

# City of Newburgh

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## Department of Public Works

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George Garrison, Superintendent

## MONTHLY REPORT

### DECEMBER 2011

#### PROPERTY MAINTENANCE (1365):

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

#### MUNICIPAL BUILDINGS (1610):

- Maintenance for this division for this month included over 60 calls regarding Climate Control. Routine maintenance such as replenishing paper and product supplies and cleaning of all buildings including: Police Dept., Fire Dept, City Hall, Recreation, 123 Grand St., DPW, and City Courts.

#### TRAFFIC (3310):

Monthly work assignments and reports include:

- Put lights back in sequence at: 9W & Broadway, 9W & Ann, 9W & S. William, 9W & Dickson, and 9W & Washington. (Numerous Times)
- Put lights back in sequence at Broadway & Grand, and Broadway & Liberty.
- Cleaned Traffic Trucks weekly.
- Checked traffic lights city-wide numerous times due to poor weather conditions.
- Collected parking meters
- Repaired 9 Parking Meters
- Straightened numerous meter poles
- Re-set numerous traffic controllers due to weather & power outages.
- Installed all decorations & electric to Broadway Christmas Tree and the Recreation Park Christmas Tree.
- Installed all wreaths on Broadway (Entire Length)
- Replaced 19 bulbs in traffic lights City-Wide & 2 LED's.
- Fixed pumps & wiring at Local 17 Pump Station
- Picked up 9 meters on Broadway
- Replaced 12 parking meters on Broadway
- Removed all signs from Traffic light poles
- Rebuilt numerous street lights in DPW Garage
- Cleaned out Shop and re-organized material in traffic trucks
- Flagged for Stantec twice.
- Cleaned Traffic trucks weekly
- Removed numerous sign bases City-wide.

- Corrected numerous electrical issues at Broadway Courthouse
- Changed pumps at Walsh's Road pump station
- Replaced 35+ Street Signs City-wide
- Cleaned 123 Grand Street twice.
- Changed traffic controller at Broadway Post Office.
- Fixed electrical issues at DPW Garage
- Made 13 new 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 December - Approximately 611 Calls**

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

- Over 80 potholes were filled City Wide. PLEASE NOTE: 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.
- 1 Sweepers out daily (unless it snows)

### **GARAGE/MECHANICS (5132):**

Division repaired approximately 120 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):**

- Trees elevated: 2
- Trees removed: 2
- Stump removed: 1

**SANITARY SEWERS (8120):**

- Total of 3 calls of Sewer Backups for the month of December.
- The Division performed approximately 60 Markouts for Central Hudson, Water Dept. and Private Contractors..
- 6 Sewer Pump Stations were maintained and monitored

**SANITATION (8160):**

For the month of December, Sanitation Division collected 803.28 tons of garbage and 95.98 tons of recycling.