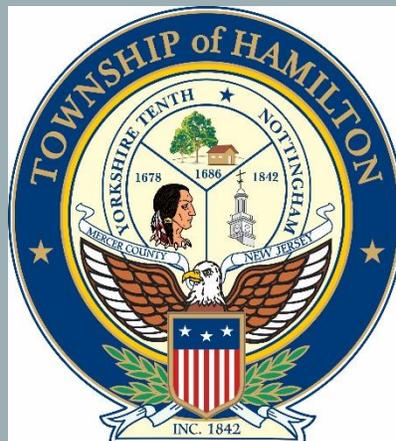


Township of Hamilton Department of Public Works 2022 Annual Report



Jeff Martin
Mayor



Charles Thomas
Director

Public Works – Mission Statement

Always striving to better the level and quality of customer service, the Department of Public Works (DPW) is a hands-on team of professionals dedicated to supporting and improving Hamilton’s infrastructure and public properties. The DPW is dedicated to enhancing the quality of life in Hamilton and making every effort to maximize the efficient, effective use of Hamilton’s resources. The DPW is committed to public safety and providing prompt, courteous, and quality service to our residents and businesses.

*The DPW consists of: the Division of Roads; which is responsible for the maintenance and improvement of approximately **625 lane-miles** of roadway, and the operations and maintenance of the Harry J. Bonacci Ecological Facility; the Division of Buildings and Grounds, which is responsible for the maintenance and upkeep of all public buildings, facilities, and structures (**37 properties, 156 individual structures, and 33 occupied structures**); and the Division of Parks, which is responsible for the maintenance and upkeep of all public parks, recreation centers, open space, and storm water basins (**2,634 acres of land**).*

In addition to these responsibilities, the DPW manages solid waste collection services for the Township through our vendor, Interstate Waste Services.



Left: Annual Flag Retirement Ceremony in Veterans Park. Right: Repairs to a snow plow during Winter Storm Kenan.

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Public Works – Township Overview

HAMILTON TOWNSHIP AT A GLANCE

GEOGRAPHY AND HISTORY

Hamilton Township is 39.4 square miles, one of Mercer County's largest and most populated municipalities. Hamilton Township was originally The Town of Nottingham from 1686 to when it was incorporated in 1842. Hamilton Township experienced much industrial and residential development like its neighbor, Trenton, and has continued to grow residentially since World War II, though farming continues to thrive in the still rural area of the township. Hamilton has experienced a growth in large shopping destinations in recent years.



Population	Hamilton township, Mercer County, New Jersey
Population Estimates, July 1 2022, (V2022)	NA
PEOPLE	
Population	
Population Estimates, July 1 2022, (V2022)	NA
Population Estimates, July 1 2021, (V2021)	91,605
Population estimates base, April 1, 2020, (V2022)	NA
Population estimates base, April 1, 2020, (V2021)	92,048
Population, percent change - April 1, 2020 (estimates base) to July 1, 2022, (V2022)	NA
Population, percent change - April 1, 2020 (estimates base) to July 1, 2021, (V2021)	-0.5%
Population, Census, April 1, 2020	92,297
Population, Census, April 1, 2010	88,464

Data is courtesy of the U.S. Census Bureau.

Public Works – Township Overview

Income & Poverty	Hamilton township, Mercer County, New Jersey
Population Estimates, July 1 2022, (V2022)	NA
PEOPLE	
Income & Poverty	
Median household income (in 2021 dollars), 2017-2021	\$84,684
Per capita income in past 12 months (in 2021 dollars), 2017-2021	\$39,677
Persons in poverty, percent	7.1%

Housing	Hamilton township, Mercer County, New Jersey
Population Estimates, July 1 2022, (V2022)	NA
PEOPLE	
Housing	
Housing units, July 1, 2021, (V2021)	X
Owner-occupied housing unit rate, 2017-2021	72.2%
Median value of owner-occupied housing units, 2017-2021	\$260,800
Median selected monthly owner costs -with a mortgage, 2017-2021	\$2,147
Median selected monthly owner costs -without a mortgage, 2017-2021	\$946
Median gross rent, 2017-2021	\$1,386
Building permits, 2021	X

Economy	Hamilton township, Mercer County, New Jersey
Population Estimates, July 1 2022, (V2022)	NA
PEOPLE	
Economy	
In civilian labor force, total, percent of population age 16 years+, 2017-2021	66.4%
In civilian labor force, female, percent of population age 16 years+, 2017-2021	61.1%
Total accommodation and food services sales, 2017 (\$1,000) (c)	D
Total health care and social assistance receipts/revenue, 2017 (\$1,000) (c)	793,183
Total transportation and warehousing receipts/revenue, 2017 (\$1,000) (c)	241,200
Total retail sales, 2017 (\$1,000) (c)	1,317,318
Total retail sales per capita, 2017 (c)	\$15,054

Data is courtesy of the U.S. Census Bureau.



Public Works – Organizational Structure

Director’s Office

- Director
- Chief of Administrative Services
- Coordinator of Safety Programs 2
- Municipal Recycling Coordinator
- Public Works Inspector
- Administrative Analyst
- Keyboarding Clerk 4
- Keyboard Clerk I
- Part Time Clerk



Public Works – Organizational Structure

Buildings and Grounds

- Superintendent of Public Properties
- General Supervisor Buildings and Grounds
- Supervisor/Building Services
- Supervisor/Electrician
- Supervisor/Maintenance Repair
- Supervisor/Maintenance Repair
- Supervisor/Plumber
- Carpenter
- Senior Electrician
- Electrician
- Electrician's Helper
- Senior Maintenance Repairer
- Maintenance Repairer
- Plumber
- Plumber's Helper
- Senior Stock Clerk
- Senior Building Maintenance Worker
- Building Maintenance Worker
- Building Service Worker
- Laborer
- Part Time Building Service Worker
- Part Time Laborer



Above: Stripping and waxing floors at Police Headquarters. Left: Bottle filler station installation at the McManimom Building.

Public Works – Organizational Structure

Parks

- Superintendent of Parks
- General Supervisor
- Supervisor/Greenhouse
- Supervisor/Maintenance Repairer
- Supervisor/Parks
- Supervisor/Trees
- Senior Gardener
- Senior Maintenance Repairer
- Maintenance Repairer
- Tree Maintenance Worker I
- Equipment Operator
- Truck Driver
- Maintenance Worker 2 Grounds
- Maintenance Worker 1 Grounds
- Laborer
- Seasonal Laborer



Maintenance to Dam Site 8 at Martins Lake, Veterans Park (West Entrance).

Public Works – Organizational Structure

Roads

- Superintendent of Roads
- General Supervisor
- Road Repair Supervisor
- Mason
- Heavy Equipment Operator
- Equipment Operator
- Truck Driver
- Senior Traffic Maintenance Worker
- Laborer



Garage

- Supervising Mechanic
- Automotive Service Writer
- Senior Mechanic
- Mechanic/Welder
- Mechanic
- Mechanic's Helper
- Stock Handler
- Laborer

Above: Drainage improvements to Miry Run (Kino Boulevard area). Below: Salt is loaded into the storage barn in the Public Works Yard.



Public Works – Public Works Office

The Public Works Office houses the Director’s office, as well as: the Solid Waste and Recycling office; the Safety office; the Public Works Inspector’s office; and the Administrative staff and operations.

Located at 240 Tampa Avenue, the Public Works Office is the hub for the day to day administrative planning and decision making for the Department of Public Works. This includes the preparation and administration of the operating and capital budget for the department, as well as the preparation and processing of requisitions, purchase orders, and vouchers. Currently, for 2022, the operating budget totals **\$18,644,002.71** and the capital budget totals **\$3,086,544.00**; for a combined total of **\$21,730,546.71**.

In addition to these functions, service requests submitted by residents through the “Q-Alert System” (for the first half of 2022) and then the “See Click Fix System” (for the second half of 2022) are managed in the office in conjunction with the specific Divisions responsible for completion (Parks, Buildings and Grounds, Public Works Inspections, Roads, Solid Waste and Recycling, etc.).

In 2022, Public Works responded to **9,956** service requests in addition to completed scheduled jobs (approximately a **21%** decrease in requests from 2021). The Public Works Office also manages specific requests for service related to street lighting (outages, requests for additional lighting, etc.); processes violation notices for sidewalk defects; and schedules work orders and processes the cost forms and lien forms related to the mitigation of work orders for violations issued by the Vacant and Abandoned Properties Office or the Zoning Office for code violations.

Public Works – Public Works Office

In July 2022, the existing service request system (Q-Alert) was replaced with a new system (See Click Fix). With the adoption of the new system came some welcome changes to the way Public Works manages requests, categorizes requests, and tracks data.

In the new system there are eight main paths for service requests to be directed for assignment within Public Works. New for 2022, Solid Waste and Recycling were combined in the system; Grass Cutting was combined to one request type to be assigned to the appropriate Division internally; and a Multi-Division request type was created for the Public Works/Recreation special events.

For the year, each work group received the following number of requests:

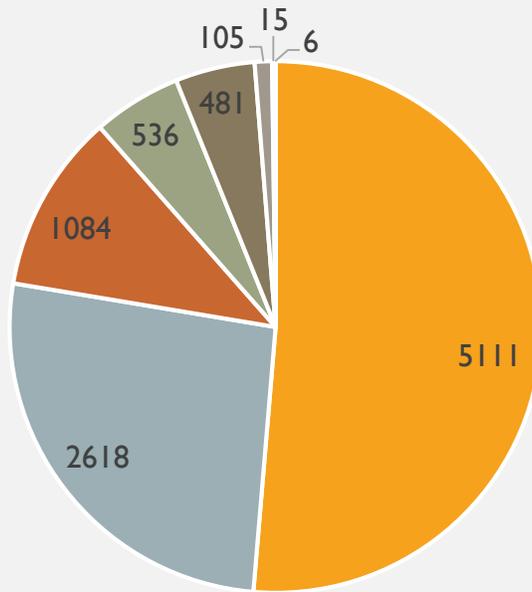
1. Roads: **5,111** service requests (a **6%** increase from 2021).
2. Solid Waste and Recycling: **2,618** service requests.
3. Buildings and Grounds: **1,084** service requests (a **4%** increase from 2021).
4. Parks: **536** service requests (a **29%** decrease from 2021).
5. Public Works Office: **481** service requests (a **13%** decrease from 2021).
6. Grass Cutting: **105** service requests.
7. Multi-Division Requests: **15** service requests.
8. Public Works Garage: **6** service requests (internal user request only).

**2022 Combined
Service Request
Totals (Q-Alert and
See Click Fix)**

Roads	5111
SWR	2618
B&G	1084
Parks	536
PWO	481
Grass	105
All	15
Garage	6

Public Works – Public Works Office

PW Service Requests



- Roads
- B&G
- PW Office
- Multi-Division/Special Events
- Solid Waste/Recycling
- Parks
- Grass Cutting
- Garage



Examples of maintenance requested by service requests. Left: ditch gutter cleanup on Uncle Pete's Road (Roads). Right: bench repair/re-installation at Apollo Park (Parks).

Public Works – Public Works Office

New in 2022, the Department began tracking street lighting service request data in Traisr. A new work order type was created and the street light outage, dayburn, on/off condition, request for additional lighting, etc. were added to the asset parcel. Once added to the asset parcel, the Department began to create a digital, paperless history of requests and maintenance.

The project to include this data in Traisr began mid-year and totaled **176** work orders for a cost total of **\$10,652.39.**

In addition to the street lighting data, violation (sidewalk and code enforcement) data were added to the asset parcels. Work order numbers and costs associated were part of the data captured.

This project began at the beginning of the calendar year and totaled **50** work orders for a cost total of **\$26,046.60.**

A goal for 2023 is to enter the historical sidewalk violation data to the asset parcels to continue building the paperless historical data files.

The logo for TRAIISR features the word in a bold, blue, sans-serif font. The letter 'I' is replaced by a thick, blue diagonal line that extends downwards and to the left.

Public Works – Safety Office

The Safety Office is responsible for the day to day and long-term workplace safety and compliance for the Department of Public Works. Working with the staff at the Township warehouse, the Safety Office coordinates, orders, and provides to the workforce the needed safety supplies, personal protective equipment (PPE), and work zone supplies (cones, signage, etc.) necessary to safely complete all jobs.

The Safety Office is responsible for providing training and informational/educational opportunities to the workforce, such as: lock out/tag out training, confined space training, and the proper and safe usage of assigned equipment (chain saws, fork lifts, etc.). The office also conducts on-site employee and work zone safety inspections to check for the proper use of tools, equipment, and PPE; as well as for the proper setup and breakdown of work areas, both for the safety of employees and passing motorists/residents.

The office investigates all employee job-related injuries and motor vehicle accidents and prepares necessary reports related to each incident; and coordinates Federally mandated alcohol and drug testing of all CDL license holders with RWJ Occupational Health. Additionally, the office coordinates with the Public Employees Occupational Safety and Health agency (PEOSH) regarding inspection and compliance issues.

The office again completed and filed the yearly Injury and Illness Recordkeeping Forms 300 and 300A as required by the Occupational Safety and Health Administration (OSHA).

Public Works – Safety Office

The Safety Office is responsible for managing the recalibration of the multi gas detection meters used by various crews; assists in the safety inspections of Township buildings, parks, and assets; investigates claims with the Legal Department to recoup monies from accidents that result in the damage of Township properties; and manages a CDL driver training course as required by the Federal Motor Carrier Safety Administration.

Additionally, the Safety Office maintains the New Jersey Worker and Community Right to Know Act for the Township, which monitors and tracks hazardous substances in 14 Township locations. This information, maintained on Safety Data Sheets, is used to help inform employees about chemical hazards within the workplace so jobs can be performed safely; to help police, firefighters, and other first responders adequately plan for and respond to incidents (fires, spills, etc.); and provides data for monitoring and tracking hazardous substances.

In 2022, the Safety Office: assumed responsibilities as the FEMA representative for Public Works and became the administrator of the FMCSA Clearinghouse online database for CDL holder's drug and alcohol violations. The Office also obtained, through Rutgers University, an OSHA Safety and Health Specialist Certificate in General Industry; and through the National Recreation and Parks Association, obtained the Playground Safety Inspector Certification (CPSI).



Public Works – Solid Waste and Recycling

The Solid Waste and Recycling Office is responsible for managing public contracts and services related to solid waste and recycling for curbside residential service and at Township facilities; managing solid waste and recycling grants and accounts; managing shared service agreements with other governmental agencies for Class B and C materials received at the Ecological Facility; and State mandated data collection, reporting, and compliance.

The current vendor for curbside solid waste collection is Interstate Waste Services (formerly Solterra Waste Solutions). They service 32,360 households in Hamilton twice a week (64,720 stops per week). In 2022 there were **3,365,440** stops collected and **1,263** service request complaints recorded which is a **31%** decrease from 2021 (**.0003% of all stops**). Total disposal costs for 2022 were **\$8,021,568.01**. This equates to **\$247.89** per year for each household for solid waste collection, or **\$4.77** per week per household, or **\$.68** per day per household.

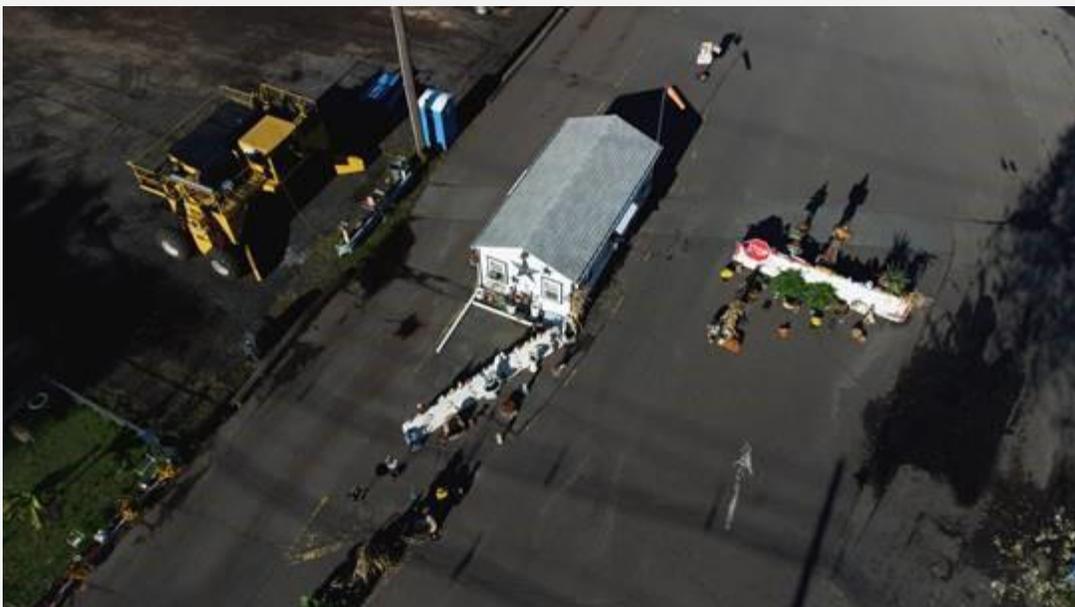


Public Works – Solid Waste and Recycling

The Township's Ecological Facility, located at 1360 Kuser Road, is the hub for residential recycling in the town for light metal, cardboard, used motor oil, single stream items, batteries, and electronics; but it is also the hub for brush and leaf recycling operations (Class B and C material), both for residents, commercial entities, and other government agencies.

The Solid Waste and Recycling office manages shared services contracts with West Windsor Township, Robbinsville Township, the Mercer County DOT & I, the Mercer County Parks Commission, Chesterfield Township, Allentown Township, and the Borough of Fieldsboro to process their Class B and C material.

In addition to these functions, monthly and yearly recycling tonnage figures are recorded and compiled from residential, Township work crews, and commercial customers at the facility. These figures are used to file yearly Class B and C reports in accordance with NJAC 7:26 and 7:26A regulations with the NJDEP. The office also monitors Class A, B, and C activities at the facility according to NJDEP rules and regulations.



Picture courtesy of E.M. Hume.

Public Works – Solid Waste and Recycling

The Solid Waste and Recycling office also manages two grants: the Municipal Recycling Tonnage Grant and the New Jersey Clean Communities Program Grant.

Hamilton was awarded a grant from the NJDEP for **\$173,888.26** for 2019 recycling tonnage totals. The 2020 Recycling Tonnage Grant totals will be reported in April 2023. As part of the grant program, two shredding events were held this year, with **1,132** residents partaking in the service, resulting in **29.50** tons of paper collected. The Township's 2021 recycling tonnage report was filed with the NJDEP. The curbside single stream recycling program contributed **7,647.13** tons of material collected and the commercial single stream recycling program contributed **150,804.39** tons of material collected.

The annual report for Hamilton Township was filed with the NJ Clean Communities program, which resulted in the Town being awarded a grant for **\$194,666.76**, the fourth largest in New Jersey. Seasonal workers again returned in 2022 as part of the program to help clean: streets and islands, parks, public parking lots, public buildings, bridges, flower beds, and other litter abatement assignments as needed. In 2022, the seasonal summer workers picked up **2.93** tons of litter and debris to help keep Hamilton as clean and beautiful as possible.



Left: volunteers at the Duck Island Cleanup. Right: Clean Communities participating in an Earth Day event at Klockner Elementary School.



Public Works – Solid Waste and Recycling

Through the NJ Clean Communities Program, the Township also partners with local neighborhood and volunteer groups to clean up various areas within the Town.

Three Neighborhood Cleanups were conducted per the Township's contract with Interstate Waste. Additionally Snell-Wilkus Park has been the beneficiary of additional litter maintenance thanks to Girl Scout Troop 70185. The Troop has committed to cleaning up the park of litter and debris on weekends and their work has not gone unnoticed.

The annual stream clean up, sponsored by the Environmental Commission, was a great success; as was the annual Bromley Civic Center neighborhood clean up. The Clean Communities Program sponsored a clean up of the Delaware River Basin along Duck Island. The event had over **200** volunteers, in addition to assistance from Public Works Crews.

As part of the grant, educational programs must be provided to the local elementary school community. In 2022, live, in-person shows returned to our school district. The shows, performed by Bill Kerwood, were completed in 17 schools. Mr. Kerwood has continued to receive positive feedback and praise from school administrators and teachers for his approach to educating and interacting with the students. All parties are pleased the in-person shows are back in business!



Bill Kerwood performing at McGalliard Elementary School.

Public Works – Buildings and Grounds Division

The Division of Buildings and Grounds is comprised of skilled craftsmen and tradesmen who are responsible for the daily maintenance and upkeep of approximately **40** municipal buildings and properties (including five buildings wholly owned by the Township as part of the municipal fire department); and their mechanical, structural, plumbing, janitorial/custodial, and electrical components. Buildings and Grounds also assists area non-profits that rent or lease Township buildings or land with maintenance related to their activities or day to day functions.

The Division of Buildings and Grounds operates in a quasi-dual role as a planned and scheduled work and maintenance shop and as emergency repair specialists. The Division is the help desk and the spine of the Town. They work to keep systems running smoothly for the employee workforce and for the residents visiting Township buildings or properties on a daily basis.

During 2021 and 2022, the Department attempted to get Buildings and Grounds up and running with the Trair work order system in order to better track jobs, costs, and resources. There are still some time constraint issues to work out, and it remains a goal again for 2023. The system is designed in a way to create a digital archive and property maintenance history for our Township assets. That being said, for the year, 11 work orders were completed totaling \$29,004.75. Paper records continued to be maintained during this time.



The final touches to the St. Patrick's Day Parade float.

Public Works – Buildings and Grounds Division

After it was announced by the Administration that the Township would be switching to a new service request system in the middle of 2022, Public Works took the opportunity to make some tweaks and changes to how our department's requests are categorized, tracked, and managed.

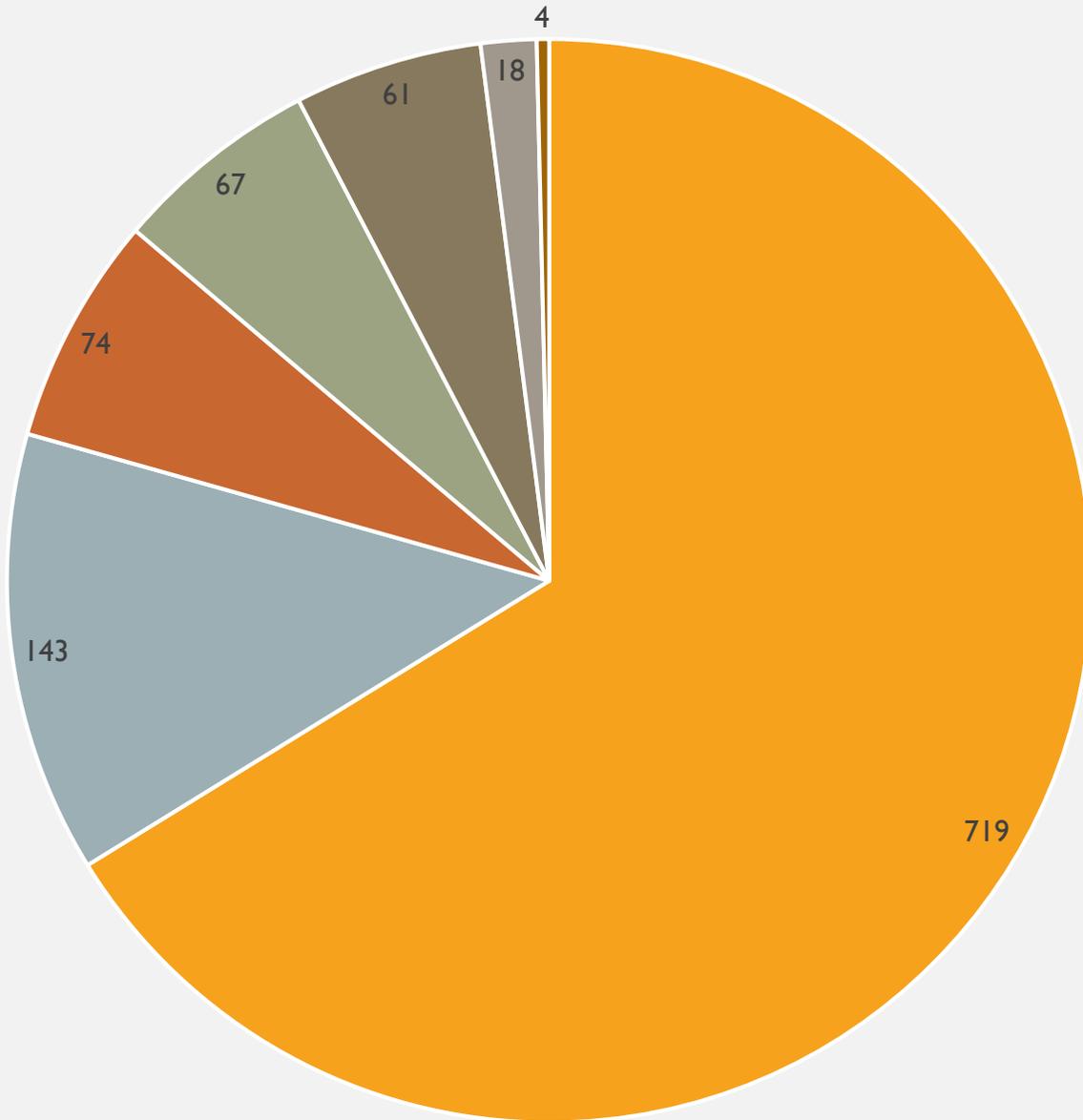
After reviewing years of data collected in the old system (Q-Alert), it was obvious to see that most, if not all, of the service requests generated for Buildings and Grounds were by internal users for “help desk” type maintenance. This led to the natural conclusion to re-categorize all of the Buildings and Grounds type service requests in the new system to Help Desk items available only to our internal users.

For the year, Buildings and Grounds responded to **1,084** service requests generated by employees or residents for maintenance at Township facilities or buildings (a **4%** increase from 2021). This accounted for **11%** of the Department's service requests, which was third-highest in the Department. Some examples of service requests for Buildings and Grounds are:

1. Help Desk Maintenance – General Building Maintenance: 719
2. Help Desk Maintenance – Need Items Moved: 143
3. Help Desk Maintenance – Heat/AC: 74
4. Help Desk Maintenance – Plumbing: 67
5. Help Desk Maintenance – Electrical/Lighting: 61
6. Help Desk Maintenance – Custodial/Janitorial: 18
7. Help Desk Maintenance – Bus Stop (Maintenance/Repair): 4

Public Works – Buildings and Grounds Division

B&G Service Requests



- General Building Maintenance
- Need Items Moved
- Heat/AC
- Plumbing
- Electrical
- Custodial
- Bus Stop Maintenance

Public Works – Buildings and Grounds Division

Buildings and Grounds services and maintains the following Township-owned buildings and structures:

Animal Control: 2100 Sylvan Avenue

Bromley Civic Center: 1801 E. State Street

Call Center: 5 Justice Samuel Alito Way

Dwier Center: 392 Church Street

Golf Center: 5 Justice Samuel Alito Way

Grafton House: 110 Edgebrook Road

Health Building: 2100 Greenwood Avenue

Homedell School: 535 East Franklin Street

- Camp Fire USA
- Big Brothers Big Sisters
- Halsey Foundation

Isaac Pearson House: Hobson & Emeline Avenues

Kuser Mansion: 1140 Kuser Road

Kuser Maintenance Building: 390 Newkirk Avenue

Maple Shade Park: Maple Shade Avenue

McManimon Center: 320 Scully Avenue

Muha Senior Center: 409 Cypress Lane

Municipal Building: 2090 Greenwood Avenue

Neighborhood Service (Wilson) Center: 169 Wilfred Avenue

Police Station: 1270 Whitehorse-Mercerville Road

Pistol Range: Electronics Drive

Public Works Complex: 240 Tampa Avenue
• 18 Buildings



Neighborhood Service Center (Wilson Center): 169 Wilfred Avenue.



Call Center, 5 Alito Way

Public Works – Buildings and Grounds Division

Buildings and Grounds services and maintains the following Township-owned buildings and structures (continued):

Recreation Office: 2388 Kuser Road

Sayen Gardens Maintenance: 155 Hughes Drive

Sayen House: 155 Hughes Drive

Switlik Park Pavilion: Fisher Place

Shadybrook Maintenance Building: Pitman Avenue

Sign Shop: 308 Hollywood Drive

Veterans Park-South

- **Maintenance Building: 2206 Kuser Road**
- **John Abbott House: 2200 Kuser Road**
- **Civil War/Indian Museum: 2202 Kuser Road**
- **Tennis Courts Pavilion: 2200 Kuser Road**
- **Greenhouse Complex: 2206 Kuser Road**

Warwick Park: Collins Road

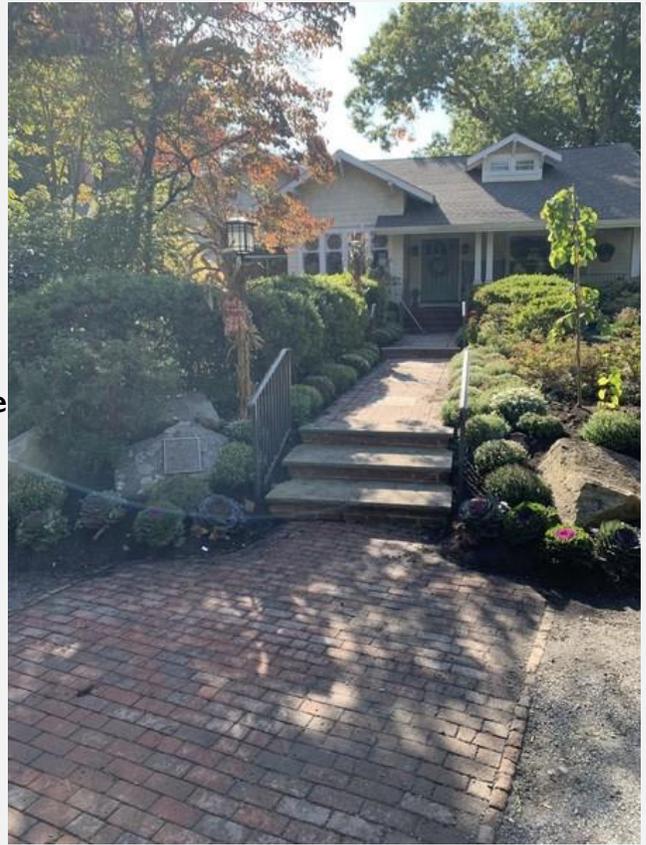
Fire Station #12: 2711 Nottingham Way

Fire Station #13: Chamber & Rennie Streets. (13 Rennie St.)

Fire Station #14 (Headquarters): 1805 East State Street

Fire Station #15 (Garage Only): 61 Ruskin Avenue

Fire Station #19: 4201 Crosswicks-Hamilton Square Road



Sayen House: 155 Hughes Drive.

Public Works – Buildings and Grounds Division

The **Electrical Crew** is responsible for the day to day maintenance, repair, and upkeep of all electrical systems in Township buildings, within Township parks and recreational areas, and other items such as decorative street lighting systems, data wiring, and mobile light towers and generators.

The **General Maintenance/Carpentry Crew** completes repairs and maintenance projects, renovations, large-scale jobs, and performs needed carpentry services on Township buildings and structures as well as within Township parks and facilities.

Jobs may range from exterior work such as: siding and roofing repairs; window repairs, replacements, and installations; painting; and repair to or fabrication of structures (benches, fountains, decorative items, etc.).

Interior jobs include such things as: repairing, replacing, or modifying doors/doorways; painting; hanging wall items; reconfiguring office layouts; fabrication of minor office items; and repairing, replacing, and installing flooring.



Above: interior window tinting in the Bromley Center. Left: electrical lines installed for the new gate at Police Headquarters.

Public Works – Buildings and Grounds Division

The **General Maintenance Crew** performs and completes planned day-to-day maintenance in all Township buildings, facilities, and parks; and is the primary crew assigned to all special events and parades.

Examples of exterior work include: emergency board-up requests; painting; window repairs and replacements; power washing; Golf Center repairs and maintenance; Safety Town repairs and maintenance; and repairing mailboxes damaged by snow plowing.

Examples of interior work include: moving office furniture; assisting in the moving and relocation of offices within Township buildings; kennel maintenance and repairs at the Animal Shelter; painting; replacing ceiling tiles; and installing signage within buildings and facilities.

The **Janitorial/Custodial Crew** is responsible for the sanitary and cleanliness needs of all Township buildings and facilities. Jobs and responsibilities include: daily restroom cleaning and stocking at all locations; daily building cleaning at all facilities (Municipal Building, Police Station, Senior Center, etc.); deep cleaning of tile flooring, carpets, and upholstered furniture; and the management of a cleaning services contract with the Arc of Mercer.



Cleaning and sanitizing the Bunting Avenue Park concession stand in advance of new tenants renting the grounds.

Public Works – Buildings and Grounds Division

The **Plumbing Crew** is responsible for the daily and long term maintenance of all plumbing systems, irrigation systems, and HVAC systems located within Township buildings, facilities, and parks.

Jobs and maintenance projects include all facets of plumbing and irrigation services, including: water service work; toilet repairs, replacements and installations; sink repairs, replacements, and installations; maintenance of all drinking fountains; maintenance of all decorative fountains (winterizing, spring openings, etc.); and irrigation line maintenance, repairs, and upkeep on the numerous athletic fields within the town. HVAC work includes the maintenance, service, repairs, and installation of all heating and cooling systems in Township buildings and facilities.



Repairs to the 4" main water line, Veterans Park (South entrance).



Public Works – Buildings and Grounds Division

External Contractors are hired from time to time to complete large scale projects outside the day-to-day capabilities of the Division or to assist with long term maintenance and/or service contracts. Large scale roofing jobs, HVAC installations, building construction, pest control, and alarm services are examples of the types of contract services sought through the public bidding process.

Buildings and Grounds is also the lead Division for the Town's special events (4th of July Fireworks, Oktoberfest, Winter Wonderland, etc.). They plan, construct, setup, and break down all the structures, electrical configurations, and décor for the events. They are on site providing technical assistance throughout the duration of the events to ensure they go smoothly and to plan.

In addition to these functions, Buildings and Grounds also managed and assisted painters and carpenters as part of the Direct Hire program with local trade unions. Local unions provided assistance with repairs to the Senior Center bocce complex, roofing/exterior repairs to Kuser Mansion and the maintenance building, and repairs to the structure of the Gazebo on the grounds of Kuser Farm Park.

Roofing and minor wood structure repairs to the maintenance building/caretakers unit at Kuser Farm Park.



Public Works – Buildings and Grounds Division

Buildings and Grounds worked on a variety of projects and maintenance issues during 2022 across the Township. Some of those projects include:

- Municipal Building: replace missing bathroom tile.
- Station 19 (Groveville): re-install grab bar on ladder (#544009).
- Winter Wonderland: revert Santa house back to original door configuration (#547090).
- HTPD: trace fax lines.
- South Broad Street: decorative light repair.
- Greenhouse Office: re-insulate, drywall, and spackle interior.
- Set up for weddings on Fridays at the Training Center.
- Heating Maintenance: multiple locations.
- Kuser Park Maintenance: Replace main entry door.
- Tax Office: Finalize Repairs to vault water damage (#550915).
- Municipal Building: Repair damaged plaster in hall.
- Repairs to P.W. Bldg. #5 roof.
- Q-Alert #554249: Station 14 1st floor men's room drywall repair: Sand, prime, paint, reinstall stall partition.
- Continuation of fabrication of Sayen and Grafton buffet Plexi-Dividers.
- Fire Station #19: check and review current status of all HVAC units. (PSE&G Audits).
- Q/Alert # 535621: Senior Center Unit B (Hook up connection only, waiting on FW WEBB Parts).
- Q/Alert # 556598: Police Communication Room door repair.
- Q-Alert #553583: Disinfect Wilson Center.
- HTPD: Remove old chairs and other items (#556586).
- HTPD: Replace desk in Records (#551962).
- Station 14: Move desk to Station 13 (#556472).
- Homedell: weather-stripping/sill (Pending materials).



Homedell sill repair.



Municipal Building interior repairs.

Public Works – Buildings and Grounds Division

Buildings and Grounds worked on a variety of projects and maintenance issues during 2022 across the Township. Some of those projects include (continued from previous page):

- Veterans Park: planning for heater installation; have PO.
- Abbott House: pole prep.
- Police: finish Q-Alert 557274 (outlets).
- St. Paddy's Day: Finalize float preparations.
- Golf Center: Pressure wash mini-golf greens. (#557289).
- Golf Center: Pressure wash upper/lower level driving range. (#557289).
- Firehouse: Move DeCou to Rusling (#558785).
- Tennis Pavilion: Install hanging heater.
- Sayen Kitchen: Start installing entry door.
- Q-Alert 558020: Meeting set up Tuesday.
- Q-Alert 557043: Meeting set up for Wednesday night.
- Pecci Rest Rooms: Water Line.
- Station I9: Mixing Valve.
- Vineland food drop off: Wilson Center and Bromley.
- Neighborhood Service Center: Condensation pump on new refrigerator.
- Q-Alert # 561324: Police: Follow up on IA Roof top unit AC Issue.
- Q-Alert # 560365: Station I9: Install Louver motor actuator.
- Animal Shelter: Strip and wax main hallway and ACO's office and main entrance way.
- Turn On All Ornamental Fountains.
- Tennis: Irrigation system.
- Q-Alert# 560732: Police Gun Range bathroom door repair.
- Q-Alert# 562092: Wilson Center: Install Ice Scooper on ice machine.
- Q-Alert# 460063: Follow up on old Q-Alert in Legal Office / replace ceiling tile if needed.
- Q-Alert# 508606: Warehouse Damaged wall repair for AC.



Investigating roof leaks at Police Headquarters.



Forming out and pouring the base for a statue installation at the Public Library.



Public Works – Buildings and Grounds Division

Buildings and Grounds worked on a variety of projects and maintenance issues during 2022 across the Township. Some of those projects include (continued from previous page):

- Veterans Park: planning for heater installation; have PO.
- Veterans Park: North side fountain maintenance.
- Library: Public restroom trap replacement.
- Kuser: Install portable air conditioners (#561962).
- HTPD: Empty services and remove/replace ceiling tile (#561004).
- HTPD: Paint Bollards (#543317).
- Grafton House: Repair front step (#555040).
- Mercer Street: install repaired decorative pole lights.
- Sayen Gardens: Irrigation Well Pump Repair.
- Q-Alert# 544817: Abbott House: Continue with exterior repairs and paint (Working around Tours scheduled for 6/6, 6/8 & 6/9).
- Q-Alert 562644: Prep and set up on 6/10 for first Wellness Fair at The Wilson Center.
- Police: Backup Circulator Repair.
- Police: Ejector Pit Float Ball Repair.
- Clean out Warehouse garage for material storage.
- Wilson Center: Cut keys (#566251).
- Animal Control: Assign keys (#565577).
- Wilson Center: Reinstall window screens (#567151).
- Station 13: Repair fence (#566402) <Pending mark out>.
- Animal Control: Fix chipping paint, new kennels (#534576).
- Senior Center: Evaluate/repair roof leak (#565081).
- Veterans Park: Lay out new wall of champions.
- Veterans Park: prep (Musco) re-lamp Demeo field.
- Q-Alert# 567251: Finish fabricating/ modifying cubicle for Purchasing Office and install.
- Q-Alert# 544817: Finish Abbott House Front Exterior Repairs.
- Q-Alert# 539212: Paint Station 12 New Entry Door.
- Sayen Kitchen Reno.: Trim Entrance Door & Finish Paint.



Investigating leaks at the Senior Center.



Door/lock repairs at the Bromley Center.

Public Works – Buildings and Grounds Division

Buildings and Grounds worked on a variety of projects and maintenance issues during 2022 across the Township. Some of those projects include (continued from previous page):

- Provided coverage for Baseball tournament 6/18 8am-10pm Q-Alert 567454. Might need to provide assistance on Saturday 6/18. Have all items ahead of time on 6/17.
- Station #14 (Prep/Painting 2nd floor).
- Veterans Park Tennis: repair lighting issues.
- Q/Alert# 562864: Station 14: Paint prep, Oak Locker removal, and relocate.
- Golf Range: lighting repair.
- McManimon: Install new hand dryers.
- Q-Alert# 532905: Station 19: Continue w/ Lounge A/C troubleshoot.
- Station 12: Continue w/ Bunk Room Coil Cleaning.
- Senior Center: Troubleshoot Fitness Room A/C, and install a new thermostat.
- McManimon: Install new Restroom fixtures.
- Veterans Park Maintenance: 4" Main Repair.
- SCF #12795411 first thing Monday morning 8/1 set up Nottingham Ballroom for the New Fire Chief swearing-in. Break down afterward.
- Veterans Park South: Remove Pickleball risers.
- Kuser Mansion: Paint new curved glass sash.
- Animal Control: Remove large sign (#12866359).
- Pickleball tournament coverage on both 8/13 & 8/14.
- 8/15 Put all furniture back in place in the conference room and computer room at the Wilson Center.
- 8/15 bring tables and chairs back to McManimon from the tennis office, American flag back to the Municipal Building.
- Grafton House: Pressure wash house/walkways (#565329).
- Sayen House: Assemble easels/repair bar/misc. (#12880014).
- Kuser: Repair the old time clock area (#568083).
- Wilson Center: Evaluate stained tiles/leaking (#13026779).



Special event setup and staffing (Armed Forces Day).



Pool pump repairs at the Senior Center.

Public Works – Buildings and Grounds Division

Buildings and Grounds worked on a variety of projects and maintenance issues during 2022 across the Township. Some of those projects include (continued from previous page):

- Veterans Park: Re-check prep for 9-11 event.
- Police: Juvenile Bureau data/power Q-Alert.
- Wilson Center: Lighting upgrade.
- Continue with Kuser Mansion Carport Column Repairs.
- Q-Alert# 562864: Continue Panting Station 14 2nd Floor.
- No SCF #: Oktoberfest: Fabricate ground units/poles.
- #13035525-Muha/Senior picnic: Set-up/takedown (Main stage, dance stage, ground units).
- #562864-Fire Station 14: Renovation as needed (subject to material/HTFD planning).
- #554562-HTPD: Paint ID Room.
- Wilson Center: Install/ Replace Unit B Breaker.
- Abbott House: Continue w/ Crown Molding re-install, repairs & paint.
- Q-Alert# 560792: Sayen House: Start fireplace hearth demo/ replacement.
- SCF# 12944447: Municipal Building: Ceiling A/C mini-split head diverter.
- Station 13/14: Move furniture (#13551856).
- Station 14: Install keyboard trays (#13552716).
- Clerks/Finance move (#13591910).
- HUD: Swap Janice/Beth office (#13476359).
- SCF 13575866: Bring down Kuser Christmas decorations from the third floor.
- Seasonal winterizing of public buildings and parks.
- Winter Wonderland: Setup (#13612882).
- Continue with Veterans Park hockey rink base fabrication and painting.
- South Broad Street/Sunnybrae: Light pole repairs.



McManimon Building floor stripping and waxing.

Public Works – Parks Division

The **Division of Parks** is responsible for the daily grounds maintenance and upkeep of approximately: **62** municipal parks, **25** municipal building locations, **64** storm water basins, the channelized portion of Pond Run (**2.41 miles**), curbside trees and trees located on/within public properties, athletic fields and courts, **35** municipal property locations with playground structures, and the maintenance of open space and grounds located around the Township (approximately **186 property locations** to maintain).

The three largest parks (Veterans Park, Kuser Park, and Sayen Botanical Gardens) are each supported with a dedicated crew on site with a maintenance building for the workforce and equipment.

Veterans Park houses the bulk of the Division's workforce, which includes the following: Veterans Park maintenance crew, Greenhouse crew, Tree Maintenance/Athletic Field lining crew, and the Outside Cutting (neighborhood parks, basins, Pond Run) maintenance crews.

Veterans Park is divided into four sections: North entrance (**Air Force**), Klockner Road; East entrance (**Army**), Yardville-Hamilton Square Road; South entrance (**Marines**), Kuser Road; and the West entrance (**Navy**), Whitehorse-Hamilton Square Road.

The **Veterans Park maintenance crew** is responsible for the daily maintenance and upkeep of Veterans Park and its four sections, such as: grass cutting and weed whacking, walking/bicycle path maintenance, ballfield maintenance and upkeep, dog park maintenance and upkeep, the management of Martins Lake, and litter and garbage abatement.

Public Works – Parks Division

Veterans Park Information

Original Park: 312 acres.
Bertothy Tract: 14 acres.
Basin and Western Border: 15 acres.
Braghelli Tract: 85 acres.
Total Acreage of Park: 426 acres.



Park Characteristics

Active Recreation: 171 acres.

- a. 32 tennis courts
- b. 5 soccer fields (2 lighted)
- c. 1 lighted baseball field
- d. 1 lighted softball field
- e. 1 skate park
- f. 4 volleyball courts
- g. 1 dog park
- h. Children's playground
- i. Handicapped accessible playground
- j. Hiking trails
- k. Blacktop walking trails
- l. Exercise equipment
- m. Various pieces of retired military equipment

Additional Information

North Entrance (Klockner Road) – Air Force

- a. Comfort station
- b. Rotary Club Pavilion
- c. 9/11 – Memorial Grove

Public Works – Parks Division

Veterans Park Information (continued)

South Entrance (Kuser Road) – Marines

- a. Tennis courts pavilion and restrooms
- b. DeMeo comfort station
- c. Seniors pavilion and comfort station
- d. Street hockey rink
- e. 3 greenhouses
- f. Wall of Champions sitting area

East Entrance (Yardville-Hamilton Square Road)– Army

- a. Patriotic Committee memorial brick walkway

West Entrance (Whitehorse-Hamilton Square Road) – Navy

- a. Martin's Lake: 20 acres
- b. Sledding area (rope installed during winter)

Braghelli Tract (Kuser Road)

- a. Vernal Pond
- b. Model airplane launch strip

Wooded Area: 255 acres.

Martins Lake area: a heron waiting patiently for its' next meal.



Public Works – Parks Division

The Greenhouse maintenance crew, housed within Veterans Park, is responsible for the maintenance and upkeep of approximately **49** flower beds and decorative islands within municipal parks and along roadways. They also grow plants for various municipal functions and landscaping needs throughout the year. Large maintenance projects consist of the upkeep of decorative islands along the South Broad Street corridor, from the border with Trenton to the Dover Plaza shopping center in Yardville; and the decorative islands along Whitehorse-Mercerville Road, between Klockner Road and Estates Boulevard. All locations are as follows:

1. Sunnybrae Boulevard (5 beds)
2. Paxson Avenue/Nottingham Way
3. Hutchinson Street/Bergen Street
4. Irving Court/E. Howell Street
5. Hughes Drive/Edinburg Road
6. Veterans Park
7. Greenwood Ave./Ward Ave.
8. Municipal/Health Buildings
9. Chewalla Boulevard
10. Whitehorse Circle area
11. Old Olden Avenue
12. Muha Senior Center
13. Kuser Road/Klockner Road
14. Anchor Thread Park
15. Public Works Office
16. Apollo Drive
17. Orchard Drive
18. South Olden Ave./Tampa Ave.
19. Newkirk Avenue/S. Olden Ave.
20. Leonard Ave./Newkirk Ave.
21. Camp Avenue/Newkirk Ave.
22. Goeke Drive
23. Chambers Street
24. Samdin Boulevard
25. Irvington Place
26. Norcross Circle
27. Library Complex
28. Lakeside Boulevard
29. Baylor Court
30. Axford Court
31. Runyon Court
32. South Broad Street
33. Ecological Facility
34. Farmingdale Park
35. Bromley Park
36. Whitehead Road
37. Connecticut Park
38. South Broad Street Islands
39. Sharps Lane Park
40. Tuttle Avenue/Austin Avenue
41. Sawmill Road/Extonville Road
42. Highlands Islands/Beds
43. Switlik Park
44. Quay Court
45. McClellan Park
46. Kuser Park
47. Foley Park
48. Camp Olden
49. Sayen Gardens

Public Works – Parks Division

The Tree Maintenance/Athletic Field lining crew is split into two groups: one which is responsible for the maintenance and upkeep of trees on municipal properties, as well as curbside trees under certain conditions; and the second, which is responsible for the striping/lining on municipal athletic fields, as well as minor grounds work at athletic field locations (infield raking, for example).

Tree maintenance work encompasses scheduled work and responding to resident service requests. Scheduled work mainly includes tree trimming and tree removal on Township grounds (parks, creek and stream areas, Township buildings, etc.) and stump grinding. The crew also responds to severe weather events that require immediate attention and mitigation of damaged or downed trees.



DeMeo Field, lining (Veterans Park).

Public Works – Parks Division

The crew also responds to requests for service submitted by residents, mainly focused on curbside trees. When a service request is received the supervisor will inspect the area or specific tree and make an evaluation. If the tree meets certain criteria (dead or dying), the tree will be added to the courtesy removal list for abatement at a later date. Jobs are triaged based on the severity of the tree in question, with the most hazardous being completed first and the least hazardous moving deeper into the queue.

The [Playground Maintenance/Bleacher Maintenance crew](#) is responsible for the assembly, maintenance, and upkeep of all playground structures and bleachers found within the many parks and fields within Hamilton Township; and the installation, maintenance, and upkeep of fencing structures.



Curbside tree removal on Homestead Avenue.



Activity center repairs at Apollo Park playground.

Public Works – Parks Division

[Kuser Farm Park](#), located at 390 Newkirk Avenue and tucked behind the grounds of Trenton Catholic Academy, is home to the historic [Kuser Mansion](#) (built in 1892) and the annual Christmas festival known as Winter Wonderland. The park was built on the grounds owned by the historic Kuser Family and includes clay tennis courts, a fountain, a large gazebo, a bocce court, and several playground structures and passive recreational areas.

One of the large outbuildings of the mansion complex now houses the Park's maintenance shop and office for the grounds crew.

[Sayen Botanical Gardens](#), a large and diverse formal garden and passive recreational park, is located at the intersection of Hughes Drive and Mercer Street (155 Hughes Drive). The grounds contain fish ponds, walking paths, gazebos, a diverse array of perennial and annual plant beds, and the Sayen House and Temple Gardens. Sayen Botanical Gardens is home to the annual Mother's Day festival known as Azalea Fest, which showcases the grounds' feature planting in its peak spring bloom. The Sayen House is available to rent for special occasions, such as weddings, birthdays, and showers.

A dedicated daily maintenance crew is stationed on the grounds; with a workshop and office located to the rear of the Sayen House.



Tulips at Sayen Gardens.

Public Works – Parks Division

Throughout Hamilton’s **44** square miles, there are numerous neighborhood parks and building and property locations maintained by Parks’ staff and equipment, which include:

Neighborhood Parks

- Amherst Park
- Anchor Thread Park
- Apollo Park
- Bromley Park
- Bunting Park
- Camp Olden
- Connecticut Avenue Park
- D’Arcy Park
- Drialo Park
- Dwier Center Park
- Eagle Park
- East State St./Nottingham Way Park
- Endicott Park
- Farmingdale Park
- Foley Park
- Franciamore Gardens
- George Dye Park
- Gropp’s Lake
- Homedell Park
- Kristopher Playground
- Kuser Farm Park
- Limewood Park
- McClellan Park
- Municipal Building Park/Athletic Fields
- Papp’s Village Park
- Periwinkle Park
- Perro Park
- Sayen Gardens
- Schroeder Field
- Sharps Lane Park
- Snell-Wilkus Park (Shadybrook)
- Sunset Park
- Switlik Park
- Tea Rose Park
- Tindall Farm
- Veterans Park
- Veterans Park Braghelli Tract
- Vista Park
- Warwick Park
- West Acres Park
- Whitehead Park

Municipal Buildings/Properties

- Hidden Hollow Drive
- Sawmill Road
- Pearson House Grounds
- Whitehorse Circle Right of Ways
- Muha Senior Center Grounds
- Grafton House Grounds
- Nottingham Little League
- Police Station Grounds
- Safety Town
- Municipal Library Grounds
- Call Center/Golf Range Grounds
- Public Works Complex
- Animal Shelter Grounds
- Municipal Building Grounds
- Crockett Middle School Fields
- Kuser Farm/TCA Right of Ways
- Vetterlein Avenue Right of Ways
- Sunnybrae Boulevard Islands
- Allen Street Right of Ways
- McManimon Building Grounds
- Hewitt St./South St. Right of Ways
- Pitman Ave./Central Ave. Right of Ways
- Wilson Center Grounds
- Paxson Ave. Ext. Islands
- Rt. 33 Service Road Islands
- Carl Sandburg Dr. Right of Ways
- Surrey Drive Right of Ways
- Camp Avenue Islands
- Chewalla Boulevard Islands
- Pilgrim Way Right of Ways
- Highlands Area Fields
- George Dye Road Roundabout
- Miry Run
- South Broad Street Islands

Public Works – Parks Division

Pond Run is a tributary of the Assunpink Creek and flows throughout a large section of the Township. Beginning as a natural waterway in the area of the Hamilton/Robbinsville border near Kuser Road and Crockett Middle School; continuing through Veterans Park; and flowing all the way to the Hamilton/Trenton border near East State Street, Pond Run provides for a multitude of maintenance requirements and challenges.

Portions of this waterway were changed from its natural system to a channelized system in the 1970s to better mitigate flooding events in the Bromley section of the town (near the Hamilton/Trenton border). Township crews are responsible for the upkeep of this system and the work includes: mowing, trimming, litter abatement, and keeping the channel and natural portions free and clear of debris.

Continued in 2022, a large-scale effort was undertaken by the Parks Division, in conjunction with a hired contractor (Rich's Tree Service) and direct hire labor from an area Laborer's Union Local, to clean up the channelized portion of Pond Run. This work included: cleaning out the concrete low-flow channels that run parallel to the storm water system of leaves, debris, and sediment; trimming or removing trees, limbs, and woody overgrowth that had encroached the low-flow channels or had begun to grow into or over the protective fencing of the channel itself; and to cut back and maintain growth along the pathways and parcels the channel runs through.



Pond Run channel, Johnston Avenue area.

Public Works – Parks Division

Parks crews are responsible for the mowing and trimming of grass surfaces in all Township-owned storm water basins (both detention and retention). Additionally, crews are responsible to keep all concrete water flow channels and headwalls free of debris and hazards. These locations include:

- Meredith Road
- Perilli Drive A
- Perilli Drive B
- Elliot Court
- Miry Brook Road
- Arrowwood Drive
- Acres Drive
- Foy Drive and Walkway
- Colton Court
- Laura Avenue
- Cypress Lane/Hobbs Road
- Applegate Drive
- Van Sant Drive
- Innocenzi Drive
- Great Oak Road
- Tarheels Road
- Flock Road
- Dogwood Lane
- Longleaf Drive
- Tara Court
- Jeffrey Lane
- Robin Drive
- Ironbridge Road
- Englewood Boulevard
- Pinebrook Court
- Dark Leaf Road
- Estates Boulevard
- Imperial Drive
- Connor Court
- Papps Drive
- Bear Court
- Alessio Terrace
- Terry Court
- Jimarie Court
- Highlands Basin
- Sam's Way
- Cullen Way

Public Works – Parks Division

During the fall months, Parks crews transition from mowing, trimming, planting, and maintaining to leaf cleanup on the grounds of parks, playgrounds, and public buildings. In addition to these operations, crews also stage, maintain, and empty the neighborhood leaf bins located throughout the Township during the annual Fall Leaf Collection Program. The locations include:

- Pearson House
- Snell-Wilkus Park, Ruth Avenue Entrance
- Kuser Farm Park
- Donald Drive, PSE&G Right of Way
- Bromley Park, Hollywood Drive Entrance
- Whitehead Park
- Amherst Park
- Warwick Park
- George Dick Field, Wegner Avenue Entrance
- Shady Lane Dead End, near Estates Boulevard
- Flock Road Dead End
- Switlik Park
- Nottingham Little League Complex
- Estates Boulevard Dead End, near Great Oak Road
- Drialo Park
- Paddock Drive Dead End, near Corral Drive



Paddock Drive leaf bin.

Public Works – Parks Division

In 2022, the Division continued the use of the Trair work order system in order to gain valuable data on jobs completed, costs, and resources. For the year, **1,787** work orders were completed (a **18%** increase from 2021) at an approximate cost totaling **\$2,354,547.10**. This was a **3%** increase from 2021.

For the year, the data broke down as follows:

Veterans Park: **177** work orders (a **5%** decrease from 2021)/**\$395,488.10** total cost (a **18%** decrease from 2021).

Sayen Gardens: **282** work orders (a **11%** increase from 2021)/**\$293,464.98** total cost (a **13%** decrease from 2021).

Kuser Farm: **208** work orders (a **28%** increase from 2021)/**\$247,918.24** total cost (a **38%** increase from 2021).

Tree Crew: **213** work orders (a **5%** decrease from 2021)/**\$477,964.61** total cost (a **22%** decrease from 2021).

Greenhouse Crew: **263** work orders (a **30%** increase from 2021)/**\$349,221.36** total cost (a **37%** increase from 2021).

Outside Parks Crews (two): **208** work orders (a **124%** increase from 2021)/**\$352,433.22** total cost (a **130%** increase from 2021).

A goal of the year 2022 was to make some tweaks to the individual work crews to better describe and detail their jobs, as well as track work completed as a Public Works project or if a project was generated by another Department (Recreation, Administration, Health, etc.). We fell short this year, but it remains a long term project goal for 2023 for the Department as a whole to better keep tabs on the work being requested and performed.

Public Works – Parks Division

After it was announced by the Administration that the Township would be switching to a new service request system in the middle of 2022, Public Works took the opportunity to make some tweaks and changes to how our department's requests are categorized, tracked, and managed.

In the old system (Q-Alert), after many years of use, there were too many request types that didn't fit with the work flow in practice. In the new system (See Click Fix), Parks Division request types were condensed into fewer choices for the residents and internal users. The new system allows jobs to be assigned to individual users, so we decided to create a blanket request type for Parks called *Parks and Playgrounds*. We also decided to keep the tree requests separate, and also created a blanket request type called *Trees Concern*.

For the year, **536** service requests were generated (a **29%** decrease from last year) through both systems by residents related to park maintenance and public property issues, which accounted for **5%** of the Department's requests. Some of the requests are highlighted below:

Q-Alert Requests (January 1 to June 30)

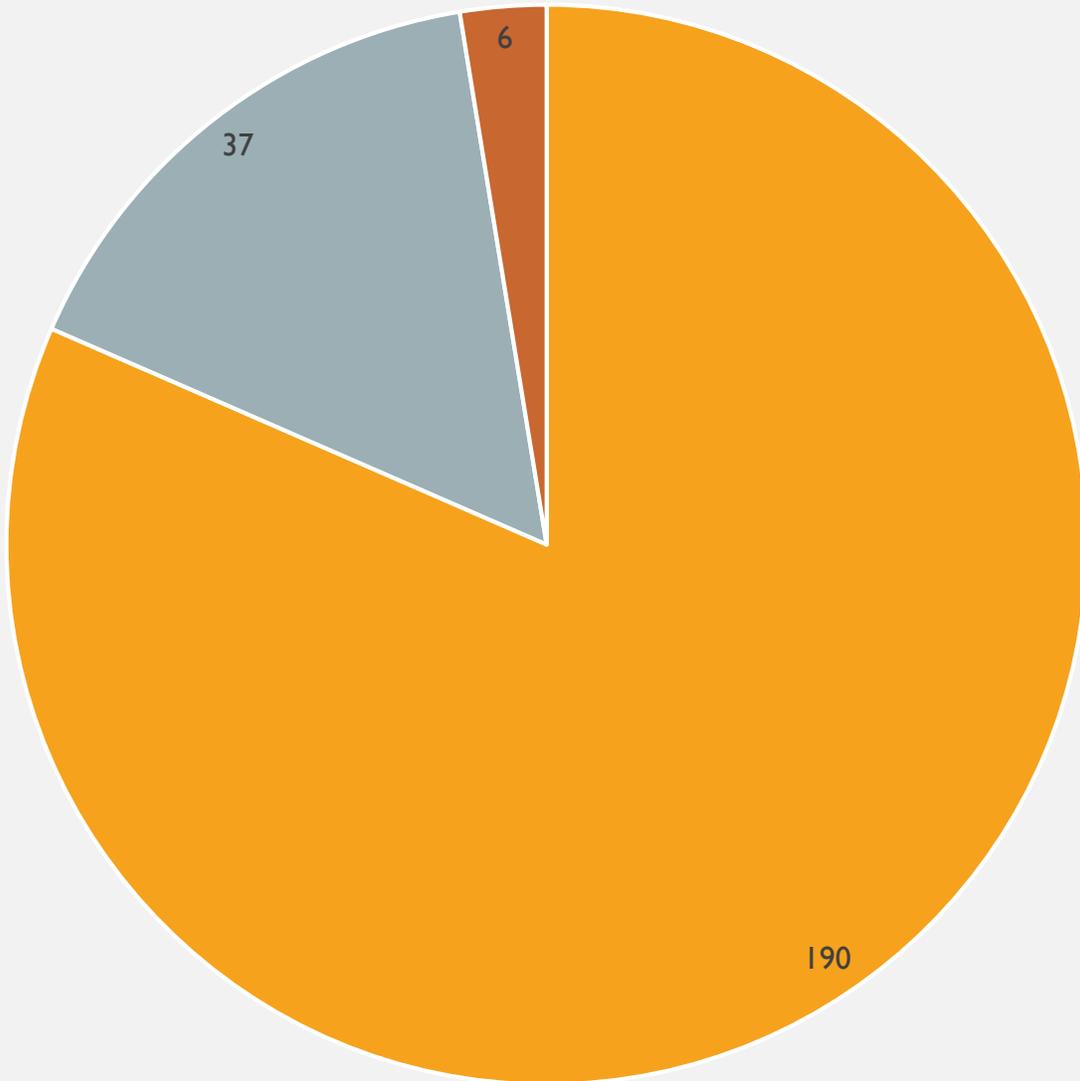
- General Maintenance Issues: 71
- Tree Removal on Township Property: 57
- Tree Removal Curbside: 69
- Basin Maintenance: 32
- High Grass in a Park: 15
- Playground Maintenance: 15
- Ballfield Maintenance: 8

See Click Fix Requests (July 1 to Dec. 31)

- Trees Concern: 190
- Parks and Playgrounds: 37
- Clogged Basin: 6

Public Works – Parks Division

Parks Service Requests (SCF Only)



■ Trees Concern ■ Parks and Playgrounds ■ Clogged Basin

Public Works – Parks Division

Parks, grounds, and athletic field maintenance is a year-round endeavor. Mowing, trimming, pruning, planting, lining, snow removal, and refurbishing are some of the many daily general maintenance items completed throughout the year.

Parks crews complete daily maintenance assignments for these items and provide assistance to other Departments (primarily Recreation) to provide service for local youth and adult sports leagues; as well as assist with the planning, setup, and event service for special events (Fourth of July fireworks, Oktoberfest, etc. and sports tournaments like the NJ State High School baseball tournament and regional pickleball tournaments). Some of the maintenance items are:

- Crews (ALL) begin this week checking and addressing as needed any snow or ice-covered sidewalks, starting with Township buildings walkways/entrances and expanding to all six pages of other sidewalk locations throughout the town, (eg, parks, playgrounds overpasses, basins, etc.).
- Outside property crews will be continuing cleanup of debris including leaves, fallen branches, etc. as well as the crown raising of trees where needed, throughout various locations (Warwick Park, basins- Applegate, Miry Brook, Jeffrey, etc., NOTE: basin trench troughs are also being cleaned/cleared as needed).
- Removal of large older, severely damaged arborvitae along fence line of McManimon Building parking lot as well as other unwanted wild tree growth. Holes created by removed root balls have been filled with topsoil and area regraded.
- Warwick Park maintenance – includes cleaning leaves/debris from fence lines, repairing backstop windscreens, filling & regrading low areas of infields with new best top mix (still waiting for product delivery), also waiting for approval, and then pick up of clay bricks for batters boxes.
- Golf Center (mini-golf area) cleanup beginning as well.
- Kuser Park: completing new wood signage construction and repainting to replace or repair older decaying, as well as continuing to add soil to low areas throughout the park and along driveways - with grading and seeding.

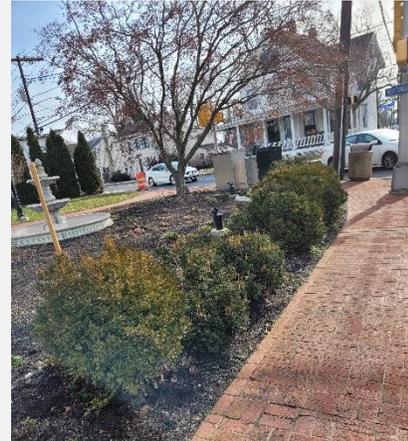


Snow removal at the Senior Center.

Public Works – Parks Division

Parks worked on a variety of projects and maintenance issues during 2022 across the Township. Some of those projects include (continued from previous page):

- Crews are currently working on or have recently completed jobs related to the Golf Center (mini golf and driving range)- Recreation Dept. requested tree removals, split rail fencing repair and replacement, cleaning of landscape beds with some removal along sidewalk edges of old material (mulch, soil, and wood chips) before lightly overspreading new mulch.
- Veterans Park: Tennis courts sidewalks have been edged and fibar mulch added to playground as well. Fibar installation began at north side play area as well along with cleanup of leaves, sticks, debris etc. Daily trash cleanup throughout, graffiti removal on playground equipment, installation of DeMeo batting cage netting and soccer fields being readied for practice and league play (nets, marking out of field dimension & proper lines placements).
- Sayen Gardens has prepped the outside landscaped areas (cleaned, new mulch, etc.) along Mercer St. and Hughes Dr. for St. Patrick's Day parade as well as Foley mini park. Split rail fencing install near parking lot and also general cleanup throughout other park areas.
- Athletic field preparations :All soccer fields used for game play are being measured/marked out for lining and then being painted by April 1st PM. (Fields in Vets: Cowell, Kater, Kurlander, Fields 1 & 2 + smaller interior yellow painted field. Outside location - Crockett M.S., 2 midsize, 5 smaller.)
- Cornell Heights: Softball field being addressed with additional field mix and regrading, repairs to backstop fencing and other portions as needed and additional topsoil to fill low areas or holes. In addition, at Cornell, vacant playground pit has been backfilled with topsoil and leveled, since completion of equipment removal.
- Greenhouse crew is beginning planting of early spring flowers (pansies) throughout the town's outside planters, repotting other flowers into larger containers within the greenhouses, and also cleaning outside landscape bed areas at various buildings and mulching as needed.



Landscaping renovations at Foley Park.



Tennis court repairs, Veterans Park.

Public Works – Parks Division

Parks worked on a variety of projects and maintenance issues during 2022 across the Township. Some of those projects include (continued from previous page):

- Sayen Gardens prep for Azaleafest continuing with various ground maintenance issues being addressed: power washing bridges and overlook, clean and re-stain benches, cleaning beds, fertilizing and reseeding newly soiled and existing lawn areas.
- Lawn fertilizer applications will continue for the next week or two and herbicide/weed control applications have just begun.
- Assisting Rutgers Univ. personnel with construction and excavation of rain garden at Alexander School.
- Excavation remediation at Sam's Way basin this week.
- Grass cutting crews working on addressing 1st mowing, trimming, and edging cuts on all outside parks and property sites; including basins (as ground conditions permit).
- Veterans Park: equipment attachments and materials storage area recently completed, (additional divider blocks to be added upon arrival), and being well stocked with needed supplies, (mulch, stones, infield mix, topsoil, etc.).
- Grass cutting (1st cut and trim) of all areas in Veterans Park in progress as well as daily trash, debris, branches, sticks, etc. cleanup, Athletic field preps (DeMeo, McGlone, 5 soccer fields) as needed (according to schedules provided by Recreation), Tennis/pickleball court area to be monitored for debris, high grass/weeds. Fibar installation completed recently at Veterans Park north side playground as well as Limewood and Switlik Parks. Minor playground and equipment repairs addressed and forms/footings for memorial plaques being prepared.
- Tree maintenance: prunings or removals along curbside right of ways and/or township properties and parks continues.
- Preparation in Veterans Park for Armed Forces Day ceremony this Saturday at East entrance: grass cutting/trimming, brush cleanup, power washing, herbicide applications, general grounds maintenance, etc.
- Outside parks/properties: grass cutting and trimming of approximately **160** different locations divided into 6 routes (according to locations within close proximity); including basins, road islands, mini parks, parks of various sizes, various sized township properties, Pond Run channel cuts along the entire length, etc. NOT including Kuser Park or Sayen Gardens.



Landscaping improvements to the Temple Garden, Sayen Gardens.

Public Works – Parks Division

Parks worked on a variety of projects and maintenance issues during 2022 across the Township. Some of those projects include (continued from previous page):

- Sayen Gardens crew addressing all various grounds maintenance needs within property as well as addressing landscape of Foley mini park, Ernies Ct., and Nottingham L.L./Ham.A's baseball fields outer grounds grass cutting maintenance.
- Tree crew trimming and removing trees and stumps when necessary, not only through Q-Alert but also assisting the Road Division ahead of blacktop resurfacing and sidewalk replacement; finish trimming and tree removal at the Wilson Center; and grinding stumps throughout the Township.
- Tree maintenance: removal of wind damaged trees from prior weekend in Veterans Park and other locations; dead tree removals at Perriwinkle Park and curbside road locations; stump removal/grindings at Switlik Park in preparation for Happy Days camp start (6-27) and check and address Switlik Park for any additional imminent tree hazards. Hazardous tree removals at Kuser Park.
- Veterans Park: continued constant grounds maintenance needs throughout property including: grass and weed mowing, trimming, athletic field maintenance, trash and debris cleanup, and repairs to fencing. Retrieve and return all tents, trash receptacles, etc. from prior weekend's events (DeMeo **NJSIAA baseball tournament**, Wilson Center Community Saturday event). Crews continued memorial tree plaque preparations; playground equipment repairs as needed and inspections; daily dam site valve adjustments and maintenance of embankment growth (cut tree growth), etc.
- Kuser Park: Mowing of grassy areas, maintenance of all landscape beds (weeding, watering plants/flowers, mulch where needed), removing of overgrown/wild growth in needed area near mansion and maintenance building, daily trash and bathroom cleanups.
- Greenhouse Crew: Maintenance of flower and landscape beds throughout Veterans Park, Municipal/Health buildings, Senior Center, Police/Library/Call/Golf Center, roads islands, etc. (includes watering as needed, weed controls, shrub trimming, planting, removing dead or unwanted growth, herbicide applications as needed, etc.) Safety Town location to get landscape bed planting and cleaning this week.



Dam Site 8 maintenance, Martins Lake, Veterans Park, (West entrance).



Dead tree removal on Township property (rear of Ryerson Drive).

Public Works – Parks Division

Parks worked on a variety of projects and maintenance issues during 2022 across the Township. Some of those projects include (continued from previous page):

- Veterans Park: Continued maintenance of entire park grounds with more time spent addressing the needs of the July 1st fireworks special event. Additional temporary fencing, trash receptacles, picnic tables reshuffled/placed, landscaping/flower beds maintenance, grass trimming, tree trimming, and dead tree removals.
- Removed brush at the dam site in Veterans Park to assist with water level maintenance within lake.
- Grade, soil, and fiber around playground equipment at Sunset Park.
- Cleaned the Cypress Lane basin low-flow channel and trimmed trees in the basin, as well as on the street to assist with storm water management.
- Veterans Park: Install new trash and recycling containers in and around the tennis and pickleball courts.
- Veterans Park: Reinstall the canopy over the exercise equipment.
- Sam's Way/Nalbone Court rain garden/drainage pipe area: excavation and removal of plant and wild tree growth to provide better drainage.
- Cut and remove undesirable growth near Veterans Park lakeside, walking bridge, and specific pathways.
- Athletic field preparations for various league scheduled games and tournaments at either Veterans Park fields (DeMeo, McGlone), Warwick Park, or Cornell Heights.
- Assisting Police Department with National Night Out setup in Veterans Park including: tent setups, tables, chairs, and grounds maintenance needs at specific set up locations.
- Preparation for upcoming tennis and pickleball tournaments beginning August 5th (tennis) and 10th (pickleball). All landscaping issues being prepared for within the courts area and parking lots of Veterans Park (sidewalk edging, weed control, grass and weed trimming, mulching beds and trees, tree trimming where needed, fencing repairs, moving bleachers, and checking nets.
- Removal of old chain link fencing at ex-Homedell School site and filling of holes created with topsoil.



Independence Day fireworks (view from the Maintenance Yard, Veterans Park).



Sam's Way basin remediation.

Public Works – Parks Division

Parks worked on a variety of projects and maintenance issues during 2022 across the Township. Some of those projects include (continued from previous page):

- Grass cutting and trimming according to schedules and priorities of all outside parks, playgrounds, road islands, and other properties, including basins. Note: Due to recent dry conditions several usually wet basin sites have been addressed/cut. Additionally, some sites such as Apollo Park area have received attention such as removing wild unwanted growth in tree lines, beds, etc.
- Sayen Gardens: Repair and possible replacement of some fence posts around maintenance yard, add stone to pathways behind LeBow Point area, add larger stone behind white gazebo, and weeding of ornamental landscape beds near front entrances.
- Braghelli Tract: Obtain brush cutting attachment from Foley Cat rentals to cut and clear area needed to meet regulations.
- Hazardous tree removal: Township property abutting Percy West Drive, Crestwood Drive, and Grand Avenue curbside trees.
- Grass cutting and growth control maintenance, including removal of over or unwanted trees and invasive plants, within retention basins (Robin Drive basin, Perilli Drive), as well as within Township parks and properties (Apollo Drive).
- Greenhouse crew completed mini golf site shrub and ornamental grasses trimming and currently addressing landscape maintenance at and near the 9/11 memorial site in Veterans Park. Other sites to receive more attention soon include Broad Street parking lots. Watering in Veterans Park and all outside planters and landscape beds continues. Provide wedding or other ceremony floral /plant décor several times weekly at Call Center.
- Athletic Fields maintenance: grass cutting, trimming, chalking, painting and repaints for football, upcoming fall soccer, and fall baseball/softball schedules. Demeo, McGlone, Cowell, Kater, Kurlander, and fields 1 & 2 (soccer) are all within Veterans Park. Outside areas maintained include Warwick fields, Crockett M.S. (5-6 soccer fields of various sizes), Grice M.S. (football field painting), and Ralston/Shadybrook football field painting.



Longleaf Drive basin remediation.



Cornell Heights Park overgrowth removal.

Public Works – Parks Division

Parks worked on a variety of projects and maintenance issues during 2022 across the Township. Some of those projects include (continued from previous page):

- New memorial plaques and footings prepared for Veterans Park and Sayen Gardens.
- Tennis Center: Repair and reinstallation of Carl Ace Abbott sign; and replace old red benches with new.
- Veterans Park: Assist with repair and modification of hockey court walls.
- Check, prepare, and address the grounds maintenance needs for the upcoming Senior Center picnic (weeding, herbicide applications, grass cutting/trimming, shrub trimming, tree maintenance, and stone trail maintenance).
- Continued basin grass and growth cutting in usually wet areas (Longleaf, Robin, Papps, Cypress, etc.) due to continued dry spell and favorable ground conditions.
- Daily trash cleanup throughout town, including the addition of two stone receptacles to Bromley Park (near basketball court/East State Street entrance parking lot).
- Removal of several dead memorial trees and stumps at various locations within Veterans Park. Followed by replacement tree plantings (approx. 12) at many of these plaque/memorial sites.
- Begin decorating exterior grounds locations at Sayen Gardens and Kuser Park/mansion with fall decor, (cornstalks, pumpkins, etc.), as well as planting of several ornamental trees. Planting of mums, ornamental grasses, Celosia, etc. for fall season beginning as well. Removal of annual flowers in landscape beds as well as general cleaning and pruning.
- Veterans Park tree maintenance/pruning, removals, stump grindings, and crown raisings throughout in anticipation of Oktoberfest.



Public Works – Parks Division

Parks worked on a variety of projects and maintenance issues during 2022 across the Township. Some of those projects include (continued from previous page):

- Removal of damaged, broken, or old unsafe playground equipment recently completed at Kuser Park, Limewood Park, and Drialo Park with topsoil addition as needed.
- Breakdown, cleanup, and relocation of items used in Octoberfest setup at Veterans Park (hay bales, cornstalk bundles, pumpkins, decorative flags, scarecrows, hay wagons, fencing, picnic tables, trash receptacles, banners).
- Kuser Park: Begin all activities associated with Winter Wonderland setup (checking light strands and retrieving buckets of lights from storage, as well as starting stringing).
- Completed Ziegler's Lane dead end area (Township property) cleanup to meet/satisfy Green Acres standards.
- Tree trimming at Connecticut Avenue Park site for upcoming playground installation.
- Recent tree plantings at Sunset Park, the Golf Center (near the parking lot), and Sayen Gardens.
- More tree plantings will soon follow, including Veterans Park, Kuser Park, Sayen Gardens, and Norcross Circle Island.
- Tree trimming (crown raisings and pruning) at Connecticut Avenue Park site and excavating ground area 4-6" depth for future playground equipment install site. Additionally, at the Cornell Heights Park our staff have dug out the site for the soon-to-be-installed playground equipment installation.
- Winter Wonderland preparations at Kuser Park increasing, which include extra staffing to begin installing decorative lights (stringing), as well as grounds cleanup of falling leaves, tree debris, etc.
- Provided several truckloads of compost material as well as soil tilling/mixing at Endicott Park for installation of pollinator and rain garden area.



Connecticut Park new activity center.



Cornell Heights Park before and after.



Public Works – Parks Division

Parks worked on a variety of projects and maintenance issues during 2022 across the Township. Some of those projects include (continued from previous page):

- East State Street fire location: Complete ‘tarping’ sides of homes with the use of aerial lifts.
- Return tractors and other miscellaneous supplies/equipment (tarps, excess firewood, hay bales, etc.) to Veterans Park from Kuser Park (Winter Wonderland event).
- Christmas tree installation in front of municipal building this week (tree is to be cut down and transported from a donation from a Strassburg Court residence). Light strings will be installed on the tree following install, as well as lights and roping on pillars and the building’s A-frame above.
- Season’s Greetings lighted sign to be installed at Gropp’s Lake dam site.
- Spruce tree to be installed at Foley Park and lighted as well.
- Greenhouse crew to begin planting seedlings for next years’ flowering plants.
- Planting of bulbs at Sayen Gardens as well as continual cleaning of leaves and debris in various landscape beds. Cutting back rudbeckia and other plants as needed.
- Following the installation of all Christmas lights and decorations, crews return to the cleanup of leaves and debris throughout properties, including: Switlik Park, Endicott/Ham. Sq. Park, Cornell Heights, Whitehead playground, Drialo, Perriwinkle, Grafton, Anchor Thread, etc.).
- Needed tree removals at Limewood Park playground (for Joey’s Little Angel's new addition), as well as curbside removals.
- All salt/sanders installed on needed trucks for winter storm preparations has been completed, and all trucks requiring plows are being checked for proper operation following the attachment with each designated plow for the assigned vehicle. All other snow-fighting equipment (blowers, polar trac, and other attachments) are being checked for proper operation.



Mulching around new tree plantings in Sunset Manor Park.

Public Works – Road Division

The Road Division of Public Works is comprised of a labor and equipment pool designed to not only maintain and improve the 625 lane miles of roadways within Hamilton Township (pothole repairs, cut out/patch paving, and milling and paving), but to: maintain creeks and waterways; operate and maintain the world class Harry J. Bonacci Ecological Facility; collect curbside residential brush; street sweep Township roadways; inspect, maintain, and repair storm water infrastructure (inlets, pipes, and outfalls); maintain, repair, and create street/roadway signage and signage for special events/static message boards; cut and maintain grass along roadways; collect gutter leaves during the fall season; collect curbside residential electronics, Freon items, and white goods; assist with the Town's special events (Fourth of July fireworks, National Night Out, Oktoberfest, and Winter Wonderland, etc.); and take the lead on Winter Operations (brine making/application, salting, and plowing).

The Road Division is also responsible for fleet maintenance and garage services, which are housed and located within the Public Works Yard on Tampa Avenue. The Garage maintains, services, and repairs fleet vehicles for the entire Township, including the Police Division and the Municipal Fire Department. The Garage also manages contracted out services for body work and large scale repairs; and they assist all departments and divisions with quotes and specifications for new vehicle purchases and capital budget planning.



Public Works – Road Division

After it was announced by the Administration that the Township would be switching to a new service request system in the middle of 2022, Public Works took the opportunity to make some tweaks and changes to how our department's requests are categorized, tracked, and managed.

In the old system (Q-Alert), after many years of use, there were too many request types that didn't fit with the work flow in practice. In the new system (See Click Fix), Road Division request types were condensed into fewer choices for the residents and internal users. The new system allows jobs to be assigned to individual users, so we decided to create a blanket request type for issues that affect the roadway (surface issues and signage issues) called *Road Concern*. Once a request is created, it can be internally directed to the appropriate supervisor and/or internal request type.

For the year, Roads responded to **5,111** service requests generated by residents (a **6%** increase from 2021), which accounted for **51%** of the Department's requests. Some of the most common request types for the year are as follows:

Q-Alert Requests (January 1 – June 30)

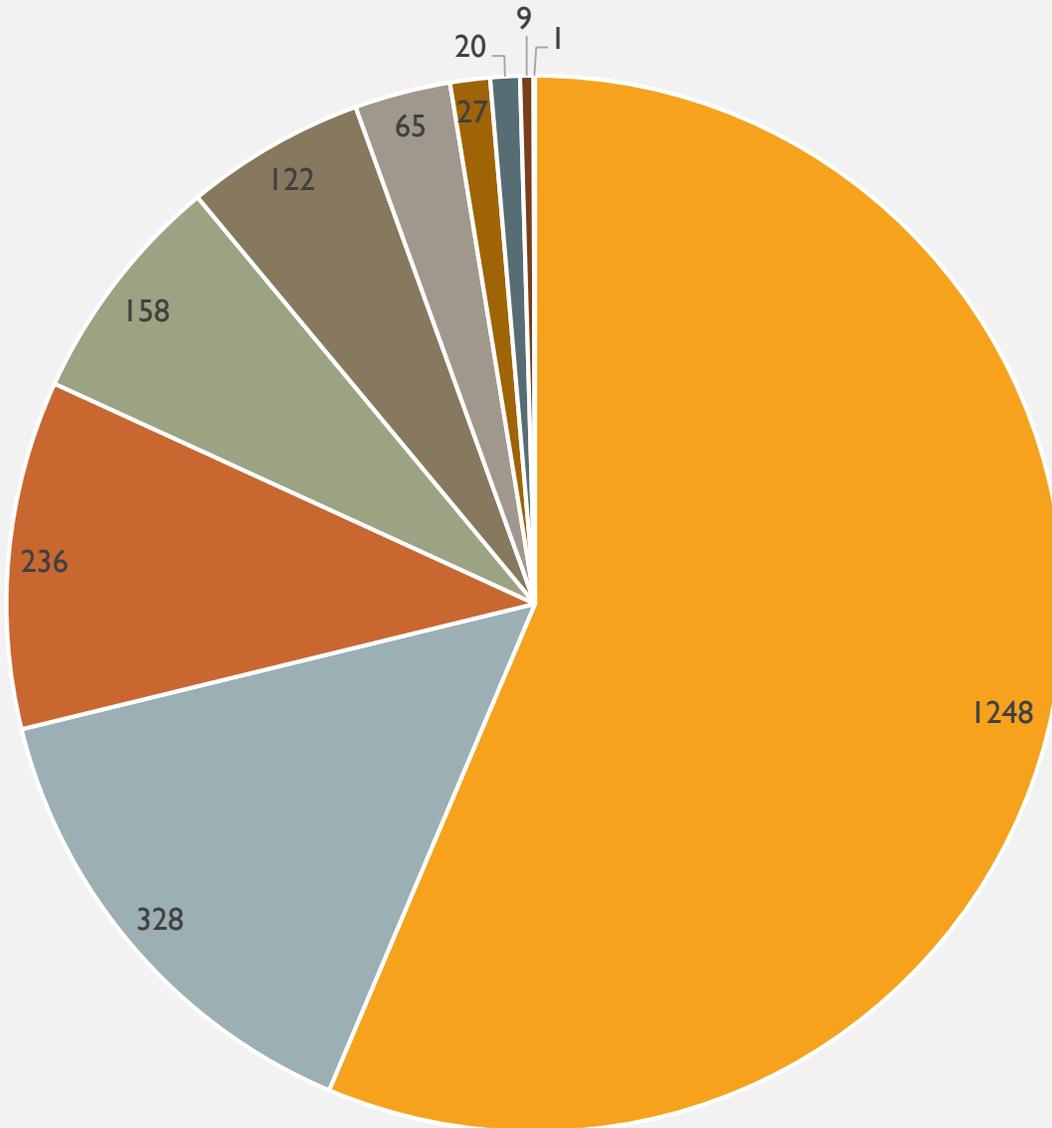
- Non-compliant Brush Pick Up: 885
- White Goods Pick Up: 205
- Electronics Pick Up: 234
- Township Roads (Snow): 180
- Potholes: 252
- Street Sweeping Request: 46
- Street Sign Missing/Damaged: 22
- Masonry Repair: 31
- Alleyway Maintenance: 28
- Road Complaint: 151

See Click Fix Requests (July 1 to Dec. 31)

- Non-compliant Brush Pick Up: 1,248
- Freon/Metal Pick Up: 328
- Electronics Pick Up: 236
- Snow Concern: 1
- Potholes: 122
- Street Sweeping: 27
- Fall Leaf Pickup: 65
- Masonry: 20
- Alleyway Maintenance: 9
- Road Concern: 158

Public Works – Road Division

Roads Service Requests (SCF Only)



- Non-compliant Brush Pickup
- Electronics Pickup
- Pothole Repair
- Street Sweeping Request
- Alleyway Maintenance
- Freon/Metal Pickup
- Road Concern
- Fall Leaf Pickup
- Masonry Repair
- Snow Concern

Public Works – Road Division

The Road Division has continued to utilize Trair for work orders and data collection. For the year, Roads generated **1,999** Trair work orders (a **5%** increase from 2021) totaling in at **\$7,091,220.76** (a **30%** increase from 2021).

The work orders further break down as such (Count and cost total fluctuations are due to the way jobs were re-categorized in 2022. For example, one work order was created for the length of each capital project instead of creating a daily work order.):

1. Brush Crew: **195** work orders (a **39%** decrease from 2021)/**\$609,589.34** total (a **41%** decrease from 2021).
2. Masonry Crew: **141** work orders (a **20%** decrease from 2021)/**\$494,094.11** total (a **18%** increase from 2021).
3. Paving Crew: **53** work orders (a **79%** decrease from 2021)/**\$1,090,775.70** total (a **33%** decrease from 2021).
4. Ecological Facility Crew: **135** work orders (a **47%** decrease from 2021)/**\$408,349.50** total (a **49%** decrease from 2021).
5. Sign Shop Crew: **177** work orders (a **45%** decrease from 2021)/**\$267,938.29** total (a **48%** decrease from 2021).
6. Gutter Leaf Program: **151** work orders (a **67%** increase from 2021)/**\$745,272.34** total (a **47%** increase from 2021).
7. Streams/Alley Crew: **41** work orders (a **81%** decrease from 2021)/**\$85,843.99** total (a **82%** decrease from 2021).
8. Street Sweeping: **195** work orders/**\$256,714.06** total.
9. Potholes: **98** work orders/**\$148,876.74** total.
10. Special Events: **8** work orders/**\$37,423.94** total.

Public Works – Road Division

Curbside residential brush collection takes place during the months of January to October. Crews will begin in Zone A and then work through each zone in order. Once a full round has been completed (A, B, C, D, E, F, G, and H), the round starts over again in Zone A. For the year, **26 rounds** of brush were completed (equating to a full collection through the zones **once every 1.75 weeks**). During this program, approximately **22,878 cubic yards** of material was collected curbside by the Road Division and then recycled at the Ecological Facility.

New for 2022, a data tracking project was undertaken between the supervisor and crew of the Brush collection crew and the Public Works Office to track how many stops are collected that are *non-compliant* (i.e. stops which require the grapple truck to collect because they did not meet the department’s collection guidelines). In 2022, **2,133 non-compliant stops** were recorded and collected.

Every fall season, in conjunction with rules set forth by the State of New Jersey, the Road Division conducts a multi-faceted **leaf collection and recycling program**. During the months of November and December, each neighborhood (using the A through H Zones) is designated one week for curbside gutter leaf collection. Based on years of volume, practice, observation, and the species of trees throughout town; the order of collection is: A, C, F, E, D, H, G, B. In addition to the curbside collection option, residents can also: bring leaves to designated bins located throughout the Township, bring leaves to the Township’s Ecological Facility, or bag their leaves and place them curbside for collection by Township crews. All leaves are windrowed at the Ecological Facility and turned into useful compost for residents to use. For the year, approximately **22,956 cubic yards** of leaves were collected as part of the program. In addition, **6 full rounds** of bagged leaf collection were completed during the eight week program.



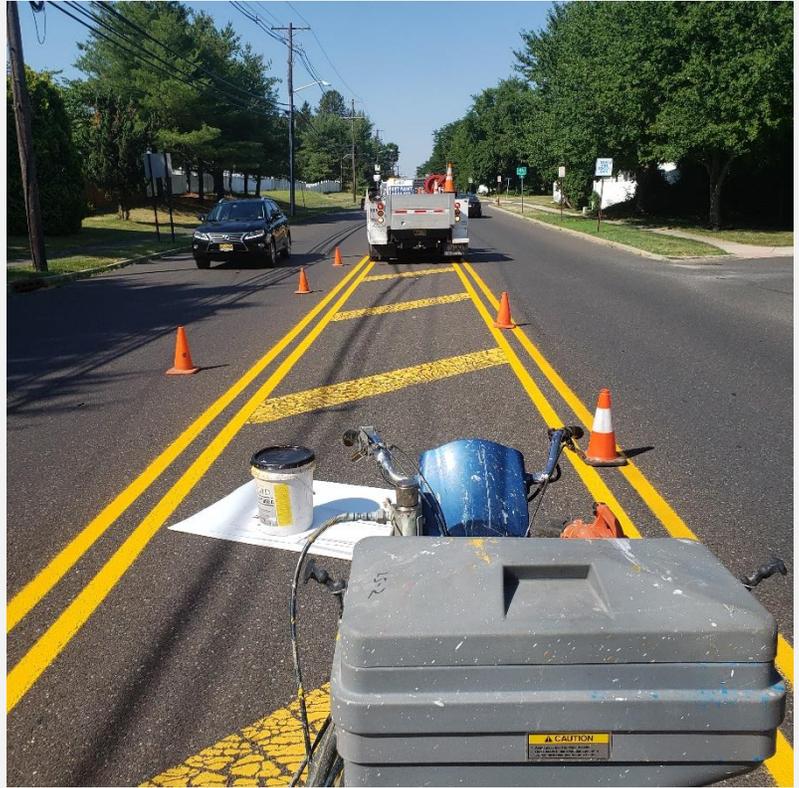
Non-compliant brush pickup on Leukel Avenue.

Public Works – Road Division

The Road Division includes an in-house **sign fabrication shop** and road **striping and lining crew**, which is located at 314 Hollywood Drive (separate from the Public Works complex). This crew is responsible for the upkeep, maintenance, fabrication, installation, and repairs for all street signs, static message board locations, and special event signs for the Township of Hamilton. Additionally, the crew is responsible for the roadway striping and lining, crosswalk painting, and painting for approved residential on-street handicapped parking spaces. For the year, approximately **4,471 inventory items** were used in the process of fabricating or repair, at an approximate cost of **\$49,625.04**.

The Road Division is responsible for **mowing and litter abatement** on/within various properties in Hamilton Township. These properties include: creeks and waterways, **117 alleyways**, and various roadsides and sightline areas at intersections. This process helps to keep the roadways safe and clear for the motoring public, keeps creeks and waterways clean and functional for storm water management purposes, and keeps alleyways open and passable for residents. The approximate amount of **miles mowed** in 2022 was **137.25**.

The Road Division maintains roadways in a safe and clean fashion by conducting a **street sweeping program**. On average, the Town as a whole is completely swept four times a year. For 2022, approximately **11,264 miles** of roadways were covered by the street sweeping program; which resulted in **1,606.97** tons of debris collected.



Striping on Whitehorse-Hamilton Square Road.



Thermoplastic striping a stop bar on Flock Road at Hughes Drive.

Public Works – Road Division

The **Masonry Crew** of the Road Division is responsible for maintaining and repairing various parts of the Township's storm water management system, such as: storm water inlets, curbing, basin components, and the concrete infrastructure of all Township buildings, parks, and structures. In addition to these assignments, the Masonry crew also constructs and maintains many of the special projects, statues, and memorials within Veterans Park and other Township properties. The Masonry crew also works ahead of the Road Paving crew, repairing storm water inlets on the Capital Roads list.



Drainage improvements to Uncle Pete's Road.

Repairs to sidewalk on Township property (Miry Brook Road).

Public Works – Road Division

A large-scale drainage repair project was completed in 2022 in the rear of Bigelow Road. Erosion had been occurring overtop of and at the end of a storm water drainage system. After being investigated, pipe joint failures were detected. A plan was put together to excavate the damaged pipe and install new drainage.



Public Works – Road Division

Bigelow Road drainage repair (continued).



Public Works – Road Division

The Township of Hamilton is home to New Jersey’s finest Ecological Facility: the [Harry J. Bonacci Ecological Facility](#). Located at 1360 Kuser Road, the facility is the hub for a plethora of recycling options for our residents. Residents can drop off to recycle many household items, including: all yellow bucket items (cans, bottles, plastics labeled “1” and “2”, mixed paper, and cardboard; wet cell batteries; scrap metal items; tires; used motor oil; and covered electronic devices.

Residents can also bring leaves, grass, and brush to recycle, which are later processed into useful items for the residents. Leaves and grass are composted over the fall and winter, which is then available free of charge for residents during the following spring and summer (while supplies last). Brush is processed (grinded) multiple times during the year and turned into useful mulch, which is also available year round free of charge (while supplies last).

Regular hours of operation are Monday through Saturday, 8:00 AM to 3:30 PM. The facility is open for extended hours on Wednesday evenings (until 6:30 PM) beginning the first Wednesday in April and running through the last Wednesday in September.

In December, 2022, the facility was featured as a cover story, titled [From Trash to Treasure](#), in the local monthly newspaper the Hamilton Post. Several employees were interviewed by the paper, which focused on the serious business of recycling and the “whimsical and seasonal” decorations at the facility that local residents have taken to over the past few years.



Public Works – Road Division

2022 Material Tonnage

Brush – 12,291 tons

Grass – 288.15 tons

Leaves – 8,603.60 tons

Concrete – 105.71 tons

Comingled Recycling (single stream items) – as of print, waiting for Interstate Waste’s year end report.

Cardboard – 192.20 tons

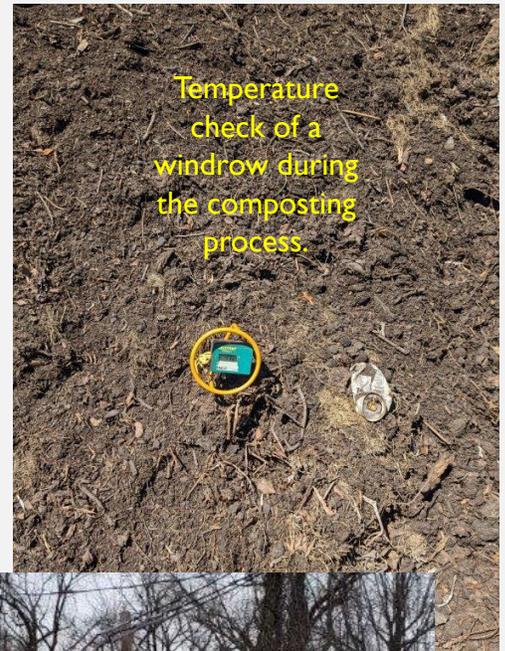
Metal – 166.53 tons

Tires – 40.15

Motor Oil – 44.89 tons

Batteries – 6.67 tons

Electronics – 112.04 tons



Picture courtesy of E.M. Hume.

Public Works – Road Division

2021 was a unique year due to an unprecedented and unplanned infrastructure project by Trenton Water Works, which scuttled road improvement projects in their service territory in the Town. Thankfully, in 2022, their project had wrapped up and Public Works was able to return to a normal construction season.

12 regular capital improvement projects were completed during the paving season and one special project (South Clinton Avenue) was completed.

For the year, approximately **7,711.43** tons of black top was used at a cost of approximately **\$463,845.81** for repairs to Township roadways, parking lots, and pathways at Township facilities and parks.

2022 Completed Road Projects - Public Works (Square Yards, Mileage, and Tons of Material)

Linton Avenue		Central Avenue		Jamaica Way		Blairmore Drive	
Square Yards:	1427.00	Square Yards:	7798.00	Square Yards:	5665.00	Square Yards:	5270.00
Miles:	0.10	Miles:	0.30	Miles:	0.28	Miles:	0.26
Tons:	157.00	Tons:	858.00	Tons:	622.00	Tons:	580.00
Angelique Court		Carl Sandburg Drive		Fifth Avenue		Ford Drive	
Square Yards:	2814.00	Square Yards:	5183.00	Square Yards:	4380.00	Square Yards:	1171.00
Miles:	0.14	Miles:	0.26	Miles:	0.21	Miles:	0.06
Tons:	310.00	Tons:	570.00	Tons:	482.00	Tons:	129.00
Fourth Avenue		Hempstead Road		Paxson Avenue		Stockton Street	
Square Yards:	4380.00	Square Yards:	6400.00	Square Yards:	2174.00	Square Yards:	4157.00
Miles:	0.21	Miles:	0.23	Miles:	0.10	Miles:	0.24
Tons:	482.00	Tons:	704.00	Tons:	239.00	Tons:	457.00

The table above shows the square yards, mileage, and approximate tons of material for each of the 12 capital improvement projects completed in 2022.

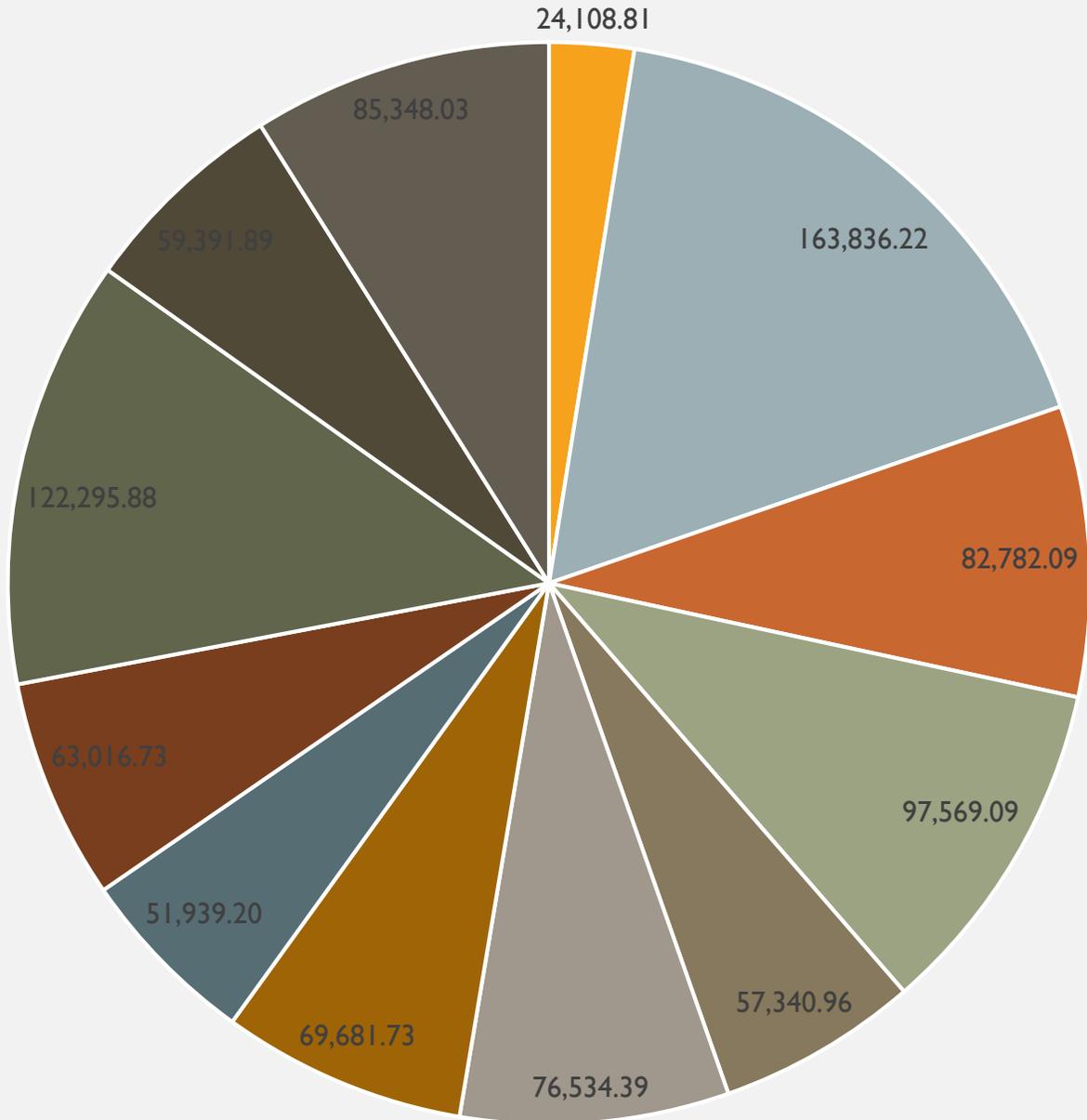
Public Works – Road Division

2022 Completed Road Projects - Public Works									
Linton Avenue		Central Avenue		Jamaica Way		Blairmore Drive			
Mill/Pave	\$ 24,108.81	Mill/Pave	\$ 145,129.83	Mill/Pave	\$ 76,658.53	Mill/Pave	\$ 90,516.20		
Masonry	\$ -	Masonry	\$ 12,834.81	Masonry*	\$ 6,123.56	Masonry	\$ 7,052.89		
Painting	\$ -	Painting	\$ 5,871.58	Painting	\$ -	Painting	\$ -		
Total	\$ 24,108.81	Total	\$ 163,836.22	Total	\$ 82,782.09	Total	\$ 97,569.09		
Angelique Court		Carl Sandburg Drive		Fifth Avenue		Ford Drive			
Mill/Pave	\$ 57,340.96	Mill/Pave	\$ 73,417.43	Mill/Pave	\$ 66,543.41	Mill/Pave	\$ 42,784.12		
Masonry	\$ -	Masonry	\$ 3,116.96	Masonry	\$ 3,138.32	Masonry	\$ 9,155.08		
Painting	\$ -	Painting	\$ -	Painting	\$ -	Painting	\$ -		
Total	\$ 57,340.96	Total	\$ 76,534.39	Total	\$ 69,681.73	Total	\$ 51,939.20		
Fourth Avenue		Hempstead Road		Paxson Avenue		Stockton Street			
Mill/Pave	\$ 59,878.41	Mill/Pave	\$ 119,051.88	Mill/Pave	\$ 49,444.68	Mill/Pave	\$ 85,348.03		
Masonry	\$ 3,138.32	Masonry	\$ -	Masonry	\$ -	Masonry	\$ -		
Painting	\$ -	Painting	\$ 3,244.00	Painting	\$ 9,947.21	Painting	\$ -		
Total	\$ 63,016.73	Total	\$ 122,295.88	Total	\$ 59,391.89	Total	\$ 85,348.03		
							Grand Total	\$ 953,845.02	

The table above details the approximate project costs for each of the 12 capital improvement projects. The roads are broken down by each of the three crews in the Road Division that worked on them (Paving Crew – Mill/Pave phase, Masonry Crew – inlet repairs, and Sign Shop Crew – roadside signage and striping phase). The costs are taken from the Traisr work orders completed by the supervisors of the crews. These work orders calculate the cost of the projects to include labor, vehicles/equipment, and materials (asphalt, paint, concrete blocks, etc.).

Public Works – Road Division

Public Works Capital Roads - Approximate Cost Totals



- Linton Avenue
 Central Avenue
 Jamaica Way
 Blairmore Drive
- Angelique Court
 Carl Sandburg Drive
 Fifth Avenue
 Ford Drive
- Fourth Avenue
 Hempstead Road
 Paxson Avenue
 Stockton Street

Public Works – Road Division

The table below details the approximate project costs (labor only) for each of the 12 capital improvement projects. The roads are broken down by each of the three crews in the Road Division that worked on them (Paving Crew – Mill/Pave phase, Masonry Crew – inlet repairs, and Sign Shop Crew – roadside signage and striping phase). The costs are taken from the Traisr work orders completed by the supervisors of the crews. These totals are strictly the approximate labor costs for each of the jobs completed.

2022 Completed Road Projects - Public Works (Labor Only)											
Linton Avenue			Central Avenue			Jamaica Way			Blairmore Drive		
Mill/Pave	\$ 3,220.80		Mill/Pave	\$ 17,033.67		Mill/Pave	\$ 6,745.52		Mill/Pave	\$ 10,639.11	
Masonry	\$ -		Masonry	\$ 5,465.72		Masonry*	\$ 2,866.56		Masonry	\$ 2,655.13	
Painting	\$ -		Painting	\$ 2,351.90		Painting	\$ -		Painting	\$ -	
Total	\$ 3,220.80		Total	\$ 24,851.29		Total	\$ 9,612.08		Total	\$ 13,294.24	
Angelique Court			Carl Sandburg Drive			Fifth Avenue			Ford Drive		
Mill/Pave	\$ 7,574.46		Mill/Pave	\$ 7,435.59		Mill/Pave	\$ 6,627.77		Mill/Pave	\$ 5,986.93	
Masonry	\$ -		Masonry	\$ 1,048.32		Masonry	\$ 1,302.72		Masonry	\$ 3,360.56	
Painting	\$ -		Painting	\$ -		Painting	\$ -		Painting	\$ -	
Total	\$ 7,574.46		Total	\$ 8,483.91		Total	\$ 7,930.49		Total	\$ 9,347.49	
Fourth Avenue			Hempstead Road			Paxson Avenue			Stockton Street		
Mill/Pave	\$ 6,081.82		Mill/Pave	\$ 9,680.02		Mill/Pave	\$ 7,302.15		Mill/Pave	\$ 10,760.01	
Masonry	\$ 1,302.72		Masonry	\$ -		Masonry	\$ -		Masonry	\$ -	
Painting	\$ -		Painting	\$ 1,876.80		Painting	\$ 4,825.95		Painting	\$ -	
Total	\$ 7,384.54		Total	\$ 11,556.82		Total	\$ 12,128.10		Total	\$ 10,760.01	
									Grand Total	\$ 126,144.23	

Public Works – Road Division



Central Avenue milling and paving.



Linton Avenue milling and paving.

Public Works – Road Division

In 2022, the Department of Public Works, in conjunction with the Department of Community and Economic Development, were tasked by the Administration to come up with a solution to make cost effective and timely repairs to South Clinton Avenue.

The roadway, which is one of the Township’s main roads, had deteriorated significantly since its’ last reconstruction and was in need of repair; but the time line to go out to bid for a private contract and the anticipated cost proved to be too great. Both departments stepped up to the plate and Public Works was able to repair the roadway in-house curb to curb between the roadway limits of Cedar Lane to the I-295 overpass.

The project was completed over the course of six weeks in March and April, prior to the regular capital improvement road improvement schedule. The table below details the weekly progress (data pulled from Traisr work orders).

Week (Ending Date)	Crew	Cost	South Clinton Avenue: Cedar Lane to I-295 Overpass		
3.18.22	Sign Shop	\$ 669.48			
	Blacktop	\$ 24,129.68			
	Masonry	\$ 13,462.42	Weekly Total:	\$ 38,261.58	
3.25.22	Sign Shop	\$ 4,435.44			
	Blacktop	\$ 51,880.93			
	Masonry	\$ 5,151.68	Weekly Total:	\$ 61,468.05	
4.1.22	Sign Shop	\$ -			
	Blacktop	\$ 9,373.69			
	Masonry	\$ -	Weekly Total:	\$ 9,373.69	
4.8.22	Sign Shop	\$ 889.47			
	Blacktop	\$ 54,696.08			
	Masonry	\$ -	Weekly Total:	\$ 55,585.55	
4.14.22	Sign Shop	\$ -			
	Blacktop	\$ 17,250.59			
	Masonry	\$ -	Weekly Total:	\$ 17,250.59	
4.22.22	Sign Shop	\$ 303.70			
	Blacktop	\$ 92,513.69			
	Masonry	\$ -	Weekly Total:	\$ 92,817.39	
4.29.22	Sign Shop	\$ 7,457.05			
	Blacktop	\$ 57,679.70			
	Masonry	\$ -	Weekly Total:	\$ 65,136.75	
			Project Total:	\$ 339,893.60	

Public Works – Road Division



South Clinton Avenue milling and paving special project.

Public Works – Road Division

For the year, several cut out and patch projects were completed on Township roads or properties. These useful repairs help to extend the life and duration of the infrastructure. Some of those projects were:

1. Ecological Facility (various locations).
2. Muha Center (Senior Center) Parking Lot.
3. Police Headquarters Parking Lot (expansion and gate areas).
4. Veterans Park (maintenance yard).
5. Beverly Place.
6. Bon Air Place (crack sealing).
7. Gropp Avenue.
8. Klockner Road/Brockton Road (intersection).
9. Leonard Avenue.
10. Lori Court.
11. Marshall Avenue (Mercerville).
12. Natrona Avenue.
13. Newkirk Avenue.
14. Rosalia Avenue.
15. Ruskin Avenue.
16. Whitehorse-Hamilton Square Road.



Above: Bon Air Place. Below: Beverly Place.



Lori Court repairs.

Public Works – Road Division

The Road Division completed many projects along with their daily work for the year. Some of these include:

- Masonry: Inlet repairs at: 19 Zieglers Lane, 14 Abbott Road, and 70 Englewood Blvd. Sinkhole repair at 58 Falmouth Road.
- Paving: Cut-out repairs on Leonard Avenue, Natrona Avenue, Marshall Avenue, and Brockton Road.
- Sign Shop: Designed and installed around-town signs for St. Patrick's Day parade. Also assisted American Pipe cleaning at Colony Court basin and Hughes Drive.
- Grass Crew: Cutting back Alleyways in Zone B, Q-Alert sweeping complaints and main roadways sweeping routes.
- Brush: Pick-up Zone E - I thru E-15. Pothole repair in zones C, D and main road sheets.
- Masonry: trash rack cleanup, inlet top cleanup, curb repair from plow damage at 53 Wolfpack Road, and inlet repair at the Municipal Building.
- Paving: Cut-out repair 64 and 72 Benson Avenue, 14 Beverly Place; began Cypress Lane cut-outs. Removed speed lumps on Deerwood Drive and repaired roadway; also cut-out repair at Eco Site at cardboard bin.
- Brush: Pick up/cleaned up St. Patrick's Day parade route; picked up zones G-1 through G-17, H-1 through H-8, B-1 through B-11, and C-1 through C-7 (Round 4). Various grapple stops.
- Masonry: Trash rack cleanup; repaired inlet headers on 170 Dewey Avenue and 2705 Kuser Road; repaired sidewalk at Village Drive (Papps Basin); inlet repair at 10 Foy Drive, 6 Manor Blvd., and 6 Timberwolf Drive. Curb repair from snow plow damage at 202 Elmore Ave.
- Eco Site: Screening compost; turning leaf rows; transferring mulch to resident area; stacked electronics for pickup by vendor; ran comingle containers, metal, and cardboard.
- Grass Crew: Roadside ditch cleaning Edgebrook Road from Uncle Pete's Road to Merrick Road; roadside ditch cleaning on Merrick Road from house 207 to 352.
- Paving: Milled, prepped, and paved South Clinton Avenue Phase I; hauled stone products from Trap Rock Industries; removed first responders (winter operations) and set up trucks for all season use.
- Sign Shop: Sign replacement on South Clinton Avenue, Endicott Park, and Q-Alert complaints; CDL Training for various employees; pothole repair on South Broad Street and Yardville-Ham. Sq. Road; sweeping flood prone areas.



Brush collection on Cranbrook Road.



Inlet repair on Michelle Court.

Public Works – Road Division

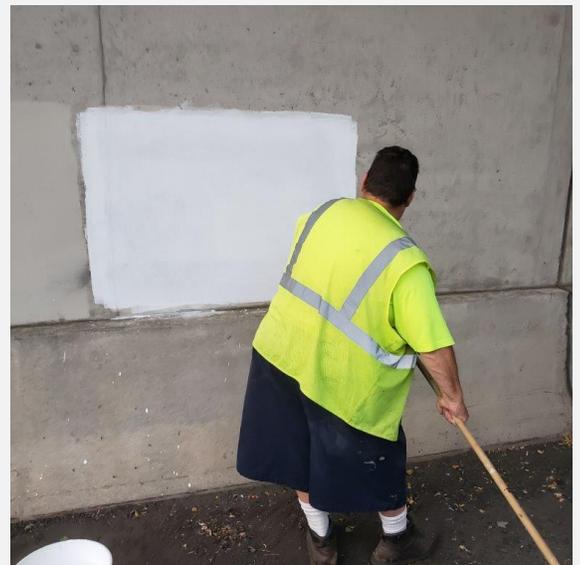
The Road Division completed many projects along with their daily work for the year. Some of these include (continued from previous page):

- Masonry: Pipe joint repairs on Maitland Road; installed new A.D.A. ramp/sidewalk at HTPD; inlet repair at 28 Tyndale Drive.
- Sign Shop: Reprinted and replaced Azalea Fest around-town signs; Q-Alert complaints; designing new HamStat logo and special health day signs; swept zones H-1 through H-8 and started zone G-16.
- Eco Site: General maintenance of the facility; running of comingled, cardboard, metal, and concrete containers to their respective facilities for recycling; turning of leaf rows for composting; screening of compost.
- Grass Crew: Alleyway maintenance in B-Zone; pothole inspection and maintenance on main streets (Yardville-Ham. Sq. Road, Klockner Road, South Broad Street, and various Q-Alerts).
- Brush Crew: Completed round 9 in zones F-1 through F-11, E-1 through E-16, G-1 through G-5, and G-17 through G-14; various grapple stops throughout the town.
- Paving: Milled South Clinton Avenue from Samdin Blvd. to I-295 overpass; completed paving said area on 4/29/22.
- Grass Crew: Cut and cleaned alleyways in A-Zone (numbers: 74, 75, 76, 77, 78, 79, 80, 81, 82); cut and cleaned alleyways in B-Zone (numbers: 111, 112, 113, 114); Q-Alert alley complaints at: William Street, Wilfred Avenue, Deutz Avenue, Overlook Avenue, and Sally Street; cutting Peter Rafferty Creek.
- Sign Shop: Thermo stripe crosswalks on Flock Road and Paxson Avenue; handicapped sign repair at Municipal Building parking lot; sign repairs in Cornell Heights. Metal, electronics, and white goods pick up; street sweeping in E-Zone.
- Masonry: Sinkhole repairs on Yardville-Ham. Sq. Road (at Steinert High School); sidewalk repair on Imperial Drive; concrete pour for repairs on Lisa Court; asphalt repair at McManimon Building parking lot; electronics and white goods pickup.
- Paving: Milling and paving on Blairmore Road; cut-out repairs at 48 Bradford Avenue.
- Brush: Completion of round 13 in B, D, and G Zones; various grapple stops list.
- Sign Shop: Thermo stripe crosswalks on South Clinton Avenue and George Dye Road; yellow centerline painting on Cedar Lane and Leonard Avenue; drop off and set up traffic control devices at Veterans Park for the fireworks event.



Above: completing repairs to the entrance of Safety Town.

Below: graffiti abatement on the Sloan Avenue bridge.



Public Works – Road Division

The Road Division completed many projects along with their daily work for the year. Some of these include (continued from previous page):

- Masonry: Repaired 50 feet of storm water pipe at 7 Bigelow Road; backfilled and re-graded the entire site with several different types of stone before adding soil.
- Paving: Cut-out repairs list jobs; tacking jobs list; began milling/paving operations on Jamaica Way.
- Sign Shop: Painted fog lines on Klockner Road between Hamilton Avenue and the I-295 overpass; removed graffiti at Farmingdale Park; painted fog lines on Kuser Road between Klockner Road and Yardville-Ham. Sq. Road.
- Grass Crew: Cut and trimmed alleyways in A-Zone, Peter Rafferty Creek; roadside mowing on Merrick Road, Tattletown Road, Sawmill Road, Extonville Road, Old York Road, and Burke Road; cut and trimmed Cypress Lane, Donald Drive, Emeline Avenue sound wall, and Overlook Avenue corner lot.
- Paving: Milling and paving on Linton Avenue; prepping sweepers and loaders for leaf season.
- Brush: Continue round 18 in F, G, and H zones. Start round 19 in A, B, and C zones; grapple brush complaints.
- Sign Shop: Complaint sign repairs; work on design for new flag drop recycling box; design work on new Municipal complex signs; installation of new handicap parking spaces.
- Ecological Facility: General maintenance of the facility; running of comingled, cardboard, metal, and concrete containers to their respective facilities for recycling; turning of leaf rows for composting; combining leaf rows in preparation for leaf season.
- Masonry: Inlet repairs on Sykes Avenue and Cranbrook Road; header and storm grate replacement on Carl Sandburg Drive; sinkhole repairs at 716 Whitehorse-Ham. Sq. Road; trash rack inspection and cleaning.
- Grass Crew: Cutting and cleanup in D-Zone alleys and roadside locations; cutting and cleanup along Kuser Road and Klockner Road; cutting and cleanup along Peter Rafferty Creek; roadside tractor mowing in H-Zone; assistance to Parks Maintenance with tractor cutting at Braghelli Tract fields.
- Paving: Completed milling and paving project on Carl Sandburg Drive; installed speed lump on Pitman Avenue; gutterline repair at 5 Japril Drive.
- Paving: Finished milling and paving Hempstead Road; speed hump install at Alley #14 (Nottingham Way); storm prep (sand bags); cleaning PW Yard.



Tattletown Road cleanup.



Thermoplastic striping crosswalks on South Clinton Avenue.

Public Works – Road Division

The Road Division completed many projects along with their daily work for the year. Some of these include (continued from previous page):

- Masonry: Inlet repair at 151 Camp Avenue; removal of 130 feet of side walk on Mirybrook Road (Township Property), formed and poured 8 yards of concrete, removed forms and back filled graded area and seeded; laid brick at WPC from window removal; SCF pothole complaints.
- Sign Shop: Working on Oktoberfest signage; installed speed hump arrows and signage at Alley #14 (Nottingham Way); striping of Hempstead Road; maintained around-town signs; white goods and electronics pick up.
- Grass Crew: Cut and trim Peter Rafferty Creek; arm mowers H-Zone (Extonville Road, Ellisdale Road, Old York Road, Sawmill Road); flail mower C-Zone alleyways, Cypress Lane, Klockner Road, Assunpink Blvd., Lawton Avenue, Walker Avenue; ground crew guardrail and mowing in B-Zone alleyways; inspect and clean trash racks and flood prone areas.
- Brush: Completed round 24 in Zones C, D, E, F, G, and H; various Grapple stops throughout the town; SCF complaints.
- Paving: Milling Stockton Street and minor sub-base work; repair pathway at Veterans Park; paved road limits only at Trenton Ave and Stockton Street (40 tons); paved road limit at Jefferson and Stockton Street; completed paving roadway.
- Masonry: Removed ADA ramp and curb on Fenwood Avenue; acid washed brick work at WPC; prepping area for concrete pour at HTPD.
- Paving: Hauling compost rows; staging houses for Winter Wonderland; installed one speed hump on Alleyway # 14 (Nottingham Way); tacked Stockton Street and Hempstead Road; street sweeping SCF complaints; compost turner demo.
- Masonry: Poured sidewalk at HTPD; repaired two pipe joints on Prospect Avenue; poured ADA ramp at Fenwood Avenue and Rt. 33; repaired inlet and pipe joint at 6 Stephanie Lane; pothole complaints.
- Sign Shop: Installed speed hump signs in alley # 14 (Nottingham Way); installed handicapped spot on Karl Suess Drive; street sign replacements on Nebraska Avenue, Klockner Road, and Cambria Court; striped Allen Street parking area.
- Grass Crew: Final cutting and clean up in A, B, C, and D zone alleys and roadside locations; final cutting and clean up along Peter Rafferty Creek; final roadside tractor mowing in H-Zone (Crosswicks-Ham. Sq. Road, O'Rourke Road, Sawmill Road, and Old York Road; final cutting and clean up along Flock Road bike path and fields.



Bagged leaf collection on Valerie Lane.



Inlet repair on Highland Avenue.

Public Works – Road Division

The Road Division completed many projects along with their daily work for the year. Some of these include (continued from previous page):

- Eco Site: General maintenance of the facility; running of comingled, cardboard, metal, and concrete containers to their respective facilities for recycling; begin grading of area for incoming leaf rows.
- Leaf Crew 1: Start leaf pick up in the C zone.
- Masonry: Dig up at HTPD for electric lines at the new fence; pothole complaints; trash rack inspection.
- Paving: Regrading at Golf center field/range.
- Sign Shop: Prep for Winter Wonderland signs; electronic and metal items pick up; SCF complaints; bagged leaf truck pick up in A and C zones; grapple list complaints.
- Masonry: Completed inlet repair on Winterberry Way; installing first responders for winter operations; completed inlet repairs at 68 Wittenborn Avenue, 6 Vista Road, and at 25 Tekening Way.
- Leaf Crew 2: Completed round one leaf pick up in Zone F; started and completed leaf pick up in Zones E-1 and E-4.
- Leaf Crew 3/Paving: Claw leaves completed pick up in Zones E-3 and E-5; started Zone E-9; completed blacktop job at HTPD front and rear gates.
- Sign Shop: Working on Winter Wonder Land; white goods and electronics pick up; bagged leaf pick up in Zones A, B, C, and E completed round 3.
- Leaf Crew 1 – Start gutter leaf pick up in D-zone.
- Masonry: Trash rack cleaning; flood-prone areas inlet inspection and cleaning; washing of salting trucks.
- Cleaned up the grounds and perimeter of the Public Works Yard, including the overgrowth along fence lines
- Assisted the Clean Communities program with graffiti abatement in Snell-Wilkus Park and Anchor Thread Park, as well as at various locations throughout Zones A, B, C, and D
- Cleaned and made drainage improvements to sections of Miry Run along Guilford Lane, Arrowwood Drive, Crestwood Drive, and the Flock Road bike path
- Successfully kept a schedule of maintenance on the portion of Shady Brook known as Hutchinson Creek, reducing complaints from neighboring property owners to almost zero in 2022
- Successfully kept a schedule of maintenance on the Carlisle Avenue/Iorio Drive swale, reducing resident complaints in 2022 to almost zero
- Assisted the Clean Communities program with cleaning up illegal dumping on Duck Island



Carl Sandburg Drive capital improvement project.



Fall leaf collection on Holmes Avenue.

Public Works – Road Division



Clockwise from the top: Supervisors, Mason Crew, Eco Site Crew, Paving Crew, Sign Shop Crew, Grass Crew, and Brush Crew.

Public Works - Garage

The Public Works Garage, which operates as part of the Division of Roads, is responsible for the maintenance of the Township's fleet of vehicles (including Police and Fire services). The garage itself is located within the Public Works yard at 240 Tampa Avenue.

Fleet maintenance includes: the routine scheduled maintenance of vehicles (such as oil changes), emergency/unexpected repairs, preparing bid specifications for new vehicles/equipment, participating in new vehicle demos, receiving of newly purchased vehicles from vendors, seasonal project maintenance and preparation (mowers, leaf equipment, salt/de-icing equipment, and plows, etc.) and the management of contracted body shop work and specialized repair work.

Day to day work also includes: fueling equipment kept at job sites, fueling standby generators monthly, the overall management of the fueling system for the fleet, maintaining heavy equipment for construction crews, keeping the fleet of police vehicles safe for officers and the public, and the daily maintenance and upkeep of the vehicles and equipment associated with the municipal fire department. Additional work performed by the Garage varies by the season and the needs that arise from specific equipment and fleet usage during those times.

The Garage operates on two shifts: day (0730-1600, and evening (1530 to 0000).

Due to external economic factors fuel costs increased by **48% (gasoline)** and **61% (diesel)** for the first half of the year in 2022 compared to 2021; while consumption remained about even for the same time period.

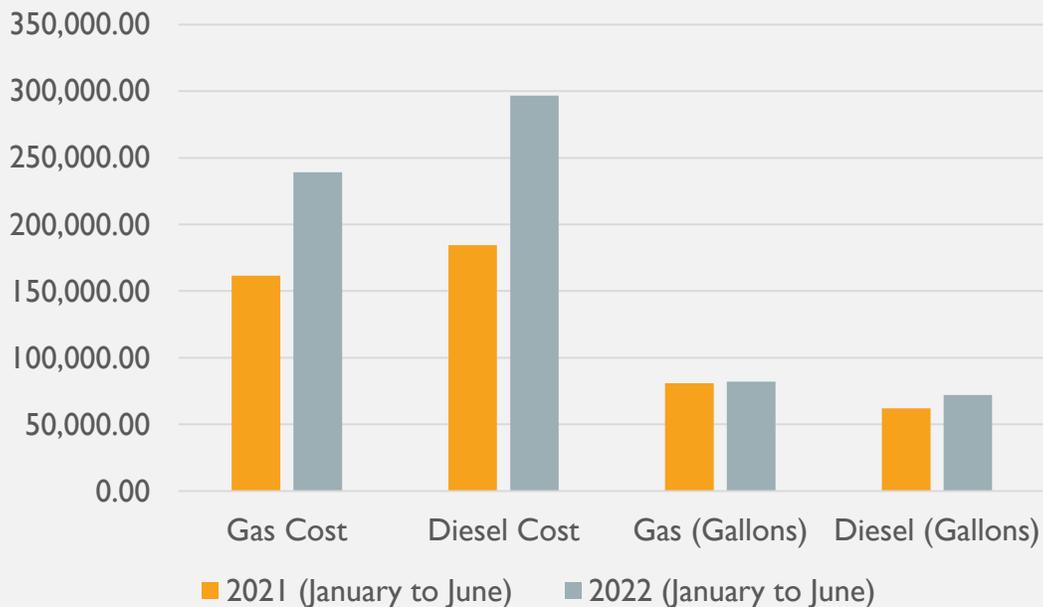


Day shift.



Evening shift.

Fuel Costs 2021-2022



Public Works - Garage

In 2022, the Garage continued tracking daily work orders through our asset management system (Traistr) to create a baseline of cost data. This was the first full calendar year of data collected. **647** daily work orders were completed (**a 57% increase from 2021**) to cover the daily labor pool and provide a snap shot narrative of the work performed. The 647 work orders totaled **\$1,149,205.79 (a 59% increase from 2021)**.

Fleet maintenance work orders for each municipal department/division vehicles and equipment were already being accounted for in Traistr. For the year, the grand total was **\$744,687.62**. This represents a **13% increase in fleet maintenance costs from 2021**. The departmental breakdown is as follows (red text denotes an increase from 2021):

- Administration: **\$7,813.15 (84% increase from 2021)**.
- Buildings and Grounds: **\$38,639.57 (16% decrease from 2021)**.
- Health: **\$16,778.44 (10% decrease from 2021)**.
- Inspections: **\$27,933.89 (83% increase from 2021)**.
- Fire: **\$16,673.70 (48% decrease from 2021)**.
- Parks: **\$102,309.32 (25% increase from 2021)**.
- Police: **\$143,567.60 (6% increase from 2021)**.
- Public Works Office: **\$3,059.91 (76% decrease from 2021)**.
- Roads: **\$347,023.07 (24% increase from 2021)**.
- Taxis: **\$114.21 (200% increase from 2021)**.
- Wilson Center: **\$280.68 (73% decrease from 2021)**.
- WPC: **\$40,494.08 (27% increase from 2021)**.

VRMS code repair data for 2022 totaled **\$935,164.81** over **2058** codes hit on the Township fleet.

Public Works - Garage

The fleet contains **377** vehicles and pieces of equipment and breaks down further as such:

- Administration: **9** vehicles.
- Buildings and Grounds: **39** vehicles.
- Health: **12** vehicles.
- Inspections: **17** vehicles.
- Fire: **56** vehicles and **23** pieces of equipment.
- OEM: **4** vehicles.
- Parks: **53** vehicles.
- Police: **94** vehicles.
- Public Works Office: **7** vehicles.
- Roads: **101** vehicles.
- WPC: **41** vehicles.



Waste oil tank removal project at Police Headquarters.

In 2022, **2,059** service work orders were completed (a **50% increase** from 2021). The evening shift completed **614** of these services (a **11% increase** from 2021).

272 road calls were completed in 2021 (a **3% increase** from 2021); which helped keep crews on their jobs to finish assignments.

In addition to these duties the following work was performed:

- **7** taxis were inspected.
- **12** new vehicles were inspected and received.
- Bid specifications were reviewed for 2023 Capital Budget proposals.
- Mowers/grass cutting equipment servicing began in January.
- Paving equipment servicing began in February and was completed in March.
- Began working on a Sustainable NJ report about mileage and fuel use in the fleet with the Municipal Recycling Coordinator for the Environmental Commission as part of an award application (completed in April).
- Completed the servicing of the Golf Center equipment in advance of the season opening.
- Opened truck wash station for the season.
- Prepared vehicle reports for the Budget Office.
- Supervised/coordinated the contracted removal of the abandoned underground waste oil tank at the Police Station.
- Serviced tractors and wagons for Oktoberfest.
- Received Compost Turner and supervised the training demonstration for employees.
- Leaf season equipment was prepared and installed in the month of October.
- At the end of October/through December all snow equipment was prepared and readied, and attached as deemed necessary.
- Began gathering data and compiling for the “Stop the Soot” report for NJ DEP.
- The emergency standby generators at the Municipal Building, Police Station, and Public Works were fueled and maintained monthly.

Public Works – Grass Cutting

Grass cutting duties are primarily completed by crews from the Division of Roads or Parks depending on the property. Roads crews are responsible for cutting and maintaining roadside growing areas, natural creeks and stream areas, and alleyways. Parks crews are responsible for cutting and maintaining parks and playgrounds, retention and detention basins, public building's grounds, and the various lots and parcels in neighborhoods the Town owns. Buildings and Grounds crews will supplement the other two Divisions when additional manpower is needed during peak growing seasons.

Mowing equipment and practices vary depending on the property. Some roadside properties can be maintained with heavy equipment, such as tractor mowers with flail and arm cutting attachments. Recreational areas tend to be maintained with more precise cutting equipment, such as zero turn mowers, push mowers, and other hand tools. Lastly, there are other areas which require extensive handwork and weed whacking only, such as alleyways and areas around guide rail.

For many years, grass cutting and related maintenance of all Township properties was catalogued and databased in an ad hoc manner by each Division. Data was captured and records were kept, but it wasn't used for any defined purpose. In 2022, the Department continued to track the approximate costs and number of work orders for grass cutting and maintenance of all properties as a whole, instead of keeping/segregating the data for each Division. In addition to this data, in 2023, we are going to attempt to catalogue the approximate number of acres maintained during the growing the season.



Roadside mowing/cleanup along the Groveville Memorial Day Parade Route (South Broad Street).

Public Works – Grass Cutting

In 2022, **431** work orders were completed for the year between all Divisions (**a 39% increase from 2021**). The work orders totaled out at **\$988,139.04** for the year in approximate costs to maintain all parks and playgrounds, buildings, roadside mowing areas, and the neighborhood parcels and lots the Township owns (**a 26% increase from 2021**).

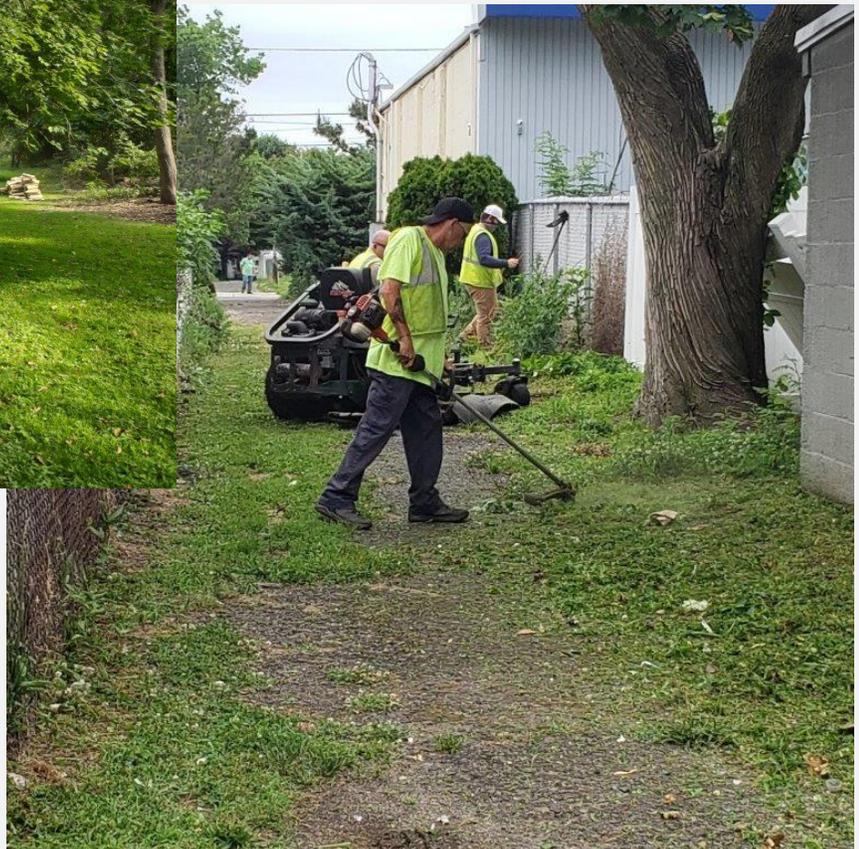
Data from 2021 proved to be useful for the 2022 growing season as a change was made to the organization of the outside parks/grounds maintenance crews housed in Veterans Park. Two full crews were assembled and the properties were better categorized geographically to make routes and schedules more streamlined.

Using this year's data, the Department can continue to analyze the grass cutting operation as a whole going forward and can then analyze the program for tweaks and increased efficiencies to assist with both short term and long term planning efforts.



Above: Hughes Drive/Colony Court drainage easement cleanup.

Below: alleyway maintenance.



Public Works – Code Violation Mitigation Work Orders

Public Works is responsible for completing code violation work orders assigned by the Vacant and Abandoned Properties Office, Inspections Office, Zoning Office, or the Police Department on properties that have become vacant or abandoned or are in need of an emergency board up due to a fire or some type of public safety issue.

Typical work order requests from the issuing agency include basic property maintenance during the growing season. This generally consists of grass cutting, weed whacking, and cleaning up of fallen limbs/brush type items. Work order requests occasionally include debris removal (garbage, bulky waste, and other items left in plain view on the property).

In 2022, in conjunction with the Vacant and Abandoned Properties Office and HamStat, Public Works continued to complete routine, scheduled maintenance on properties during the growing season. Work orders were assigned through the Q-Alert/See Click Fix system by the Vacant and Abandoned Properties Office. Public Works would then complete the work order and close out the service request. After two work weeks, HamStat would reopen the work order service request and Public Works would assign the property for maintenance again.

2022 saw some hiccups as the new service request system does not allow the user to re-open a job that was closed and archived. New requests had to be created for the re-occurring properties. Other than this minor obstacle, the program hummed along like 2021. At the end of the season, some of the persistent properties had been maintained three or four times, beating our normal average of two to three work orders per season. Complaints from neighboring property owners were lower than normal years.

Public Works – Code Violation Mitigation Work Orders

In 2022, Public Works completed a total of **48** work orders (**a 55% decrease from 2021**). The grand total in billable costs (liens are attached to all properties to recoup costs) was **\$36,018.47 (a 51% decrease from 2021)**. Of those work orders, **14** were for emergency board up requests (**a 40% increase from 2021**) and they totaled **\$7,796.80 (a 30% increase from 2021)**. The remaining **34** were for work performed on vacant/abandoned properties (**a 65% decrease from 2021**) and totaled **\$28,221.67 (a 59% decrease from 2021)**.

Other points of data include:

- **\$2,492.18** in materials costs for board ups (a **236%** increase from 2021).
- **\$6,801.42** in total administrative fees included in the liens/cost forms (a **52%** decrease from 2021).
- The average job billed out at **\$750.38** (a **4%** increase from 2021).
- The cost per hour, per job was **\$410.47** (a **16%** decrease from 2021).
- Total debris collected was **46.63** cubic yards (a **50%** decrease from 2021) for an approximate disposal cost of **\$2,653.25** (a **50%** decrease from 2021).
- Total brush collected was **91.50** cubic yards (a **63%** decrease from 2021) for a disposal cost of **\$915** (a **63%** decrease from 2021).
- Total grass collected was **25.31** cubic yards (a **14%** decrease from 2021) for a disposal cost of **\$253.10** (a **14%** decrease from 2021).
- Total leaves collected was **0** cubic yards (a **100%** decrease from 2021) for a disposal cost of **\$0** (a **100%** decrease from 2021).
- **2** tires were recovered (a **75%** decrease from 2021) for a disposal cost of **\$3.76** (a **75%** decrease from 2021).
- The total for each debris item was **163.44** cubic yards (a **57%** decrease from 2021) totaling **\$3,825.11** in disposal costs (a **53%** decrease from 2021).

Public Works – Code Violation Mitigation Work Orders

The new data points tracked in 2021 were continued in 2022. Approximate labor costs as a total, labor hour totals, and the approximate per hour cost of the labor component were tracked.

The labor cost as a whole for 2022 was approximately **\$16,485.24 (a 52% decrease from 2021)**. In terms of hours, a grand total of **87.75 labor hours (a 42% decrease from 2021)** were spent mitigating these code violation work orders. Lastly, the approximate cost per hour for labor only was **\$187.87 (a 18% decrease from 2021)**.

These data items help give the Department the ability going forward to estimate costs for jobs for billing purposes and for budgetary purposes.



Public Works – Winter Operations

The Department of Public Works is responsible for the four season maintenance of 625 lane miles of roadway within the borders of Hamilton Township.

Under normal winter weather conditions, main roadways will be pre-treated prior to snowfall with a liquid salt solution known as brine. During weather events forecasted for under 4” of snowfall, main roadways will then be salted during snowfall and plowed as deemed necessary in conjunction with the type, duration, and quantity of snowfall. For weather events forecasted for greater than 4” of snowfall, secondary (neighborhood) roadways will then be plowed and salted after the end of snowfall.

In addition to keeping roadways open and passable, Public Works is responsible for clearing and salting parking lots, sidewalks, walkways, and steps at Township facilities and properties. These important tasks are primarily completed by crews from Parks (parking lots, pathways in the parks/public properties) and Buildings and Grounds (sidewalks, steps, building walking areas).

Winter operations are completed by utilizing multiple vehicles and pieces of equipment from the fleet. When forecasts predict inclement weather, all satellite location fleet vehicles are brought to the Public Works Yard for mobilization as the forecast requires. Plow attachments are made and salt spreading/brine spraying equipment is readied.

On hand, approximately **3,000 tons** of salt and **32,500 gallons** of brine are stored in the Public Works Yard. During an average storm, **66 tons** of salt and **24,000 gallons** of brine are used to treat the main roads for one round of coverage. To centerline brine all secondary roadways, an additional **28,000 gallons** of brine would be needed for coverage.

Public Works – Winter Operations

2022 in terms of snowfall accumulation was a below average year. According to WeatherWorks, the Township's forecasting service provider, the total for the zip codes within the Township ranged from 17.2" to 17.9" which falls below all three benchmark averages (5 year – 23.3", 10 year – 29.4", and 34 year – 26.3).

The bulk of the season's accumulation came in the form of two storms. The first occurred on January 7 and left accumulations of 4.7" to 4.8" of snow across the Township. The second storm occurred between January 28 to January 29 and left accumulations of 8.5" to 8.8" of snow across the Township.

In order to replenish and keep an adequate level of road salt for Winter Operations, the Department purchased for the year **2,482.60 tons** of salt for a cost total of approximately **\$183,538.62**.

Roads crews completed **57** work orders (**a decrease of 8% from 2021**) totaling approximately **\$323,144.17** related to Winter Operations (**an increase of 42% from 2021**); while Parks crews completed **52** work orders (**a decrease of 12% from 2021**) totaling approximately **\$120,821.19** (**a decrease of 30% from 2021**).

Collectively, the Department completed **109** work orders (**a decrease of 10% from 2021**) totaling approximately **\$443,965.36** (**an increase of 11% from 2021**).



Public Works – Winter Operations

In the graphic below, WeatherWorks prepared its' annual certified snow totals for the Township. Based on their methodology and data collection, they are able to provide a snapshot to cover the slight geographic differences that run through Township.



Prepared Exclusively For Hamilton Township



Certifiedsnowfalltotals.com/lookup/

Report ID: WPJBA4T

Sep 2021 - May 2022 Cumulative Snowfall Totals Report

State	Zipcode	City	Last Storm	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
NJ	08610	Hamilton	03/28/2022	0.0	0.0	C	C	13.7	2.9	0.6	0.0	0.0	17.2
NJ	08619	Hamilton	03/28/2022	0.0	0.0	C	C	14.0	3.3	0.6	0.0	0.0	17.9
NJ	08690	Hamilton Square	03/28/2022	0.0	0.0	C	C	14.1	3.3	0.5	0.0	0.0	17.9
NJ	08620	Yardville	03/28/2022	0.0	0.0	C	C	14.0	2.8	0.7	0.0	0.0	17.5

Certification

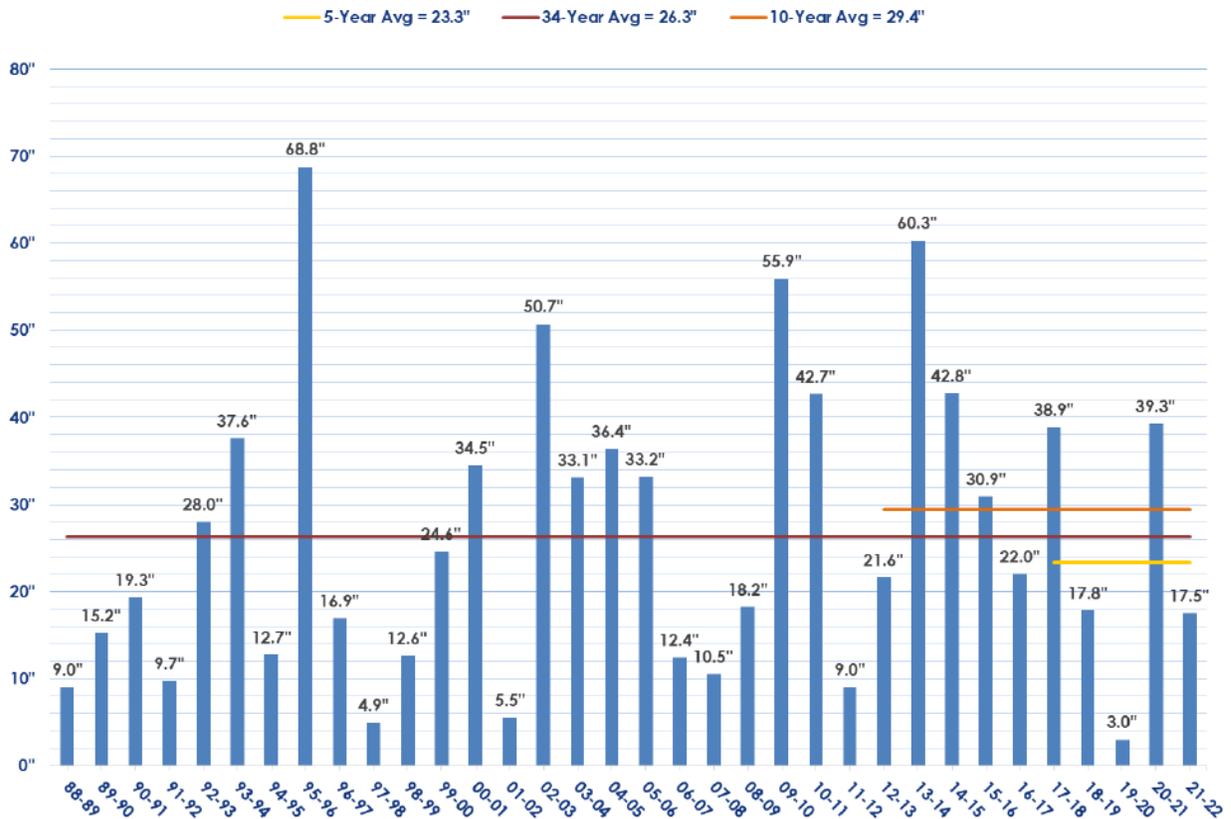
WeatherWorks assures that the above Certified Snowfall Totals® (CST) report is the result of a thorough analysis of meteorological data collected from both private and public sources. Our professionally trained CST analysts employ a scientific evaluation process, producing the most accurate and representative total for a location. WeatherWorks reserves the right to amend reports at any time upon further review and/or discovery of additional data.

About WeatherWorks: Since 1986, WeatherWorks has provided dependable meteorological services to thousands of clients in the private and public sectors by understanding the core principles and complexities of meteorology in addition to utilizing technological advances.



Public Works – Winter Operations

Hamilton Township Snowfall



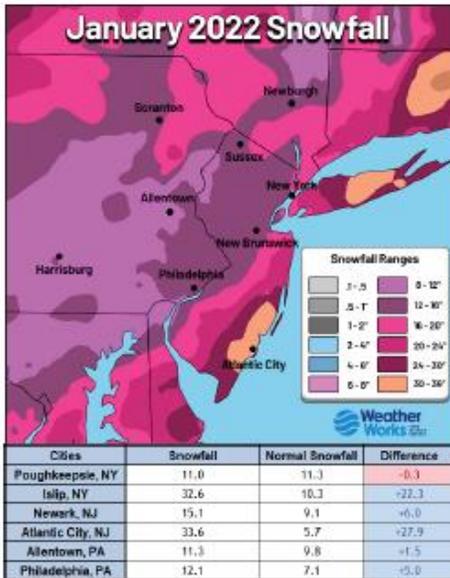
Phone: 1-908-850-8600 | 103 Mountain Court, Hackettstown, NJ 07840

Above, WeatherWorks provides the Township with average snowfall/historical snowfall accumulation trends.

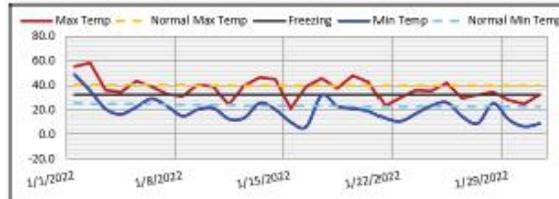
Public Works – Winter Operations

WeatherWorks 2021 - 2022 Winter Summary

January 2022



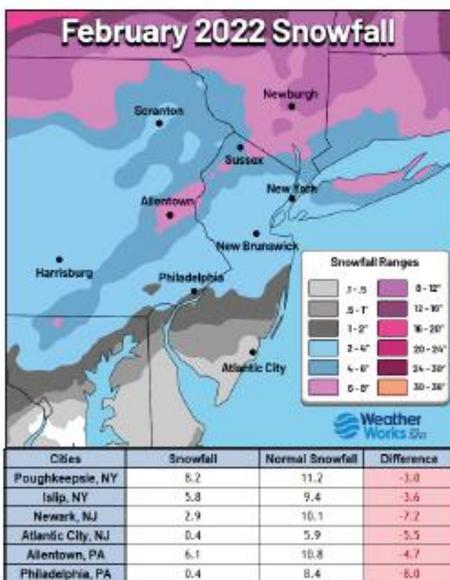
Regional Temperature Trend



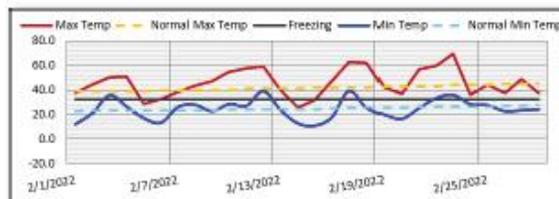
Weather Highlights:

- The first significant storm was on the 3rd and impacted southern NJ with 6 - 12", with a sharp cutoff north & west.
- A coastal system on the 6 - 7th produced a widespread plowable snowfall with most seeing 3 - 7".
- Another winter storm on the 16 - 17th brought plowable snow along with icing in northeast PA, northwest NJ, and interior parts of the Hudson Valley.
- A nor'easter on the 28 - 29th delivered 1 - 2 feet of snow from coastal NJ to Long Island, lesser amounts to the west.

February 2022



Regional Temperature Trend



Weather Highlights:

- Temperatures were 1 - 2 degrees above average for most places, limiting snowfall.
- A storm on the 12 - 14th produced a few inches of snow, with the highest amounts of 4 - 6" over south-central PA, the Lehigh Valley, and Long Island.
- Snow squalls accompanied an arctic front on the 18th.
- Spring like warmth occurred on the 23rd as many areas reached the 60s and even some 70s.



Above, WeatherWorks provides the Township with seasonal summary information about snowfall and temperature trends.

Public Works – Inspections

Public Works Inspectors are responsible for the management of utility company improvement and/or emergency projects (when they will affect roadways). These jobs are under the supervision of Public Works Inspectors to ensure that trenches, patches, and infrastructure construction are completed to meet Township code. In conjunction with the Public Works Office staff, Public Works Inspectors issue road opening permits related to the above utility/construction activity in the Township. The permit gives the requesting entity permission to perform work based on the Township code and specifications.

Public Works Inspectors are also responsible for investigating citizen service requests related to roadway issues (such as road concerns, standing water issues, potholes, and sinkhole concerns); and completing inspections for permitted residential driveway and sidewalk repairs and construction. For the year, **309** Road Complaint/Road Concern service requests were inspected and **216** Schedule a Public Works Inspection were addressed.

Midway through the year, a new digital and web-based system was brought on board for the public and the Town to better manage the permitting process (GovPilot). Combined between the old system and the new program, **332** driveway and sidewalk permits were processed and closed out to completion.

In addition to these functions, during snow storms greater than 4”, Inspectors will supervise all contractor snow plow equipment and manpower used to supplement municipal crews during Winter Operations.



Driveway permit inspection.

Public Works – Storms

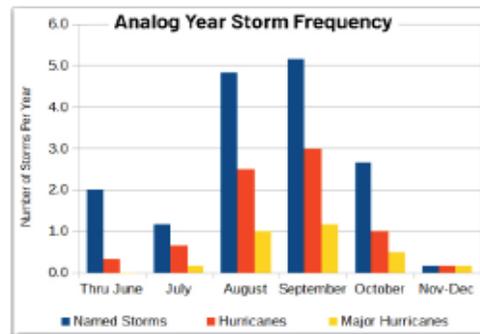
In 2022, the Town avoided major storms outside of the winter season!

2022 Atlantic Hurricane Forecast

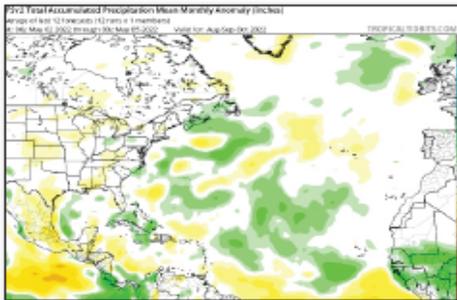
Historical Analogs & Forecast Guidance

What are Analog Years Telling Us?

For long range outlooks, we rely more on analog forecasting, which involves analyzing past years that had similar conditions to what we're seeing this year. For 2022, we looked for years that had a continuation of La Niña from winter into the summer, similar sea surface temperature patterns in the Pacific, a somewhat warm Atlantic, and similar upper air patterns. Our top analogs were compared to average storm counts for the Atlantic hurricane season, and we found that the majority of them favor another above normal season. An early start is likely, then we expect conditions to only get more active during the heart of the season (August/September). Activity won't quiet down until November.



Forecast Guidance



Peak season rainfall anomalies from the CFS model (greens = wetter than normal). Tropical Tidbits.

- Seasonal models generally support our forecast ideas.
- A high pressure signal over the North Atlantic and Nova Scotia and a subtle low pressure over the Southeast US will help steer systems towards the East Coast.
- A broad high pressure over the Atlantic likely prevents many early re-curvatures out to sea.
- The precipitation forecast from seasonal models (left) supports the idea of an active Atlantic, including long track systems from the coast of Africa.
- The Gulf of Mexico is not looking dry either, as a few systems can develop in this area throughout the season.

2021 Tropical Season Review

The 2021 hurricane season was another active one, as 21 named storms developed, including seven hurricanes and four major hurricanes. Eight of these storms managed to make landfall in the United States, including two hurricanes and one major hurricane (Ida).

While the majority of the storms that made landfall were tropical storms, several of them were quite impactful (Elsa, Fred, and Henri). These storms combined for \$9.3 billion in damage, as impacts from these storms were felt well beyond the points of landfall. Major flooding issues occurred all the way up the Eastern Seaboard, as Elsa caused a subway station in New York City to flood. Fred created catastrophic flooding in the southern Appalachians, where

nearly two feet of rain fell in parts of western North Carolina. Finally, Henri brought extensive flooding to New Jersey, New York, and Connecticut, where 5 - 10 inches of rain fell.

Hurricane Ida was by far the strongest storm of the year to make landfall. Ida tied with Laura (2020) and the 1858 Hurricane as one of the strongest storms on record to make landfall in Louisiana, with 150 mph winds. Impacts from this storm created \$75 billion in damage from Louisiana all the way through New England. Across the north, up to 10 inches of rain fell in a matter of hours. This caused deadly flash flooding in parts of New York City and northern New Jersey.

Public Works – Capital Projects, Special Events/Projects

Throughout the year, Public Works is assigned to and tasked on many capital projects, special events, and special projects.

Some are scheduled, yearly events (the St. Patrick's Day parade, the annual Stream Cleanup and Bromley Center/Area cleanup, Azaleafest, the two Memorial Day Parades, the Independence Day fireworks, National Night Out, the 9-11 Remembrance Ceremony, Oktoberfest, and Winter Wonderland).

For each parade, Public Works submits a float for the event, which is crafted by Buildings and Grounds and landscaped, depending on the theme, by Parks. Roads crews clean up the parade route of brush and litter, make any needed pothole repairs, and set up barricades and signage for traffic control.

During cleanup events, Public Works crews (Parks or Roads) assist the community volunteers in various functions. Crews have cleaned up loose litter, cleared blockages in waterways, set up traffic control, and helped to landscape some neglected areas after the cleanups. Due to lingering effects of the pandemic, the County has suspended their litter abatement program run from their corrections department. This void has made the annual cleanup events even more valuable to our community as they provide the only outside help events for some of the Town's high litter areas.



Public Works – Capital Projects, Special Events/Projects

The planning, design, setup, maintenance and break down for the main, scheduled special events (Azaleafest, Independence Day, National Night Out, Oktoberfest, and Winter Wonderland) are relatively similar for each event.

Crews from all three divisions work to make each event a success for the thousands of residents who visit and take part in the events. Crews work to set up parking and traffic control, stages, sound equipment, utility resources, landscaping, vendor areas, eating areas, decorations, facades, and activities; as well as manage operations during the event.

Planned capital projects and improvements to facilities, grounds, and infrastructure/roadways (roof replacements, HVAC improvements, playground installations, and road reconstruction, etc.) occur throughout the year. Buildings and Grounds crews will make improvements or supervise contracted out work to the buildings and facilities the Town owns and maintains. Parks crews will make improvements to grounds, parks, and playgrounds throughout the Township. Roads crews make planned drainage and surface improvements to various roadways and parking lots.

Special projects emerge throughout the year as requests from other departments, commissions, residents, etc. or as maintenance needs arise from the day to day use and wear of Township assets. Whether it is, for example, supplementing the Recreation Department for baseball, pickleball, or tennis tournaments or working to manage the water level in Martins Lake, Public Works crews are utilized on a variety of projects outside of the daily work schedule and planned improvements.

Public Works – Capital Projects, Special Events/Projects

Throughout the year, some of the events and projects Public Works assisted with and/or completed were:

January

- HTRBA: remediation plan finalized and submitted to DEP on the due date.
- Senior Center: Condensing unit due in by the end of this week (In Oklahoma last week) Install to follow immediately.

February

- Ecological Facility: Class B (brush) and Class C (compost) reports for 2021 have been submitted to DEP; Class A recycling is due by 3/1.
- Veterans Park (South): Electric vehicle charger grant by DEP approved 2/2/22.
- Pond Run: Contract work (Rich's Tree Service) cleaning up the Pond Run channelization and provided a letter to inform residents of the same.
- Veterans Park (South, Tennis Center area): site meeting with Engineering and Recreation to discuss/plan drainage resolution options.
- St. Patrick's Day Parade: floats and supplemental work in progress.
- Electric vehicle grant parameters were received from DEP.
- B&G/Parks: Working on Golf Center and Warwick Park for Recreation in anticipation of opening days.



Public Works – Capital Projects, Special Events/Projects

March

- South Clinton Avenue Project: South Clinton Avenue from Cedar Lane to Chambers Street milling begins.
- Community Gardens: Met with sub-committee over the weekend at Connecticut, Bromley, Municipal, and Farmingdale Parks. They are most interested in Farmingdale.
- Winter Operations: Working on an updated quote for radios to report information back to Traisr for snow removal.
- Ecological Facility: West Windsor Ecological Facility shared services agreement to be submitted this week for Council agenda.
- HTRBA: Preparation for bids to remove soil and replant wetlands for this planting season in progress, working with VHP. Plan to go out to bid.
- Parks/B&G: Ballfields, Tennis, Golf Center all open April 1st. - rush on to complete and assist in preparing for openings.
- Parks/Capital Project: Ordering new playground equipment for Cornell Heights Park; specifically, a 5-12 activity center and poured in place surfacing. Plans in place to order new playground equipment for Connecticut Avenue Park as well.



April

- Parks: Planning for Eagle Scout Court of Honor ceremony May 7, 2022 11:00 am.

Public Works – Capital Projects, Special Events/Projects

April (continued)

- Parks/Special Event: Boy scout cleanup this weekend Veterans Park.
- Parks/Special Event: Environmental Commission rain garden renovation at George Dye and Library.
- Solid Waste and Recycling: April 28, Jim and Kyle will be doing a presentation at Klockner School on the composting at the ecological facility.
- Solid Waste and Recycling: Annual Bromley Center cleanup scheduled with backup from Roads.
- Solid Waste and Recycling: Sponsor annual Stream Cleanup with the Environmental Commission in conjunction with Earth Day. Assistance from Roads for supplemental labor.



May

- Special Event: Azaleafest preparation.
- Capital: Roof replacements in Veterans Park up for Council approval.
- Memorial Day: Parades are top priority this week. Parade routes are being checked for potholes and filled as needed and the grass is being cut late in the week on Township property along the way. Flowerbeds were weeded and planted and the Main Float finished by B&G with blue and gold flowers. The request for sound and patriotic music to be added was done Friday afternoon.



Public Works – Capital Projects, Special Events/Projects

May (continued)

- **Grass Cutting:** This is taking a top priority as well, and regular rainfall along with sunshine has been good for growing, tough for us to keep up. We have all available manpower in Parks assigned to the detail and are working some OT in Parks and Roads to avoid falling too far behind in our schedules.
- **Martins Lake Dam:** Troubleshooting and working with Engineering to locate the reason for high water and flooding throughout the Park. Requesting permission from DEP to open the gate on the dam and manually lower the water level to check for blockages in the bottom of the dam.
- **Garage/Special Project:** Police P.O. received to remove 4,000 gallon tank from parking lot and arrangements underway to also have the remainder of the property scanned.



June

- **Veterans Park:** Martins Lake Dam site 8 water level of the lake has been very high; received permission on Monday from DEP to open the gate valve and lower it at the rate of a foot a day.
- **Parks/Special Event:** Library raingarden was completed this past Saturday by members of the Environmental Commission and Parks staff.
- **Special Event/Wilson Center:** Wellness Day this Saturday; grounds being cut prior to event and tents and trash cans being supplied by Parks and B&G.



Public Works – Capital Projects, Special Events/Projects

June (continued)

- B&G/Special Project: PSE&G Direct Install Program; gathering information and updating for Firehouses and Township buildings.
- Parks: Preparing DeMeo Field for NJSIAA baseball tournament on 6/15 and 6/19.
- Veterans Park Martins Lake Dam: removed log jammed into the dam on 6-15-22. Monitored the level until the lake reached its design elevation. On 6/20/22 our welder came out to take measurements and build a trash rack for the opening. It is being installed today.
- B&G/Special Project: PSE&G Direct Install Program. Bob H. is working with TSLE on HVAC and lighting upgrades. Nottingham is not done yet, they need us to be the owners.
- Parks: Electric vehicle paperwork has been submitted. Awaiting approval from DEP to begin the purchase for installation.
- Parks: Wall of Champions - working on lighting materials for the wall, landscaping to follow. Our plan is for this fall.
- Roads/Parks: Safety Town camp starts on Monday; working with PD to get ready.
- Special Event: Independence Day fireworks & concert preparations are underway.



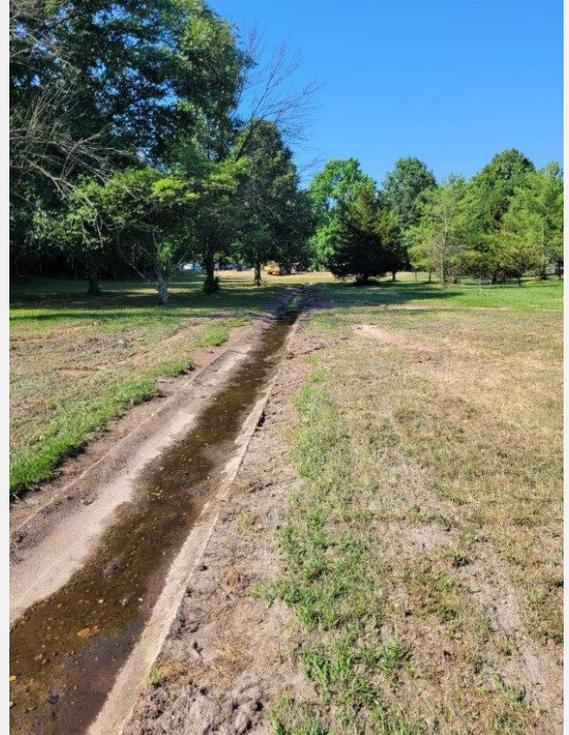
July

- Capital: Capital Purchases submitted for 7-19-22. Grapple truck, mini-loader, two trailers, and paver track replacement.

Public Works – Capital Projects, Special Events/Projects

July (continued)

- Roads: Safety Town - repainted traffic lines, relocated, made, and installed new signs. Crafted and installed a small section of fence to separate entrance from the recycle container. Cutting curb and installing depressed curb with apron and pad for ADA accessibility.
- Special Project: Pearson House - working with Purchasing and Historical Committee to get repairs and roof completed using grant and meeting NJ purchasing regulations.
- Veterans Park: Electric vehicle charging station last DEP grant requests were submitted.
- Special Event: Support for Triathlon completed this past weekend. Barricades/cones were dropped off and set up for traffic and event control and were picked up after the event on Sunday.
- Parks/Storm Water: Cypress basin cleaned up 7-5-22 to 7-15-22. The low flow channel from outlet to about half way to Cypress Lane is deteriorated. Tree canopies were raised along the sidewalk and unsightly overgrowth was removed from the drain. It will be replanted in the fall.



August

- Solid Waste and Recycling: Working on the 2021 Clean communities grant report.
- Special Event: Preparing for the National Night Out event tonight at Veterans Park.

Public Works – Capital Projects, Special Events/Projects

August (continued)

- Special Event: Preparing for the Pickleball tournament and tennis tournament next week in Veterans Park.
- Special Project: Meeting at Martins Lake Dam site 8 with Engineering to review proposed design and maintenance access.
- B&G: Painting second floor in Station 14 (New Fire Department Headquarters).
- B&G/Special Project: PSE&G Direct install program - Phil McManus has sent us the updated proposals for the Golf Center, Grafton, Station 12, and Station 19. He is still working on McManimon. The Golf and Grafton look good; however, for the firehouses the proposed work needed is going to cost the Town and should be added to our utility budget.
- Solid Waste and Recycling: Draft of How-Do-I-Get-Rid-Of-It insert for calendar completed and looking for feedback.
- B&G/Special Project: Pennacchi completed brickwork repairs to McManimon Hall exterior (\$16,000 CDBG), Kuser Mansion chimneys (\$15,000), Kuser Caretakers chimneys (\$15,450), and Kuser Mansion carport (\$4,900).
- Garage/Special Project: Fuel tank removal at the Police station was done on 8-24-22. It ended up being a 250 gallon waste oil tank dating back to when the Police Station was also the mechanic's garage.
- Inspections/Special Project: South Olden Avenue natural gas project pre-con with PSE&G is scheduled for this Friday at the Municipal building.



Public Works – Capital Projects, Special Events/Projects

August (continued)

- Special Project: Veterans Park hockey court - fencing is being raised by B&G and Parks teams, crack filling to be done by Roads. Surface material needs to go out for bid and the installation contractor is dependent on the material selected for certification.
- Parks/Special Project: Veterans Park (South) - many dead, sparse trees were removed between the Abbott House lawn and the main driveway. Our plan is to replant this fall.
- B&G/Special Project: PSE&G Direct Install proposals have been reviewed. The highest costing project is Station 19, however, we will be getting four (4) HVAC units replaced and a boiler for \$112,000 over five years interest-free.
- Training/Stormwater Management: Stormwater management training conducted by Rutgers is scheduled for 8-31-22.



September

- Parks/Capital Project: Connecticut Avenue Park and Cornell Heights Park playground equipment has been delivered and awaiting an opening in the contractor's schedule to install.
- Special Project: Veterans Park hockey court - raising of the walls completed and tack on the surface cracks is completed as well.

Public Works – Capital Projects, Special Events/Projects

September (continued)

- Parks/Special Project:Veterans Park (South) - The trees removed were overgrown and in a state of decline. Many of them had needle cast disease, which has been getting progressively worse and some were dead. The plan was discussed and reviewed with our NJ licensed tree expert and the decision was reluctantly made to remove and replant. Since this was a massive undertaking, we hired a tree service to remove them. We plan to replant this fall season with a species that is better suited for the site.
- Special Event/Veterans Park: 9-11 memorial ceremony to take place this Sunday at 10:00 am. A walk-through will take place on-site Friday at 9:30 am. Sean's landscaping freshened up the landscaping for the event. B&G, Parks, and Roads crews are working on their support functions for the event (audio system, seating, grounds maintenance, and traffic control).
- Roads/Special Project: "Future Home of the Hamilton Municipal Complex" signs have been installed.
- Special Event: The Senior Center picnic is scheduled for September 21, 2022. Parks and B&G crews are preparing the grounds for the event.
- Special Event: The flag retirement ceremony is scheduled for September 22, 2022, at 6:00 pm. Parks crews are preparing the site on the north side of Veterans Park.



Public Works – Capital Projects, Special Events/Projects

September (continued)

- Solid Waste and Recycling/Special Event: Clean Communities sponsored and took part in an NJDEP cleanup along the Delaware River this past weekend.
- Special Event: Our second shredding event is taking place next Saturday, 8:00 am to noon (or until the truck is full) at the Police Station.
- Special Event: Fulfilled a request from Robinson PTA for two light towers for this Friday.
- Roads/Capital Project: Hempstead Road project starting this week.
- Leaf Season: Preparations are ongoing for the upcoming leaf season. Drop-off bins are to be established this week.
- Winter Operations: Traisr snow program is being updated now. We are reviewing and identifying our primary roads and hope to have a version ready to go by mid-leaf season.
- Special Project: Eagle scout bat box project is complete.



October

- Special Event: Oktoberfest, Veterans Park. B&G, Parks, and Roads crews setup prior, maintained and staffed during, and broke down after the event (wagons, grounds, decorations, stages, traffic control, displays, events, etc.) The crowd was the largest in many years.
- Special Event: Begin setup for Winter Wonderland.



Public Works – Capital Projects, Special Events/Projects

October (continued)

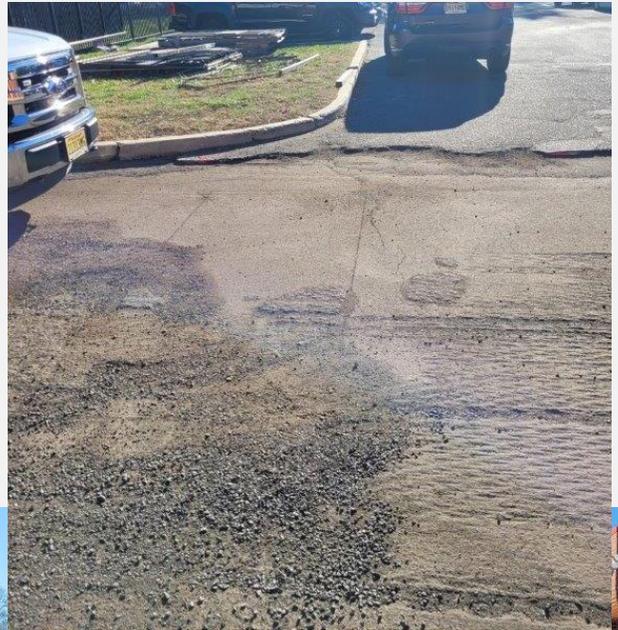
- Capital Projects: The Vermeer leaf turner was delivered to our Ecological Facility on October 19th. The training for our staff has been completed.
- Special Project: Route 33 - review of acceptance agreement between the Township and NJDOT for certain maintenance items after their construction project has ended.
- Capital Projects: Continued moving ahead with Capital purchases from 2022. (Kuser Farm Maintenance Building, Police and Animal Shelter generator installations, Roads bay doors and man doors, Sunset Playground, trucks and equipment).
- Special Project/Golf Center: re-grading and filling of low spots is scheduled for the week of 10-31-22. Our plan is to hydro seed and paper mulch the grounds to prevent erosion and promote stabilization. When complete, however, it will require the driving range to be rested until the spring.
- Veterans Park/Special Project: EV charging station requisition prepared for Bryan Electric to install at Veterans Park (DeMeo Field).
- Special Events: Light towers were set up at Mercerville, Morgan, Yardville Heights, Robinson, and Kisthardt Elementary Schools for their respective “Trunk or Treat” events; and on the RWJ property at Whitehorse-Hamilton Square Road/Klockner Road for their “Flags for Heroes” display.



Public Works – Capital Projects, Special Events/Projects

October (continued)

- Parks/B&G/Special Project: Cut grass and lined the field at Bunting Avenue Park; checked the lights; and opened the restrooms to fulfill a last minute request by Recreation for a new tenant.



November

- Leaf Season: Parks crews are working on leaf bin pickup daily.
- Special Event: Parks and B&G teams are continuing to work on Kuser Park Winter Wonderland setup.
- Special Project: Veterans Park EV charging station approved by Council and PO received and sent to Bryan Electric.



December

- Special Event: All teams are working on Winter Wonderland 2022 preparations, lighting, and last minute requests (snow mountain).
- Special Project: Aqua NJ has started the investigative portion on water service materials in our town.
- Special Project: The Police Station gate electrical and paving work has been completed.
- Capital Projects: Capital requests submitted for Roads include: the new Brine system, tractor, tandem dump truck, roll-off, spray truck, and three F-350 pickups.



Public Works – Capital Projects, Special Events/Projects

December (continued)

- Capital Projects: Capital requests submitted for B&G to renew the ARC custodial service contract to the end of 2023 and the Tennis Center court Control-Link lighting controls.
- PW Office: Completed preparing DPW Budgets and submitted them on December 15th to the Budget Officer.
- Special Project: Veterans Park - the electrical permit was issued to Bryan Electric to install the electric vehicle charging station in Veterans Park, DeMeo Field. Charging station to be out-of-service during our special events when vendors are using the area.
- PW Office: Working on adjusting the TWW fire hydrants' past billing concerns.
- Special Project: Walls, kick-plate, and painting are being completed now on the Veterans Park hockey court. Tacking is scheduled for after the Christmas holiday and when leaves decline.
- B&G: Maintaining Christmas decorations throughout the Township. Special Project: HTRBA Van Horn cleanup - recommended bid award to Beinke to begin soil removal in January 2023.
- Special Project: Limewood Park Playground - Joey's Little Angels requests submitted 12-31-2022.



Public Works – Employee Training

Training sponsored by the Safety Office

- New Employee Training
- New Supervisor Training
- Lock Out/Tag Out Training
- Confined Space Training
- Bucket Truck Use/Safety Training
- Chainsaw Safety Training
- Administering First Aid Training
- Work Zone Safety Training
- Fork Lift Certification
- CDL Driver Training
- OSHA Safe+Sound: Heat Stress, Play it Cool!

Opioids and the Workplace: Prevention and Response (Rutgers)

- Bob Bates

NJ Compost Operator Certification (Rutgers)

- Dave Scott
- John Stetzick
- Kevin Wright
- Ryan Krieger
- Mike Martini

General Industry Safety and Health Specialist Certification (Rutgers)

- Bob Bates

Storm Water Management Training (Rutgers)

- Parks Supervisors
- Roads Supervisors
- PW Office Staff

Introduction to Choosing Fall Hazard Control Options (Rutgers)

- Bob Bates

Certified Public Works Manager (Rutgers/DCA)

- Kyle Battaglia

NJ Asphalt Paving Association Annual Conference

- Rick Agabiti
- John Dileo
- Mike Breth
- Chris Lockett
- Rich Churchman
- Nick Mayer
- Dave Scott
- Cail Tilghman

NJ Shade Tree Conference

- Jim Hunter
- Scott Watkin

Public Works – Employee Training

Public Grounds Management (Rutgers)

- Brian Falconio

Association of New Jersey Recyclers Annual Conference

- Jim Wyrrough
- Kyle Battaglia

Water Management and Drainage (Rutgers)

- Brian Falconio

Pest Management of Ornamental Landscape Plants (Rutgers)

- Brian Falconio

Pest Management of Landscape Turf (Rutgers)

- Brian Falconio

CDL Licensing

- Justin Cloward, Class B
- Paulo Vilares, Class B
- Justin Dunn, Class A
- Cody Jackman, Class A
- Lenwood Squire, Class B (written only)
- Matthew Ricci, Class B
- Daniel Spera, Class A
- Chritofan Cifelli, Class B
- Robert Abrams, Class A
- Kyle Smith, Class A

Stop the Bleed Certification (Tree Crew)

- Scott Watkin
- Justin Cloward
- Nico Guerieri
- Camren Longstreet
- Tim Yuscavage

Organic Turf Grass Management (Rutgers)

- Brian Falconio

Athletic Field Maintenance and Construction (Rutgers)

- Brian Falconio

Landscape Integrated Pest Management (Rutgers)

- Brian Falconio

Landscape Management Certification (Rutgers)

- Brian Falconio

National Recreation and Parks Association the Playground Safety Inspector Certification (CPSI)

- Bob Bates
- Kyle Smith
- Nick Tallone
- Ryan Vacha

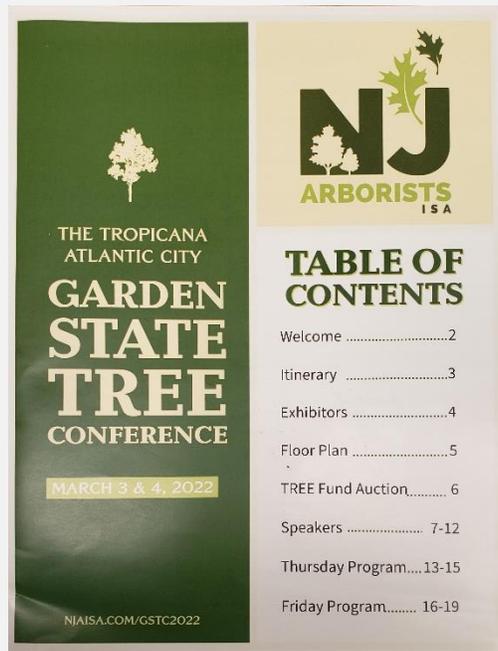
Apprenticeship – Electrician (U.S. Dept. of Labor)

- Anthony Scarlata

Public Works – Employee Training



Pictured above, second from left, Bob Bates receiving his certificate upon passing completion of the General Industry Safety and Health Specialist Certification course.



Public Works – Retirements

Hiram Rodriguez (Garage) – 19 years of service.

Dave Saunders (Roads) – 25 years of service.

William Van Ness (Buildings and Grounds) – 31 years of service.

Thank you all for your dedication to the residents of Hamilton Township!

Public Works – Department Goals

2022 Goals and Results

1. Fully implement Buildings and Grounds' usage of Traisr for work orders and asset management. *Time constraints need to be worked out going forward. This remains a goal for 2023.*
2. Streamline the work order data selection for Parks and Roads to more accurately track costs and job types. *Changes to Roads were made, with more being considered for 2023. Parks remains a work in progress.*
3. Streamline grass cutting work orders. *Completed.*
4. Track acres cut during growing season as a data type and determine the cost per acre. *This remains a work in progress for 2023.*
5. Track jobs assigned by other departments/work completed for other departments versus internal work. This remains a work in progress for 2023 with some changes being considered within Traisr. *A dedicated, multi-user request type was created in See Click Fix and seems to be working as intended.*
6. Develop a scheduling/budget tool for other departments to better plan and allocate Public Works resources (i.e. reduce help desk ticket items). *This remains a goal for 2023.*

2023

1. A goal for 2023 is to enter the historical sidewalk violation data to the asset parcels to continue building the paperless historical data files.
2. Obtain an accurate count of maintenance assets for the Department.

Public Works – In Memoriam

Sadly, in May 2022, Anthony Stevenson, Road Division, passed away unexpectedly. Anthony was a 21-year employee in Public Works. He was a diehard sports fan and a great colleague who is greatly missed.



