

Engineering Department October 2020

- Send monthly report of sewer flows to Buffalo Sewer Authority.
- Investigate 5 drainage complaints
- Investigate 7 Sanitary sewer issues
- Determine if 4 properties are in the floodplain per resident's request-in office.
- Take elevations at 1 location to determine if a property is in the flood zone. Too close to call in the office-taking elevations on site necessary.
- 3 Final grading inspections.
- Review invoices for payment.
- Sewer repairs-3 days.
- Check receipts against invoices and enter invoices, PO's and requisitions into Munis accounting software.
- Phone calls and emails to vendors to resolve ongoing issues.
- Order supplies.
- Prepare monthly SPDES report to NYSDEC.
- 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 1 new home.
- Coordinate with Code Enforcement on a 1 sanitary sewer lateral issue.
- Compile log of daily Dig Safe NY requests.
- Purge old files and send to archives.
- 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.
- Begin survey of Lein Rd. watermain replacement.
- Prep work for storm sewer repair on Liberty Lane.
- Investigate storm sewer tie in on Gemcor Drive.
- Obtain fiscal year water usage for WNY Childrens Psych Center and send to Buffalo Sewer Authority.
- Check Public Improvement Permit for Queens Landing Subdivision.
- Update the town's highway map.
- Gather information for sanitary sewer testing and send it to the contractor for 299 Leydecker Rd.
- Check plans with existing conditions for stair replacement to the lower level of sanitary sewer plant 6.
- Review WNYSC mapping of storm sewers at town facilities.
- Prep work for one section of sanitary sewer replacement on Woodward Dr.