



2021 Annual Report



Mayor Stuart K. Patrick
Council President Peter A. Hughes
Councilor Richard Law
Councilor David Lefkovits
Councilor Paul A. Lisovicz
Councilor Deborah Mans
Councilor Ann Marie Morrow

John Malyska, Esq.
Michael P. Zichelli, Borough Administrator
Erik I. DeLine, Director of Planning & Development / Deputy Administrator
Tara Ventola, Borough Clerk



Date: February 14, 2022

To: Mayor Stuart K. Patrick
Council President Ann Marie Morrow
Councilor Richard Law
Councilor David Lefkovits
Councilor Deborah Mans
Councilor Rebecca Meyer
Councilor Peter Hughes
John Malyska, Esq.

In effort to provide useful data to our citizens, elected officials and members of the various boards and commissions, please find our 2021 annual report.

Included are summaries and statistics regarding:

- Finance
- Office of Vital Statistics
- Office of the Municipal Clerk
 - Open Public Records
 - Dog Licenses
 - Film Permits
 - Block Parties
 - Garage Sales
- Recreation
- Department of Public Works
 - Solid Waste
 - Materials Used
 - Water & Sewer Emergencies
- Capital Projects
- Building Department
- Boards and Commissions
 - Historic Preservation Commission
 - Planning Board
 - Board of Adjustment
 - Shade Tree Commission
- Public Outreach
 - Website
 - Online Payment Center
 - Service Request Center
 - Email Broadcasts
 - Social Media

Respectfully submitted,

Michael P. Zichelli

Michael P. Zichelli, AICP, PP
Borough Administrator

MUNICIPAL FINANCE

Property Tax Rates, Ratios, And Collections:

	2020		2021
Net Taxable Value	\$1,703,366,100		\$1,712,143,200
Average Residential Value	\$665,800		\$667,200
Municipal Tax Levy	\$12,234,319		\$12,612,941
Municipal Tax Rate	0.7182		0.7367
Average Residential Municipal Tax	\$4,782		\$4,915

	2020		2021	
	Tax Levy	Tax Rate	Tax Levy	Tax Rate
County	\$8,762,201	0.514	\$8,904,582	0.520
County Open Space	\$280,567	0.016	\$288,961	0.017
Municipal	\$11,615,594	0.682	\$11,979,139	0.700
Library Tax	\$618,725	0.036	\$633,801	0.037
School	\$32,997,188	1.937	\$33,746,614	1.971
	\$54,274,275	3.186	\$55,553,097	3.245

	<u>Total Taxes Collected</u>	<u>% of Taxes Collected</u>
2021	\$54,796,568	99.16%
2020	\$54,124,424	99.32%
2019	\$52,411,797	99.66%

2021 Water Utility Rents

	2020	2021
Water Utility Usage Billed	\$1,613,827	\$1,784,712
Water Utility Rents Paid	\$1,378,965	\$1,632,818
Account Receivable	\$234,862	\$151,894

2021 Swimming Pool Utility

	2020	2021
Swimming Pool Memberships	679	1,108
Swimming Pool Revenue Collected	\$112,790	\$324,888

NOTE: 2021 figures are unaudited and subject to adjustment

OFFICE OF VITAL STATISTICS

Under the direction of the local registrar, Kathleen Sweeney, the Office of Vital Statistics processes and maintains all births, marriages, civil unions, and deaths which take place within the city limits of The Borough of Glen Ridge. This includes all births and deaths which occurred at Hackensack UMC Hospital (previously known as Mountainside Hospital). This office also ensures that all vital records are properly filed with the State Office of Vital Statistics in Trenton. Certified copies of these records are available through this office.

In 2021 the Office of Vital Statistics issued 2,854 birth certificates, 233 death certificates, 30 marriage certificates, and prepared 40 amendments to vital records.

2021	Birth	Death	Marriage	Amendments
Jan	186	6	4	2
Feb	135	16	0	3
March	257	57	5	4
April	233	18	1	3
May	164	16	0	5
June	309	8	0	3
July	270	26	0	2
Aug	287	19	3	4
Sept	330	7	8	3
Oct	237	15	3	3
Nov	239	37	2	4
Dec	207	8	4	4
2021 Totals	2,854	233	30	40

2020	Birth	Death	Marriage	Amendments
Jan	310	23	2	2
Feb	307	7	0	2
March	203	3	1	5
April	92	59	1	0
May	147	2	2	0
June	129	20	3	0
July	164	10	3	2
Aug	145	15	7	2
Sept	185	19	13	1
Oct	165	17	4	2
Nov	180	13	1	3
Dec	139	9	0	1
2020 totals	2,166	197	37	20

OFFICE OF THE MUNICIPAL CLERK

The Municipal Clerk, Tara Ventola, serves as secretary to the governing body, secretary to the municipal corporation, Chief Administrative Officer of all elections, custodian of all minutes, ordinances, resolutions, contracts, deeds and archival records of the municipality. The Municipal Clerk serves as the liaison between the Mayor and Council and members of the public.

COVID-19

Due to the ongoing COVID-19 pandemic the Clerk's office continued to face many new challenges in navigating and adapting to the changes required to keep employees and residents safe while still providing the level of service our residents deserve. Work from home policies and social distancing measures were adjusted as necessary to continue daily functions as we monitored the effects the virus continued to have on our Borough and beyond. Borough staff worked on rotating schedules in the office to limit the number of employees in the building at any given time until June 21, 2021. The Municipal Building remained closed to the public until June 28, 2021. Supplies and PPE were still difficult to obtain throughout much of 2021 and the Clerk's office worked vigilantly to obtain supplies needed. The Clerk's office was also responsible for coordinating and tracking COVID-19 testing and tracking vaccines for Borough employees.

Council meetings continued to be conducted virtually through the Free Conference Call platform until June 14, 2021.

COVID-19 restrictions that were placed on the elections process in 2020 were largely lifted and in person voting resumed with new voting machines being utilized in the 2021 General Election. Drop boxes and vote by mail applications were still utilized for those not comfortable voting in person at the polling places. New Jersey also adopted early in-person voting regulations and twelve sites were opened in Clerk's offices throughout Essex County for residents to vote in-person the ten days preceding the General Election.

Open Public Records

The Municipal Clerk serves as custodian of records. The Clerk's Office is responsible for overseeing requests made under the Open Public Records Act. The Clerk also issues dog licenses and film permits and as well as block party and garage sale applications.

In order to streamline and provide expedited service to our constituents the Borough utilizes a digital portal that

The screenshot shows a web form titled "Open Public Records Act Request" for the Borough of Glen Ridge. The form includes a header with the borough logo and contact information (825 Bloomfield Ave, Glen Ridge, NJ 070, (973) 748-84, www.glenridgenj.org). The main section is titled "Requestor Details" and contains several input fields: First Name, Middle Initial, Last Name, Business Name, Address, City, State (a dropdown menu), ZIP, Phone #, Fax #, and Email. The form is designed for online submission of public records requests.

allows citizens to request public records online. This portal also allows the Borough to fulfill and track all requests online. The use of the Open Public Records portal continues to grow. The portal allows electronic requests of public records from all departments throughout the Borough. 457 requests were processed in 2021 through the online portal. This is an increase from 2020. The portal allows for more efficient and transparent access to public records and we continue to direct users to this feature. Requests for public records are still accepted in person and via email. In 2021 the Clerk's office fulfilled approximately 1,137 total requests. In 2020, 355 requests were submitted through the portal and 750 requests were made via other means for a total of 1,105 request for public records.

Dog Licenses

State Law requires the Municipal Clerk to license all dogs over the age of 7 months within the Borough on a yearly basis. The Borough currently utilizes software provided through GovPilot to track and issue dog licenses online. This software allows residents to apply for their license online and make payments via credit card. We also accept applications in person and through the mail.



In 2021, 247 dog licenses were issued compared to 355 licenses in 2020.

Film Permits



Due to its distinct historic designation and beautiful gas lamp and tree lined streets, the Borough of Glen Ridge offers unique opportunities to scouting agents looking to film commercials, TV shows and major motion films. By utilizing a streamlined application process, the Borough maintains a reputation for being film friendly by offering a quick turnaround time for approvals of film permits. The Clerk provides a yearly report of film permits to the NJ Motion Picture and Television Commission.

In 2021 the Borough issued 6 film permits and collected \$4,400 in permit fees compared to 2020 where 8 permits were issued and \$7,000 was collected.

Block Parties

Block party applications are available online. In 2020, only 1 block party application was issued due to COVID-19 restrictions. In 2021, 13 block party applications were approved and issued.



Garage Sales

The Borough regulates garage sales and requires an application to be submitted for each sale that takes place within the Borough with the exception being the Annual Town Wide Yard Sale hosted by the Friends of the Library.

Only 10 individual permits were issued in 2020 due to COVID-19 restrictions. 14 permits were issued in 2021 when conditions permitted.

PARKS & RECREATION

The Parks and Recreation Department successfully navigated the ever-changing landscape of the pandemic.

Athletic Field Improvements

Spearheaded by Chair of the Parks & Recreation Committee, Councilor Richard Law, with assistance from Director of Parks and Recreation Jim Cowan, the department reevaluated the athletic field maintenance program and made significant strides in improving the conditions of the fields. Rutgers University Center for Turfgrass Science was commissioned to provide a detailed study and report along with recommendations for field maintenance. Many of the recommendations that were implemented in the spring of 2021 resulted in marked improvement. As recommended by Rutgers, the Borough will employ a sports field and grounds consultant to further improve field maintenance.



Volunteer Verification Program

As per the Borough's insurance provider, all members of volunteer organizations covered by the Borough's insurance policy and that have contact with minors will be required to participate in the Borough of Glen Ridge Volunteer Verification Program. This program includes a one-time background check, various training sessions, and adherence to operational policies. The Parks and Recreation Department successfully coordinated the background check portion of this program for over 200 volunteers in 2021.



Glen Ridge Senior-Community Center

Although events did not take place due to the pandemic in 2021, it was a very productive year for the facility. The interior renovations of the Senior Community Center at the Glen Ridge Train Station were completed in 2021. Renovations included painting of the walls and ceilings, and the installation of new flooring, new bathroom fixtures, and new kitchen countertops and cabinets. New furniture has been ordered. Exterior renovations will continue in 2022.

The Glen Ridge Community Pool

The pool followed the New Jersey Department of Health COVID-19 Guidance for Operating Pool Bathing Facilities and enjoyed a successful 2021 season with a total of 1,108 family, couple, single memberships. In 2020, 679 total memberships were issued. In 2019, 1,474 total memberships were issued.



Freeman Tennis Courts

While maintaining compliance with CDC COVID-19 guidelines, Freeman Tennis Courts had a great 2021 season with 204 total passes issued. In 2019, 159 total passes were issued. In 2020, 180 total passes were issued. Additionally, new landscaping was installed along the Woodland Avenue side of the complex. Construction began to convert Court Seven into a clay court.

Glen Ridge Summer Day Camp

The program followed New Jersey Department of Health COVID-19 Youth Summer Camp Standards and served 171 total resident campers. In 2020, 51 campers were served. In 2019, 79 campers participated in our program.

Friday Night Rec - Polar Bear Edition

In an effort to continue our Friday Night Rec program for children in grades 3 through 6 (activities include a wide range of sports games), the Recreation Department moved the program outdoors to George Washington Field, and happily reported approximately 80 participants per session. In 2020, the program was not held. In 2019, there were typically 80 participants per evening.

Senior Citizens Programs

Since programs for Seniors traditionally take place at the Senior Community Center, and indoor activities were canceled due to the pandemic, the Parks and Recreation Department had to get creative and explore other options. We successfully created virtual on-line options for the weekly yoga and art programs that have previously been in-person. Participation in these virtual programs was strong. The department continued to provide weekly grocery shopping trips for seniors. For those seniors that did not want to venture out to the supermarket, a volunteer food shopping program that delivered right to their door was coordinated. The periodic newsletter with a mailing list of 65 members that helps keep the seniors informed was published as well.



Field/Gazebo Permits

Field and gazebo permits became a bigger part of Parks & Recreation as the desire to hold activities outdoors increased. 30 permits were issued for use of Borough facilities. Events such as weddings, religious ceremonies, social events, and school picnics were held. In 2020, 16 permits were issued. In 2019, eight were issued.

PUBLIC WORKS

The Public Works Department, led by the Director of Public Works Bill Bartlett, continued to provide essential services to our residents. The department remained operational while maintaining the staff's safety. DPW continued enhanced cleaning procedures and safety protocols in public buildings and parks in response to the pandemic.

2021 produced an active winter with ten snow events. The biggest snow maker was in late January, dropping 20" on the Borough. Additionally, DPW also faced the recovery efforts from the intense rainstorms produced by remnants of Hurricane Ida. This storm event caused significant flooding in the Borough. The tables below indicate the amount of solid waste and materials used and cost for a number of different activities. Of note, single stream recycling decreased while household refuse and bulk waste significantly increased, adding to disposal costs for the Borough. The Borough will step up education efforts on recycling opportunities for residents to try and reduce waste and bring costs down.

Solid Waste

	2020	2021
Single Stream Recycling (tons)	1,192.92	1,103.41
\$ per year	\$57,221.16	\$44,755.61
Bulk -Type 13 (tons)	146.41	275.51
\$ per year	\$12,777.20	\$25,250.49
Household Refuse- Type 10 (tons)	2,702.57	3,473.37
\$ per year	\$229,961.68	\$297,251.00
Leaves (cubic yards)	1,550.00	1,640.00
\$ per year	\$16,275.00	\$17,220.00
Plant Material (cubic yards)	1,695.00	630.00
\$ per year	\$20,790.00	\$8,368.50
E Waste (tons)	20.07	19.32
\$ per year	\$0.00	\$0.00



Materials Use

	2020	2021
Salt (tons)*	60	317
\$ per year	\$3,598.20	\$15,364.99
Brine (gallons)	0	4,750
\$ per year	\$0.00	\$2,375.00
Asphalt		
Winter Mix (tons)	0	6.63
\$ per year	\$0.00	\$1,259.70
Hot Mix (tons)	13.13	34.20
\$ per year	\$1,222.32	\$3,461.77
Crack Sealing (lbs)*	0	3,900
\$ per year	\$0.00	\$5,235.00
Gasoline (gallons)	30,000	27,725
\$ per year	\$39,107.17	\$60,377.27
Diesel (gallons)	2,439	3,023
\$ per year	\$4,698.84	\$6,923.69



*Notes:

- Salt usage - Essex County provides 175 tons salt per year via shared service agreement which was stockpiled.
- Crack Sealing – includes rental of Crackpro 260 trailer.

Water System Emergencies

2021

Three water main repairs:

- May 17, 2021 – supply line disconnect & main repair.
- June 1, 2021 – 6” water main repair.
- November 23, 2021 – 6” water main repair.

Ten Emergency call outs:

- three locate & mark requests.
- six leaks, two of which were the Borough’s responsibility.
- dirty water call Herman Street.

2020

Two main repairs:

- February 19, 2020 – 6” cement lined main and 6” valve repair/replacement.
- April 14, 2020 – 6” main repair.

Fourteen emergency call outs:

- five locate & mark requests.
- nine leaks, four of which were the Borough’s responsibility.

Sanitary Sewer Emergencies

2021

Ten emergency call outs:

- seven homeowner laterals.
- three excessive surcharges.

2020

Five emergency call outs:

- two main clogs.
- three homeowner laterals.

Tree Emergencies

2021

Three emergency call outs:

- multiple trees & large limbs blocking roadway (July 6 thunderstorms).
- two trees blocking roadway.

2020

Seven emergency call outs:

- four trees down blocking roadway.
- one dangerous limb hanger.
- one tree in danger of falling, emergency removal.

Additional Emergencies

2021

- fuel dispenser alarms sounding at Municipal Complex.
- three times for separate flooding of Borough roadways.



2021 CAPITAL PROJECTS

Deputy Administrator & Director of Planning & Development Erik DeLine continued to work with the Mayor and Council along with the entire Borough staff in overseeing the budgeting and implementation of many of the Borough's capital projects.



Glen Ridge Train Station

Alden-Bailey began work on the renovation of the interior and exterior of the train station in January 2021. Work on the exterior included the restoration and repair of the roof, wood and brick siding, replacement of wooden columns, and window glazing among other exterior improvements. The interior work included repainting of walls, updating the bathrooms, new kitchenette cabinets and countertop, new flooring, reupholstry of benches and re-carpeting of the stage. Additional restoration work was done inside the basement of the station. Following a meeting with NJ Transit, it was determined additional insurance and

protective measures were required by NJ Transit to do exterior trackside work on the station, which delayed portions of the exterior work. This work will be completed in the spring of 2022.



Municipal Complex Fuel Pump

The Borough's fuel pump was replaced in 2021 to meet regulatory requirements for emissions. During replacement, the additional work was required. The underground conduit was found to be leaking and required replacement.

Municipal Building Break Room

The break room of the second floor of the building was renovated. New cabinets and countertop with an ADA height compliant sink, and new tile flooring were installed.

Hurrell Field Running Track Resurfacing

Using a \$150,000 from the Essex County Open Space Trust Fund grant, the Borough resurfaced the Hurrell Field running track in the summer of 2021.



Municipal Court Ballistic Door

In 2021, the Municipal Court door was replaced with a ballistic door system to meet state recommendations for security for officers of the court.

Glen Ridge Police Department Pistol Range Ventilation System

Work has begun on the installation of a ventilation system in the pistol range to meet requirements for discharged ammunition. Supply chain delays pushed the project back into the 4th quarter of 2021 but is expected to be completed in the first quarter of 2022. The system requires a large portion of the records storage room to be occupied with new ductwork.



2021 Road Paving

Using NJDOT Municipal Aid funding from 2019 and 2020 and CDBG funds, the following contracts for roadway work were awarded and scheduled for repaving in 2021: Midland Avenue, Lincoln Avenue, Freeman Parkway, Woodland Avenue, Benson Street, Clinton Road, Wildwood Terrace, and Baldwin Street. Utilizing CDBG funds, ADA curb ramps on Midland Avenue were completed in early December. Milling and paving will be completed in the spring of 2022. As the project continues, below ground stormwater system will also be installed on Benson Street.

Safe Routes to School Grant Application

The Borough of Glen Ridge applied for a NJDOT Safe Routes to School grant in the fall of 2021. If received, this grant will fund curb extensions, pedestrian crossing flashing beacons, high visibility crosswalk striping, and green infrastructure improvements on Ridgewood Avenue at Clark Street, Woodland Avenue, and Darwin Place. These crossings will benefit Middle School and High School students as well as train commuters. Grant recipients are expected to be announced in the Spring of 2022.



BUILDING DEPARTMENT

The Building Department is responsible for ensuring that all construction documents are in compliance with New Jersey State Building Code and all applicable local codes. Additionally, the Building Department issues permits and has the duty to monitor all projects while under construction, perform final inspections, and issue Certificates of Occupancy.

In 2021, the Building Department continued policies and procedures to keep the Building Department up and running during the COVID-19 pandemic. In 2021, the number of permits increased from 2020. Construction Values and Permit revenue was slightly lower in 2021, partially because no fees were collected for self-certified Zoning Compliance forms for the entire year. In 2022, a fee will be applied to the Zoning Compliance self-certifications.

Number of Inspections	2017	2018	2019	2020	2021
Building	698	672	636	531	575
Plumbing	611	629	643	501	620
Electrical	647	720	719	574	704
Fire	109	121	142	132	154
Zoning Compliance	154	165	151	142*	0**
TOTAL	2,219	2,307	2,291	1,764	2,053

Construction Value	2017	2018	2019	2020	2021
	\$13,693,897	\$16,368.08	\$32,757,739	\$9,872,652	\$10,703,096

* 26 in person inspections and 116 self-certifications

** 161 Self-Certification COs were issued. There were NO in person Zoning Compliance inspections in 2021.

Permit Fees Collected	2017	2018	2019	2020	2021
Building	\$141,973.00	\$137,962.00	\$194,049.00	\$156,715.00	\$137,380.00
Plumbing	\$57,442.00	\$58,166.00	\$83,130.00	\$56,186.00	\$64,465.00
Electrical	\$65,060.00	\$50,610.00	\$100,132.00	\$50,176.00	\$62,015.00
Fire	\$10,070.00	\$13,410.00	\$27,555.00	\$17,220.00	\$14,375.00
Elevator	\$366.00	\$3,805.00	\$1,268.00	\$0.00	\$574.00
Zoning Compliance	\$11,130.00	\$16,500.00	\$13,985.00	\$2,400.00	\$0.00
TOTAL	\$286,041.00	\$280,453.00	\$420,119.00	\$282,697.00	\$278,809.00

BOARDS AND COMMISSIONS

Historic Preservation Commission

The Historic Preservation Commission is charged with conserving, protecting, enhancing and perpetuating the landmarks, properties, and improvements within the Glen Ridge Historic District. For properties in the Historic District, all exterior changes which can be seen from any street are subject to review by the Historic Preservation Commission before a Building Permit for such change can be issued.



In 2021, the Historic Preservation Commission continued to engage the

services of a Preservation Consultant to review applications, interface with the public and to consult with the Commissioners despite the impact from COVID-19 on the ability to meet in person. The number of

Year	Number of Applications	Average / Month
2012	55	4.5
2013	59	4.9
2014	64	5.3
2015	85	7
2016	101	8.5
2017	90	7.5
2018	64	5.8
2019	73	6.0
2020	61	5.1
2021	77	6.4

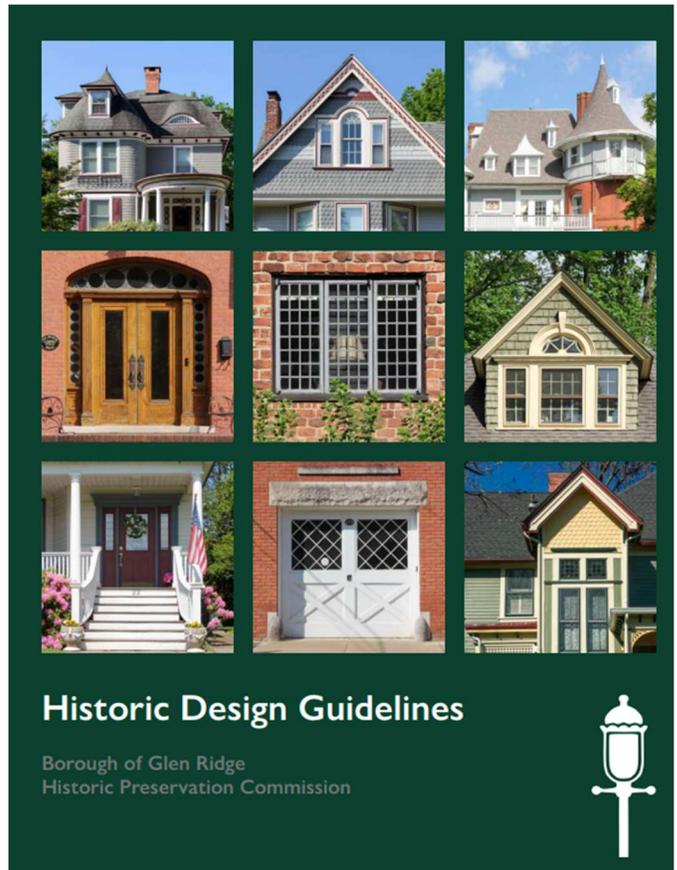
applications the Glen Ridge Historic Preservation Commission heard increased from 2020. In 2021, the Commission heard 77 cases; 65 cases for rehabilitation were approved, and 3 applications were denied including a demolition. Seven applications were withdrawn.

2021 has resulted in changes to the Board membership. Sarah Githens left the HPC in June after over 15 years of service, 10 of those as Vice Chair. Christine Yewaisis, a local resident with a background in historic preservation, joined the HPC in September 2021. Andrew Grisafi left the HPC in October 2021. After 15 years of service, Chair Peter Herrigel ended his term in December 2021. Peter served as the Commission Chair for 10 years. Gregory Switzer, AIA also ended his term in December 2021.

Historic District Guidelines

Using the \$24,999 grant from the state, the Historic Preservation Commission completed the development of new Historic Design Guidelines. Several public meetings were held virtually to solicit public input and a presentation held during the HPC meeting to discuss the elements of the guidelines. The Guidelines were adopted by the HPC in September 2021 and endorsed by the Council at a subsequent meeting. The Guidelines are available on the Borough's website.

The guidelines provide an easy to use and graphically pleasing direction on what materials and styles are appropriate to advance the historic character of the district. Elements of the home that are covered includes roofing, siding, windows, doors, porches, and the maintenance of materials. The guidelines also review the appropriate siting of mechanical and utility equipment, including solar panels.



Historic Design Guidelines

Borough of Glen Ridge
Historic Preservation Commission



Roof



Second Empire style tiled mansard roof with gabled dormers at 50 Essex Avenue

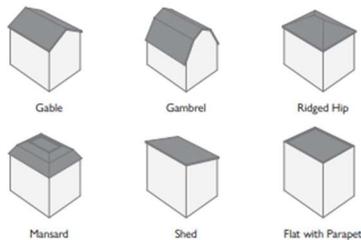


Slate hip roof with gabled projection and overhanging eaves of this Tudor Revival home at 140 Forest Avenue

Form

The geometric form of the roof is a significant element and determining characteristic of a building's architectural style. Roofs can be hipped, sloped, curved, flat, or combinations of these forms. Many architectural styles are distinguishable by their roof form: Tudor Revivals feature steeply-pitched, complex roofs; Dutch Colonial Revivals feature symmetrical gambrel roofs; Second Empires feature mansard or curved roofs.

Modifying the roof form or increasing the height is not appropriate for most historic structures. However, simple roof forms may accommodate some modifications while retaining their original overall form. Many late 19th century architectural styles with complex roof forms, such as the Queen Anne or Tudor Revival styles, typically do not accommodate an increase of the original ridgelines appropriately.



Guidelines

- **Preserve** historic roof forms that are character-defining elements.
- **Design** new roof forms to reflect the appropriate architectural style and neighborhood scale.

Additional Guidance
NPS Preservation Brief #4:
Roofing for Historic Buildings

The design guidelines will be used by the Borough staff and the HPC in their dialogue with Glen Ridge residents and their architects and contractors, guiding them on acceptable and preferred design treatments to sustain the historic character of the homes and properties in the Borough.

Planning Board

The Planning Board receives and hears applications for major and minor subdivisions, site plan approvals, conditional use applications, and bulk variances in conjunction with subdivision, site plan or conditional use applications, and appeals of Historic Preservation Commission decisions.

The Planning Board held five meetings in 2021, hearing one case for a minor subdivision for 14 Douglas Road. The property is located in Glen Ridge and Montclair and must also be approved by the Montclair Board of Adjustment before being able to be subdivided. The Board also reviewed updated stormwater regulations and cannabis business restrictions for Master Plan consistency. Because of the pandemic, all meetings were held virtually.

Board of Adjustment

In accordance with the State Municipal Land Use Law, the Borough of Glen Ridge has established a Board of Adjustment. Buildings and structures of various types are limited to specific districts and are regulated with respect to type, nature and extent of their use. The Zoning Board of Adjustment is empowered to grant exceptions to the zoning ordinances in cases where the literal and rigid interpretation and enforcement of the zoning laws would impose a hardship.

The Board of Adjustment met 6 times in 2021, hearing four cases. Four of the meetings were held in person. Two applications were for residential bulk variances, and both were approved. One case for 959 Bloomfield Ave was a preliminary site plan and final site plan application for a 2-story office building in the R-5 zone. Because the application did not meet all the conditions of the zone for a professional office building, a D(3) variance was required. After being denied for architectural approvals 3-3 by the Historic Preservation Commission, the applicant sought approval by the Board. The Board denied the application with 3 yes votes, and 4 no votes. The final application involved a front yard fence variance, where the application sought a 5-foot fence along their secondary front yard, where 4-feet is required. After the application was carried to a second meeting for changes, the Board denied the application unanimously. It is the Board of Adjustment's recommendation the fence ordinance be reviewed to consider requirements for front yard setbacks based on requested height and transparency requirements.

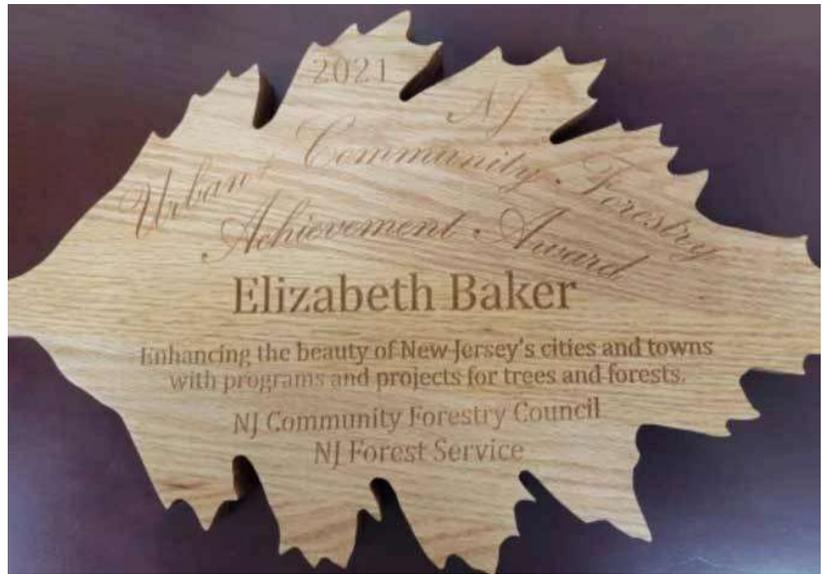


Streetscape rendering for proposed two-story office building at 959 Bloomfield Ave

Shade Tree Commission

The Shade Tree Commission is charged with developing a flexible strategic plan, practical goals and defined steps to ensure that Borough shade trees are planted, maintained and monitored over time. This commitment to healthy trees represents a long-term investment in the beauty, biodiversity and historic character of Glen Ridge.

Sadly, Commissioner Larry Stauffer, passed away on January 5, 2021. Not only did Larry serve on the Commission since its inception in 2010, but he was also a key member of the 2009 citizens' committee, set up by then Mayor Peter Hughes, to assess the desirability of reestablishing a shade tree commission in the borough.



In 2021, we were honored to have Elizabeth Baker, Chair of the Borough's Shade Tree Commission awarded the 2021 NJ Urban & Community Forestry Achievement Award for her work with her colleagues on the Commission to preserve and maintain the Borough's beautiful street trees.

The Commission continued their community outreach in 2021 by informing residents about spotted lanternflies, which made their appearance in the borough last summer. In August they put out an issue of the successful e-newsletter, "GReen Flash." This issue was devoted to the threat posed by this Asian invader and how to deal with it. In addition, two bulletin board displays, one in the library and one on the new bulletin board near the entry to the Glen were installed.



In 2021, 138 trees were planted. 87 trees had to be removed, 39 by a contractor and 48 by the GRDPW. Preventative maintenance was also completed. 23 trees were pruned and over 200 of our younger trees were pruned for low limbs. This pruning process ensures the trees are not damaged by traffic or pedestrians. As another preventative measure 22 Ash trees were treated to prevent infestation from the Emerald Ash Borer.

The Commission members attended annual training classes. The 2021 Annual Accomplishments Report was written and submitted along with the 2021 Shade Tree City USA report.

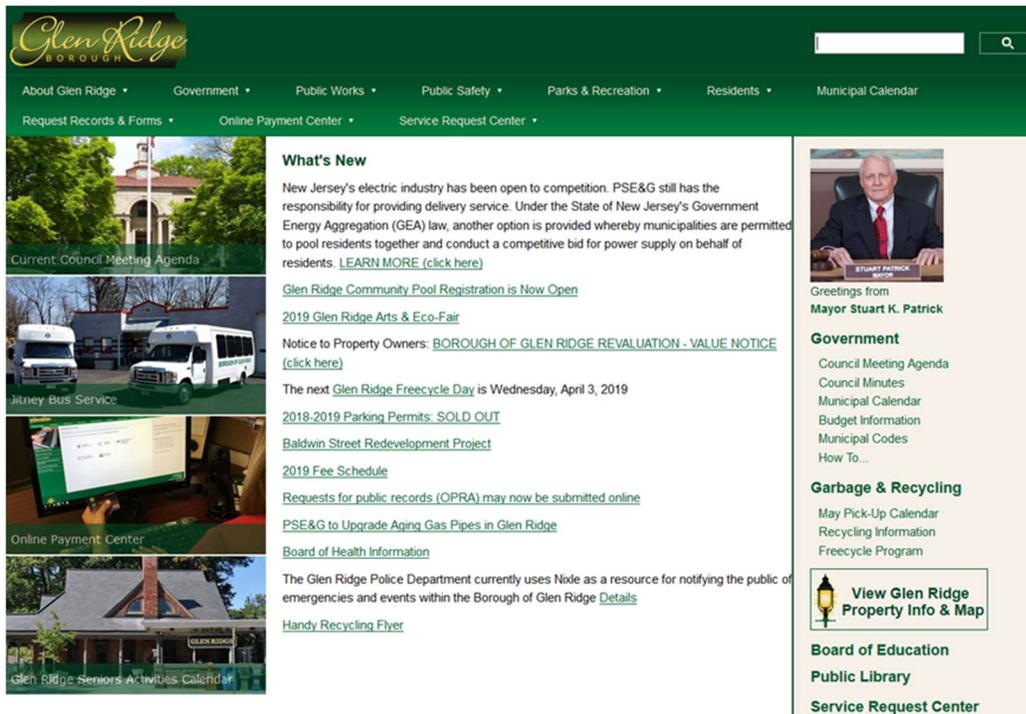
A more detailed [2021 Year End Report](#) was prepared separately by the Shade Tree Commission.

PUBLIC OUTREACH

The use of social media and interacting with our constituents electronically continues to grow. While the dissemination of information is increasing using email broadcasting and social media, we continue to develop the website to improve the convenience for our residents. The information below depicts an increase in usage of the Borough Website during the COVID-19 pandemic.

Website (www.glenridgenj.org)

We continue to monitor website usage and adjust to address the needs of visitors. Website usage continues to decrease as the use of social media platforms increases.



Year	Average Visits Per Month	Average Visits Per Day
2018	16,269	543
2019	15,083	496
2020	17,567	578
2021	15,727	517

Our top downloaded documents were:

- Vital Statistics Application
- Field/Gazebo Permit
- Citizen Leadership Application

Our top viewed pages were:

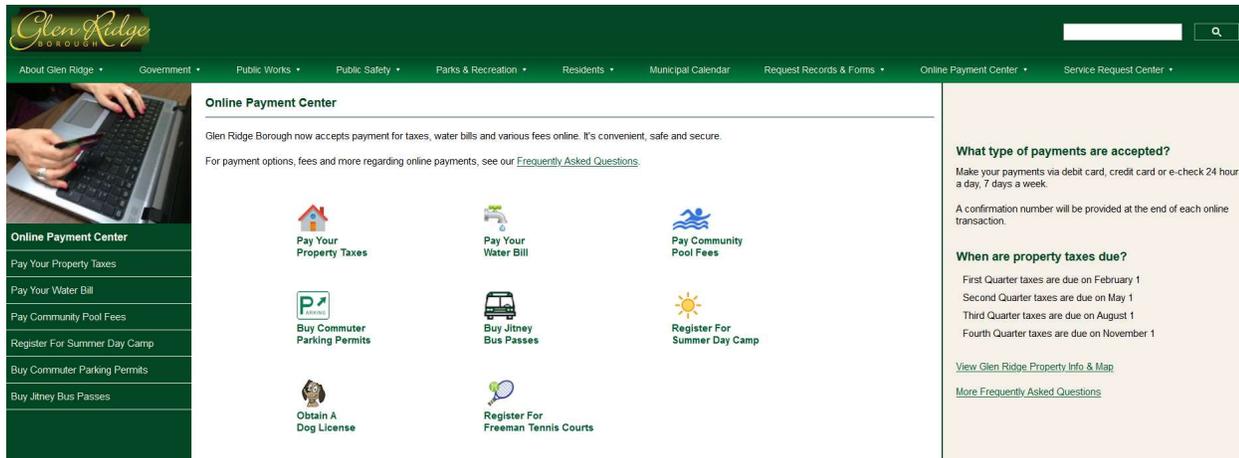
- Permits
- Pool
- Public Works

Online Payment Center

The Online Payment Center on the Borough website allows residents to complete financial transactions via the web. This webpage provides access to several different portals in one convenient location.

Regarding the Glen Ridge Community Pool, 459 transactions out of a total of 563 were paid via credit card through Community Pass, a cloud-based recreation management software. For recreation, jitney passes, parking permits and miscellaneous payments, 982 transactions out of a total of 1,121 were paid via credit card through Community Pass.

The Covid-19 Pandemic has caused a significant decrease in jitney passes and commuter parking permits, while New York City based employees continued to work from home.



Service Request Center (SRC)

The Service Request Center provides us with another way to resolve issues and improve customer service. It also allows us to track the internal performance of our staff. In 2019 we added two additional department categories; Tax Assessment Information and Public Safety Requests.

Department	2020 Tickets	2021 Tickets
General	12	17
Administration	2	3
Building	13	8
Tax & Water	11	8
Vital Statistics	4	2
Forestry	16	12
Garbage & Recycling	51	72
Public Works	42	37
Tax Assessment	1	2
Public Safety	9	2

Email Broadcast (announcement@glenridgenj.org)

The screenshot shows the MailChimp interface for the 'Glen Borough of Glen Ridge' account. The 'Campaigns' tab is active, displaying a list of completed email broadcasts. The interface includes a search bar, a 'Sort by' dropdown set to 'Creation date', and a sidebar with navigation options like 'View by Status' and 'View by Type'. The main content area lists several campaigns, each with a subject line, a 'Sent' status, and performance metrics for 'Opens' and 'Clicks'. A 'View Report' button is available for each campaign.

Subject	Status	Opens	Clicks
Water System Distribution Improvement Fee Reminder Regular - General Mail List Sent Mon, February 3rd 7:00 AM to 1K recipients by Michael Zichelli	Sent	40.2%	0.0%
5th Annual Family Fun Night with Jay Jay the Bubble Guy Regular - General Mail List Sent Fri, January 31st 2:00 PM to 1K recipients by Michael Zichelli	Sent	34.3%	2.7%
Utility Bill & Direct Energy Questions? Regular - General Mail List Sent Thu, January 30th 1:23 PM to 1K recipients by Michael Zichelli	Sent	40.2%	0.0%
2020 Film Fund Grant Application (copy 01) Regular - General Mail List Sent Wed, January 29th 7:15 AM to 1K recipients by you	Sent	32.0%	0.9%
SAVE THE DATE: Retirement Party for Michael J. Rohal Regular - General Mail List Sent Tue, January 28th 3:23 PM to 1K recipients by	Sent	42.7%	0.0%

The General Mailing List currently has 2,010 subscribers, up from 1,933 in 2020. We continue to utilize Mail Chimp software to manage our email broadcasts. This broadcast system was also used to send daily health check evaluation forms to all Borough Employees each morning in an attempt to track possible COVID-19 symptoms and/or possible exposures.

In 2021, 258 email broadcasts were sent out to the public.

The average open rate of broadcast e-mails is 40.91% an increase of 10.31% over 2020.

Announcements with the highest open rate of the 258 total broadcasted emails during 2021 were:

COVID-19 Glen Ridge Update	66.70%
Library Closure	61.11%
PSE&G: Storm Update: Sept. 2, 2021	60.26%
Storm Clean Up	58.21%
COVID-19 Vaccine Update	58.01%

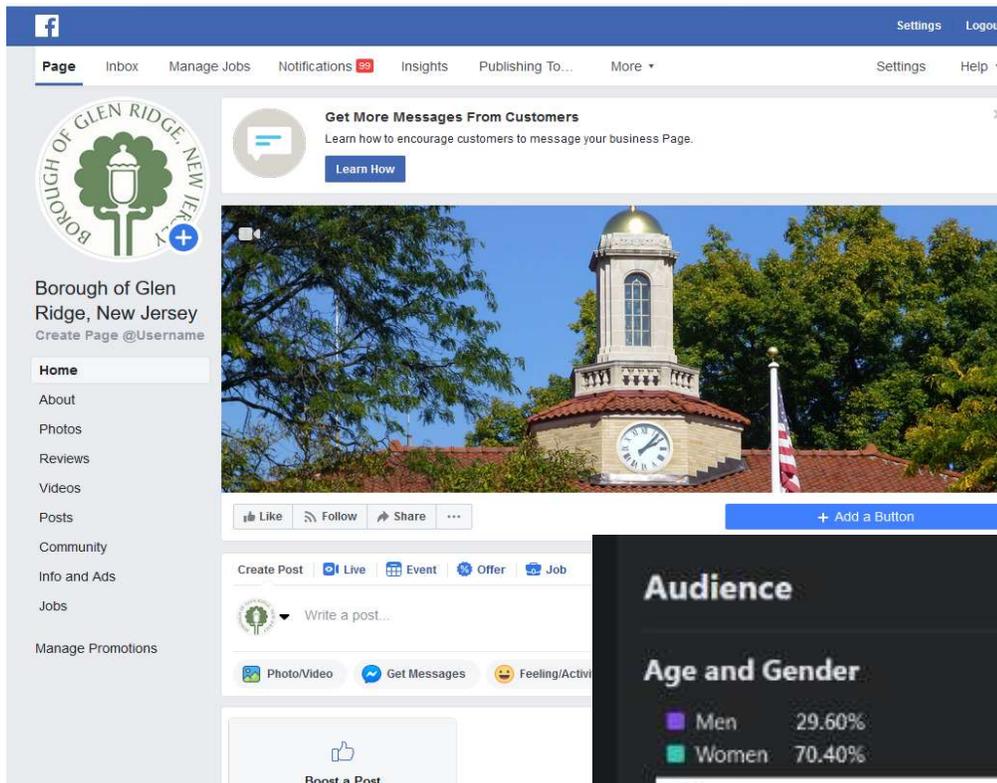
Video Broadcasting & Social Media

Glen Ridge TV live streams the Borough's Council meetings on YouTube and Facebook while also broadcasting on Channel 36 on Comcast and Channel 38 on Verizon FIOS. The Glen Ridge TV webpage <http://www.glenridgenj.org/grtv.htm> allows all non-profit organizations to submit announcements and events online to be included on the GRTV bulletin board.

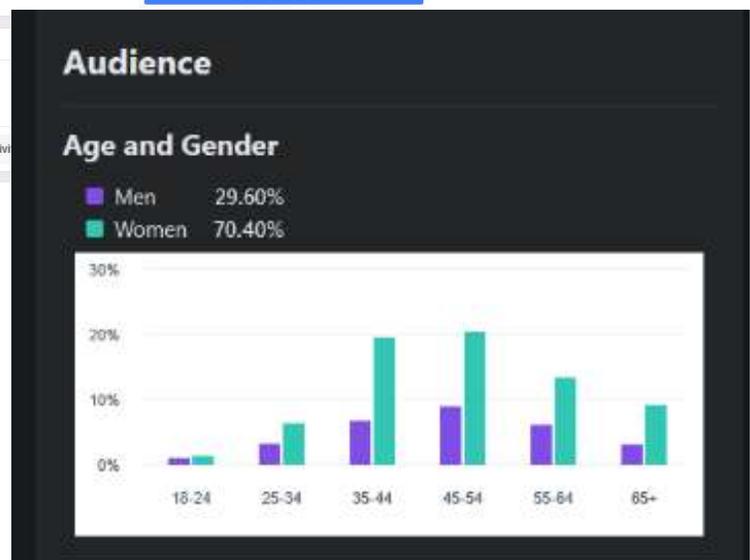
Facebook (Borough of Glen Ridge, New Jersey)

Social media has been an integral part of community with our residents in 2021.

We ended 2021 with 2,480 followers on our Facebook page. This is a slight increase from 2020.



The screenshot shows the Facebook page for the Borough of Glen Ridge, New Jersey. The page includes a navigation menu on the left with options like Home, About, Photos, Reviews, Videos, Posts, Community, Info and Ads, Jobs, and Manage Promotions. The main content area features a cover photo of a clock tower and a post creation section with options for Photo/Video, Get Messages, and Feeling/Activity. A 'Boost a Post' button is visible at the bottom.



Twitter (@GlenRidgeNJ)

By the end of 2021, the Twitter feed had 603 followers, up from 570 followers last year.



YouTube (Borough of Glen Ridge)

Glen Ridge TV now live streams on YouTube 24 hours a day. We continue uploading Council meeting videos to YouTube and link to them on both Facebook and Twitter. Our YouTube channel currently has 45 subscribers increased from 43 subscribers in 2020.

