

# City of Newburgh

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## Department of Public Works

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George Garrison, Superintendent

## MONTHLY REPORT

### OCTOBER 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 30 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.
- 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 and repaired 7 parking meters
- Re-set numerous traffic controllers due to weather.
- Flagged for Sewer Maintenance Crews four times.
- Flagged for Blacktop Crew three times.
- Line painting for football field numerous times.
- Repaired numerous street lights City-wide.
- Changed bulbs in Walk/Don't Walk City-wide excluding 3 intersections due to underground electrical issues.
- Changed 14 bulbs in traffic lights City Wide.
- Fixed all No Parking & Snow Emergency signs on First Street from Grand to Dubois.
- Fixed all exterior lighting at 123 Grand Street.
- Worked in Courthouse numerous times changing bulbs, and troubleshooting electrical issues.
- Cleaned Municipal Buildings three times.
- Removed old banners from Marine Drive & Front Street.
- Assisted Sewer Maintenance Crew at all City owned pump stations with electrical issues.
- Attended Safe Driving Course (2 days)

- Removed all old poles & bases from lower Ann Street Parking Lot since they were no longer in use and possible trip hazard.
- Removed old underground stub ups for light poles at Unico Park by the bathrooms. (Also were trip hazards).
- Cleaned up river front & City from storm.
- Prepared a list of all City-owned street lights
- Repaired/replaced numerous lights in City Hall.
- Assisted in moving Betsy from City Hall and 123 Grand St. to The Armory.
- Fixed tailgate on the Traffic Control Pick up.
- Serviced both Traffic Generators.

### **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 30 potholes were filled City Wide. PLEASE NOTE: Approximately 42 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 30 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):**

- 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: 5
- Trees removed: 13
- Clean up from Storm of October 29-30, 2011. Extensive clean up and assistance City-Wide in addition to rental of Chipper. Debris Removal.

**SANITARY SEWERS (8120):**

- Total of 1 calls of Sewer Backups for the month of September.
- The Division performed approximately 65 Markouts for Central Hudson, Water Dept. and Private Contractors..
- 6 Sewer Pump Stations were maintained and monitored
- Walsh's Rd. Pump Station down. New Pump ordered.

**SANITATION (8160):**

For the month of October, Sanitation Division collected 779.43 tons of garbage and 75.52 tons of recycling.