

MEMORANDUM

TO: Lavon Phillips, Business Administrator

FROM: Shawn Bolinsky, Public Works Superintendent

DATE: AUG2025

RE: Monthly Report

Personnel

- **Streets and Roads:** 23 employees
- **Mechanics:** 6 employees
- **Buildings and Grounds:** 14 employees

Note: The department continues to be significantly short-staffed. At our current staffing level, we are unable to provide the full scope of services expected.

Budgetary

- Please refer to the attached budget printout from Edmunds for a detailed overview.

Events

- The Summer Concert series is over.
- The Farmers Market ends next week.
- All attention is now on Jackson Day for Sept. 14th

Operations

- **Streets and Roads:**
 - Our streets and roads crew is actively conducting seasonal trimming along township roadways, focusing on overgrowth at intersections and low-hanging limbs. Favorable weather in recent weeks has allowed crews to catch up on town-wide grass mowing and needed maintenance on dirt roads using the road grader.
 - We continue to deploy two street sweeper crews daily to maintain compliance with DEP regulations. However, staffing shortages are impacting our ability to maintain an ideal pace.
 - Crews are also working to clear the compost site in preparation for this year's leaf collection. Material is being hauled daily, with the goal of having the site cleared by the end of October.
- **Fleet Maintenance:**

- Mechanics are focused on preparing all equipment for the upcoming leaf collection season, while also managing routine maintenance and repairs for our expanding police fleet.
- **Sign Department:**
 - The sign department is developing a new design and logo for our compactors, while also handling signage for Jackson Day and performing ongoing repairs around town. Additionally, the sign shop is being reorganized to better support operational needs.
- **Building and Grounds:**
 - Crews are reapplying safety surfacing across all township playgrounds. Persistent warm temperatures have led to recurring AC issues in several buildings. While we are managing repairs as best as possible, larger system upgrades will be proposed in the 2026 capital budget.
- **Senior Center Support:**
 - Improvements to the senior center are ongoing. We've been working closely with Kate on a daily basis to address the contractor's punch list and resolve smaller issues as they arise. According to the contractor, the project is scheduled for completion by mid-September.
 - There are still recurring issues with the air conditioning system. These will be addressed through more significant upgrades planned as part of the 2026 Capital Improvements.
 - Regarding the 2025 Capital Requests: once approvals are received, we will need to act quickly to purchase new buses for the senior program. The current fleet continues to experience mechanical problems on a near-weekly basis, replacing them is a high priority.
- **Recreation Oversight:**
 - Currently, our focus remains on ensuring that Jackson Day runs smoothly and according to plan.
 - We are experiencing a slight issue with the upcoming Winter Basketball Program. At present, the school district has only offered access to one school facility for hosting the program. However, based on historical registration numbers and projected participation, we will need access to at least two, ideally three, school facilities to adequately accommodate the number of children expected. I am in the process of scheduling a meeting with the school district's Business Administrator to discuss potential solutions and request additional facility access.
 - Separately, the DPW crews have started clearing out the old Recreation Office. This is in preparation for moving the Recreation Department back into this building. We are aiming to complete the relocation within the next two weeks.

Service Requests

- **53** service requests were received during August (As of 8/26).