

PROJECTS in 2023:

- ➔ Worked with Grant Writer & Consultant on Supplemental Funding Sources
- ➔ Began Negotiations of Collective Bargaining Agreements
- ➔ Continued Management of American Rescue Plan Funding
- ➔ Streamlined Processes within our Divisions for Better Response to Public Needs & Increased Productivity
- ➔ Sucession Planning
- ➔ Professional Development & Training for Employees

SUB DIVISIONS:

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

ACCOMPLISHMENTS:

- ➔ Health Insurance Renewal which included the Township becoming Self-Insured and Entering into an Agreement with Integrity Health for Services for our Workforce & their Families
- ➔ Updated Processes within our Department to Increase Productivity, Efficiency & Communication
- ➔ Continue to Develop a Professional Team Through Evaluating of Department Staffing Needs

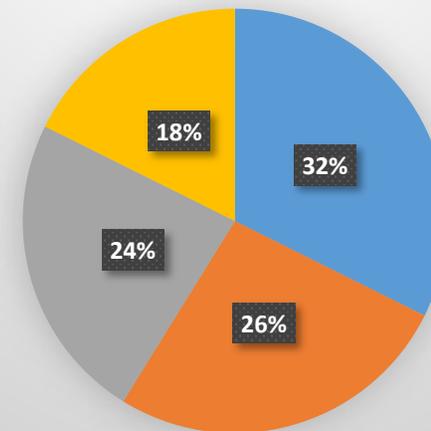
LOOKING AHEAD... 1 Year / 3 Years:

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

- ➔ Document Management / Records Retentions
- ➔ Continue Seeking & Increase Incoming Grant Funding
- ➔ Re-Establish a Township Intranet for Employees
- ➔ Review Existing Leases with Outside Entities including Cell Towers
- ➔ Look to Utilize Technology for Better Efficiency & Productivity
- ➔ Continued Leadership Training Throughout the Organization

OUR WORKFORCE:

DEPARTMENT EMPLOYEES



AREAS OF RESPONSIBILITY:

- ➡ Process Purchase Orders & Requisitions
- ➡ Responsible for all Bids & Requests for Proposal (RFP)
- ➡ Process Monthly Invoices for Multiple Departments' Copy Machines
- ➡ Oversees & Establish Participation in Co-op & State Contracts
- ➡ Oversees Auction of Materials
- ➡ Provide Training to New Employees on Proper Purchasing Procedures & Utilization of Edmunds
- ➡ Provide Oversight of spending within the Township including Assisting with Procurement & Payment Difficulties
- ➡ Create all New Vendors in Edmunds System including Uploading of W-9 & Business Registration Certificate (BRC) documents
- ➡ Assist Finance Office with Processing Voucher Payments & Budget Batches
- ➡ Provide Oversight of American Rescue Plan Spending & Maintain Federal Quarterly Reporting
- ➡ Monitor Spending vs Budget on a Yearly Basis & Provide Monthly Budget Account Status Reports to Directors following Budget Adoption
- ➡ Prepare Council Action Forms for Grants under Special Item of Revenue, Chapter 159, for Chief Financial Officer's Submission
- ➡ Process all Goods & Service Contracts through Municode System, Review Requests for Compliancy & Upload all Supporting Documents
- ➡ Development of Budgetary Documents including New Jersey State Budgetary Documents, to include User Friendly Budget, Levy Cap workbook, etc.
- ➡ Oversee & Amend if needed, awarded contract amounts as per Resolutions awarded

ACCOMPLISHMENTS:

- ➡ 5,564 purchase orders (POs) processed totaling \$364,145,455.78
- ➡ Processed 3,855 Requisitions – totaling \$336,351,703.49
- ➡ Implemented & Utilized 953 Commodity Codes in the Edmunds System
- ➡ Completed the Approved NJ Historic Project, Historic Isaac Pearson House Repair
- ➡ Awarded & Completed Phase 2 of the Van Horn Project
- ➡ Awarded 5 year Solid Waste Bid
- ➡ Obtained Authorization for QPA to Award Contracts Between \$ 17,500.00-\$44,000.00
- ➡ Established an Amazon Account for Purchases of Unattainable Items from Local Vendors
- ➡ Processed & Awarded:
 - Electronic Vehicle Charging Stations Infrastructure Project
 - Banner Beautification Sponsorship Program
 - Renovation to Rusling Fire Station & Exterior Waterproofing Service of Fire Station NO. 13
 - Online Reverse Auction for Natural Gas, Street Lighting Electricity & Main Load Electricity
- ➡ Completed Veterans Park Hockey Rink Project
- ➡ Processed four (4) on-line surplus auctions & six (6) National Co-op Awards
- ➡ Submitted & Received Approval from DCA for the Retroactive Renewal of the:
 - Commodity Resale System for Unleaded Gasoline Term: June 13, 2017 - June 13, 2022
 - Commodity Resale System for Gasoline Term: June 13, 2022 - June 13, 2027
- ➡ Initiated, submitted & tracked 22 Grant Chapter 159 Resolutions, Amounting to \$5,981,295.65 million
- ➡ Reduced Accounts Payables to under \$72,000 for 2022, from \$234,486.09

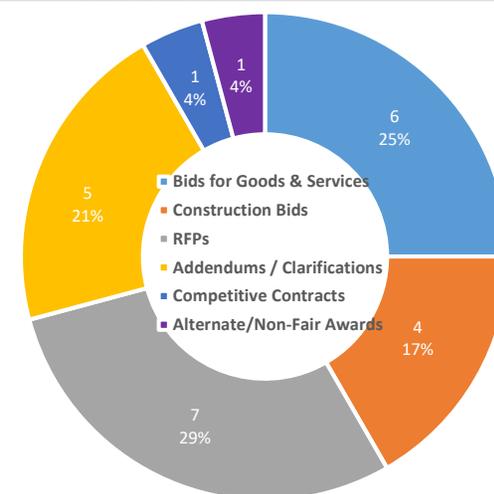
PROJECTS:

- ➡ Worked with all Departments on Capital & Grant Purchases & Projects
- ➡ Obtain Quotes & Establish List of Printer Cartridges for all Departments Annually
- ➡ Update Yearly Listing of Awarded Contracts by State, ESCNJ, Somerset & Mercer County Co-ops & Proprietary Software Services & Equipment by Resolution
- ➡ Alternate Award/Full Disclosure Resolution for Township Vendors
- ➡ Five-Year Catering Services for Nottingham Ballroom
- ➡ Five – Year Request for Proposal (RFP):
 - * Pickleball Instructors
 - * Township Calendar RFP
- ➡ Establishing WPC's professional services on a calendar year contract award
- ➡ Improve Township Purchasing through Implementation of the Commodity Code System
- ➡ Create bid for Police Uniforms
- ➡ Prepare Documents for Destruction through Records Management
- ➡ Update the Purchasing Manual to Include Voucher & Payment Processing Procedures
- ➡ Sale of Surplus Police Equipment
- ➡ Update Vendor's 1099's in the Edmunds System

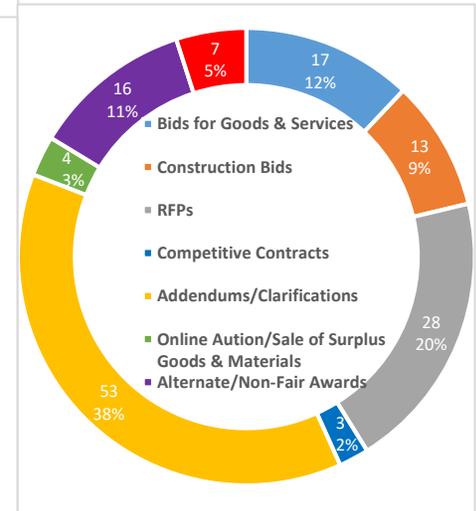
LOOKING AHEAD... 1 YEAR / 3 YEARS:

- ➡ Implement additional Green Alternatives
- ➡ Update Business Continuity Plan for the Division Reflecting Current Practices
- ➡ Monitor Commodity Code Reporting List for Accuracy & Compliance, Ensuring if a Single Commodity May Exceed the \$44,000.00 Bid Threshold & Work with Departments to Create Bids for such Commodities
- ➡ Continue Providing Monthly Budget Account Status Reporting to Directors
- ➡ Work with Personnel Officer to Develop Union Agreement Salary Charts
- ➡ Work with Administration to complete Township Travel & Training Approval Policies
- ➡ Establish all WPC Chemical Bids on a Calendar Year Contract Award

WATER POLLUTION CONTROL BIDS & RFPS



ALL OTHER DEPARTMENTS BIDS & RFPS



MAJOR PROJECTS:

- ➡ Township Wide Phone System Upgrade – VOIP
- ➡ Upgrade Remaining Outdated Servers to Latest OS & Remaining Outdated Network Switches Throughout Township
- ➡ Implement Cyber Security Training for All Township Employees
- ➡ Upgrade Security Cameras & Door Access Control for Greater Security
- ➡ Expand WiFi Availability to All Township
- ➡ Update DR Site, Township Host Servers & Data Storage Devices
- ➡ Implement Updated Antivirus to All End Users
- ➡ New Ethernet Runs in Township Sites to CAT6

LOOKING AHEAD... 1 YEAR / 3 YEARS:

- ➡ Plan Networking for the New Municipal Building
- ➡ Township Wide Phone System Upgrade – VOIP
- ➡ Migrate All Township Mobile Devices to New Provider for Cost Savings & Better Network Dependability
- ➡ Research Shared Services Opportunities between the Town & School District
- ➡ Research & Implement Mobile Device Management (MDM)
- ➡ Continue Windows 11 Certification for Compatibility
- ➡ Replace Call Center AV Equipment
- ➡ Work to Takeover Fire's Day to Day Technology Needs & Responsibilities

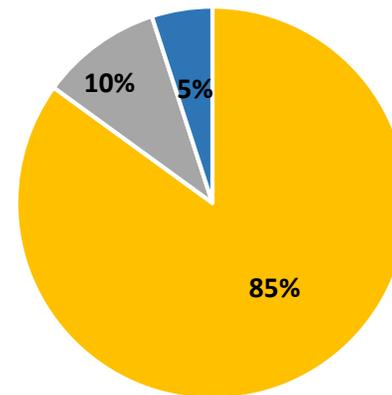
AREAS OF RESPONSIBILITY:

- ➡ Maintain & Secure All Township Data & Data Backups
- ➡ Plan Network Maintenance & Upgrades
- ➡ Maintain Network security 24/7/365
- ➡ Maintain All Network Hardware & Software
- ➡ Maintain All End User Peripherals
- ➡ Test new hardware & software before deployment
- ➡ Provide Township building & remote buildings with Network & Computer Support
- ➡ Continuous Cyber Security Awareness Training & Technical Support to All Employees

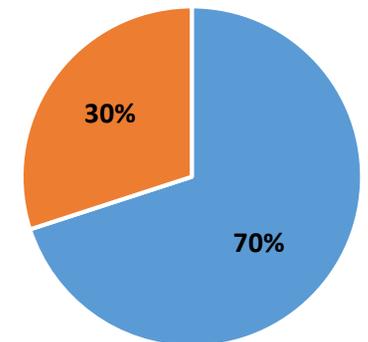
ACCOMPLISHMENTS:

- ➡ Resolved in Excess of 1,250 trouble tickets
- ➡ Implemented MFA Township wide
- ➡ Implemented New Security Cameras at the Township Municipal Building
- ➡ Replaced Firewalls, Core Switches throughout the Township, All Public Computers at Senior Center, & All Courthouse Computers
- ➡ Installed Kiosk Display in Municipal Building Lobby which Displays Directory Information for the Public
- ➡ Migrated Finance & Collection System to a Cloud Based System
- ➡ Expanded Network Subnet
- ➡ Took on Water Pollution Control's Day to Day Technology Needs & Responsibilities, & Documented their Entire System & Helped Onboard Ocean Technology to Takeover their 24/7 Support

TOWNSHIP DEVICES:



- Laptops
- Desktops
- Tablets (Surface/iPads)



- Desk Phones
- Cell Phones

MAJOR PROJECT:

- ➔ Completed Migration from Access Personnel Systems to PrimePoint

AREAS OF RESPONSIBILITY:

- ➔ Process All New Hires, Retirements & Unemployment
- ➔ Set-up & Administer Insurance - Health, Dental, Vision & RX
- ➔ Oversee Retiree Benefits including COBRA
- ➔ Investigate & Process Disciplinary Actions & Grievance Hearings
- ➔ Implement & Process All Promotions, Demotions, Title Changes, Lateral Moves
- ➔ Liaison with the New Jersey Civil Service Commission
- ➔ Negotiation of Contracts with Unions
- ➔ Assist with COVID-19 Related Issues as they pertain to Personnel
- ➔ Calculate & Monitor time balances for all employees
- ➔ Process FMLA, NJ Disability & NJFLA for all employees
- ➔ NJ Department of Labor & Workforce Development (Occupational Employment & Wage Statistic Reporting (OEWS))
- ➔ U.S. Dept. of Labor (Occupational Safety & Health Administration OSHA) Reporting, Bureau of Labor Statistics Reporting (BLS), O*NET Data Collection Program Reporting, & U.S. Equal Employment Opportunity Commission (EEO-4)
- ➔ Workplace Democracy Enhancement Act reports for all Twp Unions

LOOKING AHEAD... 1 YEAR / 3 YEARS:

- ➔ Streamlining procedures in conjunction with all departments including Training & Union Requests as well as Employee Actions
- ➔ Improving the production of the members of the Personnel Division through cross training in all activities & job duties
- ➔ Updating of existing Employee Manual based upon already accomplished review

ACCOMPLISHMENTS:

- ➔ Reviewed/Maintained Employee Health, Dental, Vision & RX Insurance
- ➔ Processed all New Hires, Job Actions, Disciplinary Actions as needed
- ➔ Researched, compiled & amended incorrect COBRA contributions for retirees
- ➔ Handled Civil Service matters for all Employees as pertains to Civil Service Commission Requirements
- ➔ Assisted Mayor, Business Administrator & Assistant Business Administrator in drafting & disseminating policy changes to employees
- ➔ Assisted in the change in medical insurance from fully-insured to self-insured
- ➔ Implemented the rollover from AmeriHealth to Meritain Health
- ➔ Developed a More Efficient Onboarding Process for New Hires

EMPLOYMENT LONGEVITY:

