



Borough of Bath

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MEMORANDUM

To: Mayor & Borough of Bath Council
From: Bradford T. Flynn, Borough Manager
Date: May 26, 2026
Subject: 2025 Year-End Man-Hour Report

Executive Summary

The Bath Borough Public Works Department continued to provide a broad range of essential municipal services throughout 2025 while operating with a four-person full-time workforce. Public Works personnel supported roadway reconstruction, park and recreational facility maintenance, environmental compliance activities, winter operations, fleet and equipment maintenance, stormwater infrastructure work, special events, and general municipal operations.

During fiscal year 2025, the department logged an estimated 7,302 total man-hours across all operational categories. Of those hours:

- 20% were dedicated toward capital improvement projects,
- 18% toward recurring program operations, and
- 62% toward ongoing maintenance and operational responsibilities.

Major operational efforts in 2025 included roadway reconstruction and overlay work along portions of Schaeffer Street, Craig Street, and Shimoskie Street, as well as improvements to the Friendship/Paw Park access area. Total material expenditures for major roadway and base repair work totaled approximately \$85,815, with total miscellaneous roadway repair expenditures bringing overall road repair material costs to approximately \$89,060 for the year.

The report also highlights the growing operational demands associated with municipal park maintenance, which accounted for approximately 1,409 man-hours, or nearly 20% of all department labor hours during the year. Additional significant labor allocations included morning inspections and operational readiness activities, fleet and equipment maintenance, leaf collection operations, MS4 and environmental compliance activities, and winter maintenance preparation and response.

Beyond annual operations, the report provides historical context regarding the Borough's long-term roadway improvement efforts. Between 2012 and 2022, the Borough repaired or

reconstructed an estimated 47% of its local roadway inventory, resulting in an estimated 46% increase in overall roadway condition ratings during that period.

This report is intended to provide Borough Council and the public with a broader understanding of the workload distribution, operational responsibilities, and infrastructure efforts undertaken by the Public Works Department throughout fiscal year 2025.

2025 Public Works Highlights

- 7,302 total man-hours completed; equates to 1,826 man-hours per employee
- 4 full-time employees maintained Borough operations
- 1,486 hours dedicated to capital road improvements
- 1,409 hours dedicated to park maintenance
- 417 hours dedicated to MS4/environmental compliance
- \$89,060 invested in roadway repairs and maintenance
- Approximately 5,036 square yards of roadway reconstruction or improvements
- Represents approximately \$512,000 in equivalent private-sector construction value delivered through in-house operations and municipal cooperation
- 47% of the Borough's roadway inventory repaired or reconstructed between 2012 and 2022.

Daily Log and Man Hours Reporting

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 programs or projects.

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 2025 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 because there may have been no recorded hours in that particular task.

Table 1 – PW Man-Hours by Work Type

2025 Man-Hour by Work Type		
Work Type	Man Hours	% of Total
Type 1 - Capital Improvement Projects	1486	20%
Type 2 - Programs	1287	18%
Type 3 - Maintenance/Operational	4529	62%
TOTAL	7302	100%

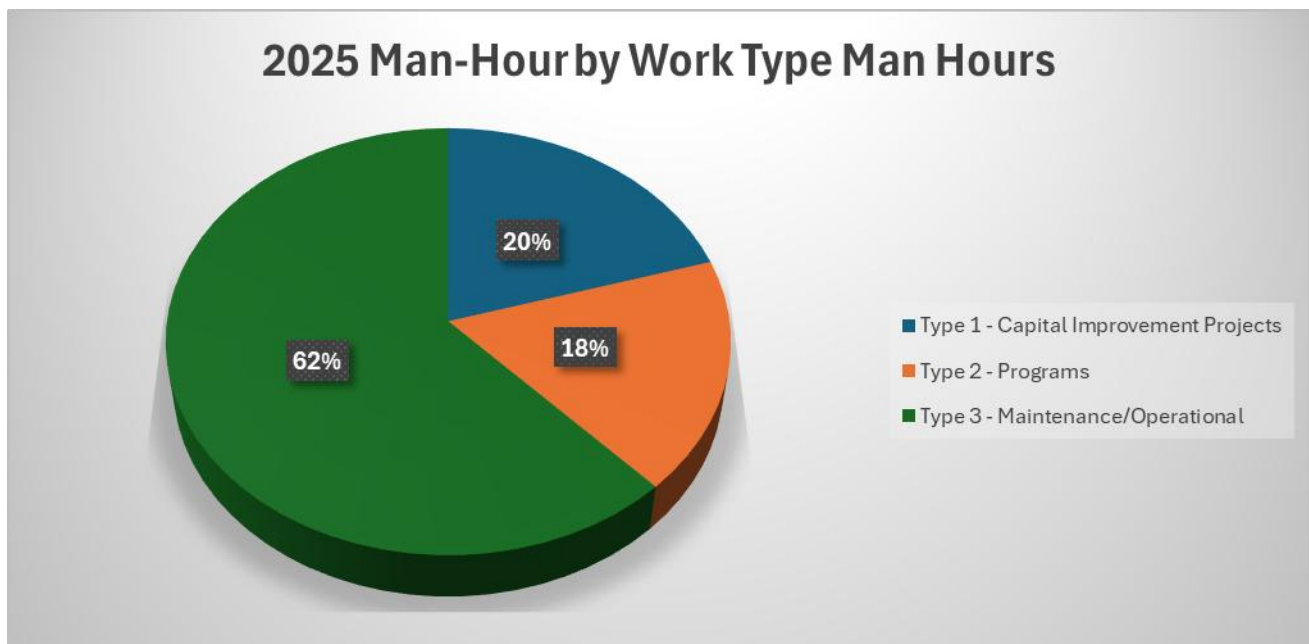


Figure 1 – Pie chart representation of Public Works man-hours by Work Type and percentage of overall time spent.

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

2025 Man-Hours by Work Type Task Class		
By Work Type & Task Classification	Man-Hours	% of Total
Type 1 - Street/Base Repairs	1,486	20.35%
Type 2 - Street Sweeping	59	0.81%
Type 2 - Mowing or ROW Clearance	253	3.46%
Type 2 - Striping and/or Curb Painting	141	1.93%
Type 2 - Christmas Lighting Work	35	0.48%
Type 2 - Street Festival or Special Event Work	30	0.41%
Type 2 - Leaf Collection	618	8.46%
Type 2 - Curb Line/Street Gutter Maintenance	151	2.07%
Type 3 - Park Maintenance	1,409	19.30%
Type 3 - Trash Pickup/Debris Removal	7	0.10%
Type 3 - MS4/Environmental Compliance	417	5.71%
Type 3 - Street Maintenance/Crack Sealing	183	2.51%
Type 3 - Urban Forestry Work	21	0.29%
Type 3 - Fleet Related Work/Equipment Maintenance	599	8.20%
Type 3 - Administrative Work	53	0.73%
Type 3 - Facility Repair Work	34	0.47%
Type 3 - Sign Repair/Replacement/Inventory	62	0.85%
Type 3 - Snow & Ice Control Ops/Prep./Planning	251	3.43%
Type 3 - Material Pickup/Transport Ops	7	0.10%
Type 3 - Winter Maintenance Operations	211	2.88%
Type 3 - Calls for Service/Work Ticket/Unscheduled Work	55	0.75%
Type 3 - Training Detail	22	0.30%
Type 3 - Morning Inspections	805	11.02%
Type 3 - Shop Maintenance/Upkeep	304	4.16%
Type 3 - Assist Other Agency	90	1.23%
TOTAL	7,302	100.00%

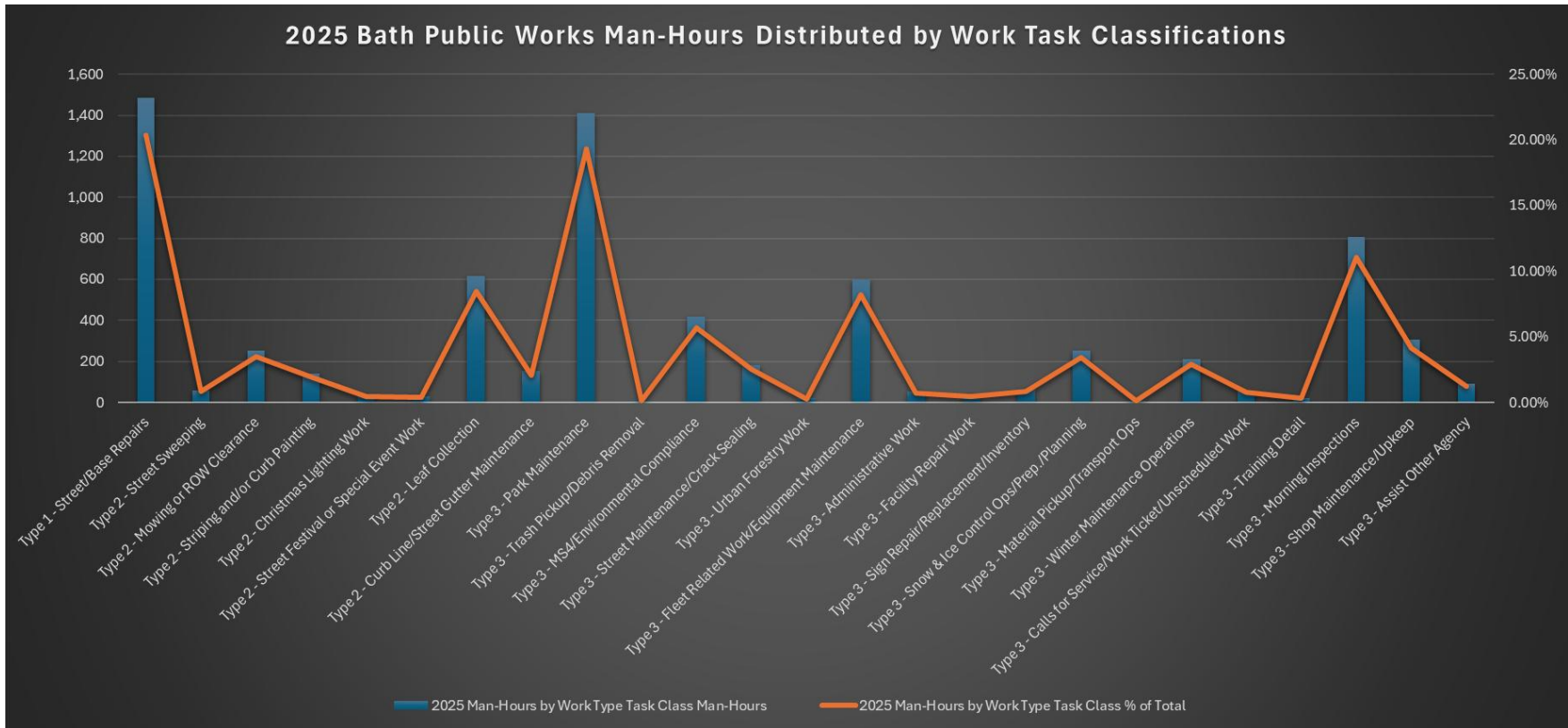


Figure 2 –Graph representation of Public Works man-hours by task and percentage of overall time spent.

Table 3 – Year-to-Year Comparative Public Works Department Trends

Comparative Year-to-Year Trends				
Selective Metric	2022	2023	2024	2025
Total Man Hours	2,419	6,208	5,605	7,302
Snow Operations Hours	74	90	349	462
Parks Maintenance Hours	217	830	1,061	1,409
MS4 Hours	117	517	365	417

Table 3 Note: Between 2022 and 2025, the Public Works Department underwent significant staffing changes, transitioning from a workforce consisting of two full-time employees and part-time labor assistance to a fully staffed department of four full-time employees by 2025.

2025 Capital Road Work Review

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

**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.*

2025 Major Road Repair Work – Bath Public Works Department

- Schaeffer Street Walnut to Craig Street; reconstruction and overlay
- Craig Street Northampton to Shimoskie; reconstruction and overlay
- Shimoskie Washington to Bank Street; reconstruction and overlay
- Friendship & Paw Park Blair to Dead End & Parking Area; Stone to Pavement

Base Repairs, Overlay Work (Material), & Material Recycling **\$85,815.40**

This equates to approximately 5,036 square yards of paving work.

2025 Miscellaneous Road Repairs & Maintenance

- Creek Road at Bridge	\$870.38
- Crack Sealing	\$1,906.48
- Misc. Cold Patch	\$388.50
- Concrete (Inlet Repair)	\$79.65

Minor Road Repairs (Material)	\$3,245.01
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TOTAL	\$89,060.41
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Key Capital Road Work Metric

Based upon approximately 5,036 square yards of roadway reconstruction, base repair, and paving work completed during 2025, and utilizing recent Borough Engineer cost estimates for comparable private-sector roadway construction, the Borough estimates that the completed roadway improvements represent more than \$500,000 in equivalent construction value. This work was completed through a combination of Borough Public Works labor, Borough equipment, and cooperative equipment and manpower sharing arrangements with neighboring municipalities.

2025 Road Work Photos



Shimoski Way – During Reconstruction



Shimoski Way Repaved



**Shaeffer Street
Repaved**



Friendship Way and Paw Park Lot (Converted from Stone to Overlay)

Respectfully submitted,


Bradford T. Flynn, Borough Manager
Borough of Bath