

City of Newburgh

Department of Public Works

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George Garrison, Superintendent

MONTHLY REPORT

MARCH 2011

PROPERTY MAINTENANCE (1365):

Monthly Routine Maintenance includes collection of garbage from various City Owned Properties such as including snow removal after an event:

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: 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):

- Cleaned City properties, City Hall, 123 Grand St., Police Dept., 104 S. Lander, and DPW building for the month.
- Put traffic lights back in sequence from 9W & Broadway to 9W & Dickson twice.
- Cleaned Traffic trucks weekly.
- Picked up Janitorial Supplies several times & re-stocked all buildings.
- Put lights back in sequence at Broadway & Grand and Broadway and Liberty (due to power outages).
- Changed 19 bulbs in traffic lights City-wide.
- Replaced 23 signs that were missing or knocked down City wide.
- Working on Police Cameras City wide, installing power drops and receptacles.
- Checked traffic lights city wide due to weather several times.
- Collected monies from meters
- Rebuild several meters and installed them on Broadway.
- Installed new light fixture in Police Department in Dispatch.
- Measured for new underground cable throughout Lake Dr, for Street lights.
- Removed Parking Meters from Washington Center
- Fixed wiring at the Pump Station on Walshs' Rd.
- Installed refurbished Traffic Cabinet at Broadway & William due to accident.
- Fixed Controls on Traffic Lift Truck
- Fixed outlets on 2nd Floor of 123 Grand St.
- Installed Fiber Optic Box for Police Camera's.
- Fixed sink in Ladies' Bathroom at City Hall.

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
- 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 March - approximately 820 calls.

STREETS & BRIDGES (5110):

- Approximately 400 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 80 various department vehicles and equipment such as: routine maintenance Breakdowns, and write ups.

POLICE GARAGE (5133) :

- 22 Hazardous Impounds were towed this month.

SNOW (5142)

- All City streets are plowed and salted..... This months Snow Events as follows:
3/24/11
- Combined salt used for the above events include roadways, parking lots, & sidewalks
- 48 Tons of Salt used this month

PARKS (7110):

- Christmas Trees Collected : **Approximately 55**

SANITARY SEWERS (8120):

- Total of 6 calls of Sewer Backups for the month of March.
- The Division performed approximately 150 Markouts for Central Hudson, Water Dept. and Private Contractors.
- Approx 40 Basins were cleaned. Due to cold weather, the machine can not operate correctly and freezes.
- The reconstruction and repair of 2 basins.
- 6 Sewer Pump Stations are maintained

SANITATION (8160):

For the month of March, Sanitation Division collected 802.51 tons of garbage and 90.08 tons of recycling.