classes.
 - 11) Trained 4 New CED (Taser) Users with the Essex County Prosecutor's Office.

CENTRAL COMMUNICATIONS

- Answered 97618 service calls.
- Handled 128,543 emergency and non-emergency phone calls with an average wait time of 4 seconds for incoming 9-1-1 calls.
- Upgraded all components of the Vesta 9-1-1 Phone System to the version 7.1 and trained all dispatchers in its operation.

- Integrated new technology by adding headsets for the Public Safety Tele-Communicators to utilize with the telephone and radio systems.
- Established the ANSI/NENA Accredited Quality Assurance and Quality Improvement Program for Public Safety Tele-Communicators to ensure call taking and radio dispatch actions are delivered at the highest possible standard.
- Implemented a Public Safety Tele-Communicator Training Program to document and streamline all phases of the P.S.T. training process.

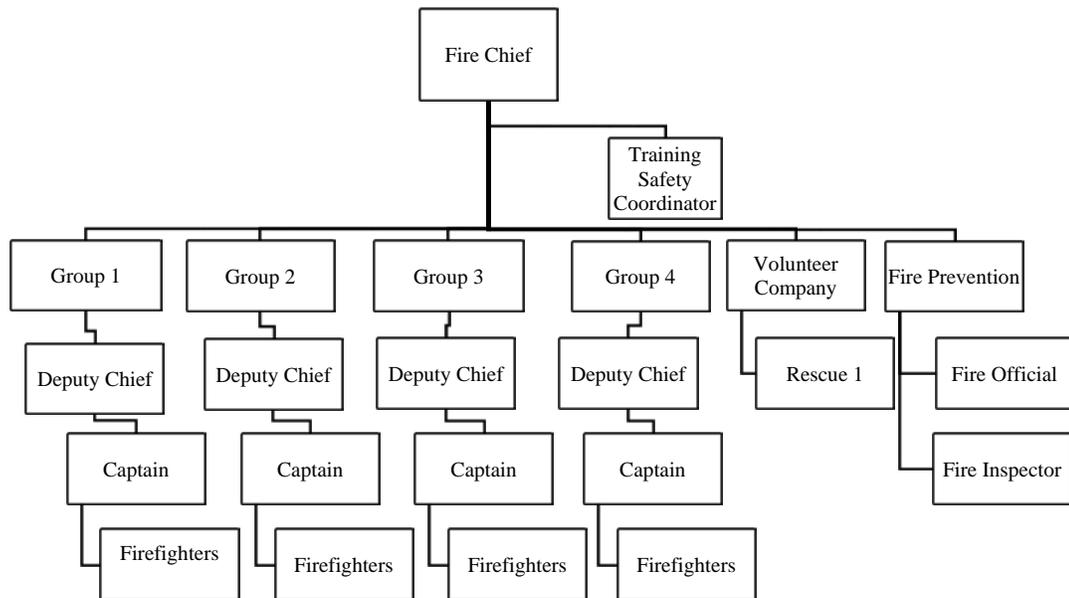
CONCLUSION

All of the aforementioned initiatives, technological advances, newly implemented policies and procedures have contributed to the overall reduction in crime as well as an increase in productivity and efficiency within the Division.



FIRE DEPARTMENT

SUBMITTED BY:
CHIEF LOUIS VENEZIA



The 2018 annual report for the Bloomfield Fire Department is shown below. This report provides a brief breakdown that identifies accomplishments and quantifies department activities.

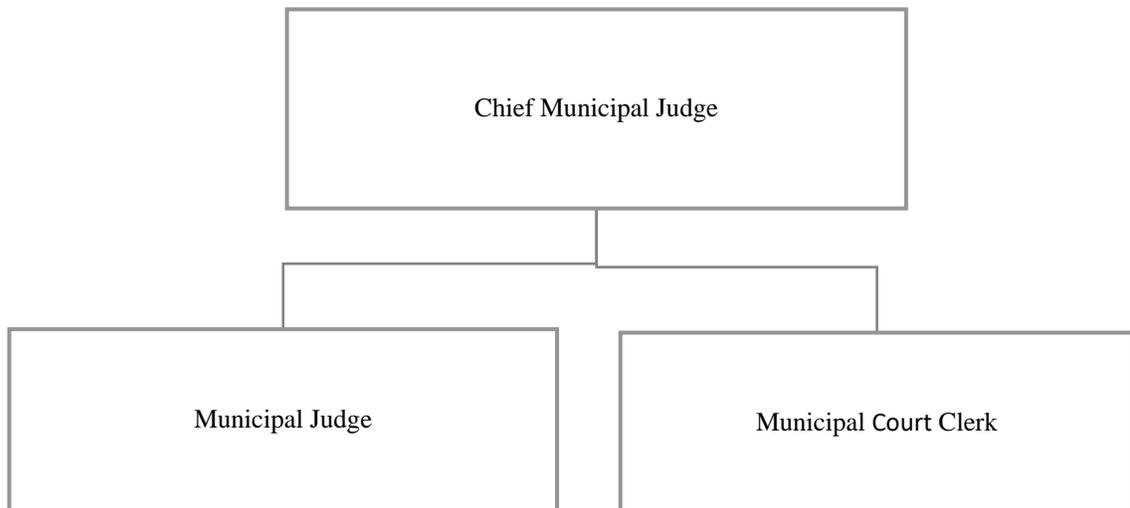
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<u>Inspection Activities:</u>	<u>2018</u>	<u>2017</u>
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Certificate of Habitability	2554	1098
Fire Hydrants inspected and flushed	1226	1226
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2018 Project Accomplishments:

1. VCS - scheduling and personnel system implemented.
2. All four fire houses – exhaust EVAC systems upgraded.
3. Mobile inspection software upgrade.
4. Emergency Reporting software for tracking of incident reports, training, calendar of events hydrant maintenance, and apparatus inventory.
5. New fire engine purchased, delivery date is August 2019.
6. Five members completed Blue Card Command Certification.
7. Four members completed Fire Officer 2 Certification.
8. One member completed Fire Instructor 1 Certification.
9. Nine members completed Rapid Intervention Crew/Safety & Survival Course.



MUNICIPAL COURT
SUBMITTED BY:
JUDGE BENITEZ



Bloomfield Municipal court has experienced a change in leadership. Court staff have adopted to the change in leadership without a drop-off in performance and dedication to the public.

The Court's handling of cases continues to improve within the county. We rank well and are in good standing relative to other municipalities. We have received favorable reviews from Judge Frasca, Essex County Presiding Judge, on a monthly basis regarding the court's improvements and handling of cases.

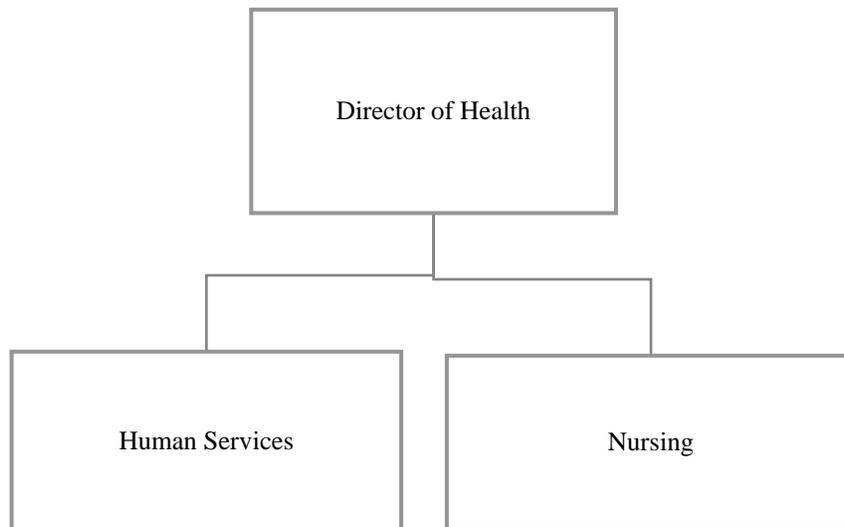
The courts revenues have dropped off slightly from one year to the next. Revenues have dropped off over the last few years. We believe that a majority of the drop off in revenues is attributed to bail reform and the general decline in crime/traffic violations throughout our municipality.

Although we are confined to a limited work space (awaiting the beginning of construction), we believe that the public's perception of our court has improved. We pride ourselves on the respect and professionalism we extend to the public on a daily basis.



HEATH AND HUMAN SERVICES

SUBMITTED BY:
KAREN LORE





GRANTS
SUBMITTED BY:
MILLENNIUM STRATEGIES

➤ **Grant Applications Approved, Funding Awarded:**

\$516,034.95

Funding Program	Purpose of Grant	Amount of Award	Month of Award
Volkswagen Group of America and EVConnect – Electrify America	EV Charging Stations	3 Charging Stations (value: \$90,000.00)	December 2018
DOJ, BJA– Bulletproof Vest Partnership Program	Bullet Proof Vest Reimbursement	\$8,387.50	October 2018
SNY, Coldwell Banker Real Estate, NY Jets – Play Ball	Football Equipment and Football Donations	In-Kind Donation (Tickets)	July 2018
NJ DOH – Childhood Lead Exposure Prevention Project Grant	Lead Prevention Program	\$250,000.00	July 2018
AARP – Community Challenge	WALK Bloomfield Campaign	\$10,000.00	June 2018
Investors Bank Foundation	BCA- Harvest Fest	\$3,000.00	April 2018
Together NJ (TNJ) & NJ Transportation Planning Authority (NJTPA) – Transit Hub Program	Technical Assistance for Watsessing Avenue Station	Technical Assistance	April 2018
NJ Department of Law and Public Safety – 2018 Summer Expansion Programming Grant	Junior Police Academy	\$7,080.00	April 2018
Sustainable Jersey — 2018 Small Grants Program	Composting Initiative	\$10,000.00	April 2018
Essex County Social Services Block Grant	Homeless Relief and Case Management	\$104,560.00	February 2018
Essex County - Local Arts Grant Program	BCC Mural Project	\$2,125.00	January 2018
Essex County - Local History Grant Program	Oakeside Victorian Tea Series	\$500.00	January 2018

NJ Division of Criminal Justice (DCJ)—State Body Armor Replacement Fund Program	Bullet Proof Vest Reimbursement	\$10,382.45	January 2018
NJ DCA—Recreational Opportunities for Individuals with Disabilities (ROID)	Inclusive Arts and Cooking Program	\$20,000.00	January 2018

➤ **Grant Applications in Progress**

Due Date	Funding Program	Amount Available	Date Noticed
Rolling	Partners for Health- Community Garden Application	\$5,000.00	11/27/2018

➤ **Grant Applications Submitted, Pending Review:** **\$1,874,521.13**

Date Submitted	Funding Program	Purpose	Amount Requested	Estimated Response
12/20/2018	Firefighters Charitable Foundation – Grants	Fire Safety Education Program	\$14,625.00	Spring 2019
12/20/2018	American Police and Sheriff Association (APSA) – Equipment Grants Program	Two GPS Trackers	\$3,200.00	Spring 2019
12/19/2018	Department of Homeland Security, FEMA – FY2018 Fire Prevention and Safety (FP&S) Grants	Smoke Detector Distribution and Fire Safety Education Program	\$23,524.00	Spring 2019
12/19/2018	NJ Office of Clean Energy – Direct Install Program	Bloomfield Municipal Building Energy Efficiency Improvements	\$47,669.26	Winter 2019
12/19/2018	NJ Office of Clean Energy – Direct Install Program	Bloomfield Civic Center Energy Efficiency Improvements	\$48,778.63	Winter 2019
12/19/2018	NJ Office of Clean Energy – Direct Install Program	Bloomfield Public Library Energy	\$63,986.53	Winter 2019

		Efficiency Improvements		
12/4/2018	NJ DEP Radon Action Partnership	Radon Test Kits	\$2,000.00	Winter 2019
11/30/2018	Libraries & Autism – Autism Welcome Here Grant	Playing with Purpose Program	\$5,000.00	Spring 2019
11/29/2018	Firehouse Subs Foundation Public Safety Grant	Bailout Systems	\$12,838.00	Spring 2019
11/28/2018	FM Global Foundation – Fire Prevention Grant Program	Fire Prevention- Projector and Laptops	\$3,009.96	Spring 2019
11/14/2018	NJHT and the 1772 Foundation – Capital Preservation Grants	Entrance and Floors at Oakeside	\$7,707.00	Spring 2019
11/5/2018	SNY Play Ball – Basketball Program	Basketball Equipment	\$2,500.00	Winter 2019
10/31/2018	America Walks – Community Change Grant Program	WALK Bloomfield Program	\$1,500.00	Winter 2019
10/26/2018	Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) — Assistance to Firefighters Grant (AFG)	Washer/Dryer and Wellness Program	\$46,990.00	Spring 2019
10/15/2018	Walmart Foundation – Community Grant Program	BCA Public Mural Project	\$5,000.00	Winter 2019
10/4/2018	NJ Department of Transportation (NJDOT)— Transit Village Grant Program	Lackawanna Train Station Pedestrian Safety Improvement Project	\$475,750.00	Winter 2019
10/3/2018	NJ Department of Transportation (NJDOT) – Safe Streets to Transit	Watsessing Train Station Pedestrian Improvement Project	\$498,782.50	Winter 2019

8/30/2018	NJ Department of Community Affairs (DCA) — Recreational Opportunities for Individuals with Disabilities (ROID)	Inclusive Cooking and Dance Program	\$20,000.00	Winter 2019
8/23/2018	NJ DOT Transportation Alternatives	Morris Canal Greenway Phase 3	\$428,105.25	Winter 2019
8/13/2018	NJ Division of Criminal Justice (DCJ)—State Body Armor Replacement Fund Program	Allocation	\$10,065.00	Winter 2019
8/6/2018	Essex County - Local Arts Grant Program	Guitar Making and Music Lessons	\$4,780.00	Winter 2019
8/2/2018	NJ DOL Adult Literacy Grant	ESOL Classes at Library	\$53,440.00	December 2018
7/19/2018	Essex County- Division of Senior Services Contract	Visiting Nurse Program	\$31,270.00	December 2018
3/14/2018	Partners for Health-Community Impact Awards	Bloomfield Health Department Nomination	\$10,000.00	December 2018
3/5/2018	NJ DEP—It Pay\$ to Plug In: NJ’s Electric Vehicle Workplace Charging Grants	Six EV Charging Stations	\$30,000.00	December 2018
5/13/2016	NJDEP - Recreation Trails Program Grants	Signage for Morris Canal Greenway Trail	\$24,000.00	2018

➤ **Grant Applications Submitted, Funding Not Awarded**

Funding Program	Purpose	Requested Amount
Griswold Cares Foundation – Griswold Cares Foundation Grant	NTNN- Senior Programming	\$2,000.00

The Leary Firefighters Foundation - Jeremiah Lucey Grant Program- Full Application	MCS Leadership Program	\$33,000.00
NJ DEP – VW Environmental Mitigation Trust	EV Charging Stations	\$80,000.00 (Funds Reallocated)
FEMA – Fire Prevention and Safety (FP&S) Grants	Smoke Detector Awareness Campaign	\$20,000.00
New Jersey Historic Trust — 2018 Historic Site Management Grant	Collins House Historic Landscape Report	\$36,000.00
Libraries & Autism – Autism Welcome Here Grant	Library Autism Program	\$4,910.00
FEMA FY2017 Assistance to Firefighters Grant	Bailout Systems	\$82,728.00
USA Football – Equipment Grants Program	Equipment Donation	In-Kind
SNY Play Ball, Mets – Baseball & Softball Program	Youth Baseball and Softball Programs	\$5,000.00
NJ Chapter of the Society of Fire Protection Engineers	Carbon Monoxide Awareness Campaign	\$1,000.00
NJDOT— 2018 Transit Village Grant Program	Lackawanna Station Project	\$415,380.00
NJDOT— 2018 Safe Streets to Transit	Lackawanna Station Project	\$415,380.00
1772 Foundation, NJ Historic Trust –	Capital Preservation Grants- Oakeside Security System	\$3,900.00
NJTRANSIT—Enhanced Mobility of Seniors and Individuals with Disabilities, Section 5310	Senior Bus	Senior Bus
Sustainable Jersey, Gardinier Environmental Fund- Small Grants Program	EV Charging Station Study and Station	\$10,000.00
New Jersey Historic Trust— Cultural Trust Capital Preservation Grants	Oakeside Floor Restoration Project	\$8,630.00
Dr. Pepper Snapple Group/Keep America Beautiful—2018 Park	Recycling Bins	18 Bins

Recycling Infrastructure Grant Program		
Bloomberg Philanthropies – US Mayor’s Challenge	Food Waste Collection and Composting Program	\$100,000.00

➤ **Other Grant Opportunities Presented**

Due Date	Funding Program	Amount Available	Date Noticed
1/11/2019	American Heart Association and the Robert Wood Johnson Foundation – Voices for Healthy Kids Initiative Policy Campaign Grants *Information only, local governments are not eligible*	\$250,000.00	12/17/2018
Rolling	Wells Fargo Foundation – Corporate Giving Program (BCA)	\$15,000.00	12/10/2018
12/30/2018	Keep America Beautiful and Coca Cola – Public Spaces Recycling Bin Grant Program	In-Kind Donation	12/3/2018
Rolling	TransCanada – Build Strong Grant Program	Varies	11/19/2018
Rolling	NJDEP and New Jersey Forest Service – Green Communities Grant Program	\$3,000.00	11/19/2018
12/13/2018	National Center for Healthy Housing (NCHH) – Health in All Policies (Childhood Lead Poisoning Prevention) Mini-Grants	\$20,000.00	11/12/2018
11/16/2018	NJHTS– Drive Sober or Get Pulled Over Year End Holiday Crackdown	\$5,500.00	10/15/2018
3/31/2019	NJ Division of Highway and Traffic Safety (HTS) – Drunk Driving Enforcement Fund	Allocation	10/9/2018
11/19/2018	NRPA, CDC – Healthy Aging in Parks, Instructor Training Grants for Evidence-Based Physical Activity Programs	In-Kind Materials	10/1/2018
9/30/2018	Cop Tech – Cop Tech Forum Grants for Police Agencies	Varies	9/10/2018
10/3/2018	New Jersey Department of Health – Hepatitis Inoculation Fund	\$5,000.00	9/10/2018
10/31/2018	Sustainable Jersey – Gardinier Environmental Fund Grants	\$30,000.00	8/27/2018
10/8/2018	NJ Department of Transportation (NJDOT) – Bikeways Grant Program	\$1,000,000.00	7/30/2018
10/8/2018	NJ Department of Transportation (NJDOT)—Municipal Aid Grant Program	Varies	7/30/2018

6/30/2018	NJ Infrastructure Bank (I-Bank)	Varies	6/25/2018
8/2/2018	US Department of Housing and Urban Development- Lead-Based Paint Hazard Control Grant Program	\$2,000,000.00	6/25/2018
7/27/2018	2018 Sustainable Jersey Complete Streets Technical Assistance Program	Technical Assistance	6/11/2018
8/6/2018	Essex County - Local History Grant Program	\$5,000.00	6/5/2018
6/29/2018	NJTRANSIT—Enhanced Mobility of Seniors and Individuals with Disabilities, Section 5310	TBD	5/16/2018
8/23/2018	NJ DOT Safe Routes to School	TBD	5/16/2018 6/5/2018
5/31/2018	US Department of Justice (DOJ)—Body-Worn Camera Policy and Implementation Program (BWC PIP)	\$4,000,000.00	5/7/2018
5/25/2018	NJTPA – 2018 Planning for Emerging Centers Program	Technical Assistance	4/30/2018
5/29/2018	US Department of Justice (DOJ) – Justice and Mental Health Collaboration Program	Varies	4/30/2018
4/18/2018	Aetna Foundation—Cultivating Healthy Communities Program	\$100,000.00	3/19/2018
4/13/2018	ANJEC- Grants for Open Space Stewardship Projects	\$1,500.00	3/12/2018
5/17/2018	Dollar General Foundation – Youth Literacy Grant	\$4,000.00	3/12/2018
4/27/2018	US DHS, FEMA - Staffing for Adequate Fire and Emergency Response	Varies	3/6/2018
Rolling	The Recycling Partnership – Improve Residential Curbside Recycling Systems Grant	Varies (Formula Based on Households)	2/26/2018
3/16/2018	NJ Division of Highway Traffic Safety – Distracted Driving Crackdown Grant	\$6,600.00	2/21/2018
4/19/2018	Bloomberg Philanthropies – Public Art Challenge	\$ 1,000,000.00	2/20/2018
3/16/2018	Sustainable Jersey – Roots for Rivers Reforestation Grant & TA Program	\$20,000.00	2/20/2018
4/30/2018	NJ DHTS Pedestrian Safety Enforcement and Education Fund	\$30,000.00	2/12/2018
4/30/2018	Kresge Foundation – Emerging Leaders in Public Health Grant	\$125,000.00	2/5/2018
3/26/2018	New Jersey American Water— Environmental Grant Program	\$10,000.00	2/5/2018

3/1/2018	NJ Health Initiatives – Upstream Action Acceleration Grant	\$100,000.00	2/2/2018
5/3/2018	NJ DCJ– Safe and Secure Communities Grant Program	\$90,000.00	1/3/2018

➤ **Miscellaneous Grants Support and Administrative Services**

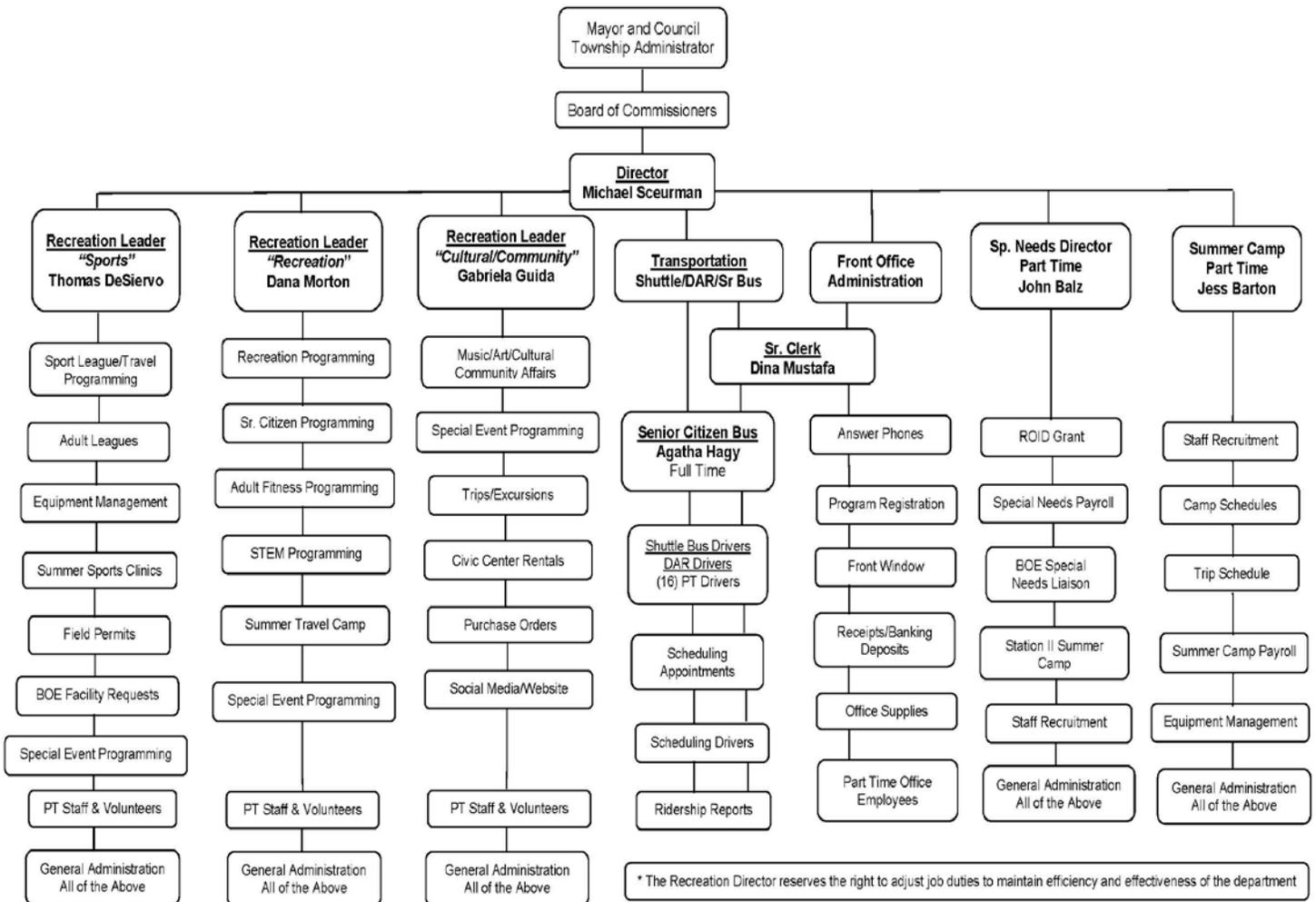
Date	Service Description	Outcome
December 2017- January 2018	NJ DCA ROID 2017 Grant Closeout	Closed 2/2/2018
May- August 2018	NJ Department of Law and Public Safety – 2018 Summer Expansion Programming Grant	Ongoing
May 2018- June 2018	NJ DCA ROID 2018 Grant Closeout	Closed 8/30/2018



RECREATION DEPARTMENT

SUBMITTED BY:
MICHAEL SCEURMAN

BLOOMFIELD RECREATION DEPARTMENT – 2019 ORGANIZATIONAL CHART
Parks, Recreation and Cultural Affairs



PROGRAMMING

Creation of New Programs

- A. Creation of a 6th Grade Girl's Suburban Basketball Team
- B. Master of the Stratocaster – Guitar & Amplifier Building Class and Lessons
- C. Makers Club
 - Knitting Class
 - Model Airplanes
 - Woodworking
- D. Introduction to Improvisation
- E. Drama
- F. Collaborative art classes – recycled media class
- G. The Art of Drawing
- H. Water Color
- I. Cooking classes – with a focus on different cultures / cuisines / health
- J. Qigong
- K. Vision Board Class
- L. STEM/STEAM Classes
 - Lego Robotics – Simple Machines
 - Lego Robotics – Rescue Robots
 - Minds In Motion – Chemical Creation
 - Foods Around the World
 - Mad Science – NASA Academy
 - Star Wars STEM
 - Scratch Programming
 - Full STEAM Ahead
- M. Twelve student athletes were medal recipients in the Essex County Track Championships
- N. Implementation of a special program/theme at each of the Friday Night Fun Events

SPECIAL EVENTS

- A. Coordinated and administered the Town Wide Track Meet
 - 1. Over 350 male and female student athletes from every elementary school
 - 2. Over 1,000 people in attendance
- B. Summer Concert Series/Concerts on the Green/Special Events
 - 1. Attended by thousands of participants
 - 2. Annual Independence Day Celebration attended by over 6,000 people
- C. Drive in Movie on Broad Street during last Summer Cruise Night
- D. Haunted Trail participation almost doubled from 300 to over 600 this year.
- E. NEW - Movie/Laser Light Show set to the Music of Pink Floyd drew close to 1,000 spectators
- F. Memorial Stone for Domenick J Ferrara was unveiled at a town wide ceremony on 7/9/18

FUNDRAISING/GRANTS RECEIVED

- A. CDBG – New Tennis Courts at Memorial Park (\$196,175)
- B. CDBG – Felton Field – Installation of 50/70 Baseball Field (\$135,520)
- C. CDBG – Senior Citizen Bus (\$65,000)
- D. CDBG – Wrights Field Tow Path – Bloomfield Morris Canal Greenway
- E. ROID Grant – Special Needs Program – Inclusive Art Program & Cooking Program (\$20,000)
- F. Essex County – Local Arts Grant Program – Public Art Murals (\$2,125)
- G. Essex County – Local Arts Grant Program – Guitar Building Class (\$1,700)
- H. SNY, Coldwell Banker Real Estate, Jets Play Ball Grant – 100 Free Game Tickets
- I. NRPA/Disney Grant – Meet Me at the Park Grant – 1 of only 25 grant recipients in the United States. Bloomfield Morris Canal Greenway Mobile App – (\$20,000)
- J. United Way Grant - \$2,175 to provide financial aid to qualified summer camp participants
- K. Annual Hank Barlow Golf Outing raised over \$3,000 for our special needs programming

The Recreation Department received over \$51,000 in donations for the 2018 Summer of Fun

GRANTS APPLIED FOR THAT ARE STILL PENDING

- A. CDBG – Pulaski Park Tot Lot Upgrade (\$338,000)
- B. CDBG – Memorial Park – Joseph Tiseo Ramp Park Upgrade (\$302,726.45)
- C. ROID Grant – Special Needs Program – Inclusive Art Program & Dance Program (\$20,000)
- D. NJDEP – Recreational Trails Grant (2016) – Bloomfield Morris Canal Greenway (\$24,000)
- E. SNY Play Ball Grant – Basketball Equipment (\$2,500)
- F. NJ Office of Clean Energy – Direct Install Program – Energy Efficiency Project for Civic Center (\$63,986.53)

PARK/FACILITY IMPROVEMENTS

Milbank Park

- A. Recreation Board of Commissioners conditionally approved a design for a Community Garden

Felton Field

- A. New Energy Efficient LED Athletic Field Lights were installed on the Little League Field

- B. 50 Cubic Yards of Engineered Wood Fiber was installed by DPW/Parks in the Tot Lot Playground to remain in compliance

Wrights Field

- A. Cosmetic upgrades to the Field House were performed by Eagle Scout candidate Octavio Arencibia
- B. Home and Away Dugouts had concrete repair and were painted

Memorial Park

- A. New Energy Efficient LED Athletic Field Lights were installed on the Sr Size Baseball Field
- B. Light ballasts were replaced on the Little League Field as well as 4 bulb replacements
- C. Joseph Tiseo Ramp Park received preventative maintenance on every ramp
- D. 100 Cubic Yards of Engineered Wood Fiber was installed by DPW/Parks in the Tot Lot Playground to remain in compliance
- E. Batting Cage poles repaired and/or replaced

Brookside Park

- A. Wildflowers and aquatic flowers planted by the gazebo in conjunction with Greener Bloomfield
- B. 275 Cubic Yards of Engineered Wood Fiber was blown in the Tot Lot to remain in compliance

Pulaski Park

- A. 140 Cubic Yards of Engineered Wood Fiber was blown in the Tot Lot Playground to remain in compliance

Clarks Pond South

- A. Energy Efficient LED Lights were installed on the Basketball Court by the DPW Electrical Dept
- B. 185 Cubic Yards of Engineered Wood Fiber was blown in the Tot Lot Playground to remain in compliance

Clarks Pond Nature Preserve

- A. Walking Path/Pond Clean Up/Monument Refurbishment by Eagle Scout candidate Brandon Wojak

Vassar Field

- A. Higher fence was installed on the 1st and 3rd base side of the turf field to reduce baseballs going into the neighbor's yards and for safety concerns

- B. Contractor came back to resurface the basketball courts that did not take the year before
- C. 240 Cubic Yards of Engineered Wood Fiber was blown in the Tot Lot Playground to remain in compliance

Morris Canal Greenway

- A. Completion and installation of over 20 wayfinding signs. Worked in conjunction with DPW/Parks and the Bloomfield Morris Canal Greenway Committee
- B. Completion of the Mobile App. First of its kind for the Morris Canal Greenway
- C. Phase I upgrade to JFK/Liberty St parklet by Eagle Scout Candidate Brendan Somers. Phase II completion schedule for Spring 2019
- D. Installation of 1st Information Kiosk at JFK/Liberty St parklet

Collins House

- A. Phase III restoration process completed. Stabilization of house and installation of 3 roofs
- B. Phase IV is underway which includes making the outside of the house weather proof including the priming and painting of restored and new clapboard, windows and door ways

Lion Gate Park

- A. Phase I Wetland Creation was awarded.
- B. Phase II specs and bid packet is in the final stages of the design phase for multiuse field, concessions stand, bathroom and playground

Civic Center

- A. Emergency Backup Generator was installed via a FEMA/OEM Grant
- B. Memorial Stone for Domenick J Ferrara was installed on the front lawn

Miscellaneous

- A. Geese Police contracted to chase geese out of the municipal park system & BOE properties
- B. Public Art Murals
 - Welcome to Bloomfield at Parkside Pizzeria
 - Stay Strong Restoration – Broad St Train Trestle
 - Custom Mural – Broad St Train Trestle – Work in progress/completion in Spring 2019
- C. Completed an active shooter exercise at the Civic Center with the Bloomfield Police Department

TRANSPORTATION

- A. Full compliance of the Township of Bloomfield’s Substance Abuse Policy and Drug Testing Procedures
- B. Successfully managed a part time staff of 17 drivers and 1 full time staff member to keep transportation cost down
- C. Increased the number of rides for Special Needs Community

Program	Description	2018	2017	2016
Dial A Ride	One Way Trips	4,842	5,510	5,598
South End Shuttle	One Way Trips	19,696	19,893	19,642
North End Shuttle	One Way Trips	14,422	11,805	12,443
Senior Citizen Bus	One Way Trips	9,015	9,184	10,147

SUMMER CAMP/CLINICS

- A. The Demarest Camp had near full capacity in Session #1 and full capacity in Session #2 & #3 (180)
- B. Successfully moved the Kindergarten Preparation Camp back to Forest Glen and we had a slight increase in participation
- C. Worked with Bloomfield BOE mainstreaming Bloomfield student’s extended school year program (special needs) into an inclusionary recreational and academic program at BOTH camps. We successfully kept students in district at a huge cost savings to tax payers
- D. Worked with the BOE to have a full time certified nurse on call at the camps
- E. All Summer Camp Head Counselors were background checked, CPR & AED trained prior to the start of camp
- F. Performed fire drills, evacuation drills and active lockdown drills

LITTLE LEAGUE BASEBALL

- A. The Bloomfield Parks, Recreation & Cultural Affairs Department and the Bloomfield Little Leagues successfully completed a full season of a town wide merged baseball league that no longer divided teams and playing fields by geographic area

PARTICIPATION OVERVIEW

Season	Description	2018	2017
Winter	General Programming	507	424
	Wrestling	72	59
	Basketball	402	412
Spring	General Programming	584	472
	Softball	119	123
	Track	51	74
Summer	Summer Camp	230	240
	Sports Clinics	613	573
	Travel Camp	33	37
Fall	General Programming	419	435
	Volleyball	55	57

COMMUNITY OUTREACH

- A. New and improved website that links to the township's main page
- B. Improved awareness through the department's social media outlets
- C. The department successfully administered the creation and distribution of (2) Bloomfield Buzz paper versions to every household. One in January and one in June 2018
- D. The department successfully administered the creation and distribution of (10) Bloomfield E-Buzz editions to over 3,000 subscribers
- E. The Department has certified over 150 volunteer coaches to date
- F. All volunteer recreation coaches are background checked and Rutgers SAFETY Certified prior to coaching
- G. Board of Recreation Commissioners created subcommittees one of which is an Awards/Community Engagement committee geared to recognize and highlight the

accomplishments of our residents. Also to gather input from the community on recreational opportunities for all residents

2019 Goals & Objectives

PROGRAMMING

- Create a College Preparation Class for outgoing high school seniors focusing on skills needed for a successful freshman year
- Create an Open Court Tennis Program at Pulaski Park
- Create a middle school suburban tennis program
- Create a middle school boys volleyball program
- Create a boy's 6th grade suburban basketball travel team
- Implement a healthier food/snack option for the Friday Night Fun program
- Create a pilot Program where programs are administered in various elementary schools throughout the township immediately after school to provide aftercare for participants/parents
- Create program curriculums for instructors so they have guidelines and procedures for each program to ensure continuity, safety and success
- Conduct program evaluations at the end of each season to obtain valuable feedback about our programs
- Perform staff orientations for every instructor to review policy, procedures and let them know our level of expectation as teachers and representatives of our department.
- Issuance of staff shirts for every instructor and part time employee
- Have every instructor and coach CPR & AED Trained

ENRICHMENT PROGRAMS

- Poetry slams/workshops
- Readings by local authors and poets
- Small business workshops
- Music clubs
- Film clubs
- Preparedness classes – CPR, fire, general safety
- Cooking classes - Focus on different cultures, cuisines and health
- Language classes – especially English, Spanish, and sign language
- Master classes – with a focus on individual growth and education
 - A. On Line “How To Classes” in conjunction with WBMATV

- Increase current membership and expand program offerings for the Bloomfield Art League

SPECIAL EVENTS

- Host an additional Summer Concert which will include a laser light show choreographed to a music concert
- Partner with the Police Department to host National Night Out

FUNDRAISING/GRANTS

- Continue to network with private and corporate donors to raise \$40,000-\$50,000 in sponsorships
- Work with Bloomfield's Community Development Department to fund worthwhile initiatives
- Actively seek grants with Millennium Strategies to enhance programming and facilities

PARK/FACILITY IMPROVEMENTS

- Memorial Park – New Tennis Courts that are also lined for Pickelball
- Felton Field – Installation of 50/70 Baseball Field
- Wrights Field – Upgrades to the Tow Path – Bloomfield Morris Canal Greenway
 1. Installation of a batting cage on the Sr League Field
- Clarks Pond South – Installation of a batting cage
- Milbank Park – Create a Community Garden
- Liongate Park – Significant completion by year's end
- Completion of the Demarest School Corridor for the Bloomfield Morris Canal Greenway
- Completion of the JFK/Liberty St Parklet for the Bloomfield Morris Canal Greenway
- Complete Phase IV of the Collins House Restoration – Exterior Thermal Envelope
- Start Phase V of the Collins House Restoration – Interior Work
- Create a Cultural Affairs Annex at the Civic Center combined with the Veterans Lounge
- Administer new Public Art Mural initiatives throughout the township
- Install new chain, hangers and belt swings in every tot lot with assistance from the DPW/Parks department as part of our preventative maintenance program

TRANSPORTATION

- Implementation of the Swift Reach 911 system to alert riders of schedule changes, weather updates and other up to the minute notifications
- Purchase of a new 20 passenger ADA compliant shuttle bus to replace one of our older buses for our fleet

SUMMER CAMP/CLINICS

- Create an employee/counselor training program with a one day retreat and team building program
- Create a pilot program to offer several sports clinics that have extended times to accommodate the working parent
- Create a pilot program to offer the opportunity for a supervised lunch period during sports clinics to accommodate the working parent
- Create a rugby and/or lacrosse clinic

COMMUNITY OUTREACH

Social Media

- Continue to utilize our social media outlets to reach our residents
- Keep our website updated daily to provide timely information
- Create event pages for all special events

MISCELLANEOUS

- Educate high school and college students on what our department does by creating an internship program with an accredited NJ University
- Explore a partnership between a professional sports team through their grassroots department.. I.E. New York Red Bulls, NJ Jackels, Mets, Yankees, Nets etc
- Continue the ongoing relationship between the Recreation Department, Bloomfield School Systems, Board of Education, and Bloomfield College.
- Obtain valuable feedback from senior citizens to enable our department to offer more senior citizen programs
- Create programs during school breaks and half days to create recreational opportunities for students and ease the burden of working parents.



BLOOMFIELD PUBLIC LIBRARY

SUBMITTED BY:
HOLLY BELLI

MISSION STATEMENT

The Bloomfield Library strives to be the center of information and discovery for the Township. Our mission reflects the commitment we are making to the community.

“The Bloomfield Public Library... changes lives through the power of ideas, information, and imagination.”

VISION

Our vision articulates what success will look like in the future.

- Provides an environment and materials to support education, self-directed learning, and literacy
- Is a welcoming community gathering place and a cornerstone of family, cultural, and civic life
- Represents, through its collections, the diversity of the community
- Bases decisions on patron needs and preferences
- Anticipates challenges and responds with creativity and innovation
- Maximizes the potential of its employees

VALUES

To fulfill our mission and realize our vision, the following ideas shall guide us in service to our community and interaction with one another:

- **ACCESSIBILITY**- Championing fair and open access to diverse materials
- **SERVICE** - Giving prompt, accurate, and courteous assistance
- **COMMUNITY** - Providing opportunities for people to meet, share, and collaborate
- **ACCOUNTABILITY** - Serving as responsible stewards of the public’s resources
- **TEAMWORK** - Working with partners to achieve common goals
- **RESPECT** - Honoring diversity, individual perspectives, and the right to privacy
- **LEARNING** - Promoting literacy and learning in as many ways as possible

STRATEGIC PLAN

This fall the Library embarked on the formulation of a Strategic Plan for 2019-2021. Informed by questionnaires for patrons and staff, meetings with community leaders and stakeholders, and a coffee and conversation event with patrons, the Board of Trustees and Library Director have laid out a vision for the next three years of library development. The Strategic Plan is available on the Library Website at www.bplnj.org , or patrons can see ask to see a hard copy at the Reference Desk.

STATISTICS

Circulation for 2018 was heavily affected by the collapse of the Library Link NJ (LLNJ) Interlibrary Delivery service in late December, 2017 which resulted in a temporary loss/reduction of delivery and long waits for the materials that were requested from other BCCLS libraries. Despite that, overall usage of the Library, program attendance, and registrations of new cardholders were up for 2018. In order to provide better delivery service for its patrons, the BCCLS system, of which Bloomfield is a member, will begin providing its own consortium-wide delivery in June of 2019.

FACTS AND FIGURES – COLLECTIONS AND PATRON REGISTRATION – ALL DEPARTMENTS

Category	2017	2018
# of items in collection	104,487	108,772
# of items added to collection	5861	8020
# of items circulated	133,919	128,777
Change from previous year	^8364	v4506
Total # registered cardholders	21,915	24,198
# of library visitors	299,522	302,167

ADULT PROGRAMMING AND GRANTS

The Library took advantage of several grant opportunities in 2018, notably winning a highly competitive New Jersey Council for the Humanities Incubation Grant. With this grant, the Library presented “Take Pride, Bloomfield!” and was able to offer host of programs, including a visit to the New Museum in NYC, documentaries, speakers, book discussions, Drag Queen Storytime and more. Library Director Holly Belli was invited to speak with WFDU host Bob Mann about this grant on NJCH’s radio program “Humanities Connection”; a recording of this interview is available online at: <https://njhumanities.org/category/humanities-connection/>

In addition to the above, the Library was awarded two Essex County Division of Cultural and Historic Affairs Grants; one for Local History and the other for Local Arts. Using this funding, the Library was able to provide music and art programs, and to digitize some of our local history collection. The Library was also awarded these grants for 2019. Also awarded was a grant for Citizenship Assistance and a Vernon Library Supplies Grant.

The Adult Library continues its partnership with Literacy Volunteers of America –Essex and Passaic County. Their Bloomfield Public Library Literacy program served 118 students and hosted 151 tutor training sessions. LVA continues to be one of the Library’s most popular offerings, and the Library hopes to expand their services in the future. Additionally, our partnership with the Health Department continued this year as we remained a location for the Veggie Truck and Blood Drives. We also partnered with the Bloomfield Civil Rights commission to register teen voters.

The Library saw a considerable uptick in the number and variety of programs offered for adults,

as well as attendance at those programs. Movies, Bridge Club, Genealogy and Book Clubs were joined by our award-winning Finance Club, Roaming Readers, and Paint-and-Sip. Plans for further expansion are detailed in the Library's Strategic Plan 2019-2021.

ADULT PROGRAMMING

Category	2017	2018
# of adult programs	159	279
Adult program attendance	2775	3280

CHILDREN'S PROGRAMMING

In addition to the usual storytimes, book club and craft offerings, the Children's Library expanded its outreach in 2018 to include more community partnerships, including Lovlee Art Studios, Shooting Star Dance Center, Bloomfield United Way, Special Olympics New Jersey, Dentistry for Children and Brady the Therapy Dog. Art Displays from all Bloomfield Elementary Schools continued monthly. We also offered free summer lunch in July and August, serving around 2000 meals to hungry families, and began to offer Healthy Food Bags weekly, both courtesy of Toni's Kitchen in Montclair. Bloomfield Health and Human Services donated water coolers and water to the Library.

FACTS AND FIGURES – CHILDREN'S SERVICES

Category	2017	2018
# of in-house programs	440	452
In-house attendance	11045	11793
# of outreach programs	22	35
Outreach attendance	141	221
Summer Feeding days/meals	n/a	40/200
Healthy Food Bags	n/a	50 bags/week

FACILITY UPDATES

- ~ The library added monitors behind the front desk to advertise programs to Main Library patrons. ~ Envisionware servers/software were updated to allow patrons to access copiers remotely from their own laptops as well as from library PCs, enabling fast and easy printing of documents.
- ~New people counters were ordered and will be installed in both buildings at the beginning of 2019.
- ~The Reference Desk received a new fax machine so patrons can fax materials here instead of going elsewhere.
- ~Repairs to the roof of the children's library went out to bid and a contractor was chosen; work will begin this year.
- ~ Soft seating in the magazine area was reupholstered with sturdy faux-leather material.
- ~ The Young Adult Area now has a charging station, which has proven very popular. More will be added in 2019.

ORGANIZATIONAL UPDATES

- ~ The library updated its Organizational Chart and created a Supervising Librarian of Adult Services position which was filled by librarian Lisa Hoffman.
- ~ The Board updated our Unattended Child Policy this year.
- ~ A new programming brochure was adopted for both departments and will roll out in 2019.
- ~ The Bloomfield Public Library Board of Trustees updated their By-Laws, which are available on the Library Website. The Board also voted to hold fewer regular meetings, but more committee meetings in order to better facilitate business. A schedule of Board Meetings is available on the Library Website.
- ~ Lisa Hoffman began her new column, The Raucous Reader, which appears in the Independent Press on a monthly basis.

PROFESSIONAL DEVELOPMENT

- ~ Cheryl Pavliv, Head of Children's Services, won a BCCLS Scholarship to continue her MLS studies. She was also invited to the Phi Kappa Phi Honor Society at her university.
- ~ Jessica Czarnogursky, Head of Circulation, was selected to take part in both the BCCLS Supervisory Training Course and the LLNJ Super Supervisors training.
- ~ Lisa Hoffman was named chair of the BCCLS Diverse and Underserved Populations Committee for 2018-2019.
- ~ Holly Belli, Library Director, attended the Public Library Association's Annual Conference in Philadelphia in March, and Lisa Hoffman and Cheryl Pavliv attended the New Jersey Library Association Annual Conference in Atlantic City.
- ~ The Library held in-house training for all staff in working with Homeless Patrons, as well as an Active Shooter Training session conducted by the Bloomfield Police Department.
- ~ All staff attended Township-provided Training in Customer Service, Mental Health First Aid, and Harrassment in the Workplace.

BLOOMFIELD PUBLIC LIBRARY FOUNDATION

The Library Foundation was founded in 2018 with President Mollie Smith at the helm. Tax exempt status was filed for and is expected in 2019. Several donations and bequests were made in 2018, with special thanks to the Estates of Susan Barone and Marion North in particular for their incredible generosity. Together with the Foundation Board, the Library will be planning to expand library programming, collections and more in the future.

BLOOMFIELD COLLEGE INTERNS

The Library hosted several Library Student interns from South Korea in 2018. David Kang, Director of Global Education/Curriculum Specialist from the Office of International Training and Professional Studies approached Director Holly Belli and together an internship program was devised that allows Library School students the opportunity to work in all areas of the Bloomfield Library. The students have been such an asset, and have even done some multi-cultural story times for our children to educate them about life and culture in South Korea.



LAW DEPARTMENT

SUBMITTED BY:
MICHAEL PARLAVECCHIO

In 2018, the Law Department was focused on effectively and efficiently disposing of the many civil and criminal cases being handled by the office. On the Civil Claims side, there were 52 new Insurance Claims reported in 2018. Of the 52 claims, 41 claims were closed within the year. In total, the Law Department closed 60 claims having various dates of loss. The Department worked diligently to timely report claims and gather the necessary information in a manner to get the claims closed quickly.

Additionally, the Law Department has worked cooperatively with the Superior Court and Township Municipal Court to address the backlog of DWI cases, as Bloomfield Municipal Court handles amongst the highest volume of DWI complaints in Essex County. At the request of the County's Presiding Municipal Court Judge, the Township authorized the temporary appointment of a DWI judge and prosecutor to hold special DWI sessions to assist the Court. There were 162 new case filings in 2018, and the Prosecutors secured 111 guilty pleas during the past year.

The Law Department has also taken an active role in the negotiation and planning to support the many exciting Redevelopment Projects being built throughout the township. This has involved negotiating with developers, drafting technical financing and planning agreements to benefit the township and monitoring the numerous construction and development experts' interaction with various municipal departments.

At its core, the Law Department remains committed to and most rewarded by providing advice and counsel to the Mayor, Township Council and Department Heads on a regular basis.



ZONING BOARD OF ADJUSTMENT