

City of Newburgh

Department of Public Works

88 Pierces Road
Newburgh, NY 12550

(845) 565-3297(Tel)

(845) 565-3329(Fax)

George Garrison, Superintendent

MONTHLY REPORT

FEBRUARY 2010

PROPERTY MAINTENANCE (1365):

Monthly Routine Maintenance includes collection from various City Owned Properties:

57 Tires	12 TV's
12 Mattresses	1 ton 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 approximately: 32 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:

- Re-built 27 Cobra Head Light Fixtures
- Painted and Rebuilt 13 Parking Meters
- Changed out 12 Parking Meters throughout Broadway
- Replaced 9 Signs
- Changed 12 signs due to vandalism or traffic accidents
- Fixed 41 existing cobra head light fixtures on Cerone, Little Britain, Wash Terr, Lake and Montgomery Streets
- Repaired 17 decorative pole LTS on Colden, Marine Dr., and Montgomery Street
- Placed ID stickers on Cobra Head light fixtures city-wide (wattage stickers)
- Meter Collections Twice
- Checked about 9 Traffic Cabinets for wiring & operation
- Changed out 2 Traffic Controllers in Traffic Cabinets
- Fixed flasher control box at South & Grand due to vandalism
- Changed 4 LED signals City wide
- Sequenced traffic lights from Broadway & 9W to Dickson & 9W
- Sequenced traffic lights from Broadway & West to Broadway & Washington Terr.
- Made arrangements with DOT regarding malfunction in traffic head at West & South
- Replaced 17 Street light bulbs
- Re-mounted traffic head at S. William & Lake St. and at Washington Terr and Lake
- "safed" off 3 bases for 30' light poles with exposed wires
- Rebuilt & painted 6 decorative fixtures for Colden Marine and Montgomery.

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 February - 637

STREETS & BRIDGES (5110):

- Approximately 50 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 400 various department vehicles and equipment such as : routine maintenance Breakdowns, plow equipment breakdown repairs, and write ups.

POLICE GARAGE (5133) :

- Approximately 35 Hazardous Impounds were towed this month.

SNOW (5142)

- All City streets are plowed and salted..... This months Snow Events as follows:
2/03/10 2/10/10 2/16/10 2/23/10 2/25/10
- Combined salt used for these event for roads, parking lots, & sidewalks
- 1194 Tons of Salt used this month
- 141 City Properties, Municipal Buildings, Parks, Bridges, Culverts are shoveled/

PARKS (7110):

- Trees elevated and trimmed : 57
- Christmas Trees Collected and chipped: 7
- Daily cleaning and set up for all activities at the Activity Center

SANITARY SEWERS (8120):

- Total of 4 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..
- 20 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....
- 2 Catch Basins were rebuilt.
- 6 Sewer Pump Stations are maintained

SANITATION (8160):

For the month of February, Sanitation Division collected 641 tons of garbage and 65 tons of recycling.