

City of Newburgh

Department of Public Works

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George Garrison, Superintendent

MONTHLY REPORT

JANUARY 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: 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.

*Cleaning of Jail Cells every Saturday

TRAFFIC (3310):

- Cleaned City Properties, City Hall, 123 Grand St., Police Department, 104 S. Lander & DPW Buildings.
- Put traffic lights back in sequence at Broadway & 9w to 9w & Dickson St.
- Checked traffic lights & cabinets several times due to weather conditions.
- 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 3 times due to power glitches.
- Put lights back in correct timing at Broadway & West and Washington Terrace & Little Britain Rd twice due to glitches & old outdated material.
- Changed 32 bulbs in traffic lights City-wide.
- Plowing City streets, Parking Lots & Shoveling City owned properties & sidewalks.
- Fixed the smoke detector in the new courthouse that was hanging down from the ceiling.
- Removed lighted wreathes from Broadway & 9w to Colden St.
- Brought heater down to 123 Grand St. to defrost Water Line.
- Picked up light poles from the new college that were taken down during construction. Will be used to replace damaged poles & missing poles throughout the City.
- Walked through Courthouse to make a list of all electrical devices, switches, lights, etc.
- Changed bulbs in lobby chandelier, recessed lights & bulbs in bathroom on the 2nd floor of the courthouse.
- Picked up 6 meters from Broadway and employees that brought them back up to the Garage when they were seen on the ground.
- Replaced 11 signs throughout the city that were knocked down.

- Went over electrical plans for Courthouse and walked through Courthouse to make sure all changes were made and completed so the City could accept these plans as the “as built” plans.

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 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 January - 771

STREETS & BRIDGES (5110):

- Over 200 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 100 various department vehicles and equipment such as: routine maintenance Breakdowns, and write ups.

POLICE GARAGE (5133) :

- Hazardous Impounds were towed this month.

SNOW (5142)

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

1/07/11	1/08/11	1/12/11	1/13/11	1/18/11	1/21/11
1/22/11	1/25/11				
- Combined salt used for these event for roads, parking lots, & sidewalks
- 1158 Tons of Salt used this month
- Over 141 City Properties, Municipal Buildings, Parks, Bridges, Culverts are shoveled/

PARKS (7110):

- Approximately Christmas Trees Collected and chipped: **141**

SANITARY SEWERS (8120):

- Total of 3 calls of Sewer Backups for the month of January
- The Division performed approximately 60 Markouts for Central Hudson, Water Dept. and Private Contractors..
- Approx 20 Basins cleaned due to cold weather, the machine can not operate correctly and freezes.
- 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 are maintained

SANITATION (8160):

For the month of January, Sanitation Division collected 727 tons of garbage and 85 tons of recycling.