

Department Overview – DPW touches all parts of the Township

DPW staffing has changed significantly over the years. In the past, cleaning, snowplowing, and grave digging were contracted out. In the 1980's, we had a Cemetery Sexton. The first full-time DPW employee came on in 1994. Subsequently, the Township brought cemetery management in-house, and purchased a used backhoe. As recent as 2005, we had two DPW employees supplemented with "jail help." Cleaning was brought in-house in 2011. As expectations have changed, the DPW staff has changed to meet Township needs.

Current employees:

- Two full-time year round.
- One half-time year round (a full-time position split with the Fire Department).
- One part-time seasonal (full-time April through October, and half-time November through March).
- One seasonal (part-time 24 hours per week from April through November).

Split DPW/Fire Position: In September 2016, a full-time DPW position was split between DPW and the Fire Department. The position was originally scheduled for four hours each day at each Department. After a two year trial, it has been found more efficient to delegate as much time as needed to complete current projects while still balancing hours on a weekly basis between the two Departments – rather than daily.

DPW Foreman Position: New for 2019, the BOT approved creating a new "Working Foreman" position within the DPW. This employee is considered the DPW Department Head and reports to the Superintendent. The new position added responsibilities on top of everyday duties of the DPW employee holding this position. Ben Zeeb was promoted to this position and assumed the new role as of January 1, 2019.

Responsibilities include:

- Managing larger DPW projects

- Assigning daily tasks
- Scheduling preventative maintenance on equipment and buildings
- Some limited budgetary input
- Maintaining good relations and communications with DPW crew

All DPW employees are responsible for all buildings and properties, but individual employees are assigned primary / secondary responsibility for specific buildings and properties the last five years. A weekend “on-call” schedule has also been used for snowplowing the last three years. There is always something to do; DPW touches all parts of the Township. DPW is responsible for the day-to-day cleaning and maintenance of all Township buildings and properties.

Buildings:

- Township Offices
- Police Station
- Fire Hall
- Bath Community Center (BCC)
- Senior Center
- DPW Garage and Pole Barn

Properties:

- Township Campus
- Pleasant Hill Cemetery
- Rose Cemetery
- Couzens Park
- Wiswasser Park
- Soccer Park
- Park Lake Beach
- Rickard Boat Launch
- Fletcher-Robson Nature Park

The Township also owns several properties which require attention either on an as-needed basis or have the potential for future development, which would mean adding them to DPW’s regular schedule.

Other Properties:

- Roadways and Ditches (litter, etc.)
- Chandler Road Sign
- Upton Road Property
- The Pit (Webster Road)
- Park Lake Preserve (“Poison Ivy Park”)
- “Overflow” Parking Lots

Various events and activities throughout the year require additional work by DPW to prepare the facilities, set up or deliver equipment, clean-up, etc.

Events and Activities:

- Elections
- Bath Days
- Summer Solstice
- Farmers Market (particularly on chef demonstration days)
- Tom King Junk Day
- Bridge Tournaments
- Buck Pole
- Baseball & Football Programs
- Property & Building Rentals

Recent History, Trends & Accomplishments

In addition to its daily routine, DPW adjusts schedules frequently to accommodate weather, funerals, Department “requests,” staff time off, and extra projects.

Current Issues / Challenges

- **Busy & Full Schedules:** Much of the DPW work is seasonal and also weather dependent. For example, early spring is particularly busy as the grass begins to grow and needs mowing, and the cemeteries require extra attention prior to Memorial Day. All in all, this demonstrates that there is always something to do, but also means that a rainy day or an extra project can be difficult to work into the schedule.
- **New Services & Programs:** The Township has added a number of services and programs in recent years. These are great for our residents, but they also add to the work load. Such ongoing and extra maintenance should be considered when the BOT and committees discuss proposals on expansion of Township programs, renovating buildings, and construction of new buildings. Here are a few recent examples to illustrate:
 - **Restrooms at Wiswasser Park:** Need to be cleaned regularly and locked / unlocked daily, including weekends.
 - **Five-Day-a-Week Lunch at Senior Center:** Not only does it need more frequent cleaning, there are no “vacant” days to do the cleaning.
 - **Farmers Market Guest Chefs:** Need set-up of tent and kitchen equipment.
 - **BCC Rentals:** More frequent rentals on weekends equates to overtime to check and clean in between renters.
- **Reduction of Hours:** As of January 1, 2019, DPW eliminated winter hours completely, and reduced hours for one employee from 40 to 24 hours per week from April 1 through November

30. This will impose some new challenges and require some extra planning and task management.

- **Storage Space:** Just like in many homes, the Township basement becomes the repository for lots of stuff. The Township certainly needs storage space for records and occasional items, but some of it has become excessive. Over the last couple of years, DPW has built additional shelves in the basement, worked with staff to purge outdated records, and otherwise organize the space. DPW has been approved to dispose of unnecessary items from the basement according to the Township's Disposal Policy as well as any unused or outdated equipment that DPW has stored away. Update: This is still an ongoing issue due to the limited amount of space, ever growing Township programs and new groups. Purging of unused/unwanted items is a constant battle as we seem to accumulate items just as fast as we dispose of others. Proposals for new ideas will be in 2019 goals.

Status of 2018 Projects:

- **Building Maintenance Schedule:** Building maintenance has generally fallen on either the DPW employee with primary responsibility to fix-it when there's been a problem. As we've added more equipment with the Senior Center kitchen and begun addressing prior deferred maintenance in the Fire Hall, it has become apparent that each building should have a regular maintenance schedule. As a project in 2018, DPW developed and completed a building maintenance schedule to help with the overlooked preventative maintenance that has been problematic in the past. DPW intends to use this as a tool for scheduling work and maintaining a record of completed service for Township buildings and properties. Completed.
- **BCC Interior Lights:** The lights need to be properly rewired between the false ceiling and the original ceiling to remove a fire hazard. Completed.
- **Curb Stops or Bollards at Soccer Parking Lot:** We frequently have teenagers who do "donuts" in the parking lot. Completed.
- **Soccer Park Retaining Wall:** Remove old retaining wall at Soccer Park Parking Lot and slope grade for easier grounds maintenance. Completed.
- **Landscaping below Senior Center Deck:** Update: This project was started and put off to the side to accommodate other priority projects. It will be continued and completed early 2019 when the weather breaks.

- **New Doors on Senior Center Shed:** Completed, along with replacing rotted trim boards and repainting entire shed.
- **Fletcher Robson Nature Park:** The trails are due for periodic clearing of encroaching brush. A fence or other barrier will be installed to prevent vehicles from entering and damaging the property. In the past a gravel parking lot has been discussed but is not a priority at this time. Completed: A split rail fence with a gate was installed to prevent vehicles from driving in the park. Update: The trails are once again due for trimming and clean up after the winter.
- **Rock Wall at Boat Launch:** Completed. In addition to the lake shore erosion project from 2017, DPW built a stone riprap wall in compliance with DEQ specifications to further prevent erosion from wave action.
- **Asphalt Project:** 2018 was the first year of a five year \$250,000 parking lot renovation project. The BOT approved to spend \$50,000 per year for five years to fix and repair the broken and deteriorated asphalt around the Township Campus. Ongoing: The Township contracted Mike & Son Asphalt to do the work at the fire station for phase one in October of 2018.
- **Tree Removal in Pleasant Hill Cemetery:** Ongoing: Trowbridge Tree Service was contracted to remove three large dead pine trees in Pleasant Hill Cemetery late last year. DPW is constantly working on improving and maintaining the appearance of our two cemeteries.
- **Vehicle Replacement:** Completed: DPW purchased a new 1-ton pick up to replace the well-used 2003 F-350. This truck will be used daily as a plow/salt truck in the winter and our equipment hauler during the other months throughout the year. The 2003 pickup was sold on sealed bid and brought back \$15,000 to the Township.

2019 Projects & Goals:

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| <ul style="list-style-type: none"> • Fix pole barn siding • Police station roof • Parking lot paving, Phase II • Adding more lighting in Township basement • Purchase new heavy-duty landscape trailer | <ul style="list-style-type: none"> • Complete landscaping around Senior Center deck • Inventory of DPW equipment and tools • Replace windows on DPW garage • Dispose of outdated or unused equipment • Solutions for recycle storage • Flooring solutions for Police Station • Storage space |
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Long-Term Goals

- **Equipment Replacement Schedules:** As our Township buildings and equipment age, it will be necessary to replace and complete repairs along the way. Developing a replacement schedule will give us an expectation of when we will need to replace equipment and do repairs. It will also help with the budget process down the road, as well as keeping up with preventative maintenance.
- **Cross Training:** All DPW employees are responsible for all buildings and properties, but individual employees are assigned primary / secondary responsibility for specific buildings and properties. Particularly for less common job duties, employees need the chance to practice in areas they don't typically work. *Update: This is an ongoing expectation among DPW employees.*
- **Team Building:** Team work goes a long way with any job but especially physical jobs like DPW. There is definitely room for improvement in the area as it is easy to get caught up in our own tasks. The DPW Foreman will help set this in the right direction bringing structure and leadership. Communication will be a key factor in making DPW an enjoyable Department to work in.