

# Township of Hamilton Department of Public Works 2023 Annual Report



2023: Ready and Able

**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, the operations and maintenance of the Harry J. Bonacci Ecological Facility, and manages the Township-wide fleet through **Garage Services**; the Division of Buildings and Grounds, which is responsible for the maintenance and upkeep of all public buildings, facilities, and structures (**38 properties, 157 individual structures, and 34 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.*



# Table of Contents

Overview: Pages 4-6

Organizational Structure: Pages 7-10

Public Works Office: Pages 11-14

Safety: Pages 15-16

Solid Waste and Recycling: Pages 17-20

Buildings and Grounds: Pages 21-35

Parks: Pages 36-56

Roads: Pages 57-79

Garage: Pages 80-82

Public Works Grass Cutting: Pages 83-84

Code Violation Mitigation: Pages 85-86

Winter Operations: Pages 87-88

Public Works Inspections: Page 89

Storms: Page 90

Capital Projects/Special Events/Projects: Pages  
91-94, 100-108

Team Project – Limewood Park/Joey’s Place:  
95-96

Team Project – Structure Fire Response: 97-99

Employee Training: Pages 109-112

Retirements: Page 113

Department Goals: Page 114



# 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
<b>PEOPLE</b>	
<b>Income &amp; Poverty</b>	
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
<b>PEOPLE</b>	
<b>Housing</b>	
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
<b>PEOPLE</b>	
<b>Economy</b>	
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 – Township Overview

Sometimes it's important to ask the question *How are we doing?* and taking it one step further; *How are we doing compared to others?* Simply, how well are we managing the public trust and monetary resources allocated to preserve, maintain, and improve our Town's assets? Looking around the County and State to gauge our Department as a whole, it has been interesting to learn that **the Department of Public Works** here in Hamilton is tasked with **maintaining and improving more center lane miles of roadways than 11 of the 21 counties in New Jersey\***.

This includes our home County of Mercer; where Hamilton's Department of Public Works is the responsible agency **for more than a quarter of all Municipal center lane miles of roadway** (within a County which seats 12 municipalities)\*.

For additional comparison's sake, NJ DOT maintains approximately 2,321 center lane miles of roadway with a \$577 million Capital Program budget (FY2023) dedicated solely to roadway maintenance; which equates to approximately **\$248,600 per center lane mile**. Meanwhile Hamilton's Department of Public Works, in conjunction with the Engineering Division, maintains approximately 312 center lane miles of roadway with a \$6.9 million Capital Program budget (CY2023); which equates to approximately **\$22,298 per center lane mile** (all data taken from public budget documents).

The Department of Public Works in 2023 and past years has shown a commitment to providing quality services and maintenance to the Town's assets and inventory at a fair and reasonable cost. We are the prudent managers of the public's trust.

*\*All data courtesy of Bureau of Transportation Data and Safety, Roadway Systems Section.*

# Public Works – Organizational Structure

## Director's Office

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



Public Works team members participating in World Down Syndrome Day "Silly Socks" awareness event.

# 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
- Clerk-Driver
- Heavy Laborer
- Laborer 1
- Part Time Building Service Worker
- Part Time Laborer



Buildings and Grounds team members working the Sayen House and Gardens railing installation.

# 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 1
- Equipment Operator
- Truck Driver
- Maintenance Worker 2 Grounds
- Maintenance Worker 1 Grounds
- Heavy Laborer
- Laborer 1
- Seasonal Laborer



Parks team members made landscape improvements to Sayen Gardens.



Parks team members repairing tire ruts in the decorative island on Gregory Drive.

# Public Works – Organizational Structure

## Roads

- Superintendent of Roads
- General Supervisors
- Road Repair Supervisor
- Mason
- Heavy Equipment Operator
- Equipment Operator
- Truck Driver
- Senior Traffic Maintenance Worker
- Heavy Laborer
- Laborer 1
- Part-time Laborer

## Garage

- General Supervisor of Garage Services
- Automotive Service Writer
- Senior Mechanic
- Mechanic/Welder
- Mechanic
- Mechanic's Helper
- Stock Handler
- Heavy Laborer



Roads team members collecting brush on Berg Avenue.

# 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 2023, the operating budget totals **\$16,332,532.50** and the capital budget totals **\$3,269,369.65**; for a combined total of **\$19,601,902.15**.

In addition to these functions, service requests submitted by residents through the “See Click Fix System” 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 2023, Public Works responded to **7,493** service requests in addition to completed scheduled jobs. This was approximately a **25%** decrease in requests from 2022 and a **40%** decrease from 2021. The Public Works team as a whole has worked to repay the trust and resources put into the Department **by working to be more proactive with maintenance and construction projects**; resulting in lower overall complaints received from our citizens. 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 Office team members participating in Hamilton’s “Pink Out” Breast Cancer Awareness Month Event.

# Public Works – Public Works Office

In See Click Fix there are nine main paths for service requests to be directed for assignment within Public Works.

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

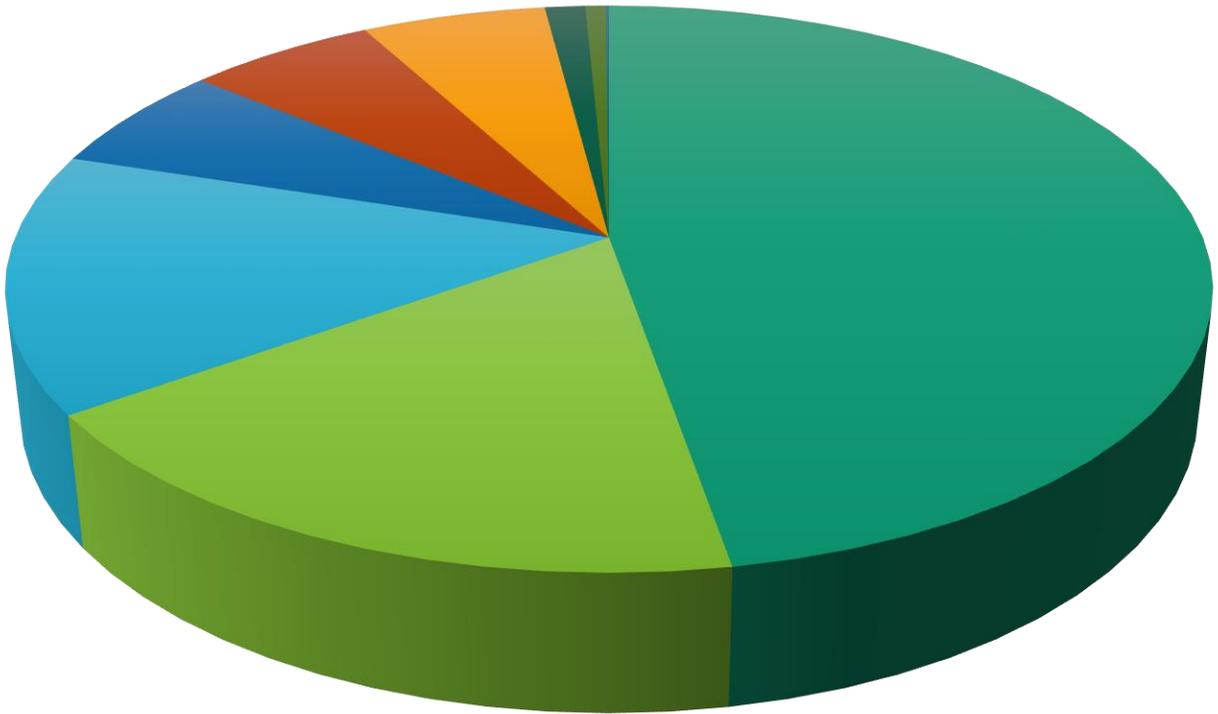
1. Roads: **3,676** service requests.
2. Buildings and Grounds: **1,389** service requests (a **28%** increase from 2022. The Division has taken on more facilities and maintenance tasks, which has resulted in an increased work load).
3. Solid Waste and Recycling : **1,149** service requests.
4. Parks: **479** service requests.
5. Public Works Inspections: **467** service requests.
6. Public Works Office: **457** service requests.
7. Grass Cutting: **100** service requests.
8. Multi-Division Requests: **51** service requests (a **240%** increase from 2022). *This is an internal user request only for special events.*
9. Public Works Garage: **8** service requests (internal user request only).

## 2023 Public Works Service Requests

Roads	3676
Buildings and Grounds	1389
Solid Waste and Recycling	1149
Parks	479
Public Works Inspections	467
Public Works Office	457
Grass Cutting	100
Special Events and Requests	51
Garage Services	8

# Public Works – Public Works Office

## 2023 Public Works Service Requests



- Roads
- Buildings and Grounds
- Solid Waste and Recycling
- Parks
- Public Works Inspections
- Public Works Office
- Grass Cutting
- Special Events and Requests
- Garage Services

## Public Works – Public Works Office

Continued from 2022, Public Works tracked street lighting service request data in Traisr. Information has been gradually added to the asset parcel; helping the Department to create a digital, paperless history of requests and maintenance.

Totals for the year are: **255** work orders for a cost total of **\$14,493.14**.

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.

For the calendar year, Public Works **received and completed 46** work orders for a cost total of **\$27,250.65**.

A goal for 2024 is to enter the historical sidewalk violation data to the asset parcels to continue building the paperless historical data files. We continue to have discussions with team leaders and find ways to improve our processes and data management.



# 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).

Working with the Township Administration, the Town's group insurance provider, and other Public Works Divisions; the Safety Office helped recover **\$45,513.00** in reimbursements from private insurance companies related to accidents involving Township property, assets, and vehicles.

# 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, playground equipment, 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.

Continued from 2022, the Safety Office maintained and managed responsibilities as the FEMA representative for Public Works and managed, as the administrator, the FMCSA Clearinghouse online database for CDL holder's drug and alcohol violations. The Office also attends classes, through Rutgers University, for the OSHA Safety and Health Specialist Certificate Program in Construction Industry; and attended the Guiderail and Median Barrier inspection course hosted by the Rutgers Center for Advanced Infrastructure and Transportation (CAIT).

The Safety Office is also the Indoor Air Quality designee as required by PEOSH.



# 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. They service 32,360 households in Hamilton twice a week (64,720 stops per week). In 2023 there were **3,365,440** stops collected and **919** service request complaints recorded which is a **27%** decrease from 2022 (**.0002% of all stops**). Beginning in July 2023, a new contract (through the public bidding process) went into effect for solid waste collection. Unfortunately, the Township had to absorb cost increases; which were relative to other municipalities of our size statewide.



# Public Works – Solid Waste and Recycling

Hamilton’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, and the Mercer County Parks Commission, 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 **\$182,395.36** for 2020 recycling tonnage totals (a **5%** increase from the previous year). The 2021 Recycling Tonnage Grant totals will be reported in April 2024. As part of the grant program, two shredding events were held this year, with **1,154** residents partaking in the service, resulting in **16.10** tons of paper collected. The Township's 2022 recycling tonnage report was filed with the NJDEP. The curbside single stream recycling program contributed **6,500.05** tons of material collected and the commercial single stream recycling program contributed **151,402.77** 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 **\$218,364.85**, the fourth largest in New Jersey (a **12%** increase from 2022). Seasonal workers again returned in 2023 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 2023, the seasonal summer workers picked up **2.74** tons of litter and debris to help keep Hamilton as clean and beautiful as possible.



Volunteers and debris collected during the annual statewide Delaware River cleanup (Duck Island site).



# 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. These 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 2023, live, in-person shows continued in 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.



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 **41** municipal buildings and properties (including **six** 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.

**New** in 2023, Buildings and Grounds assumed the duties of managing the stock/supply warehouse and supply deliveries, postal/mail functions, and inter-office mail. A new request type was created in See Click Fix to manage warehouse supply requests and fulfillment. Wednesday has become the designated supply delivery day for offices around town.



Buildings and Grounds team members working on renovations to the Warehouse.

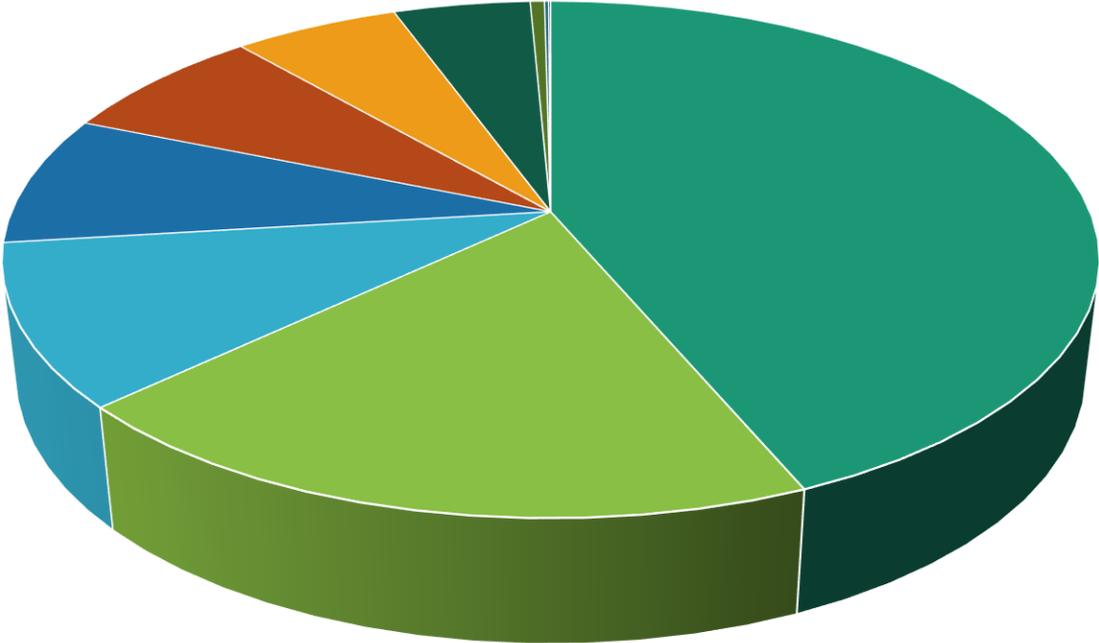
# Public Works – Buildings and Grounds Division

For the year, Buildings and Grounds responded to **1,389** service requests generated by employees or residents for maintenance at Township facilities or buildings (a **28%** increase from 2022). Over this past year, Buildings and Grounds has taken on **additional facilities** to maintain. This has attributed to the increase in service requests over the year. This accounted for **18%** of the Department’s service requests, which was **second-highest** in the Department. Some examples of service requests for Buildings and Grounds are:

1. Help Desk Maintenance – General Building Maintenance: 606 (a **16%** decrease from 2022).
2. Help Desk Maintenance – Warehouse Supply Request: 269 (new for 2022).
3. Help Desk Maintenance – Need Items Moved: 140 (a **2%** decrease from 2022).
4. Help Desk Maintenance – Plumbing: 113 (a **69%** increase from 2022).
5. Help Desk Maintenance – Electrical/Lighting: 103 (a **69%** increase from 2022).
6. Help Desk Maintenance – HVAC: 81 (a **9%** increase from 2022).
7. Help Desk Maintenance – Custodial/Janitorial: 67 (a **272%** increase from 2022).
8. Help Desk Maintenance – Bus Stop (Maintenance/Repair): 1.

# Public Works – Buildings and Grounds Division

2023 B&G Service Requests



- Help Desk Maintenance - GENERAL BUILDING MAINT.
- Help Desk Maintenance - WAREHOUSE SUPPLY REQUEST
- Help Desk Maintenance - NEED FURNITURE/ITEMS MOVED
- Help Desk Maintenance - PLUMBING CONCERN
- Help Desk Maintenance - ELECTRICAL/LIGHTING CONCERN
- Help Desk Maintenance - HEAT/AIR CONDITIONING MAINT.
- Help Desk Maintenance - CUSTODIAL/JANITORIAL CONCERN
- Emergency Board Up Request
- Help Desk Maintenance - GRAFFITI/VANDALISM ON TOWNSHIP PROPERTY
- Help Desk Maintenance - BUS STOP (REPAIRS/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.



Isaac Pearson House (under renovation): Hobson & Emeline Avenues.

# 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**

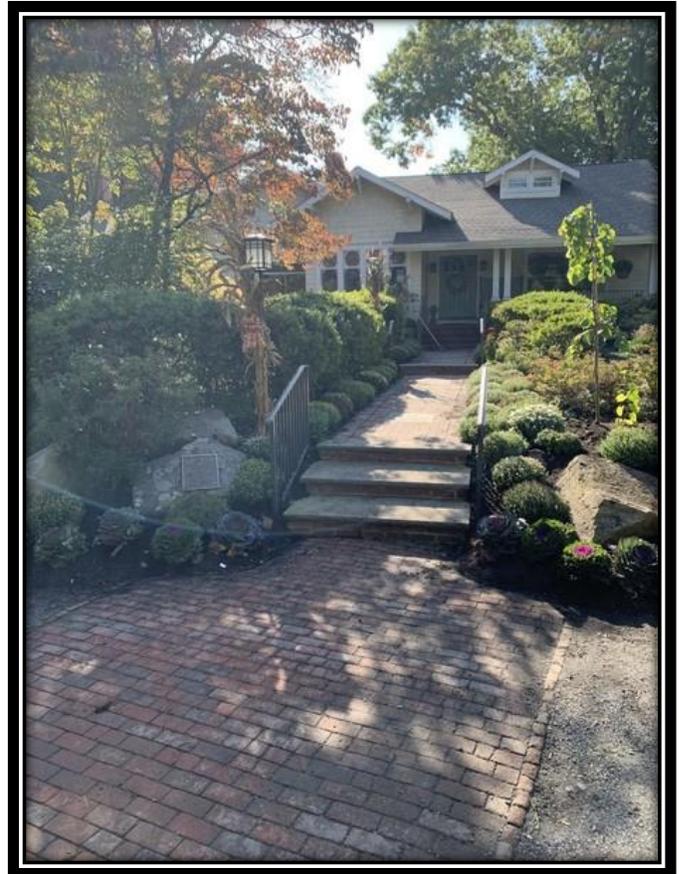
**Fire Station #13: Chamber & Rennie Streets. (13 Rennie St.)**

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

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

**Fire Station #17: 200 Mercer Street *(Newly acquired in 2023)***

**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.



Buildings and Grounds team members working on the installation and lighting of the new marquee sign at the Grafton House.

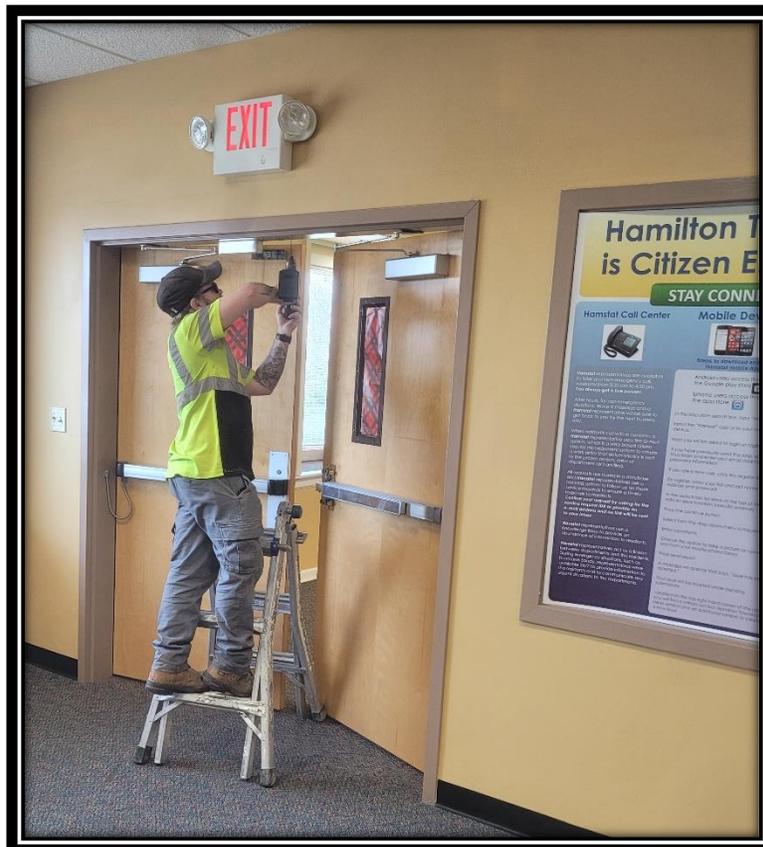
# Public Works – Buildings and Grounds Division

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 The Arc Mercer.



Buildings and Grounds team member making repairs in the Call Center.

# 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.



Buildings and Grounds team members installing a water line at Bromley Park.

# 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 (4<sup>th</sup> 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.



The St. Patrick's Day Parade float in action along Mercer Street.

# Public Works – Buildings and Grounds Division

**Buildings and Grounds** worked on a variety of projects and maintenance issues during 2023 across the Township. Some of those projects include:

- Station 14: Abate door violations (#13847776).
- Station 15: Access locked room (#13757119).
- Neighborhood Service Center: Install door holders (#13489706).
- Bromley Center: Roof leak and ceiling repair (#13602407).
- HUD: Move spare desk to spare office (#13476359).
- Library: Install statues (pending scheduling).
- Kuser: finish Winter Wonderland break down.
- PW Yard: straighten and put away sound trailer.
- George Dye Circle: repair post.
- Greenhouse: hot water heater install.
- McManimon: toilet install.
- Station 16: oil separator.
- Station 19: heating line leak.
- HUD: Move spare desk to spare office (#13476359).
- Animal Control: Repair broken cable, Kennel 25 (#13866795).
- Animal Control: Repair broken pulley (#13883873).
- Remove Winter Wonderland decorations and relocate the houses for the season.
- Health: Hang various items (#13889505).
- Station 13: Fabricate and install new gate (#566402).
- Meeting ARC at Public Works at 9:30 am.
- HTEDAC meeting Wednesday night. Set up Council chambers.



Buildings and Grounds team members running new wiring in the Police Station as part of a large renovation project.

# Public Works – Buildings and Grounds Division

**Buildings and Grounds** worked on a variety of projects and maintenance issues during 2023 across the Township. Some of those projects include (continued from previous page):

- Grafton: began new sign installation.
- Kuser: move WIFI to a new location.
- Kuser: plan lighting (See Click Fix 1349219).
- Sayen: fountain; check out for repair (See Click Fix 13955117).
- See Click Fix 13992685: P.W. Garage front door heater.
- See Click Fix 13790206 Sayen House: Continue with trimming the bottoms of the pockets doors.
- See Click Fix 12879924: Paint the Grafton House railing supports.
- Public Works Building 4: Vinyl Window and rotted sill replacement.
- Vineland food drop off for Bromley and Wilson Centers.
- Police: meeting set up Wednesday evening. Start time 5:00 pm at the Training Center.
- Wilson Center: rental coverage for a party.
- Weekly cleaning at Recreation, Health Building, Municipal Building, McManimon, Veterans Park Pavilion bathrooms, Senior Center, Roads Complex, Mechanics garage, Police Station, Library, Grafton House, Sayen House, Kuser Mansion, Dwier, Switlik Pavilion and batting cage bathrooms, Shady Brook bathrooms, Warwick bathrooms, and Nottingham YMCA bathrooms.
- Fire Station #14: Tamper switch install.
- McManimon: Urinal auto flush install.
- Fire Station #14: Washing machine prep.
- Municipal Building: 2<sup>nd</sup> Floor urinal service.



Buildings and Grounds team members working on the Kuser Mansion carport bollard repairs.

# Public Works – Buildings and Grounds Division

**Buildings and Grounds** worked on a variety of projects and maintenance issues during 2023 across the Township. Some of those projects include (continued from previous page):

- NSC: Repair kitchen door (#13584600).
- St. Paddy's day float. (Check materials).
- Housing: Deliver 2-drawer file cabinet (#13512764).
- Station 13: Old Chiefs Office wall renovation.
- Fire Station #19 Washing Machine Install.
- Fire Station #15 Boiler Drain Repair.
- Library Boiler Drain Repair.
- Sayen: fountain repairs 1395511.
- South Broad Street: decorative pole modifications.
- Q/Alert# 518123: Continue with Station 13 Chief's Office Renovation.
- SCF 14018922 Kuser Christmas decorations for storage.
- Parks and Rec meeting set up.
- SCF 14052085 5 boxes from Dwier to Municipal Building.
- St. Patrick's Day: Assemble Float
- Grafton: Repair upstairs lock (#14078614)
- Bromley: Repair bathroom lock (#14082730)
- Sayen: New key for D&D catering (#14101330)
- Animal Control: Install the "Out of Service" Sign.
- Vet's Park Bathroom: Test Anti-Graffiti at Demeo bathroom
- Bromley: Repair roof leak, patch ceiling (#14104081).

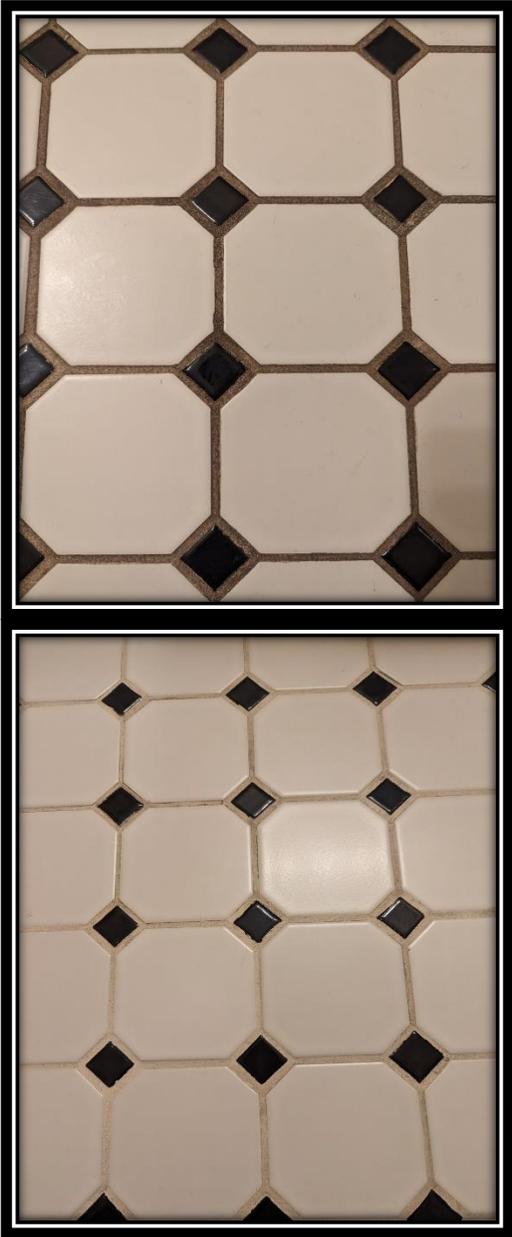


Buildings and Grounds team members working on major renovations to Station 13 (Rusling).

# Public Works – Buildings and Grounds Division

**Buildings and Grounds** worked on a variety of projects and maintenance issues during 2023 across the Township. Some of those projects include (continued from previous page):

- Fire Station 15: Boiler Condensate Neutralizer.
- Fire Station 12: Boiler Condensate Neutralizer.
- Warwick Park: Toilet Install.
- Library: Boiler Condensate Neutralizer.
- Golf Center: Seasonal Preparations.
- Finance: Fabricate partition (#13591910).
- Board-up: 249 Lafayette (#14163757).
- Station 12: Roof Leak (#14131494).
- PSEG: Kuser meter change.
- Vets: EV charger mark & key.
- Strip and wax the bathroom floors at The Golf Center.
- Muha: Men’s Room Toilet Leak.
- Station 19: Stove Repair.
- Station 14: Ice machine Repair.
- Station 13: Move items to Station 15 (#14268890).
- Station 13: Move items downstairs (#14268870).
- Animal Control: Kennel 30 repair (#14269093).
- Bunting Ave.: finish reinstalling security light guards.
- Police: renovations (prep and pull wire, CAT, and electric).
- Sayen: Azalea Fest Prep: Assist Park Maintenance staff with painting Umbrella Fountain.
- SCF# 13624960: Station 19: Install new air hose reel.
- SCF# 14104366: Station 13: Replace dry rotted air hose reel.
- SCF 14057098 Set up for a meeting on Monday.
- SCF 14277190 & 14277176 both for set up for the Fire Promotion ceremony Monday morning.

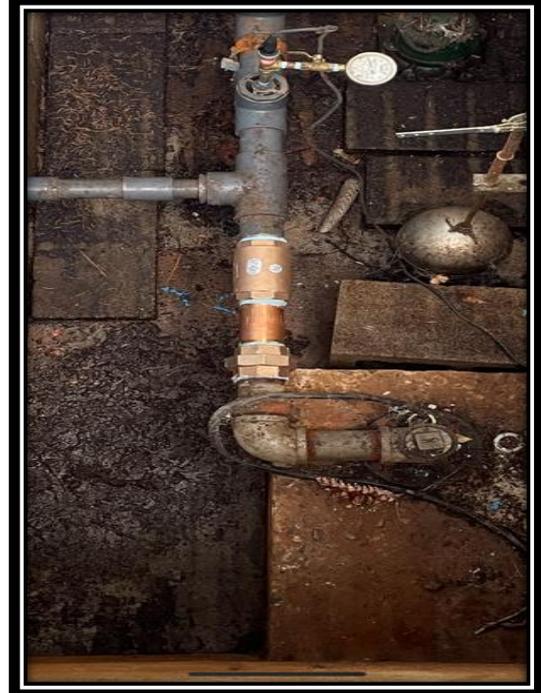
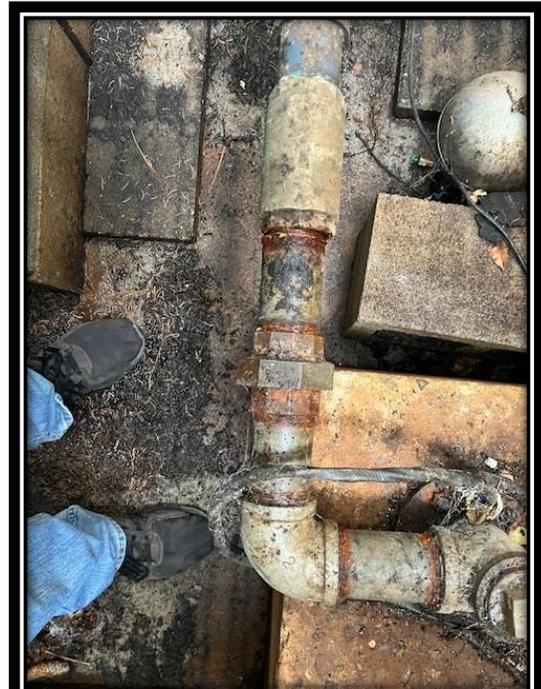


Buildings and Grounds team members worked this past year to clean the tile and grout floors at the Grafton House.

# Public Works – Buildings and Grounds Division

**Buildings and Grounds** worked on a variety of projects and maintenance issues during 2023 across the Township. Some of those projects include (continued from previous page):

- Vets: Sound jack repair on Cowell field.
- SCF# 14316820: Sayen Gardens wood deck walkway rot repair.
- SCF#14145137: Azalea Fest Prep Paint.
- Set up for weddings on Friday at The Training Center.
- Provide Saturday COVID-19 cleaning at the Police Station.
- Vacuum the Senior Center dining room Wednesdays and Fridays.
- Vets: DeMeo zone valve repair.
- HTPD: Build a wall in the records office, finish ceiling tile (#561043).
- Sayen: Install fountain #13955117.
- SCF# 13430691: Replace Eco Center skirt board caps.
- SCF# 12949625: HTPD Records Walk Up window: Install speak thru trim.
- Waxing the main lobby in The Police Station Saturday.
- Camp Olden: Pump repair.
- Warwick: Drinking fountain repair.
- Muha: Women’s shower repair.
- Armed Forces Day preparations (Install risers).
- Station 19: Roof Leak (#13515752).
- Homedell: Roof Leak (#14455971).
- Drialo: Field lights repair HTRSA #13702563.
- SCF 14475242: Start gathering supplies/equipment for Election Day on 6/6. Starting this on Thursday 6/1.
- Pop Warner: Ralston well pump relief repair
- Foley: Irrigation repair.
- Grafton: Stain porches/handicap ramp decks (#14245191).
- Grafton: Spackle and paint interior (#14048139).
- Station 12: Door latch (#13641693).
- Connecticut Park: Lighting repairs (#14834456).

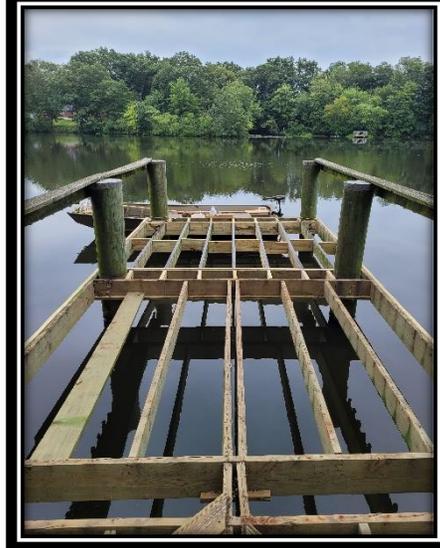


Buildings and Grounds team members made major repairs to the well pump systems at Sayen Gardens in 2023.

# Public Works – Buildings and Grounds Division

**Buildings and Grounds** worked on a variety of projects and maintenance issues during 2023 across the Township. Some of those projects include (continued from previous page):

- Grogg’s Lake Dock #1 renovation.
- SCF 15150553: Nottingham ballroom cleanup.
- Sayen: Women’s toilet repair.
- Vets: Kurlander irrigation repair.
- Station 13: Washing machine repair.
- Oktoberfest prep (#15276366).
- HTPD: Remove/Replace furniture (#15302325).
- Vets: DeMeo field broken conduit repair 14904794.
- Vets: Wall of Champions install lights 14661131.
- Vineland food delivery for Wilson and Bromley Centers on Wednesday 10/25 and remove 17 chairs from Wilson on the same day.
- SCF# 13650750: Kuser Mansion: Ceiling and wall repairs.
- Kuser Mansion: Any additional decorations/etc.
- Set wireframe decorations in secondary locations.
- Install Grogg’s Lake Christmas Tree.
- Station 12: Hose bib repair.
- Kuser: Eye wash filter.
- Building 7: Remove/recycle file cabinets.
- Check on Leaks that were repaired 12/11 – 12/17 and correct/close.
- Station 19: Lighting repairs #15433627.
- Warehouse: Lighting upgrades #14595619.
- Police: Roof condensate repair.
- Municipal: Filter change.
- Wilson: Ice machine repair.



The skilled craftsmen in Building and Grounds restored dock #1 at Grogg’s Lake this past summer.

# Public Works – Parks Division

The [Division of Parks](#) is responsible for the daily grounds maintenance and upkeep of approximately: **62** municipal parks, **26** 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 **187 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.



Above, Parks team members preparing for the Flag Retirement Ceremony. Below, Parks team members prepared the grounds of Station 17 and the ballroom for the fall season.



# 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. 18 pickle ball courts
  - c. 5 soccer fields (4 lighted)
  - d. 1 lighted baseball field
  - e. 1 lighted softball field
  - f. 1 skate park
  - g. 4 volleyball courts
  - h. 1 dog park
  - i. Children's playground
  - j. Handicapped accessible playground
  - k. Hiking trails
  - l. Blacktop walking trails
  - m. Exercise equipment
  - n. 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

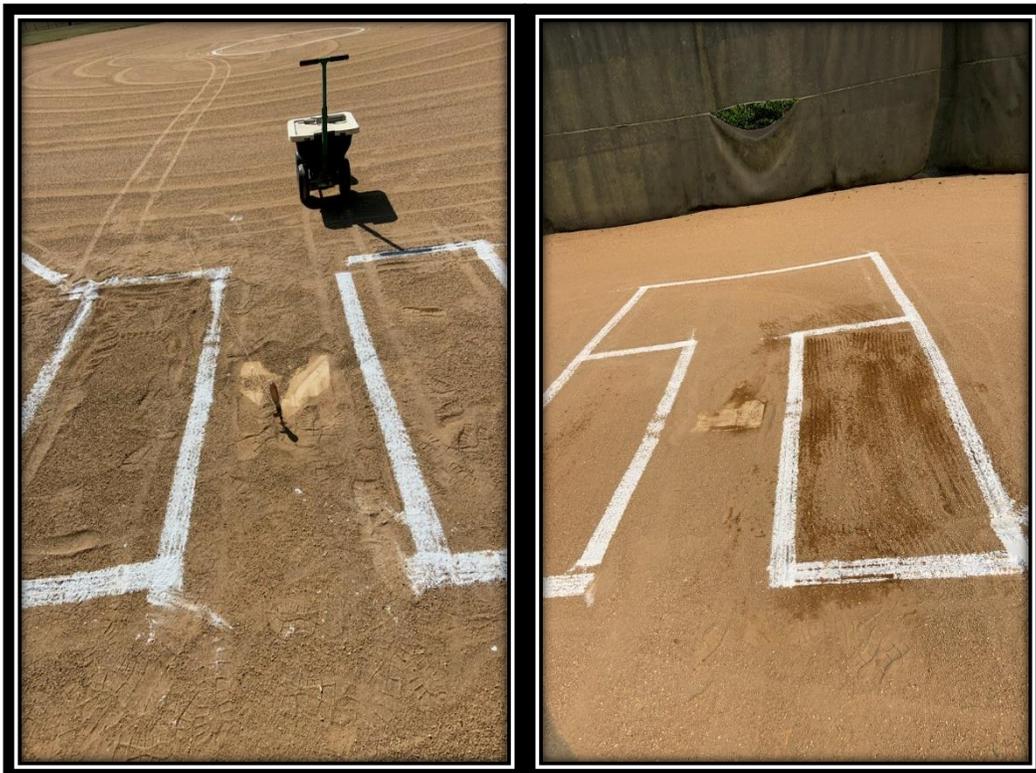
The [Greenhouse maintenance crew](#), housed within Veterans Park, is responsible for the maintenance and upkeep of approximately **49** flower beds and decorative islands within municipal parks and along roadways. They also grow plants for various municipal functions and landscaping needs throughout 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.



Parks team members worked diligently to maintain Warwick Park during this past softball season.

# 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.



Parks team members worked to complete long-awaited improvements to Sunset Manor Park.

# 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.



Sayen Gardens in Autumn.

# Public Works – Parks Division

Throughout Hamilton’s **40** 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

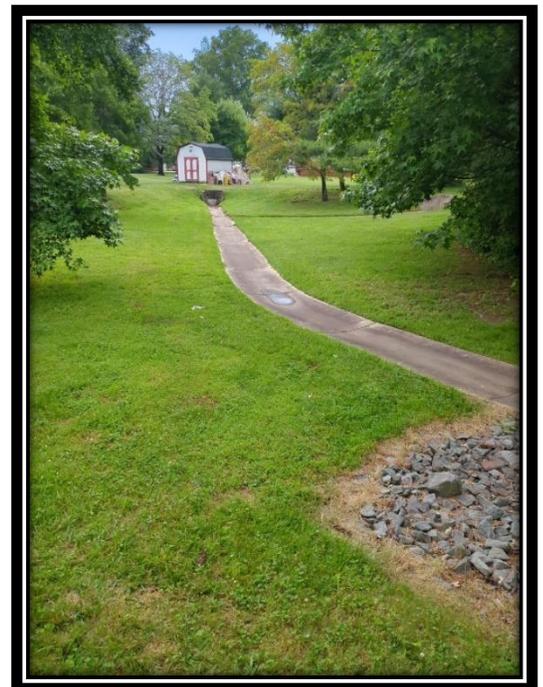
## Municipal Buildings/Properties

- 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

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 (adjacent picture)**
- 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 teams members 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 Hamilton during the annual Fall Leaf Collection Program. This process is in collaboration with Road Division team members who collect leaves residents place curbside during the scheduled component of the 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 2023, 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, **1,641** work orders were completed at an **approximate** cost totaling **\$2,354,547.10**.

For the year, the data broke down as follows:

Veterans Park: **179** work orders/**\$400,808.22** total cost.

Sayen Gardens: **252** work orders/**\$344,133.45** total cost.

Kuser Farm: **213** work orders/**\$372,761.24** total cost.

Tree Crew: **156** work orders/**\$340,066.85** total cost.

Greenhouse Crew: **265** work orders/**\$356,566.51** total cost.

Outside Parks Crews (two): **178** work orders/**\$313,714.73** total cost.

Continued from 2022, a goal in 2023 was to modify 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.). It remains a long term project goal for 2024 for the Department as a whole to better keep tabs on the work being requested and performed to increase overall efficiency.

# Public Works – Parks Division

In 2023, two new request types were added after consultation with Park Division supervisors. The categories were added under “Help Desk” so employees could make a clearer and more concise selection for maintenance or setup at their specific facilities. Grounds Maint. (Twp. Buildings/Properties and Room Set Up With Flowers/Foliage) were tracked for the year and better help delineate maintenance for internal users between Parks and Buildings and Grounds staff.

For the year, 479 service requests were generated by residents related to park maintenance and public property issues. This accounted for 6% of the Department’s requests. Some of the requests are highlighted below:

## See Click Fix Requests (first full year using See Click Fix)

- Trees Concern: 309
- Parks and Playgrounds: 129
- Help Desk – Grounds Maint. (Twp. Buildings/Properties): 13
- Help Desk Maintenance – Room Set Up With Flowers/Foliage: 10
- Clogged Basin: 9

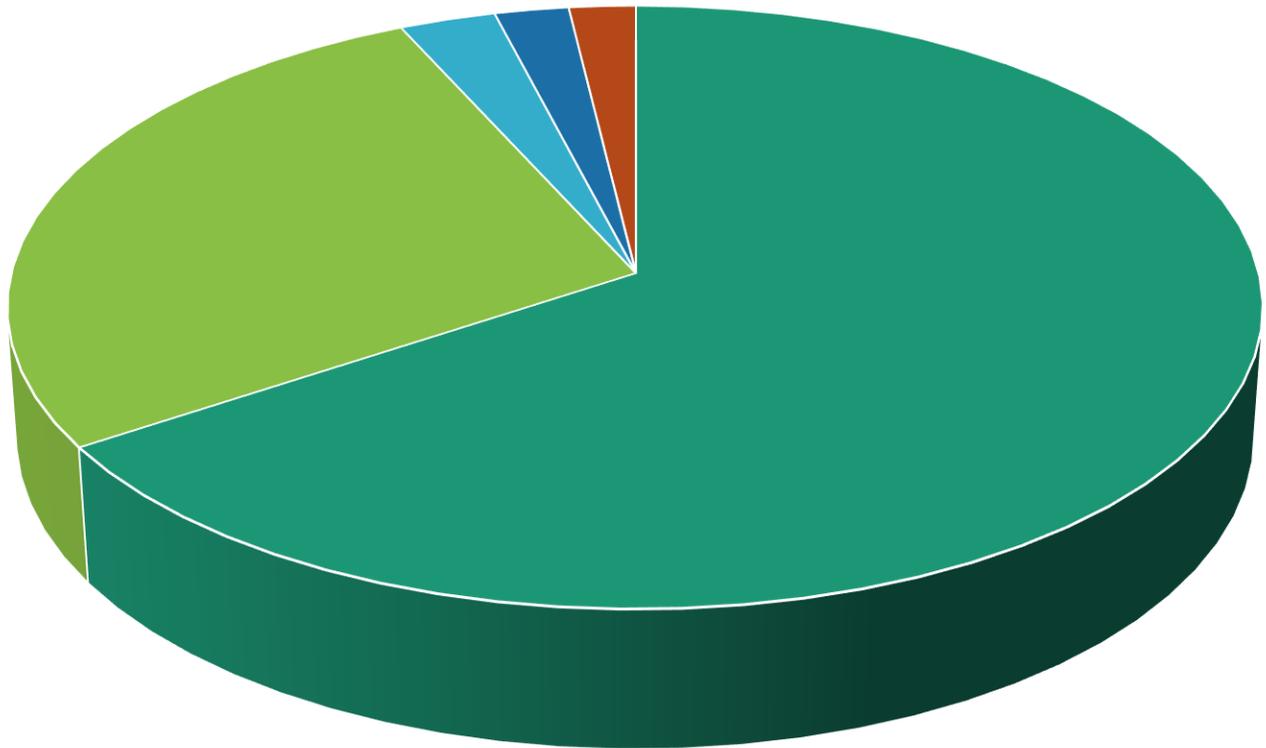
Additionally in 2023, related to See Click Fix service requests, Parks team members completed the following:

- Tree Removals: 173
- Tree Pruning Maintenance: 142
- Stump Removals: 57

Parks team members also supervised contractors (**working as a team utilizing funds provided by the Community and Economic Development Department**) to assist with jobs that are too large for our current equipment to address. During the year, approximately 215 additional tree removal jobs were completed, 45 pruning maintenance jobs were completed, and 140 stumps were removed.

# Public Works – Parks Division

2023 Parks Service Requests



- Trees Concern
- Parks and Playgrounds
- Help Desk - Grounds Maint. (Twp Buildings/Properties)
- Help Desk Maintenance - Room Set Up with Flowers/Foliage
- 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:

- Begin dismantling of holiday decorations and lights throughout, especially Kuser Park, Municipal Building, Sayen Gardens, Grafton House, etc.
- Residential/neighborhood leaf bin sites are being dismantled (posts, fencing, signage, plastic trash containers), as well as final cleanup of leaf and brush piles at the sites, with the use of loader and claw attachment and roll-off container truck. Ex: Cornell Heights, Whitehead Park, Flock Road, Nottingham/Hamilton A's fields, Switlik Park, etc.
- Greenhouse maintenance of watering new seedlings, mixing new potting soil, making 4-pack trays, disposal of dying/dead poinsettias, and checking and setting irrigation for the weekend.
- Returning to smaller parks, playgrounds, and other Township properties for cleanup of leaves, brush, debris, etc. (Police, Agress Court, Gropp's Lake, Blue Star Memorial, McClellan Avenue Park, Bromley Park, Eagle Park, etc.).
- Kenneth Court/Highlands basin: The forestry attachment machine has created a large path to access the basin drain area. Further work will be continued in the coming week to clear the drain of trees, roots, and other debris.
- Hazard curbside/right-of-way tree removals: Highland Avenue, Bentley Avenue, Kuser Road; as well as the removal of trees to prepare for the new playground installation at Limewood Park.
- Veterans Park grounds cleanup (leaves and debris removal) as well as daily monitoring and adjusting Martins Lake dam outflow continues. Memorial plaque forms were prepared along with fencing, benches, and playground equipment repairs.

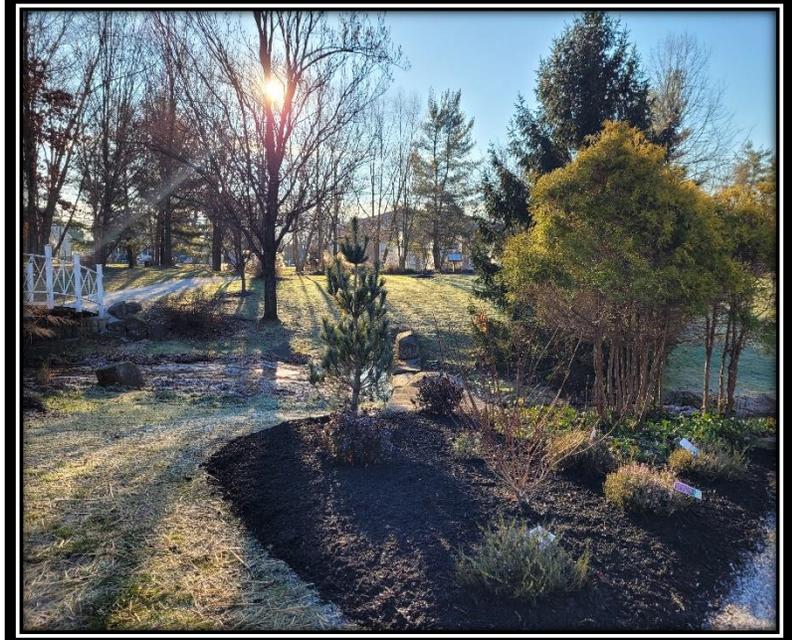


Parks team members making landscape improvements at Sayen Gardens.

# Public Works – Parks Division

Parks worked on a variety of projects and maintenance issues during 2023 across the Township. Some of those projects include (continued from previous page):

- This week, we are planning the removal of two curbside trees near the intersection of 339 Klockner Road and Hughes Avenue; also removal of dead and or splitting hazards in Veterans Park near and along walking paths.
- Kuser Park: repairs to wood signs, split rail fencing, removal of holiday lights with aerial lift at various locations, removal and replacement of damaged sitting bench, begin ground-rutting repairs, cleanup of leaves, brush, and debris. Daily trash removal and bathroom maintenance.
- Sayen Gardens: continued cleanup of landscape beds throughout of leaves and debris, add new landscape stone to walking paths throughout several areas, begin cutting and clearing old cattails and other overgrown plants in the pond.
- Fencing repairs at Cornell Heights, and installing fresh fibar to playground pits at Bunting Avenue Park playground sites.
- Sayen Gardens: Labaw Point pond cleanup (cut and clear cattails and all overgrown vegetation). Landscape maintenance in the brown gazebo area as well as the interior berm(s) of the main driveway. Addition of gravel and grading as needed on the main service trail/path in the rear. Assist Public Property maintenance personnel with the removal of Koi pond fountain.
- Outside Properties: Crews checking and cleaning as needed detention basins throughout town (Van Sant, Jimarie, Innocenzi, Perrilli, Tara Court, Colton Court, Cypress Lane, Sharps Lane, Kuser Road, etc.), including trimming of low branches and growth. Also, addressing specific smaller parks/playgrounds grounds maintenance needs as they arise (repair temporary fencing at Limewood Park around the new playground site).
- Sayen: Removal of cattails and other tall vegetation being completed from the 'spitter' area near Mercer Street.



Sayen Gardens team members worked diligently to make improvements to the Gardens, specifically Labaw Point.

# Public Works – Parks Division

Parks worked on a variety of projects and maintenance issues during 2023 across the Township. Some of those projects include (continued from previous page):

- Warwick Park softball fields are being prepared for play this weekend (tournament), including adding infield mix, conditioner, and clay bricks where needed.
- Cleanup and shrubbery trimming at Bromley Park.
- Tree maintenance inside Veterans Park along the east trail, (pruning and removals previously identified as hazards). Stump grindings are scheduled for curbside locations as well as in parks.
- Leaves, branches, debris cleanup: Rt. 33 service island, Nott.L.L./Ham. A's baseball complex, Sunnybrae Blvd. islands, etc.
- Nott. LL and HTRBA: repair backstop and baseline protective nettings as needed with aerial lift truck utilizing tree main. crew (new cable install, hardware, etc.).
- Remove tree for WPC at Highlands pump station.
- Limewood Park: Final site/grounds preparations for the April 6<sup>th</sup> dedication/opening of Joey's Place. Fibar addition to existing play areas, mulch where needed, debris cleanup, edging as needed, grass cutting if needed, watering grass seed and trees, etc.
- Kuser Park: Newkirk Ave. sidewalk edging, install new signage, fallen debris (tree limbs) removal, begin repairs to landscape timbers around lawn bowling area, fountain cleaning and repaint (interior).
- Muha, Municipal, and Health - Cleaning of landscape beds and planting of spring annuals/flowers. Herbicide treatments as needed. Lawn fertilization with crabgrass control was recently completed.
- Flower planting around Snell/Wilkus Memorial (Shadybook Park).
- Tindall Park: Step repairs completed.
- Tree removals of larger decaying trees and hazards at Kuser Park, trimming of growth over Assunpink Blvd.; as per Engineering- removal of a spruce tree from Township drainage easement in Ham. Lakes Development; curb tree removal on Maguire Drive.
- Sayen: Prep for Azalea Fest. Mulch, power wash house, add stone to paths, garbage detail, and clean bathrooms.



Parks team members maintaining DeMEO Field, Veterans Park.



Tree Crew team members remove a dead/dying curbside tree on Maguire Road.

# Public Works – Parks Division

Parks worked on a variety of projects and maintenance issues during 2023 across the Township. Some of those projects include (continued from previous page):

- Lining and prepping DeMeo, McGlone, Warwick, and Cornell Heights for games and tournaments.
- Attaching memorial plaques to cement block and installing them at requested locations (both trees and benches).
- Bench repair at Sunset Park and grounds preparation for playground installation.
- Veterans Park: Assistance with Roads and B&G staff at the Wall of Champions upgrade (tree and stump removals, pickup/delivery of needed supplies, etc.).
- Kuser Park: preparations for large picnic (barricades, extra trash cans and bags, etc.).
- Cleanup / breakdown post concert and fireworks at Veterans Park.
- Tree Crew: Trimming work at Safety Town, South Side tree removal, and stump grinding.
- Routine grass cutting, bed maintenance, watering, trash cleanup, pruning of azaleas by Temple Area in Sayen Gardens.
- Shrub trimming at Civil War/Native American museum and landscape bed main. around Abbott House.
- Norcross Circle: Landscaping including planting of new rose bushes and mulching.
- Prepare and plant flowers in new bed at Hutchinson and Bergen Streets.
- Preparations for National Night Out (Veterans Park): Install tents of various sizes, grass cutting, trimming, blowing, and debris/trash cleanup of the entire south side area of the park. Daily trash cleanup of the entire park.
- Bromley Park: Overgrowth cutting and clearing along basketball court fence-line, crown raising of trees throughout, grass cutting and trimming, trash and debris cleanup throughout, (in prep. for local NNO event).
- Planting flowers and mulching small bed under Bromley Park entrance sign (E. State St.); Veterans Park formal garden area weeding and cleanup. Herbicide applications to beds as needed. Watering beds and trees throughout.
- Checking and clearing trash racks as needed in basins as well as mowing maintenance.



Parks team members began site work at Limewood Park as part of the Department's work to construct Joey's Place.

# Public Works – Parks Division

Parks worked on a variety of projects and maintenance issues during 2023 across the Township. Some of those projects include (continued from previous page):

- Sayen Gardens: Weeding, trimming, overgrowth maintenance around the koi pond area; as well as Sayen House and other locations throughout the park.
- Sayen Gardens: Begin restoration of the old greenhouse on the ex-Hoagland property portion.
- Veterans Park: Preparations for the upcoming Overdose Awareness event include mulching of beds, tree trimming, edging of walks, repair of signs, hanging of banners, and planting of replacement memorial trees.
- Assembling picnic tables and benches for Limewood Park.
- Removal of dead tree at Nottingham Firehouse.
- Planting of new trees at Norcross Circle.
- Measuring, marking out, and wet lining of soccer fields in preparation for fall soccer season.
- Wet lining of Ralston field and two football fields at Crockett Middle School.
- Sayen Gardens: Beginning landscape maintenance work at Nottingham Firehouse.
- Sayen Gardens: Starting to implement Snapshot granular herbicide to ornamental beds for 'Hopeful' weed suppression both now and next season.
- Veterans Park: Preparing for flag retirement event: removing posts from flags and digging of fire pit.
- Widening of trails in Veterans Park using brush hog.
- Preparing for Senior Picnic at the Muha Center: maintenance of grounds, cutting grass, mulching of beds, trimming trees, set up of tents, tables, chairs, etc.
- Begin clearing of Groppe's Lake Dam area in preparation for the upcoming scheduled inspection.
- Repair of the Dwier Center sign.
- Lining and preparation of DeMeo Field for Babe Ruth games.
- Greenhouse: Planting of mums throughout Township flower beds.
- Sayen Gardens: Creating a new small walkway to a newly established lawn area. "Tranquil Corner" is how we will define the area.
- Sayen Gardens: Working with Engineering on LaBaw Pointe Overlook Capacities.
- Sayen Gardens: Working on Hoagland's Greenhouse restorations.



Parks team members oversaw the contracted refurbishment of the hockey court at Veterans Park (South Side).

# Public Works – Parks Division

Parks worked on a variety of projects and maintenance issues during 2023 across the Township. Some of those projects include (continued from previous page):

- Sayen Gardens: Clean up around the front pond and Ramble up to the water's edge.
- Continued wet lining of Crockett fields, Ralston field, and Bunting Ave and foul lines at Warwick and DeMeo fields.
- Continued preparations for rescheduled Oktoberfest event.
- Bring hay wagons to Veterans Park from Kuser Park after inspection by a Public Works mechanic.
- Storing of hay and pumpkins after delivery. Hay is tarp-covered to keep dry for Oktoberfest and used again at Winter Wonderland.
- Lights are being installed on trees at Kuser Park for the upcoming Winter Wonderland event.
- Veterans Park: Posts and limestone have been installed around The Fallen Memorial.
- Veterans Park: Landscaping of beds around Wall Of Champions.
- Limewood Park: Belgium block has been installed around landscape beds at Joey's Place.
- Preparations for the upcoming leaf season include: installing blowers on 218 and 242 tractors, leaf vacuum on 244, and installing baggers on various mowers.
- Posting of signs for leaf collections in Zones A, C, and F.
- Attention to Pickleball and Tennis courts for tournaments includes edging of walks, and leaf and branch cleanups.
- Continued preparations at Kuser Park for Winter Wonderland: lights on walkway trees, trees, and shrubs inside the park, install lights on the big tree.
- Veterans Park: Preparations for Gold Star Memorial dedication.
- Sayen Gardens: In addition to routine grounds and beds maintenance, the crew is doing cleanup around the front pond and Ramble to the water edge, trimming of wood line in the "Gauntlet area", and starting of new project in front of Sayen House to improve areas next to house.
- Starting to apply Hollytone to Evergreen shrubs throughout the Garden.



Parks team members completed a renovation to Drialo Park playground this summer.

# Public Works – Parks Division

Parks worked on a variety of projects and maintenance issues during 2023 across the Township. Some of those projects include (continued from previous page):

- Kuser Park: Winter Wonderland preparations continue with installing remaining light sets throughout park grounds, (hay/tractor ride area, front of mansion, tennis ct. fencing, gazebo, etc.).
- Kuser Park: Grounds cleanup of fallen leaves and debris.
- Kuser Park: Pine roping is to be installed and wrapped with lights, following delivery later this week or early next.
- Kuser Park: Workers assisting with interior decorating at Kuser mansion as well, (holiday tree setups, wreaths, etc.).
- Kuser Park: Install 'snow' fencing to buffer park grounds from Loomis Ave. foot traffic.
- Kuser Park: Install split rail fencing around specific decorative houses.
- Greenhouse crew cutting evergreens and making decorative sprays, monitoring and watering greenhouse (poinsettias).
- Veterans Park: crew working on leaves, debris, fallen limbs, cleanup throughout.
- Gropp's Lake split rail fencing replacement/repairs were completed recently.
- Veterans Park: Outside grounds crew(s) checking basins for proper drainage and cleaning trash racks.
- Veterans Park: Outside parks, playgrounds, and township-owned properties: final grass cuts where needed and cleanup of leaves and debris.
- Tree Crew: assisting with aerial decorative lighting needs at Kuser Park.



Parks team members from the Kuser Farm crew reconstructed this landmark sign directing guests to the Free Public Library.

# Public Works – Parks Division

Parks worked on a variety of projects and maintenance issues during 2023 across the Township. Some of those projects include (continued from previous page):

- Kuser Park: Clean up, break down and reorganize park grounds from weekend events and prepare for drive-through for the remainder of the Christmas season.
- Prepare grounds at Municipal and Health buildings for Christmas light display, (leaf, debris cleanup), and large spruce tree install.
- Animal Shelter: clean/clear all leaves, fall décor, and debris from the site.
- Snell-Wilkus (Shadybrook) Park: clean/clear leaves and debris.
- Greenhouse: Begin distributing poinsettias to various Township offices/buildings, as well as installing wreaths or sprays as needed.
- Locate, cut, and remove smaller “live” evergreen trees for Foley Park and Abbott House. Install lights as needed.
- Breakdown of leaf bins: haul away leaves, take down fencing, empty and remove trash cans.
- Repair of ruts in grounds at Kuser Farm Park, taking down lights along the hay wagon trail through woods, and removing pine roping in the Winter Wonderland houses.
- Tree removals at Sayen Gardens and Eagle Park.
- Stormwater Management: Check and unclog basins after rain events, clear trash racks, and shovel low flow channels especially after recent heavy rainfall.
- Sayen Gardens: Planting Bulbs throughout Garden, Foley Park, and Station 17.
- Sayen Gardens: Final landscape cleanup at Foley Park, and Ernies Court.



Kuser Mansion illuminated during the walk-through prior to Winter Wonderland.

# 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.



1959 Oshkosh Dump Truck.

# Public Works – Road Division

For the year, Roads responded to **3,676** service requests generated by residents, which accounted for **49%** of the Department's requests. Some of the most common request types for the year are as follows:

**See Click Fix Requests (first full year using See Click Fix)**

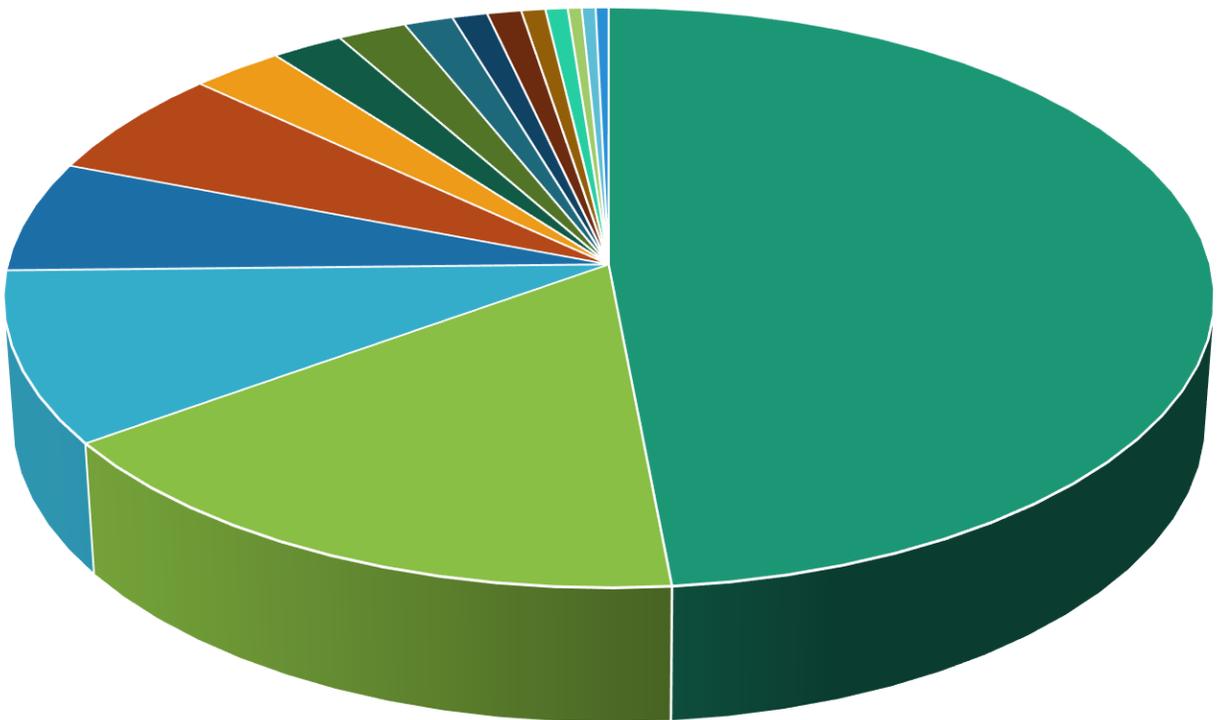
- Non-compliant Brush Pick Up: 1,760
- Freon/Metal Pick Up: 601
- Electronics Pick Up: 348
- Snow Concern: 0
- Potholes: 224
- Street Sweeping: 75
- Fall Leaf Pickup: 78
- Masonry: 38
- Alleyway Maintenance: 15
- Road Concern: 220
- Clogged Storm Water Inlet: 53
- Creeks/Waterways Concerns: 14



Roads team members collect a non-compliant Brush Pick Up on Rotunda Drive.

# Public Works – Road Division

2023 Roads Service Requests



- Brush Pick Up
- Freon/Metal (White Goods) Pick Up
- Electronic Item Pick Up
- PW Internal - Pothole
- Road Concern
- New Signs/Lines Request
- Fall Leaf Pick Up
- Street Sweeping Concern
- Clogged Storm Water Inlet
- PW Internal - Masonry
- Illegal Dumping
- PW Internal - Cut Out
- Sinkhole Concern
- Alleyway Maintenance
- Drainage Concerns
- Creeks/Waterways Concerns

# Public Works – Road Division

The Road Division has continued to utilize Traisr for work orders and data collection. For the year, Roads generated **1,920** Traisr work orders at an **approximate** cost totaling in at **\$5,957,269.68**.

The work orders further break down as such:

1. Brush Crew: **203** work orders/**\$702,251.16** total.
2. Masonry Crew: **161** work orders/**\$463,751.98** total.
3. Paving Crew: **135** work orders/**\$1,619,903.13** total.
4. Ecological Facility Crew: **212** work orders/**\$680,401.96** total.
5. Sign Shop Crew: **156** work orders/**\$315,878.74** total.
6. Gutter Leaf Program: **378** work orders (a **150%** increase from 2022)/**\$1,092,712.49** total (a **47%** increase from 2022). *This is the first season under the new Interstate Waste Contract terms/pricing (roll-off container and truck rentals).*
7. Streams/Alley Crew: **119** work orders (a **190%** increase from 2022)/**\$263,980.46** total (a **208%** increase from 2022). *We are starting to see the numbers in black and white for complying with the newly updated NJDEP Stormwater Management rules.*
8. Street Sweeping: **216** work orders/**\$379,142.49** total.
9. Potholes: **83** work orders/**\$235,503.58** total.
10. Special Events: **11** work orders/**\$64,098.52** 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 **20,827.5 cubic yards** of material was collected curbside by the Road Division and then recycled at the Ecological Facility.

Continued in 2023, 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 2023, **1,760 non-compliant stops** were recorded and collected. In conjunction with HamStat, Public Works has worked throughout the year to increase education and awareness of the brush program’s guidelines.

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 **22,746 cubic yards** of leaves were collected as part of the program. In addition, **5 full rounds** of bagged leaf collection were completed during the eight week program.



Britton Industries, working under contract for the Town, grinding brush at the Ecological Facility, January 2023.

# 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 **2,265 inventory items** were used in the process of fabricating or repair, at an approximate cost of **\$36,085.93**.

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 2023 was **193.25**. This was a **41%** increase from 2022.

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 2023, approximately **14,450 miles** of roadways were covered by the street sweeping program; which resulted in **917.88** tons of debris collected (as of print, December figures had not been calculated).



Roads team members clean and repair a drainage swale.

# 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.



Mason team members reclaimed and rebuilt an inlet on Bacon Avenue.



Mason team members repaired the fire place inside the Grafton House this summer.

# 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.



Roads team members turn leaf windrows as part of the composting process.

# Public Works – Road Division

## 2023 Material Tonnage

Brush – 10,904.25 tons

Grass – 244.44 tons

Leaves – 8,771.40 tons

Concrete – 194.59 tons

Comingled Recycling (single stream items) – 426.27 tons

Cardboard – 173.57 tons

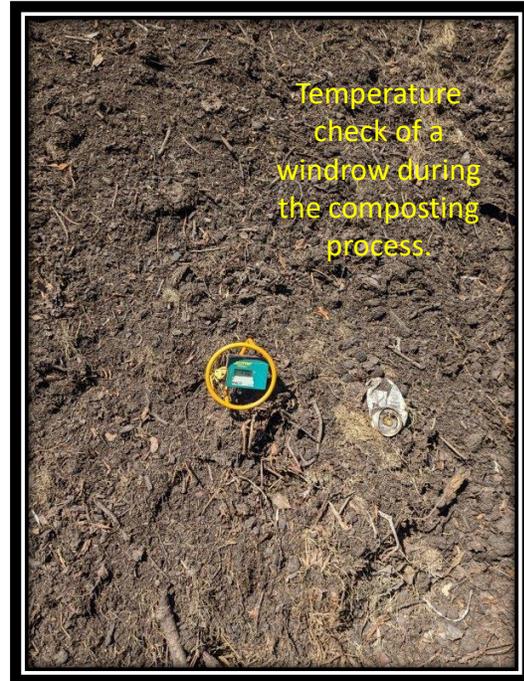
Metal – 152.60 tons

Tires – 36.37 tons

Motor Oil – 43.23 tons

Batteries – 8.61 tons

Electronics – 92.61 tons



# Public Works – Road Division

In 2023, 13 regular capital improvement projects were completed during the paving season and three special projects (Mill Street, South Clinton Avenue, and Wilfred Avenue) were completed.

For the year, approximately **9,652.03** tons of black top was used (a **25%** increase from 2022) at a cost of approximately **\$721,575.63** (a **56%** increase) for repairs to Township roadways, parking lots, and pathways at Township facilities and parks. Lingering economic effects from the pandemic have unfortunately kept the pricing of asphalt per ton high.

2023 Completed Road Projects - Public Works (Square Yards, Mileage, and Tons of Material)															
Nalbone Court				Sam's Way				Clarendon Avenue				Evelyn Avenue			
Square Yards:	5100.00	Square Yards:	2939.00	Square Yards:	8167.00	Square Yards:	5987.00	Miles:	0.26	Miles:	0.15	Miles:	0.46	Miles:	0.43
Tons:	561.00	Tons:	323.00	Tons:	898.00	Tons:	659.00								
Cypress Lane				John Court				AAA Drive				Homestead Avenue			
Square Yards:	7040.00	Square Yards:	956.00	Square Yards:	4250.00	Square Yards:	2140.00	Miles:	0.33	Miles:	0.05	Miles:	0.21	Miles:	0.10
Tons:	774.00	Tons:	105.00	Tons:	468.00	Tons:	235.00								
Burtis Avenue				Maitland Road				Third Avenue				First Avenue			
Square Yards:	3040.00	Square Yards:	2833.00	Square Yards:	4160.00	Square Yards:	4200.00	Miles:	0.17	Miles:	0.14	Miles:	0.20	Miles:	0.20
Tons:	334.00	Tons:	312.00	Tons:	458.00	Tons:	462.00								
South Clinton Avenue				Rosalia Avenue				Mill Street				Wilfred Avenue			
Square Yards:	20135.50	Square Yards:	2787.00	Square Yards:	1658.00	Square Yards:	11806.00	Miles:	1.01	Miles:	0.16	Miles:	0.19	Miles:	0.59
Tons:	2215.00	Tons:	182.00	Tons:	202.00	Tons:	1299.00								

The table above shows the square yards, mileage, and approximate tons of material for each of the 16 total capital improvement projects completed in 2023.

# Public Works – Road Division

2023 Completed Road Projects - Public Works							
Nalbone Court		Sam's Way		Clarendon Avenue		Evelyn Avenue	
Mill/Pave	\$ 68,312.50	Mill/Pave	\$ 51,562.16	Mill/Pave	\$ 125,988.16	Mill/Pave	\$ 85,544.13
Masonry	\$ -	Masonry	\$ 3,356.24	Masonry	\$ -	Masonry	\$ -
Painting	\$ -	Painting	\$ 1,880.40	Painting	\$ -	Painting	\$ -
Total	\$ 68,312.50	Total	\$ 56,798.80	Total	\$ 125,988.16	Total	\$ 85,544.13
Cypress Lane		John Court		AAA Drive		Homestead Avenue	
Mill/Pave	\$ 161,044.26	Mill/Pave	\$ 28,223.67	Mill/Pave	\$ 56,929.99	Mill/Pave	\$ 30,139.13
Masonry	\$ -	Masonry	\$ -	Masonry	\$ -	Masonry	\$ -
Painting	\$ 3,603.60	Painting	\$ -	Painting	\$ -	Painting	\$ 1,194.80
Total	\$ 164,647.86	Total	\$ 28,223.67	Total	\$ 56,929.99	Total	\$ 31,333.93
Burtis Avenue		Maitland Road		Third Avenue		First Avenue	
Mill/Pave	\$ 48,753.04	Mill/Pave	\$ 67,498.13	Mill/Pave	\$ 57,841.07	Mill/Pave	\$ 64,982.53
Masonry	\$ -	Masonry	\$ 12,551.90	Masonry	\$ -	Masonry	\$ -
Painting	\$ -	Painting	\$ 1,600.48	Painting	\$ -	Painting	\$ -
Total	\$ 48,753.04	Total	\$ 81,650.51	Total	\$ 57,841.07	Total	\$ 64,982.53
South Clinton Avenue		Rosalia Avenue		Mill Road		Wilfred Avenue	
Mill/Pave	\$ 216,233.19	Mill/Pave	\$ 40,871.99	Mill/Pave	\$ 13,430.65	Mill/Pave	\$ 174,117.50
Masonry	\$ -	Masonry	\$ -	Masonry	\$ -	Masonry	\$ 9,748.57
Painting	\$ 3,889.56	Painting	\$ -	Painting	\$ -	Painting	\$ -
Total	\$ 220,122.75	Total	\$ 40,871.99	Total	\$ 13,430.65	Total	\$ 183,866.07
						Grand Total	\$ 1,329,297.65

The table above details the **approximate project costs** for each of the 16 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

The table below details the **approximate project costs (labor only)** for each of the 16 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.

2023 Completed Road Projects - Public Works (Labor Only)									
Nalbone Court		Sam's Way		Clarendon Avenue		Evelyn Avenue			
Mill/Pave	\$ 9,903.40	Mill/Pave	\$ 6,812.52	Mill/Pave	\$ 21,067.88	Mill/Pave	\$ 13,083.91		
Masonry	\$ -	Masonry	\$ 1,346.40	Masonry	\$ -	Masonry	\$ -		
Painting	\$ -	Painting	\$ 678.32	Painting	\$ -	Painting	\$ -		
Total	\$ 9,903.40	Total	\$ 8,837.24	Total	\$ 21,067.88	Total	\$ 13,083.91		
Cypress Lane		John Court		AAA Drive		Homestead Avenue			
Mill/Pave	\$ 17,624.88	Mill/Pave	\$ 5,722.66	Mill/Pave	\$ 7,447.22	Mill/Pave	\$ 3,541.50		
Masonry	\$ -	Masonry	\$ -	Masonry	\$ -	Masonry	\$ -		
Painting	\$ 1,811.84	Painting	\$ -	Painting	\$ -	Painting	\$ 488.72		
Total	\$ 19,436.72	Total	\$ 5,722.66	Total	\$ 7,447.22	Total	\$ 4,030.22		
Burtis Avenue		Maitland Road		Third Avenue		First Avenue			
Mill/Pave	\$ 4,909.20	Mill/Pave	\$ 7,633.93	Mill/Pave	\$ 7,196.89	Mill/Pave	\$ 7,617.04		
Masonry	\$ -	Masonry	\$ 4,351.74	Masonry	\$ -	Masonry	\$ -		
Painting	\$ -	Painting	\$ 866.88	Painting	\$ -	Painting	\$ -		
Total	\$ 4,909.20	Total	\$ 12,852.55	Total	\$ 7,196.89	Total	\$ 7,617.04		
South Clinton Avenue		Rosalia Avenue		Mill Road		Wilfred Avenue			
Mill/Pave	\$ 21,180.32	Mill/Pave	\$ 5,306.17	Mill/Pave	\$ 1,599.36	Mill/Pave	\$ 1,437.60		
Masonry	\$ -	Masonry	\$ -	Masonry	\$ -	Masonry	\$ 4,089.73		
Painting	\$ 2,185.04	Painting	\$ -	Painting	\$ -	Painting	\$ -		
Total	\$ 23,365.36	Total	\$ 5,306.17	Total	\$ 1,599.36	Total	\$ 5,527.33		
							Grand Total	\$ 157,903.15	

# Public Works – Road Division

In 2023, the Department of Public Works, **in conjunction** with the Department of Community and Economic Development, completed repairs to **South Clinton Avenue**.

The roadway, which is designated as one of the Township’s primary main roads, had deteriorated significantly since its’ last reconstruction and was in need of repair. Both departments stepped up to the plate to address area resident’s concerns and Public Works was able to repair the roadway in-house curb to curb between the roadway limits of the I-295 overpass to Whitehorse Avenue. By **working together with Engineering**, we were able to save the Town real dollars by completing this project in-house.

The project was completed over the course of four weeks in July and August. The table below details the weekly progress (data pulled from Traisr work orders).

## South Clinton Avenue project data.

Crew	Cost		Crew (Labor Only)	Cost
Sign Shop	\$ 3,889.56		Sign Shop	\$ 2,185.04
Blacktop	\$ 216,233.19		Blacktop	\$ 21,180.32
Masonry	\$ -		Masonry	\$ -
Total	\$ 220,122.75		Total	\$ 23,365.36

# Public Works – Road Division



**2,215 tons of asphalt laid down during the six week project.**



**235 tons of asphalt laid down during the week-long project.**

Roads team members milling and paving South Clinton Avenue (left) and Homestead Avenue (right) as part of the Capital Improvement Program.

# Public Works – Road Division



**774 tons of asphalt laid down during the project.**



**105 tons of asphalt laid down during the project.**

Roads team members milling and paving Cypress Lane (left) and John Court (right) as part of the Capital Improvement Program.

# Public Works – Road Division

For the year, several cut out and patch projects were completed on Hamilton’s roads or properties. These useful repairs help to extend the life and duration of the infrastructure; and in some instances, can correct deficient gutter line drainage. Correcting drainage issues also help to extend the life of the road.



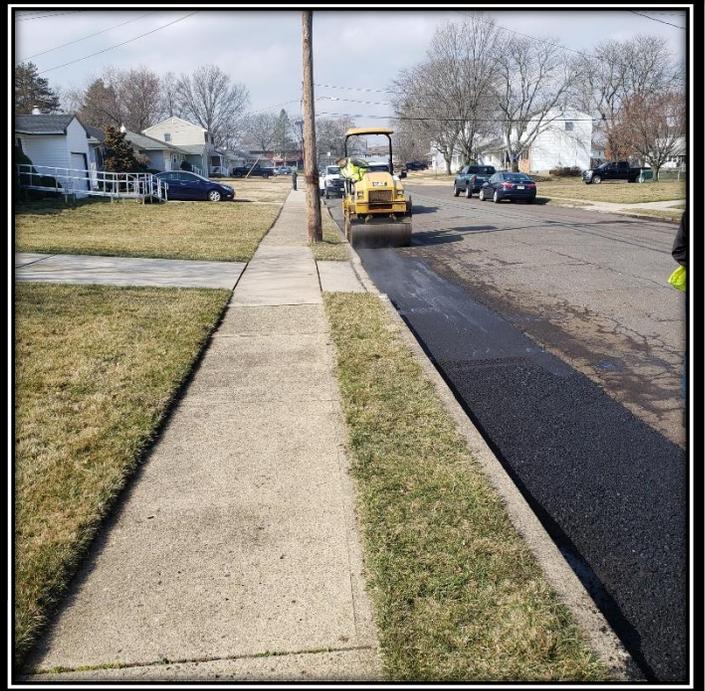
A section of Robert Frost Drive was repaired by Roads team members.



A section of Irvington Avenue was repaired by Roads team members.



Roads team members correct a drainage deficiency on Tekening Way.



Roads team members correct a drainage deficiency on Surrey Drive.

# Public Works – Road Division

Due to the mild winter conditions, the Road Division was able to extend the window of opportunity to crack seal additional roadways. According to publicly available data, crack sealing can extend the life of a roadway up to seven (7) years.

Therefore, a decision was made to inspect roadways that had just come off of the “construction moratorium list” (roads that have been repaired using Capital funds five years ago) and seal any surface cracks that have emerged. The following roadways were treated (table format was posted on Hamilton’s website as a travel notice):

Agress Court	Various	Crack Sealing	February 2023
Anita Way	Various	Crack Sealing	February 2023
Arbor Avenue	Various	Crack Sealing	February 2023
Ashford Drive	Various	Crack Sealing	February 2023
Billington Road	Various	Crack Sealing	February 2023
Briner Lane	Various	Crack Sealing	February 2023
Bruno Crescent	Various	Crack Sealing	February 2023
Bucknell Avenue	Various	Crack Sealing	February 2023
Carl Sandburg Drive	Various	Crack Sealing	February 2023
Carlisle Avenue	Various	Crack Sealing	February 2023
Chewalla Boulevard	Various	Crack Sealing	February 2023
Constance Drive	Various	Crack Sealing	February 2023
East Brown Street	Various	Crack Sealing	February 2023
Edgemont Road	Various	Crack Sealing	February 2023
Elkton Avenue	Various	Crack Sealing	February 2023
Estates Boulevard	Various	Crack Sealing	February 2023
Fetter Avenue	Various	Crack Sealing	February 2023
Fitzrandolph Avenue	Various	Crack Sealing	February 2023
Fox Lane	Various	Crack Sealing	February 2023
Lehigh Avenue	Various	Crack Sealing	February 2023
Mario Drive	Various	Crack Sealing	February 2023
Vetterlein Avenue	Various	Crack Sealing	February 2023

# Public Works – Road Division

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

- Alleyways/Roadside Cleaning: Start alleyway cleaning in A zone and B zone. See Click Fix pothole complaints with the hotbox trailer. Sweeping of mains and H and G zones.
- Brush Crew: Start Christmas tree and brush pickup in A and B zones. Grapple brush complaints throughout the town.
- Leaf Crew 1: Continuation of loose leaves pick up in E zone. Start loose leaves pickup in F zone.
- Completed leaf pick-up in Zones B, G, and H. Third round completed in all zones (Leaf season finished).
- Blacktop: Tacked hockey rink at Veterans Park.
- Masonry: Completed inlet repairs at 74 Longwood Drive, 164 Sandalwood Drive, and 63 Jonathan Drive pipe joint repair. Also, cleaned trash racks.
- Sign Shop: Street signs for Ord#22-052; Marshall Avenue east/west, Locust Avenue east/west, and Mapleshade Avenue east/ west (24 plus/minus signs).
- Creeks/Waterways: Hutchinson Creek, Borden Avenue, Hunt Avenue, Samuel Street, Lida Avenue, Pitman Avenue, and Manor Boulevard clean up.
- Washed brine equipment and cleaned the pipe yard.
- Brush Crew: Completed all Zones A through H (round 4).
- Eco-Site: General maintenance of the facility and continued repairing low-lying areas.
- Stormwater: Ditch cleaning on Merrick Road, Old York Road, Tattletown Road, Sawmill Road, Extonville Road, Uncle Pete’s Road, Burke Road, Groveville-Allentown Road, and Ironbridge Road.
- Street Sweeping: Starting to sweep Zone H. When H Zone is completed, all zones will be complete for round 1. We will be starting round 2 the week of 1/30/23.
- Masonry: Worked on Joey's Little Angels project at Limewood Park (removing dirt and bringing up to grade with stone for concrete pour).
- Sign Shop: Repainted handicapped parking spot on William Street.

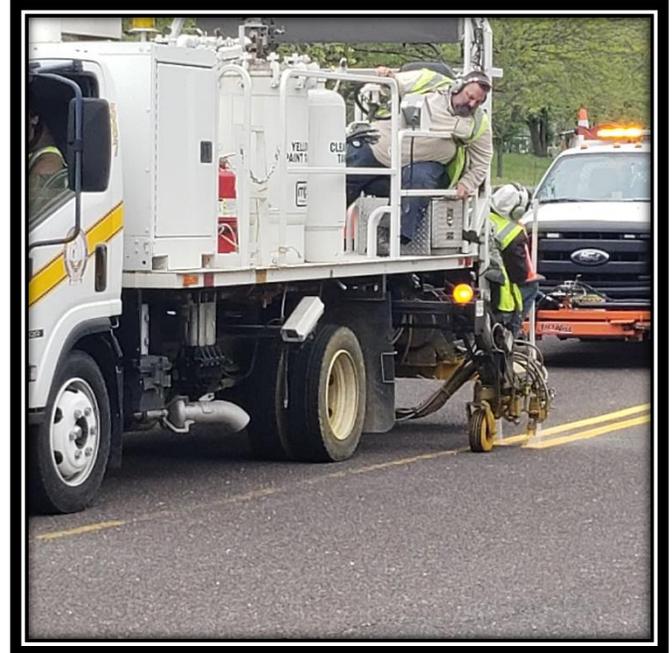


Team members from the Sign Shop and Safety Office collaborated on decal, visible from side mirrors, to assist with safe operations of the fleet.

# 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):

- Street Sweeping: Sweeping Zone A (completed round 2) and started Zones B and C (Round 2).
- Blacktop: Patching See Click Fix potholes and complaints. Also, patching main roadways throughout the Town.
- Masonry: Merrick Road ditch remediation.
- Sign Shop: Installed No Parking signs on Klockner Road.
- Sign Shop: Completed Parade float lettering.
- Eco-Site: Turning leaf rows.
- Mowing: Cleaning trash and debris on Lamberton Road.
- Mowing: Cleaning Olden Avenue at I-295 overpasses.
- Stormwater: Trash rack clean up in preparation for forecasted stormy weather.
- Brush Crew: Completed brush pick up in Zones A, B, C, D, and E (round 9).
- Sign Shop: Changing school crossing signs and No Parking signs at Robinson School.
- Eco-Site: Cardboard compactor area maintenance.
- Mowing: Cleaning alleyways in Zone B, Zone C, and Zone D.
- Blacktop: Cut-out repair at Eco-Site. Tacked all open cut-outs. Tacked 16 Edgemont Road, 22 Rotunda Ave, 36 Andover Way.
- Brush Crew: Completed brush pick up in Zones G-1 thru G-17, F-1 thru F-11, & H-1 thru H-8, Round # 10.
- Brush Crew: Completed brush pick up in Zones A-1 thru A-5, & B-1 thru B-11 Round # 11.
- Brush Crew: Also checked and cleaned the Parade route all week.
- Sign Shop: Printed and Craft Fair signs, Striped Parent Avenue and Broad Street Island; Striped Sayen Gardens parking lot.
- Street Sweeping: Cleaning main roadways, Parade Route, S. Olden Avenue, S. Clinton Avenue, Whitehorse-Ham. Sq. Road, Yardville-Ham. Sq. Road, Klockner Road, and Cross-Ham. Sq. Road.



Sign Shop team members worked to stripe and re-line Sawmill Road.

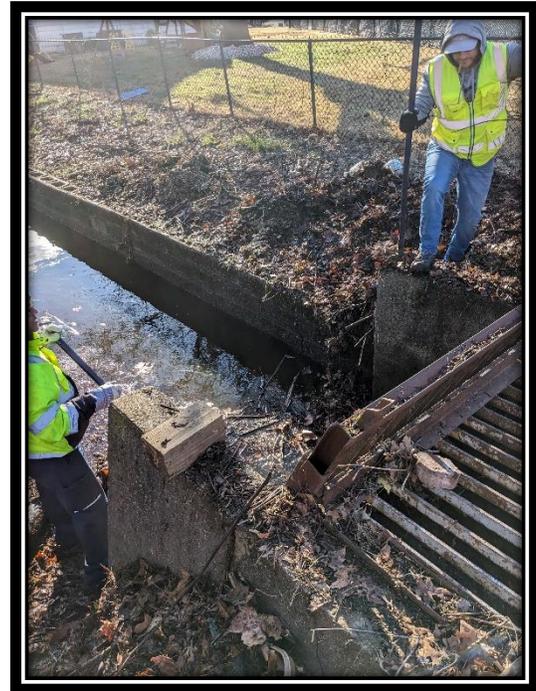


Blacktop crew team members crack sealed Estates Boulevard to help extend the life of the roadway.

# 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):

- Blacktop: Paving operations on Nalbone Court and Sam's Way.
- Masonry: Various grading and concrete jobs at Limewood Park for the new playground installation.
- Sign Shop: Printing of Around the Town signs for Azaleafest.
- Mowing: General clean up along Peter Rafferty Creek.
- Blacktop: Begin road construction (milling operations) on Clarendon Road.
- Brush Crew: Continue Round #12 of brush pickup in E and F zones.
- Eco-Site: Turning of leaf rows and screening compost.
- Masonry: Removed the old curb and sidewalk at the intersection of Walt Whitman Way and Robert Frost Drive. Formed and poured 6 Yards of concrete for new curb and ADA ramp. Cleaned area and regraded with topsoil.
- Brush Crew: Storm cleanup - grapple stops out in H-Zone East Acres.
- Sign Shop: Thermoplasting stop lines and crosswalks on Sam's Way and the Library. Striped Eco-Center, SCF sign complaints, and replaced signage at HTPD.
- Mowing: Roadside cutting Lambertson Road, Hunt Avenue, Borden Avenue, Lily Street, Lida Street, Ellisdale Road, Extonville Road, Old Post Road, and Old York Road.
- Sign Shop: Marked out Edgebrook Road for paint; striped Old York Road and Ironbridge Road.
- Blacktop: AAA Drive milling and paving.
- Brush Crew: Continuation of Round #16 of brush pick up. Grapple stops throughout the town.
- Sign Shop: Printing and installation of Fireworks Around the Town signs.
- Eco-Site: Electronics/Metal and white goods pickups. Cut grass inside facility and along Samuel Alito Way.
- Mowing: Tractor mowing in H zone.
- Blacktop: Milling and paving operations on Cypress Lane.



Roads team members, as part of the Department's stormwater management program, work to clear debris from a trash rack prior to a rain event.



Mason crew team members worked to repair damaged, sinking sidewalk related to a drain pipe failure on Katie Way.

# 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 6 and 7 Melody Court.
- Sign Shop: Striped yellow lines on Mercer Street. Striped white and yellow lines on Cypress Lane.
- Mowing: Roadside cutting on/at Rutgers Avenue, Basin Road, Carnegie Road, Electronics Drive, and Thomas Rhodes Industrial Drive.
- Blacktop: Completed milling and paving 1<sup>st</sup> & 3<sup>rd</sup> Avenues.
- Masonry: Cleaned trash racks. Inlet repair at 4 Buckalew Court; Inlet repair at 17 and 21 Andover Way.
- Brush Crew: Completed A, B, C, D, zones round # 18. Picked up brush at all neighborhood areas around Veterans Park for fireworks.
- Sign Shop: National Night Out signage design work. Painted parking area at Abbott House (Veterans Park).
- Mowing: Cut and maintain Peter Rafferty Creek. Roadside mowing in H zone (Sawmill Road, Ironbridge Road, Extonville Road, and Ellisdale Road). Cut around Veterans Park for 4<sup>th</sup> of July fireworks special event.
- Blacktop: Cut-out repair work: 25 Albert E. Bonacci Drive, 311 Lake Drive, 14 Fleetwood Drive, and Paxson Avenue/Daniels Avenue.
- Masonry: Brookwood Road inlet cleaning. Poured concrete at Gold Star Memorial.
- Sign Shop: Touch a Truck community event preparations. Thermoplasted stop lines and crosswalks on Evelyn Avenue.
- Eco-Site: Cardboard and electronics area maintenance. SCF metal and white goods collection.
- Mowing: Roadside cutting and Alleyway maintenance in Zones C and D.
- Blacktop: Milled and paved Maitland Road. Servicing milling machine in preparation of S. Clinton Avenue milling/paving job.
- Masonry: Paver installation at Gold Star memorial. Inlet repair on S. Clinton Avenue and on Libby Court.
- Sign Shop: Thermoplasted crosswalks and stop bars at Klockner Road/Whitehorse-Ham. Sq. Road and Newkirk Avenue at Cedar Lane.



Roads team members repairing a pothole on Goeke Drive.

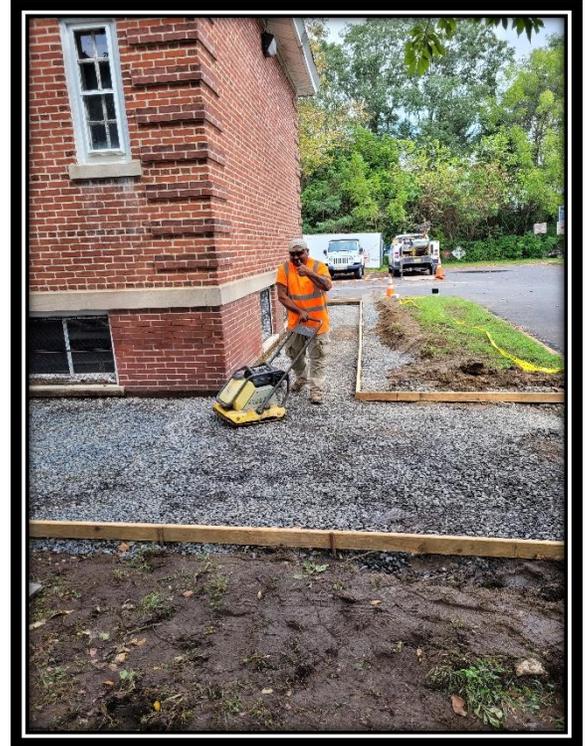


Roads team members work to keep the Kino Boulevard spillway clear of debris and overgrowth during the growing season.

# 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):

- Blacktop: Begin Milling S. Clinton Avenue Phase 1 from Whitehorse Avenue to Homestead Avenue.
- Brush Crew: Continuation of Round #19 of brush pick up. Grapple stops throughout the town.
- Masonry: Pour concrete for electrical connections at the pipe yard of the Ecological Facility.
- Masonry: Grafton house fireplace repair.
- Sign Shop: Thermoplasted crosswalks at Robinson School, Crockett Middle School, and Langtree School.
- Stormwater: Cut and clean Shroeder Park low flow.
- Blacktop: Mill and tack parking lot of Station 17.
- Masonry: Repairing paver patio at Muha Center.
- Sign Shop: Install arrows on S. Clinton Avenue at Whitehorse Avenue.
- Mowing: Roadside cutting on Estates Boulevard/Klockner Road and Estates Boulevard near Periwinkle Park.
- Blacktop: Milled and paved Phase 1 of Wilfred Avenue.
- Masonry: Removed all bad sidewalk and curb at Ray Dwier Center. Formed poured, and finished 9 yards of concrete.
- Sign Shop: Traffic safety for 9/11 ceremony.
- Eco-Site: Hauling compost.
- Street Sweeping: Hughes Drive, Mercer Street, Youngs Road, Leonard Avenue, Cedar Lane and various other main roadways.
- Masonry: Pipe repair at 108 Weston Avenue.
- Sign Shop: Make and install new pedestrian crossing signs at Various schools: Grice Middle School, Alexander Elementary School, Langtree Elementary School, and Steinert High School.
- Stormwater: Cleaning inlet tops in Zones C and D (flood-prone areas).
- Blacktop: Moving vehicles and equipment for auction. CDL training for new employees.
- Masonry: Completed mason work at Wall of Champions. Formed, poured, and stamped concrete. Stripped forms, sealed concrete, backfilled, graded, and seeded area.



Mason crew team members worked to repair degraded sidewalks at the Ray Dwier Center, which is now occupied by area nonprofit agencies.



Roads team members sweep roadways throughout the year to help meet stormwater management goals. 78

# 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):

- Brush Crew: Cleaned perimeter of Veterans Park for Oktoberfest, various grapple stops, and picked up illegal dumping on Hunt Avenue.
- Sign Shop: Striped and installed new signage at Estates Boulevard and Ablemarle Road in conjunction with HTPD.
- Eco-Site: General maintenance of the facility.
- Blacktop: Milled and paved Kuser Park restroom pathway and began setting Winter Wonderland houses in place.
- Masonry: Repaired ADA ramp to Kuser Park Ladies restroom.
- All Crews: Jet-Vac Truck demo in yard.
- Fall Leaf Program: Completed leaf pick-up in zones E-16, E-13, E-10, E-7, E-3. Starting leaf pick-up in Zone E-1.
- Sign Shop: Winter Wonderland - printing and mounting building facades. Completed directional and information signage install.
- Stormwater (Jet-Vac Crew): Cleaning and inspecting inlets in Zone A-2, A-3; also, jetting storm lines when needed. **This begins the Department of Public Works taking another step forward to meet updated NJDEP stormwater management guidelines.**
- Masonry: Construct a new inlet and install 60 ft. of 12 in. pipe on Lisa Court.
- Fall Leaf Program: Bagged leaf pick-up in Zones A-1 thru A-5, B-1 thru B-11, C-1 thru C-7, D-1 thru D-10, G-1 thru G-16, and H-1 thru H-8.
- Eco-Site: stacking and turning leaf rows.



Roads team members worked diligently to clean up gutter leaves in the months of November and December.



Brush crew team members collecting a stop on Dewberry Drive.



Jet-Vac Truck getting prepped to go on the road.

# 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).

The Garage also maintains the fuel system, ordering, and pumps (located within the Public Works yard) for the Townships fleet. In 2023, **152,977 gallons of gasoline** were used at a cost of **\$418,918.05**. Also in 2023, **139,483 gallons of diesel** were used at a cost of **\$458,742.69**. Fuel costs remain high since the pandemic nationwide.



Public Works Garage team members.

## Public Works - Garage

In 2023, the Garage continued tracking daily work orders through our asset management system (Traistr) to create a baseline of cost data. This was the second full calendar year of data collected. **628** daily work orders were completed to cover the daily labor pool and provide a snap shot narrative of the work performed. The 628 work orders totaled **\$1,155,510.42**.

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 **\$697,583.48**. The departmental breakdown is as follows:

- Administration: **\$1,866.96**.
- Buildings and Grounds: **\$26,113.96**.
- Health: **\$17,123.90**.
- Inspections: **\$30,996.92**.
- Fire: **\$14,818.55**.
- Parks: **\$102,611.65**.
- Police: **\$142,863.44**.
- Public Works Office: **\$913.62**.
- Roads: **\$323,579.55**.
- Taxis: **\$36.87**.
- WPC: **\$35,667.19**.

VRMS code repair data for 2023 totaled **\$831,288.80** over **1,758** codes hit on the Township fleet.

# Public Works - Garage

The fleet contains **478** vehicles and pieces of equipment and breaks down further as such:

- Administration: **4** vehicles and **2** trailers.
- Buildings and Grounds: **26** vehicles.
- Health: **20** vehicles.
- Inspections: **35** vehicles.
- Fire: **62** vehicles and **23** pieces of equipment.
- OEM: **4** vehicles.
- Parks: **53** vehicles.
- Police: **108** vehicles.
- Public Works Office: **3** vehicles.
- Roads: **101** vehicles.
- WPC: **41** vehicles.



In 2023, **1,759** service work orders were completed. The evening shift completed **524** of these services.

**337** road calls were completed in 2023 (a **24% increase** from 2022); which helped keep crews on their jobs to finish assignments.

In addition to these duties the following work was performed:

- **4** taxis were inspected.
- **36** new vehicles were inspected and received.
- Bid specifications were reviewed for 2024 Capital Budget proposals.
- Mowers/grass cutting equipment servicing began in January.
- Paving equipment servicing began in February and was completed in March.
- Worked on a **second** 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.
- Serviced tractors and wagons for Oktoberfest.
- Received **Jet-Vac truck** for **Roads/Stormwater Management** 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.
- Successfully obtained a grant from NJDEP for an electric compactor truck (small trash truck).
- The emergency standby generators at the Municipal Building, Police Station, and Public Works were fueled and maintained monthly.
- Trained new employees for CDL testing and road readiness throughout the year.
- Facilitated the auction of surplus equipment. **34** items were sold for a total of **\$69,000.00**.

# Public Works – Grass Cutting

Grass cutting duties are primarily completed by crews from the Division of Parks or Roads 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 2023, 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. This continues our work of creating a lasting asset database to better manage our inventory of maintenance responsibilities and be prudent with the financial resources received.



# Public Works – Grass Cutting

In 2023, **373** work orders were completed for the year between all Divisions. The work orders totaled out at **\$905,336.74** 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.

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. ***In 2023, this workflow/organizational change continued and proved to be fruitful, as the growing season was longer-lasting due to a milder May and June. Keeping the crews and cuts in similar geographical areas allowed the Division to be more efficient and keep up with the workload.***

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.



# 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).

Continued in 2023, 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 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.

At the end of the growing 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 received from neighboring property owners were lower than previous years.

# Public Works – Code Violation Mitigation Work Orders

In 2023, Public Works received and completed a total of **46** work orders. The grand total in billable costs (liens are attached to all properties to recoup costs) was **\$27,250.65**. Of those work orders, **11** were for emergency board up requests and they totaled **\$4,484.90**. The remaining **35** were for work performed on vacant/abandoned properties and totaled **\$22,765.75**.

Other points of data include:

- The average job billed out at **\$605.87**.
- The cost per hour, per job was **\$399.28**.

Continued in 2023, 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 2023 was approximately **\$12,921.31**. In terms of hours, a grand total of **68.25** labor hours were spent mitigating these code violation work orders. Lastly, the approximate cost per hour for labor only was **\$189.32**.

These data items help give Public Works 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 minor weather events, main roadways will then be salted during snowfall and plowed as deemed necessary in conjunction with the type, duration, and quantity of snowfall. For major weather events, 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. Approximately **150 tons** of salt is used to treat all secondary roads for one round of coverage.

# Public Works – Winter Operations

2023 was a quiet year for winter operations. Public Works did not have to salt or plow any roadways as we did not receive any snowfall during the winter and fall seasons!



Graphic by created and supplied by WeatherWorks. Image edited for the report by Jim (Sign Shop).



Examples from past seasons of brining prior to snowfall (left) and plowing (right).

# Public Works – Inspections

Our Public Works Inspector is 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. Public Works issues 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.

The Public Works Inspector is 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, **220** Road Concern service requests were inspected and **202** “Schedule a Public Works Inspection” were addressed.

In the fourth quarter of the year, a ordinance change was completed governing the specifications and repair methods required for trenches and road openings. Greater emphasis was placed on inspecting and ensuring utility companies (ex: Trenton Water Works) were complying with these new guidelines. Approximately **39** inspections have taken place since the ordinance change.

In addition to these functions, during major snow storms Public Works will supervise all contractor snow plow equipment and manpower used to supplement municipal crews during Winter Operations.



Driveway permit inspection.

# Public Works – Storms

In 2023, Hamilton worked through one severe weather event in April. In the southeastern portion of the Town (near the Chesterfield/North Hanover border) straight-line winds damaged properties in this area. Public Works crews worked to clean up fallen trees and collect the brush debris from residents in the aftermath.



Wind damage on Extonville Road.



Yardville-Hamilton Square Road.

# 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, Azalea Fest, 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.

The planning, design, setup, maintenance and break down for the main, scheduled special events (Azalea Fest, 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

2023 was an eventful and productive year for Public Works as a whole. Special projects successfully completed include: **updating the website** to include addresses, amenities listings, and pictures of all Township parks and playgrounds; re-landscaping center median islands on **Sunnybrae Boulevard and Route 33/Route 33 Service Road**; and creating an **asphalt preservation plan** to crack seal roads coming off the 5-year moratorium list.

Hamilton Township was fortunate enough to receive a number of grants for projects at our many public properties, which help to ease the financial burden for our taxpayers. Public Works, in conjunction with the Administration, has been trusted to work on, receive, and manage several of these grant awards.

The **Township's first public electric vehicle charging station** (utilizing grant funds) was installed and went online in April at Veterans Park, in the DeMeo Field parking lot at the South Entrance. Additionally, the Town applied for and was awarded a grant to purchase an electric rear-load compactor truck (garbage truck), which will be used to collect internal trash routes at Township parks and public properties.

Public Works is also managing an environmental stewardship grant award through NJ DEP for improvements to **Sayen Gardens**. Planning is underway for that project. Public Works is also managing a grant to revitalize the **Homedell School** property, which houses several area nonprofit organizations. Through the grant award, a new roof will be installed on the building, structural work (brick pointing) will be completed, and the playground and recreational areas at the facility will be removed and replaced with modern structures and a pavilion for community gatherings. Roof work is expected to begin early in the second quarter of 2024.

## Public Works – Capital Projects, Special Events/Projects

Other facilities are being upgraded, through grant awards and/or budget approvals, with new emergency generator systems. Concrete movement and progress on projects at the **Animal Shelter** and the **Senior Center (Muha Center)** have seen plans and drawings completed and processed.

In conjunction with the Patriotic Committee, Public Works also worked to construct a **Gold Star Family memorial** in Veterans Park (North Side). From the U.S. Army:

*“Today, the nation recognizes the sacrifice that all Gold Star Family members make when a father, mother, brother, sister, son, daughter, or other loved one dies in service to the nation.”*

The memorial is another sober reminder of the human cost of our freedoms, which are eternally recognized and memorialized within Veterans Park.

The donation of a WWII memorial from the Mercer County Italian American Festival Association and the project to build out its lasting legacy within **Veterans Park (South Side)** is nearing conclusion. Progress was made to complete the purchase of bronze plaques marking the sponsors/donors and the history of the sculpture/memorial. Installation should be completed in the first quarter of 2024.

Public Works, (partnering with the Engineering Division as a funding and guidance source) through the Road Division, was again challenged with coming up with a solution for repairs to the remaining segment of **South Clinton Avenue** (the I-295 overpass to Whitehorse Avenue). Over the course of approximately four weeks in the summer, the roadway saw inlets repaired and the surface milled, paved, and striped. This completed the project that started in 2022 (Cedar Lane to the I-295 overpass).

Another team project completed was the expansion of the **Wall of Champions** in Veterans Park (South Side). The three Divisions worked together to run new electric, install lighting, and reconstruct stone and decorative concrete facades for the future additions of more title-winning Hamilton sports teams.

## Public Works – Capital Projects, Special Events/Projects

Additionally, the Road Division was able to add the **Wilfred Avenue** project to its schedule (working as a team with the Engineering Division) before the end of paving season. Inlets were repaired and the roadway was milled, paved, and striped. This was an important project for the community, as the Neighborhood Service Center (Wilson Center) is located on this roadway.

In 2022, area nonprofit Joey's Little Angels made a commitment to Hamilton Township to donate an inclusive playground activity structure, with **Limewood Park** being chosen as the location to house "Joey's Place". The project began at the turn of year and throughout the first quarter of 2023, Road Division and Parks Division team members worked diligently and expediently to transform the existing park and playground into a world-class facility for children of all abilities.

Modifications and additions were made to the grounds and infrastructure to bring it to ADA compliance and accessibility. Landscaping and beautification projects were completed and the activity center was installed in time for the spring weather settling into our area. Public Works is ready and able to assist when called upon for the betterment of our community!

In October, the new **Jet-Vac truck** went into service in the Road Division. The truck, in addition to some internal process changes and crew tasks, takes Public Works and Hamilton one step closer to meeting the new stormwater management rules which went into effect in January 2023. Beginning in Zone A (Lalor Tract, Deutzville, Broad Street Park, and DeCou neighborhoods), Public Works, in a few short weeks, was able to successfully inspect (and clean when warranted) all the storm drains in the Zone. Coupled with the contracted work (through Engineering) from Rutgers in Zone B (Whitehorse, Forest Valley, Homedell, and Kuser Park area roughly), and the Town has met its yearly goal (the end result being all storm drains inspected once every five years).

To round out the year, Public Works assisted the Fire Division and Police Division with **Operation Santa**. In addition to supplying a sleigh (truck 404) and a reindeer (driver) to the cause, Public Works was able to work with two of our partners (Trair – GIS, and MidState Mobile – Radios) to create a program that would display Santa's location, utilizing the radio location data and a modification to SnowPlowSal, to residents through a link on the Township website.

# Public Works – Limewood Park/Joey’s Place Team Project

Team members from Parks and Roads worked collectively to get the playground site cleared, prepped, graded, and ready for the activity center installation.



# Public Works – Limewood Park/Joey’s Place Team Project



Additional work was completed by Parks and Roads team members after the formal dedication to make the park safer for ADA access and to improve some of the landscaping.

## Public Works – Structure Fire Response (533 Whitehead Road)

**Public Works** is comprised of a team of men and women who are more than just numbers on a spreadsheet or names and titles on a roster. We are residents of the Town; we live and work here; we dine here; we coach little league teams. But more than that, we are dedicated public servants who are invested in our community and care about its' well-being. The men and women in Public Works are ready and able to assist in any capacity, whenever the phone may ring.

**On May 18, 2023 at 0220 hours**, Public Works was called into action to assist with perhaps the largest structure fire (533 Whitehead Road – Goodall Rubber) in the Township's history. It started with one and many later answered the call, but special recognition is warranted for **Mechanic Pete DeLucia** (featured on the cover) who answered his phone a few moments after that initial call. He came into the yard, loaded the Fleet Services truck with fuel and supplies, and headed out to Whitehead Road unsure of what he was getting into, but ready and able to provide help to his community in its' moment of need.

Over the next several hours, Mr. DeLucia supplied fuel to the responding fire fighting units of the Hamilton Township Fire Division and the other agencies and towns (**16 Towns** in total) who came and supplied mutual aide to get the fire under control.

From May 18 to May 20, beginning with Mr. DeLucia and then transitioning to the rest of the Garage team, Public Works supplied: **1,714** gallons of diesel fuel, **25** gallons of gasoline, and **30** gallons of DEF fluid. The Garage, in total, supplied **43** man hours, **43** fuel truck hours, **10** service truck hours, and **4** transport hours.

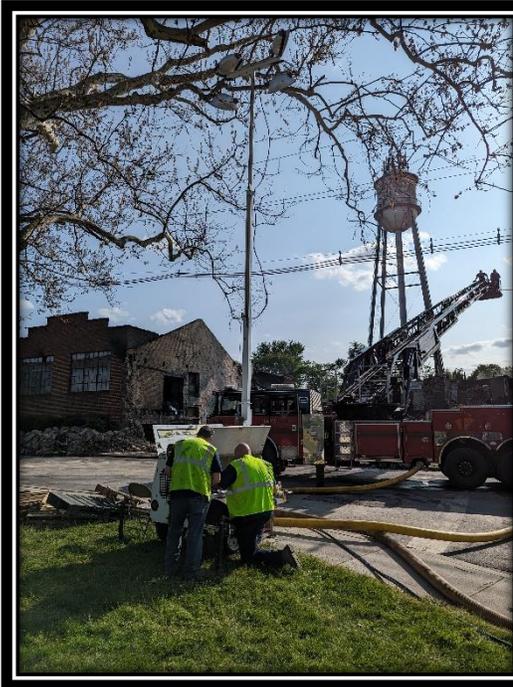
## Public Works – Structure Fire Response (533 Whitehead Road)

Public Works’ response and assistance to the Fire Service was also supplemented by team members from Buildings and Grounds, Parks, Roads, and office staff who were functioning as the Office of Emergency Management. **Buildings and Grounds** supplied furnishings to build out the incident command post and then provided light towers and team members to assist with illuminating the central work areas to keep the response and recovery moving around the clock. **Parks** team members were able to provide stationed trash cans and removal for what accumulated from first responders during the event; and later supplied multiple utility carts to transport supplies and personnel within the incident area. **Roads** supplied barricades and team members to manage traffic control and detours around the perimeter of the incident, in addition to coordinating Garage services. This was a collective, team effort from top to bottom – it’s what our colleagues and residents deserve when they make the call to Public Works.

Garage Fuel and Supplies 5.18.23 to 5.20.23				
Item	Units		Price	Total
DEF Fluid	12	\$	12.62	\$ 151.44
Diesel Fuel	1714	\$	2.78	\$ 4,759.35
Unleaded Fuel	25	\$	2.74	\$ 68.61
Totals				\$ 4,979.40
PW Grand Total				\$ 33,252.29

A snapshot of garage inventory assets used in the response and recovery at 533 Whitehead Road.

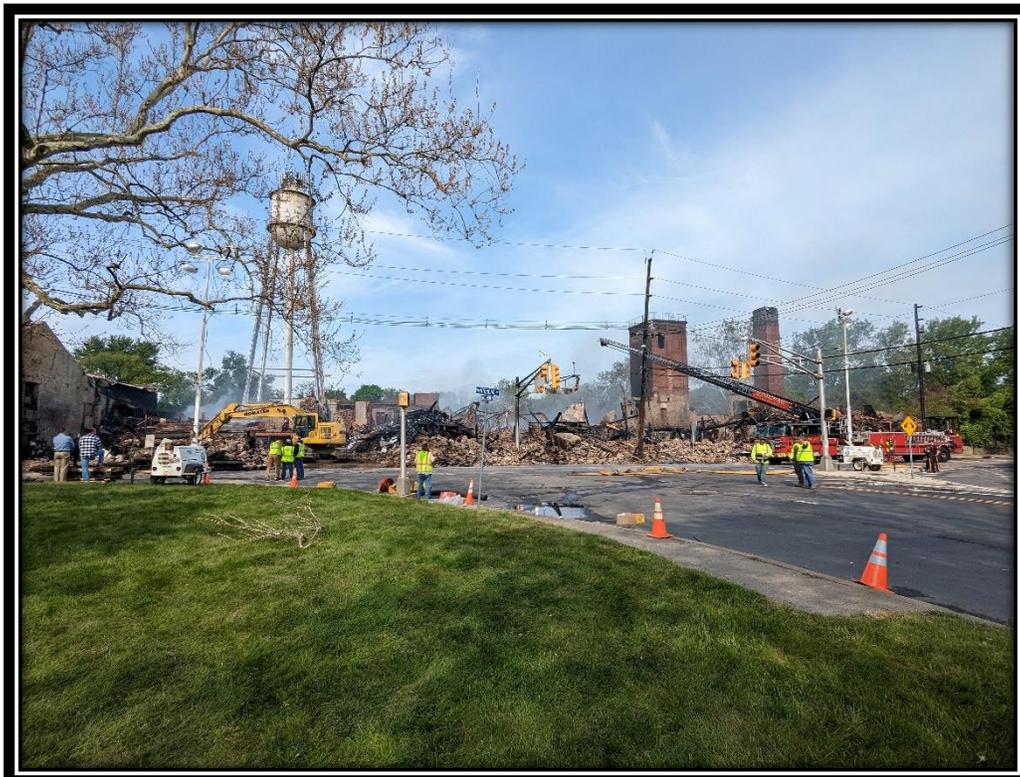
# Public Works – Structure Fire Response (533 Whitehead Road)



Above, Public Works team members setting up light towers to assist with recovery operations.



Above, Public Works team members cleaning up debris in the roadway to assist with recovery operations.



Public Works team members meet with other Hamilton officials on scene to go over recovery operations.

# 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: (Van Horn cleanup) recommended bid award to Beinke to begin soil removal in January 2023.
- Limewood Park playground introductory meeting and project proposal.

## February

- Veterans Park: EV charging station plans were released on January 31. Picked up by Bryan Electric on February 3<sup>rd</sup>.
- Sayen Grant Project: Gathered information and worked with Engineering and Assistant BA to apply for the Green Acres Stewardship Grant for Sayen Gardens Ponds restoration.
- Pearson House: Bids were received for the Pearson House roof/ basement structural repairs on February 1<sup>st</sup>. (Two bidders).
- St. Patrick's Day parade preparations are underway. Signs are up and floats are being prepared.
- Limewood Park: Construction is underway for the new playground. Backstops cost 11K, fence costs 20K; to come out of 2021 Capital.
- Stormwater: Cut back Kenneth Court basin and opened the drain; and continue to cut back the brush to open access to the flow channel.



Public Works continued to see through the HTRBA site remediation project.



Public Works managed the historic Pearson House restoration work.

# Public Works – Capital Projects, Special Events/Projects

## March

- Veterans Park: Hockey court tiles on tonight's Council meeting agenda, working on installation contractor, trying to get the correct information and locked into a schedule.
- Fire station Direct energy projects at Station 13 and Station 14.



Hockey rink surface installation (Veterans Park).

## April

- Solid Waste: New trash bids were received. Two companies bid, Interstate Waste and Mercer Group of NJ for curbside pickup and dumpsters at the ecological facility. Interstate Waste was the only bid for curbside and their costs increased from \$76.64/ton to \$119.51/ton.
- Wind Storm: Storm cleanup underway since this past Saturday.
- Limewood Park: Joey's Angel's playground sidewalk was poured Monday, fibar was replaced in older playground equipment, landscaping, and coconut mats were placed seeded and fertilized around the construction site.
- Veterans Park: EV charging station set-up at Veterans Park. Unveiling at 4:00 pm Wednesday.
- Stream cleanup is scheduled for Saturday 4/15/2023. Volunteers meeting at Kuser Farm and the focus this year will be on Sweetbriar Avenue.
- Pearson House: Basement pipe removal, first-floor structural concerns, and roof replacement are scheduled to begin on April 10<sup>th</sup>.



Annual stream cleanup results helped along by local volunteers (Miry Run – Warwick Park access point).



EV charging station (Veterans Park).

# Public Works – Capital Projects, Special Events/Projects

April (continued)

- Veterans Park: Hockey Court tiles are in the manufacturing stage. Went over painting details this morning for after installation.

May

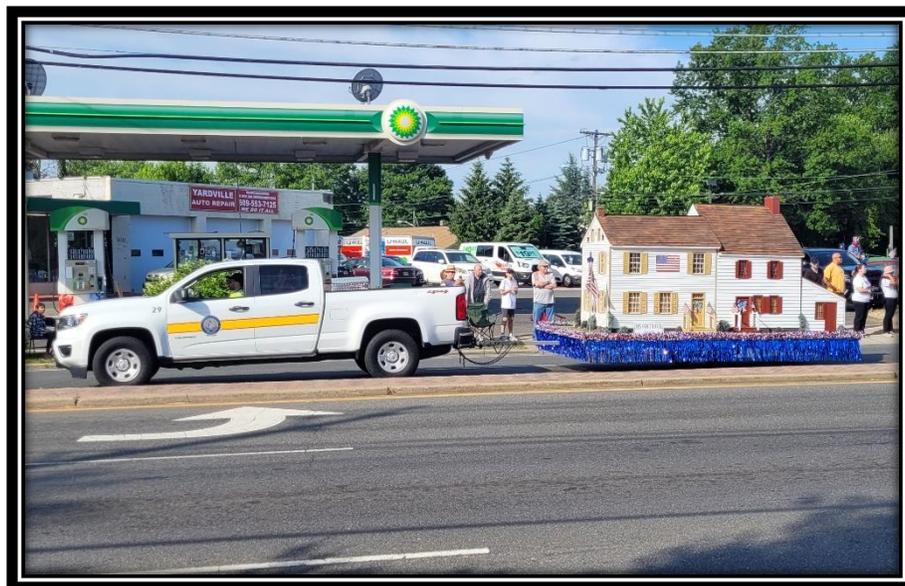
- Setup and hosted Armed Forces Day event (East Entrance of Veterans Park).
- Solid Waste: major cost increases on returned bids for collection.
- Prepared floats for the two Memorial Day Parades (Groveville and Hamilton Square); and participated in each event. Team members from Roads set up and maintained traffic control for each location.



Armed Forces Day. Special arrangements were made to mitigate the inclement weather to help the event go as planned.



2023 Memorial Day parade floats.



# Public Works – Capital Projects, Special Events/Projects

## June

- EV Charging Station: Veterans Park/DeMeo EV charging station. Ordinance for EV fees needs to be changed due to payment acceptance structure by Chargepoint.
- Special Event (National Night Out): Met with Police, Fire, Parks, B&G, and Roads for support needs for National Night Out.
- Sayen Gardens: Met with B&G, and Parks to move forward with plans for DEP Sayen Stewardship Grant.
- Veterans Park Gold Star Memorial: construction is underway at Veterans Park North.
- Wall of Champions expansion project begins.



Team Project:  
Wall of  
Champions  
expansion  
project.



## July

- Recycling: Submitted LGU report for electronic items collected from January through June 2023.
- Recycling: Updated “How to get rid of” guide for the 2024 calendar.
- Veterans Park: Power-washed the Jet at the North Entrance to Veterans Park.
- Assist Engineering with American Pipe cleaning on Thursday with Quakerbridge Road to 1149 Hughes project.



# Public Works – Capital Projects, Special Events/Projects

## August

- TWW: meeting with Dee to get permits paid and back on track with submittals.
- Homedell Grant: proposal received for playground/recreation improvements.
- September special events preparations begin: Bromley for Clara's Heart, (9/2). 9/11 ceremony, the Flag retirement ceremony, (9/19), and the Senior picnic, (9/21).



Senior Picnic preparations.

## September

- 9/11 Ceremony: final preparations at the Memorial for the 9/11 ceremony.
- Snow plans and leaf collection plans gearing up now.
- Green Acres: Gropp's Lake dock repairs are underway.
- Stormwater: Outfall/basin repairs are underway with the three red category locations from Engineering.
- In light of the UAW strike and supply chain issues, we prioritized filling our standard vehicle orders as quickly as possible.
- Sayen Gardens: Stewardship Grant updated information received and process moving along.



Team members worked to setup and staff Hamilton's 9-11 Remembrance Ceremony.



# Public Works – Capital Projects, Special Events/Projects

## October

- 2023 Vehicles: CAFs for five vehicles were entered by Friday last week in light of the ongoing UAW strike.
- Oktoberfest: preparations underway for the event by all Divisions.
- Winter Wonderland: structure repairs underway from storm damage and installation of Christmas lighting is beginning.
- Cleanup is underway at 341 Wilson Avenue.
- Pearson House: Met with the Architect, contractor, NJ State Historical Trust Representative, and the Hamilton Historical Committee members on Friday at the Pearson House to go over the work done on the roof, chimneys, and structural stabilization. Most work is complete; with gutters going on this week, and the staining of the stucco on the chimneys as well. They expect to be done by Friday, except for some punch list items for which a retainer was held until they are complete.
- Rock the Block scheduled for 10/18/23 centered around Rusling Firehouse. Parks will be working on Harrison Ave and Red, White, and Blue parking lots, Eagle Park, and Shadybrook, B&G will be working on S. Broad Street lighting, and Roads will be working on alleyways and streamside cutting in the area. Clean communities will have a table at the firehouse staffed by DPW personnel to hand out bags, recycling information in Spanish and English, and answer questions about recycling.



Public Works team members participating in the Rock the Block event at Station 13 (Rennie Street).



Pearson House renovations structural stabilization.

# Public Works – Capital Projects, Special Events/Projects

October (continued)

- Gold Star Memorial/Patriotic Committee: HTPC plans to hold a dedication ceremony for the Hamilton Gold Star family memorial at Veterans Park North on October 28, 2023, at 11:00 a.m. Public Works is assisting with the speaker/podium, signage, and seating arrangements.
- Animal Shelter: emergency generator electrical plans are being prepared. The exact location will need to be determined by the shelter staff or representatives before the final cost and drawings can be completed.
- Senior Center: Senior Center updated drawings for generator bid. Vendor (Kelter and Gilligo) working on the project.
- Homedell Grant: updating quotes for the roof, brick-pointing, and playground improvements.
- Veterans Park: DeMeo EV charging station information was sent to DEP for \$8,000.00 reimbursement as part of the Grant award.
- Gropp's Lake: Dock #1 of 3 is completed.
- Station 17/Nottingham Fire House and Ballroom: parking lot improvements are completed (lines painted and signs changed). ADA sidewalks and ramps need to be budgeted and planned by others.
- Special Project: Albemarle Road and Estates Boulevard: painting lines and changing of signs will be completed today.
- Working with Legal on the ordinance required by DEP for Private temporary seasonal salt storage.



Public Works team members working to produce another successful Oktoberfest.

# Public Works – Capital Projects, Special Events/Projects

## October (continued)

- Senior Center: Generator updated drawing for Muha Center was received and is in the review process.
- Nottingham Ballroom: painting specifications were completed. B&G is scheduling a walk-through next week with two contractors for estimates.
- The Jet-Vac truck was received on 10/23 and put into service on 10/30/2023. The truck, in service, is the next step to complying with NJDEP stormwater guidelines that were updated in 2023.



Public Works partnered with an area Girl Scout to promote and collect plastic film for recycling.

## November

- Operation Santa Planning: Sunday, 12/10 (12-7), Monday, 12/11 (5:30-8:30), Tuesday, 12/12 (5:30-8:30), Friday, 12/15 (5:30-9:00), Saturday, 12/16 (12:00-9:00). Public Works is supplying Truck 404 to assist, as well as drivers for each night. We worked with our GIS vendor Trair to create a tracking system that can be displayed to the residents on the Town's website (utilizing the GPS location data in the radio units of the vehicles).
- Veterans Park/MCIAFA Memorial: continued getting proposals for the plaques from vendors (two received, the third was incomplete) to comply with Purchasing regulations.



Public Works has been working with the MCIAFA to design plaques to complete the memorial donation within Veterans Park (South Side).

# Public Works – Capital Projects, Special Events/Projects

## December

- Animal Shelter: updated emergency generator plans and reviewed ESCNJ contract supplier/vendor. They are working on the final set of drawings now.
- Homedell Grant: added a grant account number to CAF for the roof replacement. Working with colleagues at Greenwood Avenue to get on agenda for Council to lock in 2023 prices for materials.
- Winter Wonderland (Kuser Park) is secure for the drive-through. Set up holiday decorations throughout the township.
- Reviewing the brine shared service agreements with Hamilton Board of Education and other Municipalities to ensure quantities and pricing are accurate for the new year.
- Veterans Park/MCIAFA Memorial: the plaques have been ordered and the information was relayed to the donating entity's liaison.
- Working with NJDEP to update and renew the permit for the Ecological Facility.
- Senior Center: Met with ESCNJ contract supplier/vendor last Thursday to get a proposal using the ESCNJ contract to install a new generator.
- Animal Shelter: drawings have been updated to reflect the new location for the genset and ATS. Parks to work on clearing the area and removing and installing fencing to contain.



Public Works team members worked collectively with Police, Fire, and OEM to manage the response to minor flooding in the Crosswicks Creek area in December.



Final preparations for Winter Wonderland during the team walkthrough prior to the event.

# Public Works – Employee Training

## CC& T GT Mid-Atlantic Paving Workshop

- Chris Lockett (Roads Supervisor)
- Kevin Wright
- Cail Tilghman
- Luke Brown
- Mike Muccie
- Nick Mayer
- Joe Klimaszewski
- Sam Malespina
- Ben Woodward
- Al Palumbo

## NJ Compost Operator Certification (Hosted by Hamilton Township/Rutgers)

- Mike Breth (Roads General Supv.)
- Jason Worthington
- Jeremy Kanka
- Nick Mayer
- Gino Campioni
- Eugene Clugsten
- Brian Gribbin
- **46 statewide attendees**

## Principles of Paving

- Kyle Battaglia
- Chris Lockett (Roads Supervisor)
- Kevin Wright
- Nick Mayer
- Luke Brown
- Ben Woodward
- Joe Klimaszewski
- Sam Malespina
- Mike Muccie
- Cail Tilghman

## Storm Water Management Training (Rutgers)

- Parks Supervisors
- Roads Supervisors
- PW Office Staff

## Certified Public Works Manager – In Progress (Rutgers/DCA)

- Dave DiBiasi (B&G Supervisor)

## NJ Asphalt Paving Association Annual Conference

- Chris Lockett (Roads Supervisor)
- Nick Mayer
- Kevin Wright
- Sam Malespina
- Luke Brown
- Mike Muccie
- Ben Woodward
- Cail Tilghman
- Eugene Clugsten
- Allan Palumbo
- Kyle Battaglia

## NJLTAP Design of ADA Curb Ramps and Pedestrian Access Routes (Rutgers)

- Kyle Battaglia

## Municipal Tonnage Grant 2023 Updates (Rutgers/NJDEP)

- Kyle Battaglia
- Jim Wyrrough

# Public Works – Employee Training

## 18<sup>th</sup> Annual Public Works Continuing Education Conference (PWANJ)

- Kyle Battaglia

## Association of New Jersey Recyclers Annual Conference

- Jim Wyrrough
- Kyle Battaglia

## Certified Public Works Manager Graduation Ceremony (PWANJ/DCA)

- Kyle Battaglia

## 2023 Garden State Tree Conference (NJ Arborists ISA)

- Scott Watkin (Parks Supervisor)
- Jim Hunter (Parks General Supervisor)

## CDL Licensing

- Brenda Brewer
- Mike Brown
- Matt Episcopo
- Ryan Freshneck
- Joseph Offredo

## Fall Protection OSHA 3115

- Bob Bates

## Managing Electrical Hazards for Construction and General Industry

- Bob Bates

## Work Zone Safety (Tree Crew)

- Scott Watkin (Parks Supervisor)
- Justin Cloward
- Cris Cifelli
- Camren Longstreet
- Tim Yuscavage

## 2023 NJ Nursery and Landscape Association Summer Plant Symposium

- Brian Falconio (Parks Supervisor)
- Evan Sciarotta

## NJ Shade Tree Federation Conference

- Scott Watkin (Parks Supervisor)
- Jim Hunter (Parks General Supervisor)

## 2023 Green Expo Turf and Landscape Conference

- Jim Hunter (Parks General Supervisor)
- John Pekala (Parks Supervisor)

## Advanced Tree Climbing School

- Camren Longstreet

## Excavation, Trenching, and Soil Mechanics OSHA 3015

- Bob Bates

# Public Works – Employee Training

## FEMA Grants Portal Training (Rutgers)

- Bob Bates

## Mold Evaluation (Rutgers)

- Bob Bates

## Pipeline Emergency Response (OEM)

- Bob Bates
- Jim Wyrrough
- Kyle Battaglia

## An Introduction to Disaster Recovery/Public Assistance Programs EU-MGT 482-8 (TEEX/OEM)

- Bob Bates
- Jim Wyrrough
- Kyle Battaglia

## Hurrevac Portal Access and Training (National Hurricane Program/OEM)

- Jim Wyrrough
- Kyle Battaglia

## Guiderail Installation/Inspection (Rutgers)

- Bob Bates

## Indoor Air Quality (NJ PEOSH)

- Bob Bates (designated person)

## Ask RMS – Records Retention and Storage (NJLM)

- Linda Belardo
- Dana Skwara
- Cherese DiNatale
- Kathleen Severino
- Emily Battista
- Jim Wyrrough
- Kyle Battaglia

## Disaster Management for Water and Wastewater Utilities EU-MGT 343-667 (TEEX/OEM)

- Jim Wyrrough
- Kyle Battaglia

## Training sponsored by the Safety Office

- New Employee Training
- New Supervisor Training
- Chainsaw Safety Training
- Work Zone Safety Training
- CDL Drive Training
- Asbestos Awareness Training

# Public Works – Employee Training



Instructor Wayne DeFeo leads students around Hamilton’s Ecological Facility as part of the Compost Operator Certification course in March.

# Public Works – Retirements

**David Black** – Parks (25 years of service).

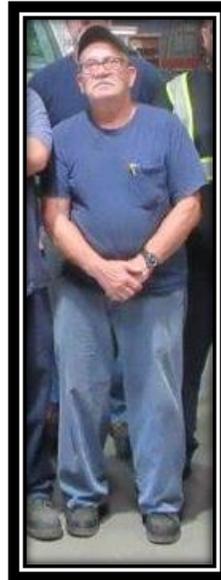
**Andy Kaczorowski** – Garage (20 years of service).

**Charlie Rickett** – B&G (25 years of service).

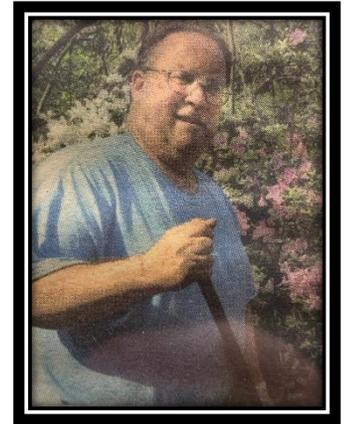
**Bob Wilke** – Parks (34 years of service).



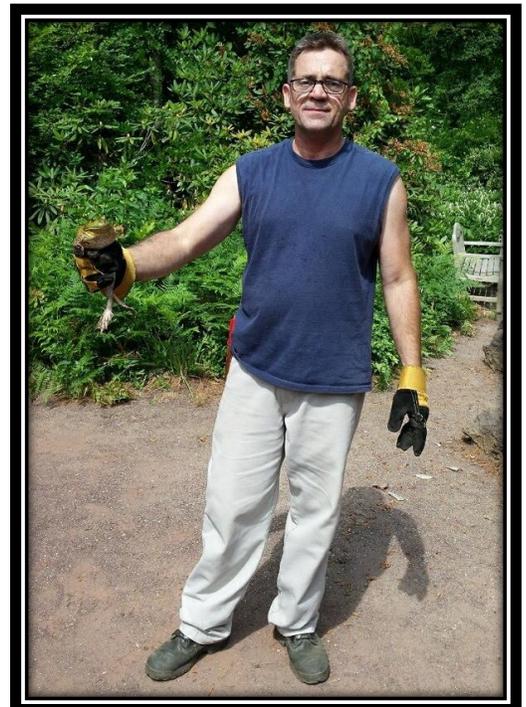
Charlie Rickett, left,  
delivering pearls of wisdom  
to the next generation.



Andy Kaczorowski



Dave Black



Bob Wilke, with one of Sayen  
Gardens' inhabitants.

# Public Works – Department Goals

## 2023 Goals and *Results*

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. *Public Works continues to add data to complete our asset database.*
2. Obtain an accurate count of maintenance assets for the Department. *Public Works continues to add data to complete our asset database.*

## 2024 Goals

1. Continue building equitable and professional relationship, including clear and open lines of communication, with peers at Trenton Water Works to meet the needs of Hamilton residents and the integrity of our public roadways (permitting and road construction process).
2. Work with WPC to better organize and streamline inspections of road opening when assets cross over.
3. Continue working to build our asset database in Traisr.
4. Work with the Administration in the management and project completion for the awarded grants.
5. Continue to successfully maintain 625 lane miles of roadway by completing all Capital Program projects again in 2024.
6. Create a more streamlined basin management plan to better address rain events.
7. Continue working as a team of professionals to create a welcoming environment for our residents and guests to at our facilities and parks.



Image designed by: Jim.

