



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 December 2022

December 1st

- Rick took tank and pump reads, recorded fuel reconciliations
- Rick cleared undergrounds as they were received
- Toni cleaned and disinfected office complex and Court Clerk's office area
- Toni continued cleaning and disinfecting Park buildings, exterior restrooms throughout the Parks
- Nick checked Dog park trash and checked town Mausoleum
- Toni checked all fire extinguishers in the Rec buildings
- Staff worked on parade float
- Brian repaired two toilet seats in the upfront bathrooms

December 2nd

- Rick took tank and pump reads, recorded fuel reconciliations
- Steve cleared undergrounds as they were received
- Toni and Nick cleaned and disinfected office complex and Court Clerk's office area
- Toni continued cleaning and disinfecting Park buildings, exterior restrooms throughout the Parks
- Nick checked Dog park trash and checked town Mausoleum
- Staff worked on parade float
- Dick repaired Erin's cabinet door in her office
- Dick met with Nyseg at East Morrisonville to change the regulator on the natural gas line
- Nick checked all fire extinguishers, eye wash stations and safety showers in the town hall

December 5th

- Steve off
- Rick took fuel reads, recorded fuel reconciliations
- Cleared undergrounds as they were received
- Toni and Nick cleaned and disinfected town complex and court clerk's area
- Staff started disassembly of holiday float, stored components in proper place

- Received notice from parks about Wallace Hill park building problem with panic bar sticking, diagnosed problem. Fixed, renter didn't unlock panic bar and also took the allen key with them.
- Toni continued with cleaning and disinfecting park buildings
- Nick performed trash run throughout the parks, checking dog park and town mausoleum.
- Received call from W.W.W Fonze Rushford pertaining to repairing water leak at Cadyville Rec park exposed wires, dispatched Dick to check and clean exposed wires
- Aired up tires on backhoe, got hoe running, moved to the front of the pole barn.
- Hung Erin's cabinet door in her office

December 6th

- Steve off
- Rick took fuel reads, recorded fuel reconciliations
- Cleared undergrounds as they were received
- Toni and Nick cleaned and disinfected town complex and court clerk's area
- Toni continued with cleaning and disinfecting park buildings
- Nick checked dog park trash and town mausoleum
- Staff cleaned and organized shop, stored all materials for repurposing.
- Staff continued dismantling holiday float
- Staff assisted buyer for backhoe load up
- Met with IT individuals, they requested an outlet install and since it was never scheduled or planned, it will have to wait until tomorrow
- Purchased and installed a door shade per Karen's request

December 7th

- Steve off
- Rick took fuel reads, recorded fuel reconciliations
- Cleared undergrounds as they were received
- Toni and Nick cleaned and disinfected town complex and court clerk's area
- Toni continued with cleaning and disinfecting park buildings
- Nick checked dog park trash and town mausoleum
- Staff assisted the IT company in running an outlet for the conference room upgrade
- Received a safety complaint from highway deputy about a new light that is out on the intersection of ridge way and Wallace hill. Rick responded and discovered the problem and decided to make the repairs since it was unsafe to leave, and he witnessed the issue. Was notified to not do anymore repairs on streetlights due to the contract with NYPA

December 8th

- Brian called in sick
- Rick took fuel reads, recorded fuel reconciliations
- Cleared undergrounds as they were received
- Toni and Nick cleaned and disinfected town complex and court clerk's area
- Toni continued with cleaning and disinfecting park buildings
- Nick checked dog park trash and town mausoleum
- Rick primed the propane cabinet for Bruce
- Steve attended Department head meeting
- Staff cut down dead section of a tree at May Currier due to safety concerns
- Staff took dead wood to the pit

- Nick did supply run to Mac's supply
- Nick changed out urinal splash guards
- Steve met with Erin to discuss future projects for the Parks

December 9th

- Dick called in sick
- Steve took fuel reads, recorded fuel reconciliations
- Cleared undergrounds as they were received
- Toni and Nick cleaned and disinfected town complex and court clerk's area
- Toni continued with cleaning and disinfecting park buildings
- Nick checked dog park trash and town mausoleum
- Steve had a meeting with Erin, Chuck and Dana
- Steve and Rick checked all open street light job orders to see if they have been repaired with new LEDs
- Steve and Rick met with Erin at Cadyville trails to discuss future repairs with 2 different contractors
- Nick and Brian put in plow markers at the town mausoleum
- Nick and Brian put back rack and plow back on Dicks truck
- Nick made a supply run to Ace for painters' tape

December 10th

- Steve and Nick in to prep for Covid fogging

December 12th

- Dick off (COVID), Toni to leave for an hour, Rick out at 9AM
- Steve took fuel reads, recorded fuel reconciliations
- Cleared undergrounds as they were received
- Toni and Nick cleaned and disinfected town complex and court clerk's area
- Toni continued with cleaning and disinfecting park buildings
- Staff messed with both plows (solenoid issues), got one going with W/WW plow
- Staff cleared snow and sidewalks at town hall
- Brian helped Russell repair both of our plows (thanks to highway and Russell for doing so)

December 13th

- Dick off (COVID), Rick left early sick to get PCR test
- Steve took fuel reads, recorded fuel reconciliations
- Cleared undergrounds as they were received
- Toni and cleaned and disinfected town complex and court clerk's area
- Toni continued with cleaning and disinfecting park buildings
- Staff put cleaning supplies up front, masks, gloves, and QUAT spray
- Staff cleaned up snow at parks and checked sidewalks to be salted
- Brian and Steve checked the preexisting street light job orders to verify that they have been changed to LED
- Steve and Brian marked out UFPOs for Cadyville and Cumberland Head ice rinks
- Brian and Nick prepped and gathered materials for the ice rinks
- Steve and Brian went to West Plattsburgh to investigate installing lights at the pickleball courts

December 14th

- Dick called in sick, Rick off sick(awaiting PCR results)
- Steve took fuel reads, recorded fuel reconciliations
- Steve cleared undergrounds as they were received
- Toni and Nick cleaned and disinfected town complex and court clerk's area
- Toni continued with cleaning and disinfecting park buildings
- Brian and Steve split conference room per job order
- Brian and Steve cleaned up snow drifts at the town hall
- Staff worked on prepping/setting up ice rinks
- Steve prepared resolution for the purchase of a sander for the department
- Steve moved boxes for water and wastewater per Barb Miner

December 15th

- Rick off(COVID)
- Steve took fuel reads, recorded fuel reconciliations
- Steve cleared undergrounds as they were received
- Toni and Nick cleaned and disinfected town complex and court clerk's area
- Toni continued with cleaning and disinfecting park buildings
- Dick and Brian checked doors up front on planning entrance that wouldn't unlock
- Dick and Brian tore down the divider in the conference room for the holiday breakfast
- Brian installed the snowblower attachment on the Kubota for the upcoming storm
- Staff attended holiday breakfast
- Brian and Dick went to Dragoon's to pick up repair parts for our Kubota
- Steve and Nick went to Lowe's for supplies

December 16th

- Rick off(COVID)
- Steve took fuel reads, recorded fuel reconciliations
- Steve cleared undergrounds as they were received
- Toni and Nick cleaned and disinfected town complex and court clerk's area
- Toni continued with cleaning and disinfecting park buildings
- Staff will be working on clearing the snow at all town buildings and the Mausoleum today
- Steve completed departmental vouchers
- Dick installed new lockset on the back door in the shop
- Snow removal
- Dick and Brian stayed after to keep up with the sidewalks and parking lot for the office staff leaving at 430

December 17th

- Staff came in to do snow removal at the town hall, mausoleum and the three rented buildings

December 19th

- Toni scheduled day off, Rick out at 9AM
- Steve took fuel reads, recorded fuel reconciliations
- Steve cleared undergrounds as they were received
- Brian and Nick cleaned and disinfected town complex and court clerk's area

- Nick continued with cleaning and disinfecting park buildings, trash removal at all parks
- Brian worked on getting the sheer pin changed in the Kubota
- Staff continued snow removal in ALL park buildings
- Brian and Dick cleared sidewalk in Cadyville and Mausoleum
- Steve cleaned Chevy work truck

December 20th

- Toni scheduled day off, Rick/Steve out at 9AM
- Rick took fuel reads, recorded fuel reconciliations
- Steve cleared undergrounds as they were received
- Nick cleaned and disinfected town complex and court clerk's area
- Nick continued with cleaning and disinfecting park buildings, trash removal at all parks
- Brian and Steve cleared the snow from the generator building
- Steve brought 6 boxes of paper down to the court office
- Steve reset both security cameras
- Dick and Brian checked the sidewalks at all the Park buildings
- Rick worked on setting up a shelf in the mechanic's office
- Dick, Brian, and Nick started hauling the snowbanks out at the Mausoleum

December 21st

- Toni scheduled day off, Rick/Steve out at 9AM
- Steve took fuel reads, recorded fuel reconciliations
- Steve cleared undergrounds as they were received
- Nick cleaned and disinfected town complex and court clerk's area
- Nick continued with cleaning and disinfecting park buildings, trash removal at all parks
- Rick and Steve re routed the CAT cable in the Mechanics office
- Dick and Brian checked all the sidewalks at the park buildings
- Dick, Brian, and Nick finished removing all the snow at the Mausoleum and took the snow off the roof.
- Staff also got on the roof at the Mausoleum and shoveled out all the roof drains for the high temps coming in on Friday
- Steve and Rick went to Cliff Haven to check and see if a new fixture was fixed by the contractors

December 22nd

- Toni scheduled day off, Rick/Steve out at 9AM
- Steve took fuel reads, recorded fuel reconciliations
- Steve cleared undergrounds as they were received
- Nick cleaned and disinfected town complex and court clerk's area
- Nick continued with cleaning and disinfecting park buildings, trash removal at all parks
- Steve caught up on the paperwork from the week
- Rick installed a new dual gang outlet at the mechanic's bench for Russell
- Dick installed the shelf in the mechanic's office for Storedtech per Pat
- Brian removed all recyclables from the office's up front
- Steve moved two boxes from Barb's desk to Val's desk per Barb
- Dick and Brian went to finish the one side of the roof at the Mausoleum
- Nick changed out the batteries in the men's paper towel dispenser
- Staff patched the skylight leak in the front offices

- Staff removed mural in Erin/Jordanne's office and prepped for paint
- Dick looked at the front door lock

December 23rd

- Brian scheduled day off, (Everyone out at 9AM)
- Steve took fuel reads, recorded fuel reconciliations
- Steve cleared undergrounds as they were received
- Toni and Nick cleaned and disinfected town complex and court clerk's area
- Toni cleaned May Currier building as it was the only one rented, none rented this weekend, per list
- Nick checked dog park trash and town mausoleum
- Staff worked on clearing the parking lot at the town hall, park buildings and Mausoleum
- Steve did weekly vouchers
- Nick and Rick unclogged stair drain
- Rick and Steve in after 9AM for OT for the roof leaking all over the offices

December 24th

- Received a call from Tim in highway about one of the diesel pumps causing an issue. Rick in for OT to tag out one of the Diesel pumps and to salt/plow the Mausoleum

December 27th

- Rick, Dick, and Brian off. Steve out at 9AM
- Steve cleared undergrounds as they were received
- Steve took fuel reads, recorded fuel reconciliations
- Toni and Nick cleaned and disinfected town complex and court clerk's area
- Toni cleaned May Currier building as it was the only one rented, none rented this week, per list
- Nick and Toni checked dog park trash and town mausoleum, Cadyville outside bathroom
- Nick and Toni went to Lowe's to get paint supplies
- Steve checked diesel pump nozzle from this weekend's issue with Nick, everything is working now...possibly had ice inside the plunger
- Nick and Toni started prepping and painting Erin/Jordanne's office

December 28th

- Rick, Dick, and Brian off. Steve out at 915AM
- Steve took fuel reads, recorded fuel reconciliations
- Steve cleared undergrounds as they were received
- Toni and Nick cleaned and disinfected town complex and court clerk's area
- Nick cleaned May Currier building as it was the only one rented, none rented this week, per list
- Nick checked dog park trash and town mausoleum, Cadyville outside bathroom
- Staff continued painting Erin/Jordanne's office
- Staff finished painting Erin/Jordanne's office then cleaned and help put things back
- Staff shoveled and salted the sidewalk to the front offices

December 29th

- Rick out at 630am, Dick, and Brian off
- Steve cleared undergrounds as they were received
- Steve took fuel reads, recorded fuel reconciliations

- Toni and Nick cleaned and disinfected town complex and court clerk's area
- Staff plowed town hall, Mausoleum, Cadyville rec building, Cadyville beach, East Morrisonville Park
- Staff started cleaning the breakroom and shop
- Staff went to the County Treasurer to pick up paperwork for the Tax Receiver
- Steve and Nick fixed some things for the new router going into the highway shop per Storedtech, will have to continue tomorrow.

December 30th

- Brian scheduled day off
- Steve took fuel reads, recorded fuel reconciliations
- Steve cleared undergrounds as they were received
- Toni and Nick cleaned and disinfected town complex and court clerk's area
- Nick checked dog park trash and town mausoleum
- Dick put a second coat on the skylight patch and the sheetrock patch near Pat's door
- Dick redid the shelves in Erin's office
- Rick and Steve troubleshoot the CAT line in highway department
- Steve and Rick took monthly fuel reads
- Steve attended NYPA meeting at 830AM
- Nick reorganized paint room and tool crib
- Dick and Nick replaced ceiling tiles that had stains on them around the town
- Steve and Rick re-ran the CAT6 cable to the router. Router now works in highway bay