



On The Mark Utility Locating
Services, Inc.

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Edition 1, Volume 2

From our President/CEO

Wayne Coleman



OTM management wish you all a very Blessed Holiday Season. May

the spirit of the season bring

you closer to those you cherish. Please take time to take in the true meaning of the season and have a *Merry Christmas and Happy New Year!*



If you have any issues with your new phone, the device and/or the service (via Verizon and AT&T), please contact the new **OTM IT/IS Help Desk** at **(585) 210-8157** and/or send an e-mail to otmitadm@gmail.com. Also, please remember these are



company devices and should be used in accordance to the OTM policy document.

From our COO/CFO

John Bryant



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Early Christmas Gifts for OTM Employees!



New Cell Phones

By the end of this year, all OTM employees will have company issued cell phones! These unlimited data plan phones can be used to connect company issued computers and/or tablets via the hotspot of the cell phone. They can also be used to make and receive phone calls relating to work. Now, our employees do not have to use their personal cell phones to do OTM work. A big thank you to **Abby Means** and **Adam Banks** who set-up and configured many of the phones with device access passwords, hotspot passwords, company Gmail accounts, Drive mode safety application, and Duo video calling app, along with some key company contacts.

New Vehicles for O&R DPV Program

Based on the outstanding performance by the OTM O&R Damage Prevention Vehicle (DPV) team – Twana White (Team Lead), Marquis Parker, Mike Murphy, Chris Montgomery, Orange & Rockland Utilities extended the program for an additional year! They also agreed to new pricing which includes providing our inspectors with company vehicles.

Starting 2018, the team will be driving **Hyundai Elantra hatchback** vehicles. This is

awesome and should greatly improve the “quality of work



life” for these team members. So, not only do they receive new company issued phones, but they receive new vehicles as well.

Congratulations team! Enjoy your new work accommodations and continue to exceed the customers damage ratio goals!

Private Utility Locating

Our Private Utility Locating business continues to



grow even as we approach the winter season where traditionally we have seen downturn in work volume. Just this past month, we have secured jobs with LaBella, Haskell, The DDS Companies, etc. A major thank you to our private locating team – Doug Ashbery, Al Sullivan, Gary Dunham and Wayne Coleman supported by Lisa O’Neal,

Abby Means and Julie Varela.

Our growing team of private utility locators – Gary Dunham, Doug Ashbery, Al Sullivan, Tom

Farrell, Adam Banks, Lorenzo Davis and Wayne Coleman should be pretty busy this coming winter. Dress warm guys and be safe in the Rochester winter wonderland.



New HR/Payroll Service

By Julie Varela

Sometime in early 2018, OTM will be changing from

Paychex to USA Payroll. Back in 2013 when we started hiring employees, we worked with USA Payroll but changed to Paychex to obtain a more integrated HR, payroll, electronic onboarding, time reporting solution. As it turns out, we did not quite get what we were sold, and the cost of the Paychex solution is not very competitive. Over the past 18 months or so, USA Payroll has rolled out a solution named iSolve.

This is a one sign-on (one database) solution for HR, payroll, benefits, electronic on-boarding, and time reporting. It is a very good system with a great employee portal that enables you as an employee to request time off, see your vacation/personal time, make changes to your withholdings, log your work times by program or project, and many more things. It comes with a mobile app called Go iSolved which will enable employees to access the employee portal via the mobile phones.

We are excited about this new system and you will receive more information when we get closer to changing over.

Program Updates

Damage Prevention Vehicles

By Lisa O'Neal



Happy Holidays
Everyone! Enjoy
spending time,
creating memories

and celebrating traditions
with Family and Friends.
Rest, relax and be safe during
your time off.

I want to thank each and
every one of you for all your
hard work and dedication this
year. You are all the reason
why each of our Damage
Prevention Programs have
been successful this year.
Looking forward to all we will
do in 2018 together!

HAPPY HOLIDAYS!

NFG One-Call Program:

By Doug Ashbery



As we approach
year one of our
contract, I would
like to thank all of

you for your hard work and
commitment to OTM! We
have worked hard to get to
where we are now and will
continue to improve. We have
processed about 20,000 tickets
to date. We will continue to

work on our damage rate
which is currently under what
NFG has put in place for us.
We have also hired two more
locators with a plan on
bringing one more on to bring
the current staff up to 8
locators. Thank you all for
your hard work.

Safety Tip:

“Always leave a way out”

It's simple, always, imagine
the work that can happen and
be ready to react to it.
Following distance, speed,
and lane position can be vital
to surviving an emergency.
Example, you don't want to
be in the middle lane with
cars or especially trucks on
either side of you and in front
or back, you need to leave a
place for yourself to go if
another driver makes a
mistake.

Fleet Safety & Maintenance

By: Al Sullivan



Avoid Aggressive
Driving. The
largest fuel waste
occurs with
aggressive driving.

Time studies show that fast

starts, weaving in and out of
traffic, accelerating to and
from a stop light doesn't save
much time, wastes fuel and
wears out components such as
brakes and tires faster. By not
driving aggressively, drivers
can save up to 20% in fuel
economy, advises the EPA.



Any unsafe driving behavior,
performed deliberately and
with ill intention or disregard
for safety, can constitute
aggressive driving. In fact, a
Foundation study found that
potentially aggressive actions
– such as tailgating, erratic
lane changing, or illegal
passing – are a factor in up to
56% of fatal crashes.

Employee Corner

4th Quarter Birthdays!

October 18 – Doug Miller

October 24 – Brandon Griffin

October 26 – Taylor Wall

October 29 – John Manicchio

November 2 – Daniel Sadowski

November 9 – Gary Dunham

November 30 – Julie Varela

December 11 – Marquis Parker

**HAPPY
BIRTHDAY**