

City of Newburgh

Department of Public Works

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George Garrison, Superintendent

MONTHLY REPORT

MAY 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. 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:

- Changed 13 bulbs in Traffic Lights City-Wide
- Cleaned Municipal Buildings: City Hall, Police Dept, 123 Grand St., & 104 S. Lander for 2 weeks.
- Re-Programmed 2 Traffic Controllers for future use.
- Replaced 68 signs City-Wide including Stop signs, Snow Emergency, No Parking, & Speed Limit signs.
- Assisted Crew in cleaning up the Johnston St. Parking Lot
- Marking Out underground traffic light wires for Argenio Borthers again from Broadway to North St.
- Weedwacked and cleaned up garbage from City owned properties (several days).
- Put lights back in sequence at 9W & Ann in addition to 9W & Broadway
- Put lights back in sequence at Washington Terrace & West St.
- Checked Traffic lights City-wide on 2 separate days due to rain.
- Cleaned traffic trucks once per week.
- Collected Meter money twice.
- Fixed decals on 2 police cars.
- Fixed parking lot lights at Police Dept.
- Fixed Walk/Don't Walk Pole at Marne & 9W at the North Junior High School side. It was struck by a car and knocked off the base.
- Fixed the black iron fence at the upper Ann St. Parking lot.
- Re-fastened the backstop net at the baseball field. Also fixed the light fixture flange behind backstop.
- Fixed impound lot lights at the DPW grounds.
- Repaired 6 decorative light poles at Front Street.
- Flagged for the blacktop crew for several days
- Picked up janitorial supplies at all Municipal Buildings
- Re-stripped lines & arrows at the Boat Launch.
- Changed numerous bulbs at the Courthouse.
- Cleaned our sign making machine three times due to heat and moisture in the Garage.
- Put lights in sequence at Broadway & Grand also Broadway & Liberty

- Made 8 new signs.....Caution, No Parking, & Street Signs
- Cleaned up 4 intersections as far as replacing & adding signs where needed.

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 May - approximately 950 Calls

STREETS & BRIDGES (5110):

- Approximately 70 potholes were filled City Wide. PLEASE NOTE: 85.74 tons of Asphalt was used for the repairs of Pot Holes City-Wide.
- At least 1 Sweeper out daily

GARAGE/MECHANICS (5132):

Division repaired approximately 70 various department vehicles and equipment such as: routine maintenance, breakdowns, plow equipment breakdown repairs, and write ups.

POLICE GARAGE (5133) :

- Approximately 27 Hazardous Impounds were towed this month.

PARKS (7110):

- Preparations for 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.

SANITARY SEWERS (8120):

- Total of 9 calls of Sewer Backups for the month of May
- The Division performed approximately 50 Markouts for Central Hudson, Water Dept. and Private Contractors..
- 5 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 are maintained
- 2 Catch Basins were rebuilt

SANITATION (8160):

For the month of May, Sanitation Division collected 760.26 tons of garbage and 75.65 tons of recycling.