

# City of Newburgh

## Department of Public Works

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George Garrison, Superintendent

## MONTHLY REPORT

### JANUARY 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 – 340	T.V's – 68	Bags of Rubbish – 221
Mattresses – 110	Dressers – 21	Sofas – 20
Chairs – 38	Grill – 2	Shelves - 1
Carpet – 15	Table – 15	Fan -1
Metal -32	Headboards -7	TV Stand – 1
Footboards – 5	Wood – 58	Entertainment Center – 4
Safe – 1	Dog Cage – 1	Glass Table - 1
Walker – 2	Microwave – 1	Vaccum – 5
Bikes – 1	Speakers – 7	Mirror – 4
Rocking Chair – 1	Water Heater – 2	Cabinets – 2
Stroller – 2	Doors – 2	Air Conditioner – 1
Toilet – 1	Crib – 1	Weed Wacker – 1
Snow Blower – 1	Totes – 12	Pale – 1
Lamp – 2	Futon Frame – 4	Armoire – 1
Window/Frame – 2	Pallets – 4	Car Seat – 1
Toaster Oven – 1	Floor Tile – 2	Keyboard – 1
Radio – 1	Play Kitchen – 1	Drawers – 4
Riding Toy – 1	Bed Frame – 2	Cart – 1
Computer Monitor – 1	Computer Tower – 1	Paint Cans – 2
Doll House – 1	Boxes – 4	Suitcase – 1
Ironing Board – 1	Radiator – 1	

#### **Snow removal from:**

- Over 300 Properties to maintain City Wide in addition to Culverts, Parking Lots, Bridges, Parks and all Municipal Building sidewalks.

#### 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 numerous times.
- Checked traffic lights & cabinets several times due to weather conditions.
- Cleaned Traffic trucks weekly.
- Collected coins from Parking Meters
- Put lights back in sequence at Broadway & Grand and Broadway and Liberty
- Repaired 17 Parking meters in the Shop
- Straightened out and repaired Meter Poles on Broadway
- Reset numerous traffic controllers due to weather and power outages
- Repaired Street Lights City-Wide
- Changed 13 bulbs in Traffic lights City-wide
- Replaced 11 parking meters on Broadway
- Re-built numerous street lights in shop
- Removed numerous sign bases City-wide due to vehicle accidents and/or vandalism., etc...
- Made 9 new signs
- Repaired signs on the east side of Marine Drive from South to Broad.
- Made list of parking spaces for the new meters in 10 City-owned municipal lots.
- Added lights in the DPW Garage
- Fixed lights in the warehouse of the DPW Garage
- Plowing and Shoveling during 2 snow events of City-Owned properties.
- Getting accurate count of all City Traffic Lights City Wide
- Removed all Holiday decorations and prepped for storage and use for next season
- Changed 45+ signs throughout the City
- Replaced numerous Snow Emergency Signs in the south side

**PARKING ENFORCEMENT (3320):**

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

• Alternate Side of Street Parking	3@	25.00	=	75.00
• Handicap Parking	2@	130.00	=	260.00
• Prohibited During Street Sweeping	137@	50.00	=	6,850.00
• Improper Angle	3@	10.00	=	30.00
• Snow Emergency	89@	50.00	=	4,250.00
• Parking Over Lines	5@	10.00	=	50.00
• Facing Wrong Way	3@	10.00	=	30.00
• Meter Parking	492@	10.00	=	4,920.00
• Fire Hydrant	16@	25.00	=	400.00
• No Parking	50@	10.00	=	500.00
• No Ticket/Cty	5@	10.00	=	50.00
• Restricted Parking	163@	10.00	=	<u>163.00</u>

**TOTAL TICKETS ISSUED**

**968**

**\$17,578.00**

**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 January - 620

**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 85 various department vehicles and equipment such as: routine maintenance Breakdowns, and write ups.

**POLICE GARAGE (5133) :**

- 25 Hazardous Impounds were towed this month.

**SNOW (5142)**

- All City streets are plowed and salted..... This months Snow Events as follows:  
1/13/12      1/16/12      1/21/12      1/22/12
- Combined salt used for these event for roads, parking lots, & sidewalks
- 245 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: **51**
- Removed 8 loads of driftwood from the Boat launch area

**SANITARY SEWERS (8120):**

- Total of 3 calls of Sewer Backups for the month of January
- The Division performed approximately 60 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 20 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 January, Sanitation Division collected 868.63 tons of garbage and 81.54 tons of recycling.