

# City of Newburgh

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## Department of Public Works

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George Garrison, Superintendent

## MONTHLY REPORT

### AUGUST 2012

#### PROPERTY MAINTENANCE (1365):

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

Tires – 10	T.V's – 7	Bags of Rubbish – 41
Mattresses – 24	Dressers – 2	Sofas – 6
Chairs – 10	Hose – 1	Pillows – 18
Carpet – 6	Table – 3	Plant Holder -2
Slide -1	Headboards -2	Futon – 1
Toilet – 1	Bed Frames – 2	

- Over 200 Properties to maintain City Wide in addition to Culverts, Parking Lots, Bridges, Parks and all Municipal Building sidewalks.

#### MUNICIPAL BUILDINGS (1610):

- Routine cleaning and maintenance of City Hall and Police Department Daily.\
- Maintenance for this division for this month included: Approximately 10 calls regarding Air Conditioning not working..
- Routine maintenance such as replenishing paper and product supplies and cleaning of all buildings including: Police 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.
- Checked traffic lights, signs, and traffic cabinets City-Wide (weekly)
- Cleaned Traffic trucks weekly.
- Collected Parking Meters
- Replaced No Parking Signs on West Street
- Rebuilt/Replaced 31 Parking Meters.
- Reset numerous traffic controllers City-Wide due to poor weather conditions
- Repaired numerous street lights City-wide
- Replaced 35 streets signs City-wide
- Removed stickers & signs from city bus stops & Traffic Cabinet & Poles.
- Cleaned City Parking Lots Weekly
- Painting Soccer Field on 9W at Rec every Friday
- Repaired Decals on DPW Trucks
- Repaired 23 Bulbs in Traffic Lights, City Wide.
- Repaired electrical issues in DPW Building, Courthouse, and City Hall
- Cleaned Gidney Avenue Basketball Court, Fixed Hoops and repainted lines.
- Marked out Lake Street & Washington Street for Crosswalks.
- Replaced flashing lights at Little Britain Road and Wisner due to accident
- Line Painted Streets – City Wide.

- Made 9 New Street Signs for future use.
- Cleaned City buildings.
- Removed numerous trees from Gidney Avenue Basketball Court.
- Started work on new sub panel in Police Department

**PARKING ENFORCEMENT (3320):**

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

• Alternate Side of Street Parking	542@	25.00	=	13,550.00
• Street Sweeping	170@	50.00	=	8,500.00
• Loading Zone	1@	10.00	=	10.00
• Obstructing Traffic	1@	25.00	=	25.00
• Handicap Parking	2@	130.00	=	260.00
• Parking Over Lines	9@	10.00	=	90.00
• Parking/Standing	1@	10.00	=	10.00
• Facing Wrong Way	6@	10.00	=	60.00
• Meter Parking	1,073@	10.00	=	10,530.00
• Fire Hydrant	8@	25.00	=	100.00
• No Parking	27@	10.00	=	270.00
• No Ticket/Cty	1@	10.00	=	10.00
• Restricted Parking	<u>43@</u>	10.00	=	<u>430.00</u>

**TOTAL TICKETS ISSUED**

**3356**

**\$57,310.00**

**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
- 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 August - approximately 850 calls.

**STREETS & BRIDGES (5110):**

- Approximately 200 potholes were filled City Wide. PLEASE NOTE: 57.39 Tons of Asphalt was used for the repairs of Pot Holes City-Wide.
- At least 1 Sweeper out daily  
(Unless Sweeper inoperative)

**GARAGE/MECHANICS (5132):**

Division repaired approximately 75 various department vehicles and equipment such as: routine maintenance Breakdowns, and write ups.

**POLICE GARAGE (5133) :**

- 30 Hazardous Impounds were towed this month
- Approximately 50 Police vehicles were repaired such as: routine maintenance, tires, breakdowns and write ups.

**PARKS (7110):**

- Daily 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 3 calls of Sewer Backups for the month of July.
- The Division performed approximately 100 Markouts for Central Hudson, Water Dept. and Private Contractors.
- Approx 10 Basins were cleaned.
- 6 Sewer Pump Stations are maintained

**SANITATION (8160):**

For the month of August, Sanitation Division collected 912.40 tons of garbage and 81.83 tons of recycling.