

## Engineering Department January 2020

- Read gas meter at Senior Center and prepare report to DEC
- 70 Basement inspections
- 18 Basement re-inspections
- Enter results of basement inspections into database
- Review basement inspection data from 2019 and generate report for Steve to include in annual report to DEC.
- Send monthly report of sewer flows to Buffalo Sewer Authority.
- Meet with Highway Superintendant and Electrical Inspector about street lights.
- Investigate 6 drainage complaints
- Investigate 10 Sanitary sewer issues
- Review revised plans for improvements at the town's animal shelter. Stop out to review progress.
- Update the towns Fire District Map (Fire hydrants).
- Fire hydrant audit. Compare hydrants on ECWA list with what is actually in the field.
- Investigate Inez R.O.W. to determine if we should sell it to adjacent property owner. Meet with town engineer & supervisor. Also discussions with property owners engineer.
- Preconstruction meeting for Transit Road Condo project (Marrano)
- Inspect town's sanitary sewer & watermain re-alignment on E&W Rd. 2 Days
- Print copies of storm and sanitary record drawings for highway.
- Coordinate raising sanitary manhole frame & cover with WS Schools foreman & sanitary repair contractor.
- Research 2 paper streets for town attorney.
- Determine if 3 properties are in the floodplain per resident's request-in office.
- 2 Final grading inspections.
- Check road cut per highway superintendant request.
- Edit proposed lighting district map for Deer Chase and Royal Coach.
- Question NYSEG for charges to energize new street lights on Gordon and Loxley.
- Edit town maps.
- Review invoices for payment.
- Take elevations to determine if a property is in the flood zone. Too close to call in office-taking elevations on site necessary.
- Print a few photos for the Town Clerk.
- Compile a list of sewer repairs done in 2019 for annual report to DEC.
- Preconstruction meeting for Rosina building.
- Contact ECDPW foreman for repair of sanitary manhole on South Fisher Rd.

- Investigate grease issue at Maryon Pump station.
- Look at 2 locations for the Traffic Safety Committee.
- Update employee information for supervisor's office.
- Check a sidewalk complaint.
- Leave door hangers at 7 addresses for summons pending notices-basement inspections.
- Sewer repair-2 days.
- Meet with Town Supervisor and Engineer about storm sewer issue on Gemcor Dr.
- Check the stakeout for the floodplain at a lot on Jaycee Ln.
- Review road cut permit for Empire Dr.
- Research storm sewer easement for drainage ditch on Gemcor Dr.
- Field test survey equipment for accuracy. Take equipment in for calibration.
- Research sanitary sewer location for property on Leydecker Rd. and mark it in the field. Coordinate with contractor to abandon sanitary sewer lateral as part of building demolition.
- Communicate with Town Attorney about sanitary sewer claim at Union Rd. property.
- Work with assessor's office to clarify owners at a couple addresses for basement inspection letters.
- Review video of sanitary sewer for sanitary sewer issue.
- Read water meter at VFW Post 735 and report to Finance office.
- Work on encumbrance for 2019.
- Determined next area to do basement inspections, get property owner information from assessor's office.
- Mail 60 letters to residents for basement inspections, 1<sup>st</sup> letter.
- Mail 71 letters to residents for basement inspections, 2<sup>nd</sup>, reminder letters.
- Mail 32 letters to residents for basement inspections, 3<sup>rd</sup>, summons pending letters.
- Enter invoices, PO's and requisitions into Munis accounting software.
- Order supplies.
- Prepare monthly SPDES report to NYSDEC.
- Prepare quarterly sampling report to BSA.
- Answer phone calls.
- Schedule basement inspection appointments.
- Compile documents for 2 FOIL requests.
- Research storm sewer easement.
- Review the Town's boundary map for the US Census Bureau.
- Meet with Town Supervisor about helping out with private sewer repairs.