

# City of Newburgh

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## Department of Public Works

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George Garrison, Superintendent

## MONTHLY REPORT

### SEPTEMBER 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 – 1

Fan – 1

TV -1

Sofas – 4

Bags of Rubbish – 3

Chairs – 5

High Chair – 1

- 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 64 Parking Meters.
- Reset numerous traffic controllers City-Wide due to poor weather conditions
- Repaired numerous street lights City-wide
- Replaced 51 streets signs City-wide
- Removed stickers & signs from 2 City Bus Stops
- Cleaned City Buildings 2 times
- Painting Football Field on 9W weekly
- Repaired 27 Bulbs in Traffic Lights, City Wide.
- Repaired electrical issues in DPW Building, Courthouse, and City Hall, Recreation, Police Department, and 104 S. Lander St.
- Replaced Flashing light at Little Britain and Wisner Ave.
- Finished pipework for 100AMP Sub Panel in Police Dept.
- Fixed all exterior lights at Hall of Fame Building.
- Met with D.O.T about all intersections on South Street numerous times.
- Fixed signage at Castle & Carpenter and Castle & Powell
- Marked out Lake St. & Washington for Crosswalks
- Received all old traffic lights & materials from Stilsing Electric

- Added No Parking Anytime signs at Unico Park
- Cleaned up City Hall Parking Lot
- Removed branches from street signs city wide
- Received quotes from companies for future projects

**PARKING ENFORCEMENT (3320):**

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

• Handicap	2@	130.00	=	\$ 260.00
• Alternate Side of Street Parking	1@	25.00	=	25.00
• Prohibited During Street Sweeping	722@	50.00	=	36,100.00
• Loading Zone	4@	10.00	=	40.00
• Parking on Sidewalk	1@	10.00	=	10.00
• Improper Angle	1@	10.00	=	10.00
• Parking Over Lines	5@	10.00	=	50.00
• Facing Wrong Way	8@	10.00	=	80.00
• Meter Parking	1,070@	10.00	=	10,700.00
• Fire Hydrant	7@	25.00	=	175.00
• No Parking	51@	10.00	=	510.00
• No Ticket/Cty	16@	10.00	=	160.00
• Restricted Parking	<u>84@</u>	10.00	=	<u>840.00</u>

**TOTAL TICKETS ISSUED**

**1972**

**\$48,960.00**

**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 September - approximately 516 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 95 various department vehicles and equipment such as: routine maintenance Breakdowns, and write ups.

**POLICE GARAGE (5133) :**

- 20 Hazardous Impounds were towed this month
- Approximately 40 Police vehicles were repaired such as: routine maintenance, tires, breakdowns and write ups.

**PARKS (7110):**

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

**SANITARY SEWERS (8120):**

- Total of 4 calls of Sewer Backups for the month of September.
- 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 September, Sanitation Division collected 824.11 tons of garbage and 72.78 tons of recycling.