

# 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

### JANUARY 2012

#### PROPERTY MAINTENANCE (1365):

- Monthly Routine Maintenance includes collection from various City Owned Properties:
- 141 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

**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.