Business Administration

PROJECTS in 2022:

➡ COVID-19 Continuity of Business Operations & Services
➡ Continuation of Fire Division Intergration
➡ Worked with Grant Writer & Consultant on Supplemental Funding Sources
➡ Review of Municipal Service Agreements (MSA) & Trash/Recycling Reimbursements
➡ Completed Negotiations of Collective Bargaining Agreements
➡ Manage American Rescue Plan Funding
➡ Streamlined Processes within our Divisions a better response to public needs & increased productivity

ACCOMPLISHMENTS:

➡ Post COVID-19 Review of Business Operations & Services
➡ Settled Outstanding Collective Bargaining Agreements
➡ Completed Integration of the Fire Division's Outstanding Financial Accounts & Organized Various Vehicle & Fire Apparatus
➡ Updated Processes within our Department to Increase Productivity, Efficiency & Communication
➡ Continue to Develop a Professional Team Through Evaluating of Department Staffing Needs

LOOKING AHEAD... 1 Year / 3 Years:

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

➡ Document Management / Records Retentions
➡ Continue Seeking & Increase Incoming Grant Funding
➡ Re-Establish a Township Intranet for Employees
➡ Review Trash & Recycling Agreements under Condo Act for Compliance
➡ Review Existing Leases with Outside Entities including Cell Towers
➡ Look to Utilize Technology for Better Efficiency & Productivity

SUB DIVISIONS:

➡ Administration
  ➡ Personnel
  ➡ Budget & Purchasing
  ➡ Technology

OUR WORKFORCE:

DEPARTMENT EMPLOYEES

- Technology — 34%
- Budget & Purchasing — 24%
- Personnel — 24%
- Business Administration — 18%
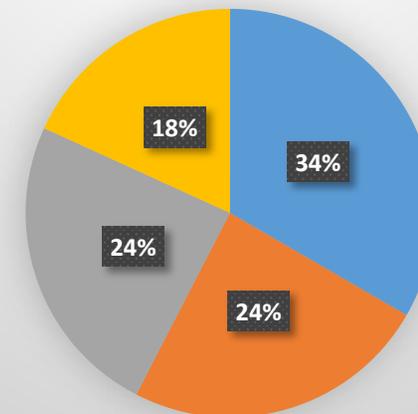
Budget & Purchasing

AREAS OF RESPONSIBILITY:

➡ Process Purchase Orders & Requisitions
➡ Responsible for all Bids & Requests for Proposal (RFP)
➡ Process monthly invoices for multiple departments' copy machines
➡ Oversees & establishes participation in Co-op & 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
➡ Create all new vendors in Edmunds system including uploading of W9 & Business Registration Certificate (BRC) documents
➡ Assist Finance office with processing voucher payments/Budget batches
➡ Provide oversight of American Rescue Plan spending & maintain federal quarterly reporting
➡ Monitor spending vs Budget on a yearly basis
➡ Prepare Council Action Forms for Grants under Special Item of Revenue, Chapter 159, for Chief Financial Officer's submission
➡ Process all Goods & Service contracts through Municode system. Review requests for compliancy & upload all supporting documents
➡ Development of Budgetary Documents including New Jersey State Budgetary documents, to include User Friendly Budget, Levy Cap workbook, etc.

ACCOMPLISHMENTS:

➡ 5,200 purchase orders (POs) processed totaling $295,851,193.14
➡ Processed 4,117 Requisitions – totaling $32,733,204.22
➡ Established "Going Green" Procedures (increased efficiency & financial savings):
- March 2022: Electronic POs (Email to vendors & departments) saving on postage, printing & envelopes
- April 2022: Established E-bidding (IonWave)
  - State approved & small construction projects
  - Processed 31 Professional Request for Proposals (RFP)
- Implemented a new process of uploading backup to Edmunds for each requisition/PO including invoices, quotes, emails, certified payrolls & any additional documents
➡ Implemented the use of Commodity Codes in Edmunds
➡ Completed NJ Historic Trust Division & DCA requirements for Historic House repair
➡ Phase 1 of the Van Horn project awarded

PROJECTS:

➡ Worked with all departments on Capital & Grant Purchases & Projects
➡ Obtain quotes & establish list of printer cartridges for use in all Departments annually
➡ Received State Comptroller's approval to advertise the Solid Waste Bid
➡ Obtained, uploaded & confirmed with the State Treasury that vendors' BRC are active
➡ Assisted Finance with obtaining vendors' W9 & entering into Edmunds
➡ Update yearly award listing of awarded contracts by State, ESCNJ, Somerset & Mercer County Co-ops & Proprietary Software Services & Equipment by Resolution
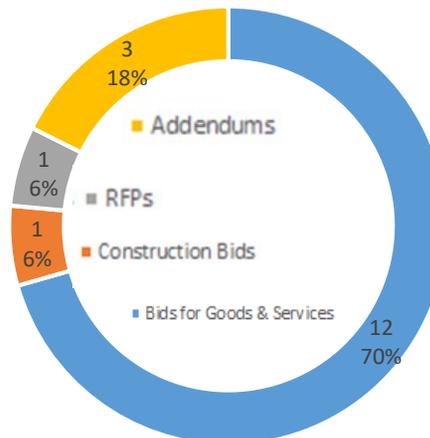➡ Alternate Award/Full Disclosure Resolution for Township Vendors

LOOKING AHEAD… 1 YEAR / 3 YEARS:

➡ Create bids for all Fire Department needs
➡ Implement additional Green Alternatives
➡ Update Business Continuity Plan for the Division to reflect current practices
➡ Monitor Commodity Code Reporting list for accuracy & compliance to ensuring if a single commodity may exceed the $44,000.00 bid threshold & work with Departments to create bids for these commodities
➡ Provide Monthly Budget Account Status reporting to Directors
➡ Work with Personnel Officer to develop Union Agreement Salary Charts
➡ Work together with the CFO to update the Purchasing Manual to include voucher & payment processing procedures
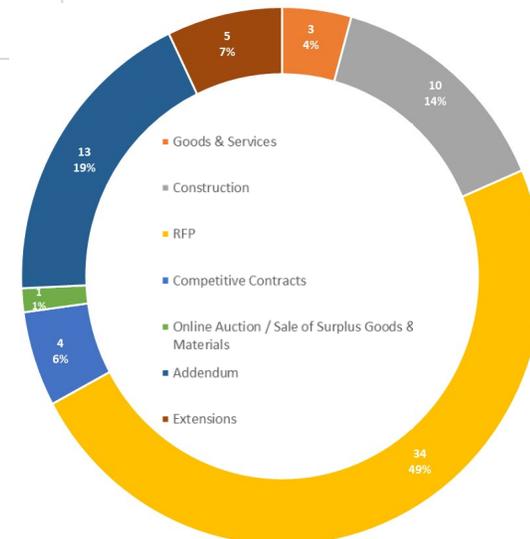➡ Work with Administration to complete Township Travel & Training Approval Policies

WATER POLLUTION CONTROL BIDS & RFPS

- Addendums: 3 (18%)
- RFPs: 1 (6%)
- Construction Bids: 1 (6%)
- Bids for Goods & Services: 12 (70%)

ALL OTHER DEPARTMENTS BIDS & RFPS

- Goods & Services: 3 (4%)
- Construction: 10 (14%)
- RFP: 34 (49%)
- Competitive Contracts: 4 (6%)
- Online Auction / Sale of Surplus Goods & Materials: 1 (1%)
- Addendum: 13 (19%)
- Extensions: 5 (7%)

Personnel

PROJECTS:

➡ Matriculation of Medicare aged retirees in Aetna Advantage Plan, which included calculations of all new COBRA figures
➡ Completed Negotiations of Outstanding Employee Contracts

AREAS OF RESPONSIBILITY:

➡ Process All New Hires
➡ Set-up & Administer Insurance - Health, Dental, Vision & 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
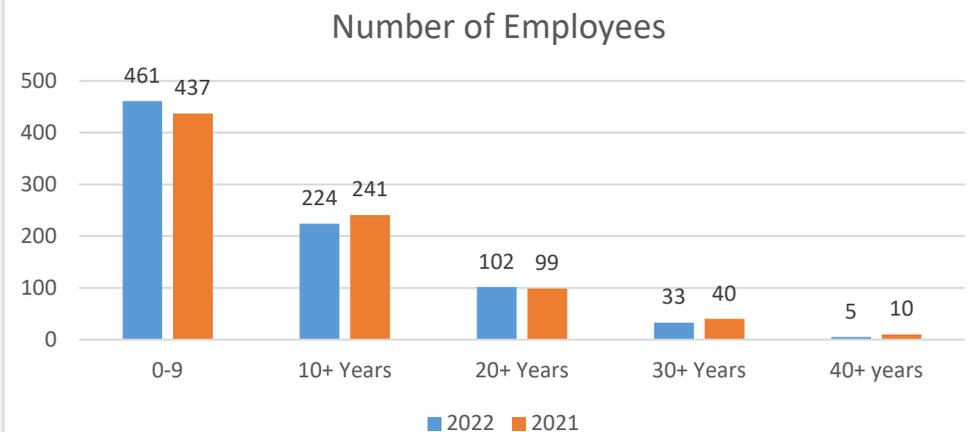➡ Process FMLA, NJ Disability & NJFLA for all employees

LOOKING AHEAD... 1 YEAR / 3 YEARS:

➡ Streamlining procedures in conjunction with all departments including Training & Union Requests as well as Employee Actions
➡ Improving the production of the members of the Personnel Division through cross training in all activities & job duties
➡ Updating of existing Employee Manual based upon already accomplished review
➡ Continue integrating employee information into the PrimePoint System, further improving continuity of services for current & retired employees

ACCOMPLISHMENTS:

➡ Negotiated & finalized Contracts for Fire (FMBA 84 & 284), Blue Collar (AFSCME) & Lower Level (CWA1042)
➡ 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 retirees
➡ Handled Civil Service matters for all Employees as pertains to Civil Service Commission Requirements
➡ Assisted Mayor, Business Administrator & Assistant Business Administrator in drafting & disseminating policy changes to employees
➡ Assisted in interviewing & choosing of insurance broker

YEARS OF EMPLOYMENT:

Number of Employees

Years	2022	2021
0-9	461	437
10+ Years	224	241
20+ Years	102	99
30+ Years	33	40
40+ years	5	10

■ 2022 ■ 2021

Firefighters are now accounted for based on their years of service no longer as all new employees as was done in the 2021 annual report.

Technology

PROJECTS:

- ➡ Work to upgrade the entire phone system to VOIP (Voice Over IP)
- ➡ Upgrade aging file servers to current operating system - Server 2022
- ➡ Replace primary & secondary network firewalls for added security & available support
- ➡ Replace 19 Twp. computers at the Hamilton Courts building
- ➡ Replace aging security camera system at the Municipal Building
- ➡ Install digital signage TV in Municipal Bldg lobby to display useful Township information & alerts for both residents & staff
- ➡ Expand WiFi to outlying township sites

LOOKING AHEAD... 1 YEAR / 3 YEARS:

Goals in 2023 some of which will carry through the next 3 years

- ➡ Replace WAN switches to meet current standards & have support in case of failure
- ➡ Expand current network subnet to accommodate new VOIP phones & expanding network
- ➡ Research & test Multi Factor Authentication (MFA) with tokens
- ➡ Research, test & implement a new Antivirus solution
- ➡ Certify Windows 11 compatibility for all Township utilized software
- ➡ Expand WiFi to outlying township sites
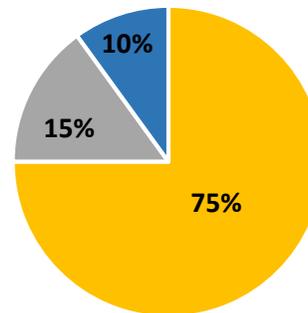- ➡ Replace entire Twp. phone system to VOIP (Voice over IP)

AREAS OF RESPONSIBILITY:

- ➡ Maintain Township data & 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 up with current security standards
- ➡ Test new hardware & software before deployment
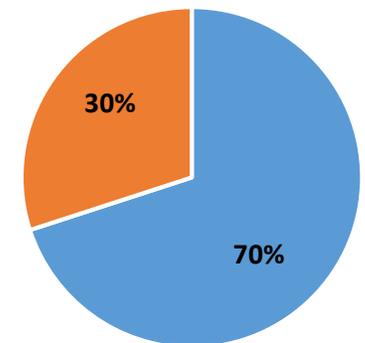- ➡ Provide Township building & remote buildings with end user support

ACCOMPLISHMENTS:

- ➡ Resolved in excess of 800 trouble tickets in 2022
- ➡ Installed, configured & tested new state of the art WiFi in Municipal Building
- ➡ Released new HAMSTAT app for Apple & Android platforms
- ➡ Implemented Barracuda Sentinel (to prevent personalized fraud attacks that traditional email gateways cannot detect in real time)
- ➡ Implemented new e-mail security features to further secure the Township
- ➡ Installed new Kronos time clocks Township wide replacing our unsupported hand scanners
- ➡ Replaced unsupported Server: 2003 Public Works file server
- ➡ Prepared quotes & budgets for the IT needs of various Twp departments
- ➡ Prepared 2023 Capitol & Operating budgets for the Division of Technology
- ➡ Upgraded Twp. domain level to Server 2012 & updated all Domain controllers to latest operating system to enhance security
- ➡ Replaced all Public Computers at Senior Center implementing kiosk type interface for ease of utilization by clients
- ➡ Launched new ticket system for employees & residents (SeeClickFix)

TOWNSHIP DEVICES:

Pie chart 1: Laptops 75%, Desktops 15%, Tablets (Surface/iPads) 10%

Pie chart 2: Desk Phones 70%, Cell Phones 30%