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|  |  | **TOWN OF PLATTSBURGH** | | |  |  |  |  |
|  |  | ***Highway Department*** | | **Timmy Dubrey** |  |  |  |  |
|  |  |  |  | **Highway Superintendent** |  |  |  |  |
|  |  | **151 BANKER ROAD** |  |  |  |  |  |  |
|  |  | **PLATTSBURGH, NEW YORK 12901** | | **Greg Burnell** |  |  |  |  |
|  |  | **(518) 562-6881** |  | **Deputy Superintendent** |  |  |  |  |
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|  |  | [Email: timd@townofplattsburgh.org](mailto:Timd@townofplattsburgh.org) |  | **Jason Cook** |  |  |  |  |
|  |  | [gregb@townofplattsburgh.org](mailto:gregb@townofplattsburgh.org) | | **Crew Supervisor** |  |  |  |  |
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|  |  |  |  | **Karen Pepper** |  |  |  |  |
|  |  |  |  | **Secretary** |  |  |  |  |

BUILDING AND GROUNDS MONTHLY REPORT

March, 2020

1. Mar.2nd
2. Took tank and pump reads, recorded fuel reconciliations
3. Toni cleaned Town complex then moved onto Park buildings
4. Don called in sick
5. Staff removed snow from Town complex then moved onto snow removal in Park area’s
6. Kerry performed monthly inspections of fire extinguishers at Town office complex then checked extinguishers throughout the Park buildings
7. Cleared undergrounds as they were received
8. Performed all pump reads for the month of February to facilitate in billing to outside sources for usage of fuel station.
9. Kerry performed trash run throughout Parks, ice melted where needed
10. Dick patched walls at May Currier and Tread Wells building sites in prep for repaint project
11. Performed monthly inspection of both interior and exterior fuel storage, used oil, antifreeze and hydraulic fluid tanks as per D.E.C. regulations
12. Furnace in May Currier building kept running would not cycle, trouble shot problem, tech’s did not disconnect internal thermostat, wiring was improper, disconnected thermostat, rewired new thermostat, furnace running properly
13. Mar.3rd
14. Rick took sick day
15. Don took sick day
16. Toni cleaned Town complex then moved onto Park buildings
17. Dick took tank and pump reads.
18. Cleared undergrounds as they were received
19. Staff went back to patching and repairing walls of May Currier and Tread Wells buildings in prep for repaint.
20. Dick cleared undergrounds received later in the afternoon
21. Highway reported defective hose on diesel pump no.2, Dick ordered replacement hose from Church Oil, tagged out defective pump prepped for replacing hose in the morning
22. Mar.4th
23. Rick took sick day
24. Don out sick
25. Toni cleaned Town complex then moved onto Park buildings
26. Took tank and pump reads
27. Cleared undergrounds as they were received
28. Staff removed defective diesel pump hose from pump 2, replaced with new hose, tag out was removed pump put back into service
29. Staff moved onto patching of May Currier and Tread Wells buildings
30. Kerry washed all work vehicles
31. Mar. 5th
32. Don out sick will return to work on the 6th
33. Toni cleaned Town complex then moved onto Park buildings
34. Took tank and pump reads, recorded fuel reconciliations for the past three days
35. Cleared undergrounds as they were received
36. Had Kerry check walkways at Town complex for ice
37. Removed recyclables from Town offices, placed in proper containers for recycling
38. Dick, Kerry and Brian started on repaint of May Currier building
39. Secondary power leg dropped at Cadyville Park building, contacted N.Y.S.E.G for emergency disconnect of power supply and removal of electrical meter’s, as per their recommendation lined up staff to install new underground service line, slated to install Friday 3/06/2020
40. Mar. 6th
41. Took tank and pump reads, recorded fuel reconciliations
42. Cleared undergrounds as they were received
43. Toni cleaned Town complex then moved onto Park buildings
44. Don and Kerry brought portable generator to Cadyville Park building location for use in temporary power for heat,
45. Dick gathered up materials for use in new electrical service for Cadyville Park building.
46. Worked with Highway staff completed install of new service, contacted electrical inspector, received certificate of inspection that was required reached out to N.Y.S.E.G reconnection was made , meters were reinstalled, power was restored to Park building and streetlights
47. Mar 9th
48. Dick called in sick
49. Toni cleaned Town complex then moved onto Park buildings
50. Took tank and pump reads, recorded fuel reconciliations
51. Cleared undergrounds as they were received
52. Don and Kerry removed recyclables from Town offices, placed in proper containers for recycling
53. Tied in remaining streetlights in Cadyville Parking lot
54. Removed 3 inches of substrate from Cadyville walkway excavation back filled with cold patch and tamped will readdress in spring when weather permits
55. Received call from D.O.T. concerning project planned for intersection of Commodore Macdonough Highway and Rte.9

D.O.T. put in request for removal of five streetlight and arms in prep for telecommunications to be installed, gathered streetlight staff started removing fixtures from locations will continue until project is completed

1. Mar.10th
2. Took tank and pump reads, recorded fuel reconciliations
3. Cleared undergrounds as they were received
4. Toni disinfected locksets, handrails and tables in office complex in aid with germ prevention, she then cleaned Town complex and moved onto Park buildings
5. Staff palletized cabinets in shop moved to proper storage
6. Dick and Don performed streetlight repair located at 418 Durand Rd. T# 0510 replaced 100 watt H.P.S. bulb
7. Kerry and Brian continued on with painting of May Currier
8. Streetlight staff completed project at D.O.T. request concerning removal of streetlight arms and heads located at Commodore Macdonough Highway and Rte.9 intersection, will reinstall when Town receives notification from D.O.T.
9. Due to being damaged from building rentals, Kerry touched up paint at East Morrisonville Park building.
10. Mar. 11th
11. Took tank and pump reads, recorded fuel reconciliations
12. Cleared undergrounds as they were received
13. Toni disinfected Town complex then continued on cleaning, moving onto Park buildings
14. Maintenance vehicles were cleaned and washed
15. Brian continued on with painting at May Currier
16. Don, Dick and Kerry performed streetlight repairs in Cliff Haven area starting at Lakeside Court pole # 1134 replaced mercury vapor with 100 watt H.P.S. light fixture, Lakeshore Dr. pole # 1144 replaced 100 watt H.P.S. bulb, Rte. 9 pole # 1086 replaced 150 watt H.P.S. bulb and photo control eye

Ada Court pole # 1117 replaced 100 watt H.P.S. bulb, Plattsburgh Ave. pole # 1124 replaced 10 amp fuse and disconnect, Marie Dr. pole # 1118 replaced 10 amp fuse, Connecticut Ave. pole # 1157 replaced 100 watt H.P.S. bulb,

Pole # 1158 replaced 100 watt H.P.S. bulb, pole # 1162 replaced 100 watt H.P.S. bulb, pole # 1163 replaced 100 watt H.P.S. bulb, Alabama pole # 1217 replaced disconnect, 10 amp fuse and 100 watt H.P.S. bulb, Idaho pole # 1169 replaced 100 watt H.P.S. bulb, pole # 1178 replaced 100 watt H.P.S. bulb, pole # 1180 replaced 100 watt H.P.S. pole 1186 replaced 100 watt H.P.S. bulb, Montana Dr. pole # 1194 replaced 10 amp fuse, New York Ave, pole # 1213 replaced 100 watt H.P.S. bulb, disconnect and 10 amp fuse,

Pole # 1214 replaced disconnect and 10 amp fuse, Arizona Ave, pole # 1249 replaced 100 watt H.P.S. bulb, pole # 1250 replaced 10 amp fuse, Rte.22 pole # 0995 replaced 150 watt H.P.S. bulb, Salmon River Rd. pole # 1028 replaced 150 watt H.P.S. bulb, South Junction Rd. pole # 1040 replaced 150 watt H.P.S. bulb

1. Toni returned to Town complex, disinfected Town offices
2. Mar. 12th
3. Toni cleaned Town complex then moved onto Park buildings
4. Took tank and pump reads, recorded fuel reconciliations
5. Dick marked out underground located on Daytona Blvd.
6. Cleared undergrounds as they were received
7. Removed old printer from assessing office placed in back shop.
8. Brian continued on with painting May Currier, project takes little longer due to building use.
9. Dick, Don and Kerry performed streetlight repairs locations at Fox Fire Lane pole # 0893 replaced 100 watt H.P.S. bulb, Otter Creek pole # 0945 replaced 100 watt H.P.S. bulb, Cross Rd. pole # 0945 replaced 100 watt H.P.S. bulb and photo cell eye, Brown Rd. pole # 0940 replaced disconnect and 10 amp fuse, pole # 0937 replaced 100 watt H.P.S. bulb, Pleasant Ridge Rd. pole # 0950 reattached disconnect, Nomad Dr. pole # 0985 replaced 10 amp fuse, Rte. 3 pole # 0832 installed L.E.D. pole # 1533 installed 100 watt H.P.S. light fixture, Smithfield Blvd pole # 1584 changed light head to 100 watt H.P.S. , pole # 1587 working, Hammond lane pole # 0847 replaced 10 amp fuse, Flanagan Dr. pole # 0805 replaced 100 watt H.P.S. bulb and photo control eye, pole # 0807 replaced disconnect and 10 amp fuse, Ampersand Dr. pole # 1595 replaced 100 watt H.P.S. bulb, Industrial Blvd pole # 0903 replaced 10 amp fuse, Baker Rd. pole # 1267 replaced 100 watt H.P.S bulb, pole # 1264 underground feed needs to be addressed by the developer, Village Dr. pole # 0246 replaced disconnect and 10 amp fuse, pole # 0249 replaced 100 watt H.P.S. bulb, Fawn Ridge pole # 0192 replaced disconnect and 10 amp fuse, intersection of Wallace Hill Rd. and Rascoe Rd. pole # 0547 replaced 100 watt H.P.S. bulb, Rand Hill Rd. pole # 0155 tested running fine, pole # 0160 replaced 100 watt H.P.S. bulb, pole # 0161 replaced 100 watt H.P.S. bulb and photocell eye.
10. Toni returned to Town complex, disinfected locksets, hand rails and tables in office complex.

10. Mar. 13th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Toni cleaned and disinfected Town office complex then moved onto Park buildings
4. Kerry removed recyclables from Town Hall placed in proper containers for recycling
5. Don double checked May Currier Building for cleaning because lengthy day rental staff won’t have access to building on Friday 13th
6. Reached out to Cologne Security to install fire detection at water plants for W.W.W department.
7. Streetlight staff performed repairs located at Bitter Sweet Lane pole # 0106 replaced 10 amp fuse, Tomisel Park pole # 1507 replaced 100 watt H.P.S. bulb, pole # 1511, RTE. 3 pole # 0122 replaced 10 amp fuse and disconnect, Goddeau Rd. pole # 0073 checked light cycling fine, Bullis Rd. pole # 0237, replaced 100 watt H.P.S. bulb, Rte.22B pole # 0307 cycling fine, Chantecler Court pole # 0330 replaced disconnect, Rugar St. pole # 0863 replaced 100 watt H.P.S. bulb, pole # 0866 replaced 70 watt H.P.S. bulb, pole# 0874 replaced 150 watt H.P.S. bulb, intersection of Smith Rd. and Cumberland Head Rd. pole # 0782 replaced 100 watt H.P.S. bulb and at intersection of Cumberland Head Rd. and Heritage Trail, replaced 150 watt H.P.S. and photo control eye.
8. Brian cleaned, disinfected and painted women’s restroom in office complex.
9. Brian repaired gate at East Morrisonville Dog Park as per Tim’s request.
10. Mar.16th
11. Toni cleaned and Disinfected Town office complex, then moved onto Park buildings
12. Brian continued on with disinfecting men’s room and repainting,
13. Took tank and pump reads, recorded fuel reconciliations
14. Cleared undergrounds as they were received.
15. Don and Dick performed streetlight repairs located at intersection of Military Turnpike and Rte. 3, pole # 0388 replaced 100 watt H.P.S and Tom Miller Rd. pole # 0350 repaired line feed to light head, replaced 10 amp fuse.
16. Kerry completed trash run throughout the Parks
17. Staff washed down exterior hand rails leading to Town Court Clerk’s Office, also washed all walls, doors, restrooms and sill plates with sanitizer, taking proactive measures to sanitize Town Court area.
18. Don unclogged drain to waste water system in basement maintenance room.
19. Replaced hand soap in Court restrooms
20. Mar.17th
21. Took tank and pump reads, recorded fuel reconciliations
22. Cleared undergrounds as they were received
23. Toni disinfected and cleaned Town complex then moved onto designated Park buildings
24. Dick took vacation day
25. Brian took vacation day
26. Staff assembled and installed temp handicap access ramp at Town Tax Receivers window located on north side of Town Hall to facilitate tax payers access to Town services during COVID- 19 outbreak
27. Toni returned to Town complex to make rounds disinfecting Town complex
28. Mar. 18th
29. Toni cleaned and disinfected Town Hall then proceeded to designated Park building to perform through cleaning and disinfecting
30. Took tank and pump reads, recorded fuel reconciliations
31. Cleared undergrounds as they were received
32. Spoke with security company got steps started on tying in fire system at W.W.W. water plants
33. Constructed writing platform for use in conjunction with access ramp at Tax Receivers window to facilitate an area for tax payers to use.
34. Service small cub cadet mower moved back into pole barn storage
35. Cleared undergrounds received later on in afternoon
36. Toni returned to Town to disinfect office complex as part of daily routine
37. Mar 19th
38. Took tank and pump reads, recorded fuel reconciliations
39. Cleared undergrounds as they were received
40. Toni cleaned and disinfected Town complex then moved onto designated area’s for through cleaning and disinfecting
41. Installed writing table at Tax Receivers access window
42. Designing a temp roof system to install at Tax Receivers window.
43. Disinfected Town complex in afternoon
44. Cleared undergrounds received in the afternoon
45. Fabricated roof for Tax receivers window in work shop
46. Mar.20th
47. Toni off disinfected Town complex
48. Cleaned Town complex
49. Cleared undergrounds as they were received
50. Took tank and pump reads, recorded fuel reconciliations
51. Picked up material for roof fabrication, built and installed roof at Tax Receivers office window
52. Mar.23rd.
53. Took tank and pump reads, recorded fuel reconciliations
54. Cleared undergrounds as they were received
55. Cleaned and disinfected front offices
56. Checked Park buildings, picked up trash from Park site’s
57. Mar. 24th
58. Took tank and pump reads, recorded fuel reconciliations
59. Cleared undergrounds as they were received
60. Cleaned and disinfected front offices
61. Shoveled and ice melted walkways at Town complex
62. Put up caution tape and closed playground and tennis court area’s as per Town Supervisor Michael Cashman’s request
63. Cleaned shop area
64. Disinfected Town offices in the afternoon
65. Cleared undergrounds received later in the day
66. Mar 25th
67. Took tank and pump reads, recorded fuel reconciliations
68. Cleared undergrounds as they were received
69. Cleaned and disinfected Town complex
70. Checked Park buildings for use, someone entered West Plattsburgh Park building, sent crew over to clean building
71. Installed closed sign’s at all Park sites
72. Cleared undergrounds received later in the afternoon
73. Disinfected front office area’s in afternoon.
74. Mar.26th
75. Took tank and pump reads, recorded fuel reconciliations
76. Cleared undergrounds as they were received
77. Cleaned and disinfected Town complex
78. Started prepping Highway Mechanic’s office for repaint
79. Painted bottom half brown
80. Disinfected front offices again
81. Mar.27th
82. Took tank and pump reads, recorded fuel reconciliations
83. Cleared undergrounds as they were received
84. Cleaned and disinfected front office complex
85. Finished painting mechanics office
86. Disinfected vehicles after use
87. Cleared undergrounds received later in the afternoon
88. Mar.30th
89. Took tank and pump reads, recorded fuel reconciliations
90. Cleared undergrounds as they were received
91. Toni cleaned and disinfected front offices
92. Disinfected everything in main meeting room
93. Don fabricated guard rail for Highway, to be used in constructing walkway access at the end of Labarre St. for pedestrian access.
94. Toni checked Park buildings
95. Toni repainted interior door at Cliff Haven Park building
96. Rick and Don performed streetlight repairs located at Independence Dr. T# 0073 replaced disconnect, fuse and 100 watt bulb, 9Heritage Dr. T# 0429 replaced 100 watt H.P.S. bulb and intersection of Patriot and Heritage Dr. T# 0427 replaced 100 watt H.P.S. bulb
97. Staff disinfected vehicles and front office complex as well as court area’s
98. Mar 31st
99. Toni cleaned and disinfected office complex
100. Took tank and pump reads, recorded fuel reconciliations
101. Cleared undergrounds as they were received
102. Performed monthly inspection of exterior fuel tanks, also inspected interior waste oil, antifreeze and hydraulic holding tanks as per D.E.C. guidelines
103. Don marked out underground for sidewalk replacement at Town complex
104. Called N.Y.S Dig Safe 811 notified about excavation site, waiting for undergrounds to be marked out, as soon as site is cleared with begin project
105. Rick and Don removed blower unit from Kubota tractor installed broom attachment started sweeping parking area on south side of Town complex.
106. Toni picked trash and debris from park grounds, even though the Park buildings were closed due to Covid 19 , individuals accessed and used Cadyville, West Plattsburgh buildings therefore necessitating cleaning and disinfecting.
107. Cleaned shop and organized tools
108. Toni returned to Town complex then disinfected throughout Town Hall.
109. End of day disinfected vehicles.