



# TOWN OF PLATTSBURGH

151 BANKER ROAD  
PLATTSBURGH, NEW YORK 12901-7307  
(518) 562-6813  
FAX # (518) 563-8396 or 562-6801  
TDD (800) 662-1220

*Michael S. Cashman*  
Supervisor

*Charles A. Kostyk*  
Deputy Supervisor/Councilor

*James J. Coffey*

[Townofplattsburgh.org](http://Townofplattsburgh.org)

The Town is an equal opportunity provider and employer

*Thomas E. Wood*  
Councilor

*Barbara E. Hebert*  
Councilor

*Dana M. Isabella*  
Councilor

*Kathryn B. Kalluche*  
Town Clerk

*Matthew G. Favro*  
Deputy Town Attorney

## Building and Maintenance report for June 2022

### June 1<sup>st</sup>

- a. Dick on vacation from 6/1 thru 6/6 returning on the 6<sup>th</sup>.
- b. Took tank and pump reads, recorded fuel reconciliations
- c. Cleared undergrounds as they were received
- d. Steve cut grass at well 7 for W.W.W. DEPT.
- e. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's office
- f. Toni continued with cleaning and disinfecting of Park buildings and all exterior restrooms, picked grounds and checked dog waste bags
- g. Brian and Nick continued with mowing and trimming Parks starting with West Plattsburgh Park, moving on to East Morrisonville Park
- h. Took monthly reads of fuel usage to facilitate billing outside sources, turned reads over to business office.
- i. Rick and Steve continued transporting wood carpet from Cadyville Park to West Plattsburgh for playground area
- j. Met with delivery driver to assist in unloading wood carpet at Lapierre Lane Park

### June 2<sup>nd</sup>

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Toni and Brian cleaned and disinfected office complex and Court Clerk's office
- d. Pulled Nick from cleaning staff and assigned him to pulling weeds from complex planting beds
- e. Raised flags back to full mast, lowered due to Presidential order mourning victims in school shooting
- f. Market out undergrounds located on Newell Ave. Rte.3, Village Dr. and Rugar Park Way
- g. Rick and Steve continued with transporting wood carpet from Cadyville Park to West Plattsburgh Park, started spreading wood carpet at West Plattsburgh Park
- h. Toni continued with cleaning and disinfecting Park buildings and all exterior restrooms.
- i. Brian and Nick continued with mowing at East Morrisonville Park and moved onto mowing of Lapierre Lane Park

### June 3<sup>rd</sup>

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's office
- c. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's office
- d. Received e-mail from Greg Burnell concerning streetlight located on Mohican Dr. resident concerned about N.Y.S.E.G removing pole 2 years ago, N.Y.S.E.G removes pole and light arm as is past practice doesn't notify Town when new pole is installed, installed new light arm and head and re-energized
- e. Toni continued with cleaning and disinfecting Parks and all exterior restrooms, picked grounds and checked dog waste bags
- f. Brian and Nick returned to Lapierre Lane to complete trimming, moving onto Cadyville Park and Cumberland Head Park
- g. Rick and Steve joined in with mowing of Cumberland Head Park

#### June 6<sup>th</sup>

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Toni, Nick and Brian cleaned and disinfected office complex and Court Clerk's office
- d. Toni continued with cleaning and disinfecting Park buildings and all exterior restrooms
- e. Nick performed trash run throughout the Parks.
- f. Dick and Brian continued with mowing and trimming finishing Cumberland Head moving on to Wallace Hill and Guy Cedar Parks
- g. Nick lined ball fields, connected with Brian and Dick continuing mowing and trimming
- h. Picked up mower belts from Dragoons for fleet management
- i. Rick and Steve returned to transporting wood carpet from Lapierre Lane to West Plattsburgh Park, while Rick was delivering wood carpet to West Plattsburgh Steve was loading playground area in Lapierre Park.

#### June 7<sup>th</sup>

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's area
- d. Toni continued with cleaning and disinfecting Parks and all exterior restrooms picking grounds and checking dog waste bags
- e. Dick, Brian and Nick continued back on mowing and trimming starting at Town Mausoleum
- f. Steve attended safety committee meeting
- g. Delivered last load to West Plattsburgh, followed Steve on tractor to West Plattsburgh Park, will continue to spread wood carpet
- h. Was contacted by Karen Provost from business office, stated she received call from Impact Fire to schedule extinguisher inspections, spoke with Steve on the safety committee, reached back out to Impact Fire scheduled appointment for July as requested by safety committee, Steve was instructed by Pat Bowen to hold off scheduling safety committee is reaching out to local service for pricing, will await instructions from Pat before proceeding.
- i. Continued loading wood carpet at West Plattsburgh
- j. Met with delivery driver at South Plattsburgh Park unloaded wood carpet

#### June 8<sup>th</sup>

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's office area
- d. Toni continued with cleaning and disinfecting Park buildings and all exterior restrooms, picked grounds and checked dog waste bags
- e. Dick, Brian and Nick mowed and trimmed West Plattsburgh, May Currier and Cadyville Disc golf course
- f. Rick and Steve continued with wood carpet at Lapierre Lane playground, met with delivery driver unloaded wood carpet at Cliff Haven Park

#### June 9<sup>th</sup>

- a. Dick called in sick.
- b. Steve took personal day
- c. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's area
- d. Toni continued with cleaning and disinfecting Park buildings and all exterior restrooms, picked grounds and checked dog waste bags
- e. Received report from Erin concerning East Morrisonville outside restroom being vandalized again, request was issued to close restroom to outside use and cleanup restroom dispatched Brian and Nick, changed out lockset and locked restroom down
- f. Swept shop
- g. Cleaned work vehicles
- h. Brian started work on changing blades on mowers
- i. Gathered team together cleaned remaining wood carpet from Lapierre Lane Parking lot installed on playground
- j. Met with deliver driver received last load of wood carpet at Town location

#### June 10<sup>th</sup>

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's area
- d. Toni continued on with cleaning and disinfecting Park buildings and all exterior restrooms
- e. Rick and Steve began working on streetlight repairs received VIA email, located in Champlain Park area.
- f. Marked out undergrounds located on Plaza and Tom Miller Rd. intersection
- g. Installed HomeTown Hero Banners at location in front of Town Hall
- h. Mowing staff mowed and trimmed East Morrisonville Park, installed boards in dam and plugged drain outlet as per Erin's request
- i. Mowed and trimmed Wallace Hill Park, Halsey Court area
- j. Nick and Brian striped soccer fields at Wallace Hill as per Erin's request

#### June 13<sup>th</sup>

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's office
- d. Toni continued with cleaning and disinfecting Park buildings and all exterior restrooms
- e. Nick performed trash run throughout Parks picking grounds as he proceeded

- f. Received report concerning backed up toilet in back employee restroom dispatched Nick, problem taken care of, floors were mopped and disinfected
- g. Mowing staff mowed and trimmed Cumberland Head Park, Cadyville boat launch area and Cadyville Park
- h. Rick and Steve finished hauling wood carpet from Town location to Lapierre Lane, completing wood carpet at location, made repairs to walk bridge and cleaned wood carpet residual from Parking lot area

#### June 14<sup>th</sup>

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's area
- d. Toni continued with cleaning and disinfecting of Park buildings and all exterior restrooms, picking grounds as she proceeded
- e. Team attended mandatory conflict resolution course
- f. Mowing team continued with mowing and trimming Cemeteries
- g. Staff swept and mopped Town Mausoleum
- h. Lighting staff was dispatched to make repairs located on Pine Ridge

#### June 15<sup>th</sup>

- a. Cleared undergrounds as they were received
- b. Took tank and pump reads, recorded fuel reconciliations
- c. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's area.
- d. Toni continued with cleaning and disinfecting Park buildings, picked grounds and replenished dog waste bags
- e. Nick made dump run, disposing of used electronics as per Pat's request
- f. Mowed and trimmed Town Mausoleum, Cadyville disc golf course and East Morrisonville Park
- g. Rick and Steve continued with wood carpet install at Wallace Hill location
- h. Received report of child vomiting on playground equipment located at Cadyville Park, responded and cleaned and disinfect area

#### June 16<sup>th</sup>

- a. Cleared undergrounds as they were received
- b. Took tank and pump reads, recorded fuel reconciliations
- c. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's area
- d. Toni continued with cleaning and disinfecting Park buildings and all exterior restrooms, picking grounds and checking dog waste bags
- e. Met with HVAC serviceman instructed him to service all units and showed locations of individual units
- f. Mowing staff mowed and trimmed Cliff Haven and West Plattsburgh Parks
- g. Made repairs to Cumberland Head ball fields and delivered extra clay, as per Erin's work order.
- h. Team continued with wood carpet at Wallace Hill Park

#### June 17<sup>th</sup>

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received

- c. Toni took vacation day
- d. Brian and Nick cleaned and disinfected office complex and Court Clerk's office
- e. Nick continued on with cleaning and disinfecting Park buildings, picking grounds and checking dog waste bags
- f. Mowing staff mowed and trimmed Tread Wells and South Plattsburgh Parks
- g. Performed pole transfers located throughout Champlain Park area and Wallace Hill

June 20th

- a. Juneteenth holiday

June 21<sup>st</sup>.

- a. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's office
- b. Took tank and pump reads, recorded fuel reconciliations
- c. Cleared undergrounds as they were received
- d. Toni continued on with cleaning and disinfecting Park buildings and all exterior restrooms, checking dog waste bags and picking grounds
- e. Mowing staff mowed and trimmed Cumberland Head and East Morrisonville Parks, removed debris from Cumberland Head fields as per Erin's request (resident was concerned about people dropping brush off in Park by tennis court)
- f. Team replaced streetlight head located on Cumberland Head Rd. located east of Park entrance
- g. Received request from Erin to remove broken tree from walk path in Cadyville Park woods in prep for fun run, cut and removed trees in question
- h. Returned to transporting remaining wood carpet from Wallace Hill Park to Guy Cedar playground area
- i. Marked out underground located on Bell Rd. as per Verizon dig safe request
- j. Team loaded and delivered bus station canopy to Tread Wells church location will retrieve trailer on following day

June 22<sup>nd</sup>

- a. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's area
- b. Took tank and pump reads, recorded fuel reconciliations
- c. Cleared undergrounds as they were received
- d. Toni continued on with cleaning and disinfecting Park buildings, picked grounds and checked dog waste bags
- e. Received message from Court Clerk's office concerning clogged toilet, Nick cleared clog
- f. Nick push mowed and trimmed East Morrisonville Dog Park, made repairs to dam boards
- g. Brian checked extinguishers throughout Town complex
- h. Mowing staff mowed and trimmed Cadyville Park and East Morrisonville Park
- i. Marked out undergrounds at 34 Melody Lane for gas line install
- j. Installed door stop on wall in Finance office as per Karen Provost request
- k. Finished loading remaining wood carpet located at Wallace Hill transported to Guy Cedar, cleaned remaining wood carpet debris from Wallace Hill Parking lot

June.23<sup>rd</sup>.

- a. Took tank and pump reads, recorded fuel reconciliations

- b. Cleared undergrounds as they were received
- c. Toni, Brian and Nick cleaned and disinfected office complex and Curt Clerk's office area
- d. Toni continued with cleaning and disinfecting of Park buildings and all exterior restrooms, checking dog waste bags and picking grounds as she worked
- e. Brian and Nick cleaned Town Mausoleum
- f. Staff swept and cleaned Court ramp area
- g. Received work order to replace lights in W.W.W. office area, dispatched Nick replaced all lights, lighting was too bright so removed inner bulbs making lighting more comfortable
- h. Received work order to trim back trail located at Lapierre Lane Park, assigned Brian and Nick to cut back brush and remove from trail
- i. Rehung banners located on Smithfield Blvd, two banners had clamps break, replaced clamps straightened banners
- j. Hung new soap dispenser in West Plattsburgh exterior restroom as per Erin's request
- k. Started mowing and trimming Town of Plattsburgh signage
- l. While in route to Park site noticed backed up water running out of sewer waste pipe, notified W.W.W Dept.

#### June 24<sup>th</sup>

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's office
- d. Toni continued on with cleaning and disinfecting of Park buildings and all exterior restrooms, checking dog waste bags and picking grounds as she worked
- e. Dick took day off
- f. Pulled team together to complete install of wood carpet at Guy Cedar Park, removed whirler as per Erin's work order, filled in area. Will retrieve whirler as soon as equipment can be borrowed to facilitate in removal from Park (whirler was staked off and caution taped for safety)
- g. Marked out Marie Dr. for Verizon dig safe
- h. Mowed and trimmed Cadyville Boat launch area
- i. Repaired HomeTown Hero Banner located on Plaza Dr.

#### June 27<sup>th</sup>

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's office area
- d. Toni continued with cleaning and disinfecting Park buildings and all exterior restrooms, picking grounds and checking dog waste bags
- e. Nick performed trash run throughout Park properties
- f. Wallace Hill Park building was vandalized, notified N.Y.S.P filed a report, Toni and Nick proceeded to clean building, building closed until further notice
- g. Received bulbs from Heinz electric, continued on streetlight bulb replacement, 1 Dean Lane replaced 100watt H.P.S., Pole #5 Jefferson Rd line#1290 replaced 100watt H.P.S. bulb, pole#1 Siwanoy Lane, line 1489 replaced 100watt H.P.S bulb and photo control eye, Rte.3 pole 6-line Michigan photo board to 2369 replaced 400watt H.P.S.
- h. Mowing staff continued mowing Parks, East Morrisonville, Wallace Hill and Tread Wells Parks mowed and trimmed

June 28<sup>th</sup>

- a. Took tank and pump reads, performed fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's office
- d. Toni continued with cleaning and disinfecting of Park buildings and all exterior restrooms, picking grounds, checking dog waste bags as she proceeded Park to Park
- e. Mowing team continued through Cadyville, West Plattsburgh and the Town Mausoleum with mowing and trimming
- f. Dig safe was cleared for location along Veterans Way, gathered material excavated site set post in cement in prep for install of Michigan signage, cut grass on island area, swept parking lot and surrounding areas

June.29<sup>th</sup>

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Toni, Brian and Nick cleaned and disinfected office complex, cleaned and disinfected Court Clerk's area
- d. Toni continued with cleaning and disinfecting Park buildings and picking grounds, checking dog feces bags
- e. Grass crew mowed and trimmed Cadyville Park, Disk Golf Course, Town Mausoleum and West Plattsburgh Park's
- f. Rick and Steve delivered Michigan photo sign to site on Veterans Lane, made ready to reveal Michigan historical sign
- g. Returned and installed photo board to Town Hall installed at location in front of Town complex
- h. Started loading wood carpet at Cliff Haven playground area
- i. Loaded up skid steer to expedite install of wood carpet at Cliff Haven location

June.30<sup>th</sup>

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's office
- d. Toni continued with the cleaning and disinfecting of Park buildings, picked grounds and checked dog waste bags as she moved through Parks
- e. Nick striped East Morrisonville and Cadyville ball fields
- f. Mowing crew mowed and trimmed Cliff Haven and Cumberland Head parks
- g. Unloaded skid steer at Cliff Haven site, staff started install of wood carpet

