

## Engineering Department March 2021

- Send monthly report of sewer flows to Buffalo Sewer Authority.
- Investigate 2 drainage complaints.
- Investigate 8 Sanitary sewer issues.
- Review invoices for payment.
- 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.
- Review 3 drainage plans.
- Inspect Pavilion Rehab Project daily as necessary.
- Inspect Queens Landing subdivision daily as necessary.
- Work on Lein Rd. Watermain Replacement Project drawing and gather information in the field.
- Work on Harlem Rd. Park Bike Track and Dirkson Park project drawings.
- Check to see if 4 properties were in the FEMA flood zone.
- Research truck bed box for survey equipment.
- Survey sanitary sewer manholes on Woodward between Union and Mill to check slope.
- Review road cut permit for ECWA project.
- Preconstruction meeting for Spraypad project at Town Pool.
- Write narrative for Harlem and Dirkson Parks for NYS Office of Historic Preservation.
- Investigate sink hole on Delray and Collins.
- Review Pay Application and Certified Payroll for sanitary sewer repair contract.
- Research easement for highway department.
- Compile SPDES report to DEC for February.
- Compile list of 2020 PO#s for Finance Department for closeout.
- Purge files and prepare boxes to be sent to archives.
- Organize 2020 investigation reports to be archived.