

## Engineering Department September 2020

- Send monthly report of sewer flows to Buffalo Sewer Authority.
- Investigate 9 drainage complaints
- Investigate 4 Sanitary sewer issues
- Determine if 3 properties are in the floodplain per resident's request-in office.
- 8 Final grading inspections.
- Review invoices for payment.
- Check a driveway complaint.
- Sewer repairs-2 days.
- Review video of sanitary sewer for sanitary sewer issue.
- Review pay applications for sanitary sewer repair contract.
- Check receipts against invoices and enter invoices, PO's and requisitions into Munis accounting software.
- Open and process mail daily.
- "Greeter" duty for visitors to town hall.
- Phone calls and emails to vendors to resolve ongoing issues.
- Order supplies.
- Prepare monthly SPDES report to NYSDEC.
- Prepare quarterly sampling report to BSA.
- Meet with residents that stop in the office with various issues.
- Work with the highway department on various drainage/storm sewer issues.
- Research town's infrastructure for potential abandonment of a paper street.
- Review drainage plan for 3 new homes.
- Review and comment on ECWA project for 2021.
- Take elevations for drainage issues at 1 location.
- Review fiscal year flow data from Buffalo Sewer Authority.
- Inspect valve replacement at sewer plant 6.
- Coordinate with Code Enforcement on a few sanitary sewer lateral issues.
- \Preconstruction meeting for Queens Landing subdivision.
- Assist other departments with binding documents/reports.
- Read meters on 3 printers and send report to WNY Imaging
- Compile log of daily Dig Safe NY requests.
- Purge old files and send to archives.
- Complete annual sexual harassment training.
- Gather information in the office and locate structures in the field in preparation for survey of Lein Rd. for 2021 water main replacement from Bullis to E. Center.
- Review NYSEG bill in regards to street lights.
- Review listing of fire hydrants from ECWA.