

## AREAS OF RESPONSIBILITY:

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

## ACCOMPLISHMENTS:

- ➡ Processed 5,880 purchase orders (POs) – totaling \$340,328,617.30
- ➡ Processed 3,745 Requisitions – totaling \$33,634,474.72
- ➡ Processed 3 on-line surplus auctions totaling \$175,654.02 & 3 National Co-op Awards
- ➡ Established Tracking IDs for Co-ops: Bergen County, ESCNJ, Hunterdon, Mercer, Somerset, PVSC & National
- ➡ With Cooperation of the Municipal Clerk, transferred all contract processing to that office as the Custodian of Records
- ➡ Utilized 939 Commodity Codes in Edmunds
- ➡ Expedited Vendor payment across the Township with the implementation of Resolution permitting us to no longer require claimant certification for certain transactions
- ➡ Continued Authorization for QPA to Award Contracts Between \$ 17,500.00-\$44,000.00
- ➡ Initiated, submitted & tracked 18 Grant Chapter 159 Resolutions, amounting to \$3,309,067.71
- ➡ Reduced Accounts Payables from \$ 1,882,121.03 to \$ 747,021.77
- ➡ Utilized Amazon (when local vendors were unavailable) in the amount of \$39,784.30 for purchases in Recreation, IT, Animal Shelter, Fire, Police, Court,
- ➡ Mayor's Office, Economic Development, Clerks Office, Senior Center, & HAMStat Gave Directors a Monthly Budget Account Status Report following Budget Adoption

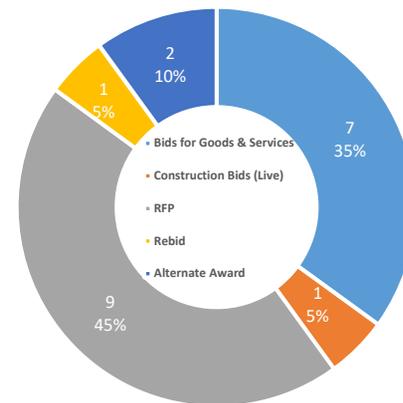
## PROJECTS:

- ➡ Worked with all Departments on Capital & Grant Purchases & Projects
  - ➡ Obtain Quotes & Establish List of Printer Cartridges for all Departments Annually
  - ➡ Alternate Award/Full Disclosure Resolution for Township Vendors
  - ➡ Processed WPC's professional services on a calendar year contract award
  - ➡ Improved Township purchasing through continued implementation of Commodity Code System
  - ➡ Prepare Documents for Destruction through Records Management
  - ➡ Continue to Update the Purchasing Manual for anticipated completion in 2025
  - ➡ Update Vendor's 1099's, W9 & Business Registration Certificates (BRC) in the Edmunds System
  - ➡ Update Yearly Listing of Awarded Contracts by State, ESCNJ, Somerset & Mercer County Co-ops & Proprietary Software Services & Equipment by Resolution
  - ➡ Co-op & State Contract award amounts processed in 2024 [Established through tracking ID's]
- |                            |                                |
|----------------------------|--------------------------------|
| State \$2,262,693.66       | ESCNJ \$187,859.23             |
| Mercer County \$261,403.26 | Hunterdon County \$86,798.20   |
| Somerset \$104,388.04      | PVSC \$22,668.40               |
|                            | National Co-ops \$2,574,780.36 |

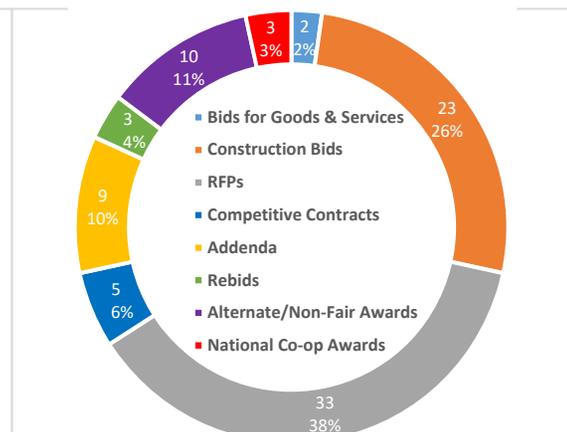
## LOOKING AHEAD... 1 YEAR / 3 YEARS:

- ➡ Processing & will receive/open 10 bids in the first 6 weeks of 2025
- ➡ Moving all WPC construction bids to the IonWave online E bidding platform
- ➡ Process/award a 5-year complete contract RFP for the annual Township calendar
- ➡ Transition execution of titles for awarded bidders from the sale of surplus vehicles to the Clerk
- ➡ Implement additional Green Alternatives
- ➡ Monitor Commodity Code Reporting list for accuracy & compliance. If one were to exceed the \$44,000.00 bid threshold, work with Departments to create bid for such
- ➡ Continue to Provide Monthly Budget Account Status reporting to Directors
- ➡ Continue to establish all of Township bid contract awards on a calendar year
- ➡ Prequalify bidders, complete & award bid for window restoration project for the Isaac Pearson Historic House for 2025 completion
- ➡ Prequalify bidders, complete & award bid for the Sayen Pond Project for 2025 completion
- ➡ Work with the PW to complete a bid for the Holmdel School project & its completion in 2025
- ➡ Establish a succession plan for upcoming 2028 anticipated employee retirements

**WATER POLLUTION CONTROL BIDS & REPS**



**ALL OTHER DEPARTMENTS BIDS & RFPs**



## MAJOR PROJECT:

- ➔ Digitalized the new hire process into an onboarding system

## AREAS OF RESPONSIBILITY:

- ➔ Process All New Hires, Retirements & Unemployment, Promotions, Demotions, Title Changes & Lateral Moves
- ➔ Set-up & Administer Insurance - Health, Dental, Vision & RX
- ➔ Oversee Retiree Benefits including COBRA
- ➔ Investigate & Process Disciplinary Actions & Grievance Hearings
- ➔ Liaison to NJ Civil Service Commission & process all Promotion Examinations and Certificates through CSC
- ➔ Negotiation of Contracts with Unions
- ➔ Calculate & Monitor time balances, FMLA, NJ Disability & NJFLA for all employees
- ➔ NJ Department of Labor & Workforce Development (Occupational Employment & Wage Statistic Reporting (OEWS))
- ➔ U.S. Dept. of Labor Occupational Safety & Health Administration (OSHA) Reporting, Bureau of Labor Statistics Reporting (BLS), O\*NET Data Collection Program Reporting, & U.S. Equal Employment Opportunity Commission (EEO-4)
- ➔ Workplace Democracy Enhancement Act reports for all Twp Unions
- ➔ Process Open Public Records Act (OPRA) requests
- ➔ Process all Workers Comp Claims through our provider, Qual-Lynx
- ➔ Prepare the Affordable Care Act (ACA) Report (1095-C)

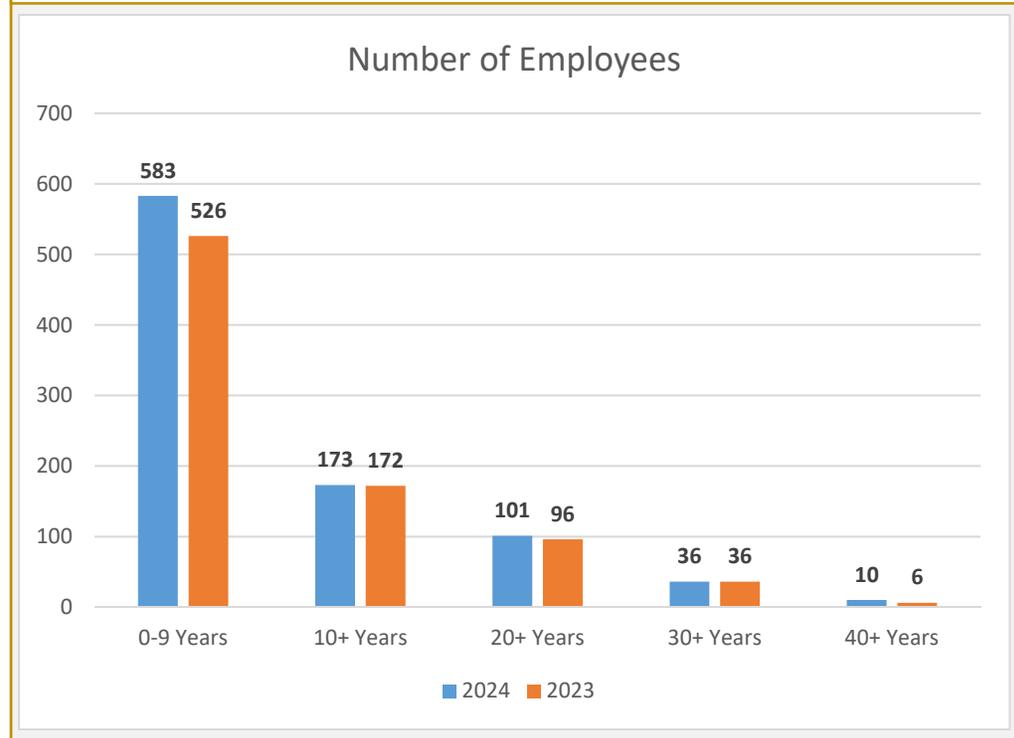
## LOOKING AHEAD... 1 YEAR / 3 YEARS:

- ➔ Implement web based Job Application Process
- ➔ Digitize files to reduce paper waste
- ➔ Streamlining procedures in conjunction with all departments such as Training & Union Requests, Employee Actions, & employee related accidents, safety & discipline
- ➔ Increase productivity by cross training in all activities & job duties
- ➔ Update Employee Manual & re-establish an employee intranet

## ACCOMPLISHMENTS:

- ➔ Reviewed/Maintained Employee Health, Dental, Vision & RX Insurance
- ➔ Processed all New Hires, Job Actions, Disciplinary Actions as needed
- ➔ Researched, compiled & amended incorrect COBRA contributions for retirees
- ➔ Handled Civil Service matters for all Employees as pertains to Civil Service Commission Requirements
- ➔ Assisted Mayor, Business Administrator & Assistant Business Administrator in drafting & disseminating policy changes to employees
- ➔ Developed a More Efficient Onboarding Process for New Hires
- ➔ Digitalized the new hire process into an onboarding system
- ➔ Assisted in Union Contract Negotiations

## EMPLOYMENT LONGEVITY:



## MAJOR PROJECTS:

- ➔ Redefine the Township Technology Team to absorb Police Tech Support
- ➔ Continue updating all Township Domain controllers to latest security updates and releases to enhance overall security
- ➔ Implement Multi Factor Authentication (MFA) at Fire & Police
- ➔ Replace Disaster Recovery Servers

## LOOKING AHEAD... 1 YEAR / 3 YEARS:

- ➔ Continue Planning Network for the New Municipal Building
- ➔ Township Wide Phone System Upgrade – VOIP
- ➔ Upgrade file servers to most current operating system (Server 2022)
- ➔ Convert Fire to Microsoft Outlook O365
- ➔ Expand WiFi to additional axillary Township Buildings
- ➔ Continue Windows 11 Certification for Compatibility
- ➔ Continue replacing aging security cameras throughout the Township
- ➔ Continue Updating End of Life Computers & Servers throughout Fire

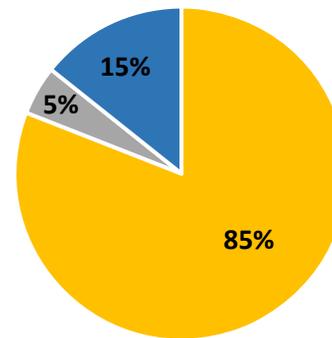
## AREAS OF RESPONSIBILITY:

- ➔ Maintain & Secure Integrity of All Township Data & Data Backups
- ➔ Plan Network Maintenance & Upgrades
- ➔ Maintain Network security 24/7/365
- ➔ Test new hardware & software before deployment
- ➔ Maintain All End User Support
- ➔ Maintain All Network Hardware & Software in order to meet/exceed security standards
- ➔ Provide Network & Computer Support (remotely & in person)
- ➔ Continuous Cyber Security Awareness Training & Technical Support for all

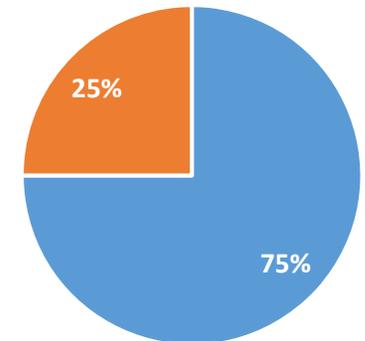
## ACCOMPLISHMENTS:

- ➔ Resolved in excess of 1,700 trouble tickets
- ➔ Continued to replace Security Cameras as well as add some to Public Works' Warehouse
- ➔ Replaced Firewalls as well as servers to meet current security standards & support agreements
- ➔ Network expansion project completed
- ➔ Updated all Computers at the Municipal Court
- ➔ Absorbed Tech Support for Fire & implemented a new HAAS alert System
- ➔ Installed Kiosk Interface at the Senior Center for check in, replacing "myseniorcenter" computers
- ➔ Installed Kronos Time Clocks at Water Pollution Control
- ➔ Implemented new email security features as well as UpFort shield for Cyber Security Training purposes throughout the Township
- ➔ Migrate All Township Mobile Devices to New Provider for Cost Savings & Better Network Dependability

## TOWNSHIP DEVICES:



- Laptops
- Desktops
- Tablets (Surface/iPads)



- Desk Phones
- Cell Phones