

**MCM#6**

**POLLUTION PREVENTION/GOOD  
HOUSEKEEPING FOR MUNICIPAL  
OPERATIONS**

## **Pollution Prevention/Good Housekeeping for Municipal Operations**

Lehman Township owns and operates the Municipal Building, Maintenance Building, and a salt shed all under one campus, located at 1183 Old Route 115 Lehman, Pa 18627.

## Pollution Prevention/Good Housekeeping for Municipal Operations

### Landscaping and Lawn Care

Goal: Reduce chemical runoff to natural water courses.

Township Operations: The Township owns and maintains the municipal building and road department building both on the same property.

BMPs: Road Department Employees should be encouraged to use slow release or naturally derived (organic) fertilizers.

- Leave grass clippings on lawn, or mulch clippings into lawn.
- If it is necessary to water landscaping, drip irrigation techniques should be employed and watering should be conducted in the morning.
- Protect and preserve open space buffer areas and instruct maintenance personnel to establish no-mow zones to allow trees and shrubs to reclaim disturbed stream banks.
- All new trees should be planted away from sewer lines or underground utilities.

Inspection Procedures: Routinely monitor lawns to identify problems during the early stages. Identify nutrient/water needs of plants, inspect for problems by testing soils.

Maintenance Procedures: Minimize/ eliminate fertilizer application.

- Leave grass clippings on lawn, or mulch clippings into lawn
- Limit water as necessary to supplement rainwater (1 inch/week is adequate)
- Mow with sharpened blades set high (3 inches) – remove only the top 1/3 of the leaves.
- Water plants in the early a.m.

Measurable Goal: Document stream bank areas that have been allowed to revert to a more natural state.

## Pollution Prevention/Good Housekeeping for Municipal Operations

### Spill Response and Prevention

Goal: Limit potential for spills and be prepared for clean up response.

Township Operations: The Township keeps all materials properly stored and labeled and uses secondary containment systems where appropriate. Police department shall ensure fluids spill from motor vehicle accidents are cleaned in appropriate manner.

#### BMPs:

- Keep all materials properly stored in closed, labeled containment systems.
- Use secondary containment systems where appropriate.
- Keep spill recovery materials available for immediate response to a spill.

Inspection Procedures: Inspect secondary containment systems, oil/water separators periodically.  
Inspect containers for leaks, areas near storm inlets and outlets, floor for indications of spills.

Maintenance Procedures: Use reusable spill cleanup material (sponge mops, oil absorbent pads, etc.)

- Pump out oil water separators as needed.
- Protect drains with oil absorbent materials.
- Clean out receivers on regular schedule.
- Remove spilled salt from salt loading area.

Measurable Goals: document inspections and any spill incidents and actions taken to clean up.

## Pollution Prevention/Good Housekeeping for Municipal Operations

### **Pet Waste Collection**

Goal: Reduce potential impacts to receiving waters from improper pet waste disposal practices.

Township Operations: Township does not operate any parks

BMPs: Circulate educational material regarding the importance of cleaning up pet waste.

Measurable Goal: Document the number of pet waste leaflets circulated during the reporting period.

## Pollution Prevention/Good Housekeeping for Municipal Operations

### Vehicle/Equipment Maintenance

Goal: Reduce wash off of pollutants from vehicle/equipment maintenance areas.

Township Operations: The Township conducts all vehicle/equipment maintenance work indoors. If work must be performed outside, measures are employed to guard against spillage of materials. All spilled materials are cleaned up immediately using “dry” methods. All vehicle fueling is done off-site at commercial fuel pumps. Wastes are recycled or disposed of in accordance with environmental regulations.

#### BMPs:

- Conduct maintenance work indoors. The maintenance building does not have floor drains. If work must be performed outside, guard against spillage of materials that could discharge to storm receivers.
- Initiate single purpose use of vehicles bays – dedicate one (or more) bays that have no (or sealed) floor drains for repairs/maintenance.
- Clean spilled materials immediately using “dry” methods.
- Never leave vehicles unattended while refueling.
- Identify appropriate recycling/disposal options for waste.

Inspection Procedures: Inspect (for maintenance purposes) floor drain systems, oil/water separators.

Monitor “parked” vehicles/equipment for leaks.

#### Maintenance Procedures:

- Maintain a clean work area – remove contaminants from floors, drains, catch basins, using “dry” methods.
- Use non-hazardous cleaners. Use non-chlorinated solvents instead of chlorinated solvents.
- Repair or replace ant leaking containers.
- Use steam cleaning/pressure washing instead of solvent for parts cleaning.
- Store waste fluids in properly capped, labeled storage containers.
- Store batteries in leak proof, compatible (i.e., non reactive) containers.
- Rinse grass from lawn care equipment on permeable (grassed) areas.
- Protect against pollution id outside maintenance is necessary (cover storm receiver, use secondary containment vessels, etc.).

Measurable Goal: Document Maintenance site inspections and spill responses.

## Pollution Prevention/Good Housekeeping for Municipal Operations

### Vehicle/Equipment Washing

Goal: Eliminate nutrient and other pollutant containing discharge to receiving waters.

Township Operations: The Township conducts all vehicle washing outside where runoff can sheet flow across vegetated areas to a detention basin. All hoses are equipped with automatic shutoff devices and spray nozzles.

#### BMPs:

- Initiate single purpose use of vehicle bays – dedicate only one bay for washing
- Perform cleaning with pressurized cold water, without the use of soaps, if waste water will flow to a storm sewer system.
- Use minimal amounts of biodegradable soaps only if wastewater will discharge to a sanitary sewer system.
- Rinse with hoses that are equipped with automatic shutoff devices and spray nozzles.
- Steam clean (without soap) where wastes can be captured for proper disposal (i.e., oil/water separator).

Inspection procedures: Identify the need for cleaning of catch basins, oil/water separators.

#### Maintenance Procedures:

- Map storm drain locations accurately to avoid illegal discharges.
- Perform steam cleaning or pressure washing where wastes can be captured for proper disposal.
- Take precautions against excess use of/spillage of detergents.

Measurable Goals: Document inspections and any actions taken.

## Pollution Prevention/Good Housekeeping for Municipal Operations

### Roadway and Bridge Maintenance

Goal: Reduce impact to receive waters from road salt components, hydrocarbons, particulates such as dry paint or abrasive compounds and road debris.

Township Operations: The Township is responsible for maintaining all public roads and bridges. Paving operations are only carried out in dry weather. Fluid leaks or spills from paving equipment are cleaned up immediately using “dry” methods.

#### BMPs:

- Incorporate preventive maintenance and planning for regular operations and maintenance activities.
- Pave in dry weather only
- Stage road operations and maintenance activity (patching, potholes) to reduce spillage. Cover catch basins and manholes during this activity.
- Clean up fluid leaks or spills from paving equipment/materials immediately.
- Restrict the use of herbicides/pesticide applications to roadside vegetation.
- Sweep and vacuum paved roads and shoulders to remove debris and particulate matter.
- Maintain roadside vegetation; select vegetation with a high tolerance to road salt.
- Clean out bridge scuppers and catch basins regularly.
- Direct water from bridge scuppers to vegetated areas.
- Mechanically remove (i.e., sweep) debris from bridge deck and structure prior to washing.
- Clean storm sewer systems annually using hydrovac.

#### Inspection Procedures:

- Inspect paving, sweeping, vacuuming, and all other maintenance vehicle/equipment as appropriate.
- Inspect roads and bridges for implementation of application BMP's.

#### Maintenance Procedure:

- Repair leaking/defective containers or equipment on paving equipment.

Measurable Goal: Document inspections and any actions taken



## Pollution Prevention/Good Housekeeping for Municipal Operations

### Alternative Discharge Options for Chlorinated Water

The Township does not own or operate any pools.

## Pollution Prevention/Good Housekeeping for Municipal Operations

### Hazardous and Waste Materials Management

Goal: Reduce and/or eliminate impacts to receiving waters from lube oils; coatings and their compatible solvents (paints, thinners, etc.); anti freeze; cleaning agents; fuels (gas, diesel, kerosene).

Township Operations: All materials are stored in closed, labeled containers. Secondary containments devices are used where appropriate. All oil is recycled. Other materials are recycled if possible and otherwise disposed of in accordance with environmental regulations.

#### BMPs:

- Ensure that all materials stored in closed, labeled containers. If stored outside, drums should be placed on pallets, away from storm receivers. Inside storage areas should be located away from floor drains.
- Use a pretreatment system to remove containments prior to discharge.
- Reduce stock of materials "on hand".
- Use the least toxic materials (i.e., non hazardous) to perform work.
- Install/use secondary containment devices where appropriate.
- Eliminate wastes by reincorporating coating/solvent mixtures into the original coating material for reuse.
- Recycle materials if possible, or ensure proper disposal of wastes.

#### Inspection Procedures:

- Regular inspection of material storage areas (inside and outside).
- Regular inspection and cleaning of oil/water separators by qualified contractor.
- Inspect stormwater discharge locations regularly (for contaminants, soil staining, plugged discharge lines).

Measurable Goal: Document inspections and actions taken.

## Pollution Prevention/Good Housekeeping for Municipal Operations

### Catch Basin and Storm Drain System Cleaning

Goal: Reduce sediments loading to receiving waters.

Township Operations: All Townships owned inlets, ditches and outfalls are cleaned as needed and prior to and/or just after large storm events for the purpose of removing any accumulated debris and sediment. Inlets and pipes are replaced as they are identified for repair or a complaint is received.

#### BMPs:

- Repair/replace catch basins, grates and pipes as necessary.
- Clean catch basins, ditches and outfalls on regular basis and as necessary.

#### Inspection Procedures:

- Prioritize stormdrain system and catch basins for routine maintenance.
- Clean catch basins when depth of deposits is  $> 1/3$  the depth from the bottom of the basin to the invert of the lowest pipe/opening into or out of basin.
- Clean ditches to maintain hydraulic capacity by removing accumulated sediments and debris.
- Inspect stormwater conveyance facilities immediately following heavy storms to identify any issues and to remove any blockages.

#### Maintenance Procedures:

- Catch basins/storm sewer pipe – clean in spring to remove sand/grit/salt from winter road maintenance. Clean in fall to remove leaves/silt/debris.
- Establish ditch:
  - Maintain proper slope
  - Maintain vegetation
  - Remove obstacles/debris (i.e., trash, tree branches, brush, cut vegetation).
  - Excavation/ditch scraping – if necessary, use devices (i.e., hay bales, silt fence) to capture sediments prior to stormwater discharge into receiving waters, reseed ditch.
  - Properly dispose of collected debris.

Measurable Goal: Document inspections and any actions taken.

## Pollution Prevention/Good Housekeeping for Municipal Operations

### Street Cleaning and Maintenance

Township Operations: Street sweeping/vacuuming is conducted by the Road Department annually in the spring. Paving operations are conducted only during dry weather. Leaf collection is conducted by Road Department in the fall. Collected materials are hauled to Dallas Area Municipal Authority composting facility.

#### BMPs:

- Street sweep/vacuum at regular intervals, and “as needed”.
- Perform operations such as paving in dry weather only.
- Prior to road reconstruction, consider/evaluate the use of “shouldered roads” instead of “curbed roads”
- Maintain roadside vegetation; select plants/trees that can withstand the action of road salt.
- Direct runoff to these areas.

#### Inspection Procedures:

- Inspect streets, and plan (as needed) for maintenance/repairs
- Prioritize – some streets (i.e., those with high traffic flows, on flat grades, or with many trees) may need more frequent cleaning.

#### Maintenance Procedures:

- Spring sweeping/vacuuming – remove salt sand residues.
- Fall sweeping, collection of leaves at appropriate time intervals.
- Dry sweep or vacuum streets during dry weather.
- Maintain equipment – check for/repair fluid leaks.
- Stage road operations and maintenance activity (patching, potholes repair) to reduce spillage of materials. Cover catch basins and manholes during activity.

Measurable Goal: Document inspections and any actions taken.

## Pollution Prevention/Good Housekeeping for Municipal Operations

### Road Salt Storage and Application

Goal: Reduce salt applications to the minimum amount necessary to maintain public safety. Prevent salt contaminated runoff from reaching local waterways.

Township Operations: The Township uses 50/50 salt/anti-skid mix. Salt and anti-skid is stored on site at the municipal complex in a three- sided, roofed building.

#### BMPs:

- Require covered facility for salt storage and size properly for season needs.
- Store salt on highest ground elevation to allow for infiltration of stormwater.
- Calibrate salt spreaders for proper application.
- Consider alternative deicing materials (i.e., calcium chloride, magnesium chloride).
- Use a wetting agent with salt to minimize “bouncing” during application.
- Cover salt loading area, or build into storage shed.
- Unload salt deliveries directly into storage facility, or if not possible, move inside immediately.

Inspection Procedures: Look for physical evidence of problems:

- Inspect salt storage shed for leaks, structural problems
- Inspect salt piles for proper coverage, tarps for leaks or tears
- Inspect salt application equipment
- Inspect salt regularly for lumping or water contamination
- Inspect surface areas for evidence of runoff – salt stains on ground near and around the salt shelter, loading area, or down slope
- Inspect for excessive amounts of salt on roads.

Maintenance Procedures: Service trucks and calibrate spreaders regularly to ensure accurate, efficient distribution of salt.

- Educate and train operators on hazards of over-salting to roads and environment.
- Repair salt storage shed – structural problems can lead to salt spillage.
- Repair/replace tarps.

Measurable Goal: Document inspections and any actions taken.

## Pollution Prevention/Good Housekeeping for Municipal Operations

### Operational By-Products/Waste

Goal: Eliminate illegal dumping.

Township Operations: "No Dumping" signs are posted where appropriate in the Township. By-product/waste are identified for recycling. "Illegally dumped" materials are cleaned up and disposed of in accordance with environmental regulations.

#### BMPs:

- Post "No Dumping" signs.
- Illuminate area if possible.
- Prevent access. Erect barriers.
- Identify the by-products/waste that should be recycled (i.e., paper, cardboard).

#### Inspection Procedures:

- Conduct regularly scheduled inspections for maintenance concerns
- Unscheduled patrolling of areas by police.

#### Maintenance Procedures:

- Clean up and dispose of "illegally dumped" materials, trash/debris in accordance with environmental regulations
- Cut and remove vegetation.

Measurable Goal: Document inspections and any actions taken.

## Pollution Prevention/Good Housekeeping for Municipal Operations

### Construction and Land Disturbance

Goal: Limit sediments runoff to receiving waters.

Township Operations: Construction and land clearing activities are planned to limit soil exposure. Sediments control devices are installed prior to soil disturbance. Construction sites are stabilized as soon as practicable to protect against sediment runoff. Storm drains are protected against sediments runoff.

#### BMPs:

- Plan the construction and/or land clearing activities so that soil is not exposed for long periods of time.
- Minimize compaction of soils for infiltration.
- Maximize opportunities for infiltration.
- Install sediment control devices before disturbing soil.
- Limit grading to small areas.
- Stabilize site to protect against sediment runoff.
- Protect against sediment flowing into storm drains.
- Maintain native vegetation (especially near waterways).
- Install sediment barriers on slope or divert stormwater.

#### Inspection Procedures:

- Regularly scheduled inspections (of sediment control devices, erosion safeguards).
- Inspect during storm or snow melt events.

Maintenance Procedures: Check/repair all devices that have been installed to ensure protection against erosion.

Measurable Goal: Document inspections and any actions taken.

Stormwater training videos links:

- Part 1: [https://www.youtube.com/watch?v=rhXbA1R\\_VZk&feature=youtu.be](https://www.youtube.com/watch?v=rhXbA1R_VZk&feature=youtu.be)
- Part 2: [https://www.youtube.com/watch?v=AdGziksz\\_g&feature=youtu.be](https://www.youtube.com/watch?v=AdGziksz_g&feature=youtu.be)
- Part 3: <https://www.youtube.com/watch?v=ZiajZM6Avtg&feature=youtu.be>

<https://www.youtube.com/watch?v=IGqvsztguRA&feature=youtu.be>



# MUNICIPAL WEEKLY BI-WEEKLY OR SEMI-MONTHLY PAYROLL REPORT

Period Beginning April 1, 2015 (YEAR) Period Ending April 15, 2015 (YEAR)

Payroll Number \_\_\_\_\_ page 1 MUNICIPALITY Lehman

NAME AND TITLE	1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		Total Hours	Rate Per Hour	Gross Pay
	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #			
1 Frank Ide	12		8		8		8		8		8		8		8		8		8		8		8		8		8		8		88		
2 Dean Kreider	12		8		8		8		8		8		8		8		8		8		8		8		8		8		8				
3 Adam Stefanovicz	13		8		8		8		8		8		8		8		8		8		8		8		8		8		8				
4 Chris Lathrop	12		8		8		8		8		8		8		8		8		8		8		8		8		8		8				
5																																	
6																																	
7																																	
<b>TOTALS</b>																																	

LOCATION BY NAME, ROUTE OR PROJECT NUMBER

1. Frank Ide - 1500 S. 1st St. Lehigh, PA

2. Dean Kreider - 1500 S. 1st St. Lehigh, PA

3. Adam Stefanovicz - 1500 S. 1st St. Lehigh, PA

4. Chris Lathrop - 1500 S. 1st St. Lehigh, PA

5. - 1500 S. 1st St. Lehigh, PA

6. - 1500 S. 1st St. Lehigh, PA

7. - 1500 S. 1st St. Lehigh, PA

8. - 1500 S. 1st St. Lehigh, PA

9. - 1500 S. 1st St. Lehigh, PA

10. - 1500 S. 1st St. Lehigh, PA

11. - 1500 S. 1st St. Lehigh, PA

12. - 1500 S. 1st St. Lehigh, PA

13. - 1500 S. 1st St. Lehigh, PA

14. - 1500 S. 1st St. Lehigh, PA

15. - 1500 S. 1st St. Lehigh, PA

1 Structures  
 2 Surface  
 3 Shoulders  
 4 Roadside  
 5 Guardrails  
 39 Highway Construction and Rebuilding Projects

DESCRIPTION CODE #

431 Cleaning Sls. & Gutters  
 432 Winter Maintenance Services  
 433 Traffic Control Devices  
 436 Storm Sewers & Drains  
 437 Repairs of Tools & Machinery  
 130 Maint. & Repairs of Roads & Bridges

SUPERINTENDENT - ROADMASTER - FOREMAN  
 (SUPERVISOR/COUNCIL PERSON)

Instructions and distribution on reverse.



MUNICIPAL UTILITY WEEKLY OR SEMI-MONTHLY PAYROLL REPORT

Period Beginning April 16 2015

Period Ending April 30 2015

Payroll Number \_\_\_\_\_

page 1

Lehman  
MUNICIPALITY

NAME AND TITLE	Hours	Code #	Date							Total Hours	Rate Per Hour	Gross Pay												
			5	6	7	8	9	10	11				12	13	14	15								
1) <u>Frank Ide</u>	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	
2) <u>Dean Kreider</u>	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	
3) <u>Adam Stefanowicz</u>	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	
4) <u>Chris Lathrop</u>	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	
5)																								
6)																								
7)																								
<b>TOTALS</b>																								

- LOCATION BY NAME, ROUTE OR PROJECT NUMBER
- 431 Cleaning Sis. & Gutters
  - 432 Winter Maintenance Services
  - 433 Traffic Control Devices
  - 436 Storm Sewers & Drains
  - 107 Repairs of Tools & Machinery
  - 138 Maint. & Repairs of Roads & Bridges
  - 1 Structural
  - 2 Surface
  - 3 Shoulders
  - 4 Roadside
  - 5 Guiderails

1) Frank Ide - Sweep 2nd St. to 4th St. on Main St. - 8 hrs  
 2) Dean Kreider - Sweep 1st St. to 3rd St. on Main St. - 8 hrs  
 3) Adam Stefanowicz - Sweep 4th St. to 6th St. on Main St. - 8 hrs  
 4) Chris Lathrop - Sweep 7th St. to 9th St. on Main St. - 8 hrs  
 5) - Sweep 10th St. to 12th St. on Main St. - 8 hrs  
 6) - Sweep 13th St. to 15th St. on Main St. - 8 hrs  
 7) - Sweep 16th St. to 18th St. on Main St. - 8 hrs

(SUPERINTENDENT - ROADMASTER - FIREMAN)

(SUPERVISOR/COUNCIL PERSON)

Instructions and distribution on reverse





MUNICIPALITY OF LEHMAN TOWNSHIP WEEKLY OR SEMI-MONTHLY PAYROLL REPORT

Payroll Department

June 16 2015

Payroll Period

June 30 2015

Payroll Number

Page 1

Lehman  
TOWNSHIP

NAME AND TITLE	Hours							Total Hours	Rate Per Hour	Gross Pay
	16	17	18	19	20	21	22			
1. Frank Ide	10	10	8	8	8	8	8	8	8	8
2. Dean Koedler	12	12	10	8						
3. Adam Stefanowicz	11	10	9	8						
4. Chris Lathrop	12	12	8	8						
5.										
6.										
7.										
<b>TOTALS</b>										

LOCATION BY NAME, PHONE OR PROJECT NUMBER

431 Cleaning Sls & Gels 5  
 432 Winter Maintenance Services  
 433 Traffic Control Devices  
 436 Storm Sewers & Storm  
 437 Repairs of Totes & Manholes  
 438 Maint. & Repairs of Bridges & Structures

- 1 Structural
- 2 Surface
- 3 Shoulders
- 4 Roadside
- 5 Guardrails

139 Highway Construction and Rehabilitation Projects

Lehman Township  
 139 Highway  
 438 Main St & Repairs of Bridges & Structures  
 437 Repairs of Totes & Manholes  
 436 Storm Sewers & Storm  
 433 Traffic Control Devices  
 432 Winter Maintenance Services  
 431 Cleaning Sls & Gels 5

SUPERINTENDENT: ROADMASTER FOREMAN  
 SUPERVISOR/COUNCIL PERSON  
 Instructions and distribution on reverse



MUNICIPAL EMPLOYEES MONTHLY PAYROLL REPORT

Payroll Period: July 1 2015 to July 15 2015

Payroll Number: Page 1

Lehman

NAME AND TITLE	Hours															Rate Per Hour	Total Hours	Gross Pay
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
1. <u>Frank Ide</u>	8	9	9													8	88	88
2. <u>Dean Kreider</u>	8	9	9													8	88	88
3. <u>Adam Stefanowicz</u>	8	9	8													8	88	88
4. <u>Chris Lathrop</u>	8	8	8													8	88	88
5.																		
6.																		
7.																		
<b>TOTALS</b>																		

**DESCRIPTION CODE:**  
 401 Cleaning Site & Utility  
 402 Winter Maintenance Operations  
 403 Traffic Control Devices  
 405 Sign & Signal Work  
 407 Repairs of Traffic & Machinery  
 408 Maintenance of Traffic & Signals  
 \* 1 Structural  
 \* 2 Surface  
 \* 3 Subgrade  
 \* 4 Roadside  
 \* 5 General

**LOCATION BY NAME, ROUTE OR PROJECT NUMBER:**  
 1. Lehigh Valley Mall  
 2. Lehigh Valley Mall  
 3. Lehigh Valley Mall  
 4. Lehigh Valley Mall  
 5. Lehigh Valley Mall  
 6. Lehigh Valley Mall  
 7. Lehigh Valley Mall

SUPERINTENDENT: ROADMASTER ESTREMAN  
 SUPERVISOR/COUNCIL PERSON:  
 Instructions and distribution of payroll

MUNICIPALITY OF LEHMAN TOWNSHIP WEEKLY OR SEMI-MONTHLY PAYROLL REPORT

Personnel Name: **July 16** 2015

Period Ending: **July 31** 2015

Payroll Number: \_\_\_\_\_

Page: 1

NAME AND TITLE	16		17		18		19		20		21		22		23		24		25		26		27		28		29		30		31		Total Hours	Rate Per Hour	Gross Pay			
	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code								
1. Frank Ide	10	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8				
2. Dean Kreidler	12	9	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8			
3. Adam Stefanowicz	12	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8			
4. Chris Lathrop	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8		
5. _____																																						
6. _____																																						
7. _____																																						
TOTALS																																						

Lehman  
MUNICIPALITY

- LOCATION BY NAME, ROUTE OR PROJECT NUMBER:
- 431 Cleaning Sls & Garb
  - 432 Winter Maintenance services
  - 433 Traffic Control Devices
  - 436 Storm Sewers & Drains
  - 437 Repairs of Trench & Manholes
  - 438 Maint. & Repairs of Bridges & Drivings
  - 1 Structural
  - 2 Surface
  - 3 Shoulders
  - 4 Roadside
  - 5 Sidetrails

Construction and Rebuilding Projects

Handwritten notes and signatures in yellow highlighter, including names like Frank Ide, Dean Kreidler, Adam Stefanowicz, and Chris Lathrop, along with dates and project details.

SUPERINTENDENT: ROADMASTER: FOREMAN:

SUPERVISOR/COUNCIL PERSON:

Instructions and distribution on reverse







MUNICIPAL WEEKLY TIME-SHEET OR SEMI-MONTHLY PAYROLL REPORT

Period Beginning

September 1 2015

Period Ending

September 15 2015

Payroll Number

Page 1

Lehman MUNICIPALITY

Table with columns: NAME AND TITLE, Hours, Code #, Total Hours, Rate Per Hour, Gross Pay. Rows include Frank Ide, Dean Kreidler, Adam Stefanowicz, Chris Lathrop.

- Description Code 1: 431 Cleaning Site & Gutters, 432 Winter Maintenance Services, 133 Traffic Control Devices, 136 Storm Sewers & Piers, 137 Repairs of Tools & Machinery, 36 Maint. & Repairs of Pumps & Engines, 1 Structural, 2 Surface, 3 Shoulders, 4 Roadside, 5 Guardrails, 9 Highways, Construction and Reducing Projects

LOCATION BY NAME, ROUTE OR PROJECT NUMBER. Includes handwritten notes like 'get brush, mowers, etc. worked on project number'.

Handwritten notes on the right side of the table, including 'get brush, mowers, etc. worked on project number'.

TOTALS

SUPERINTENDENT: ROADMASTER: FOREMAN

SUPERVISOR/COUNCIL PERSON

Instructions and distribution on reverse





MUNICIPAL WEEKLY OR SEMI-MONTHLY PAYROLL REPORT

Period beginning October 1, 2015 Period ending October 15, 2015 (YEAR)

Payroll Number

Page 1

NAME AND TITLE	Hours		Total Hours	Rate Per Hour	Gross Pay
	Code #	Code #			
1. Frank Ide	8	8	16		
2. Dean Kreidler	8	8	16		
3. Adam Stefanowicz	8	8	16		
4. Chas Lathrop	8	8	16		
5.					
6.					
7.					
<b>TOTALS</b>					

LOCATION BY NAME, ROUTE OR PROJECT NUMBER

1. Frank Ide  
2. Dean Kreidler  
3. Adam Stefanowicz  
4. Chas Lathrop

5.  
6.  
7.

839 Highway Construction and Rebuilding Projects

431 Cleaning Sits & Galleys  
432 Winter Maintenance Services  
433 Traffic Control Devices  
436 Storm Sewers & Drains  
437 Repairs of Tools & Machinery  
438 Maint. & Repairs of Roads & Bridges

1 Structural  
2 Surface  
3 Shoulders  
4 Roadside  
5 Guardrails

1. Frank Ide  
2. Dean Kreidler  
3. Adam Stefanowicz  
4. Chas Lathrop

839 Highway Construction and Rebuilding Projects

431 Cleaning Sits & Galleys  
432 Winter Maintenance Services  
433 Traffic Control Devices  
436 Storm Sewers & Drains  
437 Repairs of Tools & Machinery  
438 Maint. & Repairs of Roads & Bridges

1 Structural  
2 Surface  
3 Shoulders  
4 Roadside  
5 Guardrails

1. Frank Ide  
2. Dean Kreidler  
3. Adam Stefanowicz  
4. Chas Lathrop

839 Highway Construction and Rebuilding Projects

431 Cleaning Sits & Galleys  
432 Winter Maintenance Services  
433 Traffic Control Devices  
436 Storm Sewers & Drains  
437 Repairs of Tools & Machinery  
438 Maint. & Repairs of Roads & Bridges

1 Structural  
2 Surface  
3 Shoulders  
4 Roadside  
5 Guardrails

SUPERINTENDENT - ROADMASTER - FOREMAN

SUPERVISOR/COUNCIL PERSON

Instructions and distribution on reverse.



MUNICIPALITY OF LEHMAN WEEKLY BI-WEEKLY OR SEMI-MONTHLY PAYROLL REPORT

Period Beginning OCTOBER 16 2015 Period Ending OCTOBER 31 2015 YEAR

Payroll Number \_\_\_\_\_

page 1

NAME AND TITLE	16		17		18		19		20		21		22		23		24		25		26		27		28		29		30		31		Total Hours	Rate Per Hour	Gross Pay
	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #	Hours	Code #					
1 Frank Ide	8		8		8		8		8		8		8		8		8		8		8		8		8		8		8		8				
2 Dean Kreider	8		8		8		8		8		8		8		8		8		8		8		8		8		8		8		8				
3 Adam Stefanowicz	8		8		8		8		8		8		8		8		8		8		8		8		8		8		8		8				
4 Chris Lathrop	8		8		8		8		8		8		8		8		8		8		8		8		8		8		8		8				
5																																			
6																																			
7																																			
TOTALS																																			

Lehman  
MUNICIPALITY

- Description Code #
- 431 Cleaning SIs & Gutters
  - 432 Winter Maintenance Services
  - 433 Traffic Control Devices
  - 436 Storm Sewers & Drains
  - 437 Repairs of Tools & Machinery
  - 438 Maint. & Repairs of Roads & Bridges
- \* 1 Structural
  - \* 2 Surface
  - \* 3 Shoulders
  - \* 4 Roadside
  - \* 5 Subdrains

39 Highway Construction and Rebuilding Projects

LOCATION BY NAME, ROUTE OR PROJECT NUMBER  
 1 - 23rd St, Lehman  
 2 - 23rd St, Lehman  
 3 - 23rd St, Lehman  
 4 - 23rd St, Lehman  
 5 - 23rd St, Lehman  
 6 - 23rd St, Lehman  
 7 - 23rd St, Lehman  
 8 - 23rd St, Lehman  
 9 - 23rd St, Lehman  
 10 - 23rd St, Lehman  
 11 - 23rd St, Lehman  
 12 - 23rd St, Lehman  
 13 - 23rd St, Lehman  
 14 - 23rd St, Lehman  
 15 - 23rd St, Lehman  
 16 - 23rd St, Lehman  
 17 - 23rd St, Lehman  
 18 - 23rd St, Lehman  
 19 - 23rd St, Lehman  
 20 - 23rd St, Lehman  
 21 - 23rd St, Lehman  
 22 - 23rd St, Lehman  
 23 - 23rd St, Lehman  
 24 - 23rd St, Lehman  
 25 - 23rd St, Lehman  
 26 - 23rd St, Lehman  
 27 - 23rd St, Lehman  
 28 - 23rd St, Lehman  
 29 - 23rd St, Lehman  
 30 - 23rd St, Lehman  
 31 - 23rd St, Lehman

SUPERINTENDENT - ROADMASTER - FOREMAN  
 (SUPERVISOR/COUNCIL PERSON)  
 Instructions and distribution on reverse.