



# TOWN OF PLATTSBURGH

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[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 May 2022

### May 2<sup>nd</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 Park buildings and all exterior restrooms, also picked trash from fields, checked fire extinguishers and cleaned and disinfected break room area
- e. Dick and Brian worked on prepping baseball fields at Cumberland Head, installing red clay, raking out bases installing bases as per Erin's request
- f. Nick performed trash run throughout the Parks, Lapierre Lane area and disc golf course area's also East Morrisonville Dog Park, Nick rejoined Dick and Brian assisting with ball fields
- g. Team moved fireproof filing cabinet in Business office to new location designated by Karen Provost
- h. Rick and Steve, swept, vacuumed and damp mopped Town Mausoleum also started raking and cleaning up exterior grounds repairing grounds from winter plowing
- i. Took monthly pump reads to facilitate in billing outside sources usage.

### May 3<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 Court Clerk's area
- d. Toni continued on with cleaning and disinfecting Park buildings and all exterior restrooms, while at Park sites also picked grounds, checked fire extinguishers in Park buildings, cleaned and disinfected break room
- e. Dick tightened tennis and pickle ball nets, removed all hand sanitizing brackets off of ball fields as per Erin's request and removed trash left at Wallace Hill Park left by building rental
- f. Brian and Nick finished stripping ball fields and removed old soccer goals, goals will be replaced with new goals
- g. Dick left early for doctor's appointment

- h. Steve and Rick made streetlight repairs located throughout the Town, 37 Pine Ridge T#0184 replaced 100 watt H.P.S. bulb, 134 Park Row was called in made repairs same morning light head was called in, 37 Rugar Park Way T#0882 replaced 100 watt H.P.S. bulb and photo control eye, 226 Sharon Ave. streetlight belong to MLD made notification to MLD and 34 Lake Shore Dr. T# 1141 replaced mercury head with L.E.D.
- i. Team returned to Town Mausoleum raked out and top soiled where needed also seeded

#### May 4<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 Park buildings and all exterior restrooms, also she picked grounds as she cleaned Parks.
- e. Team removed all Covid 19 related materials from business office and stored in the back shop as per Pat's request
- f. Brian and Nick adjusted all swings throughout the Parks as per Erin's request following safety guide lines
- g. Brian compiled list of palletized items due to be auctioned off
- h. Put scraped metal post from old soccer goals in back of pole barn, once all steel items are collected will recycle and turn check over to business office.
- i. Steve mounted new eye wash/shower placards throughout the shop areas
- j. Installed tool box on Stephen's work truck
- k. Team installed sweeps on all shop doors as per rodent control officer suggested
- l. Set divider wall up in main meeting room as per Emillie's work order

#### May 5<sup>th</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. Took wall divider down
- e. Toni continued on with cleaning and disinfecting Park buildings and all exterior restrooms, checking doggy bags throughout the Parks
- f. Dick, Brian and Nick started mowing and trimming East Morrisonville Park and the Dog Park
- g. Rick and Stephen pulled weeds and cleaned flower beds at Town Mausoleum, started mulching the beds, gathered the team when daily tasks were completed, all hands jumped in to complete mulching at Mausoleum
- h. Staff cleaned mowers and trimmers at end of day
- i. Took delivery of new soccer goals Erin ordered stored in pole barn

#### May 6<sup>th</sup>

- a. Stephen on vacation 5/6 thru 5/9 returning on the 10<sup>th</sup>
- b. Took tank and pump reads, recorded fuel reconciliations
- c. Cleared undergrounds as they were received
- d. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's office
- e. Dick prepped trailers and mowers made ready to continue on with mowing Cadyville Park area

- f. Transported book shelf from business office to back shop cutting down size, as per Karen's request, will reinstall when cut down and repainted
- g. Returned to Town Mausoleum started washing windows to complete spring cleaning project
- h. Toni continued on with cleaning and disinfecting Park buildings and all exterior restrooms, also picking trash from surrounding grounds.
- i. Team mowed Cadyville, West Plattsburgh, East Morrisonville and Tread Wells Parks

#### May 9<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, picking grounds as she moved throughout the Parks.
- e. Team mowed and trimmed Town complex
- f. Nick performed trash run throughout the Parks
- g. Dick and Brian continued on mowed and trimmed Town Mausoleum
- h. Started cutting down book shelf retrieved from business office as per Pat's request
- i. Dick repaired table at May Currier building
- j. Team mowed onto moving Guy Cedar and Wallace Hill Parks
- k. Received request from Erin pertaining to lockset located at Cadyville Park building, after examining lockset determined needed replacement

#### May 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 town complex and Court Clerk's office area
- d. Toni continued on with cleaning and disinfecting Park buildings checking dog bags and picking grounds
- e. Mowed grass at Town complex
- f. Dick, Brian and Nick started mowing and trimming Cumberland Head, Cliff Haven and South Plattsburgh
- g. Rick and Steve completed window cleaning at Town Mausoleum
- h. Changed out lockset at Cadyville Park building made keys for staff and for Rec. dept.
- i. Gave Tim from highway extra barrel keys for diesel and gas pumps as requested
- j. Brought boxes to County Building as per Tax receivers request
- k. Worked on repurposing shelving for business office

#### May 11<sup>th</sup>

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Marked out undergrounds located on Fox Fire, Melody Lane and Barcomb Ave. as per requested VIA request from Charter comm.
- d. Toni, Brian and Nick cleaned and disinfected Town complex and Court Clerk's office
- e. Toni continued on with cleaning and disinfecting Park buildings, removed trash from Park buildings, could not access May Currier due to construction vehicles blocking entrance

- f. Dick, Brian and Nick continued on with mowing Town sign's, Town Historical Marker's and Town cemeteries
- g. Received work order to perform repairs to playground equipment located at Cadyville Park, repaired climbing equipment as per Erin's request
- h. Picked up replacement belt for Z900 mower deck for Bruce from Dragoon's
- i. Finished painting repurposed shelf unit for Business office installed
- j. Spoke with Erin about raising fencing located at new basketball court in Tread Wells, safety concern, balls bouncing out in road, designed system to raise fencing to 10 ft. height will proceed on the 12<sup>th</sup> to repair

#### May 12<sup>th</sup>

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Toni took sick day
- d. Brian and Nick cleaned and disinfected office complex and Court Clerk's office
- e. Received request to transport files from business office down to vault and retrieve files from vault to bring to business office, also brought shredding materials to containment room as per Pat's request
- f. Nick cleaned May Currier building in prep for rental
- g. Team continued on mowing and trimming Goodspeed cemetery, Wallace Hill cemetery, moved bench at Cadyville fields, reset 3<sup>rd</sup> base on field 1 filled pot hole near base 3 reset pitchers mounds as per Erin's work order
- h. Staff began fabricating additional fencing to change height of chain link located at Tread Wells

#### May 13<sup>th</sup>

- a. Took tank and fuel 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. Team started mowing East Morrisonville Park
- e. Toni continued on with cleaning and disinfecting Park buildings and all exterior restrooms, checked all dog bags throughout the Parks
- f. Rick and Steve ran CAT.6 telecommunication wire in Bay 1 of Highway Dept. as per Pat's request, Steve informed Pat of progress
- g. Completed receipts, time sheets and fuel receiving slips turned over to finance office
- h. Continued on refabricating basketball court fencing
- i. Lined Cadyville ball fields, mowed and trimmed Cadyville Park and East Morrisonville Park
- j. Dick worked on Erin's work orders, reattached fence post by backstop in Cadyville Park, cut screw tips in dug outs left by contractors from Lowes, filled in hole by third base on field two, leveled bases on field one, moved bleachers to designated areas, East Morrisonville field 2, replaced designated bases repaired fence post near backstop.

#### May 16<sup>th</sup>

- a. Dick called in sick
- b. Took tank and pump reads, recorded fuel reconciliations
- c. Cleared undergrounds as they were received
- d. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's office

- e. Brian performed inspections on all fire extinguishers throughout Town complex, Steve inspected eye wash stations throughout shop areas
- f. Toni continued on with cleaning and disinfecting Park buildings, all exterior restrooms and picked grounds throughout the Parks
- g. Nick performed trash run throughout the Parks, re-lined baseball fields located at Cumberland Head and east Morrisonville Parks
- h. Rick, Brian and Steve completed raising fencing around Tread Wells basketball court addressing any safety concerns about balls bouncing out into road, also reattached basketball rims and raised up to height determined by Erin
- i. Team cut and trimmed grass at Town Mausoleum

#### May 17<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, picked grounds and check dog waste bags at each Park
- e. Team started loading wood chips on Tread Wells Park playground area specific to Erin's instructions.
- f. Worked on repairing playground equipment at Cadyville Park and also Tread Wells Park area's

#### May 18<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 Park buildings, exterior restrooms, picked grounds and check dog waste bags
- e. Team finished mulching Tread Wells Park playground, moved on and started East Morrisonville Park
- f. Returned to Town at end of shift loaded up dump truck making ready for next day

#### May 19<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. Mowed and trimmed around Town Complex
- e. Toni continued on with cleaning and disinfecting Park buildings, exterior restrooms, picking grounds and checking dog waste bags
- f. Received request from Erin to install additional trash receptacle and to attach the dog waste bag post located near new playground location, can was installed and fastened to post
- g. Gathered team to complete East Morrisonville wood carpet install on playground area, depleted wood carpet at Town drop off site, loaded up equipment to remove unused wood carpet from Cumberland Head location left from contractor, transporting wood carpet to help complete East Morrisonville
- h. Steve fabricated new window screen for W.W.W. lower office

May 20<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 on with cleaning and disinfecting Park buildings and all exterior restrooms, picked grounds and checked dog waste bags
- e. Team continued on with the retrieval of wood carpet from Cumberland Head Park and transported over to East Morrisonville for use on playground area
- f. Replaced broken tail light lens on kayak trailer
- g. Met with Erin and Chuck to discuss hiring of part-time help associated with grounds maintenance crew
- h. Reached out to prospective part-time helper left message at 9:00 A.M. awaiting response
- i. Moved kayak's out of pole barn for Erin
- j. Steve installed additional trash can at Cadyville boat launch area
- k. Team loaded remaining wood carpet located at Cumberland Head Park, dropped at East Morrisonville Park, cut and trimmed grass at East Morrisonville Park and Dog Park
- l. Staff marked out undergrounds called in late morning

May 23<sup>rd</sup>

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds received over the weekend
- c. Stephen and Dick marked out undergrounds in Wallace Hill area and Baker Rd. subdivision
- d. Toni, Brian and Nick cleaned and disinfected Town complex and Court Clerk's office area
- e. Toni continued on cleaning and disinfecting throughout the Parks, all exterior restrooms and checked dog waste bags as she moved on
- f. Nick performed trash run throughout the Parks, Town Mausoleum, Lapierre Lane and Cadyville beach
- g. Team continued on spreading remaining mulch gathered from Cumberland Head at East Morrisonville playground
- h. Dick, Brian and Nick continued on mowing and trimming, concentrating on Parks with ball fields so as to make up time lost from installing wood carpet
- i. Rick and Steve started installing HOME TOWN HERO banners in prep for Memorial Day.

May 24<sup>th</sup>

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Dick and Steve re-hung basketball rim that was taken off of court located at Wallace Hill Park and made repairs to playground equipment as per Erin's work order
- d. Toni, Brian and Nick cleaned and disinfected office complex and Court Clerk's office area
- e. Dick, Brian and Nick continued on mowing and trimming Park's concentrating on baseball fields.
- f. Toni continued on with cleaning and disinfecting Park buildings, all exterior restrooms, picked grounds and checked all dog waste bags

- g. Dick and Steve rehung basketball rim at Wallace Hill Park
- h. Set up paint and supplies for repainting playground equipment as per Erin's request
- i. Rick and Steve continued on Home Town Hero Banners
- j. Dick, Brian and Nick continued on with mowing and trimming of Cumberland Head and Wallace Hill Parks

May 25<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. Met with N.Y.S.E.G. at Cliff Haven Park for change out of gas meter
- e. Toni continued on with cleaning and disinfecting of Park buildings and all exterior restrooms, picking grounds and checking dog waste bags.
- f. Rick and Steve continued on with Home Hero Banners
- g. Dick, Brian and Nick continued on with mowing and trimming of Parks continuing on to Cadyville Boat launch, Cadyville Park, May Currier and Town Mausoleum, also mowed Disc Golf course

May 26<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, picked grounds and checked dog waste bags
- e. Dick, Brian and Nick continued on with mowing and trimming, Cliff Haven, Goodspeed cemetery and Halsey Court
- f. Rick and Steve completed Home Town Hero banner installs
- g. Replaced L.E.D. post light located on Marie Dr.
- h. Cut grass on Bullis Rd for W.W.W's plant
- i. Completed work order's for streetlight repairs located at 5 Oswego Lane T# 0772 rewired disconnect and replaced photo control eye, Iroquois Ave T#0793 replaced 100 watt H.P.S. bulb and photo control eye and 27 Seneca Dr. T# 0743 replaced 100 watt H.P.S. bulb and photo control eye

May 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 area
- d. Dick, Brian and Nick mowed and trimmed Historical markers, Town welcome signs, Gougeville springs and Banker Cemetery
- e. Received call about loose banners, made adjustment and received request for banner to be relocated
- f. Received phone call about streetlight that had been removed by N.Y.S.E.G. located at dead end road on Rocky Point, installed light arm and light head re-energized, also repaired streetlight at intersection of Rocky Point and Cumberland Head road
- g. Met with driver to deliver wood carpet to Cadyville Park

May 31<sup>st</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. Rick and Steve began wood carpet at Cadyville Playground area, started transporting remainder of wood carpet to West Plattsburgh
- e. Toni continued on with cleaning and disinfecting Park buildings and all exterior restrooms, picked grounds at Park locations and checked dog waste bags
- f. Dick and staff cut grass at Town complex moving on to cutting grass and trimming Tread Wells and South Plattsburgh Parks