

City of Newburgh

Department of Public Works

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George Garrison, Superintendent

MONTHLY REPORT

FEBRUARY 2013

PROPERTY MAINTENANCE (1365):

- Monthly Routine Maintenance includes collection of garbage from various City Owned Properties. The following items were picked up City Wide:

Tires – 173	T.V's – 73	Bags of Rubbish – 252
Mattresses – 99	Dressers – 6	Sofas – 27
Chairs – 67	Grill – 4	Metal Shelves - 9
Carpet – 15	Table – 15	Plastic Shed – 1
Metal - 27	Headboards -6	TV Stand – 2
Footboards – 2	Wood – 56	Cushions - 14
Dog House – 3	Big Bird Cage – 1	Hub Caps - 2
Baby Seat – 1	Microwave – 6	Vaccum – 4
Bikes – 5	Speakers – 5	Mirror – 1
Stroller – 5	Doors – 4	Crib – 1
Totes – 11	Futon Frame – 6	Pallets – 9
Drawers – 6	Riding Toy – 3	Bed Frame – 5
Ironing Board – 1	Electric Radiator – 1	Carpet – 14
Xmas Tree – 8	Ladder – 4	Wood Fence -1
Baby Swing – 1	End Table – 1	Coffee Table – 1
Trash Can – 4	Desk – 3	Insulation – 2
Laundry Basket – 2	Night Stand – 3	BasketBall Hoop -1
Hamper – 3	High Chair -1	Playpen -2

Snow removal from:

2/05/13	2/06/13	2/07/13	2/08/13	2/11/13
2/13/13	2/14/13	2/15/13	2/19/13	2/25/13

- Over 300 Properties to maintain City Wide in addition to Culverts, Parking Lots, Bridges, Parks and all Municipal Building sidewalks.
- Monthly Routine Maintenance includes collection of garbage from various City Owned Properties. The following items were picked up City Wide:

MUNICIPAL BUILDINGS (1610):

- Maintenance for this division for this month included over 60 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):

- Put traffic lights back in sequence at Broadway & 9w to 9w & Dickson St several times.
- Put lights back in sequence at Broadway & Grand and Broadway and Liberty
- Checked traffic lights & cabinets several times due to weather conditions.
- Cleaned Traffic trucks weekly.
- Collected coins from Parking Meters
- Reset timing at traffic lights at Broadway & West and Washington Terrace and West several times.
- Checked City lights, signs, and Traffic Cabinets weekly.
- Repaired 9 Parking meters in the Shop
- Replaced and/or Repaired 29 Signs City Wide
- Removed stickers & signs from Bus Stop benches 3 times
- Repaired 24 Traffic Lights City Wide
- Plowed City Streets & Parking Lots
- Repaired and replaced lighting on 2nd Floor of 123 Grand Street. Prep for tenants.
- Re-Lit stairwells and all of 1st Floor Vestibule at 123 Grand Street.
- Repaired Pumps at Local 17 & Crescent Ave.
- Cleaned Municipal Buildings 3 Times.
- Repaired and replaced numerous electrical issues at the Police Dept. City Hall, and DPW.
- Repaired numerous street lights at on Marine Dr.

PARKING ENFORCEMENT (3320):

Daily Routine of Ticketing for Parking City Wide. The following Tickets were issued City Wide for the month of February:

• Alternate Side of Street Parking	132@	25.00	=	3,300.00
• Handicap Parking	4@	130.00	=	520.00
• Prohibited During Street Sweeping	231@	50.00	=	11,550.00
• Blocked Driveway	1@	25.00	=	25.00
• Parking Over Lines	1@	10.00	=	10.00
• Meter Parking	521@	10.00	=	5,521.00
• Fire Hydrant	18@	25.00	=	450.00
• No Parking	51@	10.00	=	510.00
• No Ticket/Cty	2@	10.00	=	20.00
• Restricted Parking	115@	10.00	=	<u>1,150.00</u>

TOTAL TICKETS ISSUED

1025

\$22,745.00

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 February - Approximately 340

STREETS & BRIDGES (5110):

- Over 165 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) :

- 10 Hazardous Impounds were towed this month.

SNOW (5142)

- All City streets are plowed and salted..... This months Snow Events as follows:
2/02/13 2/05/13 2/08/13 2/09/13 2/11/13
- Combined salt used for these event for roads, parking lots, & sidewalks
- 458 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: 45
- Approximately 6 Trees were removed at curbside City wide posing threat

SANITARY SEWERS (8120):

- Total of 5 calls of Sewer Backups for the month of January
- The Division performed approximately 90 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 15 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 February, Sanitation Division collected 650.03 tons of garbage and 64.94 tons of recycling.