

# City of Newburgh

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## Department of Public Works

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George Garrison, Superintendent

## MONTHLY REPORT

### JANUARY 2010

#### PROPERTY MAINTENANCE (1365):

Monthly Routine Maintenance includes collection from various City Owned Properties:

65 Tires	15 TV's
20 Mattresses	2 tons of misc garbage picked up City-Wide

141 Properties to maintain City Wide in addition to Culverts, Parking Lots, Bridges, Parks and all Municipal Building sidewalks.

#### MUNICIPAL BUILDINGS (1610):

\*Maintenance for this division for this month included: 48 calls regarding No Heat to Sewer Back ups. Routine maintenance such as replenishing paper and product supplies and cleaning of all buildings including: Police Dept., Fire Dept, City Hall, 104 S. Lander St., Recreation, 123 Grand St., DPW, and City Courts.

\*Cleaning of Jail Cells every Saturday

#### TRAFFIC (3310):

Monthly work assignments and reports include:

Replaced 30 Signs	Replace 35 Parking Meters	Responded to 50 Traffic signal malfunctions
Meter Collections	Removal of Christmas Wreaths	Removal of Christmas Tree/Broadway/Unico Pk/Rec
Repair 3 Traffic Cabinet	Replaced 28 Street light bulbs	wired Scobie Dr., from sewer pump.

#### ADMINISTRATION (5010):

Daily Routines include: Heavy Communication between DPW and all other Departments

- Record Keeping: Employees accumulated time and usage/Time Sheets
- Monthly Attendance Reports
- Recording any and all complaints and seeing the result through
- Fuel monitoring/reporting for all Departments
- Worker Compensation Reports
- Dumpster Permits
- Dispatching
- General Ledger
- Type Requisitions
- Purchase Ordering
- Annual Reports to Orange County and State of New York
- Heavy Filing
- Heavy Phone
- Disbursement of tasks to proper personnel from phone call to Supervisor

- General Office Duties

Monthly record of incoming phone calls: Total for January - **541** (See breakdown)

**STREETS & BRIDGES (5110):**

- Over 250 potholes were filled City Wide. PLEASE NOTE: Cold patch is a temporary fix and depending on the elements, washes away, therefore, several repairs may take place until the spring when the asphalt plants open.
- 2 Sweepers out daily

**GARAGE/MECHANICS (5132):**

Division repaired over 100 various department vehicles and equipment such as : routine maintenance Breakdowns, and write ups.

**POLICE GARAGE (5133) :**

- 29 Hazardous Impounds were towed this month.

**SNOW (5142)**

- All City streets are plowed and salted..... This months Snow Events as follows:  

1/02/10	1/03/10	1/17/10	1/28/10
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- Combined salt used for these event for roads, parking lots, & sidewalks
- 376 Tons of Salt used this month
- 141 City Properties, Municipal Buildings, Parks, Bridges, Culverts are shoveled/

**PARKS (7110):**

- Trees elevated and trimmed : **95**
- Christmas Trees Collected and chipped: **317**
- Daily cleaning and set up for all activities at the Activity Center

**SANITARY SEWERS (8120):**

- Total of 8 calls of Sewer Backups for the month of January (see attached)
- The Division performed approximately 60 Markouts for Central Hudson, Water Dept.and Private Contractors..
- 30 Basins cleaned due to cold weather, the machine can not operate correctly and freezes.
- Every Friday, routine maintenance is performed in 20 Mains and Manholes (problem areas), to ensure unnecessary buildup of grease, toilet paper, etc....
- 6 Catch Basins were rebuilt.
- 6 Sewer Pump Stations are maintained

**SANITATION (8160):**

For the month of January, Sanitation Division collected 727 tons of garbage and 85 tons of recycling.