CONTACT US:

For all questions regarding any DPW services or operations:
Our office hours are Monday – Thursday, 7:00 AM – 5:30 PM

PHONE: 248-594-2800
FAX: 248-594-2810

ADMINISTRATION
Thomas W. Trice – DPW Director
Noah Mehalski – DPW Superintendent
Katie M. Fotherby – Public Works Manager

ROAD DIVISION
Duane Poole – Road Foreman
road@bloomfieldtwp.org
Snow Emergency Hotline: 248-594-2848

WATER & SEWER DIVISION
Steve Sierota – Water Foreman
water@bloomfieldtwp.org
Water Emergency Line: 248-433-7730

FLEET & BUILDING MAINTENANCE
Lance Scram – Fleet/Facilities Manager

GROUNDs MAINTENANCE
Dean Begley – Grounds Foreman

GFL (Green For Life)
1-866-772-8900
MISSION STATEMENT
The Department of Public Works Administrative and Field staff commits to bring our best to work each day with a positive professional attitude towards providing the highest level of service possible to our customers.
<table>
<thead>
<tr>
<th>Division</th>
<th>Employee</th>
<th>Title</th>
<th>Date of Hire</th>
<th>Years of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Tom Trice</td>
<td>Director</td>
<td>9/19/2005</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Noah Mehalski</td>
<td>Superintendent</td>
<td>10/15/2007</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Katie Fotherby</td>
<td>Manager</td>
<td>3/28/2005</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Tia Kollar</td>
<td>Admin. Assistant</td>
<td>12/11/2000</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Kim Sasser</td>
<td>Customer Service</td>
<td>12/9/1996</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>Kelly Lagarde</td>
<td>Customer Service</td>
<td>10/31/2005</td>
<td>13</td>
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<tr>
<td>Road Division</td>
<td>Duane Poole</td>
<td>Road Foreman</td>
<td>2/23/1999</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Richard Bogusky</td>
<td>Crew Leader</td>
<td>4/13/1998</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Marco Nervo</td>
<td>Crew Leader</td>
<td>12/18/2002</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Jason Simpson</td>
<td>Operator</td>
<td>10/21/1995</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Jon Grigsby</td>
<td>Operator</td>
<td>4/1/1997</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Sean Caverly</td>
<td>Operator</td>
<td>8/23/1997</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Adam Roose</td>
<td>Operator</td>
<td>6/19/2004</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Bruce Carnahan</td>
<td>Operator</td>
<td>11/8/2004</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Jeff Krauskopf</td>
<td>Operator</td>
<td>1/13/2007</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Glenn Wood II</td>
<td>Operator</td>
<td>9/26/2011</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Chris Baroli</td>
<td>Operator</td>
<td>6/13/2016</td>
<td>2</td>
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<tr>
<td>Water Division</td>
<td>Steve Sierota</td>
<td>Water Foreman</td>
<td>5/18/2001</td>
<td>17</td>
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<tr>
<td></td>
<td>Craig Lewis</td>
<td>Crew Leader</td>
<td>11/26/2001</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>Rick Jenkinson</td>
<td>Water Operator</td>
<td>8/9/1999</td>
<td>19</td>
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<td></td>
<td>Paul Palace</td>
<td>Water Operator</td>
<td>7/9/2001</td>
<td>17</td>
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<tr>
<td></td>
<td>David Keller</td>
<td>Water Operator</td>
<td>7/21/2003</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Shane Beslock</td>
<td>Water Operator</td>
<td>4/29/2011</td>
<td>7</td>
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<tr>
<td></td>
<td>Josh Eubanks</td>
<td>Water Operator</td>
<td>11/21/2011</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Patrick McNamara</td>
<td>Water Operator</td>
<td>10/7/2013</td>
<td>5</td>
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<tr>
<td>Fleet/Facilities Maintenance</td>
<td>Lance Scram</td>
<td>Fleet/Facilities Manager</td>
<td>2/24/1997</td>
<td>22</td>
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<tr>
<td></td>
<td>Pat Quinn</td>
<td>Facilities Crew Leader</td>
<td>11/1/1999</td>
<td>19</td>
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<tr>
<td></td>
<td>Bob Dragoo</td>
<td>Facilities Maint Tech</td>
<td>10/15/2018</td>
<td>0</td>
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<tr>
<td></td>
<td>Bill Diviney</td>
<td>Fleet Crew Leader</td>
<td>1/10/2000</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Brett Mosher</td>
<td>Install/Service Tech</td>
<td>6/14/1999</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Emmett Moody</td>
<td>Master Mechanic</td>
<td>6/13/2016</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Loren Miller</td>
<td>Master Mechanic</td>
<td>11/21/2016</td>
<td>2</td>
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<tr>
<td></td>
<td>Thomas McGary</td>
<td>Master Mechanic</td>
<td>6/5/2017</td>
<td>1</td>
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<tr>
<td></td>
<td>Gerald Keller</td>
<td>Laborer</td>
<td>6/8/2015</td>
<td>3</td>
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<tr>
<td></td>
<td>Rob Stacherski</td>
<td>Laborer</td>
<td>11/24/2014</td>
<td>4</td>
</tr>
<tr>
<td>Grounds Maintenance</td>
<td>Dean Begley</td>
<td>Grounds Foreman</td>
<td>8/22/1998</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Hillary Drotoz</td>
<td>Crew Leader</td>
<td>11/25/2002</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Trevor Fox</td>
<td>Laborer</td>
<td>6/20/2016</td>
<td>2</td>
</tr>
</tbody>
</table>
The Public Works Administration consists of an Administrative Assistant, two full-time customer service employees and one part-time customer service employee. Each employee is fully trained in every aspect of all the different Public Works Divisions so that they are able to answer questions and inform residents regarding all DPW operations.

Administration also includes management staff that is responsible for overseeing the entire department. The DPW Director is responsible for managing the Department’s budget as well as developing and guiding the department’s long-term direction and goals. The DPW Superintendent primarily oversees the DPW’s operations. Each division’s foreman and supervisors report to him directly regarding the day-to-day tasks and services. The Public Works Manager primarily oversees the DPW’s administrative functions, such as contract management, billing dispute resolution and community events.

The primary function and top priority of administration is customer service. Administrative Staff answer all incoming calls for Roads, Water & Sewer, and Solid Waste. They are the first point of contact for addressing resident concerns and answering resident questions.
Bloomfield Township is the only Township in the State of Michigan to offer its residents the services of a sophisticated Road Division. By a contractual agreement with the Road Commission for Oakland County (RCOC), Bloomfield Township maintains the surface of over 200 miles of subdivision roads and RCOC retains responsibility for 50 miles of primary roads and state trunk lines within Bloomfield Township.

Since it was established in the early 1970's, it has grown to become a highly respected and well equipped operation. All employees are required to maintain a commercial driver’s license and are on call 24 hours a day as first responders.

The Road Division provides a wide range of services not offered by other townships. We maintain over 200 miles of subdivision roads and provide the following services:

- Snow Plowing
- Ice & Snow Control
- Winter Marker Program
- Asphalt Patching
- Gravel Road Grading
- Dust Control
- Median Maintenance on State Roads
- Roadside Litter Cleanup
- Street Sweeping
- Select Mowing
- Select Trimming
- Storm Damage
- Select Tree Removal
- Oakland County Tri-Party Paving Projects
- Oakland County 50/50 Drainage Improvements
- Oakland County 50/50 Bridge Projects

**WE MAINTAIN**
- 176 miles of Subdivision roads
- 37 miles of unpaved gravel roads

**A look at the numbers...**

<table>
<thead>
<tr>
<th>Service</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miles of Patch Paving Completed</td>
<td>3.21</td>
</tr>
<tr>
<td>Tons of Cold Patch to fill Potholes</td>
<td>97.43</td>
</tr>
<tr>
<td>Tons of Gravel added to Gravel Rds</td>
<td>3,371</td>
</tr>
<tr>
<td>Number of Winter Storm Events</td>
<td>25</td>
</tr>
<tr>
<td>Total Sq Yds of Concrete Repaired &amp; Replaced</td>
<td>3,523</td>
</tr>
</tbody>
</table>
New Cape Seal Program

Each year the Township allocates funds in the Roads Budget to perform maintenance patch overlays, concrete section replacement and other pavement preservation activities. Roads are evaluated and prioritized for repair by DPW staff. During the evaluation process it was noted that several locations might benefit greatly by the application of a Cape Seal pavement preservation material that is sprayed on the pavement and covered with fine stone chips or sand. This method has been utilized successfully in neighboring communities such as Birmingham and Auburn Hills and has a life expectancy of 5 to 7 years. At the urging of the Township, the Road Commission for Oakland County has allowed this type of work to be done, by the Township, on the county roads.

The 2018 program consisted of applying the Cape Seal product to approximately three miles of road or six lane miles of roads located within various areas of the Township. It is important to note that this process was utilized in areas that would not have received any pavement preservation work if not for this program. With this program, our limited dollars are being employed to do as much work on our roads as possible. This program also did not reduce the other pavement restoration projects we had scheduled for 2018.

Winter Storms - Yearly Comparisons

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snow (inches)</td>
<td>47&quot;</td>
<td>45&quot;</td>
<td>40&quot;</td>
<td>38&quot;</td>
<td>63&quot;</td>
</tr>
<tr>
<td>Labor Hrs</td>
<td>3,751</td>
<td>2,795</td>
<td>2,485</td>
<td>4,321</td>
<td>3,670</td>
</tr>
<tr>
<td>Salt (tons)</td>
<td>2,938</td>
<td>2,109</td>
<td>1,706</td>
<td>3,197</td>
<td>3,554</td>
</tr>
<tr>
<td>Chloride (gallons)</td>
<td>22,860</td>
<td>21,840</td>
<td>20,410</td>
<td>33,330</td>
<td>29,090</td>
</tr>
</tbody>
</table>
GENERAL SUMMARY OF TASKS/ACTIVITIES

- **Road Improvements**
  - Concrete Patch Repairs
  - Asphalt Overlays
  - Tri-Party Projects
- **Road Surface Maintenance**
  - Grading/Dust Control
  - Pothole Patching
  - Street Sweeping
- **Retiree Costs**
  - Pension & Healthcare Plans
- **Equipment/Vehicle Expenses/Maint**
  - Fuel
  - Repair & Maintenance Services
  - Repair Parts
- **Winter Maintenance**
  - Salting/Plowing/Sanding
  - C-Marker Program
  - Mailbox/Sod Damage Repairs
- **Admin/Customer Service/Training**
  - Mgmt/Clerical Staff, Customer Service
  - Office Supplies
  - Training & Conferences
- **Paid Time Off**
  - Vacation, sick, personal, holidays
- **Building Expenses/Maintenance**
  - Insurance, utilities, repairs, office equip
- **Roadside/Median Maintenance**
  - Litter Pickup
  - Roadside Mowing
  - State Highway Median Landscaping
- **Misc Op Expenses**
  - Uniforms, supplies, tools, dues & subscriptions
- **Drainage Maint/Emergency Repairs**
  - Ditching, basin/manhole cleaning
- **Events**
  - Setup/teardown, traffic control
The Water & Sewer Division is responsible for distributing safe drinking water to more than 16,000 customers. Drinking water is treated, tested and monitored on a continuous basis to ensure that it meets or exceeds all federally mandated requirements governing its quality.

The Water & Sewer Division is also responsible for providing a means to collect sanitary sewage disposal from more than 11,000 homes and businesses for transportation to the City of Detroit's wastewater treatment plant. The Division maintains the sewers and operates 9 sewage-pumping stations, which have been recently upgraded to ensure continuous operation.

The Water and Sewer Division employees all maintain Drinking Water Operator Certifications, CDLs and are on call 24 hours a day as first responders.

The Water & Sewer Division performs many functions in order to ensure quality services. Some of those functions include the following:

**WATER SUPPLY**
- Maintain positive operating pressure over approximately 280 miles of public water mains that range in diameter from 6” to 24”
- Repair and maintain pressure regulating valves (PRV’s) at 12 locations throughout the Township.
- Perform emergency repairs on public water mains as necessary.
- Repair and maintain over 2,900 fire hydrants.
- Repair and maintain over 2,900 operating valves.
- Install new water service connections to property lines.
- Locate underground pipes for Miss Dig.
- Collect water samples for testing.
- Maintain a 1-million gallon storage tank and booster station.

**WE MAINTAIN**
- 280 miles of public water mains
- 210 miles of sanitary sewer pipes

**SEWAGE COLLECTION**
- Maintain over 210 miles of sewer pipes to ensure sewage can flow freely by gravity.
- Inspect and repair 6559 sanitary manholes
- Perform necessary emergency repairs of sewer pipes.
- Clean public sewers with vactor truck.
- Internally inspect public sewers with video equipment.
- Maintain pumping facilities for continuous operations.

### A look at the numbers...

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Meters replaced</td>
<td>114</td>
</tr>
<tr>
<td>Number of Main Breaks</td>
<td>31</td>
</tr>
<tr>
<td>Linear Feet of Sewer Lines cleaned</td>
<td>123,244</td>
</tr>
<tr>
<td>Linear Feet of Sewer Lines televised</td>
<td>116,914</td>
</tr>
<tr>
<td>Number of Miss Dig requests</td>
<td>4,428</td>
</tr>
</tbody>
</table>
**Annual Water Quality Report**

Bloomfield Township, as in past years, has surpassed the water quality standards required by the U.S. Environmental Protection Agency (EPA) and the State of Michigan’s Department of Environmental Quality (MDEQ). The 2018 Annual Water Quality Report describes the source of our water, lists our test results, and contains important information about water and health. This report is intended to provide consumer understanding of drinking water and to heighten awareness of the need to protect our precious water resources.

Please go to:


...to view your 2018 Annual Water Quality Report and learn more about your drinking water. If you would like a paper copy of the 2018 Annual Water Quality Report mailed to your home, please call the Department of Public Works at 248-594-2800.

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**Information about Lead in Drinking Water**

Safe drinking water is a shared responsibility. The water that GLWA delivers to our community does not contain lead. However, lead can leach into drinking water through your home’s plumbing fixtures, and in some cases, customer service lines. Corrosion control reduces the risk of lead and copper from leaching into your water. Orthophosphates are added during the treatment process as a corrosion control method to create a protective coating in service pipes throughout the system, including in your home or business. Bloomfield Township performs required lead and copper sampling and testing in our community. Water consumers also have a responsibility to maintain the plumbing in their homes and businesses, and can take steps to limit their exposure to lead.
WATER & SEWER DIVISION

Township O&M accounts For 22% or approx. $5.1 million of Expense Budget

WATER BUDGET EXPENSES Where the dollars are spent

- Cost of Sewer Services from Oakland County $7.9 million - 34%
- Cost of Water From SOCWA $7.6 million - 32%

Total Water Budget Expenses approx. $23.5 million

GENERAL SUMMARY OF TOWNSHIP O&M

- Water System Operation & Maint – 4%
  - Water Main Breaks
  - Gate Valve Repair/Maint
  - Stop Box Repairs
  - Service Taps
  - Hydrant Repairs
  - PRV Repair/Maint
  - Cross Connection Program
- Sewer System Operation & Maint – 4%
  - Pump Repair/Maint
  - Sewer Cleaning/Videoing
  - Manhole Inspection/Repair/Maint
  - Sewer Backups
- Retiree Costs – 4%
  - Pension & Healthcare Plans
- Admin/Customer Service/Training – 2%
  - Mgmt/Clerical Staff
  - Training Programs/Classes
  - Office Supplies/Computer Services
- Building Maint/Expenses – 2%
  - Utilities, Rent
  - Property/Liability Insurance
- Paid Time Off – 1%
  - Vacation, Sick, Personal, Holidays
- Water & Sewer Billing – 1%
  - Meter Reading
  - Postage, Printing
  - Customer Service
- Misc. Operating Expenses – 1%
  - Legal Fees
  - Uniforms, tools, laundry
  - Dues & Subscriptions
- Miss Dig Services – 1%
  - Miss Dig Staking
- Meter Services – 1%
  - Meter upgrades/replacements
- Equipment/Vehicle Maint/Repairs – 0.4%
  - Fuel, Repair Parts, Maint
MAINTENANCE DISIVIONS

FLEET BUILDING GROUNDS

DEPARTMENT OF PUBLIC WORKS
2018-2019
FLEET MAINTENANCE

There are eight employees in the Fleet Maintenance Division (Motor Pool), including the Fleet Manager, Crew Leader, Installation Tech, four State Certified mechanics and one Laborer. The Motor Pool is responsible for the maintenance and emergency work on over 167 fleet vehicles and 55 pieces of equipment.

The Fleet Manager and Crew Leader work together to oversee the management and daily operations of the Division. One mechanic is dedicated to the maintenance and repair of light vehicles.

This includes vehicles such as all of the police vehicles, building inspection vehicles, administrative vehicles and also small equipment like lawn mowers, chainsaws, pumps and generators used by the Roads, Water and Grounds Divisions.

Three mechanics are dedicated to the maintenance and repair of all large equipment and vehicles including Fire Department Engines, Paramedic Rescues and Snow Removal Equipment.

All mechanics, including the Crew Leader are State Certified, are crossed trained and able to work on any Township equipment. The mechanics are also trained in welding and fabricating for all facets of maintenance and repair.

The installation tech is responsible for upfitting and maintaining all aftermarket emergency equipment installed on Township emergency vehicles such as police patrol vehicles. Many components, including radios, emergency lighting, sirens, Mobile Data Computers (MDC), in-car video systems, mounted radar and prisoner partitions are all a part of the upfitting process.

All employees are required to maintain a commercial driver’s license, mechanics must be State certified master mechanics and all are on call 24 hours a day as first responders.
FLEET MAINTENANCE

Equipment Overhaul / Replacement

During the 2018-2019 fiscal year, the Motor Pool Division facilitated the partial overhaul of Road Grader #51, and a new dump body for road truck #15, along with the replacement of vehicles that had reached the end of their life cycle. In some cases, there was an opportunity to rebuild our existing equipment to extend its useful life and limit future maintenance costs. Replacement was chosen for several Police Cruisers, command/administrative vehicles, two water department vans, a building maintenance van, along with a fire department pickup truck. Additionally, the tire machine and balancer were replaced. The new tools accommodate new and bigger wheel sizes. This has not only limited the high maintenance cost, but decreased the downtime related to repairs for this equipment.

Training

Motor Pool staff members have been trained on a myriad of skills which have improved customer service and work quality. For instance, staff attended several external trainings, including updated A/C refrigerants training and many in-house trainings related to work safety.
The Building Maintenance Division employs two full time technicians and one full time laborer. The technicians have substantial knowledge and experience in all aspects of municipal building maintenance and are responsible for maintaining 12 Township buildings and also their exterior structures such as parking lot lights and signage. They also oversee and manage multiple service contracts, including the custodial contract for all the buildings. All employees are required to maintain a commercial driver’s license and are on call 24 hours a day as first responders.

The Building Maintenance staff’s major responsibility and focus is in preventative maintenance. Routine inspections and maintenance help to keep the buildings running at optimum levels and helps to prevent system breakdowns. They are also responsible for technical repairs, construction and alteration of all Township buildings, maintenance and repair of HVAC units, electrical, plumbing and carpentry work. In addition to all their building maintenance responsibilities there are also many miscellaneous tasks frequently required of them such as set ups and break downs for special meetings and events, recycling collection and bio-hazard clean ups.

**Chloride Station Replacement**
The system is used to pump the solution to our chloride tanker for use on gravel roads, and for use with our salt trucks in the winter. The chloride station exists in a corrosive environment. Calcium chloride is hard on pumps, piping, and electrical systems. The previous system was installed in 2010. Having been exposed, internally and externally to calcium chloride, the system was beginning to show the results from years of usage and exposure.

**Senior Center Women’s Shower Floor Repair**
The floor of the senior center women's shower area had a low spot that was holding water. The project required removal of the tile, reset of the subfloor, and replacement of the tile to correct this issue.

**Annex Mainframe Computer Room HVAC Replacement**
The Annex computer room is home to the Township’s mainframe computer. This system required a new air conditioning system to ensure that the equipment maintains a constant temperature.

**Front Entry Ice Melting System**
The front entry way has a boiler-based heating system to melt snow and ice. The system has a new boiler, but required a new control module, line flush, and replacement of the pipe manifold to bring it back to optimal operation.

**Staffing**
Major capital improvement projects completed in 2009 added over 150,000 square feet of buildings space and over 100 pieces of mechanical equipment. Prior to October, the Division was working with only two field employees. We were able to bring on Bob Dragoo, a Ferris State University graduate with a solid working background in HVAC and building maintenance under his belt. Bob’s addition to the staff has enhanced the Division’s expertise, ability to react to crises, and maintain the high quality of service provided.
The Grounds Maintenance Division employs three full time employees, one who is a certified arborist and both who are fully trained and certified in many aspects of landscaping, irrigation and plant and tree maintenance including pesticide application. All employees are required to maintain a commercial driver’s license and are on call 24 hours a day as first responders. They are responsible for the grounds maintenance on Township owned and leased buildings on the main campus. They are also responsible for administering the state highway landscape maintenance contract and the safety path and outlot mowing contracts.

Township Campus Maintenance
More than 4 acres of lawn is maintained on the Township Campus through mowing, trimming, weed control and fertilization. Also an additional 2+ acres of tree and bed maintenance is performed which includes weeding, trimming, mulching, design and installation of new beds and flower planting. Annually they plant over 120 flats of flowers each spring and apply 130 – 260 yards of mulch per season. They also maintain 12 irrigation systems on campus used to water all of the lawns and beds.

Winter Maintenance
During the winter season the Grounds Division is on call 24 hours a day and responsible for all snow removal in the main Township campus area which includes over 4 acres of parking lots and over 3000 linear feet of pedestrian walkways and stairs. One employee is utilized by the Road Division and assigned to a dedicated plow route for the entire winter. The Grounds Division further assists the Road Division with a fleet of pickup trucks they use to help plow and clear the cul-de-sacs.
State Highway Landscape Maintenance
The Grounds Division contracts out the landscape maintenance of our State highways and is reimbursed, in part, through an agreement with MDOT. The contract includes all lawn maintenance and bed/tree maintenance of the center islands and shoulders of Telegraph, Square Lake and Woodward. State highway maintenance also includes the Grounds Division designing and overseeing the planting of many trees each year. Also, they bid out and oversee the lawn spraying & fertilization contract and the Austrian Pine tree spraying contract. Currently all of the maintenance of the eight irrigation systems and lighting is retained in-house.

Safety Path Maintenance
Maintenance of over 70+ miles (and growing) of safety paths, which includes the mowing, edging and string trimming, is contracted and overseen by the Grounds Division. In-house, they are still responsible for emergency tree removal, fence/wall repair and tree and brush trimming which is a full time job during the growing season.

Outlot Maintenance
The Grounds Division negotiated and implemented a contract for the lawn maintenance at the Township owned outlots, which includes sewer pumping stations, fire stations, retention basins, PRV locations, the water storage facility and the Westbourne booster station. They also oversee the contract for the spraying and fertilizing of these outlots as well.
**MAINTENANCE DIVISIONS**

**GENERAL SUMMARY OF TASKS/ACTIVITIES**

- **Fleet Repair & Maint Operations**
  - Routine Preventative Maint
  - Repairs – in-house & contracted
  - Police Car Equip Installations
  - Tools & Repair Supplies
  - Parts Inventory Mgmt

- **Building Repair & Maint Operations**
  - Plumbing/Electrical/HVAC
  - Contracted Repair/Maint Services
  - Tools & Repair Supplies
  - Operating Supplies Inventory Mgmt

- **Grounds Maint Operations**
  - Winter Snow Maint – Campus/Cul-de-Sacs
  - Safety Path Maint – mowing/trimming/litter
  - Campus Maint – mowing/trimming/litter
  - Irrigation systems – repair/maint/mgmt

- **Retiree Costs**
  - Pension & Healthcare Plans

- **Mgmt/Admin/Training**
  - Admin/Clerical/Supervision
  - Contract Mgmt
  - Training & Conferences

- **Paid Time Off**
  - Vacation, Sick, Personal, Holidays

- **Building Expenses**
  - Utilities
  - Property & Liability Insurance

- **Vehicle/Equip Expenses**
  - Repair Parts
  - Fuel
  - Contracted Repairs

- **Misc. Operating Expenses**
  - Laundry, Uniforms
  - Medical Services
  - Communications/Computer Services
  - Dues & Subscriptions
SOLID WASTE & COMMUNITY EVENTS
The Department of Public Works is responsible for the coordination of the Solid Waste contract for Township residents by acting as a liaison between GFL (Green for Life) and the Township residents, to ensure residents are provided quality customer service at all times.

Solid Waste Rates
Effective July 1, 2015 (per quarter)
No increases since 2015

**Single Family:**
- Curbside: $49.66
- Doorside: $99.36
- Inside: $116.64

**Multi-Family (Condos/Apartments):**
- Attached (individual): $43.16
- Detached (individual): $48.55
- Detached Doorside: $99.33
- Multi-Family Common: $33.44
COMMUNITY EVENTS

The Township puts on several annual and bi-annual events throughout the year. Coordination, communication and planning amongst Township staff, contractors, volunteers and Township residents is the key to these events coming together successfully year after year.

**Household Hazardous Waste Days**
The Department of Public Works is responsible for the coordination and staging of the semi-annual drop off days for Township residents. The DPW staff works very closely with the Solid Waste contractor to provide this safe and effective event on the first Saturday of the month in May and October of each year. The participation for this event averages 800 - 1,000 residents, per event, bringing in household hazardous waste to be disposed of properly. During the events the Township sponsors a mercury thermometer exchange, offering residents to turn in a mercury thermometer for a new digital one. The staff sets up signs for traffic flow and checks various forms of identification of residents participating in the events. The cost of each event averages $60,000.
COMMUNITY EVENTS

Electronic Recycling, Medication Disposal & Paper Shredding Event
The spring 2018 Electronic Recycling, Medication Disposal & Paper Shredding Event was a big success. In total, we had 1139 vehicles that came through the drop-off line and our residents appeared to utilize all the available services equally. Approximately 30,200 pounds of paper was shredded and recycled and semi-trucks filled with almost 50,000 pounds of electronics were demanufactured and then recycled as well. In addition to the paper and electronics the event also took in over 3 cubic yards of unwanted or expired medications.

Clean Sweep
The Department of Public Works is responsible for the coordination and staging of this annual event that has become very popular with Township residents. This event coincides with Earth Day in April each year. Residents are encouraged to clean up areas throughout their subdivisions and entrances to the subdivisions that get littered with debris during the winter months. The Township, along with the Solid Waste contractor, provides residents with paper lawn leaf bags and large orange trash bags to collect debris and litter. This event is a volunteer event and offers local high school students the opportunity to earn community service for their participation. The total trash and debris that was collected during this year’s event was 2,120lbs of trash 16,760 lbs of compost.