



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 November 2022

November 1st

- Took tank and pump reads, recorded fuel reconciliations
- Cleared undergrounds as they were received
- Brian checked Dog park trash and checked town Mausoleum
- Toni cleaned and disinfected office complex and Court Clerk's office area
- Toni continued cleaning and disinfecting Park buildings, exterior restrooms throughout the Parks
- Brian set up the tables and chairs for Tuesday May Currier rental
- Staff prepped and went to May Currier to pour the sidewalk for the playground
- Staff finished the concrete pour and covered with poly due to a rain shower

November 2nd

- Toni took a sick day
- Took tank and pump reads, recorded fuel reconciliations
- Cleared undergrounds as they were received
- Brian checked Dog park trash and checked town Mausoleum
- Nick/Brian cleaned and disinfected office complex and Court Clerk's office area
- Nick continued cleaning and disinfecting Park buildings, exterior restrooms throughout the Parks
- Staff worked on the last landing of the court stairs
- Staff backed in highway's trailer for the parade float
- Staff went down to pull concrete forms off May Currier sidewalk and begin bringing in more fill to finish project
- Dick and Rick finished the court stair treads
- Steve and Brian brought in fill and started finishing up May Currier project
- Received a call about someone sleeping in the Mausoleum. Rick and Dick went to verify and there was someone sleeping there. Steve notified Clinton County Sheriff's Department.

November 3rd

- Took tank and pump reads, recorded fuel reconciliations
- Cleared undergrounds as they were received

- Nick checked Dog park trash and checked town Mausoleum
- Toni cleaned and disinfected office complex and Court Clerk's office area
- Toni continued cleaning and disinfecting Park buildings, exterior restrooms throughout the Parks
- Rick and Brian went back to May Currier to finish topsoiling over the fill we used to build the area up; also, to paint the parking lot spaces.
- Dick, Nick, and Steve went to Cadyville to finish the rock/guardrail project.
- Dick, Nick and Steve picked up the area where the rocks were dumped
- Steve, Dick and Rick went to pick up the trees for planting at Cook and Gardener for the Planning Department
- Brian and Nick went back to May Currier to finish painting the handicap emblem on the asphalt

November 4th

- Took tank and pump reads, recorded fuel reconciliations
- Cleared undergrounds as they were received
- Nick checked Dog park trash and checked town Mausoleum
- Toni cleaned and disinfected office complex and Court Clerk's office area
- Toni continued cleaning and disinfecting Park buildings, exterior restrooms throughout the Parks
- Dick and Brian went to May Currier to seal the sidewalk
- Rick completed the job order to drill signs for Planning Department
- Rick and Steve went to fix 2 hometown hero banners
- Staff went to Smithfield BLVD to plant 10 trees for Planning Dept.
- Steve attended NYPA construction update meeting
- Rick and Steve went to mark out a UFPO to set a bench for Planning dept on Cumberland head Rd.
- Dick and Brian went to take caution tape off sidewalk since the sealer is dry
- Steve received the recyclable bins for NYPA project
- Brian and Dick cleaned the concrete forms from the May Currier project

November 7th

- Rick scheduled day off
- Took tank and pump reads, recorded fuel reconciliations
- Cleared undergrounds as they were received
- Nick checked Dog park trash and checked town Mausoleum
- Nick did weekly trash run at all the parks and disc golf course
- Toni cleaned and disinfected office complex and Court Clerk's office area
- Toni continued cleaning and disinfecting Park buildings, exterior restrooms throughout the Parks
- Dick and Brian replaced the condensate filter in highway Bay 10
- Dick and Brian went to Cliff Haven Park to finish brush hogging around the tennis court
- Steve did the vouchers
- Brian and Dick dug up South Plattsburgh septic tank so it can be pumped out
- Dick left work sick at 9 AM
- Steve went to shut down West Plattsburgh outside bathroom for the winter and noticed that the inside door was kicked in and broken. Notified Erin and took the door down

- Brian and Steve took the broken door down at West Plattsburgh and reframed the door jam in so the door can get replaced on Wednesday 11/09/2022
- Nick built all 3 benches that are to be installed for Planning
- Staff assisted loading the auctioned off docks
- Staff supplied upfront bathrooms with extra supplies for Election Day

November 8th

- ALL OFF/ELECTION DAY

November 9th

- Rick scheduled day off
- Took tank and pump reads, recorded fuel reconciliations
- Cleared undergrounds as they were received
- Nick checked Dog park/Cadyville trash and checked town Mausoleum
- 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
- Dick and Brian went to South Plattsburgh to cover the septic tank cover
- Dick and Brian worked on installing a new door at West Plattsburgh Park
- Steve attended meeting with Chuck and Dana at 630AM
- Steve attended safety meeting at 730AM
- Steve and Nick mowed/trimmed at Sunset Dr per Mike for the renaming event
- Nick started cleaning the Cliff Haven Tennis court leave/trees
- Steve and Brian fixed a Hometown Hero Banner on Smithfield/Bank St

November 10th

- Rick scheduled day off
- Took tank and pump reads, recorded fuel reconciliations
- Cleared undergrounds as they were received
- Nick checked Dog park/checked town Mausoleum
- 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 all fire extinguishers at the town hall and the eye wash/shower stations
- Dick and Brian finished the door install at West Plattsburgh
- Nick went to finish the tennis court job at Cliff Haven
- Brian and Nick took both traps apart in the Men's bathroom to check for clogs
- Dick and Brian went to Cliff Haven to finish brush hogging around the court and to give Nick a hand wrapping up that job order
- Dick went and locked East Morrisonville outside bathroom for the winter
- Steve and Dick took the ramps off the trailer that is going to be used for the parade
- Steve did the vouchers

November 11th

- ALL OFF/VETERAN'S DAY

November 14th

- Steve scheduled day off
- Rick took tank and pump reads, recorded fuel reconciliations
- Rick cleared undergrounds as they were received
- Nick did trash run at all park buildings
- Toni cleaned and disinfected office complex and Court Clerk's office area
- Toni continued cleaning and disinfecting Park buildings, exterior restrooms throughout the Parks
- Rick and Dick made forms for seat at Champy sign at Cumberland Head, tied chairs and mesh
- Dick and Rick, Brian started on Hometown Hero banner removal
- Dick and Rick took delivery of 85" TV and stored in Main Meeting room
- Dick and Rick, Brian got called for a clogged toilet, unclogged and mopped the floor
- Dick and Rick set wall up in conference room, then took down after meeting
- Rick met with Jess to discuss the install of the holiday banners
- Nick dug out the pad by hand for the hair near the Champy sign
- Nick swept the Mausoleum

November 15th

- Steve scheduled day off
- Rick took tank and pump reads, recorded fuel reconciliations
- Rick cleared undergrounds as they were received
- Nick check dog park trash and Mausoleum
- Nick set the tables for the Tuesday rental at May Currier
- Toni cleaned and disinfected office complex and Court Clerk's office area
- Toni continued cleaning and disinfecting Park buildings, exterior restrooms throughout the Parks
- Dick and Rick installed Veteran Plaques at the Mausoleum
- Staff continued working on taking down Hometown hero banners and installing the holiday banners on Smithfield Blvd
- Staff moved leftover auction pallets for snowstorm prep
- Staff came back and installed plows for the incoming storm
- Highway mechanic Russell Heath repaired issues we have been having with the plows in the past. All working GREAT! Thank you to Russell

November 16th

- Steve scheduled day off
- Rick took tank and pump reads, recorded fuel reconciliations
- Rick cleared undergrounds as they were received
- Nick check dog park trash and Mausoleum
- Toni cleaned and disinfected office complex and Court Clerk's office area
- Toni continued cleaning and disinfecting Park buildings, exterior restrooms throughout the Parks
- Staff started snow removal at the Town Hall and all Park Buildings
- Rick received report that Bay 6 door in Highway had been hit by a Plow Truck, he gave permission to Overhead Door(they were driving by and saw it) to help repair temporarily. This is the door that just had the track repaired and will now NEED a new door
- Nick and Brian shoveled all town building and salted

November 17th

- Steve scheduled day off
- Rick took tank and pump reads, recorded fuel reconciliations
- Rick cleared undergrounds as they were received
- Nick check dog park trash and Mausoleum
- Toni cleaned and disinfected office complex and Court Clerk's office area
- Toni continued cleaning and disinfecting Park buildings, exterior restrooms throughout the Parks
- Staff cleaned up from snow removal
- Staff finished the banners
- Rick received report from Water and Sewer that the water usage at Cadyville Rec Park was extremely HIGH, determined that the line in between the meter pit and the building is leaking somewhere. Building is temporarily closed until repair can be made.
- Staff picked up materials for the holiday float and started working on it.

November 18th

- Steve scheduled day off, Rick to leave early
- 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
- Staff cleaned up snow, shoveled and salted
- Dick posted temporarily closed signs at Cadyville Park
- Staff worked on float
- Toni left early SICK
- Dick left early for Doctor's appointment
- Nick put up a new paper towel dispenser in Men's room
- Brian took down Hometown Hero banners in front of the Town hall

November 21st

- Dick scheduled day off
- Rick took tank and pump reads, recorded fuel reconciliations
- Rick cleared undergrounds as they were received
- Nick check dog park trash and Mausoleum
- Nick checked all trash at the park buildings
- Brian went to finish taking down the tennis/pickleball nets
- 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 swept May Currier sidewalk to prepare for the reveal
- Steve caught up on the daily work logs and receipts from being on vacation
- Rick and Steve checked May Currier to make sure it was prepared for the reveal at 11AM
- Rick and Steve worked on holiday float
- Rick and Steve repaired door 7 in highway. (New sensor not aligned)

November 22nd

- Dick scheduled day off
- Steve took tank and pump reads, recorded fuel reconciliations
- Steve cleared undergrounds as they were received
- Nick check dog park trash and Mausoleum
- Nick set up for the tables for Tuesday rental at May Currier
- Toni cleaned and disinfected office complex and Court Clerk's office area
- Toni continued cleaning and disinfecting Park buildings, exterior restrooms throughout the Parks
- Staff continued working on the parade float

November 23rd

- Dick scheduled day off
- Steve took tank and pump reads, recorded fuel reconciliations
- Steve cleared undergrounds as they were received
- Nick checked dog park trash and Mausoleum
- Steve and Nick went and hung May Currier's picture at May Currier rec building
- 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 emptied all the recyclables from the offices
- Steve did weekly vouchers
- Staff continued working on the parade float

November 24th&25th

- ALL OFF/THANKSGIVING

November 28th

- Steve took tank and pump reads, recorded fuel reconciliations
- Steve cleared undergrounds as they were received
- Nick checked all trash at the park buildings
- Nick checked all dog park trash and Mausoleum
- Toni cleaned and disinfected office complex and Court Clerk's office area
- Toni continued cleaning and disinfecting Park buildings, exterior restrooms throughout the Parks
- Staff continued working on parade float
- Brian fixed the generator building light that has been out at the Town Hall

November 29th

- Steve off
- Rick took tank and pump reads, recorded fuel reconciliations
- Rick cleared undergrounds as they were received
- Nick checked all trash at the park buildings
- Nick checked all dog park trash and Mausoleum
- Toni cleaned and disinfected office complex and Court Clerk's office area
- Toni continued cleaning and disinfecting Park buildings, exterior restrooms throughout the Parks
- Staff continued working on parade float

November 30th

- Steve took tank and pump reads, recorded fuel reconciliations
- Steve cleared undergrounds as they were received
- Nick checked all trash at the park buildings
- Nick checked all dog park trash and Mausoleum
- Toni cleaned and disinfected office complex and Court Clerk's office area
- Toni continued cleaning and disinfecting Park buildings, exterior restrooms throughout the Parks
- Staff continued working on parade float