

# Township of Lawrence

## Department of Public Works



Prepared by: Gregory Whitehead, Director

# Lawrence Township Public Works 2024

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- No new Public Works positions



- One new budget request –  
Increase fire truck repair budget \$65,000 for 2024

# Division Summary

Gregory Whitehead, Director

Administration (3)

Street Division (13)

Buildings & Grounds (3)

Parks Division (11)

Vehicle Maintenance (5)

Ecological Facility (staffed from the Street Division)

Temporary Staffing (1)

# Public Works

## Employee Reduction Efforts

- Shared services
- Contracted service: Janitorial  
Grass cutting
- Cross training
- Strategic equipment purchases
- Computerized Public Works operation: Work order system  
Complaint/request automation
- Division cross-over: Snow plowing  
Leaf collection  
Ecological facility

# 2024 Public Works Staffing Request

## Main Drivers

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- 1) New Hero Dog Park opening
- 2) Business Route 1 landscaping
- 3) Emergency snow removal

## Flooding – 2023

### Public Works Facility

- \$150,000 in damage last flood
- Sewer issue – Forced main on Bakers Basin Road
- Township's only fueling site is at the Public Works facility
- Preparation of the facility for each storm
- Vehicle parking and surplus storage
- Concerns include phones, electric, computers, vehicle maintenance, equipment
- Continue to fortify the Central Park to transfer service during flooding









# 2023 Accomplishments

- New sign at Nature Center – **Anne Demarais Nature Center**
- Village Park restroom painting and rehabilitation
- Painted the exterior of the Public Works facility
- New fencing - Central Park
- Converted bocce court lighting to LED's
- New trolley line fencing – Denow Road
- New HVAC units – Neighborhood Center
  - Boiler
  - 2 Roof top units
  - 4 Heat pumps
- New water fountain at Central Park
- New lake fountain (aerator) – Colonial Lake
- Security upgrades at Department of Public Works
- Rehabilitation of the Police Department breakroom – Work still in progress
- Route 1 tree and landscape care
- 90 New trees planted – through PSE&G replanting agreement
- Added 2 new electric vehicles to the fleet – 6 total, 2 hybrid
- First new electric zero turn mower for park maintenance
- Completed the rehabilitation at the Central Park storage building
- Rehabilitated 1.2 miles of the trolley line from Phillips Avenue to Ewing Line



# New Public Works Storage Buildings



# New Public Works Storage Buildings



# Parks Division Daily Activities

The Parks Division is comprised of eleven employees who maintain 1000 acres of parks, athletic fields, nature preserves, trolley lines, historic homes, pauper and Princessville cemeteries.

- Lining and prepping athletic fields
- Aerating, seeding
- Grass cutting, trimming
- Mulching
- Responding to vandalism, graffiti, resident complaints
- Cleaning walkways, parking lots
- Edging
- Tree pruning
- Leaf removal
- Maintain Colonial Lake Dam
- Maintain walking paths
- Maintain dog run
- Weed beds





## The Division Maintains

- 12 Soccer fields
- 1 Football field
- 2 Football practice fields
- 3 Softball fields
- 4 Baseball fields
- 4 T-Ball fields
- 1 Bocce court
- 11 Tennis courts
- 4 Basketball courts
- 2 Volleyball courts
- 24 Playground equipment
- 8 Soccer practice
- Lacrosse

# Daily Park Maintenance

- Over 100 trash and recycling cans are emptied.
- Restrooms are cleaned and maintained
- All grounds work is maintained by the Park Division



Brearley House

Central Park

Eldridge Park

Gilpin Park

Hamnet Park

Johnson Trolley Line

Loveless Nature Preserve

Maidenhead Meadows

Nash Park

Nature Center

Pauper's Cemetery

Princessville Cemetery

Stonicker Park

Turtle Back Park

Twin Pines

Veterans Park

Village Park



# Available Hours

	<u>Crew</u>	<u>Hours</u>	<u>Weeks</u>	<u>Total Hours</u>
Park Employees	11	440	52	22,880
Part-time	1	24	52	1,248
Summer help	2	40	12	480

# Buildings & Grounds

The Division of Buildings & Grounds is comprised of four employees that handle a wide array of tasks and duties for various buildings, fire houses, and municipal properties. Square feet of all properties **145,470**



Public Works Department – 29,071 square feet

Town Hall – 22,684 square feet

Police/Court Facility – 31,398 square feet

Senior Center – 9,798 square feet

EMS Facility – 5,750 square feet

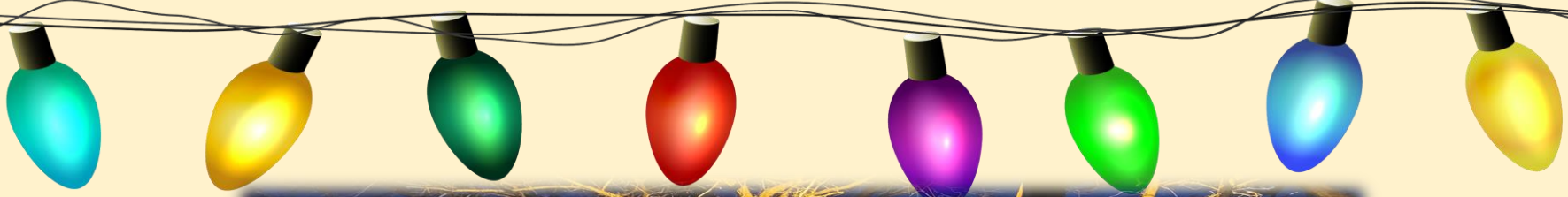
Lawrence Nature Center – 2,480 square feet

Brearley House – 3,000 square feet

Lawrence Road Fire Company – 10,563 square feet

Lawrenceville Fire Company – 15,845 square feet

Slackwood Fire Company – 14,881 square feet



# Examples of Buildings & Grounds Responsibilities

- Electrical repairs and installations
- Drywall repairs, painting and prep work
- Plumbing repairs (restrooms, water fountains, etc)
- Floor, tile, concrete repairs – Ceiling tile maintenance
- Door and hardware repairs
- Drain and gutter maintenance
- Light bulb replacement (all Township facilities, parks, parking lots, athletic fields)
- Minor roof repair and preventive maintenance
- General carpentry work
- Maintain equipment and building maintenance
- Repair playground equipment, park bleachers, dugouts, fences
- Monthly elevator preventive maintenance and quarterly inspections by the State of New Jersey
- Monthly pest control services
- Fire alarm and sprinkler inspections

- Monthly fire pump exercising at the Police/Court facility
- Office furniture repairs and installation
- Deliver furniture, move files and assist departments
- Construct retaining walls (parks)
- Fabricate and install signage for buildings and parks
- Portable restroom rentals
- Fabrication/sheet metal work
- Slackwood Fire Company generator connection
- Senior Center generator
- Respond to after-hour emergencies









# Street Division

The division, comprised of 13 employees, maintains over 200-lane miles of streets throughout the Township

Department responsibilities include:

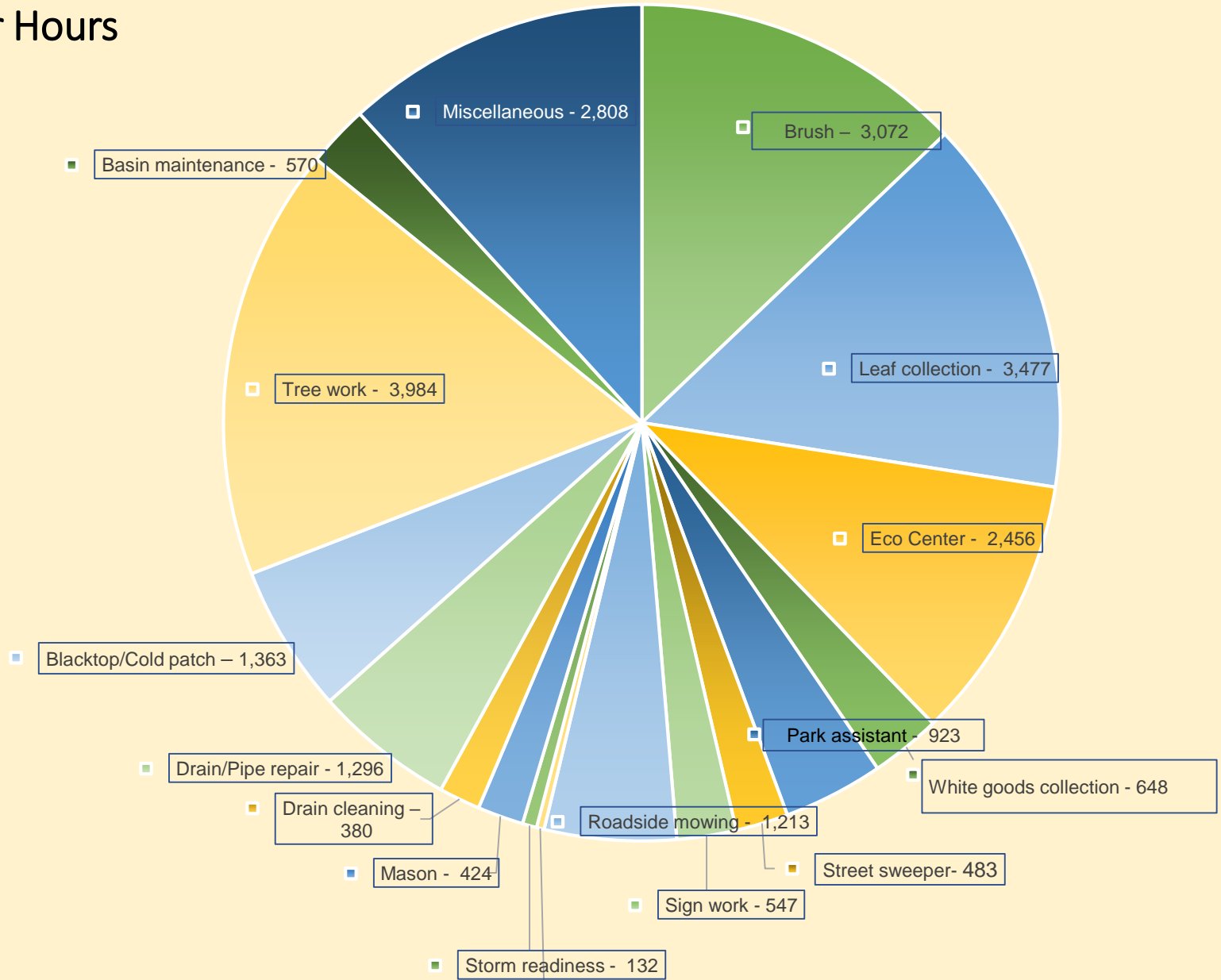
- Traffic maintenance
- Street signs
- Asphalt patching
- Crack sealing
- Shoulder cutting
- Ditch maintenance
- Roadside mowing
- Roadside litter collection
- Street sweeping
- Brush and leaf removal
- Tree removal, pruning
- Snow and ice removal
- Stream maintenance
- Drainage repairs
- Gravel roads and alley ways
- Storm preparation/cleanup
- Metal collection (white goods)
- Trash cart repair/replacement



# STREET DIVISION

## Daily Job Labor Hours

- Brush
- Leaf collection
- Eco Center
- White goods collection
- Park assistant
- Street sweeper
- Sign work
- Roadside mowing
- Snow/salt
- Storm readiness
- Mason
- Drain cleaning
- Drain /pipe repair
- Blacktop/Cold patch
- Tree work
- Basin maintenance
- Miscellaneous



# Tree Removal

The Township manages community tree resources under its jurisdiction including trees along streets, in parks, right-of-way, and municipal property.

Road Department tree work includes:

- Removal and trimming
- Stump grinding
- Topsoil and seeding
- Collection and hauling
- Flagging

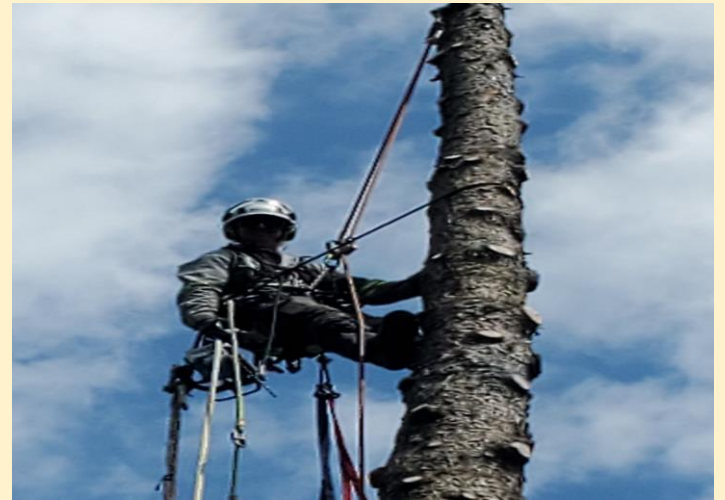
	<u>Removed</u>	<u>Trimmed</u>	<u>Labor Hours</u>
Street Trees	276	165	3,984.0
Park Trees	43	393	946.0

Contractor: 6

Cost: \$7,100.00







# Street Division

## Residential Major Services

### Brush Collection Program

(January thru October)

Cubic yards collected: 7,258

Labor hours: 3,072

Labor cost: \$94,187.68

### Leaf Collection Program

(November thru December)

Cubic yards collected: 6,658

Labor hours: 3,137

Labor cost: \$92,119.65

### Street Sweeping Program

Debris and litter collected

Cubic yards collected: 225

Road miles: 654

Labor hours: 277.50

### White Goods/Metal Collection

Appointed stops: 542

Quantity collected: 50,142 lb.

Payment received: \$4,263.45





### **Roadside Mowing**

Labor hours: 1,213

Labor wages: \$29,999.68

### **Storm Drains & Sinkholes**

Drains cleaned: 925

Material removed: 33 cubic yards

Labor hours: 380

Drains repaired: 20

Pipes repaired: 4

Labor hours: 1,296

### **Snow Removal**

Total snowfall accumulation: .6 inches

Snow removal labor hours: 41

Contractor snow removal: 0

Cost: 0

Salt usage: 198 tons

Cost: \$11,668.14

Brine usage: 0 gallons

# Lawrence Township Road Program

## 2023 Budgeted Projects and Current Status

### Road Improvement Program (2023) – Phase 1

Van Kirk Road, Princeton Pike (Darrah Lane to Franklin Corner Road) and Eggert Crossing Road (Drift Avenue to Dave Nevius Way)  
(construction planned for Summer of 2023)

### Road Improvement Program (2023) – Phase 2

Carson Road, Carter Place, Mulberry Street and Stratton Place, Central Park Parking lot (west), Lake Drive, Polk Avenue, Winchester Avenue, Little Circle, Pembroke Court, Sturwood Way, Wexford Drive, Shinney Lane.  
(construction planned for fall of 2023)

### Road Improvement Program (2023) – NJDOT State Aid Project

Gainsboro Road, Gedney Road, Fieldsboro Drive  
(construction planned for Spring of 2024)



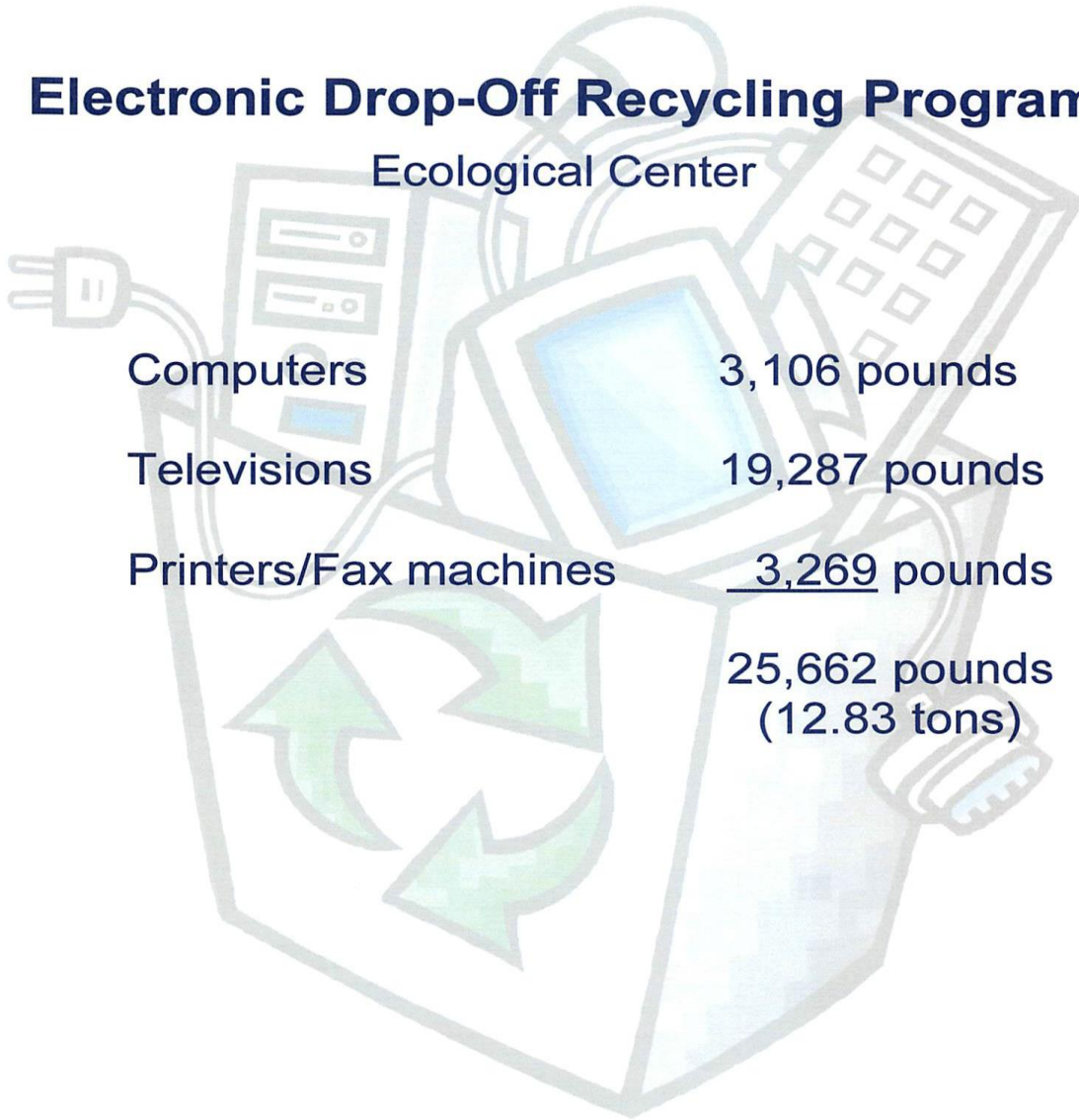
## Assisting With All Events

Community Day  
Holiday Tree Lighting  
Central Park Easter Egg  
Hunt  
Colonial Lake Clean-up  
Sustainability  
Fireworks  
Flu Clinic  
Covid Clinic  
Rabies Clinic  
Clean Communities



# Electronic Drop-Off Recycling Program

Ecological Center



Computers

3,106 pounds

Televisions

19,287 pounds

Printers/Fax machines

3,269 pounds

25,662 pounds  
(12.83 tons)

# Mulch Delivery Program

Free delivery of natural ground wood chips was made available to Township residents from April 11 thru May 6.

A minimum order of three cubic yards was offered for a fee of \$33.00.

Total deliveries made: 152

Cubic yards delivered: 777

Fee collected: \$8,547.00

Township of Lawrence  
**Mulch Delivery Program**

Free delivery to your driveway  
Lawrence Township Residents Only  
April 11 thru May 6

Natural Ground Wood Chips  
Minimum order of 3-cubic yards for \$33.00

Place your order  
Lawrence Township Ecological Facility  
3701 Princeton Pike  
or  
Department of Public Works  
240 Bakers Basin Road  
609-587-1894

Order Form – [www.lawrencetwp.com](http://www.lawrencetwp.com)

This program will assist us with the dispersion of wood chips from our Ecological Facility back into the community.  
The program ends when our supply ends

# Ecological Center

Number of visits from Township residents - 4,195

## Lawrence Residents

Leaves received: 212

Brush received: 1,270 cubic yards

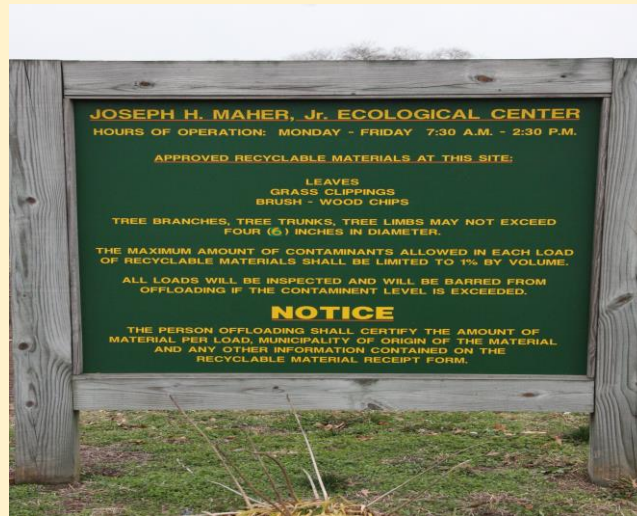
Grass received: 106 cubic yards

## Lawrence Municipal Collection

Leaves collected: 1,858

Brush collected: 406

Grass collected: 0



## Princeton Residents

Leaves received: 233 cubic yards

Brush received: 636 cubic yards

Grass received: 82 cubic yards

## Princeton Municipal Collection

Leaves collected: 6,568 cubic yards

Brush collected: 4,208

Grass collected: 0

## Compost Sales

### Leaf Mulch

Sales: 568 cubic yards

Total sales: \$6,248.

### Wood Chips

Sales: 374 cubic yards

Total sales: \$4,114.

# 2024 Garbage Collection

- New five-year contract  
Interstate Waste Service (formerly Solterra)
- 20% Increase for 2024
- Bulk collection remains a problem
- Switch to last Friday of the month collection
- Residents still have an opportunity to have 36 bulky items collected each year
- Contract still keeps all dumpster service for five more years
- In-house vs. contracted service
- Overall high price of trash collection services

# Recycling Division

State Certified Recycling Coordinator, Gregory Whitehead

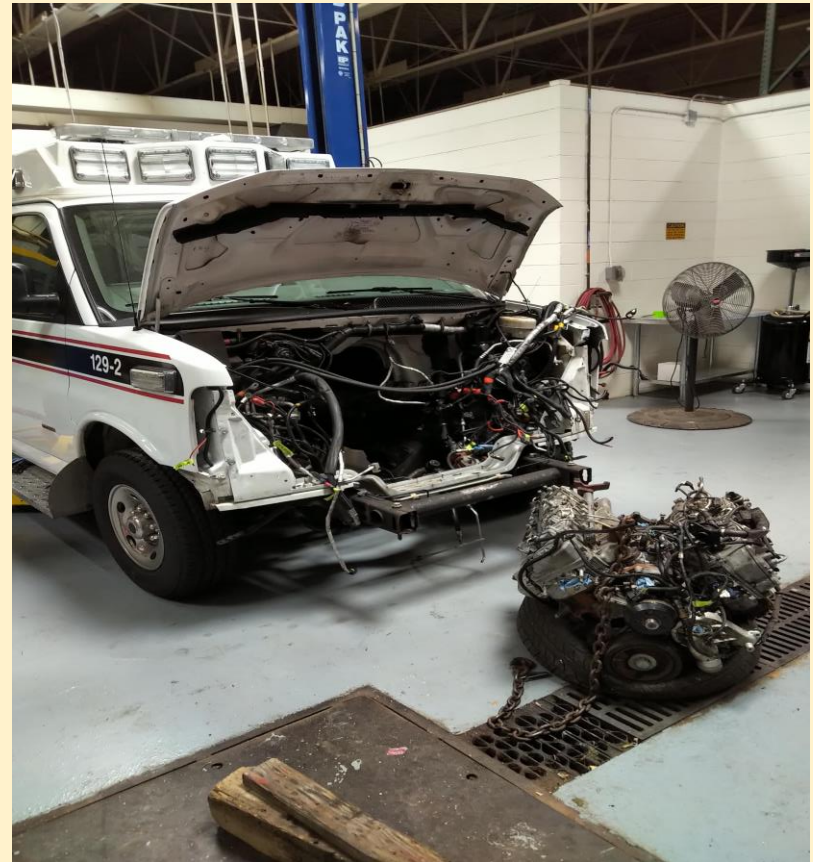
- Curbside Recycling Program –  
Mercer County Improvement Authority - \$1,124,648.69
- Class B, C Recycling facility
- White good collection
- Tire drop off
- Electronics drop off
- Shredding program – April 2024
- Recycling bucket delivery service
- Motor oil recycling
- Park recycling buckets – All parks
- Organic collection program – Shared service? - 2025
- Vehicle battery drop off
- Hazardous waste drop off – Participate
- Public Works enforcement and education
- Public Works coordinates the Recycling Grant funding and reporting each year
- All Lawrence Township business's must report their recycling activity to our office each year
- Municipal document shredding

# Vehicle Maintenance Division

The Vehicle Maintenance Division is comprised of five highly skilled individuals responsible for servicing and maintaining over 370 vehicles and pieces of equipment.

This includes:

- Public Works
- Municipal Motor Pool
- Police
- Senior Center
- Emergency Management
- Fire
- Ewing-Lawrence Sewer Authority
- Lawrence Township Board of Education



The Division has logged over 928 work orders (services and repairs)

Labor hours: 3,200

# Vehicle maintenance also coordinates and performs:

- Repair and maintain all Ecological Facility equipment
- Respond to all emergency breakdowns
- Shuttle fire apparatus to and from repair
- Shuttle fire apparatus body work to and from shop
- Weld/fabricate
- Pre-motor vehicle inspections
- Licensed diesel inspection facility (diesel vehicles only)
- Shared services with Princeton
- Hydraulic repairs (re-build cylinders, hoses, etc.)
- Maintain emergency generators (Town Hall, Police/Court facility, Public Works, Senior Center)
- Maintain state log for emergency generators
- Perform preventive maintenance tasks on Municipal fuel pumps
- Maintain all shop related equipment
- Assist with equipment training and safety program for operators
- Assist with snow removal efforts
- Up-fit 90% of all Township equipment and vehicles



# Electric vs. Gas



\$0.12  
kWk



\$3.25/gal.

Lawrence Township Motor Pool  
Electric vs Gasoline

6000 mile/year

2.6 mile/kWk

20.24mpg



70 miles

\$686 savings

20.24 miles



# New Fleet Charging Station



# Capital 2024 Requests

- 2024 - 4x4 Pick-up truck with plow, diesel engine, salter \$90,000
- 2024 - Replacement generator Police/Court facility \$200,000
- 2024 – Additional funding for 2024 shop truck. Current truck is 25-years old. Funds were budgeted in 2023 and 2024 for purchase \$50,000
- 2024 – Mechanical Street Sweeper \$150,000  
The Township has encumbered over \$100,000 in grant funding for purchase
- Horizontal Wood Waste Grinder \$400,000  
Shared service purchase with Princeton. Replacement of 20-year old unit at the Ecological facility



# Look Ahead

- New trash collection bid and 5-year contract
- New stormwater collection rules for the Ecological Facility
- Hydro-raking at Colonial Lake
- Supply chain problems:
  - Vehicles
  - Parts
  - Building maintenance equipment
- All new HVAC equipment for the Neighborhood Center (grant funded) PSE&G
- (Partial) New roof – Town Hall
- New electric garbage truck (grant funded)