



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

### **Monthly Report**

**February 2017**

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

- No grass cut this month

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

- No sweeping this month

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

- Total lbs 840.00
- Total price \$36.60

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

- Still in truck not dumped yet

#### **Sewer Jobs:**

- 120 Linden Ave
- 201 Talmage Ave 2 times
- Checked sewer list 2 times this month
- Checked Mountain Ave pump station once a week and cleaned filters
- LaMonte School

#### **Blacktop/ Potholes**

- 6.0 Ton

#### **Trees Trimmed or removed:**

- Removed
  - 88 W Second St
  - 641 Hanken Rd
  - 666 N Meadow Dr
  - 514 Wheatland Ave

- 613 Legion Ct
- 8 W High St
- 420 Main St
- 102 W Second St
- W Main St railroad property fell in road
- Billian Park
- Trimmed
  - 115 LaMonte Ave
  - 527 Longwood Ave
  - Large branch 120 Farm Ln "storm damage"
  - 637 Hanken Rd
- Dumped
  - Woodchip: 24 yards
  - Logs & tree parts: 40 yards

### **Facilities and Services:**

- Fixed toilet valve at library
- Spackled wall & painted at library
- Put out recycling at library 2 times
- Hung up cabinet to wall at library
- Bled air out of water fountain after water meter replacement at library
- Unclogged toilet at Borough Hall hallway
- Moved boxes from Borough Hall to DPW storage
- Hung file holder in construction office
- Installed new window blind in Borough Hall
- Repaired sink in PD men's locker room

### **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
- Meeting at Borough Hall with DEP storm water
- Ordered window blind for borough Hall
- Worked on sign list to order

- Had new keys made for Borough Hall
- Attended staff meeting at Borough Hall
- Met inspector for Borough Hall generator
- Put up AC and boiler certificates at library
- Met contractor on Union and Washington St about sewer location
- Picked up shop supplies
- Emptied flag box at Borough Hall

### **General Work:**

- Replaced faded signs
- Removed old telephone box at train station
- Picked up tv at commuter parking lot
- Checked brooks and coverts
- Cleaned catch basin grates
- Picked up shopping carts
- Put up new sign dead end and Hayward St
- Repaired parking meters
- Worked on snow & ice 2/9, 2/10, 2/13
- Safety class

### **Equipment Maintenance and Repairs:**

- Checked all snow equipment and trucks before snow
- Repaired windshield washer hose on PD car#3
- Checked and adjusted snow equipment after snow storm
- Serviced truck #16 oil, grease, and filters
- Repaired water leak on sewer truck #16
- Adjusted brakes on truck #16
- Repaired boom swing on truck #16
- Repaired snow blower for Codrington Park
- Replaced metal plates for water tanks on truck #16
- Replaced tire on road for PD car #4
- Serviced garbage truck #2 oil, grease, and filters
- Replaced all belts on truck #2
- Charged AC on truck #2
- Repaired 2 tires on lawn tractor M-2
- 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: 597**

**Total Man Hours: 1169**

**Respectfully submitted**

**Foreman**

**Vince Orofino**

**Bound Brook DPW Man Hours February 2017**

<b>February</b>	<b>Man Hours</b>	<b>Total Time</b>	<b>Additional Info</b>
Yard Debris	16	8	
Grass	0	0	
Sweeping	0	0	
Trees	328	79	
General	1854	88	
Metal Pickup	16	8	
Foreman	66	66	
Sewer Jobs	36	16	
Mechanic Service	124	124	
Potholes	78	26	
Facilities	74	31	
Sick time out	40	40	
Personal days	0	0	
Floating holiday	0	0	
Special Events	0	0	
Safety Class	12	4	
Vacation	80	80	
Snow/Salt	115	27	2/9, 2/10, 2/13
<b>Totals</b>	<b>1169</b>	<b>597</b>	