

City of Newburgh

Department of Public Works

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George Garrison, Superintendent

MONTHLY REPORT

APRIL 2011

PROPERTY MAINTENANCE (1365):

Monthly Routine Maintenance includes collection from various City Owned Properties:

141 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 20 calls regarding No Heat/Excessive heat.

*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):

- Cleaned City properties, City Hall, 123 Grand St., Police Dept., 104 S. Lander, and DPW building for the month.
- Put traffic lights back in sequence from 9W & Broadway to 9W & Dickson.
- Cleaned Traffic trucks weekly.
- Picked up Janitorial Supplies several times & re-stocked all buildings.
- Put lights back in sequence at Broadway & Grand and Broadway and Liberty.
- Changed 16 bulbs in traffic lights City-wide.
- Replaced 14 signs that were missing or knocked down City wide.
- Checked traffic lights city wide due to weather several times.
- Collected monies from meters
- Rebuild meters in shop, and put 7 meters back on out Broadway.
- Took 3 Days to work on meters on Broadway.
- Re-built traffic lights & assemblies for future use.
- Re-built & painted meter cart.
- Re-set numerous Traffic Controllers City wide due to inclement weather.
- Fixed roll up gate at Courthouse.
- Picked up Garbage city wide.
- Installed 2 30 amp circuits for backup UPS systems at the Police Station.
- Replaced photocell at boat launch for street lights.
- Replaced street signs and Walk/Don't Walk signs at Broadway & Fowler due to tractor trailer accident that damaged them.
- Marking out sprinkler heads on soccer field at the Rec.
- Fixing backstop at the baseball field at the Rec.
- Made Police tags for Police Car Keys
- Re-set tripped breakers at Police Department
- Worked on Police Camera's

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
- Workers 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 April - approximately 970 calls.

STREETS & BRIDGES (5110):

- Approximately 200 potholes were filled City Wide. PLEASE NOTE: Asphalt Plants opened the first week of April and 267 tons was used.
- At least 1 Sweeper out daily

GARAGE/MECHANICS (5132):

Division repaired approximately 80 various department vehicles and equipment such as: routine maintenance Breakdowns, and write ups.

POLICE GARAGE (5133) :

- 22 Hazardous Impounds were towed this month.

PARKS (7110):

- Preparations for field maintenance at The Recreation Park
- Mowing and maintenance of all Parks City Wide including: Downing Park and The Recreation Park.

SANITARY SEWERS (8120):

- Total of 6 calls of Sewer Backups for the month of April.
- The Division performed approximately 120 Markouts for Central Hudson, Water Dept. and Private Contractors.
- Approx 20 Basins were cleaned.
- The reconstruction and repair of 4 basins.
- 6 Sewer Pump Stations are maintained

SANITATION (8160):

For the month of April, Sanitation Division collected 758.55 tons of garbage and 82.48 tons of Single Stream Recycling.

