

# City of Newburgh

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## Department of Public Works

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George Garrison, Superintendent

## MONTHLY REPORT

### OCTOBER 2010

#### PROPERTY MAINTENANCE (1365):

- Routine cleaning of garbage and debris from City-owned properties.

#### MUNICIPAL BUILDINGS (1610):

- Maintenance for this division for this month included approximately 30+ calls/e-mails regarding plumbing, heating, issues, etc.....
- 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.

#### 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.
- Checked traffic lights 4x's due to heavy rain events.
- Cleaned Traffic Trucks/ 2 times.
- Assisted in re-stocked all Municipal Buildings.
- Put lights back in sequence at Broadway & Grand and also at Broadway and Liberty. (2 times)
- Removed branches & trees city wide away from cars & buildings as a result of rain/wind storm.
- 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.
- Fixed outlets in the Specialty Courts at The Courthouse.
- Met with Central Hudson at The Armory.
- 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 October - Approximately 655 Calls**

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

- Approximately 250 potholes were filled City Wide. PLEASE NOTE: Approximately 80 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 140 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 15 Hazardous Impounds were towed this month.

### **PARKS (7110):**

- Rain/Wind event on 10/01/10, minor limbs down, crews worked city-wide to removed.
- Maintenance of all Parks City Wide including: Downing Park and The Recreation Park.

### **SANITARY SEWERS (8120):**

- Total of 3 calls of Sewer Backups events in the month of October.
- On 10/01/10 the area experienced severe wind/rain storm event. The event caused flooding City-wide which resulted in Catch basins taking on much more water than usual. Received numerous complaints and assistance was provided City wide for down trees and limbs from the Rain/Wind event of 10/1/10.
- The Division performed approximately 250 Markouts for Central Hudson, Water Dept. and Private Contractors..

- Approximately 10 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 October, Sanitation Division collected 791.47 tons of garbage and 84.92 tons of recycling.