

# City of Newburgh

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## Department of Public Works

88 Pierces Road  
Newburgh, NY 12550

(845) 565-3297(Tel)

(845) 565-3329(Fax)

George Garrison, Superintendent

## MONTHLY REPORT

### NOVEMBER 2011

#### PROPERTY MAINTENANCE (1365):

- Routine cleaning of garbage and debris from City-owned properties.
- Heavy Grass Cutting and 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 40 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
- Re-set numerous traffic controllers due to weather.
- Flagged for Sewer Maintenance Crews two times.
- Repaired numerous street lights City-Wide
- Replaced 26 bulbs in traffic lights City-Wide.
- Prepared all Christmas decorations ready.
- Erected all wreathes from Grand Street to City Line @ 17K.
- Erected Christmas Tree at City Hall.
- Removed & Winterized Air Conditioners at City Hall
- Repaired numerous electrical problems at City Hall
- Repaired numerous problems at Courts.
- Removed and reinstalled fencing at the Johnston St. Lot.
- Purchased new bulbs for wreaths on Broadway and repaired non-functioning wreaths for decorating
- Repaired electrical issues in Police Department.
- Putting up Banners on Marine Drive & Front Street
- Returned old banners & hangers to Armory

- Repaired electrical box at Gidney Ave. basketball court due to physical damage.
- Repaired bus stop bench at Broadway & Liberty
- Removed trees from City Streets due to storm.
- Cleaned & organized traffic bay (3 times)
- Replaced 31 street signs City wide due to vandalism/or missing.
- Cleaned Municipal Buildings (2 times)
- Repaired electrical issues at DPW.

### **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 October - Approximately 767 Calls**

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

- Approximately 65 potholes were filled City Wide. PLEASE NOTE: Approximately 75 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 100 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):**

- Continued leaves removal and maintenance of all Parks City wide including: Downing Park and The Recreation Park.
- Continued clearing drift and debris removed several times for days after the storm.
- Trees elevated: 0

- Trees removed: 3
- Continued clean up from Storm of October 29-30, 2011. Debris Removal.

**SANITARY SEWERS (8120):**

- Total of 5 calls of Sewer Backups for the month of November.
- The Division performed approximately 45 Markouts for Central Hudson, Water Dept. and Private Contractors..
- 6 Sewer Pump Stations were maintained and monitored
- Replaced Pump at the Walsh's Rd. Pump Station.

**SANITATION (8160):**

For the month of November, Sanitation Division collected 884.38 tons of garbage and 75.46 tons of recycling.