

City of Newburgh

Department of Public Works

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George Garrison, Superintendent

MONTHLY REPORT

DECEMBER 2010

PROPERTY MAINTENANCE (1365):

Monthly Routine Maintenance includes collection from various City Owned Properties:

Over 200 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 10 calls/e-mails regarding Heat, Door repair, and plumbing.
- 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.
- Attention to Police Department due to heat situation. Called MDS.
- Tended to issues at 123 Grand St., due to heat problems. Called MDS.
- Attention to the Armory and its maintenance.
- Cleaning of Jail Cells every Saturday.

TRAFFIC (3310):

Monthly work assignments and reports include:

- Changed numerous bulbs in recessed lighting & chandelier. Courthouse Lobby.
- Courthouse Lobby Basement - (Police Area) removed duplex receptacle next to Prisoner Benches for safety reasons. Fixed key switches that were wired wrong. Changed motion sensor for faucet. (Storage area traced out lighting to find that the only way these lights will work, is if the switch is on behind staff only door which is in another room. Did not repair since this is a low traffic area.
- Specialty Courts – changed numerous light bulbs.
- Courtroom 1 – Changed numerous bulbs and 3 ballasts in chandelier at the entry.
- Behind Courtroom 1 – Changed numerous bulbs & 3 ballasts in chandelier at entry.
- Room 204 – Lights were on continuously 24/7. Bypassed motion sensor & installed a single pole switch.
- Room 205 – Changed motion faucet & bulbs in fixture.
- Judge 226-227 – Changed bulbs and motion sensor for faucet.
- Room 229 Law Clerk – Changed bulbs
- Room 110 – Changed Motion Sensor for faucet
- 2nd Floor Womans Bath – Changed motion sensor for faucet.
- Changed traffic lights at Broadway – Dubois – Williams Streets.

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 – preparing for file shifting to make room for new files in 2011.
- Heavy Phone
- Disbursement of tasks to proper personnel from phone call to Supervisor
- General Office Duties

Monthly record of incoming phone calls: Total for December - **659**

STREETS & BRIDGES (5110):

- Over 300 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.
- 1 Sweepers out daily (unless it snows)

GARAGE/MECHANICS (5132):

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

POLICE GARAGE (5133) :

- 23 Hazardous Impounds were towed this month.

SNOW (5142)

- All City streets are plowed and salted..... This months Snow Events as follows:
12/13/10 12/14/10 12/26/10 12/27/10 12/28/10
- Combined salt used for these event for roads, parking lots, & sidewalks
- 263.50 Tons of Salt used this month
- 141 City Properties, Municipal Buildings, Parks, Bridges, Culverts are shoveled.

PARKS (7110):

SANITARY SEWERS (8120):

- Total of 4 calls of Sewer Backups for the month of December.

- The Division performed approximately 150 Markouts for Central Hudson, Water Dept. and Private Contractors..
- 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 Sewer Pump Stations are maintained

SANITATION (8160):

For the month of December, Sanitation Division collected 723.19 tons of garbage and 81.23 tons of recycling.