

# City of Newburgh

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## Department of Public Works

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George Garrison, Superintendent

## MONTHLY REPORT

### NOVEMBER 2010

#### PROPERTY MAINTENANCE (1365):

- Routine cleaning of garbage and debris from City-owned properties.
- Trash and routine garbage cleanup at Ellis Ave. – Lake Drive – Colden – Renwick
- Small Properties City-Wide – Raked, and cleaned.
- Cleaning and Raking of leaves at Downing Park. Storm Drains
- Board up at 63 Carson Ave
- Armory Cleaning and leaf removal.
- Assisted in the Christmas Tree Set up in front of City Hall.

#### MUNICIPAL BUILDINGS (1610):

- Maintenance for this division for this month included approximately 8 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.
- Maintenance at City Hall, performed light bulb replacement, details of Christmas Tree set up. Roof Drain cleaning.
- Attention to Police Department due to no heat situation. Called MDS.
- Tended to issues at 123 Grand St., broken window, front door inoperable., heat problems. Called MDS.
- Attention to the Armory maintenance.
- Cleaning of Jail Cells every Saturday.

#### TRAFFIC (3310):

Monthly work assignments and reports include:

- Performed all daily maintenance and cleaning at City Properties, in addition to City Hall, 123 Grand St Courthouse building, Police Department, and 104 South Lander St. Total of 18 Days.
- Put lights back in sequence at: 9W & Broadway, 9W & Ann, 9W & S. William, 9W & Dickson, and 9W & Washington.
- Put lights back in sequence at Broadway & Grand and also at Broadway and Liberty. (2 times)
- Completed Meter maintenance from Johnston to West Street.
- Collected Meters one time due to dead batteries and lack of supplies.
- Changed traffic lights at Broadway – Dubois – Williams Streets.

- Put lights back in sequence at Washington Terrace & West and also West & Broadway
- Fixed Library Parking Lot Lights
- Markouts with Labor Supervisor City Wide

**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 November - Approximately 984 Calls**

**STREETS & BRIDGES (5110):**

- Approximately 90 potholes were filled City Wide. PLEASE NOTE: Approximately 36 tons of Asphalt was used for the repairs of Pot Holes City-Wide.
- At least 1 Sweeper out daily

**GARAGE/MECHANICS (5132):**

Division repaired approximately 50 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 20 Hazardous Impounds were towed this month.

**PARKS (7110):**

- General cleaning at the Activities Center
- Maintenance of all Parks City Wide including: Downing Park and The Recreation Park. Heavy leaves removal at the Parks also.
- Trees elevated and trimmed : Approximately 5
- Trees removed: Approximately 3

**SANITARY SEWERS (8120):**

- Total of 6 calls of Sewer Backups events in the month of November. 234 Grand St., Powell & Marne, Ferry Crossing, Shipp St., lines were all “jetted”.
- Pump at Mullins Pump Station pulled and replaced.
- The Division performed approximately 100 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 November, Sanitation Division collected 825.88 tons of garbage and 79.53 tons of recycling.