

# Township of Hamilton Department of Public Works *2024 Annual Report*

*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.*



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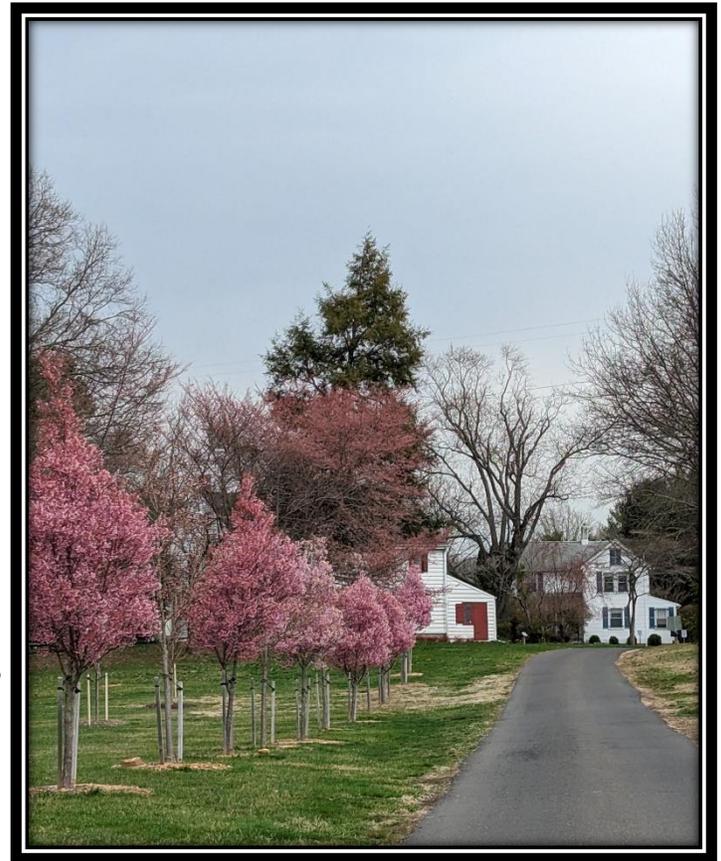
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Veterans Park (Abbott House Lawn),  
in Spring.

# 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
<b>PEOPLE</b>	
<b>Population</b>	
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 context, if you **drove from Hamilton, NJ to Pittsburgh, PA**, that is approximately **625 miles roundtrip** (which is how many lane miles of roadway **maintained** by Public Works).

For additional comparison's sake, NJ DOT maintains approximately 2,321 center lane miles of roadway with a \$547 million Capital Program budget (FY2024) dedicated solely to roadway maintenance; which equates to approximately **\$235,674 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 (CY2024); which equates to approximately **\$22,298 per center lane mile** (all data taken from public budget documents).

The Department of Public Works in 2024 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 strive to be prudent managers of the public's trust.

# 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 3
  - Keyboarding Clerk 2
  - Keyboarding Clerk I
- Part Time Clerk

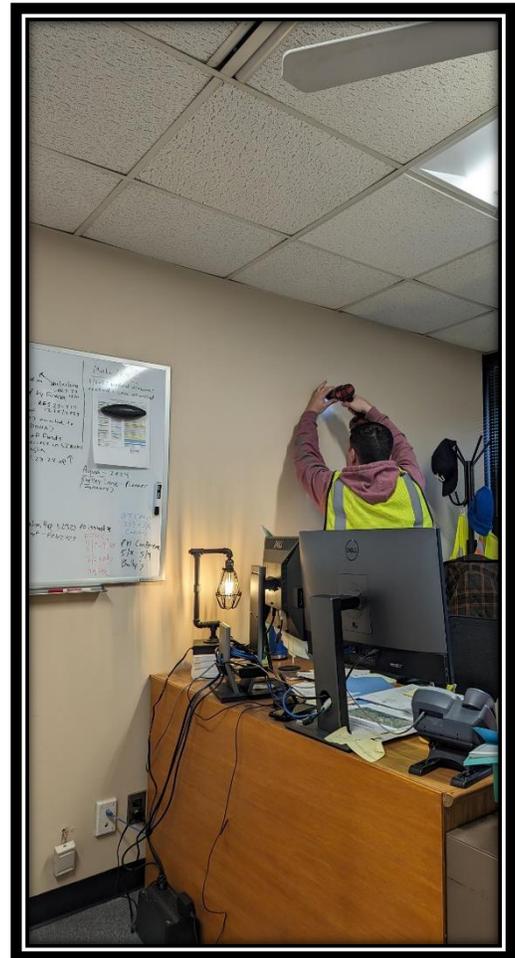


Director's Office team members participate in the Pink Out for Breast Cancer Awareness Day, October 2024.

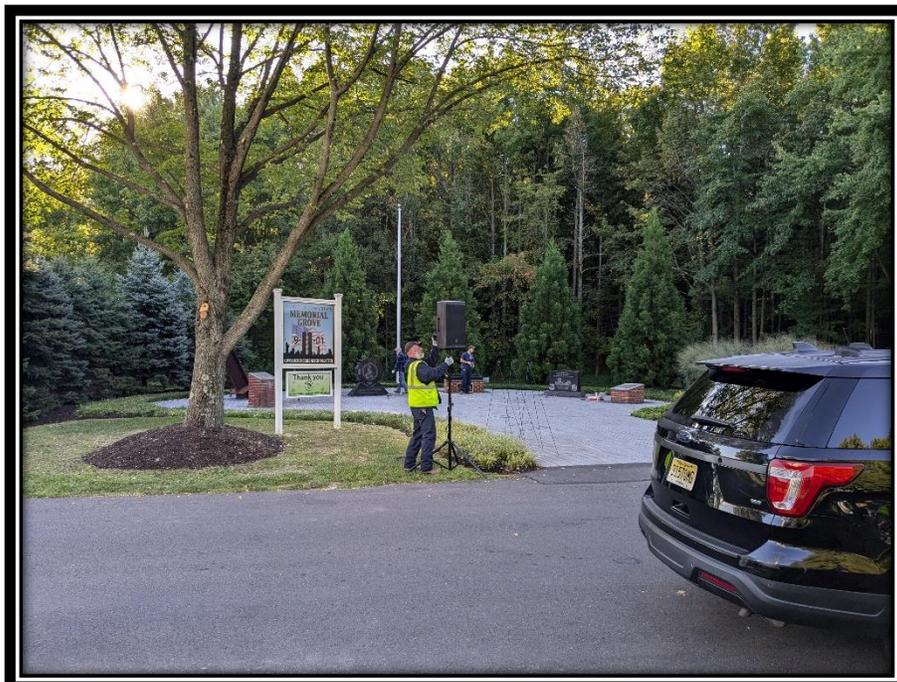
# Public Works – Organizational Structure

## 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



The B&G team completing interior office work as requested through See Click Fix.



Buildings and Grounds team members make preparations at the 9/11 Memorial Grove ahead of our community's annual remembrance ceremony.

# 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



A newly re-crafted entry sign greets park patrons at the West entrance to Veterans Park (Whitehorse-Hamilton Square Road).

# Public Works – Organizational Structure

## Roads

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



St. Patrick's Day Parade preparations by Road Division team members.

# 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 2024, the operating budget totals **\$23,977,826.98** and the capital budget totals **\$3,658,555.00**; for a combined total of **\$27,636,381.98**.

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 2024, Public Works responded to **8,424** service requests in addition to completed scheduled jobs. This was approximately a **12%** increase in requests from 2023. 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.** 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.



Director’s Office team members participating in the Town’s Heart Health Awareness Day event.

# Public Works – Public Works Office

In See Click Fix there are **ten 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:

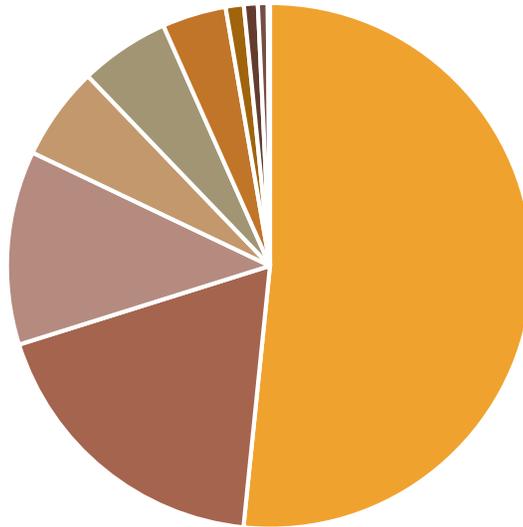
1. Roads: **4,538** service requests.
2. Buildings and Grounds: **1,631** service requests (a **17%** increase from 2023. The Division has again taken on more facilities and maintenance tasks, which has resulted in an increased work load).
3. Solid Waste and Recycling : **1,049** service requests.
4. Parks: **505** service requests.
5. Public Works Inspections: **486** service requests.
6. Public Works Office: **346** service requests.
7. Multi-division Requests: **98** service requests (a **92%** increase from 2023).
8. Grass Cutting: **75** service requests.
9. Special Events and Requests: **53** service requests (this is an internal user request only for special events).
10. Public Works Garage: **12** service requests (internal user request only).

## 2024 Public Works Service Requests

Roads	4538
Buildings and Grounds	1631
Solid Waste and Recycling	1049
Parks	505
Public Works Inspections	486
Public Works Office	346
Multi-division Requests	98
Grass Cutting	75
Special Events and Requests	53
Garage Services	12

# Public Works – Public Works Office

## 2024 Public Works Service Requests



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



Gropp's Lake in Winter.

## Public Works – Public Works Office

Public Works continues to track 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: **165** work orders for a cost total of **\$9,457.92**.

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 45** work orders for a cost total of **\$42,658.77**.

A goal for 2025 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).

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.

# Public Works – Safety Office

Working with the Township Administration, the Town’s group insurance provider, and other Public Works Divisions; the Safety Office helped recover **\$54,794.33** in reimbursements from private insurance companies related to accidents involving Township property, assets, and vehicles.

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 in 2024, 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, completed 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; as well as the Right to Know (RTK) – Hazard Communication Train the Trainer.



## 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 2024 there were **3,365,440** stops collected and **864** service request complaints recorded which is a **6%** decrease from 2024 (**.0002% of all stops**).



# 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 N.J.A.C. 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 **\$139,876.83** for the 2021 recycling tonnage totals. The 2022 Recycling Tonnage Grant totals will be reported in April 2025. As part of the grant program, two shredding events were held this year, with **1,263** residents partaking in the service, resulting in **19.42** tons of paper collected. The Township's 2023 recycling tonnage report was filed with the NJDEP. The curbside single stream recycling program contributed **4,941.50** tons of material collected and the commercial single stream recycling program contributed **118,643.21** 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 **\$248,023.74**, the fifth largest in New Jersey and largest in Mercer County (a **14%** increase from 2023). Seasonal workers again returned in 2024 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 2024, the seasonal summer workers picked up **1.47** tons of litter and debris to help keep Hamilton as clean and beautiful as possible. **New in 2024**, the Township's Clean Communities program purchased digital ads on nj.com to promote the program's anti-littering efforts and current Township ordinances for illegal dumping.



# 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 events 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 2024, live, in-person shows continued in our school district. The shows, performed by Bill Kerwood, were completed in 17 public schools, 1 charter school, and expanded to the weekly summer program at the Library. 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.

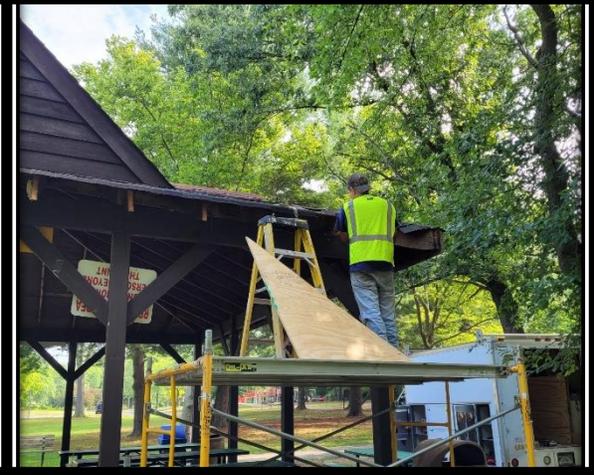
# Public Works – Buildings and Grounds Division

The Division of Buildings and Grounds is comprised of skilled craftsmen and tradesmen who are responsible for the daily maintenance and upkeep of approximately **42** municipal buildings and properties 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.

Buildings and Grounds manages the stock/supply warehouse and supply deliveries, postal/mail functions, and inter-office mail. See Click Fix is used to manage warehouse supply requests and fulfillment. Wednesday has become the designated supply delivery day for offices around town.

After many false starts, work began in Q4 2024 to bring Buildings and Grounds fully online in Traisr. They should be completely up and running at the end of Q1 2025. Testing data has been entered into the system and to iron out the kinks, we chose not to pull any counting stats or costs for their Division for the report this year – as those numbers would not reflect any meaningful work. More to come in 2025!



Buildings and Grounds team members make needed repairs to the picnic pavilion located in the North Side of Veterans Park.

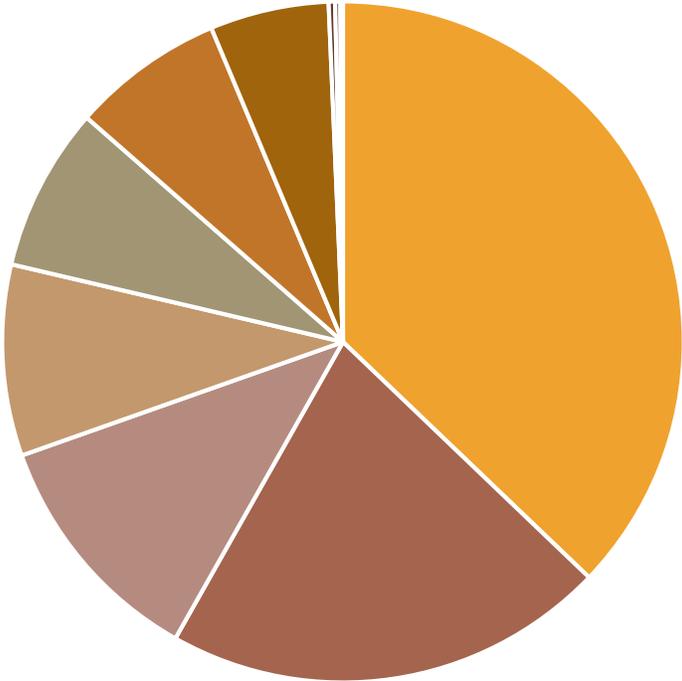
# Public Works – Buildings and Grounds Division

For the year, Buildings and Grounds responded to **1,631** service requests generated by employees or residents for maintenance at Township facilities or buildings (a **17%** increase from 2023). Over this past year, Buildings and Grounds has again taken on **additional facilities** to maintain. This has attributed to the increase in service requests over the year. This accounted for **19%** of the Department’s service requests, which was **second-highest** in the Department. Some examples of service requests for Buildings and Grounds include but are not limited to:

1. Help Desk Maintenance – General Building Maintenance: 606 (interesting to note this was the same counting stat from 2023).
2. Help Desk Maintenance – Warehouse Supply Request: 343 (a **28%** increase from 2023).
3. Help Desk Maintenance – Need Items Moved: 186 (a **25%** increase from 2023).
4. Help Desk Maintenance – Plumbing: 148 (a **31%** increase from 2023).
5. Help Desk Maintenance – Electrical/Lighting: 127 (a **23%** increase from 2023).
6. Help Desk Maintenance – HVAC: 118 (a **46%** increase from 2023).
7. Help Desk Maintenance – Custodial/Janitorial: 92 (a **37%** increase from 2022).
8. Help Desk Maintenance – Bus Stop (Maintenance/Repair): 4 (insignificant counting stat to justify percentages).

# Public Works – Buildings and Grounds Division

## 2024 B&G Service Requests



- Help Desk Maintenance - GENERAL BUILDING MAINT.
- Help Desk Maintenance - WAREHOUSE SUPPLY REQUEST
- Help Desk Maintenance - NEED FURNITURE/ITEMS MOVED/ ROOM SET UP without foliage
- Help Desk Maintenance - PLUMBING CONCERN
- Help Desk Maintenance - ELECTRICAL/LIGHTING CONCERN
- Help Desk Maintenance - HEAT/AIR CONDITIONING MAINT.
- Help Desk Maintenance - CUSTODIAL/JANITORIAL CONCERN
- Help Desk Maintenance - Security Alarms
- 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**

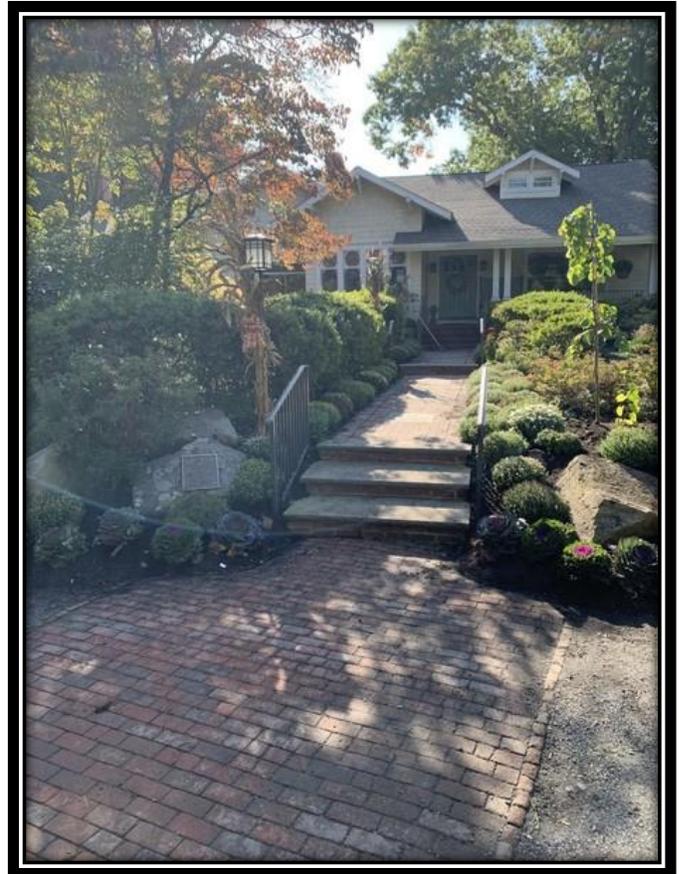
**Fire Station #13: Chamber & Rennie Streets. (13 Rennie St.)**

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

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

**Fire Station #17: 200 Mercer Street**

**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, but not limited to, 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.



Electrical Crew team members troubleshoot and repair a gate motor at the Ecological Facility.

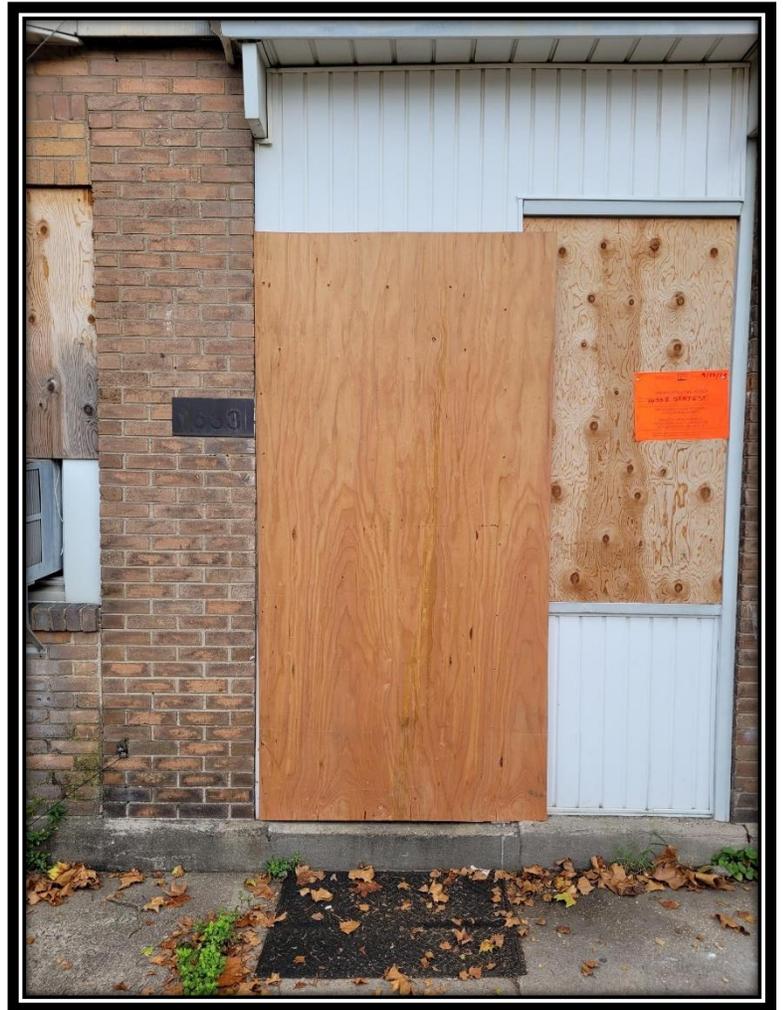
# Public Works – Buildings and Grounds Division

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, but are not limited to: emergency board-up requests; painting; window repairs and replacements; power washing; Golf Center repairs and maintenance; Safety Town repairs and maintenance; and mailboxes damaged by snow plowing.

Examples of interior work include moving office furniture, assisting in the moving and relocating 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 but are not limited to: 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 managing a cleaning services contract with The Arc Mercer.

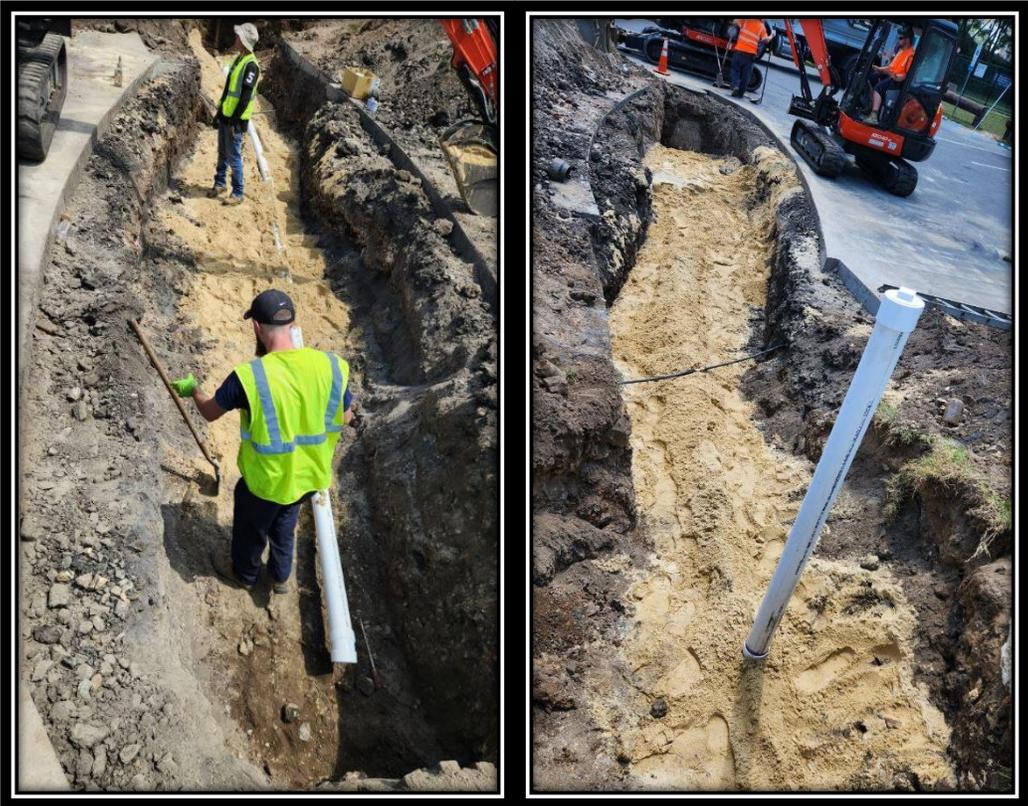


Buildings and Grounds, working in conjunction with Code Enforcement, boarded up this vacant property on East State Street for the safety of the public.

# 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, but not limited to: 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.



Plumbing Crew team members work with Road Division team members to make an emergency repair to the sewer line at the Sign Shop.

# 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 as planned.



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 2024 across the Township. Some of those projects include:

- Building 7 (Warehouse): Continue with cove base install.
- Nottingham Ballroom: Set up for Inauguration.
- Deliver custodial supplies to various locations.
- Kuser Mansion: Whole House Filter Change.
- Station 13: Gutter/scupper repair (#15916922).
- Station 13: Renovation (#15425018).
- McManimon Hall: Faucet and toilet install.
- Road Division Locker Room: Boiler repair.
- Municipal Building: Diagnose power surge/server issues (#15958854).
- Station 19: Exterior lighting.
- SCF 15900255: HTEDAC meeting at The Training Center set up for Wednesday night.
- Animal Control: Circulator repair.
- St. Paddy's Parade float disassembly.
- Animal Control: Kennel 25 repair (#16121864).
- Station 17: Replace bunkroom ceiling tile.
- Station 13: Run data lines #16238918.
- SCF# 16166582 Golf Center: Paint office entrance door.
- Sayen: Umbrella fountain repairs.
- Provide coverage for Wilson Center rental Saturday.
- Anchor Thread: Fountain prep.
- Station 16: (Lower roof) Strip old caulk off flashing and re-caulk.
- Sayen: Prep/paint Gazebo for Azalea Fest.
- Sayen: Prep/paint bridge railings in gardens.
- Sayen: Temple Gardens cement repairs.
- Nottingham Ball Room: add lighting and outlets per email request.
- Nottingham Little League: Pecci Field lighting work.
- McManimon: Cleaning on 4/15 after the rabies clinic.
- Veterans Park: Backflow Repair.
- Sayen: Koi Pond manifold repair.
- Senior Center: Unit G repair.
- Veterans Park South: Prime/paint senior pavilion door.
- Nottingham Ball Room: Fix terracotta tile in the kitchen and replace broken pieces.
- Veterans Park South: DeMeo security light repairs.
- Senior Center: Staff to help with set up for Senior Center Spring Dinner dance.
- Veterans Park South: Kurlander Field irrigation repairs.
- Kuser Mansion: Install A/C units.
- Grafton House: Power wash ramps/railings.
- Golf Center: Hole #17 re-glue turf.
- Nottingham Ball Room: Paint wood and clean aluminum in the carport overhang.
- Memorial Day Parade: Continue on the Memorial Day parade float.
- Snell-Wilkus Park: Repair restroom door.
- Station 19: Boiler repair.
- Foley Park: Fountain pump replacement.

# Public Works – Buildings and Grounds Division

**Buildings and Grounds** worked on a variety of projects and maintenance issues during 2024 across the Township. Some of those projects include (continued from previous page):

- Neighborhood Service Center (Wilson): Repair kitchen door (#13584600).
- Animal Shelter: Kennel #25 wire/cable repair.
- Neighborhood Service Center: Replace window screens in blue/orange classrooms. Change ceiling tiles.
- Veterans Park: Begin preparations for Independence Day concert/fireworks.
- Training Room: setup for Police promotional ceremony.
- Station 17: Condenser motor repair.
- Anchor Thread Park: Fountain pump repair.
- Station 17: Repair sheetrock and spackle.
- Station 16: Replace damaged ceiling tiles in closets and Captain's room.
- Meeting at WPC regarding generator.
- Veterans Park South: Diagnose/repair sound on playing fields.
- Safety Town: Continue power washing.
- Excavate and repair Sign Shop sewer line.
- Station 17: Install bottle filler.
- Veterans Park South: (July 4<sup>th</sup> prep) Install ground units and flag poles by stage and fencing near stage.
- Veterans Park South: (July 4<sup>th</sup> prep) Prep lighting, generator, and power tents.
- Veterans Park South: (July 4<sup>th</sup> prep) Setup Dancefloor, flagpoles in front of stage, stage backdrop, and fence and event breakdown.
- Station 16: Water line install.
- Warwick Park: Graffiti removal and repainting of walls and stall partitions in Men and Women's restroom.
- Municipal Building: Air vent repair.
- Sayen House: Continue on paver patio.
- Gropp's Lake: Continue on Dock #3 renovation.
- Police: Strip and wax the VCT tile flooring in the back of the Police Station (Leading into the Patrolmen's locker room and Sgt. Room).
- Neighborhood Service Center: Water heater repair.
- Homedell: Install new access ladder and grab bar (#17355280).
- Veterans Park North: 9/11 Memorial prep/set-up (#16521926).
- Camp Olden: Check pump and power tipping breaker.
- Veterans Park North: 9/11 Memorial: Repaint dedication plaque.
- SCF 17428146 Patriotic committee meeting set up Training Center.
- Station 17: A/C repair.
- Public Works Yard: Install brine room water line.
- Abbott House: Repair roof shingles (#17085673).
- Winter Wonderland Prep (Kuser Farm): Repair and move houses.
- Oktoberfest: Fabricate cornucopia.
- Farmingdale Park: Parking lot lighting repairs.
- Winter Wonderland Prep (Kuser Farm): power houses, check and repair outlets, and repair damaged poles/outlets.
- Oktoberfest: Start on Oktoberfest set up (Depending upon arch coroplast).

# Public Works – Buildings and Grounds Division

**Buildings and Grounds** worked on a variety of projects and maintenance issues during 2024 across the Township. Some of those projects include (continued from previous page):

- Grafton House: Repair boards on front porch (#17623694).
- Police: Monthly generator test.
- Nottingham Ballroom: Set up for Flu Clinic.
- Veterans Park North: Italian Flag raising prep for special event.
- Continue setup and preparations for Winter Wonderland.
- Police: Installation of Detective Bureau wall monitors.
- Kuser: Fabricate stand for gingerbread display (#17848629).
- Yardville Five-points Intersection: Clock base repairs and installation prep.
- Seasonal winterization begins for decorative fountains.
- Municipal Building: Office reconfiguration (Purchasing).
- Neighborhood Service Center: Stove repair.
- Bromley Center: Bottle filler repair.
- Food pantry donation pickup for Neighborhood Service Center.
- Station 15: Air compressor repair.
- Relocate decorations from Winter Wonderland event to satellite parks and buildings.
- Station 19: Evaluate/troubleshoot malfunctions door (#17999382).
- Continue weekly cleaning at Nottingham Ballroom in conjunction with rental calendar.
- Station 14: Air compressor repair.
- Police: Continue with hose bib project.
- Abbott House: Repair leak and damaged area.



Plumbing Crew team members completed a heater zone valve repair in the Clerk's Office.

# Public Works – Buildings and Grounds Division

Buildings and Grounds team members continued working on renovating the docks at Gropp’s Lake. Phase 2 of 3 was completed in 2024 (Yardville Heights School area). Phase 3 is scheduled for 2025 when the temperatures normalize in the Spring.



# Public Works – Parks Division

The **Division of Parks** is responsible for the daily grounds maintenance and upkeep of approximately: **43** 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.



# 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, but is not limited to, 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.

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.

# Public Works – Parks Division

Kuser Farm Park, located at 390 Newkirk Avenue and tucked behind the grounds of Trenton Catholic Preparatory 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, 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 2024, the Division continued the use of the Traisr work order system in order to gain valuable data on jobs completed, costs, and resources. For the year, **1,756** work orders were completed at an approximate cost totaling **\$2,513,968.50**.

For the year, the data broke down as follows:

Veterans Park: **187** work orders/**\$532,134.45** total cost.

Sayen Gardens: **330** work orders/**\$187,719.52** total cost.

Kuser Farm: **202** work orders/**\$391,930.50** total cost.

Tree Crew: **164** work orders /**\$366,325.74** total cost.

Greenhouse Crew: **241** work orders /**\$381,476.63** total cost.

Outside Parks Crews: **227** work orders/**\$353,146.91** total cost.

Continued from 2023, a goal in 2024 was to tweak 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 2025 for the Department as a whole to better keep tabs on the work being requested and performed to increase overall efficiency.



Parks Team members stage and decorate the town hall Christmas tree.

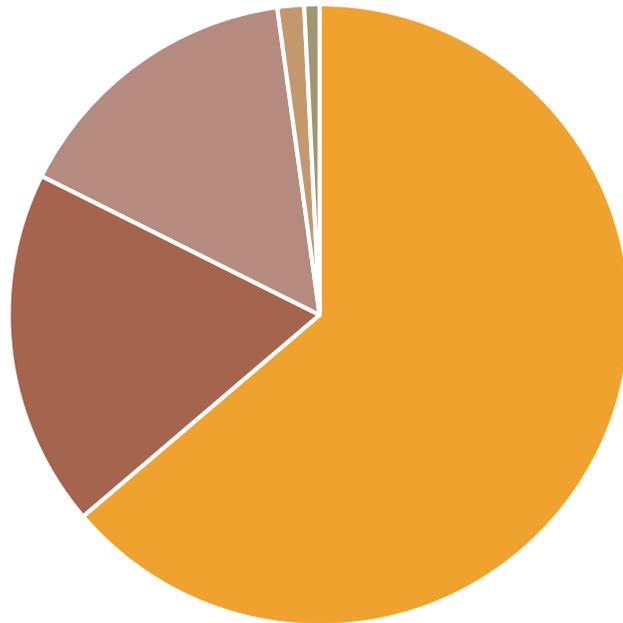
# Public Works – Parks Division

For the year, **505** 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

- Trees Concern: 322
- Parks and Playgrounds: 94
- Help Desk – Grounds Maint. (Twp. Buildings/Properties): 78
- Help Desk Maintenance – Room Set Up With Flowers/Foliage: 20 (group request)
- Clogged Basin: 7
- Public Sidewalk Trash Container: 4

### 2024 Parks Service Requests



- Trees Concern
- Parks and Playgrounds
- Help Desk - Grounds Maint. (Twp Buildings/Properties)
- Clogged Basin
- Public Sidewalk Trash Container

# 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 pickle ball tournaments). Some of the maintenance items are:

- Unclogging basins as needed and clearing trash racks and low-flow channels as well.
- Cleanup of leaves at Austin & Tuttle Park (Franciamore Garden).
- Routine maintenance and cleanup of leaves and garbage at Sayen Gardens and Nottingham Firehouse.
- Basin maintenance including clearing of trash racks and low flow channels at Kuser & Whitehorse, Englewood, Dark Leaf, Innocenzi, Mirybrook, Acres, and Cypress.
- Counting, organizing, and storing of Christmas lights at Kuser Park. Continued repair of grounds as well.
- Begin taking mowers to the Garage for off-season maintenance.
- Installation of a new fence has started at Sayen Gardens, preparing to transplant trees, and regular cleanup of trash at Nottingham L.L.
- Cleaning out poinsettias from the Greenhouse and begin planting seedlings.
- Building of storage bins with blocks in the back of Veterans Park South for the storage of dirt, stone, etc.
- Clean and service all snow equipment.
- Begin prepping and painting of Ladies' bathroom at Sayen Gardens.
- Cut up and remove fallen trees in front of the Dwier Center.



Tree Crew team members work on a curbside tree removal as requested through See Click Fix.

# Public Works – Parks Division

Parks worked on a variety of projects and maintenance issues during 2024 across the Township. Some of those projects include (continued from previous page):

- Sayen Gardens: Placing woodchips near the Trellis entrance and completing Service Road berms.
- Renovations of landscaping area on the corner of Klockner & George Dye Road.
- Installation of composite posts has begun around the jet on the North Side of Veterans Park.
- Adding fibar to playground units on the North Side.
- Trash cleanups at Route 33 Service Island and Sunnybrae Boulevard.
- Begin work at The Golf Center for the upcoming season including seeding, removal of leaves, cleaning of beds, trimming of bushes, cleaning of pond areas, etc.
- Cleaning of beds at Hughes Drive and Mercer St in preparation for the upcoming St. Patrick's Day Parade.
- Cleaning of grills and building of new signs at Kuser Farm Park.
- Sayen Gardens: Weed-eating Cattails from the “Spitter area” before St. Paddy’s Parade, as the area is unsightly in its current condition.
- Warwick Park Fields: Fill in the wash-out area along third base at the backfield, fill in the groundhog hole in the outfield of Field # 1 and the hole near where a tree fell at the front field.
- Prepping of volleyball courts in Veterans Park for the upcoming season.
- Cleanup of Pond Run low flow channel behind 817 and 808 Fletcher. Also, clean up the leaves and trimming of low branches at this site.
- Continued curbside tree removals in Chambers Street area and Fenwood Avenue in conjunction with Engineering Department.



Parks team members work to clean up overgrowth along Pond Run in the Bromley neighborhood.

# Public Works – Parks Division

Parks worked on a variety of projects and maintenance issues during 2024 across the Township. Some of those projects include (continued from previous page):

- Cleaning and mulching of beds at Grafton House.
- Measurement and mark out of soccer fields in Veterans Park and Crockett. Will begin wet-lining fields soon for spring soccer.
- Lining and prep work for JV games at DeMeo field. Line and prep Warwick and McGlone for weekend softball tournaments that have started.
- Installing self watering urns at various locations.
- Continued attention at Tennis courts for April 1 opening: cleanup of leaves, trimming, brush, planting of flowers in bed.
- Prepare for upcoming grass cutting season: hook up trailers and check lights, gather and test weedwackers, blowers, etc., mowers have been serviced, make a can of mix for weedwackers and blowers.
- Rebuilding of the greenhouse at Sayen Gardens.
- Transplant Azaleas and trees from front garden to interior area of Sayen Gardens.
- Create a path to the white gazebo from the parking lot at Sayen Gardens.
- Additional fibar locations include Switlik Park and Snell-Wilkus Park.
- Begin grass cutting on the South Side, Police Station / Library / Golf, Municipal / Health Buildings, Apollo, Lot, and Sunnybrae Boulevard.
- Measuring, stringing, and wet lining soccer fields 1 & 2 in Vets Park: both white and yellow paints per field size.
- Weeding and mulching of beds at Muha Center.
- Cutting, dragging and lining of Warwick, DeMeo and McGlone fields for games and tournaments.
- Ongoing Stormwater Basin inspections.
- Cleaning of fountain at Kuser Park.
- Sayen Gardens: Placing edging and stone for stone walkway, leading to the White Gazebo.



Sayen Gardens team members work to improve the landscape frontage at the Sayen House.

# Public Works – Parks Division

Parks worked on a variety of projects and maintenance issues during 2024 across the Township. Some of those projects include (continued from previous page):

- Continued work on the Greenhouse building at Sayen Gardens.
- Continued preparations for the upcoming Azalea Festival at Sayen Gardens: Edging, mulching of beds, planting plants and shrubs, etc.
- Tree removal at Switlik Park behind the pavilion.
- Sayen Gardens and Kuser Park crews are now assisting with outside grass-cutting locations.
- Preparations for Saturday's Armed Forces Day event include moving bleachers, benches, and port-o-pots along the East Side.
- Finishing Kanka Memorial bench cleaning/oiling.
- Clearing of low flow channel at Highlands Basin, also cut as much as possible.
- Debris and trash cleanup and removal at 1628 E. State St. near Pond Run.
- Herbicide applications at various locations.
- Sayen Gardens crew is planting summer bulbs and flowers, transplanting daffodils, and adding landscape fabric and stone at Hoaglands Greenhouse.
- Preparations for the July 1 Concert and Fireworks.
- Gate repairs at Animal Control.
- The Recreation Dept. Sign is currently being repaired.
- Begin cleanup of Pond Run in Bromley area including trash cleanup, trimming weeds, cutting back overgrowth and branches, etc.
- Begin removal of Apollo Park playgrounds in preparations for upgrade/renovations.
- Begin replacing the fence at Acres Drive Basin and continue on the fence by the maintenance yard at Sayen Gardens.
- Unwrap and count new lights for Winter Wonderland.
- National Night Out cancelled: Vets Park crew will be taking down tents that were installed and putting back picnic tables.
- Measure, mark out and wet lining of Bunting Ave field for weekend use and practices, will be lined weekly going forward.



Sayen Gardens team members repaired a sinkhole at the Plaza fountain area.

# Public Works – Parks Division

Parks worked on a variety of projects and maintenance issues during 2024 across the Township. Some of those projects include (continued from previous page):

- Pruning of tree branches at Kuser Park near parking lot area.
- Clean at mulch Blue Star Memorial.
- Tree limb removal at Nottingham L.L. and others close to the back of Sayen Gardens yard.
- Install two memorial tree plaques on South Side of Veterans Park.
- Continue to assist Road Division with ongoing renovations at Apollo Park.
- Recovering of Greenhouses in Veterans Park with new plastic.
- Ongoing landscape maintenance at Nottingham Firehouse, Nottingham Little League, Paxson Avenue island, Ernies Court, and Foley Park.
- Fence repairs and power washing at Snell-Wilkus Park, plus addition of fibar to playgrounds on both sides of park following cleanout of weeds/growth.
- Assist Scout doing Eagle project at Veterans Park hockey rink (redo players benches, supply plywood, etc.).
- Install limestone edging around Gold Star Memorial at Vets north entrance, and add mulch.
- Begin cleanup of E. State St. Twp. owned lots (overgrowth, debris, etc.).
- Install grate at Dam Site 8.
- Assist B & G with roof repairs at Abbott House.
- Continue putting up lights for Winter Wonderland at Kuser Park, working on the big tree and trees along the road going out to Newkirk.
- Assembling sitting benches were delivered late last week to Nottingham Ballroom.
- Kuser Park crew (with additional employees) - stringing holiday lights on tree trunks, and large spruce tree, along with the usual grounds main.
- Begin addressing tractor maintenance needs and wagons for upcoming Oktoberfest with Garage.
- Greenhouse crew to plant mums throughout previously designated town properties and park grounds. Weeding, watering, grass cutting, perennial and shrub growth trimming/cut back various locations throughout.



# Public Works – Parks Division

Parks worked on a variety of projects and maintenance issues during 2024 across the Township. Some of those projects include (continued from previous page):

- Some of the preparations for Oktoberfest include: Adding ¾ blend mix along sides of walking trails, put up cornstalks on poles, light posts, install fencing around Pumpkin Patch, Hayride areas, around generator, etc.
- Leaf bins will be installed later this week and trash cans and signs will be added at each area.
- Cut the site of the new Municipal Building and put up a tent for the Groundbreaking Ceremony on Wednesday.
- Put up tents for Cavalcade of Bands at Hamilton High West.
- Continued lining and prep of Warwick Park Fields for Thursday night league.
- Kuser Park crew is installing lights on trees near the tennis court and continuing to add lights on the big tree.
- Hook up blowers on tractors and baggers on zero turns in preparations for leaf season.
- Post signs for leaf collection in Zones A and C.
- Hazard tree removals - curbside right of way and Parks/Township properties, (Orchard Avenue, etc.), along with removal of spruce trees for greens to be used for holiday decorations (Basin Rd. Twp. owned location across from Yaros). Continuing to assist with Winter Wonderland aerial décor at Kuser Park.
- Final Winter Wonderland preparations.
- Cleanup of landscaped Township Road islands and public property landscape beds – (Library, Police station, Municipal/Health, etc.).
- Starting to prep for Ramble area weed-eating, as well as front pond water flow.



**Parks team members preparing Veterans Park for Oktoberfest.**

# 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

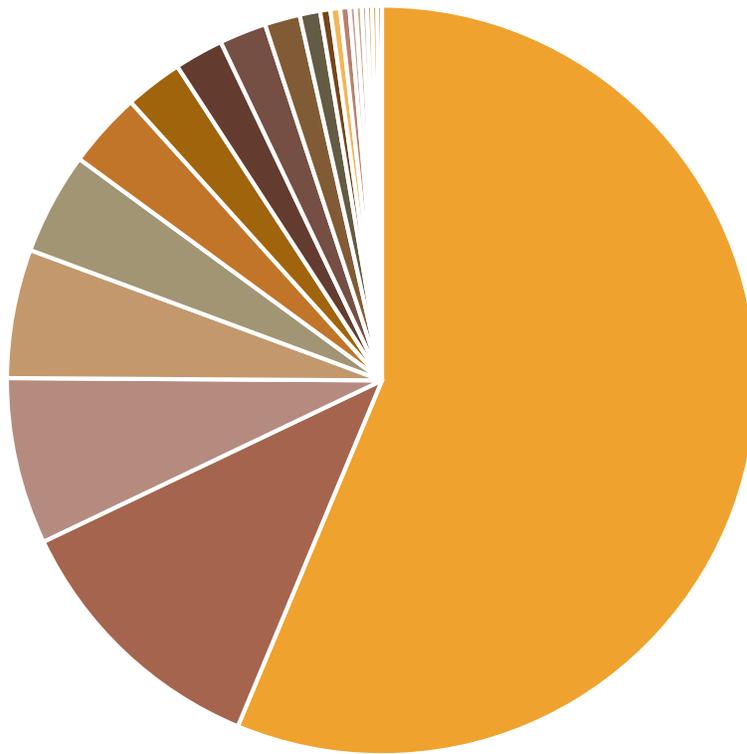
For the year, Roads responded to **4,538** service requests generated by residents, which accounted for **52%** of the Department’s requests. Some of the most common request types for the year are as follows:

## 2024 See Click Fix Requests

<a href="#">Brush Pick Up</a>	2554
<a href="#">Freon/Metal (White Goods) Pick Up</a>	528
<a href="#">Electronic Item Pick Up</a>	326
<a href="#">Road Concern</a>	252
<a href="#">PW Internal - Pothole</a>	200
<a href="#">Snow Concern</a>	148
<a href="#">Fall Leaf Pick Up</a>	113
<a href="#">Street Sweeping Concern</a>	96
<a href="#">New Signs/Lines Request</a>	92
<a href="#">Clogged Storm Water Inlet</a>	69
<a href="#">PW Internal - Masonry</a>	40
<a href="#">Sinkhole Concern</a>	20
<a href="#">Alleyway Maintenance</a>	19
<a href="#">Creeks/Waterways Concerns</a>	18
<a href="#">Help Desk Maintenance - TWP. VEHICLE MAINT.</a>	12
<a href="#">PW Internal - Cut Out</a>	12
<a href="#">PW Internal - Tack/Crack Seal</a>	10
<a href="#">Sign Shop Handicapped Sign Request</a>	10
<a href="#">PW Internal - Drainage/Storm Water Concern</a>	10
<a href="#">Ecological Facility</a>	9

# Public Works – Road Division

2024 Road Division See Click Fix Requests



- Brush Pick Up
- Freon/Metal (White Goods) Pick Up
- Electronic Item Pick Up
- Road Concern
- PW Internal - Pothole
- Snow Concern
- Fall Leaf Pick Up
- Street Sweeping Concern
- New Signs/Lines Request
- Clogged Storm Water Inlet
- PW Internal - Masonry
- Sinkhole Concern
- Alleyway Maintenance
- Creeks/Waterways Concerns
- Help Desk Maintenance - TWP. VEHICLE MAINT.
- PW Internal - Cut Out
- PW Internal - Tack/Crack Seal
- Sign Shop Handicapped Sign Request
- PW Internal - Drainage/Storm Water Concern
- Ecological Facility

# Public Works – Road Division

The Road Division has continued to utilize Traisr for work orders and data collection. For the year, Roads generated **1,881** Traisr work orders totaling in at **\$7,167,309.36**.

The work orders further break down as such:

1. Brush Crew: **184** work orders/**\$668,744.51** total.
2. Masonry Crew: **151** work orders/**\$453,095.15** total.
3. Paving Crew: **149** work orders/**\$1,496,907.48** total.
4. Ecological Facility Crew: **258** work orders/**\$939,213.21** total.
5. Sign Shop Crew: **119** work orders/**\$278,807.38** total.
6. Gutter Leaf Program: **69** work orders/**\$612,901.89** total. *The counting stats and totals fluctuated from 2023 due to using fill-in foreman. We need to figure out a better way to account for this in 2025.*
7. Stormwater: **317** work orders/**\$730,646.44** total. *We are starting to see the numbers in black and white for complying with the newly updated NJDEP Stormwater Management rules.*
8. Street Sweeping: **124** work orders (a **43%** decrease from 2023)/**\$334,268.09** total (a **12%** decrease from 2023). *The numbers reflect the real-time mechanical issues we faced during leaf season 2024.*
9. Potholes: **73** work orders /**\$191,787.36** 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 **20,225 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 2024, **3,902 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 **23,553 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.



Road Division team members collecting curbside brush on Salzano Drive.

# 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 2024 was **699**. This was a **262%** increase from 2023. There will be some fluctuation as we continue to firm up a best practice for record keeping.

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 2024, approximately **9,454 miles** of roadways were covered by the street sweeping program; which resulted in **814.24** tons of debris collected.



Left: thermoplastic striping on South Broad Street. Right: arm mower operations on Cypress Lane.

# 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.



Masonry Crew team members repaired a sinking inlet on Kuser Road.

# 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, 2, and 5, 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.



Ecological Facility team members working through the phases of the compost-making process.



# Public Works – Road Division

## 2024 Material Tonnage

Brush – 11,289.50 tons

Grass – 167.78 tons

Leaves – 8,309 tons

Concrete – 93.49 tons

Comingled Recycling (single stream items) – 693.88 tons

Cardboard – 200.63 tons

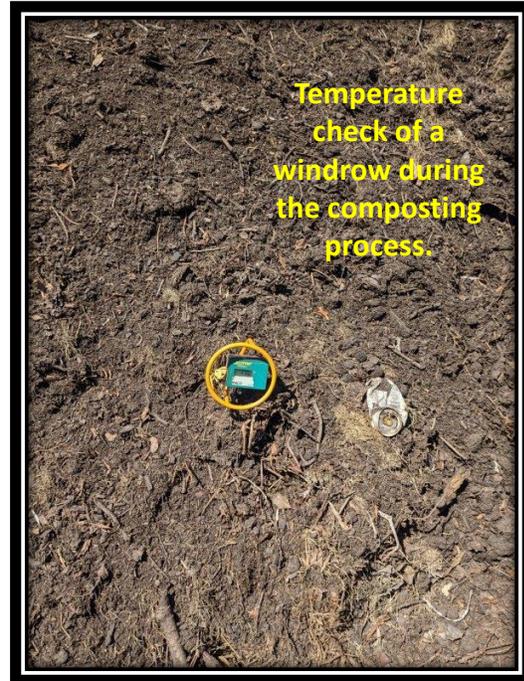
Metal – 172.30 tons

Tires – 28.08 tons

Motor Oil – 43.66 tons

Batteries – 8.23 tons

Electronics – 86.99 tons



# Public Works – Road Division

In 2024, 14 regular capital improvement projects were completed during the paving season.

For the year, approximately **9,981** tons of black top was used (a **3%** increase from 2023) at a cost of approximately **\$745,580.70** (a **3%** increase) for repairs to Township roadways, parking lots, and pathways at Township facilities and parks.

2024 Completed Road Projects - Public Works (Square Yards, Mileage, and Tons of Material)							
Shelley Lane		Lisa Court		Gridley Street		Lansing Avenue	
Square Yards:	4200.00	Square Yards:	1473.00	Square Yards:	3091.00	Square Yards:	4183.00
Miles:	0.24	Miles:	0.07	Miles:	0.22	Miles:	0.24
Tons:	462.00	Tons:	162.00	Tons:	340.00	Tons:	460.00
Melody Court		Cardigan Road		Agabiti Court		O'Rourke Drive	
Square Yards:	2656.00	Square Yards:	2856.00	Square Yards:	1964.00	Square Yards:	7469.00
Miles:	0.13	Miles:	0.14	Miles:	0.10	Miles:	0.37
Tons:	292.00	Tons:	314.00	Tons:	216.00	Tons:	822.00
Fenwood Avenue		Alito Way		PW Yard		Sunnybrae LL	
Square Yards:	2767.00	Square Yards:	22633.00	Square Yards:	27461.00	Square Yards:	7705.00
Miles:	0.16	Miles:	0.77	Miles:	0.00	Miles:	0.00
Tons:	304.00	Tons:	2490.00	Tons:	3021.00	Tons:	848.00
YV-HS Road		HGSA					
Square Yards:	0.00	Square Yards:	2276.00				
Miles:	0.00	Miles:	0.00				
Tons:	0.00	Tons:	250.00				

The table above shows the square yards, mileage, and approximate tons of material for each of the 14 total capital improvement projects completed in 2024.

# Public Works – Road Division

2024 Completed Road Projects - Public Works									
Shelley Lane		Lisa Court		Gridley Street		Lansing Avenue			
Mill/Pave	\$ 70,878.43	Mill/Pave	\$ 67,757.77	Mill/Pave	\$ 43,270.20	Mill/Pave	\$ 86,008.09		
Masonry	\$ -	Masonry	\$ -	Masonry	\$ 9,024.40	Masonry	\$ -		
Painting	\$ -	Painting	\$ -	Painting	\$ -	Painting	\$ -		
Total	\$ 70,878.43	Total	\$ 67,757.77	Total	\$ 52,294.60	Total	\$ 86,008.09		
Melody Court		Cardigan Road		Agabiti Court		O'Rourke Drive			
Mill/Pave	\$ 66,105.71	Mill/Pave	\$ 44,943.45	Mill/Pave	\$ 43,545.83	Mill/Pave	\$ 98,576.13		
Masonry	\$ 5,769.97	Masonry	\$ -	Masonry	\$ -	Masonry	\$ -		
Painting	\$ -	Painting	\$ -	Painting	\$ -	Painting	\$ -		
Total	\$ 71,875.68	Total	\$ 44,943.45	Total	\$ 43,545.83	Total	\$ 98,576.13		
Fenwood Avenue		Alito Way		PW Yard		Sunnybrae LL			
Mill/Pave	\$ 72,639.80	Mill/Pave	\$ 91,834.63	Mill/Pave	\$ 166,479.93	Mill/Pave	\$ 78,472.70		
Masonry	\$ -	Masonry	\$ 7,520.99	Masonry	\$ -	Masonry	\$ -		
Painting	\$ -	Painting	\$ -	Painting	\$ -	Painting	\$ -		
Total	\$ 72,639.80	Total	\$ 99,355.62	Total	\$ 166,479.93	Total	\$ 78,472.70		
YV-HS Road		HGSA							
Mill/Pave	\$ 20,168.37	Mill/Pave	\$ 43,224.66						
Masonry	\$ -	Masonry	\$ -						
Painting	\$ 2,237.12	Painting	\$ 952.48						
Total	\$ 22,405.49	Total	\$ 44,177.14			Grand Total	\$ 1,019,410.66		

The table above details the **approximate project costs** for each of the 14 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 approximate 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 14 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 approximate costs are taken from the Traistr work orders completed by the supervisors of the crews. These totals are strictly the approximate labor costs for each of the jobs completed.

2024 Completed Road Projects - Public Works (Labor Only)									
Shelley Lane		Lisa Court		Gridley Street		Lansing Avenue			
Mill/Pave	\$ 9,701.88	Mill/Pave	\$ 12,376.76	Mill/Pave	\$ 9,089.99	Mill/Pave	\$ 14,348.32		
Masonry	\$ -	Masonry	\$ -	Masonry	\$ 3,139.44	Masonry	\$ -		
Painting	\$ -	Painting	\$ -	Painting	\$ -	Painting	\$ -		
Total	\$ 9,701.88	Total	\$ 12,376.76	Total	\$ 12,229.43	Total	\$ 14,348.32		
Melody Court		Cardigan Road		Agabiti Court		O'Rourke Drive			
Mill/Pave	\$ 9,643.76	Mill/Pave	\$ 5,794.67	Mill/Pave	\$ 6,316.72	Mill/Pave	\$ 13,088.55		
Masonry	\$ 2,377.65	Masonry	\$ -	Masonry	\$ -	Masonry	\$ -		
Painting	\$ -	Painting	\$ -	Painting	\$ -	Painting	\$ -		
Total	\$ 12,021.41	Total	\$ 5,794.67	Total	\$ 6,316.72	Total	\$ 13,088.55		
Fenwood Avenue		Alito Way		PW Yard		Sunnybrae LL			
Mill/Pave	\$ 12,079.47	Mill/Pave	\$ 8,436.56	Mill/Pave	\$ 20,954.12	Mill/Pave	\$ 10,320.48		
Masonry	\$ -	Masonry	\$ 3,503.39	Masonry	\$ -	Masonry	\$ -		
Painting	\$ -	Painting	\$ -	Painting	\$ -	Painting	\$ -		
Total	\$ 12,079.47	Total	\$ 11,939.95	Total	\$ 20,954.12	Total	\$ 10,320.48		
YV-HS Road		HGSA							
Mill/Pave	\$ 4,055.62	Mill/Pave	\$ 6,534.48						
Masonry	\$ -	Masonry	\$ -						
Painting	\$ 1,168.64	Painting	\$ 478.29						
Total	\$ 5,224.26	Total	\$ 7,012.77			Grand Total		\$ 153,408.79	

# Public Works – Road Division



Repairs to Yardville-Hamilton Square Road.

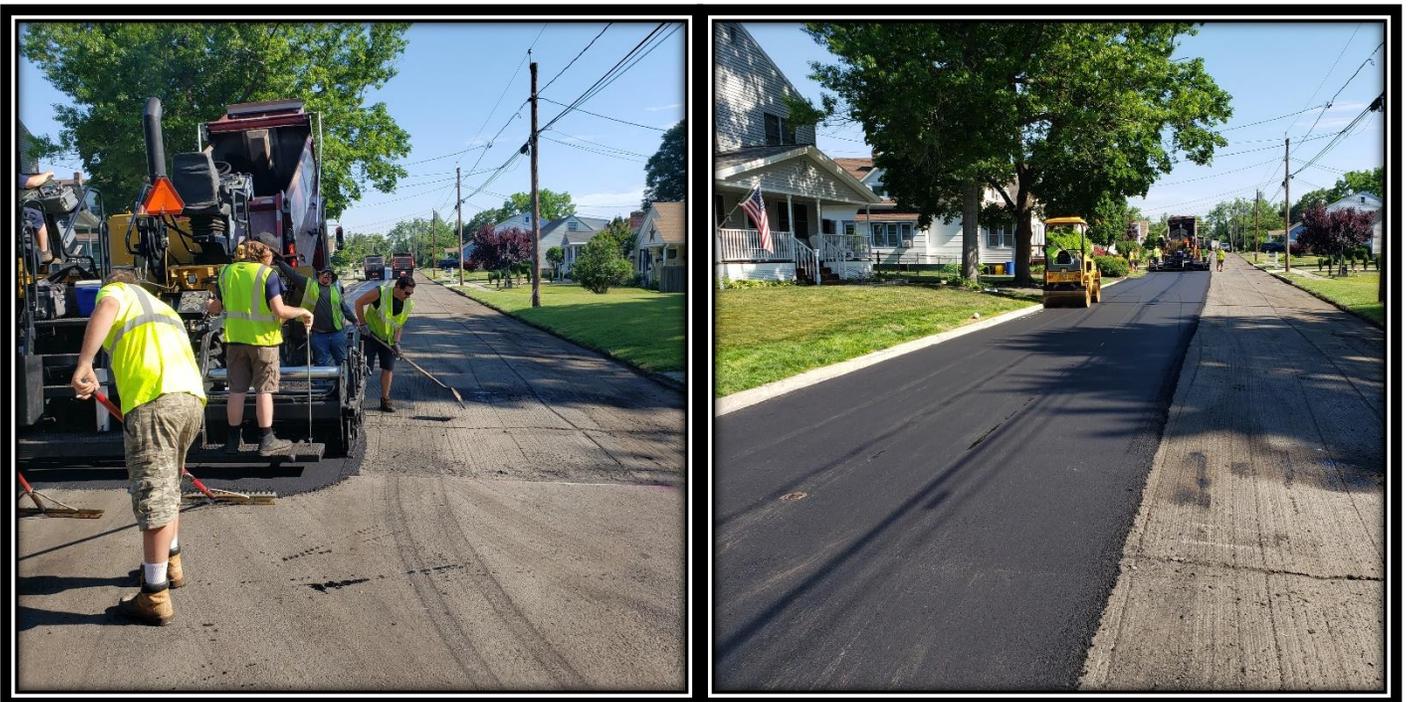


Repairs to Shelly Lane.

# Public Works – Road Division



Repairs to Alito Way (Police Station, Library, and Golf Center segment).



Repairs to Lansing Avenue.

# 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.



Road Division team members complete a gutter line drainage repair on Flock Road.

# 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):

Anita Way	Various	Crack Sealing	March 2024
Arbor Avenue	Various	Crack Sealing	March 2024
Aqua Terrace	Various	Crack Sealing	February 2024
Basin Road	Various	Crack Sealing	March 2024
Billington Road	Various	Crack Sealing	February 2024
Blue Devil Lane	Various	Crack Sealing	March 2024
Briner Lane	Various	Crack Sealing	February 2024
Burleson Avenue	Various	Crack Sealing	March 2024
Carl Sandburg Drive	Various	Crack Sealing	February 2024
Chewalla Boulevard	Various	Crack Sealing	March 2024
Constance Drive	Various	Crack Sealing	February 2024
East Brown Street	Various	Crack Sealing	February 2024
Elkton Avenue	Various	Crack Sealing	February 2024
Fitzrandolph Avenue	Various	Crack Sealing	March 2024
Fox Lane	Various	Crack Sealing	March 2024
Frederick Avenue	Various	Crack Sealing	February 2024
Groveville-Allentown Road	Various	Crack Sealing	March 2024
Harcourt Drive	Various	Crack Sealing	February 2024
Hewitt Avenue	Various	Crack Sealing	March 2024
Hidden Hollow Lane	Various	Crack Sealing	February 2024
Hirsch Avenue	Various	Crack Sealing	February 2024
Hunt Avenue	Various	Crack Sealing	February 2024
Katie Way	Various	Crack Sealing	February 2024
Lacy Avenue	Various	Crack Sealing	March 2024
Marlon Pond Road	Various	Crack Sealing	February 2024
Michael McCorristin Road	Various	Crack Sealing	February 2024
Mount Avenue	Various	Crack Sealing	February 2024
Park Avenue	Various	Crack Sealing	February 2024
Redfern Street	Various	Crack Sealing	March 2024
Runyon Drive	Various	Crack Sealing	March 2024
Soloff Drive	Various	Crack Sealing	March 2024
Steiner Avenue	Various	Crack Sealing	March 2024
Tantum Drive	Various	Crack Sealing	March 2024
Tappan Avenue	Various	Crack Sealing	March 2024
Terrapin Lane	Various	Crack Sealing	February 2024
Tiberi Court	Various	Crack Sealing	March 2024
Wisteria Lane	Various	Crack Sealing	February 2024



Road Division team members sealing surface cracks.

# Public Works – Road Division

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

- Claw leaves pick up in E-zone and D-zone.
- General maintenance of the ecological facility.  
Running of comingled, cardboard and metal containers to the respective facilities for recycling.  
Turning of leaf rows.
- Brush pickup starts up in A, B, and H zones. (Christmas trees).
- Setting up trucks and equipment for snow operations, switching out snow equipment for brine equipment due to changing weather reports.
- Spicer Avenue manhole repairs.
- Trash Rack inspection and cleaning in preparation for the pending storm and post-storm cleaning of Trash Racks.
- Stop sign repair and installation at Rowan Avenue and S. Broad Street.
- Jet-Vac Crew/Stormwater: A-zone S. Broad Street South Bound side. Inspect and clean inlets.
- Tacking roadways: Billington Road, Katie Way, and Marlon Pond Road.
- Manhole repair at 32 Leuckel Avenue.
- Replacing yield signs at Kuser Road and Whitehorse-Ham. Sq. Road intersection.
- Tacking roadways on Moratorium list and pothole repair on our main roadways.
- Inlet header and grate replacement on Daniels Avenue and Surrey Drive.
- Completed brush pick-up in Zones E-1 through E-16 and started brush pick-up in Zone F.
- Loaded salt building and washed out trucks at the conclusion of the snow event.
- Cutout repairs on Estates Boulevard, Klockner Road and Hughes Drive.
- Pipe joint repairs on Tea Rose Lane and Main Street.
- Continued curbside brush collection round #5 in E, F, G, and H zones.



Above: gutter leaf collection.

Below: Hutchinson Street trash rack debris removal.



# 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):

- Inlet cleaning in B zone. Inlet cleaning at SCF complaints at O'Rourke Road.
- Pothole inspection and repairs on main streets, in A-zone, and various SCF complaints.
- Prepare brine system area for the contractor (installation of new system).
- Gutter repair at 77 Cranbrook Road to mitigate drainage issue.
- Cleaned various trash racks of trash, rubble, and debris at Flock Road and Hutchinson Creek.
- Completed brush pick-up in Zones E-1 thru E-16, F-1 thru F-11, round # 7.
- Working on Azalea Fest signage, and Pickle Ball courts number plates.
- Tacking roadways: Lacy Avenue, Mount Avenue, and Park Avenue.
- Inlet and storm line cleaning in Zone B-3 (Stella Avenue, Taylor Avenue, Wert Avenue, and Weller Avenue).
- Street sweeping in Zone F.
- Milled and paved Applegate Drive.
- SCF inlet repair on Gallavan Road and Rivulet Way.
- Old York Road roadside ditch repair.
- Whitegoods and electronics pick-up.
- Alleyway maintenance and cutting in Zone A and B. Roadside cutting in H-zone.
- Turning leaf rows at the Ecological Facility as part of the composting process.
- Graffiti removal at Switlik Park.
- Completed Mercer Street and Hughes Drive ADA ramps.
- Completed ADA ramp at Hughes Drive and Applegate Drive.
- Street sweeping in Zones H-1 through H-5.



Above: Spring pothole repairs.

Below: Roadside mowing on Crosswicks-Hamilton Square Road.



# 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):

- Arm mower cutting Merrick Road.
- Printed and installed Around the Town signs for Memorial Day parades.
- Installed last flashing crosswalk signs at Hughes Drive/Applegate Drive intersection area.
- Running of comingled, cardboard, and metal containers to their respective facilities for recycling.
- Picked up yellow buckets from MCIA.
- Inlet cleaning in B-zone (B-10 and B-11).
- Cutting and cleanup at Peter Rafferty Creek.
- Begin milling and paving operations at Sunnybrae Little League parking lot.
- Paint/stripe after paving at Sunnybrae Little League parking lot.
- Roadside tractor mowing in B zone.
- Began milling operations on Lansing Avenue and paved the first section of such.
- Library sidewalk and ADA ramp installation.
- Continued round #10 in D, E, and F zones for brush collection. Grapple stops throughout the town.
- Continued sweeping in A-zone (A-2, 3, and 4).
- Inlet inspection and cleaning with Jet-Vac truck in C zone (C-1).
- Milling and paving of Melody Court 1<sup>st</sup> phase.
- Repairing SCF pothole complaints.
- Inlet repair on Ward Avenue, 61 Ruskin Avenue, 63 Andover Way, 425 Redfern Avenue, and 621 Mary Street.
- Installed flashing crosswalk signs at Young's Road/Colony Court intersection and thermo-plast striped same crosswalk.
- Electronics area maintenance at Ecological Facility.
- Arm mower cutting at various locations (Dam Site 8, WPC, South Olden Avenue overpass, and H-zone locations).
- Cut and trim around perimeter of Veterans Park in preparation for Independence Day fireworks event.
- Completed milling and paving of Shelley Lane.



Above: Britton Industries grinding brush at the Ecological Facility.

Below: Curbside brush collection utilizing the grapple truck.



# 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):

- Forming and pouring of concrete at the Library for benches and statues.
- Completed brush pick-up in zones A-1 thru A-5, B-1 thru B-11, C-1 thru C-7, and D-1 thru D-10 (round 12).
- In conjunction with Police and Engineering – installed No Parking signs on Walnut Avenue to assist with neighborhood concerns.
- Assisted Police for temporary parking by striping Abbott lawn area for Independence Day fireworks event.
- Continued with daily general maintenance of the Ecological Facility and front office register duties.
- Inspection and cleaning of inlets and storm lines in Zone C.
- Arm mowing of Zone D (Carnegie Road, Youngs Road). Completed alleyway cutting and cleaning in Zone B.
- Milling and paving operations on Agabiti Court.
- Vehicle and equipment preparation for potential weekend storms.
- Trash rack inspection and cleaning in preparation for potential weekend storms.
- Continued weekly SCF electronics and metal pickups.
- Sweeping in A-zone and B-zone.
- Milling and paving operations on Fenwood Avenue.
- Inlet and pipe repairs on Olympia Avenue and Magnolia Lane.
- Started brush collection round #16 in A, B and C zones.
- Dropped off two sets of barricades for block party requests.
- SCF inlet cleaning complaints at Groveville-Allentown Road and Libby Court.
- Roadside cutting and cleanup in A-zone alleyways.
- Begin curb repairs on Alito Way.



Masonry Crew team members work on a project at the Library (above) and repair curbs along Alito Way (below) in conjunction with the road repair project.



# 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):

- Begin HGSA parking lot/stripping (grant award project).
- Excavation at Apollo Park for installation of new playground pad and walkways (Clare’s Corner Project).
- Line painting/stripping on Kuser Road and Groveville-Allentown Road.
- Continued curbside brush collection round #17 in D, E, and F zones.
- Outfall repair at the dead end of Carlisle Avenue in D-zone.
- Striped (thermo) crosswalks and stop lines on Hempstead Road and Sharps Lane crosswalks.
- SCF inlet inspection and cleaning on Daniels Avenue and Rivulet Way.
- Cutting and trimming around statues on Klockner Road.
- SCF cut-out repairs at Fleetwood Drive.
- Excavation and filling of flag retirement ceremony pit at Veterans Park.
- Setup traffic control for flag retirement ceremony (Veterans Parks) and senior picnic (Senior Center) special events.
- Street sweeping in A-zone and B-zone.
- Completed sidewalk and concrete projects at Apollo Park (Clare’s Corner Project).
- Working on Oktoberfest signage.
- SCF pothole repair complaints.
- Arm mower in H zone cutting roadside drainage ditches.
- Asphalt manhole in conjunction with masons at 735 Whitehorse-Ham Square Road.
- Outfall repair on Wesleyan Drive in conjunction with Engineering.
- Inlet inspection and cleaning in Zone C-4 (Cypress Lane area).
- Removal of bushes on Tampa Avenue at Sylvan Avenue to address site line obstruction.



Above: Road Division team members participated in the Library’s Touch-a-Truck event.

Below: Road Division team members work on inspecting and cleaning storm water infrastructure assets.



# 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):

- Completed brush collection round 24.
- Cut, trimmed, and cleaned Flock Road bike path.
- Repaired walls at Sign Shop facility.
- Marking out Schiller Avenue and West Park Avenue for stop sign installation.
- Outfall repair at 1176 Estates Boulevard.
- Inspection and cleaning of inlets on Brookwood Road.
- Cleaned out run-off basins and outlets leading to Miry Run.
- Completed leaf pick-up and sweeping in Zones A-1 to A-5, C-1 to C-7.
- 3 Terri Court pipe joint repair.
- Printed Library signs for vendors/craft fair and continued design work for Winter Wonderland.
- Stacking and turning leaf rows at Ecological Facility.
- Striped Youngs Road from Quakerbridge Road to Township line.
- Completed bagged leaf pick-up in all Zones A through H round # 1.
- Cut and cleaned Hutchinson Creek and trash rack area.
- Repaired outfall behind Royal Crest apartments.
- Worked on Sutton memorial signage (Fire Headquarters).
- Claw leaf pick-up in Zones E-1, E-2, E-3, E-4, E-5, E-6, E-8.
- Laying stone pad at Veterans Park for new dedication.
- Crews attended to snow rodeo (training) in Union, NJ.
- Mixed brine solution and tested roll-off trucks with brine.
- Completion of Round #1 for claw leaves. Begin Round #2 in C zone.
- Printed and mounted Around the Town signs for MLK Remembrance Day.



# 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 2024, **167,941.30 gallons of gasoline** were used at a cost of **\$433,463.15**. The Police Division motorcycles continued to fuel at Lakeside Auto, using **156.55 gallons** at a cost of **\$693.46** in 2024. Also in 2024, **144,268.60 gallons of diesel** were used at a cost of **\$421,162.61**. Fuel costs remain high since the pandemic nationwide.



Public Works Garage team members.

## Public Works - Garage

In 2024, the Garage continued tracking daily work orders through our asset management system (Trair) to create a baseline of cost data. This was the third full calendar year of data collected. **641** daily work orders were completed to cover the daily labor pool and provide a snap shot narrative of the work performed. The 641 work orders totaled **\$1,236,295.08**.

Fleet maintenance work orders for each municipal department/division vehicles and equipment were already being accounted for in Trair. For the year, the grand total was **\$758,100.33**. The departmental breakdown is as follows:

- Administration: **\$1,473.81**.
- Buildings and Grounds: **\$19,670.87**.
- Health: **\$13,401.01**.
- Inspections: **\$19,456.18**.
- Fire: **\$20,679.62**.
- Parks: **\$111,523.85**.
- Police: **\$154,059.32**.
- Public Works Office: **\$4,475.25**.
- Roads: **\$369,755.54**.
- WPC: **\$43,604.88**.

VRMS code repair data for 2024 totaled **\$908,636.78** over **1,690** codes hit on the Township fleet.

# Public Works - Garage

The fleet contains approximately **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 2024, **1,690** service work orders were completed. The evening shift completed **569** of these services (a **9% increase** from 2023).

**294** road calls were completed in 2024; which helped keep crews on their jobs to finish assignments.

In addition to these duties the following work was performed:

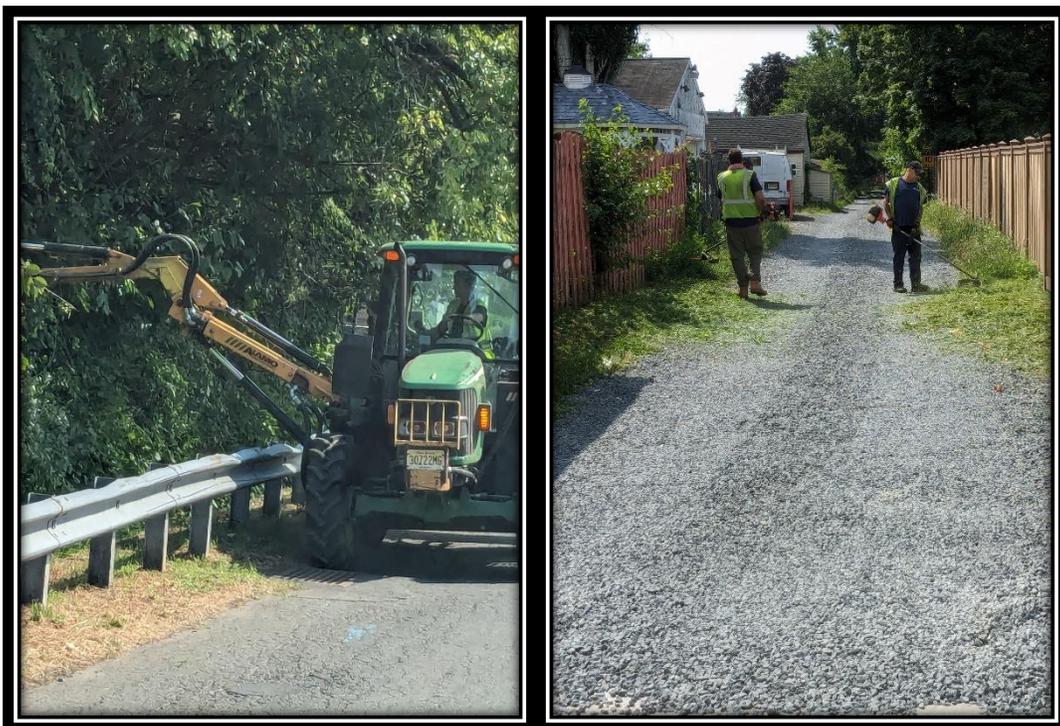
- **3** taxis were inspected.
- **22** new vehicles were inspected and received.
- Bid specifications were reviewed for 2025 Capital Budget proposals.
- **135** requisitions were processed to keep the fleet operational.
- Mowers/grass cutting equipment servicing began in January.
- Paving equipment servicing began in February and was completed in March.
- Worked on a **third** 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.
- Leaf season equipment was prepared and installed during the months of September and October.
- At the end of October/through December all snow equipment was prepared and readied, and attached as deemed necessary. The new brine system was brought online and tested for the winter season as well.
- Continued working on a grant from NJDEP for an electric compactor truck (small trash truck).
- The seven (7) emergency standby generators were fueled and maintained monthly.
- Supplied a combined **4,782** gallons of diesel fuel to WPC to keep their standby generators operating during three power failures at the plant (June, August, and December).
- Trained new employees for CDL testing and road readiness throughout the year.
- Facilitated the auction of surplus equipment. **55** items were sold for a total of **\$172,704.02**.

# 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 2024, 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 2024, **391** work orders were completed for the year between all Divisions. The work orders totaled out at **\$951,236.85** 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 2024, this workflow/organizational change continued as the standard operating procedure and proved to be fruitful. 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 2024, 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 2024, Public Works received and completed a total of **45** work orders. The grand total in billable costs (liens are attached to all properties to recoup costs) was **\$42,658.77**. Of those work orders, **12** were for emergency board up requests and they totaled **\$3,258.65**. The remaining **33** were for work performed on vacant/abandoned properties and totaled **\$39,400.12**.

Other points of data include:

- The average job billed out at **\$947.96**.
- The cost per hour, per job was **\$461.18**.

Continued in 2024, 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 2024 was approximately **\$19,115.87**. In terms of hours, a grand total of **92.5** labor hours were spent mitigating these code violation work orders. Lastly, the approximate cost per hour for labor only was **\$206.66**.

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. **When planning for winter operations it is good to know brine is most effective on roadways when temperatures are between -6 degrees to 28 degrees Fahrenheit.** 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. **During winter operations, it should be noted that salt becomes ineffective on roadways when temperatures drop below 22 degrees Fahrenheit.** Salt requires a combination of vehicle traffic and the thermal cycle for overall effectiveness. For major weather events, secondary (neighborhood) roadways will then be plowed and salted after the end of snowfall.

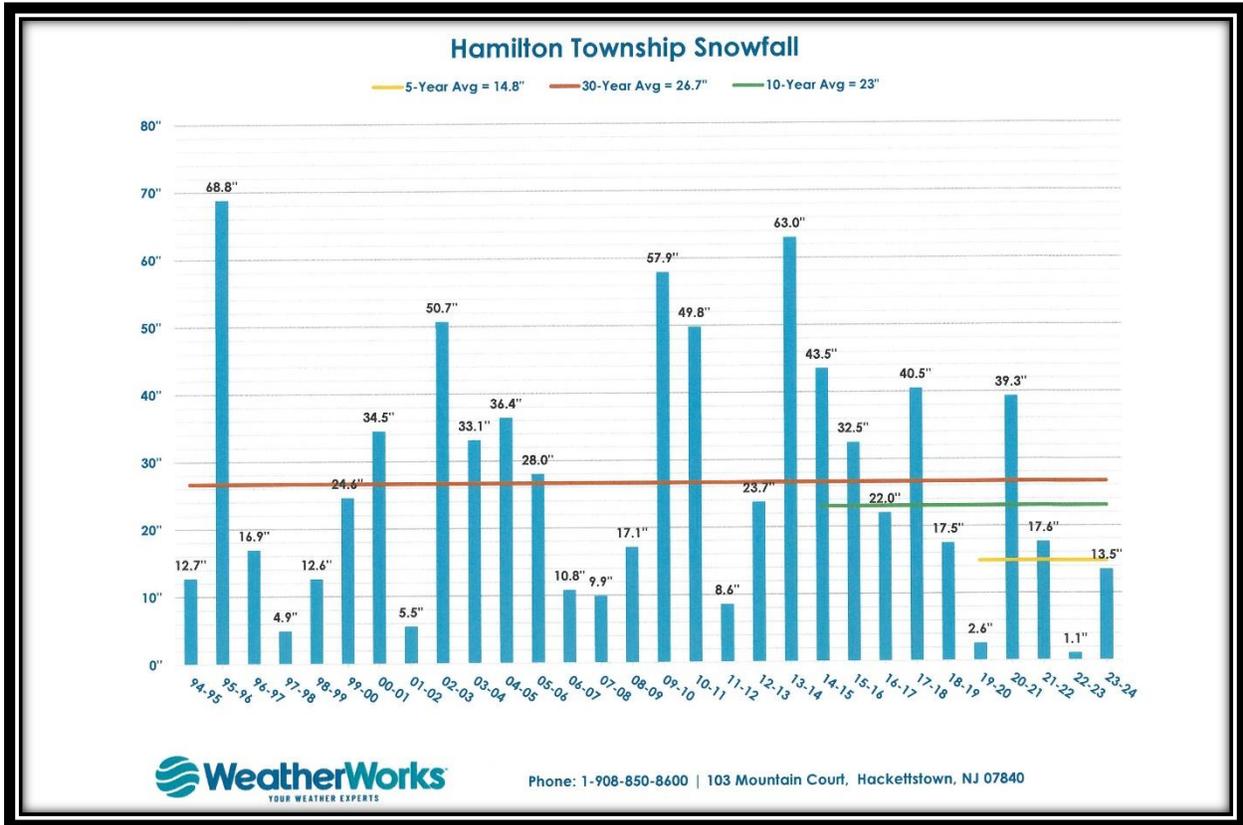
In addition to keeping roadways open and passable, Public Works is responsible for clearing and salting parking lots, sidewalks, walkways, and steps at Township facilities and properties. These important tasks are primarily completed by crews from Parks (parking lots, pathways in the parks/public properties)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

2024 was a mild year for winter operations. Public Works exercised capabilities for a few brining and salting events. One event required crews to go into secondary roads to plow as needed, as there was enough thermal warming to mitigate most accumulation.



# 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 the Public Works Inspector 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, **252** Road Concern service requests were inspected and **178** “Schedule a Public Works Inspection” were addressed.

In 2023 an 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 **106** inspections have taken place in 2024.

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 2024, Hamilton worked through one severe weather event in June. Strong winds and a quick downpour of rain caused damage throughout our community. Public Works crews worked to clean up fallen trees, clear clogged storm water inlets, and collect the brush debris from residents in the aftermath.



Office of Emergency Management/Public Works team members monitor flood gauges for two streams in our community. Above/right is the Assunpink Creek gauge.

# 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, such as: 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, pickle ball, 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

2024 proved to be another eventful and productive year for Public Works as a whole. Public Works participated in the Township's annual Job Fair for the first time and successfully recruited two new team members for B&G and Roads respectively. Work continued on the **asphalt preservation plan** to crack seal roads coming off the 5-year moratorium list. Grant projects picked up steam across the Divisions and the scheduled special events all proceeded as planned with great success.

Public Works continued progress on the grant award 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 continued to manage an environmental stewardship grant award through NJ DEP for improvements to **Sayen Gardens**. Multiple phases of the project are in the works (re-establishing an irrigation well, the Dock Pond restoration, and the Koi Pond re-designing are all in the works).

Public Works also continued to manage a grant to revitalize the **Homedell School** property, which houses several area nonprofit organizations. In 2024, a new roof was installed on the building, as well as needed masonry work to the upper parapets. Background work for a new playground and community pavilion was completed with the culmination of a purchase order being issued for such. Specifications were completed to go out to bid in Quarter 1 2025 for the remainder of the necessary exterior masonry work for the facility.

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

Emergency standby generator grant projects at the Animal Shelter and Senior Center moved further towards completion in 2024. Public Works received the unit for the Animal Shelter and worked with the contractor on the permit process, which is ongoing; with the goal of installation, testing, and coming online by Quarter 3 2025. The Senior Center saw movement on the Technical Submittals between the vendor and the Township's engineering consultant. A tentative plan was established, in coordination with planned events at the facility, to begin installation in Quarter 4 of 2025.

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)** has concluded. Bronze plaques were installed at the memorial site formalizing the dedication and history of the sculpture. Plans are in motion for 2025 to furnish the memorial with granite benches for periods of reflection and remembrance.

Public Works, (in partnership with the Engineering Division), was again challenged by the Administration to come up with a plan to repair a Primary Roadway in our community (Alito Way). Over the course of approximately two weeks in the summer, the roadway saw inlets repaired and the surface milled, paved, and striped.

Progress was made on another grant project (Local Recreation Improvement Grant – LRIG) in 2024. The parking area at the Hamilton Girls Softball Association was repaved and striped to mitigate long-standing drainage issues at the facility. Plans are underway for 2025 to complete the grant project's goals of drainage improvements at other portions of the facility.

In Quarter 4 2024, Public Works soft-launched a modern version of Snow Plow Sal that can now display visually when streets have been salted and/or plowed during winter operations. Using modern GPS technology, the program, linked to our homepage, displays the data by color-coding segments of roadways on 2D and 3D maps as the predetermined routes are completed.

# Public Works – Capital Projects, Special Events/Projects

The Town again partnered with Joey’s Little Angels and the Where Angels Play Foundation to build “Clare’s Corner” within Apollo Park. Road Division and Parks Division team members worked diligently and expediently with volunteers from our community and from across the nation to transform the existing park and playground into a world-class facility for children of all abilities. The feature of the park renovation is an age 2-5 “tot” playground – unique to our community.

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 2024 school year. Public Works is ready and able to assist when called upon for the betterment of our community!

Public Works, in conjunction with Engineering, worked to solve a long-term access issue at Sayen Gardens. ADA compliant pedestrian crossings and striping were installed at the Mercer Street/Hughes Drive intersection and at the Hughes Drive/Applegate Drive intersection. In addition to the ramps, street lights were retrofitted (by PSE&G) with energy efficient directional LED lamps. Flashing pedestrian crossing signs were also installed at these new crossings. An additional similar crossing was installed on Youngs Road unrelated to the Sayen Gardens project.

Continued in 2024, the Ecological Facility again hosted students for the Compost Operators Certification Course held by Rutgers University. Students from all across New Jersey’s counties and municipalities met in the parking lot of the adjacent HamStat Call Center/Golf Center and then toured the Ecological Facility on foot (led by course instructor and friend of Hamilton Public Works Mr. Wayne DeFeo). Students gained first-hand knowledge of the construction of leaf windrows, temperature testing, and site maintenance. They were also able to witness brush grinding during their trip. Hamilton’s contracted partner, Britton Industries, was on site processing the Class B brush material. We are always happy to partner with other agencies to improve services for our neighboring communities.



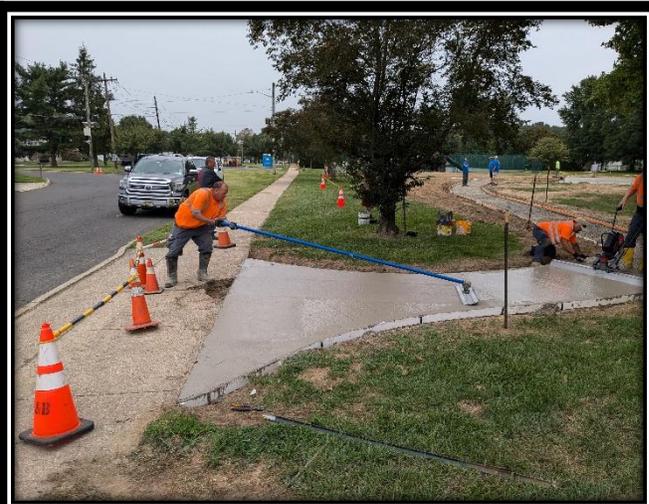
Students gathering for the Compost Operators Certification Course.

# Public Works – Apollo Park/Clare’s Corner Team Project



In 2024, Hamilton Township partnered with the Easton Family, [Joey’s Little Angels](#), and the [Where Angels Play Foundation](#) to revitalize Apollo Park into Clare’s Corner. In a collaborative effort, volunteers from the family, foundations, our community, and team members from Public Works spent several weeks in September removing the existing, aged, infrastructure from Apollo Park. Work then began to form the pad and base layer for the new tot lot-style park (designed for children aged 2-5). This all culminated in the third week of September, with a host of helpers coming together to assemble and install the new structures and facilities. This was truly a team effort from all parties, leaving a lasting tribute to the Easton Family and others, as well as the volunteering agencies.

# Public Works – Apollo Park/Clare’s Corner Team Project



# Public Works – Emergency Response

**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.

Road Division team members were called upon to assist the Fire Division and Inspections Division again in 2024. A structure fire broke out on **April 9** at a storage unit facility on Quakerbridge Road. Working in conjunction with the other Divisions, Public Works used heavy equipment to open parts of the structure to assist with fire fighting and recovery efforts.

Public Works team members were able to help our colleagues at Water Pollution Control (WPC) work through three power failures (**June, August, and December**) at their facility. During the June incident Buildings and Grounds team members were able to assist WPC by staging and powering a trailer-mounted generator to sustain critical functions at the plant's lab facility.

In addition to those functions, Garage personnel provided diesel fuel supplies to the plant's standby emergency generators, totaling nearly **5,000 gallons** for the year by the end of the third event. The Office of Emergency Management was activated for each event and Public Works personnel in those functions worked with each Division and other community partners to restore power to the facility; in turn helping to meet the needs of our community. Through this collaboration, WPC was able to continuously provide service to our community while the power situation was corrected and repaired.



Left: Public Works team members assist at the structure fire.



Right: Garage team members work with Emergency Management team members to provide fuel to the standby emergency generator systems at Water Pollution Control.

# 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

- Begin planning phase for basin remediation at locations identified as most in need of restoration.
- Begin grant application for lighting upgrades in Veterans Park.
- Begin site plan permit renewal for Ecological Facility.

## February

- St. Patrick's Day parade preparations are underway. Signs are up and floats are being prepared.
- Blue-collar uniform designs and decals have been selected.
- Capital requests submitted for parks projects, Sayen Stewardship acceptance grant, and other long term project goals.
- Submitted necessary documents to process the grant application for the EV garbage truck project with NJ DEP.



Highlands Basin remediation.



Clean-up along the St. Patrick's Day Parade route at the end of the event.

# Public Works – Capital Projects, Special Events/Projects

## March

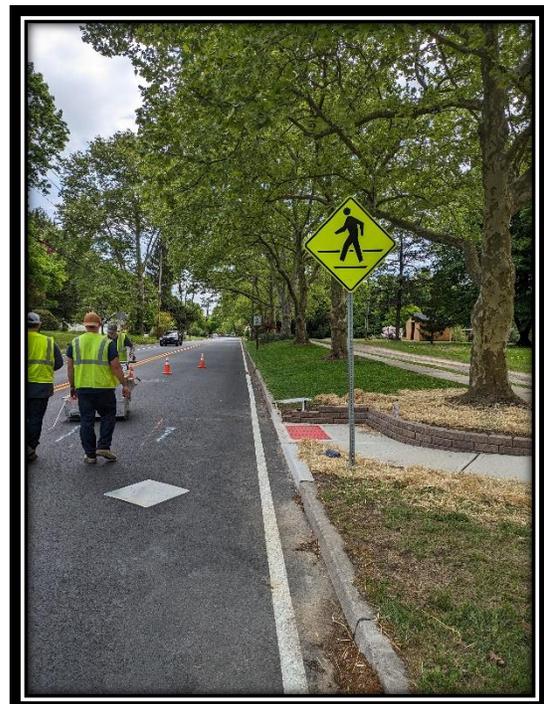
- Working with the MCIIFA to finalize the WWII memorial area on the south side of Veterans Park. The wording for bronze plaques is being developed.

## April

- Working with Steinert High School to provide shared services to process a signage request.
- Continued working with NJ DEP to finalize grant agreement for the EV garbage truck project.
- Begin seasonal start-up in all Divisions for warm weather services and projects.
- Patriotic Committee has begun spring cleaning of the monuments in Veterans Park.
- Parks team members repaired a sinkhole and drainage pipe in the gardens.
- Pedestrian crossing project, in conjunction with Engineering, underway. Locations include Hughes Drive, Mercer Street, and Youngs Road. ADA ramps, striping, and signage improvements will be constructed. Working with PSE&G to upgrade street lighting to current LED standards at the crossings as well.



Newly installed plaque at the WWII memorial.



Pedestrian crossing project, Hughes Drive at Sayen Gardens.

# Public Works – Capital Projects, Special Events/Projects

May

- Working with Engineering and WPC to troubleshoot a sinkhole and stormwater concerns on Spicer Avenue.
- Station 19 roof replacement underway.
- Homedell roof replacement underway (grant project).
- 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.
- Received proclamations from Shiloh Baptist Church.



2024 Memorial Day Parade.



# Public Works – Capital Projects, Special Events/Projects

## June

- Processed one-year extensions for snow contractors (2 of 3 vendors agreed to extend).
- Working with Halsey Foundation (Homedell tenant) on sewer lateral concerns.
- Independence Day fireworks/concert preparations underway.
- Annual June paper shredding event for the community.



The annual paper shredding event was another successful event.

Above: residents queue on Alito Way to participate in the event.

## July

- Breeze Banners began installation of seasonal banners on decorative light poles at various, agreed upon locations around town.
- Animal Shelter generator being shipped to vendor's facility in Georgia.
- Senior Center generator submittals are being reviewed by Kelter and Gilligo.
- Buildings and Grounds Superintendent Bob Hogan retired.

Below: set-up and staging for the shredding event.



# Public Works – Capital Projects, Special Events/Projects

## August

- Setup for National Night Out and unfortunately break down as event was canceled due to weather concerns.
- Prepare for severe weather event by clearing storm drains and basins of debris.
- HGSA Grant worked phase one was completed (parking lot and striping).

## September

- 9/11 Ceremony: final preparations at the Memorial for the 9/11 ceremony.
- Snow plans and leaf collection plans gearing up now.
- Coordinate tents for Hamilton's Cavalcade of Bands.
- Prepped for Flags for Heroes Event.
- Sayen Grant project continued. Design is completed and working with Garden State Koi to finalize plans and drawings.
- Clare's Corner (Apollo Park) project in full swing between Public Works staff and Where Angels Play foundation volunteers.



In 2024, soccer fields 1 and 2 in Veterans Park were dedicated to two longtime area coaches. Our community is blessed to have had such dedicated volunteers serve many generations of Hamilton's youth.



# Public Works – Capital Projects, Special Events/Projects

## October

- Working on seasonal maintenance at the ramble area in Sayen in conjunction with proposals related to the grant project.
- Repaired the embankment deterioration on Youngs Road near the overpass.
- Continued working through stormwater repairs designed by Engineering (Wesleyan Drive outfall).
- Cleared site-line obstructions at the intersection of Tampa Avenue/Sylvan Avenue.
- Marked out Schiller Avenue/West Park Avenue to begin installation of new stop signs in conjunction with Engineering.
- Winter Wonderland preparations underway in conjunction with the setup and cleanup from the annual Oktoberfest event.

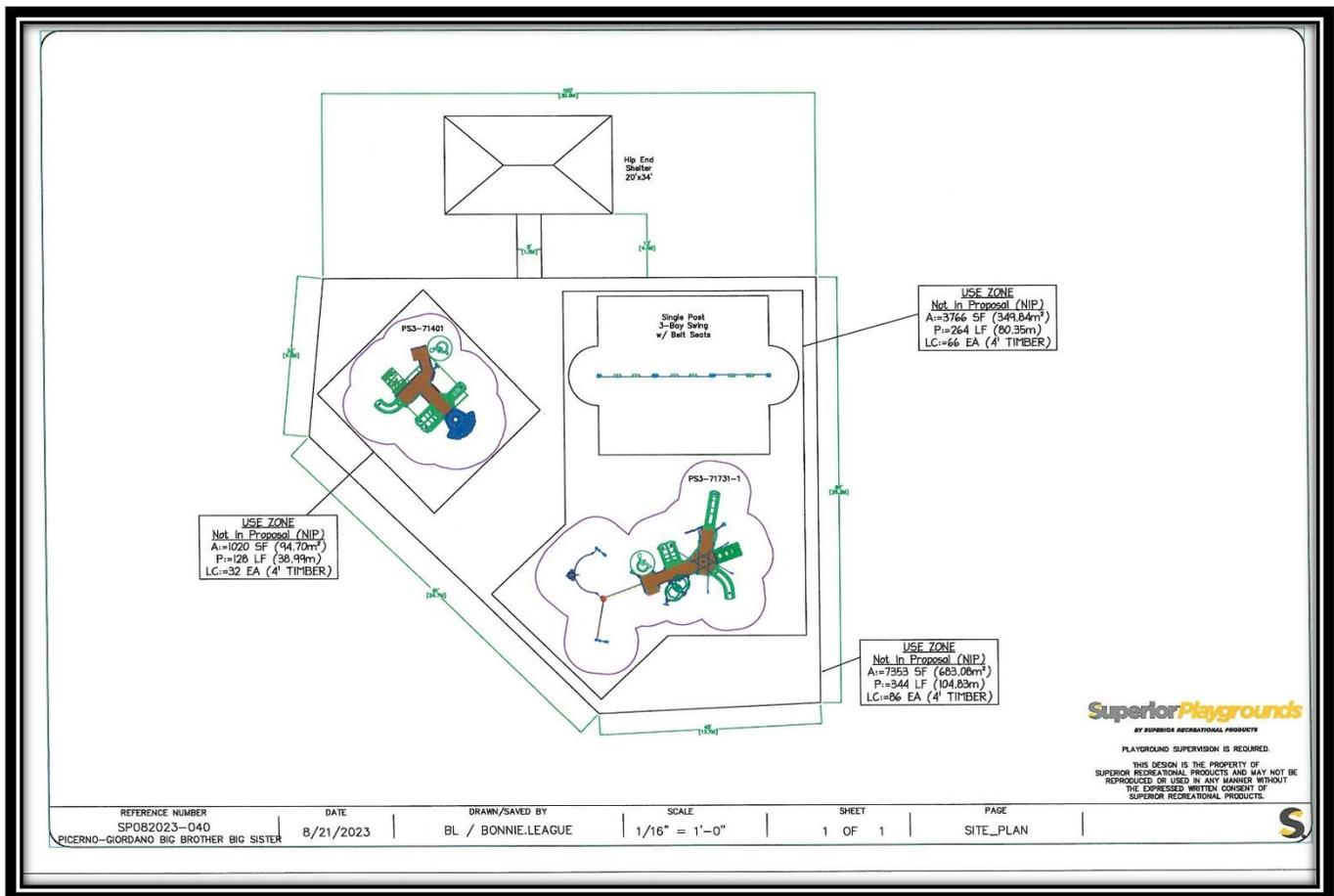


Public Works continued making improvements to our community's storm water infrastructure.

# Public Works – Capital Projects, Special Events/Projects

November

- Request to vacate Williamson Avenue being processed.
- Continued with process for permit renewal at Ecological Facility (air permit now required for screener).
- Homedell grant project progressing. Playground and pavilion proposal on the agenda for the December 3<sup>rd</sup> meeting.
- Invited to the Rotary Club monthly meeting to discuss Public Works' role in our community.



Layout design concept for the playground and pavilion as part of the Homedell grant project.

# Public Works – Capital Projects, Special Events/Projects

December

- Working with Trenton Water to coordinate with the utility on when their road restoration contract for trenches will be awarded and work to commence.
- Winter Wonderland setup completed and event ready for the public.
- Working with vendor to correct issues with the hockey court surface at Veterans Park to address concerns by user groups.
- Christmas decorations and seasonal display items being staged at the buildings and parks after the conclusion of Winter Wonderland.



Parks Division team members preparing Kuser Farm Park and the mansion for Winter Wonderland.

# Public Works – Employee Training

## CC& T GT Mid-Atlantic Paving Workshop

- Chris Lockett
- Kevin Wright
- Cail Tilghman
- Luke Brown
- Nick Mayer
- Ben Woodward
- Justin Dunn
- Rob Rupp
- Paul Buck

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

- Daniel Spera
- Gene Hill
- Mike Miller
- Cody Jackman
- Cail Tilghman
- Justin Dunn

## Municipal Tonnage Grant 2024 Updates (Rutgers/NJDEP)

- Kyle Battaglia
- Jim Wyrrough

## Fundamentals of Paving Seminar

- Chris Lockett
- Kevin Wright
- Nick Mayer
- Ben Woodward
- Cail Tilghman
- Luke Brown
- Justin Dunn
- Rob Rupp
- Paul Buck

## Storm Water Management Training (Rutgers)

- Parks Supervisors
- Roads Supervisors
- PW Office Staff

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

- Dave DiBiasi
- Scott Watkin

## NJ Asphalt Paving Association Annual Conference

- Chris Lockett
- Gene Clugsten
- Kevin Wright
- Luke Brown
- Ben Woodward
- Cail Tilghman
- Allan Palumbo
- Justin Dunn
- Rob Rupp
- Paul Buck

## 2024 Sustainability in Motion Conference

- Jim Wyrrough
- Kyle Battaglia

## Low Carbon Fuels 101

- Tom Willert
- Kyle Battaglia

## FEMA IS 1012 Direct Admin. Costs

- Bob Bates

# Public Works – Employee Training

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

- Kyle Battaglia
- Scott Watkin

## Association of New Jersey Recyclers Annual Conference

- Jim Wyrrough
- Kyle Battaglia

## 2024 Garden State Tree Conference (NJ Arborists ISA)

- Scott Watkin
- Jim Hunter

## CDL Licensing (new or upgraded)

- Luke Brown
- Daniel Spera
- Ron Sohl
- Dylan Rodgers
- Michael Ensana
- Paul Buck
- Michael Tobiasz
- Michael Glazewski
- Trevor Anson
- Sherry Aspromonti
- William Stewart
- Austin Albright

## Garden State Purchasing Association Mini Conference

- Dana Skwara
- Christine Kukoda
- Kathleen Severino
- Kyle Battaglia

## NJ Shade Tree Federation Conference

- Jim Hunter

## Pond Design, Management, and Maintenance

- Brian Falconio

## Work Zone Safety (Roads)

- Supervisors

## National Highway Products Open House

- Rich Churchman
- Jimmy Stevens
- Anthony Herrera

## OSHA 510 Occupational Safety and Health Standards for Construction Industry

- Bob Bates

## OSHA 7515 Job Hazard Analysis

- Bob Bates

## Inspecting Buildings for Asbestos Containing Materials (AHERA Inspector)

- Bob Bates

## OSHA 3085 Principles of Scaffolding

- Bob Bates

## Safe and Sound Week 2024

- Bob Bates

## FEMA IS 552 PW Role in Emergency Management

- Bob Bates

# Public Works – Employee Training

## FEMA Grants Portal Training (Rutgers)

- Emily Battista

## FEMA IS 100 Intro. to ICS

- Emily Battista
- Richard Churchman
- Chris Lockett

## FEMA IS 200 Basic Incident Command System

- Emily Battista
- Bob Bates
- Richard Churchman
- Chris Lockett

## FEMA IS 200 (NJ OEM In-person)

- Kyle Battaglia

## FEMA IS 700 Intro. to NIMS

- Kyle Battaglia
- Emily Battista
- Richard Churchman
- Chris Lockett

## FEMA IS 800 National Response Framework

- Kyle Battaglia
- Emily Battista
- Bob Bates
- Richard Churchman
- Chris Lockett

## FEMA IS 2200 EOC Functions

- Kyle Battaglia
- Richard Churchman
- Chris Lockett

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

- Dana Skwara
- Cherese DiNatale
- Kathleen Severino
- Emily Battista
- 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
- Sign and Pavement Markings
- Snow and Ice Removal

## FEMA Professional Development Series IS 120-240

- Jim Wyrrough

## NJ OEM Basic Workshop

- Kyle Battaglia
- Emily Battista

## NJ Emergency Preparedness Association Annual Conference

- Kyle Battaglia

## NJ League of Municipalities: OEM and Building Department Staff Roles and Responsibilities During Emergencies

- Cherese DiNatale
- Christine Kukoda
- Emily Battista
- Kyle Battaglia
- Bob Bates

# Public Works – Retirements and News

**Rick Agabiti** – Roads (36 years of service).

**Mike Waladkewics** – Garage (34 years of service).

**Linda Belardo** – Public Works Office (33 years of service).

**Bob Hogan** – Buildings and Grounds (32 years of service).

**Jan Wiacek** – Garage (25 years of service).

**Jean Haldeman** – Parks (22 years of service).

**Marty Gallagher** – Parks (12 years of service).

**Stan Remboske** – Garage (5 years of service).



Jean Haldeman, assisting Hamilton B.O.E., at an Arbor Day event at Crockett M.S.



**As we wish our recently retired colleagues well in their new endeavors, we also look to the future as our community broke ground in 2024 on a new Municipal Government facility on Whitehorse-Mercerville Road. Public Works team members were invited to participate in the ceremony.**

# Public Works – Department Goals

## 2024 Goals and Results

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). *In progress – we continue to meet with the utility to balance the needs of both entities.*
2. Work with WPC to better organize and streamline inspections of road opening when assets cross over. *Success. WPC road openings are processed in inspected in the same manner as other utilities.*
3. Continue working to build our asset database in Traisr. *Success. Additional stormwater components and winter operations components have been added to the portfolio.*
4. Work with the Administration in the management and project completion for the awarded grants. *In progress. Each grant project has moved forward to their next phases.*
5. Continue to successfully maintain 625 lane miles of roadway by completing all Capital Program projects again in 2024. *Success. All projects were completed and Alito Way was added to the program as funds were made available.*
6. Create a more streamlined basin management plan to better address rain events. *Success. Basins are inspected pre-storm and post-storm and are cleaned as needs dictate.*
7. Continue working as a team of professionals to create a welcoming environment for our residents and guests to at our facilities and parks. *Success and will continue in the new year.*

## 2025 Goals

1. Work with the Administration to represent the Township's infrastructure needs as it relates to the new regional water utility created from the framework of Trenton Water Works.
2. Finalize Buildings and Grounds usage of Traisr (began in Q4 2024).
3. Streamline the winter operations asset management program (soft launched in Q4 2024).



Image designed by: Jim.

