



# Borough of Bath

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## MEMORANDUM

**To:** Mayor & Borough of Bath Council  
**From:** Bradford T. Flynn, Borough Manager  
**Date:** January 9, 2025  
**Subject:** 2024 Year-End Man-Hour Report

This memorandum provides Borough Council an overview of allocated man-hours within the Public Works Department for fiscal year 2024.

**Disclosure:** The Public Works reported man-hours are estimations of time spent on daily work tasks. The time logged considers an 8-hour, per man workday. The hours do not consider time away for lunch or break periods. However, there were days when public works crewmembers skipped lunch to continue working on a project.

In 2024, the Public Works Department began the year staffed with a Crew Leader and 2 crewmembers: 3 full-time employees. The department ended the fiscal year with 3 crewmembers: 3 FTE.

Public Works man-hours are assigned by 'Type' of work the department is conducting. Additionally, work 'Type' is then broken down further into classes or 'Tasks'.

Work 'Type' is separated into 3 main categories and defined accordingly:

- Type 1 - **Capital Improvement Projects** – work involving significant construction or rebuild. This type of work could include things such as major road replacement or repairs.
- Type 2 - **Program Projects** – work includes street sweeping, line painting, street festival and special event prep work. Projects in this category can be added or removed from Public Works responsibilities.
- Type 3 - **Maintenance/Operational** – work involving storm sewers and draining, right-of-way clearance, winter maintenance, park and recreational maintenance, shop maintenance, sign repair/replacement, fleet, or equipment repair/replacement work.

Table 1 below lists the 2024 Public Works man-hours according to work aggregate work 'Type.' Figure 1 below is a pie chart representative of all work Type man-hours.

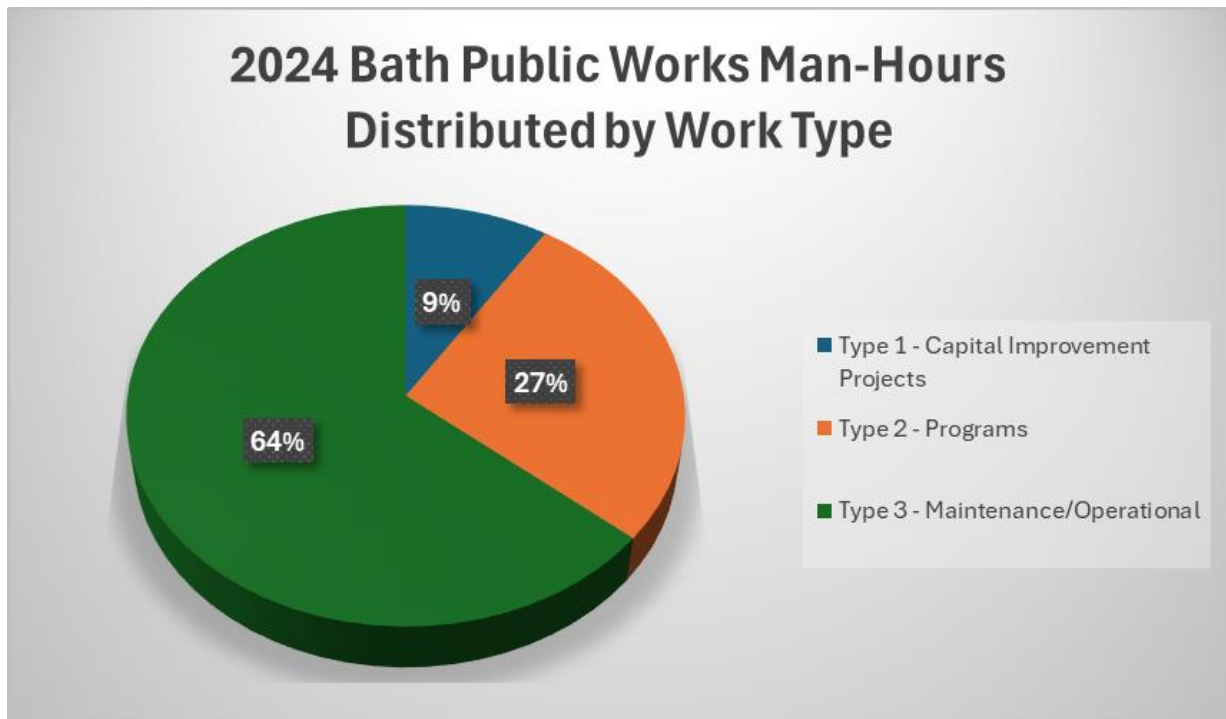
Table 2 below is the cumulative man-hours by work 'Task.' Work Tasks are broken in many different categories and will be specified where an entry for man-hours has been noted by a Public Works supervisor.

- Type 1 work contains five separate work tasks:
  - a. Street and/or Base Repairs
  - b. Sidewalk & Curb Construction
  - c. Storm Sewer & Facilities Construction
  - d. Major Park Improvements or Upgrades
  - e. Building of Facility Upgrades
  
- Type 2 work contains eight separate work tasks:
  - a. Street Sweeping
  - b. Mowing or ROW Clearance
  - c. Landscaping
  - d. Striping and/or Curb Painting
  - e. Christmas Lighting Work
  - f. Street Festival or Special Event Prep. Work
  - g. Leaf Collection Operations
  - h. Curb Line/Street Gutter Maintenance
  
- Type 3 work contains 18 separate work tasks:
  - a. Park Maintenance
  - b. Trash Pickup/Debris Removal
  - c. MS4/Environmental Compliance
  - d. Street Maintenance/Crack Sealing
  - e. Urban Forestry Work
  - f. Fleet Related Work/Equipment Maintenance
  - g. Administrative Work
  - h. Facility Repair Work
  - i. Sign Repair/Replacement/Inventory
  - j. Snow & Ice Control Operations/Prep./Planning
  - k. Material Pickup/Transportation Ops.
  - l. Winter Maintenance Operations
  - m. Calls For Service/Work Tickets/Unscheduled Work
  - n. Training Detail (List Under Training)
  - o. Morning Inspections
  - p. Shop Maintenance/Upkeep
  - q. Emergency Management Ops
  - r. Assist Other Agency

Figure 2 below is a bar graph indicating each work Type and Task with the overall percentage of man-hours spent on each Task. **Note:** Not every classification may be listed.

**Table 1 – PW Man-Hours by Work Type**

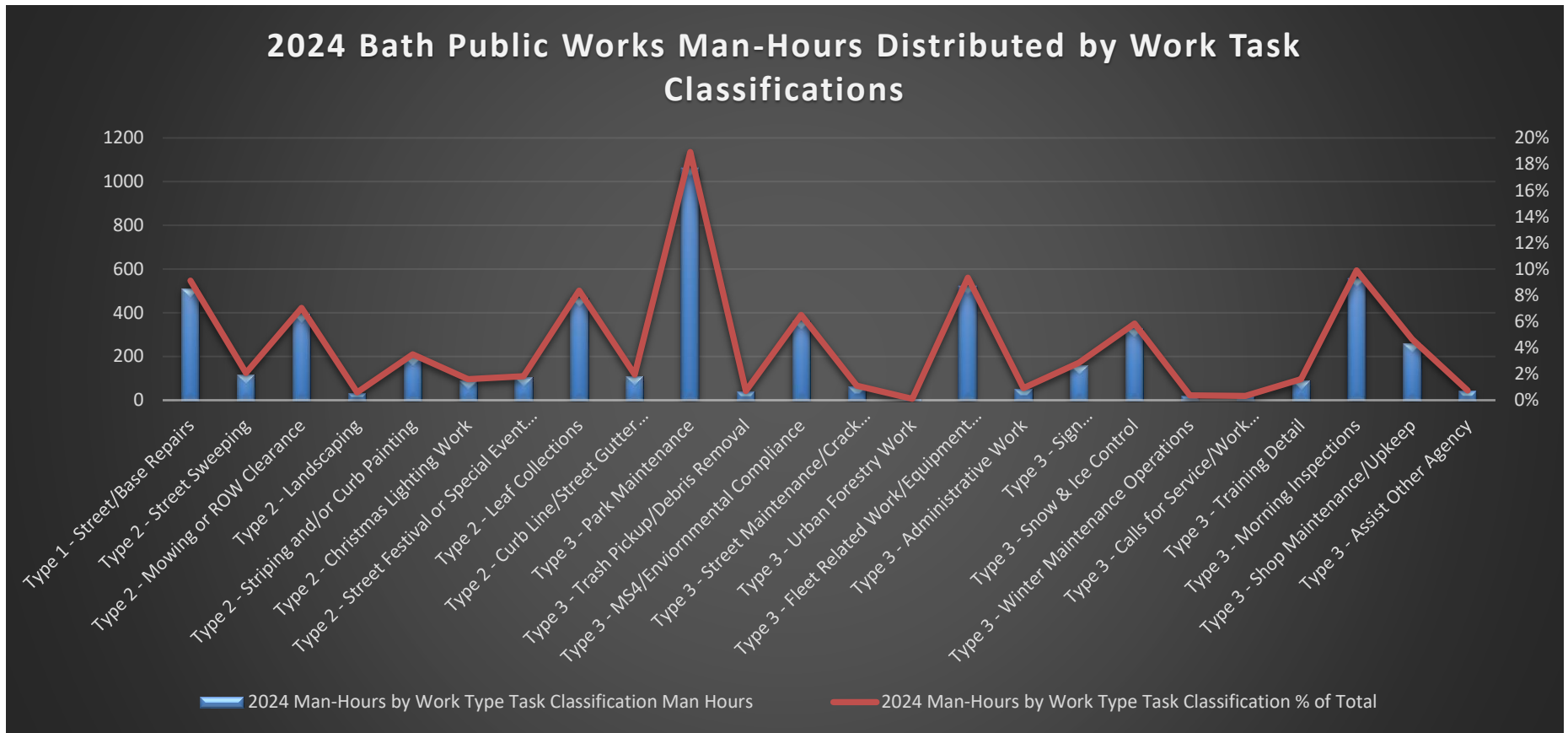
<b>2024 Man-Hours by Work Type</b>		
<b>Work Type</b>	<b>Man Hours</b>	<b>% of Total</b>
Type 1 - Capital Improvement Projects	511	9%
Type 2 - Programs	1511	27%
Type 3 - Maintenance/Operational	3582.5	64%
<b>TOTAL</b>	<b>5604.5</b>	<b>100%</b>



**Figure 1 – Pie chart representation of Public Works man-hours by Work Type and percentage of overall time spent.**

**Table 2 – Public Works Man-Hours by Work Task Classification**

<b>2024 Man-Hours by Work Type Task Classification</b>		
<b>By Work Type &amp; Classification</b>	<b>Man Hours</b>	<b>% of Total</b>
Type 1 - Street/Base Repairs	511	9%
Type 2 - Street Sweeping	116	2%
Type 2 - Mowing or ROW Clearance	395	7%
Type 2 - Landscaping	33	1%
Type 2 - Striping and/or Curb Painting	196	3%
Type 2 - Christmas Lighting Work	90	2%
Type 2 - Street Festival or Special Event Work	103	2%
Type 2 - Leaf Collections	468	8%
Type 2 - Curb Line/Street Gutter Maintenance	110	2%
Type 3 - Park Maintenance	1060.5	19%
Type 3 - Trash Pickup/Debris Removal	39	1%
Type 3 - MS4/Environmental Compliance	365	7%
Type 3 - Street Maintenance/Crack Sealing	62	1%
Type 3 - Urban Forestry Work	6	0%
Type 3 - Fleet Related Work/Equipment Maintenance	523.5	9%
Type 3 - Administrative Work	52	1%
Type 3 - Sign Repair/Replacement/Inventory Work	160	3%
Type 3 - Snow & Ice Control	328	6%
Type 3 - Winter Maintenance Operations	21	0%
Type 3 - Calls for Service/Work Ticket/Unscheduled Work	18	0%
Type 3 - Training Detail	89.5	2%
Type 3 - Morning Inspections	555	10%
Type 3 - Shop Maintenance/Upkeep	261	5%
Type 3 - Assist Other Agency	42	1%
<b>TOTAL</b>	<b>5604.5</b>	<b>100%</b>



**Figure 2 –Graph representation of Public Works man-hours by task and percentage of overall time spent.**

**2024 Capital Road Work Review**

<u>Historic Summary</u>	
Estimated Local Road Miles	<b>8.774</b>
2012 Est. Condition Ratings	<b>4.5</b>
2022 Est. Condition Ratings	<b>6.6</b>
Condition Rating Change from 2012 to 2022	<b>46% Increase</b>
Est. Road Miles Repaired/Reconstructed	<b>4.118</b>
Road Inventory Repaired/Replaced (2012 to 2022) *	<b>47%</b>
Est. Road Repaired/Replaced Cost (10 Years)	<b>\$1,548,860.04</b>
Est. Cost Per Mile	<b>\$376,119.49</b>
Average Yearly Road Improvement Costs	<b>\$154,886.04</b>

*\*The latter half of the decadal period from 2016 to 2022 accounts for 84% of all major capital road improvement expenditures between 2012 and 2022.*

2024 Major Road Repair Work – Bath Public Works Department

- Haidle Avenue Penn Street to E. Main Street; reconstruction and overlay
- Fantozzi Way Mulberry Street to Bridge Street; reconstruction and overlay

Base Repairs, Overlay Work (Material), & Material Recycling **\$31,929.69**

2024 Miscellaneous Road Repairs & Maintenance

- Boroughwide & Repairs associated with Bath Water Authority Work

Minor Road Repairs (Material) **\$1,277.05**

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**TOTAL** **\$33,206.74**

Respectfully submitted,

  
Bradford T. Flynn, Borough Manager  
Borough of Bath