



MAINTENANCE/MS4 DEPARTMENT MONTHLY REPORT

August 26, 2021 Through September 28, 2021

NOTE WORTHY ITEMS

- Negley Park
 - Routine mowing, weed whacking and trash collection
 - Littering has become progressively worse, numerous manhours are spent cleaning litter from different areas of the parks.
 - Awaiting a price on resurfacing the tennis and basketball courts
 - New track mower was delivered and is now in use
- Schell Park
 - Routine mowing, weed whacking and trash collection
- Maple Street Park
 - Routine mowing, weed whacking and trash collection
- Fort Couch
 - Routine mowing and weed whacking
- Memorial Park
 - Routine mowing and weed whacking
 - Tree trimming has been completed
- MS4 Activity
 - Storm inlet cleaning is ongoing
 - Cataloging and photographing of private property retention ponds
 - Removing trash and debris from the Raingardens
 - 9th and Hummel inlet "diapers" were cleaned, several times.
 - All the storm water inlets on N 5th Street are being rebuilt prior to scheduled paving
 - Numerous days have been spent cleaning inlets due to the recent storms
 - DEP audit of the MS4 program was done on 9/20 with a highly successful outcome.
 - New Ford F250 utility truck was delivered.
- Pool
 - Finishing up on closure procedures and installing pool cover
- Highway
 - Spot tree trimming has begun
 - Negley's well drilling company will start well drilling on 10/6
 - Bump outs at 7th and Walnut Streets are awaiting final paving repair
 - Paving is scheduled to start on 10/11

Work Order Detail Report

08/27/2021 - 09/28/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/28/2021	MS4	Closed	Internal	Drains		Assist MS4	9/28/2021

Notes

Note
cleaning drains

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/28/2021	Highway	Open			400 Blk Peach Street		

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/27/2021	Parks	Closed	Internal	Hill parks	All Parks	Mowing	9/27/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/27/2021	Parks	Closed	Internal	All Parks	All Parks	Trash Collection	9/27/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/27/2021	Mowing	Closed	Internal	Maple street park		Mowing	9/27/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/27/2021	Highway	Closed	Citizen Request entry	50 N 10th Street	50 N. 10th Street	Tree/Limb(s) down	9/27/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/24/2021	510 Herman	Closed	Internal	TV install in Council Chambers	510 Herman Ave	Equipment Installation	9/24/2021

Notes

Note
Mounted tvs on wall.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/24/2021	510 Herman	Open	Internal	Kitchen upgrade	510 Herman ave	Beautification	

Notes

Note
working in kitchen.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
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9/23/2021	Highway	Closed	Citizen	10th and Walnut Sts	N 10 Street	Tree/Limb(s) down	9/24/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/22/2021	Pool	Open	Internal	Pool		General Maintenance/Repair	9/21/2021

Notes

Note
closing pool for season.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/20/2021	Parks	Closed	Routine Maintenance	Maple Street Park	Lowther St curves	Mowing	9/20/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/20/2021	Parks	Closed	Routine Maintenance	Memorial Park	Memorial Park	Mowing	9/20/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/20/2021	Parks	Closed	Routine Maintenance	All Parks	All Parks	Beautification	9/20/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/17/2021	Highway	Closed	Citizen Request entry	12th and Market Sts pedestrian chirpers	12th and Market	Traffic Signals	9/17/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/16/2021	MS4	Closed	Internal	Drains		Assist MS4	
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/16/2021	Parks	Closed	Internal	All Parks	All Parks	Mowing	9/16/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/16/2021	Parks	Closed	Internal	Memorial Park	Memorial Park	Tree Trimming	9/20/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/16/2021	Parks	Closed	Internal	memorial		Tree Trimming	9/16/2021

Notes

Note
trimming trees
trimming trees

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/16/2021	Highway	Closed			142 Bosler Ave	Tree Trimming	
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/15/2021	Mechanic	Closed	Internal			General Maintenance/Repair	9/15/2021

Notes

Note
changed oil in street sweeper.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/15/2021	MS4	Closed	Internal	rain gardens		Assist MS4	9/15/2021

Notes

Note
watering rain gardens.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/15/2021	MS4	Closed	Internal	rain gardens		Assist MS4	9/15/2021

Notes

Note
cleaning up the trash in rain garden's.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/15/2021	510 Herman	Closed	Internal	office		Weed Whacking/Trimming	9/15/2021

Notes

Note
pulling weeds and and trimming at office.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/14/2021	Highway	Closed	Internal			Street cleaning	9/14/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/13/2021	510 Herman	Closed	Ongoing Project	office		Equipment Installation	9/15/2021

Notes

Note
running electric for outlets. cat 5 and cat 6 lines and fixing some electric issues in the council chambers.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/13/2021	Highway	Closed	Citizen		833 Kiehl drive	Tree/Limb(s) down	9/13/2021

Notes

Note
tree limbs in the road from a downed branch.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/13/2021	Highway	Closed	Internal	Mondays route		Street cleaning	9/13/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/13/2021	Parks	Closed	Internal			Trash Collection	
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/10/2021	Mechanic	Closed	Internal	back hoe		Vehicle repair	9/10/2021

Notes

Note
flat front tire.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/10/2021	Highway	Closed	Internal			Street cleaning	9/10/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/10/2021	Parks	Closed	Internal			Trash Collection	9/10/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/10/2021	Highway	Closed	Internal	smoke in park			9/10/2021

Notes

Note
smoke in the park banners.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/9/2021	Parks	Closed	Council	electric outlets	upper pavilion	Equipment Installation	9/9/2021

Notes

Note
added 3 outlets at the pavilion.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/9/2021	Parks	Closed	Council	Add additional receptacles at the upper pavilion	Negley Park	Electrical Repair	9/9/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/9/2021	MS4	Closed	Internal	Drains			9/9/2021

Notes

Note
cleaning drains

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/9/2021	Highway	Closed	Internal		5 th street	Tree/Limb(s) down	9/9/2021

Notes

Note
large tree fell.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/8/2021	Highway	Closed	Citizen	street sign	400 block peach street	Other	9/8/2021

Notes

Note
no parking sign

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/8/2021	Highway	Closed	Internal		4th and popular	Sign Repair	9/8/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/8/2021	Highway	Open	Internal			Other	9/8/2021

Notes

Note
list of street trees on Bosler, Hummel and Herman

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/8/2021	Mechanic	Complete	Internal	scag mower		General Maintenance/Repair	9/8/2021

Notes

Note
replaced a leaking seal.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/8/2021	Parks	Complete	Internal	Negley		Mowing	9/8/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/8/2021	Highway	Complete	Internal	weds route		Street cleaning	9/8/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/3/2021	Highway	Closed	Council	960 Hummel Ave	960 Hummel Ave	Mowing	9/3/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/7/2021	Parks	Closed	Internal			Mowing	9/7/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/7/2021	Parks	Closed	Internal	Maple street park/s curves		Mowing	9/7/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/7/2021	Parks	Closed	Internal	memorial		Mowing	9/7/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/7/2021	Parks	Complete	Internal			Trash Collection	9/7/2021

Notes

Note
trash in parks

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/7/2021	Pool	Open	Internal	Pool		Other	9/7/2021

Notes

Note
winterizing pool

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/7/2021	Parks	Closed	Internal	All Parks	All Parks	Beautification	9/7/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/3/2021	510 Herman	Closed	Internal			Mowing	9/3/2021

Notes

Note

mowed with scag at office and behind old fire house.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/3/2021	510 Herman	Closed	Internal		510 Herman ave	Mowing	9/3/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/3/2021	Highway	Closed	Internal		Bottleneck rock	Beautification	9/3/2021

Notes

Note
cleaned trash and weeds around the lemoyne rock in the bottleneck.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/3/2021	Parks	Closed	Internal			Trash Collection	9/3/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/3/2021	Highway	Closed	Internal	barricade's		Other	9/3/2021

Notes

Note
placed barricade's for labor day fireworks

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/3/2021	Highway	Closed	Citizen	Bees nest in street tree	500 block walton	Other	9/3/2021

Notes

Note
removed bees' nest from tree that would be a danger to people and pets.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/1/2021	MS4	Closed	Internal	Drains		Assist MS4	9/1/2021

Notes

Note
checking and cleaning drains as needed.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
9/1/2021	Highway	Closed	Internal		Poplar street	Sign Repair	8/31/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/31/2021	Mowing	Closed	Internal	Hill parks		Mowing	8/31/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/31/2021	Parks	Closed	Internal	memorial		Mowing	8/31/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/30/2021	510 Herman	Closed	Internal		510 Herman ave	Other	

Notes

Note
set up and tear down for meeting in community room.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/30/2021	MS4	Closed	Internal	Market street		Assist MS4	8/30/2021

Notes

Note
watering the rain gardens.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/30/2021	Parks	Closed	Internal			Trash Collection	8/30/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/30/2021	510 Herman	Complete	Internal	fence installation		Other	8/30/2021

Notes

Note
installed new fence at office at the police station walk way and a hand rail .

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/30/2021	Highway	Complete	Council	South Bridge reconstruction project	510 Herman Ave	Administration	8/30/2021

Notes

Note
Meeting with Penndot for possible elimination of proposed 3rd Street off ramp

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/27/2021	Parks	Closed	Citizen	Prep for T.Beene Memorial service	Negley Park	Beautification	8/27/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/27/2021	510 Herman	Closed	Internal		510 Herman ave	General Maintenance/Repair	8/25/2021

Notes

Note
changed batteries in door and hung up internet wifi box.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/27/2021	Parks	Closed	Internal			Trash Collection	8/27/2021

Notes

Note
trash in all parks

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/27/2021	Parks	Closed	Internal	Negley		Street cleaning	8/27/2021

Notes

Note
parking area and some of the walking path that was able to be cleaned

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/27/2021	Parks	Closed	Internal	Negley		Mowing	8/27/2021

Notes

Note
mowing blew off the walking path

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/27/2021	Parks	Closed	Internal	Negley		Beautification	8/27/2021

Notes

Note
washing out the pavilions for event this weekend

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/27/2021	Parks	Complete	Internal	Negley		Beautification	8/27/2021

Total Records: 71

9/29/2021



Site Maintenance Form

315 North St. Lititz, PA 17543
Phone: (717) 627-4440 Fax: (717) 627-4660

No.
00842

Date:
09/02/2021

Project Name:

Lemoyne Rain Garden Maintenance

Foreman's Name:

Dan Kreiser

Work Completed

Invasive Plant Control (Hand Removal)
Debris Removal (Vegetation)
Debris Removal (Trash Cleanup)
Debris Removal (Sediment)

Maintenance Notes

Hand pulled invasive weeds, debris, and trash. Shoveled out cinders in sediment catch areas.

Future Maintenance Needed

All work completed until next maintenance visit



Site Maintenance Form

315 North St. Lititz, PA 17543
Phone: (717) 627-4440 Fax: (717) 627-4660

No.

00842

Date:

09/02/2021

Image 1 Description

Cleaned out bumpout

Image 1



Site Maintenance Form

315 North St. Lititz, PA 17543
Phone: (717) 627-4440 Fax: (717) 627-4660

No.
00842

Date:
09/02/2021





Site Maintenance Form

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Phone: (717) 627-4440 Fax: (717) 627-4660

No.
00842

Date:
09/02/2021

Image 2 Description

Cleaned out bumpout

Image 2



Site Maintenance Form

315 North St. Lititz, PA 17543

Phone: (717) 627-4440 Fax: (717) 627-4660

No.

00842

Date:

09/02/2021





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No.
00842

Date:
09/02/2021

Image 3 Description

Rain garden in front of dance studio has sediment dumped over newly installed plugs and remaining vegetation was string trimmed by someone else

Image 3



Site Maintenance Form

315 North St. Lititz, PA 17543

Phone: (717) 627-4440 Fax: (717) 627-4660

www.landstudios.com

No.

00842

Date:

09/02/2021

