

City of Newburgh

Department of Public Works

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George Garrison, Superintendent

MONTHLY REPORT

JUNE 2011

PROPERTY MAINTENANCE (1365):

- Monthly Routine Maintenance includes collection from various City Owned Properties and City Wide grass cutting 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 Air Conditioning 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):

Monthly work assignments and reports include:

- Put lights back in sequence from Broadway & 9W to Dickson & 9W.
- Put lights back in sequence at Broadway & Grand St. and Broadway & Liberty St.
- Changed 21 Bulbs in Traffic Lights City Wide.
- Replaced 17 Signs City Wide.
- Rebuilt and painted 3 Parking Meters and installed them on Broadway.
- Checked Traffic lights City-wide on due to bad weather.
- Cleaned traffic trucks once per week.
- Collected Meter money
- Re-set numerous traffic controllers City-wide due to bad weather.
- Line Painted City owned parking lots at Front St.
- Line painted Soccer Field that Recreation Park every Friday.
- Line painted at the Recreation/Activities Center parking lot.
- Line Painted at the Upper VanNess St. parking lot.
- Line painted at DPW & Fixed all exterior lights.
- Fixed Sprinkler/Mistic at Audrey Carey Park.
- Re-painted & fixed 30' light poles at Front St. for Boat Show.
- Removed electrical wires from Downing Park from the storm the night before.
- Picked up trees City-wide after storm.
- Cleaned up Front St. parking lot (trees/debris) to add lights.
- Removed decals from 2 Police Vehicles to make the Code Enforcement Vehicles.
- Fixed numerous lights in City Courts.
- Cleaned up Shop 3 times.
- Fixed sign making machine.
- Fixed lights on Liberty St.
- Fixed numerous lights on Marine Dr.

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 June - Approximately 895 Calls

STREETS & BRIDGES (5110):

- Approximately 100 potholes were filled City Wide. PLEASE NOTE: 34.18 tons of Asphalt was used for the repairs of Pot Holes City-Wide.
- Tried to have 1 Sweeper out daily

GARAGE/MECHANICS (5132):

Division repaired approximately 60 various department vehicles and equipment such as: routine maintenance, breakdowns, mowers, and small mowing equipment, breakdown repairs, and write ups.

POLICE GARAGE (5133) :

- Approximately 10 Hazardous Impounds were towed this month.

PARKS (7110):

- Field maintenance at The Recreation Park including: Soccer Field, Main Diamond, General cleaning at the Activities Center
- Mowing and maintenance of all Parks City-Wide including: Downing Park and The Recreation Park.
- Started at the end of June, Preparation and maintenance to Swimming Pool at Recreation Park.

SANITARY SEWERS (8120):

- Total of 6 calls of Sewer Backups for the month of June
- On 6/09/11, severe wind/rain storm event took place which caused flooding. Catch basins were taking on much more water than usual. Received several complaints and assistance was provided.
- The Division performed approximately 275 Markouts for Central Hudson, Water Dept. and Private Contractors.
- 17 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 with the Sewer Treatment Plant.

SANITATION (8160):

For the month of June, Sanitation Division collected 954.89 tons of garbage and 90.43 tons of recycling.