

City of Newburgh

Department of Public Works

88 Pierces Road
Newburgh, NY 12550

(845) 565-3297(Tel)

(845) 565-3329(Fax)

George Garrison, Superintendent

MONTHLY REPORT

FEBRUARY 2011

PROPERTY MAINTENANCE (1365):

Monthly Routine Maintenance includes collection of garbage from various City Owned Properties such as:

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: Over 40 calls regarding No Heat/Excessive 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.

TRAFFIC (3310):

- Plowed City streets, Parking lots and shoveling City owned properties & sidewalks.
- 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 (due to power outages).
- 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 (due to power outages).
- Changed 23 bulbs in traffic lights City-wide.
- Changed Controller two times at Broadway & the Post office crosswalk.
- Removed lighted wreathes from Broadway & 9w to City line.
- Replaced 7 signs that were missing or knocked down City wide.
- Removed Christmas Tree from Broadway & Grand St.
- Fixed and maintained all wreathes & decorations for use next year.
- Replaced the American Flag at the Recreation Park.
- Checked out leak on the roof at the Activities Center.
- Installed electrical conduit & duplex receptacle in Police Bay at DPW Building.
- Assisted Perreca Electric at DPW Building.
- Making list of electrical materials needed at the Police Dept for new CAT 6 Data lines.
- Re-set Air Handlers at 123 Grand St. due to power outage.
- Collected monies from meters. Could not collect from approximately 80% of the meters due to high snow and ice banks.
- Assisted with Cold Patch City wide in filling pot holes.
- Temporarily fixed leak in Courthouse. Placed plywood against windows in case the ice from the sophet fell.

- Fixed motorized gate at courthouse for Police.
- Fixed all lights from Broadway Christmas Tree for usage next year.
- Checked all traffic lights City wide several times due to weather.

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 February - approximately 644 calls.

STREETS & BRIDGES (5110):

- Approximately 300 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.

GARAGE/MECHANICS (5132):

Division repaired over 150 various department vehicles and equipment such as: routine maintenance Breakdowns, and write ups.

POLICE GARAGE (5133) :

- 21 Hazardous Impounds were towed this month.

SNOW (5142)

- All City streets are plowed and salted..... This months Snow Events as follows:

2/01/11	2/02/11	2/03/11	2/04/11	2/05/11	2/08/11
2/10/11	2/16/11	2/21/11	2/22/11	2/23/11	2/25/11
- Combined salt used for the above events include roadways, parking lots, & sidewalks
- 1554 Tons of Salt used this month
- Over 141 City Properties, Municipal Buildings, Parks, Bridges, Culverts are shoveled/

PARKS (7110):

- Christmas Trees Collected : **Approximately 101**

SANITARY SEWERS (8120):

- Total of 2 calls of Sewer Backups for the month of February
- The Division performed approximately 75 Markouts for Central Hudson, Water Dept. and Private Contractors.
- Approx 20 Basins were cleaned. Due to cold weather, the machine can not operate correctly and freezes.
- 6 Sewer Pump Stations are maintained

SANITATION (8160):

For the month of February, Sanitation Division collected 677.79 tons of garbage and 74.42 tons of recycling.