



TOWN OF PLATTSBURGH

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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 July 2022

July 1st

- 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 cleaning and disinfecting Park buildings, picking grounds and checking dog waste bags.
- e. Mowing staff mowed and trimmed Good Speed, Pellerin, Wallace Hill and Bankers Cemeteries, moving to South Plattsburgh and Guy Cedar Parks.
- f. Replaced fire extinguishers in Park out buildings that needed
- g. Received work order to replace light arm located at Wallace Hill and Stafford intersection, removed old arm and light head from location, installed new arm and streetlight, installed new service feed and reenergized, change out due to new pole install

July 4th

HOLIDAY

July 5th

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Rick, Toni and Steve took day off
- d. Staff set tables at May Currier for senior's
- e. Dick, Brian and Nick cleaned and disinfected office complex and Court Clerk's office
- f. Nick performed trash run throughout the Parks
- g. Brian cleaned and disinfected Park buildings
- h. Staff started mowing and trimming East Morrisonville Park including Dog Park

July 6th

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they received
- c. Brian and Nick cleaned and disinfected office complex and Court Clerk's area
- d. Nick continued with cleaning and disinfecting Park buildings
- e. Prepped for auction items palletized and photographed items for auction, sent photos to Greg from Highway.
- f. Attended meeting with Erin to discuss future projects, plan for budget

- g. Worked on repairing Cadyville entry door
- h. Picked up paint and supplies for Jessica to be used in repaint of Cadyville beach house
- i. Rehung Hometown Hero banner on Smithfield Blvd
- j. Completed mowing and trimming of East Morrisonville, West Plattsburgh and Cadyville Parks.

July 7th

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Brian and Nick cleaned and disinfected office complex and Court Clerk's area
- d. Nick continued cleaning and disinfecting Park buildings
- e. Continued with install of wood carpet at Cliff Haven Playground area
- f. Mowed and trimmed Cadyville, Disc Golf Course, Tread Wells, and Town Mausoleum

July 8th

- a. Cleared undergrounds as they were received
- b. Took tank and pump reads, recorded fuel reconciliations
- c. Nick and Brian cleaned and disinfected Town complex and Court Clerk's area
- d. Brian pulled weeds from Town complex flower beds
- e. Nick moved on cleaning and disinfecting Park buildings
- f. Staff completed install of wood carpet at Cliff Haven Park, transported remaining wood carpet to South Plattsburgh Park to be installed at Park playground area, cleaned up wood carpet from storage area at Cliff Haven, started install of wood carpet at South Plattsburgh Park
- g. Mowed and trimmed Tread Wells Park

July 11th

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Brian and Nick cleaned and disinfected office complex and Court Clerk's office
- d. Nick performed trash run throughout the Parks, cleaned Park buildings and picked grounds
- e. mowing crew mowed and trimmed East Morrisonville, Cliff Haven, May Currier,
- f. staff removed boards located at dam in East Morrisonville Park to drain Dog Pond as per Erin's work order
- g. Town generator would not cycle down, Steve reset breaker, normal electrical was restored to Town complex
- h. Staff returned to installation of wood carpet at South Plattsburgh Park

July 12

- 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 Park buildings, picking grounds and checking dog waste bags
- e. Staff started assembling soccer goals in pole barn due to severe storms in the region
- f. Worked on Erin's work order pertaining to East Morrisonville Dog Park, reinstalled culverts in play area, fabricated fencing to follow contour of dog park drainage area,

installed lowered fencing to touch ground preventing dog's from getting out of enclosure, eliminated old stump from access area to Park.

- g. Weather cleared up jumped on mowing and trimming of West Plattsburgh Park

July 13th

- 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 area
- d. Toni continued with cleaning and disinfecting Park buildings, picking grounds and checking dog waste bags
- e. Rick, Steve and Nick filled in ruts on Cumberland Head left from contractors, tamped and seeded areas, installed red diamond clay adjusted bases as per Erin's work order
- f. Filled in tire ruts left from vandals on Cadyville #1 ballfield, installed post and chain to block access to fields as per Erin's work order
- g. Mowing crew mowed and trimmed Cumberland Head, La Pierre Lane and Town Mausoleum.

July 14th

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Dick took day off
- d. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's office
- e. Toni continued cleaning and disinfecting Park buildings, picking grounds and checking dog waste bags, replenishing where needed.
- f. Steve and Rick bucked up branches South Plattsburgh, staff started raking excess pine needles, stacked bucked up branches for cleanup crew to remove
- g. Mowing staff mowed and trimmed well #6 for W.W.W dept.
- h. Took inventory of material needed for picnic table repair and or replacement, picked up supplies, readied for pre-staining

July 15th

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Toni, Brian and Nick cleaned and disinfected Town Complex, cleaned and disinfected Court Clerk's area
- d. Toni continued cleaning and disinfecting Park buildings, picking grounds and checking dog waste bags, replenishing where needed
- e. Brian weeded flower beds in front of Town Complex
- f. Nick changed out dog feces container at East Morrisonville Dog Park
- g. Toni cleaned break room
- h. Mowing crew mowed and trimmed Cadyville and Wallace Hill Parks
- i. Restriped ball fields Cadyville and East Morrisonville Parks
- j. Laid out soccer fields at Cadyville and Wallace Hill Parks
- k. Performed street light repairs 44 Facticeau. Ave replaced 100watt H.P.S. bulb, 38 Facticeau Ave replaced photo control eye and 100 wtt H.P.S. Bulb, 34 Facticeau and 31 Facticeau replaced light head, replaced street light head rte.22b in front of BSHH
- l. Replaced and stained picnic table boards located Wallace Hill

July 18th

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Staff cleaned and disinfected office complex and Court Clerk's office
- d. Toni left early
- e. Nick performed trash run throughout the Parks, continued cleaning and disinfecting Park buildings where Toni left off
- f. Staff moved boxes down to vault as per Town Clerk's work order
- g. Steve install V.A. Plaques at Town Mausoleum as per Town Clerk's request
- h. Installed new service, light arm and light head at dead end on Jefferson Dr. as per email, wasn't contacted by N.Y.S.E.G about pole change
- i. Removed basketball rims from Cliff Haven to repair rather replace, needed new nets attachments around both rims
- j. Repaired toilet fill valve at exterior restroom located at West Plattsburgh Park
- k. Mowing staff mowed Cadyville Park, Cadyville Boat launch, and East Morrisonville Park

July 19th

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Nick and Brian cleaned and disinfected office complex and Court Clerk's office
- d. Rick called in sick
- e. Toni took sick day
- f. Nick continued with the cleaning and disinfecting of Parks and all exterior restrooms
- g. Mowing staff mowed and trimmed South Plattsburgh, Cliff Haven and Guy Cedar Parks
- h. Steve replaced broken gas pump hose
- i. Welded on new clips on basketball rims, painted and installed rims at Cliff Haven Park
- j. Marked out undergrounds received later during the day
- k. Repaired streetlights located on Rand Hill Rd.
- l. Picked up more photo control eyes from C.V. electric

July 20th

- 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, picking grounds and checking dog waste bags, replacing where needed
- e. Brian picked flower beds at complex
- f. Nick emptied dog waste container at East Morrisonville Dog Park
- g. Mowing staff mowed and trimmed Cumberland Head, Tread Wells, West Plattsburgh and Town Mausoleum
- h. Brought picnic tables from back storage area, repurposed and stained for use in replacing damaged tables throughout the Parks
- i. Cut down materials in prep for table repairs in West Plattsburgh Park
- j. Picked up stain to match original color of tables
- k. Met with Jason cook to discuss layout at May Currier for new playground installation
- l. Reviewed field drainage system with Jason Cook pertaining to Cliff Haven Park

July 21st

- 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, picking grounds and checking dog waste bags, replenishing where needed
- e. Brian weeded flower bed at complex
- f. Nick changed out dog feces container
- g. Mowing staff continued mowing and trimming Parks
- h. Started to storm staff returned to Town, started assembling soccer goals
- i. Removed fire cabinet from storage, cleaned and disinfected installed in Finance office as per request
- j. Pre - stained wood for more picnic tables
- k. Cleaned shop area
- l. Cleaned and organized all building and grounds vehicles
- m. Reached out to Lee Appliance to start receiving quotes for carpet replacement throughout the Town office as per discussion with Town Supervisor Michael Cashman

July 22nd

- 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, picked grounds, checked dog waste bags replenishing where needed
- e. Mowing staff mowed Town signage, cemeteries and historical markers
- f. Raked in wood carpet throughout Parks
- g. Removed rope that was attached to climbing log from Lapierre Lane playground as per Erin's work order
- h. Repaired leaking water line at Cumberland Head restroom building
- i. Trouble shot ceiling fans in shop, will order new ceiling fan for wood shop area
- j. Service shop tools (replace Blades on table saw and chop saw)
- k. Marked out remaining soccer fields

July 25th

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Steve took scheduled day off
- c. Cleared undergrounds as they were received
- d. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's office area
- e. Toni continued with cleaning and disinfecting Park buildings and all exterior restrooms, picked grounds and checked dog waste bags replenishing as needed
- f. Brian weeded flower bed around Town complex
- g. Nick performed trash run throughout Parks, changed out dog waste containers at East Morrisonville Dog Park
- h. Brian and Dick began striping soccer fields in prep for season as per Erin's work order
- i. Cut and stained boards for second picnic table located at Tread Wells Park
- j. Received notice from Erin concerning reopening of Wallace Hill Park building (closed due to prior vandalism) double checked all gas appliances fire furnace, repaired outside vent and fired up hot water tank, everything running as it should, scraped remaining paint from floors, building is ready for use during soccer season.

- k. Received accident report generated by N.Y.S.P. concerning pole replacement on Plaza Dr. for billing purposes
- l. Cleared undergrounds received later in shift and marked out for gas
- m. Mowing staff mowed and trimmed East Morrisonville
- n. Was notified from Toni about vandalism at Cumberland Head Park about vandalism in bath house, removed broken liquor bottles from restroom , order new hand towel dispense, old dispenser was ripped from wall and stolen

July 26th

- 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 cleaning and disinfecting Park buildings and all exterior restrooms, picked grounds, checked dog waste bags replenishing as needed
- e. After meeting with Erin, Jason Cook Highway supervisor, marked out area to be excavated at May Currier
- f. Stained guard rail where vandals painted graffiti located at Cadyville Park
- g. Received report of Hometown Hero Banner becoming detached, rehung banner located on Plaza Dr. notice storm basin washed out set cones for safety notified Tim from Highway
- h. Installed boards for second picnic table and stained, location Tread Wells
- i. Nick changed out dog feces container at East Morrisonville
- j. Brian weeded front of Complex flower bed
- k. Brian and Dick continued painting soccer fields
- l. Mowing staff, mowed and trimmed Cliff Haven and East Morrisonville Parks

July 27th

- 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. Brian weeded front of complex
- e. Nick changed out dog feces container at East Morrisonville
- f. Toni continued with cleaning and disinfecting Park buildings and all exterior restrooms
- g. Received installed new computer (old computer stooped working) caught up on monthly reports, answered e-mails
- h. Received report of HomeTown Hero banner becoming attached in front of Deno's restaurant located on rte.3, top band had snapped off due to winds replaced and straightened banner
- i. Steve concentrated on work order's generated from Erin
- j. Mowing staff mowed Cumberland Head, painted soccer fields moved goals in place, relocated bleachers

July 28th

- 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. Brian weeded flower beds
- e. Nick changed out dog feces container
- f. Toni continued cleaning and disinfecting Park Buildings, exterior restrooms

- g. Met with tech from Wells. Got camera system reconfigured
- h. Steve continued with work orders generated by Erin worked Cliff Haven, South Plattsburgh, East Morrisonville and West Plattsburgh
- i. Erin received complaint about piece of trimmer string in dog park, Steve picked string up and put in trashed.
- j. Dick and Brian continued painting of soccer fields, setting goals
- k. Mowing staff mowed and trimmed Guy Cedar and Town Mausoleum

July 29th

- a. Took tank and pump reads, record 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. Brian weeded flower beds
- e. Nick changed out dog waste container at East Morrisonville Dog Park
- f. Toni continued cleaning and disinfecting Park buildings, all exterior restrooms
- g. Steve continued with Erin's work orders
- h. Mowing staff mowing and trimming Cadyville
- i. Dick and Brian removing last steel soccer goal from West Plattsburgh in prep for season, received request from Erin, women's league requested more time for the use of West Plattsburgh fields which will delay soccer set up and change mowing staff schedule, reached out to her mentioned the delay, Erin stated no problem, result, there will be a delay in soccer field set up for West Plattsburgh.