

# City of Newburgh

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## Department of Public Works

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George Garrison, Superintendent

## MONTHLY REPORT

### AUGUST 2010

#### PROPERTY MAINTENANCE (1365):

- Monthly Routine Maintenance includes collection from various City Owned Properties:

3 TV	5 Tires	3 Misc Items (coat rack, Vacuum,
1 Mattress	3 Chair	Wrought Item
- Routine cleaning of garbage and debris from City-owned properties.
- Heavy Grass Cutting and Maintenance of Audrey Carey Park, Courtney Ave Park, Hasbrouck St. Park, 135 Wisner Avenue, City Courts, 123 Grand Street, Tennis Courts, Clinton Square, Dutch Reform Church, Broadway & Dupont, Palantine Court, South & Thompson, Park Place, Grand St. Monuments, Liberty – Marine Drive, Montgomery –South (near School), 28 Courtney, 65 Courtney, 63-65 Beacon St., 10 Catherine St. and approximately 100 other City-owned Properties.
- Participation of Orange County Transitional Program. Approximately 3 to 4 of these participant cleaned City-owned properties thru August.

#### MUNICIPAL BUILDINGS (1610):

- Maintenance for this division for this month included approximately: 30 calls/e-mails regarding No Air Conditioning to Sewer Back ups.
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- 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:

- Did maintenance cleaning at City Properties, in addition to City Hall, 123 Grand St Courthouse building, Police Department, and 104 South Lander St. Total of 16 Days.
- Put lights back in sequence at: 9W & Broadway, 9W & Ann, 9W & S. William, and 9W & Dickson.
- Checked traffic lights due to rain.
- Cleaned Traffic Trucks/ 6 times.
- Picked up Janitorial/Maintenance supplies at Triple A twice and re-stocked all Municipal Buildings.
- Put lights back in sequence at Broadway & Grand and also at Broadway and Liberty.

- Removed branches & trees city wide that were blocking signs and view.
- Meter maintenance from Colden St. to Mill Street.
- Collected Meters twice.
- Re-fastened signs that were missing bolts due to vandalism on the south side of the City..
- Changed 37 bulbs in traffic lights City Wide
- Changed traffic lights at Broadway – Dubois – Williams Streets with rebuilt, freshly painted lights.
- Changed bulbs in 123 Grand Street in stairwells.
- Rebuilt 7 Traffic lights and painted them for future installation at Broadway & Mill.
- Installed outlets at the Armory & fixed field and exterior lighting on the building for the festival. Coordinated meter hookup for electric access at the Armory with Central Hudson.
- Setting up stop signs due to power outages on North Side.
- Fixed door striker at the Courts.
- Picking up garbage City wide.
- Hooked up electric for band at the Rec.
- Fixed 6 Decorative lights at Front Street.
- Cleaned up Garbage at the Rec after Newburgh Night Out.
- Installed all electric for four police camera's on Chambers Street and Liberty & Washington.
- Fixed lights at the Basketball Court & Tennis Court at the Rec.

### **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 Orders
- 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 August - Approximately 870 Calls**

### **STREETS & BRIDGES (5110):**

- Approximately 50 potholes were filled City Wide. PLEASE NOTE: Approximately 53 tons of Asphalt was used for the repairs of Pot Holes City-Wide.
- At least 1 Sweeper out daily
- Assisted the Water Department in replacing Water lines on Washington Streets. .

**GARAGE/MECHANICS (5132):**

Division repaired approximately 185 various department vehicles and equipment such as: routine maintenance, breakdowns, mowers, and small mowing equipment, breakdown repairs, and write ups.

NOTE: There are several vehicles and equipment that are not in service due to inability to purchase for repair.

**POLICE GARAGE (5133) :**

- Approximately 26 Hazardous Impounds were towed this month.

**PARKS (7110):**

- Field maintenance at The Recreation Park including: Soccer Field, Main Diamond, General cleaning at the Activities Center
- Mowing and maintenance of all Parks City Wide including: Downing Park and The Recreation Park.
- Maintenance and winterizing to close Swimming Pool at Recreation Park.
- Trees elevated and trimmed : Approximately 5
- Trees removed: Approximately 12

**SANITARY SEWERS (8120):**

- Total of 3 calls of Sewer Backups for the month of August.
- On 8/22/10, severe wind/rain storm event took place which caused flooding. Catch basins were taking on much more water than usual. Received 4 complaints and assistance was provided.
- The Division performed approximately 155 Markouts for Central Hudson, Water Dept. and Private Contractors..
- 15 Basins cleaned.
- Every Friday, routine maintenance is performed in 20 Mains and Manholes (problem areas), to ensure unnecessary buildup of grease, toilet paper, etc....
- 6 Sewer Pump Stations were maintained and monitored

**SANITATION (8160):**

For the month of August, Sanitation Division collected 916.09 tons of garbage and 87.43 tons of recycling.