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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** |  |  |  |  |
|  |  | **FAX # (518) 563-8136** |  |  |  |  |  |  |
|  |  | [Email: timd@townofplattsburgh.org](mailto:Timd@townofplattsburgh.org) |  | **Jason Cook** |  |  |  |  |
|  |  | [gregb@townofplattsburgh.org](mailto:gregb@townofplattsburgh.org) | | **Crew Supervisor** |  |  |  |  |
|  |  | [karenp@townofplattsburgh.org](mailto:karenp@townofplattsburgh.org) | |  |  |  |  |  |
|  |  |  |  | **Karen Pepper** |  |  |  |  |
|  |  |  |  | **Secretary** |  |  |  |  |

BUILDING AND GROUNDS MONTHLY REPORT

MAY 2020

May 1st

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Toni cleaned and disinfected Town offices and Court Clerk’s office
4. Don marked out undergrounds received from N.Y.S.E.G located at 852 N.Y Rte.3
5. Toni checked park buildings , removed trash from outside receptacle’s swabbed toilets to prevent water stains
6. Street lighting staff traced out underground electrical service feed located on Rte.3 , disconnected power supply line to facilitate the removal of concrete base and burial of underground service utility box, to allow for driveway apron expansion of Mobile oil service station
7. Toni continued on with interior wall painting of South Plattsburgh Park building
8. Removed damaged street light base on Rte.3
9. Toni returned to Town complex, disinfected Town offices and Court Clerk’s office
10. Staff disinfected work vehicles at end of shift

May 4th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Staff cleaned and disinfected Town office’s and Court Clerk’s office
4. Brian and Kerry performed trash run throughout Parks
5. Dick reinstalled doorbell located at north entrance to Town
6. Dick picked up stain for guard rails from PPG
7. Kerry mowed and trimmed East Morrisonville
8. Brian started staining guard rails throughout the Parks
9. Ordered part for mower from Dragoons
10. Disinfected Town offices and Court Clerk’s office
11. Disinfected work vehicles at end of shift

May 5th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Staff cleaned and disinfected Town offices and Court Clerk’s office
4. Dick mowed and trimmed at Town complex
5. Kerry finished trimming at East Morrisonville Park, moved onto Wallace Hill Park mowed and trimmed
6. Brian continued on with staining of guard rail throughout Parks
7. Brian blew off tennis court in Cliff Haven
8. Dick replaced battery in cub cadet mower and greased all fittings
9. Brian continued on with sand removal from Park , parking lots
10. Staff returned to Town complex, disinfected offices and Court Clerk’s office
11. Staff disinfected work vehicles at end of shift

May 6th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Staff cleaned and disinfected front offices and Court Clerk’s office
4. Kerry trimmed and mowed grass at Tread Wells and Cliff Haven Park locations
5. Dick attended meeting with union representatives from other departments and Town Supervisor Michael Cashman
6. Brian continued on with sand removal from Park parking lots
7. Brian sanded door patch at South Plattsburgh in prep for finish painting
8. Staff returned to Town disinfected front office complex and Court Clerk’s office
9. Disinfected work vehicles at end of shift

May 7th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Staff cleaned and disinfected Town office complex and Court Clerk’s office
4. Kerry mowed grass at East Morrisonville Dog Park
5. Brian and Kerry completed sand removal at Park locations
6. Kerry raked in wood chips around playground equipment throughout the Parks
7. Brian delivered paper work to government building as per Tax Receiver Jackie Bellew’s request
8. Staff returned to Town complex disinfected front office complex and Court Clerk’s office
9. Disinfected work vehicles at end of shift

May 8th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Staff cleaned and disinfected Town office complex and Court Clerk’s office
4. Replaced traffic bulbs located on New York Ave.
5. Staff performed Park run checked trash and swabbed toilets to keep from staining
6. Staff cut and trimmed grass at mausoleum
7. Returned to Town complex disinfected office complex and Court Clerk’s office
8. Disinfected vehicles at end of shift.

May 11th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Called in dig safe in prep for streetlight base removal on rte3 location.
4. Toni and Don cleaned and disinfected Town offices and Court Clerk’s office
5. Cleaned ram 3500 truck bed emptied debris from previous week’s work
6. Assigned voucher’s to proper line items for Tim
7. Filled in work report for previous week as well as catching up with fuel reconciliations
8. Took pump reads, to facilitate charging out fuel usage for outside factions to be billed
9. Toni checked Park buildings, continued on with interior wall finish painting
10. Staff removed all furnishings from main hallway in office complex as per Town Supervisor Michael Cashman’s request, to facilitate 6 ft. safe distancing.
11. Don performed trash run throughout the Parks
12. Don changed out light bulbs in shop area
13. Coordinated with mechanic Bruce Barber for oil change service on Ram City Pro master van.
14. Staff returned to Town disinfected office complex and Court Clerk’s Office.
15. Disinfected work vehicles at end of shift

May 12th

1. Took tank and fuel reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Don marked out undergrounds located in Vintage estates and on Pine Brook Dr. called in by homeowners both for stump removal
4. Toni and Don disinfected front office complex as well as Court Clerk’s office.
5. Toni cleaned Town complex.
6. Performed streetlight repairs located at intersection of Bank St. and Smithfield Blvd. pole T# 1579 replaced 250 H.P.S bulb and photo control eye, repaired feed to pole T# 0350, and Rte.3 T#1518 replaced 400 watt H.P.S bulb
7. Toni continued on with interior wall painting at South Plattsburgh Park building.
8. Designed barriers for Tax Receivers office, Town Clerk’s office and Court Room
9. Picked up material for barrier’s started fabricating
10. Staff returned to Town complex disinfected front offices and Court Clerk’s office
11. Disinfected work vehicles at end of shift

May 13th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Toni and Don disinfected town offices and Court Clerk’s office,
4. Toni cleaned Town office complex
5. Was tasked with coming up with idea to assist in safe distancing for front office complex, started fabricating half doors for office entrances, repurposed material will install upon completion
6. Toni returned to painting interior of South Plattsburgh Park building
7. Attended meeting scheduled for 10.A.M. via video conference, updating staff on Covid-19 progress and how the Town is moving forward under guide lines set by Governor Cuomo
8. Staff returned to Town disinfected Town offices and Court Clerk’s office
9. Disinfected work vehicles at end of shift

May 14th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Toni cleaned and disinfected Town offices and Court Clerk’s office
4. Toni returned to working on South Plattsburgh Park buildings
5. Finished half doors for front office and installed
6. Repaired streetlight located on Ashton Dr. replaced 100 watt. H.P.S. streetlight fixture
7. Installed barriers located at Town Clerk’s office and Town Tax receivers office
8. Disinfected Town offices and Court Clerk’s office at end of shift
9. Disinfected work vehicles.

May 15th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Toni cleaned Town complex then checked Park buildings for trash
4. Toni returned to working on South Plattsburgh Park building
5. Removed all disc golf course baskets as per Town Supervisor Michael Cashman’s request
6. Returned to Town disinfected Town offices and Court Clerk’s office.
7. Disinfected Town work vehicles at end of shift

May.18th

1. Dick cleared undergrounds
2. Rick took tank and fuel reads, recorded fuel reconciliations
3. Brian and Kerry cleaned and disinfected Town offices and Court Clerk’s office
4. Kerry performed trash run throughout the Parks on west side of Town, Brian did same on east side of Town
5. Staff mowed Good Speed cemetery also trimmed , Kerry and Brian trimmed Banker’s cemetery
6. Dick disinfected front offices and Court Clerk’s office
7. Staff disinfected work vehicles at end of shift

May. 19th

1. Dick cleared undergrounds as they were received
2. Rick took tank and pump reads, recorded fuel reconciliations
3. Staff cleaned and disinfected front offices and Court Clerk’s office
4. Kerry mowed and trimmed grass Cadyville Park
5. Mowed and trimmed beach
6. Brian mowed Halsey Court monument
7. Mower failure at beach, staff helped load up mower brought to Town mechanic
8. Dick mowed Pellerin Rd., Banker , I-87 cemeteries and Wallace Hill cemeteries
9. Removed furniture from main hall office complex stored down in old dog catchers office as per Town supervisor’s request
10. Staff returned to Town disinfected Town offices and Court Clerk’s office
11. Disinfected work vehicles at end of shift

May. 20th

1. Rick took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Staff cleaned and disinfected office complex and Court Clerk’s offices
4. Kerry mowed and trimmed Cumberland Head Park
5. Brian and Dick put tennis nets up in Cadyville and East Morrisonville Parks
6. Brian and Dick mowed East Morrisonville Park
7. Staff returned to Town disinfected offices and Court Clerk’s office
8. Disinfected work vehicles at end of shift

May 21st

1. Rick took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Staff cleaned and disinfected offices and Court Clerk’s office
4. Kerry mowed and trimmed West Plattsburgh Park and started mowing Wallace Hill Park
5. Dick mowed and trimmed Town Hall also repaired plaque at Halsey Court monument and repaired flag pole cable at Town Mausoleum
6. Brian finished East Morrisonville mowing and trimming moved onto mowing Guy Cedar
7. Staff returned to Town disinfected offices and Court Clerk’s office
8. Disinfected work vehicles at end of shift

May. 22nd

1. Rick took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Staff cleaned and disinfected offices and Court Clerk’s office
4. Kerry finished mowing and trimming Wallace Hill Park and moved onto mowing and trimming Cliff Haven Park
5. Dick and Brian mowed Town Mausoleum cleaned up grounds
6. Brian checked Park buildings
7. Dick removed broken tree from Goodspeed cemetery
8. Staff returned to Town disinfected offices and Court Clerk’s office

May 25th HOLIDAY

MAY 26TH

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Toni and Don disinfected front offices and Court Clerk’s office, Toni cleaned office complex
4. Don started mowing May Currier and trimmed, moved onto Tread Wells Park
5. Set main meeting room up for Assessing Dept. for evening meeting also created a frame signage for directional flow in and out of meeting area
6. Performed trash run throughout Park’s empting exterior trash receptacles.
7. Disinfected front offices and Court Clerk’s office
8. Disinfected work vehicles at end of shift

May 27th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Toni and Don disinfected office complex and Court Clerk’s office
4. Toni cleaned Town complex
5. Rick and Don mowed and trimmed Tread Wells Park
6. Disinfected main meeting room and locked down, following Covid-19 procedure’s
7. Toni began painting interior of Cliff Haven building
8. Contacted security company for replacement of Judge Joyce key fob
9. Met with Pam St. John Court Clerk discussed making Court Room Covid-19 compliant
10. Picked up material for signage and separation barrier’s in Court Room began to assemble sign’s
11. Disinfected Town offices and Court Clerk’s office
12. Disinfected work vehicles at end of shift

May. 28th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received, marked out undergrounds in Wallace Hill area
3. Toni and Don disinfected front offices and Court Clerk’s office.
4. Toni cleaned Town complex.
5. Toni continued on with painting of Cliff Haven Park building
6. Don cut and trimmed grass at Town Hall
7. Continued assembly of A frame signage, completed and delivered to Town Court area
8. Picked up more material for barriers in Court area
9. Disinfected Town complex and Court Clerk’s office
10. Disinfected work vehicles at end of shift

May 29th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Rick and Don cleaned and disinfected Town office and Court Clerk’s office
4. Worked with Court Clerk Pam St. John marked out floor’s in hallway and court room for directional flow, cautioned of area’s closed to public access, marked out access area’s as per Pam’s request. Hung safety fiberglass shield’s in courtroom.
5. Performed trash run throughout Park’s
6. Repaired sink in employees shop restroom
7. Replaced bulbs in fixture’s in front office hallway
8. Changed out faulty outlet wash bay work area
9. Cleared undergrounds received later in the afternoon
10. Disinfected front office complex and Court Clerk’s office
11. Disinfected work vehicles at end of shift