

City of Newburgh

Department of Public Works

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George Garrison, Superintendent

MONTHLY REPORT

JULY 2010

PROPERTY MAINTENANCE (1365):

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

2 TV	5 Tires
4 Mattress	1 Sofa
- Opened City Owned Properties for prospective purchase .
- 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.

MUNICIPAL BUILDINGS (1610):

- Maintenance for this division for this month included approximately: 50 calls regarding No Air Conditioning. 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:

- Changed several bulbs in Traffic Lights City-Wide
- Replaced several signs City-Wide including Stop signs, Snow Emergency, No Parking, & Speed Limit signs.
- Checked Traffic lights City-wide on 2 separate days due to rain and heavy winds
- Cleaned traffic trucks once per week.
- Collected Meter money
- Repaired approximately 2 decorative light poles at Front Street.
- Changed numerous bulbs at the Courthouse.
- Cleaned our sign making machine three times due to heat and moisture in the Garage.
- Put lights in sequence at Broadway & Grand also Broadway & Liberty
- Routine checks city-wide of traffic lights and street signs

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 July - Approximately 778 Calls

STREETS & BRIDGES (5110):

- Approximately 35 potholes were filled City Wide. PLEASE NOTE: 84.19 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 Main on South and Washington Streets. Including approximately 50 tons of asphalt.

GARAGE/MECHANICS (5132):

Division repaired approximately 200 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 25 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.
- Preparation and maintenance to Swimming Pool at Recreation Park.
- Approximately 2 repairs to the MistStick at the Audrey Carey Park.
- Trees elevated and trimmed : Approximately 10
- Trees removed: 4

SANITARY SEWERS (8120):

- Total of 4 calls of Sewer Backups for the month of July
- On 7/19/10, 7/20/10, and 7/21/10 severe wind/rain storm events took place which caused flooding. Catch basins were taking on much more water than usual. Received several complaints and assistance was provided.
- The Division performed approximately 200 Markouts for Central Hudson, Water Dept. and Private Contractors..

- 17 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 July, Sanitation Division collected 855.21 tons of garbage and 83.34 tons of recycling.