

PROJECTS:

- ➔ COVID-19 Continuity of Business Operations & Services
- ➔ Fire Division Transition
- ➔ Worked with Grant Writer & Consultant on Supplemental Funding Sources
- ➔ Review & Compliance of 14 Municipal Service Agreements
- ➔ Negotiate Collective Bargaining Agreements
- ➔ Manage American Rescue Plan Funding
- ➔ Renewal of Health Benefits for Employees & Retirees
- ➔ Water Pollution Control Rate Study

ACCOMPLISHMENTS:

- ➔ Successful transition of Hamilton Fire Division into Township Operations
- ➔ COVID-19 Continuity of Business Operations & Services
- ➔ Review of Municipal Service Agreements, bringing all 14 into compliance
- ➔ Renewal of Joint Insurance Fund Agreement
- ➔ Settled Collective Bargaining Agreements

LOOKING AHEAD... 1 Year / 3 Years:

All are projects in the next year they will also continue through the next 3 years.

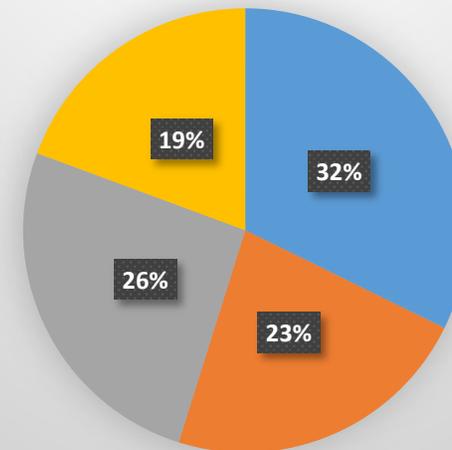
- ➔ Continue Transition of Fire Division Operations Services
- ➔ COVID-19 Continuity of Business Operations & Services
- ➔ Joint Insurance Fund Annual Renewal
- ➔ Document Management / Records Retentions
- ➔ Continue to Seek Grant Opportunities
- ➔ Update & Revamp the Township Website
- ➔ Review Trash & Recycling Agreements under Condo Act for Compliance
- ➔ Review Existing Leases with Outside Entities
- ➔ Look to Utilize Technology for Better Efficiency

SUB DIVISIONS:

- ➔ Administration
- ➔ Personnel
- ➔ Budget & Purchasing
- ➔ Technology

OUR WORKFORCE:

EMPLOYEES



AREAS OF RESPONSIBILITY:

- ➡ Process Purchase Orders and Requisitions
- ➡ Responsible for all Bids & Requests for Proposal (RFP)
- ➡ Process monthly invoices for 15 department copy machines
- ➡ Oversees participation in Co-op and State Contracts
- ➡ Oversees Auction of Materials
- ➡ Provided training to new employees on proper Purchasing procedures & use of the Edmunds System
- ➡ Provide Oversight of spending within the Township

ACCOMPLISHMENTS:

- ➡ 6,231 purchase orders processed totaling \$315,414,807.02 including all Calendar Year, Capital, Trust Account Purchases and Refund
- ➡ Processed 4,416 Requisitions – totaling \$30,954,373.14
- ➡ Managed application for the Coronavirus (COVID-19) Grant & applicable Reimbursement Documentation
- ➡ Assisted with Department Purchases for COVID-19 response & mitigation
- ➡ Coordinated the Fire Division's Deferred Comp Plan & State's approval
- ➡ Hired an Assistant Purchasing Agent
- ➡ Offered NJ Start Training for Departmental Employees
- ➡ Joined additional Co-Ops for purchasing purposes – North Jersey Waste Water Cooperative Pricing System
- ➡ Most recent Audit by the State resulted in 99% compliance with Public Agency Compliant Officer (PACO)
- ➡ Awarded Vendor for Website Redesign Completed for work in 2022

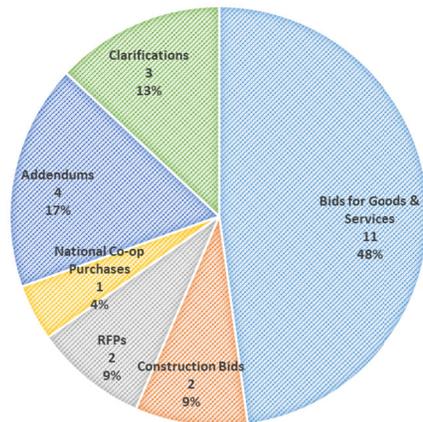
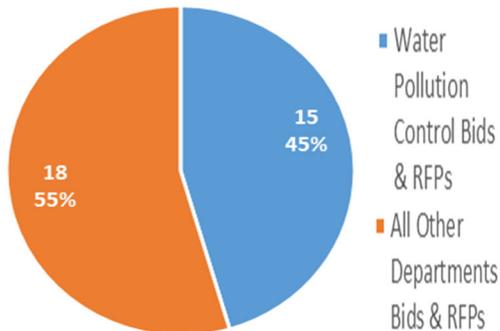
PROJECTS:

- ➡ Assisted with all Purchases for Coronavirus (COVID-19) Response & mitigation
- ➡ Handled Coronavirus Grants, Purchases, Reimbursements, etc.
- ➡ Worked with Department of Law & Division of Recreation to create an RFP for John O. Wilson Neighborhood Center's Operations & Management
- ➡ Assisted Department of Finance during transition ensuring operation continuity
- ➡ Worked with all departments on Capital Purchases & Projects
- ➡ Completed & Awarded the following projects: Police – Fencing, Sayen House – Painting, Purchase of Fire Divisions yearly uniform replacement for all uniformed staff
- ➡ Updating of the Township's Purchase Manual
- ➡ Creating a Competitive Contract for Library IT needs

LOOKING AHEAD... 1 YEAR / 3 YEARS:

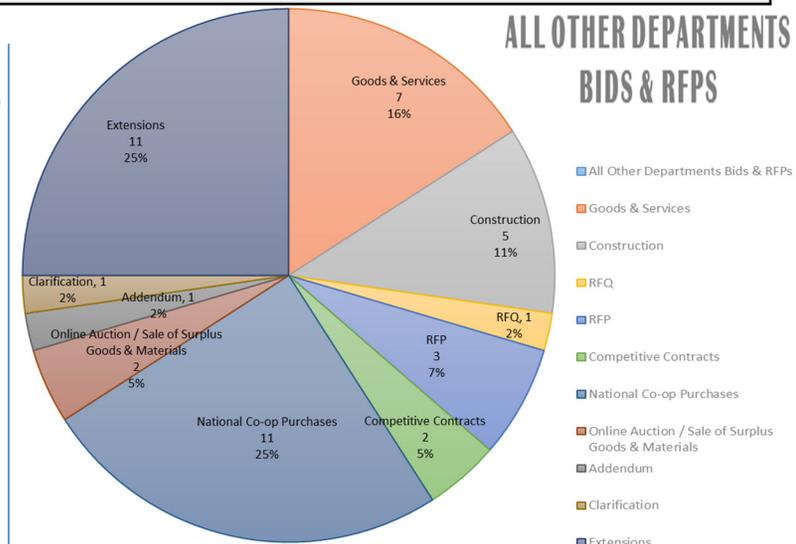
- ➡ Research & Utilize Additional Co-Op & State Contracts
- ➡ Full Implementation of Electronic Bidding & Purchase Orders by June 1, 2022
- ➡ Create bids for all Fire Department needs
- ➡ Implement additional Green Alternatives including the uploading all documents into the Edmunds System
- ➡ Update Business Continuity Plan for the Division to reflect current practices
- ➡ Uploading the correct Commodity Code listings to Edmunds so Departments can begin to utilize, thus allowing tracking & grouping of all township purchases

Hamilton Township Bids & RFP's



WATER POLLUTION CONTROL BIDS & RFP'S

- Bids for Goods & Services
- Construction Bids
- RFPs
- National Co-op Purchases
- Addendums
- Clarifications



PROJECTS:

- ➔ Work to upgrade the entire phone system to VOIP (Voice Over IP)
- ➔ Upgrade WAN Cisco Hardware
- ➔ Install & implement Kronos Time Clocks in Municipal Building
- ➔ Replace Public Works file server

LOOKING AHEAD... 1 YEAR / 3 YEARS:

Goals in 2022 some will carry through the next 3 years

- ➔ Replace WAN switches to meet current standards & have support in case of failure
- ➔ Replace entire phone system to VOIP (Voice Over IP)
- ➔ Research & Test Multi-Factor Authentication (MFA) with tokens
- ➔ Research & Test Barracuda Sentinel – which prevent personalized fraud attacks that traditional e-mail gateways cannot detect in real time
- ➔ Install new Kronos time clocks in the Municipal Building – replacing our current inventory of hand scanners no longer supported
- ➔ Research & test a new Anti-Virus solution
- ➔ Replace Public Works file server
- ➔ Upgrade domain level to Server 2012 or higher
- ➔ Certify Windows 11 for use with all Township utilized software

AREAS OF RESPONSIBILITY:

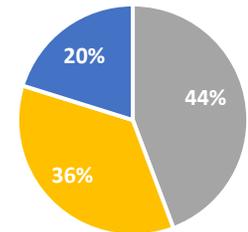
- ➔ Maintain Township data integrity
- ➔ Maintain data backup integrity
- ➔ Support Township employees hardware & software needs
- ➔ Plan Network maintenance & upgrades
- ➔ Plan & implement ever-changing network & e-mail security standards
- ➔ Maintain Network security 24/7/365
- ➔ Maintain all Network hardware & keep current security standards
- ➔ Test new hardware & software before deployment
- ➔ Provide Township building & remote buildings with end user support

ACCOMPLISHMENTS:

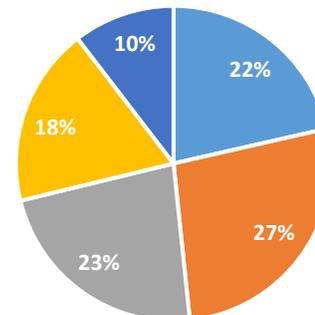
- ➔ Mayor Martin's Mobile Computer Initiative: Deployed 135 laptops & peripherals to enable users to work remotely
- ➔ Migrated entire Township employee e-mail system to Office365
- ➔ Implemented new Barracuda e-mail archiving system to retain email for 7-year retention period
- ➔ Implemented new spam filter
- ➔ Cloud based e-mail archiving now operational
- ➔ Prepared quotes & budgets for the IT needs of all Township departments
- ➔ Prepared 2022 Capitol and Operating Budgets for the Office of Administration
- ➔ Streamlined Fire Division telephone, cable, internet providers to one vendor in order to reduce annual service fees

TOWNSHIP DEVICES:

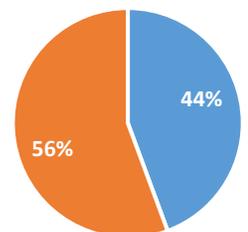
- Cell Phones
- Desk Phones
- PC's
- Laptops
- Tablets (Surfaces/iPads)



■ PC's ■ Laptops ■ Tablets (Surfaces/iPads)



■ Cell Phones ■ Desk Phones



PROJECTS:

- ➔ Matriculation of Medicare aged retirees in Aetna Advantage Plan, which included calculations of all new COBRA figures
- ➔ Negotiation of Several Employee Contracts including the Police Division & other Township Labor Organizations

AREAS OF RESPONSIBILITY:

- ➔ Process All New Hires
- ➔ Set-up & Administer Insurance - Health, Dental, Vision and RX
- ➔ Oversee Retiree Benefits
- ➔ Investigate & Process All Disciplinary Actions
- ➔ Implement & Process All Promotions, Demotions, Title Changes, Lateral Moves
- ➔ Liaison with the New Jersey Civil Service Commission
- ➔ Negotiation of Contracts with Unions
- ➔ Assist with COVID-19 Related Issues as they pertain to Personnel
- ➔ Calculate & Monitor time balances for all employees
- ➔ Process COBRA benefits for all retiring employees

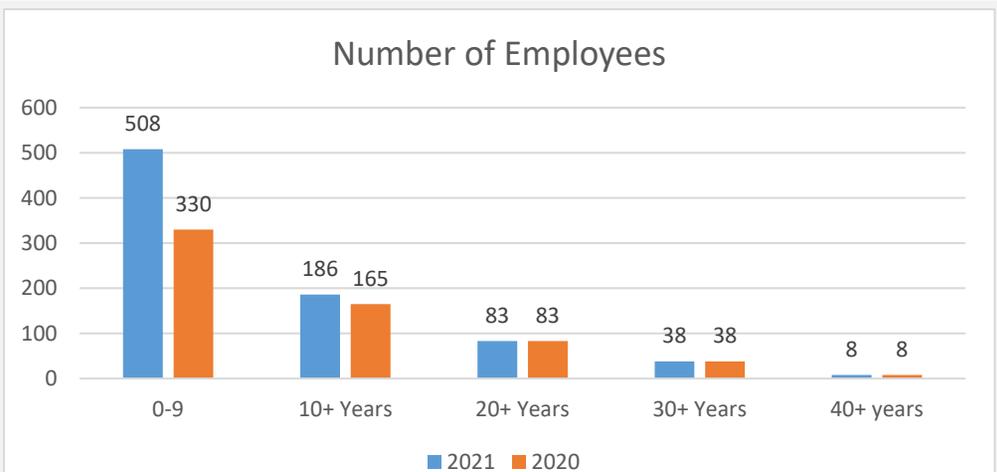
LOOKING AHEAD... 1 YEAR / 3 YEARS:

- ➔ Streamlining the procedures in Personnel Division and all departments
- ➔ Improving the production of the members of the Personnel Division through cross training in to all activities and job duties
- ➔ Revise & Update Existing Employee Manual
- ➔ Integrate employee information into the PrimePoint System to further improve continuity of services for current & retired employees

ACCOMPLISHMENTS:

- ➔ Negotiated & finalized Contracts for Crossing Guards, Upper Level (CWA1041), & Police (PBA & SOA)
- ➔ Assisted in all Personnel matters related to the Pandemic including but not limited to policy implementation, working with the Health Department to notify all quarantined employees of their status, complete unemployment forms and questions during furloughs
- ➔ Reviewed/Maintained Employee Health, Dental, Vision & RX Insurance
- ➔ Processed all New Hires, Job Actions, Disciplinary Actions as needed
- ➔ Researched, compiled & amended incorrect COBRA contributions for retired firefighters
- ➔ Handled Civil Service matters for all Employees as pertains to Civil Service Commission Requirements
- ➔ Assisted Mayor, Business Administrator & Assistant Business Administrator in drafting and disseminating policy changes to employees

YEARS OF EMPLOYMENT:



Fire Fighters are included as new hires due to their merger into the township.