

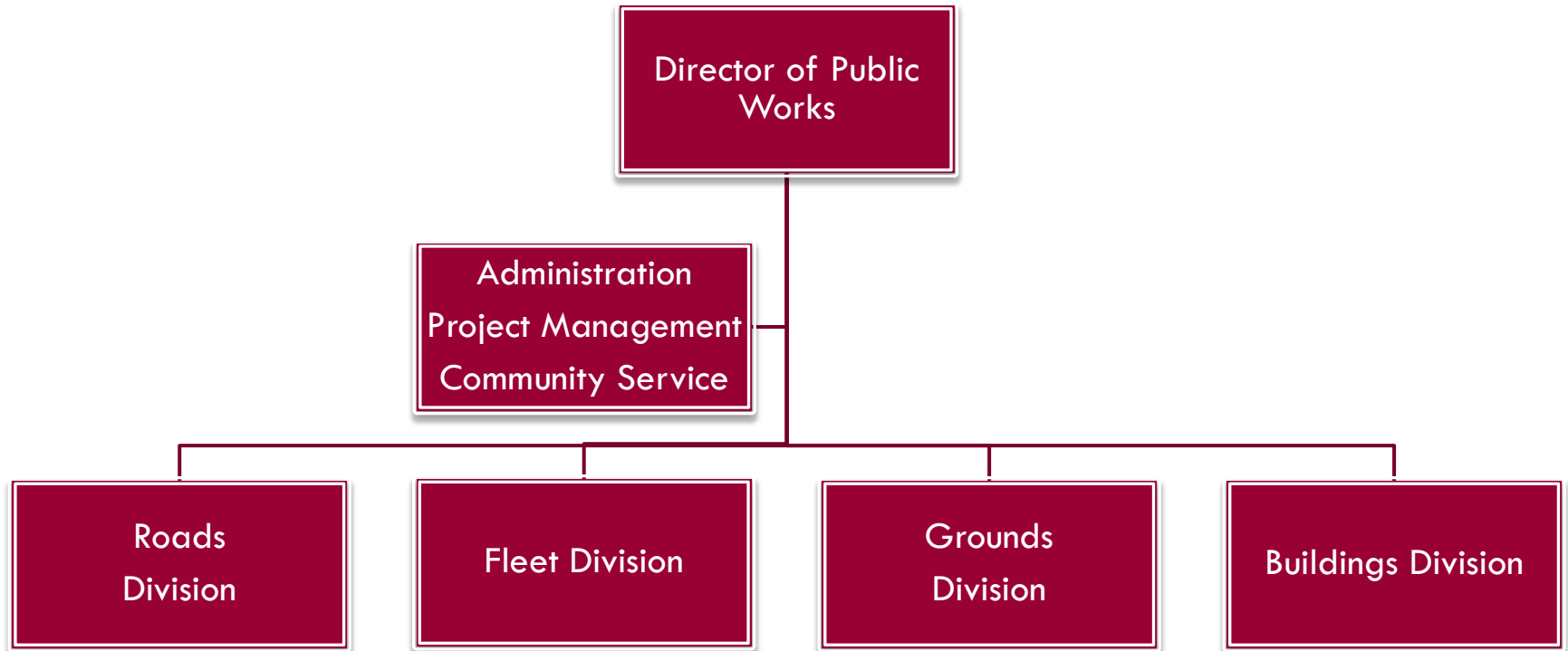
BERNARDS TOWNSHIP



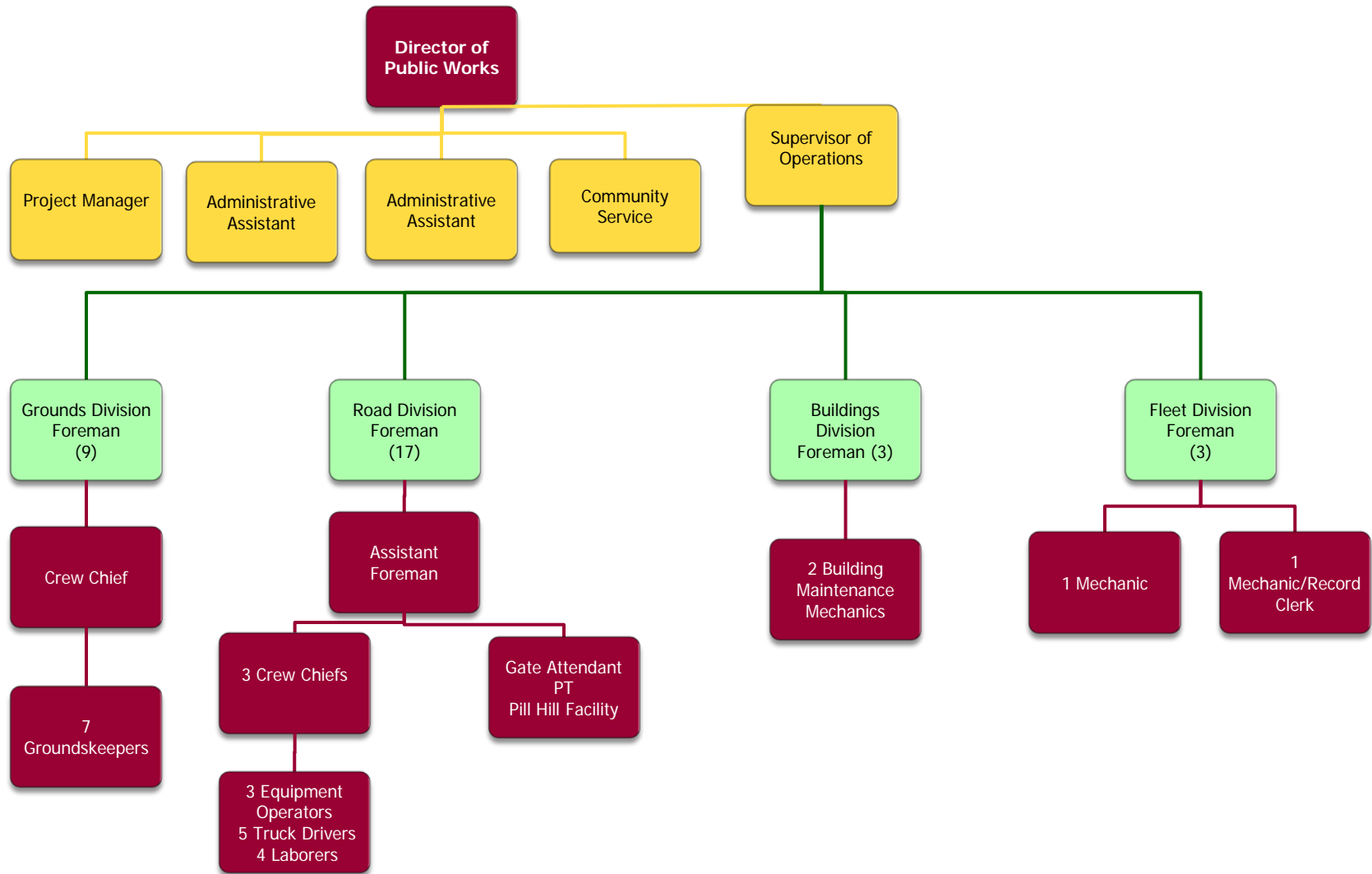
DEPARTMENT
OF
PUBLIC WORKS

June 2016

Organizational Chart



Organizational Chart



Roads Division: Services Offered

- Township Infrastructure as related to the Roads division includes:
 - Maintenance of 113 miles of roads
 - Maintenance of 81 miles of sidewalks/bikeways
 - Drainage system including 4000+ catch basins, multiple detention basins and culverts, miles of drainage pipes
 - Miles of roadside mowing several times per year
 - Street Sweeping

Roads Division: Services Offered

- Township Infrastructure as related to the Roads division includes:
 - Maintenance of various parking lots for municipal buildings, parks, and public/commuter parking
 - Tree care (ROW & Township Property) including liaison with Shade Tree Commission
 - Road striping and traffic signs
 - Pill Hill Recycling Center

Fleet Division: Services Offered

- Area of responsibility include maintenance of Township vehicles (approx. 60 total) , Township large equipment (180 total), small equipment (150 total).
- Maintenance of BOE vehicles and equipment (75 total).
- Assist with Fleet Replacement Plan

Grounds Division: Services Offered

- Grounds Division
- Areas of responsibilities include:
 - Mowing 200+ acres of sports fields
 - Maintenance of 2000+ acres park land
 - 1000's field setups each year
 - Painting sidelines
 - Infield setup
 - Paths/ Trails 16 miles
 - Maintenance of artificial turf fields 3 & 4 at Mountain Park

Building Division: Services Offered

- Maintenance of all Township buildings including physical structure, electrical, plumbing, HVAC, etc.
 - Town Hall
 - Police Department Building
 - Police Annex (Hills)
 - Health Department Building
 - Engineering DPW Building
 - Library
 - Community & Teen Center Buildings
 - Community Service Building
 - Grounds Garage
 - Brick Academy

Building Division: Services Offered

- Areas of responsibilities also include:
 - Maintenance of streetlights on Township electrical meters approx. (140 meters) , as well as, all underground wiring.
 - Inspection and record keeping for:
 - Generators
 - Boilers
 - Fuel pumps and UST's
 - Fire extinguishers and fire alarms
 - EJIF inspections
 - Elevator and Chairlift inspections
 - Fire Inspections and mitigation of violations
 - NJDEP backflow preventer test
 - Indoor Air Quality

Administrative Services Offered

- Resident concerns/complaints (Geo Client 1500+ annually)
- Process Pill Hill Cards (3000 annually)
- Purchase orders/ Requisitions (3000+annually)
- Distribute County Recycling buckets
- Fuel- monthly billing to various organizations
- Hydrant billing to private condo's twice per year
- Adopt a road program

Administrative Services Offered

- Maintains asset inventory for service/replacement/audit/insurance purposes
- Maintains Fleet database
- Revised (new) role for Safety Coordinator
- Integral part of all township Auctions “Francis’ right hand “
- GEO Client trainer/internal support relative to operations

Key Challenges

- Staffing
 - Since 2008 DPW staffing decrease 16% (6 positions)
- Succession Planning
 - 31% of DPW crew have been hired in last 3 ½ years.
 - 78% of DPW supervisors in position less than 1 year.
- Building issues
 - PD ductwork and insulation
 - Town Hall HVAC evaluation and retrofit
 - DPW rooftop unit
 - Lyons Train Station/Canopy Renovation in progress
 - Failing of direct burial wires throughout the Township

Key Challenges

- Fleet Issues
 - Fleet replacement plan
 - Introduce new asset management software & GPS
- Grounds Issues
 - Field downing and reconstruction (32 fields)
- Roads Issues
 - Road repair (asphalt life, funding)
 - Storm-water regulations (sweeping, basin cleaning)
 - Snow Operations
 - Tree removal (Emerald Ash Borer)

Key Accomplishments

- Completion of Town Hall Generator
- Re-grading and new turf of PVP#2 (Tobin Powell Heath future dedication)
- Smooth transition of electronic Pill Hill cards
- Soft rollout of GEO Portal for resident complaints
- Inspection and cleaning of 2600 basins (Storm-water Reg's)
- Completion of Salt Dome scheduled for September

Key Accomplishments

□ Direct Install (2016) Grant	\$47,000
□ Direct Install (2010) Grant	\$203,000
□ Smart Start (BPU Program)	\$3,000
□ Somerset County Historical Preservation Grant	\$200,035
□ Phase I	\$103,455
□ Phase II	\$96,580
□ Recycling Grant	\$38,210
□ Clean Community Grant	\$67,856
□ Energy Allocation Initiative Grant (Generator)	\$250,000
□ Sustainable Jersey Grant (Cirrus Controls)	\$30,000
□ Coordinating Shade Tree Grant PVP(Ash tree removal)	\$25,000

Key Accomplishments: Morbark

Between 2009 & 2015 the use of our Morbark has allowed for the processing of just under 56,000 C.Y. of vegetative waste. This has facilitated the elimination of 1845 container trips (30 C.Y.) and provided the total savings of approx. \$547,000 and allowed for a more efficient and effective use of our limited manpower.

	Savings	Expenditures
Tipping fees avoided	\$276,700.00	
Labor Hauling avoided	\$265,680.00	
Fuel avoided	\$276,750.00	
Equip Maintenance avoided	\$60,000.00	
Free Mulch	\$59,500.00	
Cost of Morbark		\$205,000.00
Labor run Morbark		\$78,890.00
Fuel to run Morbark		\$84,525.00
Maintenance Morbark		\$23,275.00
Total cost Avoidance	\$546,940.00	

Key Accomplishments: Clean Communities Grant

Year	Grant Amount
2007	\$32,870
2008	\$33,659
2009	\$38,233
2010	\$55,375
2011	\$44,931
2012	\$45,064
2013	\$52,078
2014	\$48,833
2015	\$59,344
2016	\$67,856

Key Accomplishments: Recycling Grant

Year	Grant Amount
2007	\$7,979
2008	\$18,442
2009	\$26,462
2010	\$28,806
2011	\$22,246
2012	\$30,675
2013	\$26,281
2014	\$31,690
2015	\$38,210

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DEPARTMENT OF PUBLIC WORKS

Questions?