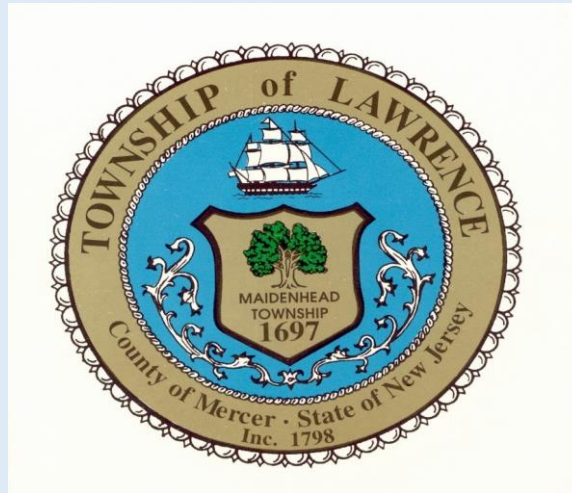


Township of Lawrence

Department of Public Works



Prepared by: Gregory Whitehead, Director

Division Summary

Gregory Whitehead, Director

Administration – 2

Street Division – 13

Buildings & Grounds – 4

Parks Division – 11

Vehicle Maintenance – 5

Ecological Facility – Staffed from the Street Division

Code Enforcement Officer – 1

Temporary Staffing – 3

2023 Public Works Staffing Request

(2) Park employees – Full time laborers

Main Drivers

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

Public Works

Employee Reduction Efforts

- Shared Services
- Contracted Services:
 - 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

Crew	Planned Hours Task	Hours (monthly)	Occurrences	Total Hours
12	Road Dept – Snow removal aid	192	5 storms	960
3	Road Dept – Leaf aid (November-December)	480	2	960
	Mowing	1,828	7	12,797
1	Trash truck	160	12	1,920
12	Snow – Parks, buildings, walks, bus stops, cross walks	288	5 storms	1,440
16	Leaf removal	1,920	3	3,200
4	Sweetgum	640	1	640
2	Field set up (Spring/Fall)	320	2	640
6	Netting, moving, goals	150	4	600
1	Line field	32	32 weeks	1,024
1	Maintaining fields	8	32 weeks	256
8	Baseball fields (Spring set up)	320	2 weeks	640
2	Irrigation – Startup/Winterization	48	2 occurrences	96
2	Irrigation – Audits	32	8	256
2	Irrigation – Repairs	80	2	160
	Black dyed mulching	300	1	300
	Playground mulching	450	1	450
	Tree removals	336	1	336

Crew	Planned Hours Task	Hours (monthly)	Occurrences	Total Hours
	Storm damage	1,040	1	1,040
2	Turf aeration, grading, seeding	200	1	200
1	Turf spraying, fertilization	80	1	80
1	Non-select spraying	16	32 weeks	512
	Hard pruning	500	1	500
10	Spring cleanups	400	2 weeks	800
10	Open space management	160	8 (2x month)	1,280
4	Daily building checks	4	48 weeks	192
8	Special events – Prep, setup	96	8 (8 employees, 2-day prep)	768
4	Dog run repairs	32	2	64
1	Windscreen, nets, latches, playground inspections, fence rails	16	12	192
2	Management	20	52	1,040
			TOTAL	31,649

Available Hours

	<u>Crew</u>	<u>Weekly 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	1	40	12	480

2022 Highlights

- Town Hall - Memorial renovation
- Town Hall - Electric vehicle charging station
- Town Hall - Electric panel installation for outdoor events
- Town Hall - Hot chocolate stand constructed for holiday event
- Clerk's Office – Office painting, window repairs
- Police Department – Hallways and training area painted
- Public Works - Garage pole barn buildings constructed
- Public Works - Fence installed
- Public Works - Epoxy floor finishing
- Senior Center - Automatic door installation
- Senior Center - Outdoor building light installation
- Lawrence Road Fire Company - Front wall repairs
- Lawrence Road Fire Company - Lounge area renovation completed
- Lawrence Road Fire Company - Parking lot re-stoned
- Community Center - HVAC direct installation project
- Shipetaukin Woods maintenance
- Parks – Illegal dumping cleanups

New Fleet Charging Station



2022 New Public Works Storage Buildings



2022 New Public Works Storage Buildings



Lawrence Road Fire House

Before



After



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



Daily Maintenance

Over 100 trash and recycling cans are emptied

Restrooms are cleaned and maintained

All grounds work is maintained by the Park Division



Village Park

Central Park

Twin Pines

Veterans Park

Hamnet Park

Nash Park

Gilpin Park

Eldridge Park

Stonicker Park

Turtle Back Park

Loveless Nature Preserve

Johnson Trolley Line

Maidenhead Meadows

Nature Center

Brearley House

Pauper's Cemetery

Princessville Cemetery



The Division Maintains

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

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

Assisting With All Of Our 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





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

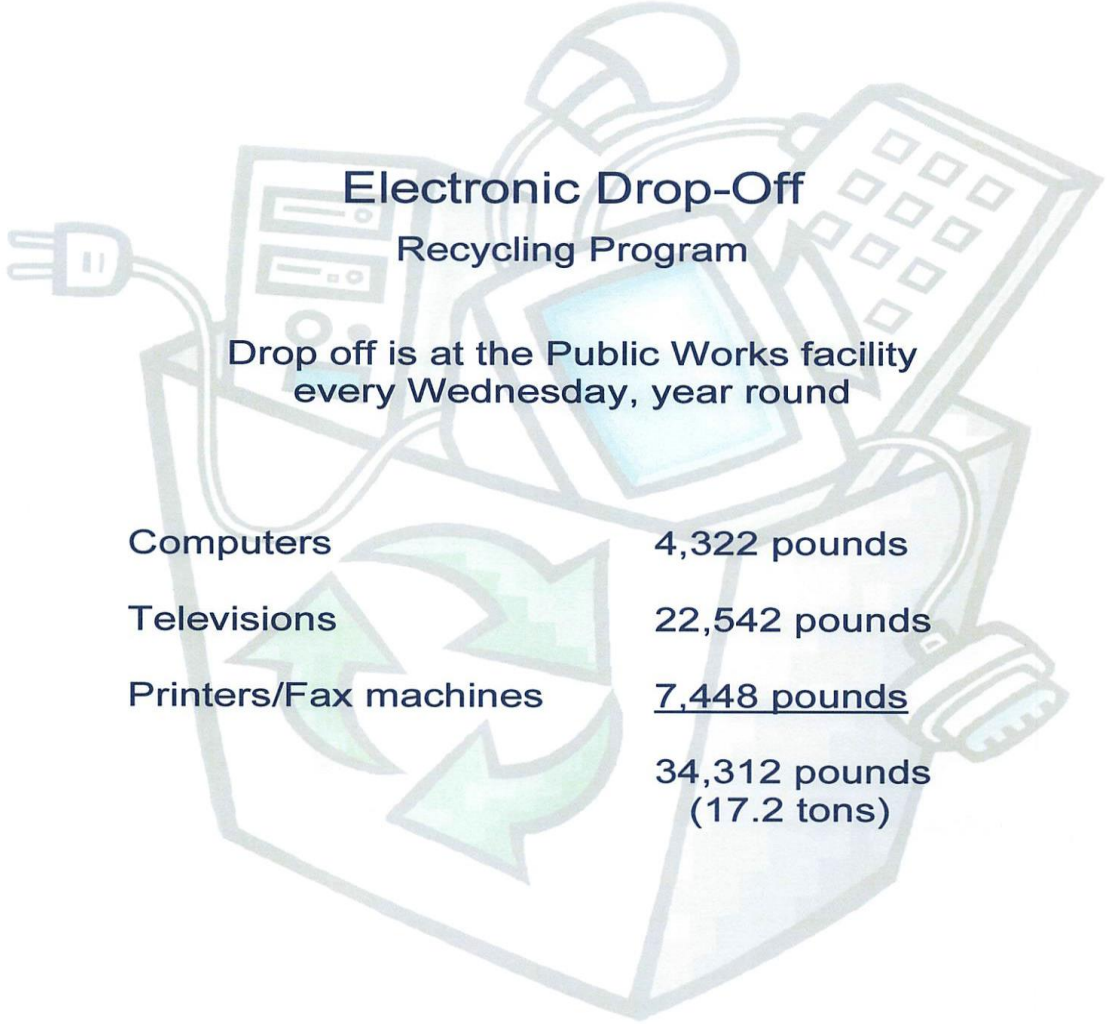


2022 Lawrence Public Works

Electronic Drop-Off

Recycling Program

Drop off is at the Public Works facility
every Wednesday, year round



Computers	4,322 pounds
Televisions	22,542 pounds
Printers/Fax machines	<u>7,448 pounds</u>
	34,312 pounds (17.2 tons)

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	109	396	3,436.0
Park Trees	39	560	1,376.5
Contractor	51	Cost: \$70,200.00	



Street Division

Residential Major Services

Brush Collection Program

(January thru October)

Cubic yards collected: 7,308 Labor hours: 3,383 Labor cost: \$97,446.09

Leaf Collection Program

(November thru December)

Cubic yards collected: 7,358 Labor hours: 3,012 Labor cost: \$84,741.58

Street Sweeping Program

Debris and litter collected

Cubic yards collected: 147 Road miles: 585 Labor hours: 218.50

White Goods/Metal Collection

Appointed stops: 527 Quantity collected: 53,130 lb. Payment received: \$4,524.8





Roadside Mowing

Labor hours: 1,086

Labor wages: \$26,979.76

Storm Drains & Sinkholes

Drains cleaned: 1,254

Material removed: 44 cubic yards

Labor hours: 448

Drains repaired: 39

Pipes repaired: 4

Labor hours: 1,228

Snow Removal

Total snowfall accumulation: 22.5 inches

Snow removal labor hours: 1,052

Contractor snow removal: 166.75 Cost: \$24,106.25

Salt usage: 1,350 tons Cost: \$80,922.10

Brine usage: 4,850 gallons

Lawrence Township Road Program

2022 Budgeted Projects and Current Status

Road Improvement Program (2022) – Various Roads

Work includes Teak Lane (portion), Bergen St (L-Penn Rd to Craven Ave), Blackwell Rd, Province Line Rd (Princeton Township border to the Stonybrook), Fairfield Ave, Skillman Ave and the Municipal Complex parking lot (portion).

Work Completed

Road Improvement Program (2021) – NJDOT State Aid Project

Cold Soil Road (US Route 206 to Keefe Road) – Included sidewalk extension

Work Completed

Road Improvement Program (2022) – NJDOT State Aid Project

Smithfield Avenue, Devon Avenue and Irwin Place

Construction Planned for Summer/Fall of 2023

2023 Budgeted Projects and Current Status

Road Improvement Program (2023) – Phase 1

Van Kirk Rd, Princeton Pike (Darrah to Franklin Corner Rd) and Eggert Crossing Rd (Drift Ave 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 and Winchester Avenue, Little Circle, Pembroke Court, Sturwood Way and Wexford Drive and Shinney Lane.

Construction Planned for Fall of 2023

Ecological Center

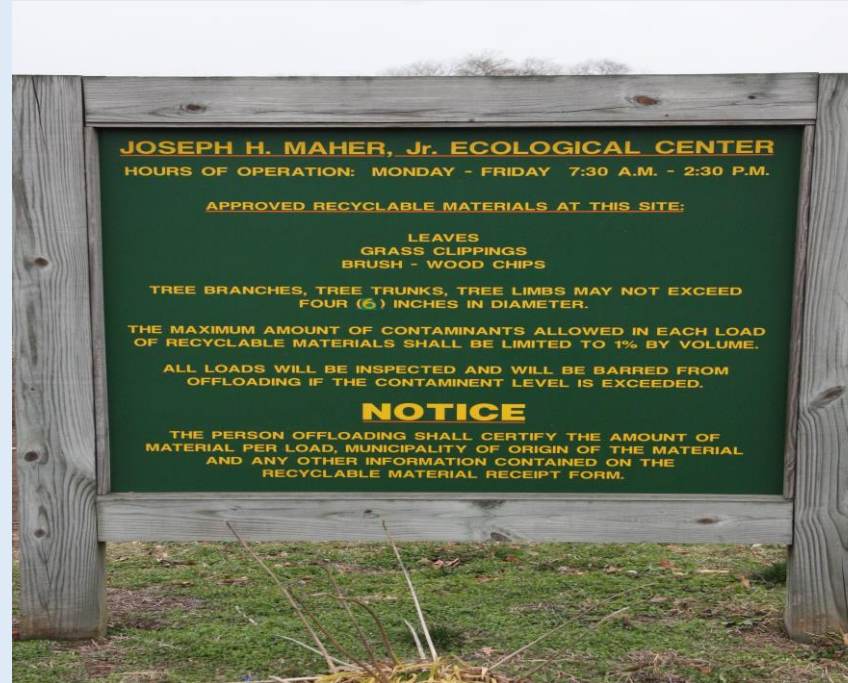
Number of visits from Township residents - 4,195

Lawrence Residents

Leaves received: 197 cubic yards
Brush received: 1,151 cubic yards
Grass received: 92 cubic yards

Lawrence Municipal Collection

Leaves collected: 1,589 cubic yards
Brush collected: 443 cubic yards
Grass collected: 0



Princeton Residents

Leaves received: 187 cubic yards
Brush received: 548 cubic yards
Grass received: 78 cubic yards

Princeton Municipal Collection

Leaves collected: 6,581 cubic yards
Brush collected: 5,906 cubic yards
Grass collected: 0

Compost Sales

Leaf Mulch

Sales: 1,449 cubic yards
Total sales: \$15,939

Wood Chips

Sales: 951 cubic yards
Total sales: \$10,461

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: 148

Cubic yards delivered: 759

Fee collected: \$8,349.00

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

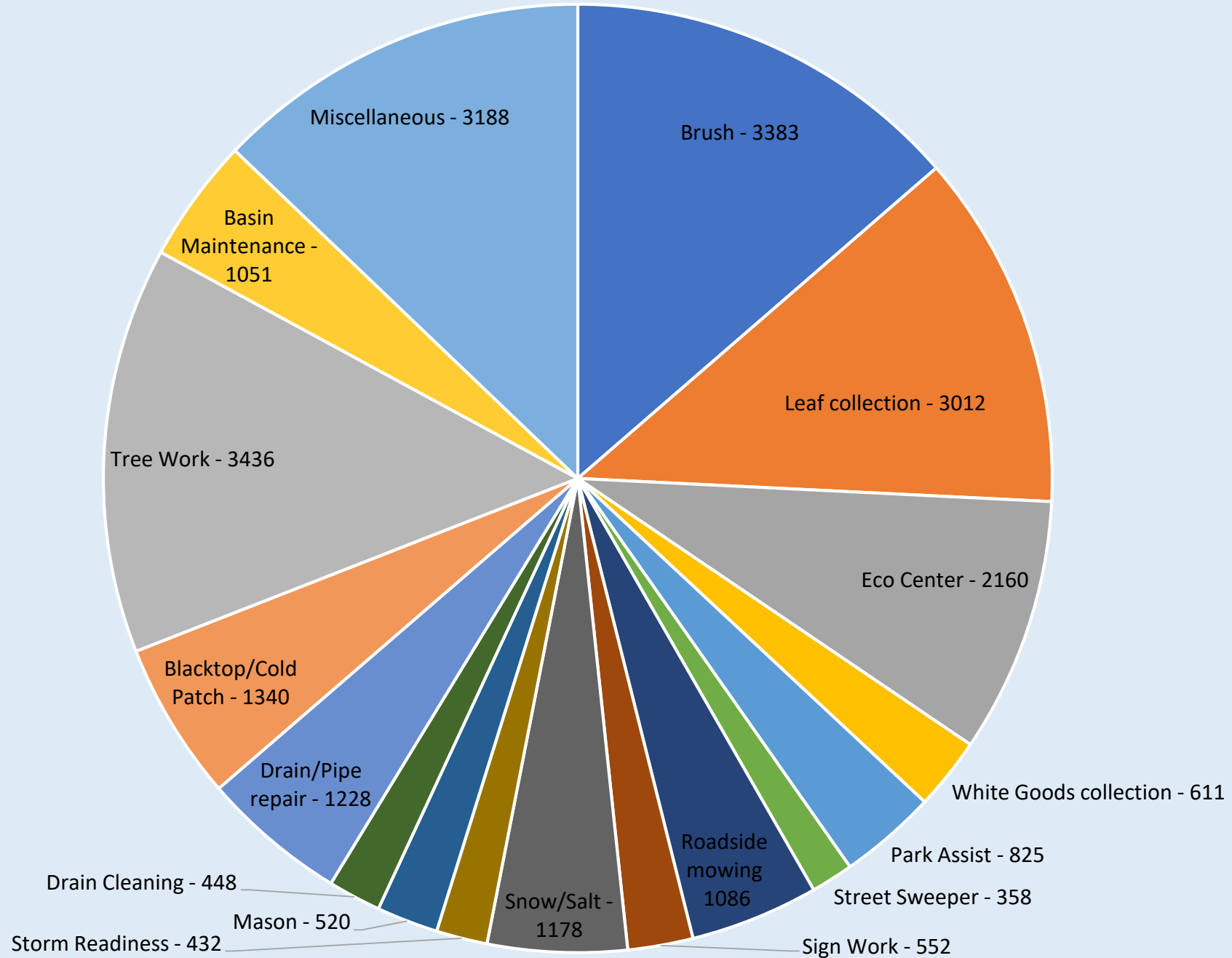
This program will assist us with the dispersion of wood chips from our Ecological Facility back into the community.
The program ends when our supply ends

2023 Public Works Capital Requests

1. Police/Court facility – Paint, carpet	\$ 55,000
2. Lawrence Neighborhood Center - New gymnasium floor, painting	100,000
3. Town Hall - Employee break room renovation	25,000
4. Health Department – Clinic area renovation	25,000
5. Police – Break room, DUI area	30,000
6. Vehicle Maintenance – Shop truck	145,000
7. (1) One passenger electric vehicle	40,000
8. Dump truck with plow and sander	150,000
9. Front-end loader	150,000
10. Pick-up truck with plow-storage box	70,000
11. Park Maintenance – (2) Two zero-turn mowers – (1) One electric	40,000

Street Division

Daily Job Labor Hours



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 850 work orders (services and repairs)

Labor hours: 2,600

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 body work to and from shop
- Weld/fabricate
- Pre-motor vehicle inspections
- Licensed diesel inspection facility (diesel vehicles only)
- Shared service 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

- 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

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

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 Facility (grant funded) PSE&G
- (Partial) New roof – Town Hall
- New electric garbage truck (grant funded)