

City of Newburgh

Department of Public Works

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George Garrison, Superintendent

MONTHLY REPORT

MARCH 2010

PROPERTY MAINTENANCE (1365):

Monthly Routine Maintenance includes collection from various City Owned Properties:

1 TV

1 sofa

Clear snow and tree limbs City Wide Culverts, Parking Lots, Bridges, Parks and all Municipal Building sidewalks.

MUNICIPAL BUILDINGS (1610):

*Maintenance for this division for this month included approximately: 20 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:

- Wired 2 Re-built Pumps for Pumpstation on Walsh's Rd.
- Repaired timing schedule on controller at Fullerton & Gidney
- Put Traffic Lights in Sequence again due to power glitch at Washington Terr. And West St.. In sequence with Broadway & West.
- Removing Snow from 7 Traffic Cabinets after Snow Event so that access can be gained.
- Collected monies from meters twice from Washington Center & Broadway
- Replaced 7 Parking Meters with rebuilt and freshly painted meters.
- Removed snow from Broadway (2 Days)
- Attended Class on Anger Management at City Hall
- Went through south side of City checking traffic lights. Several calls to the office indicating that there were lights that were not working.
- Changed 14 bulbs in Traffic lights throughout City.
- Built enclosure in shop for our computer to keep dust & dirt out.
- Local 17 Safety Training (1 full week time/7-3pm)
- Assisted in removing downed trees from storm City wide. (2 weeks total)
- Rebuilt & Painted 6 Parking meters
- Replaced 23 signs City Wide (Stop signs, No Turn on Red, Street Sweeping, etc)
- Repaired decorative light poles on Liberty Street
- Cleaned and Detailed Both Traffic Trucks
- Repaired wiring at the Street light on Cerone Place
- Repaired exterior wiring at Police Dept for lighting.
- Answered calls regarding Broadway & Wisner traffic light not changing cycles. We sat with controller for 1 hour, made necessary adjustments to wiring & controller but found no actual problem to the lights

- Installed exit lights at 104 S. Lander Street
- Went over Part 6 of the Manual uniform traffic control device book to keep current with any changes in traffic controls, lights, signs, etc.
- Put traffic lights in sequence at:
 - *Broadway & 9W *9W & Ann 9W & S. William
 - *9W & Dickson
- **Checked weekly due to the power glitches & different controllers in traffic cabinets
- Put lights in sequence at::
 - *Grand & Broadway *Liberty & Broadway

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 - 1149 Calls

STREETS & BRIDGES (5110):

- Approximately 70 potholes were filled City Wide. PLEASE NOTE: 30 tons of Cold patch was used. 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.
- At least 1 Sweeper out daily
- Attended Safety Training from 3/22/10 – 3/26/10 at Local 17 Training Center.

GARAGE/MECHANICS (5132):

Division repaired over 300 various department vehicles and equipment such as : routine maintenance Breakdowns, plow equipment breakdown repairs, and write ups.

POLICE GARAGE (5133) :

- Approximately 23 Hazardous Impounds were towed this month.

SNOW (5142)

- All City streets are plowed and salted several times due to the Heavy Snow Storm event on 2/26/10. Power outages City Wide.
- Combined salt used for the event for roads, parking lots, & sidewalks
- 200 Tons of Salt used this month
- Municipal Buildings, Parks, Bridges, Culverts are shoveled
- Attended Safety Training from 3/22/10 – 3/26/10 at Local 17 Training Center.

PARKS (7110):

- The entire month of March was dedicated to tree and limb removal City Wide after the stifling snow event on 2/26/10. All streets were “combed” throughout the month, some more than twice, in an effort to clean up the City in a timely manner.
- Assisted Central Hudson on several occasions with the removal of tree limbs in wires.
- Attended Safety Training from 3/22/10 – 3/26/10 at Local 17 Training Center.
- Preparations for field maintenance at The Recreation Park
- Cleaned the “Digging Crew”. Brought all Mowers to Garage and Plows to the “Digging Crew”.

SANITARY SEWERS (8120):

- Total of 2 calls of Sewer Backups for the month of March (see attached)
- The Division performed approximately 50 Markouts for Central Hudson, Water Dept. and Private Contractors..
- 7 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....
- Jetted Downing Park Pond to Drain Pond
- 6 Sewer Pump Stations are maintained
- Attended Safety Training from 3/22/10 – 3/26/10 at Local 17 Training Center.

SANITATION (8160):

For the month of March, Sanitation Division collected 916.53 tons of garbage and 92.45 tons of recycling.