

# City of Newburgh

---

## Department of Public Works

88 Pierces Road  
Newburgh, NY 12550

(845) 565-3297(Tel)

(845) 565-3329(Fax)

George Garrison, Superintendent

## MONTHLY REPORT

### MARCH 2012

#### PROPERTY MAINTENANCE (1365):

- Monthly Routine Maintenance includes collection of garbage from various City Owned Properties.
- Over 200 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: Approximately 20 calls regarding No Heat/Excessive heat.
- Routine maintenance such as replenishing paper and product supplies and cleaning of all buildings including: Police Dept., Fire Dept, City Hall, 104 S. Lander St., Recreation, 123 Grand St., DPW, and City Courts.

#### TRAFFIC (3310):

- Put lights back in sequence from Broadway & 9W to 9W & Dickson St. (numerous times)
- Checked traffic lights City-Wide (everyday)
- Cleaned Traffic trucks weekly.
- Collected Parking Meters
- Rebuilt all Parking meters from Portchester
- Rebuilt 12 Parking Meters.
- Reset numerous traffic controllers due to weather.
- Repaired 37 street lights City wide, (Marine Drive, etc)
- Replaced 4 Parking Meters
- Rebuilt street lights for Marine Drive (11).
- Made new signs for future use (17)
- Replaced 13 signs City Wide.
- Removed stickers & signs from city traffic lights poles (numerous times & bus stops)
- Fixed lights in Impound lot at DPW garage.
- Cleaned City Properties & Building (three times)
- Fixed electrical service at 207 Carpenter Avenue to restore power to building (Digging Crew)
- Fixed flag poles at the Activity Center Building (painted & refurbished)
- Charged 17 bulbs in traffic lights City wide.

#### 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

- Workers Compensation Reports
- Time Sheets for Payroll
- Dumpster Permits
- Dispatching
- General Ledger
- Type Requisitions
- Purchase Ordering
- Annual Reports to Orange County Tonnage Reports
- Annual reports to State of New York fuel tank maintenance
- 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 March - approximately 594 calls.

**STREETS & BRIDGES (5110):**

- Approximately 125 potholes were filled City Wide. PLEASE NOTE: 5 Tons of Cold patch was used for the 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 25 various department vehicles and equipment such as: routine maintenance Breakdowns, and write ups.

**POLICE GARAGE (5133) :**

- 15 Hazardous Impounds were towed this month.

**PARKS (7110):**

- Preparations for field maintenance at The Recreation Park
- Mowing and maintenance of all Parks City Wide including: Downing Park and The Recreation Park.

**SANITARY SEWERS (8120):**

- Total of 2 calls of Sewer Backups for the month of March.
- The Division performed approximately 80 Markouts for Central Hudson, Water Dept. and Private Contractors.
- Approx 20 Basins were cleaned.
- 6 Sewer Pump Stations are maintained

**SANITATION (8160):**

For the month of March, Sanitation Division collected 754.31 tons of garbage and 81.68 tons of recycling.