



## **Bound Brook Borough Department of Public Works**

### **Monthly Report**

**May 2017**

#### **Grass Cutting/Leaves:**

- Cut all Borough properties as well as the high school and Smalley school

#### **Street Sweeping 1<sup>st</sup> full working week of each month:**

- Area 1 9 yards
- Area 2 6 yards
- Area3 6 yards
- Area 4 12 yards
- Total yards 33

#### **Metal Picked Up Town & Schools:**

- Total lbs 9,720.00
- Total price \$65.00

#### **Brush/ Yard Pick Up (monthly):**

- Dumped 50 yards

#### **Sewer Jobs:**

- 419 Union Ave
- West Brook In on Talmage Ave
- Union Ave Pharmacy 2 times
- 426 W Second St

#### **Blacktop/ Potholes**

- 4.02 Ton

#### **Trees Trimmed or Removed:**

- Removed
  - 249 Chestnut St
  - 341 St John St
  - Dumped 8 yards of wood chip

## **Facilities and Services:**

- Unclogged toilet at Borough Hall main hallway
- Unclogged toilet at BB Library
- Repaired toilet at BB Library
- Picked up and replaced toilet seat BBPD ladies locker room
- Replaced water filter at Rec Center
- Unclogged toilet at BB Library
- Put up no smoking signs at Borough Hall
- Repaired door handle at BB Library
- Put up shelves in tax office
- Picked up and installed furniture for PD and tax office

## **Foreman:**

- Daily attendance
- Daily time keeping
- Assigned daily jobs
- Daily paper work
- Daily trip to Borough Hall
- Pick up pay checks
- Assisted crew on jobs
- Checked pump station with sewer operator once a week
- Checked on citizen complaints
- Dumped truck for sweeper
- Removed and installed three new locks for Fire Dept display cabinet at Borough Hall
- Met T+M at Codrington Park to open filter room
- Met administrator at Smalley School about small lot of grass
- Met captain at #2 fire house, picked up gear for auction
- Moved men around for grass cutting
- Picked up 4 boxes at Somerset County for tax office
- Open crawl space for AC repair man at BB Library
- Met with contractor on 426 W Second St about sewer line
- Ordered more street signs
- Picked up parts and repaired fountain on Main St
- Met plumber on Union Ave about sewer line
- Met Ray on Main St about car show
- Put dye in sewer at West Brook to locate line
- Picked up hardware for street signs
- Picked up flowers with mayor for Monument on Union + Vosseller
- Picked up fence picket for fence repair on Hanken Rd

## **General Work:**

- Picked up trash for Resque Squad
- Replaced stop sign on Church + Second
- Picked up old hose at #2 Fire House for auction
- Installed new signs on Thompson Ave
- Painted yellow curb on Thompson Ave
- Replaced faded signs around town
- Cut and removed dead bush 539 Mountain Ave (fire hazard)
- Installed new sign + pole on John St
- Cut tree on Tea St ball field behind 625 Hanken Rd
- Replaced meter pole on Main St
- Picked up tree roots at Codrington Park removed by contractor doing sidewalks
- Fertilized Borough Hall + Monument on Union + Vosseller
- Dumped old cement at South County
- Cleaned catch basin with sewer truck
- Set up for auction
- Put up shade tree years signs
- Weeded library for Memorial Day
- Plant flowers for Memorial Day at Monument
- Picked up old fence at Codrington Park
- Mulched Monument + Borough Hall
- Put up flags on Union Ave and Main St
- Replaced flag on Main St
- Weeded island on Main St and Bolmer Dr
- Repaired fence on Hanken Rd
- Dropped off and picked up trailer at High School for parade
- Picked up barricades for bike race
- Dropped off chairs at Lawn Mower Shop for parade
- Cleaned up garbage on Union Ave green acres

## **Equipment Maintenance and Repairs:**

- Checked out and charged speed trailer for PD
- Replaced 2 front brake calipers and 2 brake lines on OEM#2
- Replaced 2 tires on 12 foot lawn trailer
- Gathered all DPW fire extinguishers for annual inspection
- Repaired lights, both fenders, and greased 12 foot trailer
- Removed salt spreader off truck #6
- Serviced salt spreader and stored for summer
- Checked all fluids on CAT Backhoe

- Checked all snow blowers and stored for summer
- Serviced truck #6
- Replaced 3 tires on 18 foot lawn trailer
- Repaired redmax weed trimmer
- Replaced throttle cable on 327 groundsmaster mower
- Checked both bobcat walk behind mowers
- Disassembled mower deck on 327 groundsmaster and ordered new bearings
- Installed new brake lever pin on bobcat walk behind mower
- Installed new clutch assembly on redmax weed trimmer
- Disassembled and ordered new bearings for Codrington Parks Kubota lawn tractor
- Checked 6 light towers for PD
- Worked on truck #1 not starting
- Dropped off truck #21 for E Test at D+R Repair
- Repaired garbage can for Billian Park
- Assembled all bearings, belts and blades for groundsmaster 327
- Weekly eye wash station flush
- Monthly fire extinguisher inspection
- Monthly check and testing of generator at Borough Hall and recorded hours for State of NJ
- Mechanic also helps with all DPW jobs and picks up all his parts and cleans his shop

**Total Hours: 819**

**Total Man Hours: 1771**

**Respectfully submitted**

**Foreman**

**Vince Orofino**

**Bound Brook DPW Man Hours May 2017**

<b>May</b>	<b>Man Hours</b>	<b>Total Time</b>	<b>Additional Info</b>
<b>Yard Debris</b>	138	46	
<b>Grass</b>	418	112	
<b>Sweeping</b>	32	32	
<b>Trees</b>	24	8	
<b>General</b>	526	198	
<b>Metal Pickup</b>	22	8	
<b>Foreman</b>	105	105	
<b>Sewer Jobs</b>	22	10	
<b>Mechanic Service</b>	120	120	
<b>Potholes</b>	48	6	
<b>Facilities</b>	108	32	
<b>Sick time out</b>	40	40	
<b>Personal days</b>	8	8	
<b>Floating holiday</b>	8	8	
<b>Special Events</b>	62	14	<b>Bike Race/Memorial Day</b>
<b>Safety Class</b>	34	6	
<b>Vacation</b>	56	56	
<b>Totals</b>	1771	819	