

City of Newburgh

Department of Public Works

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George Garrison, Superintendent

MONTHLY REPORT

APRIL 2010

PROPERTY MAINTENANCE (1365):

Monthly Routine Maintenance includes collection from various City Owned Properties:

4 TV's	20 Tires	1 Sofa/Bed	1 Washer
4 Mattresses	1 Door	1 Dresser	1 Mirror
1 Shelving unit	1 Baby Carriage		

Continuation of clearing tree limbs City Wide due to February 26th storm in Culverts, Parking Lots, Bridges, Parks and all Municipal Building sidewalks.

Grass Cutting and Maintenance of Audrey Carey Park, Courtney Ave Park, Hasbrouck St. Park, 135 Wisner Avenue, City Courts, 123 Grand Street, Tennis Courts, Clinton Square, Dutch Reform Church, Broadway & Dupont, Palantine Court, South & Thompson, Park Place, Grand St. Monuments, Liberty – Marine Drive, Montgomery –South (near School), 28 Courtney, 65 Courtney, 63-65 Beacon St., 10 Catherine St. and several City-owned Properties.

MUNICIPAL BUILDINGS (1610):

*Maintenance for this division for this month included approximately: 20 calls regarding No Heat to Sewer Back ups. 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.

*Cleaning of Jail Cells every Saturday

TRAFFIC (3310):

Monthly work assignments and reports include:

- Changed 17 bulbs in Traffic Lights City-Wide
- Adjusted Traffic Lights in Sequence at *9W & Ann
*9W & S. William
*9W & Broadway
*9W & Dickson
- Put Traffic Lights in Sequence again at Grand & Broadway and Liberty & Broadway.
- Worked with Tree Crew for 3 Days in picking up Tree limbs and branches.
- Re-programmed traffic Controller at Broadway & Wisner
- Collected Monies from Meters 3 Times
- Rebuilt and Painted 4 Parking Meters
- Replaced 2 Parking Meters
- Opened City-Owned Properties for the Water Department.
- Fixing Low Electrical Wires at Downing Park
- Brought traffic lift truck to Philadelphia for repair.
- Made 22 new signs (various) No Parking/Snow Emergency/Speed Limit/Street Signs
- Removed light fixtures from pole that is to be replaced at The Rec.
- Rebuilt & Painted 6 Traffic lights in the Shop

- Cleaned out old lift truck to utilize while the other was in for repair.
- Met with Argenio Brothers about removing signs on 9W and re-installing when the time comes.
- Removed 24 old faded signs from 9W, between Broadway & North St.
- Replaced vinyl decals on truck #05-1
- Checked lights at Unico Park for correct timing
- Replaced photocell on the illuminated sign at Unico Park next to the Public Bathrooms.
- Replaced & fixed parts on the Mechanics Battery Charger
- Met with Central Hudson & made numerous phone calls about the decorative lights on Marine Drive to have power restored to the light fixtures that are out.
- Walked Marine Drive twice from Renwick to Montgomery Street to understand how lights are fed & from where.
- Changed Thin Ice signs at Downing Park to No Swimming or Fishing signs
- Fixed Pulley system on the Flag Pole at Downing Park.
- Marked out 9W from North St. to Broadway for electrical wiring at all traffic light intersections.
- Replaced 18 Stop Signs with new High Intensity Stop Signs
- Replaced 86 signs from Street Sweeping/No Parking/Street signs/Snow Emergency/One Way/& Speed Limit Signs.
- Cleaned up 41 intersections as far as removing damaged signs and replacing with re-furbished or new signs. Removing the clutter to make each intersection look more presentable and clean.
- Cleaned both traffic trucks 4 times.
- Cleaned shop on a weekly basis.
- Picked up Traffic Truck from Philadelphia.
- Programmed 2 Traffic Controllers for emergency backup.

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 Orders
- 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 April - 960 Calls

******PLEASE NOTE: IN COMPARISON TO THE POLICE AND/OR FIRE DEPARTMENTS WHICH ARE OPEN 24 HOURS PER DAY/ 7 DAYS PER WEEK, THIS DEPARTMENT HANDLES AS MUCH OR MORE WITHIN THE HOURS OF OPERATION WHICH IS FROM 8:00-3:30, MONDAY – FRIDAY.**

STREETS & BRIDGES (5110):

- Approximately 55 potholes were filled City Wide. PLEASE NOTE: 122 tons of Asphalt was used for the repairs of Pot Holes City-Wide.
- At least 1 Sweeper out daily

GARAGE/MECHANICS (5132):

Division repaired approximately 250 various department vehicles and equipment such as: routine maintenance, breakdowns, plow equipment breakdown repairs, and write ups.

POLICE GARAGE (5133) :

- Approximately 42 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.
- Continued picking up trees limbs and chipping from the February 26th Storm
- Trees elevated and trimmed : 66

SANITARY SEWERS (8120):

- Total of 3 calls of Sewer Backups for the month of April (see attached)
- The Division performed approximately 138 Markouts for Central Hudson, Water Dept.and Private Contractors..
- 17 Basins cleaned.
- 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
- 2 Catch Basins were rebuilt

SANITATION (8160):

For the month of April, Sanitation Division collected 760.26 tons of garbage and 75.65 tons of recycling.