



MAINTENANCE/MS4 DEPARTMENT MONTHLY REPORT

July 28, 2021 Through August 25, 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
- Schell Park
 - Tree trimming has begun
 - 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
- 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
 - Numerous repairs of the existing terra cotta storm water pipes along N5th street as well as the storm water vault at 5th and Poplar Sts.
 - All the storm water inlets on N 5th Street are being rebuilt prior to scheduled paving
- Pool
 - Had only 1 day of staff shortages that required the pool to close
 - Pa. Dept of Health inspection was completed (passed)
 - Closing procedures will be started on Tuesday 9/7
- Highway
 - Spot tree trimming has begun
 - Eichelberger’s, Westbrook and Negley’s well drilling companies have been contacted for the possibility of have a well installed at the Maintenance facility
 - Bump outs at 7th and Walnut Streets are awaiting final paving repair

Request Report

07/28/2021 - 08/25/2021

Request Date	Entered By	Name	Type of Request	Brief Description of Issue	Address of Concern	Status (Default)
8/19/2021	Cliff Karlsen	Gene C Koontz	Sign Repair	Stop sign is down at Spruce and 7th behind Calvary UM church	7th and Spruce	COMPLETE
8/12/2021		Barrett	Drainage	Bank is washing out into his yard. Worse since ADA ramp installed.	121 N 8th Street	COMPLETE
8/8/2021	Cliff Karlsen	Claire Gargiulo	*Other	Numerous black and white bald-faced hornets flying around Schell Park and in the vicinity. Concerns that there may be a hornet nest in the park as there seem to be a larger # of hornets in the park than the neighboring yards. My husband and my daughter were up there yesterday evening, August 7th, and there was several flying around the swing set, so they left immediately.	Schell Park area	COMPLETE

				These hornets are aggressive and can send people to the hospital, so an exterminator should be called to determine where the nest is and remove it.		
8/6/2021		Gene C Koontz	Landscaping Concerns	Weeds are blocking sidewalk and grass is very high. Also, sidewalk is in very poor condition.	Property at southeast corner of Bosler and South Third	COMPLETE
8/6/2021	Cliff Karlsen	Dave Beasley	Sign Violations	Missing "No Parking" signs in the 400 blk of Peach St	400 Blk Peach Street	IN PROGRESS
8/6/2021	Cliff Karlsen	James McNaughton	Sight Lines- Blind Spot	4th and Poplar parking is too close to the intersection	4th and Poplar	COMPLETE
8/6/2021		ALIZABETH K DIVELY	*Other	House at 3rd and Bosler. The brush along the fence is overgrown and it is getting difficult to see oncoming traffic. The grass between street and sidewalk is also in need of mowing.	226 Bosler Ave	COMPLETE
8/3/2021		Melinda	Debris/Trash	Trash, tall weeds everywhere,	I wish to remain anonymous	IN PROGRESS

				broken down van with oil leaking dogs being mistreated	as I don't want any retaliation from the man that lives there. The whole corner is a. eye sore. Property at the corner of 5th and Apple alley. You can't miss all the mess. There were 5 dogs there and a baby. I haven't seen the baby in a while. I must pick trash up from their house all the time. They just have a pile that Penn Waste won't touch. It's just a horrible mess	
8/2/2021	Cliff Karlsen	Judy Crespo	Tree Trimming	Tree was removed a couple years ago. needs stump grinded and removed and a tree replacement.	608 Bosler Ave	IN PROGRESS
8/2/2021	Cliff Karlsen	Jenn Erickson c/o Jerry Harper	*Other	Spotted Lantern flies are covering his tree and he wants to know if we are doing anything locally to spray etc.	same	COMPLETE
7/30/2021	Cliff Karlsen	Michael Zlogar	Drainage	hello! so on the corner of State and	506 Market Street	COMPLETE

				Market there is a curb blocking water flow. it leaves standing water there all the time. i was hoping someone could come and open a gap in it so the water can flow freely. thanks!		
7/29/2021	Trisha Rafferty	Resident of Hummel Avenue	Mowing	resident called to complain about the high grass at 960 Hummel Avenue and how it is hiding small animals.	960 Hummel Avenue	COMPLETE
7/28/2021		Carrie Groff	Sewer	Strong sewage odor in the area of the pump station on Clark Street.	120 Clark Street	IN PROGRESS

Total Records: 13

8/26/2021

Work Order Detail Report

07/28/2021 - 08/25/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/25/2021	MS4	Complete	Internal	watering flower pots	market street	General Maintenance/Repair	8/25/2021

Notes

Note
flower pots and new tree at negley

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/25/2021	Parks	Closed	Internal		All Parks	Mowing	8/25/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/25/2021	MS4	Open	Internal	Repairing SW inlets	N 5th Street	Assist MS4	8/25/2021

Notes

Note
pulled concrete forms. and pored a wall

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/23/2021	Mechanic	Closed	Internal	Maintenance Blding	Ford F150	General Maintenance/Repair	8/23/2021

Material

Material
Upper console

Notes

Note
Replace overhead console in 2016 Ford F150

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/19/2021	Parks	Closed	Council	All Parks	All Parks	Administration	8/19/2021

Notes

Note
Tour of all the parks and pool for Parks Master Plan

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/23/2021	Parks	Closed	Internal		All Parks	Trash Collection	8/23/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed

8/25/2021	Highway	Closed	Internal	All Parks	All Parks	Trash Collection	5/29/2020
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/24/2021	Parks	Complete	Internal	Hill parks		Mowing	8/24/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/24/2021	Parks	Complete	Internal	memorial		Mowing	8/24/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/24/2021	MS4	Open	Internal		n 5th street	Assist MS4	8/24/2021

Material

Material
Quikcrete

Notes

Note
fixing falling apart drain boxes.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/19/2021	Parks	Closed	Internal	Parks	All Parks	Mowing	8/19/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/19/2021	Highway	Closed	Citizen Request entry	Install No Parking sign	4th and Poplar	Sign Repair	8/19/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/23/2021	Highway	Closed	Council	7th and Spruce	7th and Spruce	Sign Repair	8/23/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/20/2021	Parks	Closed	Internal	Negley	Negley Park	Tree/Limb(s) down	8/20/2021

Notes

Note
tree limbs broke and a few things needed fixed after a teen destroyed it . sprayed bees in the play ground

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/20/2021	Parks	Closed	Internal	Parks	All Parks	Trash Collection	8/20/2021

Notes

Note

trash in parks and washed upper pavilion of debris .

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/18/2021	510 Herman	Closed	Internal	Office	510 Herman ave	General Maintenance/Repair	8/18/2021

Notes

Note
rail came lose.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/18/2021	Parks	Closed	Internal	Parks	All Parks	Administration	8/18/2021

Notes

Note
Meet with Parks scoping planner

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/18/2021	MS4	Closed	Internal	Drain cleaning			8/18/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/17/2021	Pool	Closed	Internal	Chemical level checks	Pool	General Maintenance/Repair	8/17/2021

Notes

Note
check to make sure there where no issues and check chemicals.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/17/2021		Closed	Internal	bucket truck		Vehicle repair	8/17/2021

Notes

Note
took for inspection and oil change.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/17/2021	MS4	Closed	Internal	Drain cleaning	9th and hummel		8/17/2021

Notes

Note

cleaning drain filters out before the heavy rain we are about to get.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/17/2021	Parks	Closed	Internal	memorial		Spraying	8/17/2021

Notes

Note
spraying weeds at park

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/17/2021	Highway	Closed	Internal	cleaning bathroom/breakroom	1 Lowther Street	Beautification	8/17/2021

Notes

Note
cleaning bathroom and break room.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/17/2021	Parks	Complete	Internal			General Maintenance/Repair	

Notes

Note
removing the debris from stump grinding.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/17/2021	Highway	Closed	Internal	Job description interview	1 Lowther Street	Administration	8/17/2021

Notes

Note
going over job description with Tricia Springer.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/16/2021	Parks	Complete	Internal	woodside park	n 5th street	General Maintenance/Repair	8/16/2021

Notes

Note
cleaning up mess from stump grinding

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/16/2021	510 Herman	Closed	Internal	Repairing brick wall	510 Herman ave	General Maintenance/Repair	8/24/2021

Notes

Note
replacing brick wall.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/16/2021	510 Herman	Closed	Internal	office	510 Herman ave	General Maintenance/Repair	8/16/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/16/2021	MS4	Open	Ongoing Project		5th and washington terrace	Assist MS4	

Notes

Note
removed forms and maid a metal frame and mortared into place.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/16/2021	Parks	Closed	Internal			Tree/Limb(s) down	

Notes

Note
tree debris in the park were cleaned up and road was blown off.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/16/2021	Highway	Closed	Internal	Sign installation	4th and poular	Sign Repair	8/16/2021

Notes

Note
no parking sign placed .

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/16/2021	Parks	Complete	Internal			Trash Collection	8/16/2021

Notes

Note
trash in parks and market street trash.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/13/2021	MS4	Closed	Internal			Assist MS4	8/13/2021

Notes

Note
drain at 5th and washington terrace was full of rocks and debris. cleaned out for better water water flow.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/13/2021	Parks	Complete	Internal	chain saw repairs	1 Lowther Street	Equipment Repair	8/13/2021

Notes

Note
cleaning up and organizing the chain saw chains and replacing with new bars and the same size chain.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/13/2021		Closed	Internal	street sweeper		Cleaning Vehicles	

Notes

Note
cleaned out street sweeper hopper.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/13/2021	MS4	Closed	Internal		west wind	Weed Whacking/Trimming	

Notes

Note
High grass growing in drain.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/13/2021	Highway	Complete	Internal	12th, state and riverview		Mowing	8/13/2021

Notes

Note
mowed down tall grass

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/13/2021	Parks	Closed	Internal	parks		Trash Collection	8/13/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/13/2021	MS4	Complete	Internal	5 th street		Assist MS4	8/13/2021

Material

Material
Quikcrete

Notes

Note
formed and poured concrete .
drain box concrete placed. new drain tray .

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/13/2021	Parks	Closed	Citizen	Maple street park	maple street	General Maintenance/Repair	8/12/2021

Notes

Note
bees in the backboard at maple. very large nest. Matt Blascovich emailed about it.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/12/2021	Highway	Complete	Internal	7th and walnut		Sign Repair	8/12/2021

Notes

Note
added a stop sign

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/12/2021	Highway	Complete	Internal	Thursday's route		Street cleaning	8/12/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/12/2021	Mowing	Closed	Internal	hill parks		Mowing	8/13/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/12/2021	Parks	Complete	Internal			Mowing	8/12/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/12/2021	510 Herman	Closed	Internal		510 Herman ave	Mowing	
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/10/2021	Highway	Closed	Council	Street tree trimming	600 and 700 Blk Hummel Ave	Tree Trimming	8/10/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/10/2021	MS4	Closed	Routine Maintenance	Tuesday's Route	Tuesday's Route	Street cleaning	8/10/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/9/2021	Parks	Closed	Internal			Trash Collection	8/9/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/9/2021	Highway	Closed	Internal	Mondays route		Street cleaning	8/9/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/9/2021	Highway	Closed	Council	Mondays route	Hummel ave	Tree Trimming	8/9/2021

Notes

Note
trimming trees on hummel ave.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/2/2021	MS4	Open	Internal	Watering Rain Gardens	Rain Gardens	Other	8/2/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/4/2021	MS4	Open	Internal	Watering Rain Gardens	Rain Gardens	Other	8/4/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/6/2021	MS4	Closed	Internal	Watering Rain Gardens	Rain Gardens	Other	8/6/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/7/2021	Snow Removal	Closed	Internal	Chlorine line leak	Pool	Plumbing	8/7/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/7/2021	Highway	Closed	Citizen	Call from WSFD tree down on Washington Terrace	310 Old Fort rear	Tree/Limb(s) down	8/7/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/9/2021	Parks	Closed	Citizen Request entry	Hornet nest	Schell Park area	Other	8/10/2021

Notes

Note
Park was checked for a hornet's nest. No nest was located.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/6/2021	Highway	Open	Citizen	Installing No Parking signs to improve sight distances	4th and Poplar	Sign Repair	

Material

Material
Marking Paint

Notes

Note
PA 1 Call marked

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/3/2021	510 Herman	Open	Internal	510 Herman Ave	510 Herman Ave	General Maintenance/Repair	
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/5/2021	Parks	Closed	Internal	Negley Park	Negley Park	Weed Whacking/Trimming	8/5/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/4/2021	Parks	Closed	Internal	memorial	Memorial Park	Tree/Limb(s) down	8/4/2021

Notes

Note
tree on fence needed removed.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/4/2021	Parks	Closed	Internal	memorial	Memorial Park	Mowing	8/4/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/4/2021	510 Herman	Closed	Internal	flower beds		Other	

Notes

Note
pulling weeds in flower bed.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/4/2021	Parks	Open	Internal	Negley		Weed Whacking/Trimming	8/4/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/3/2021	MS4	Closed	Internal	Drains			8/3/2021

Notes

Note
drain cleaning

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/3/2021	Pool	Closed	Internal			Other	8/3/2021

Notes

Note
getting pool supplies at aqua specialist.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/3/2021	Highway	Open	Citizen	STC Request for replacement tree	608 Bosler Ave	Tree Trimming	

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/3/2021	MS4	Closed	Internal	Drain cleaning	AFS outfall		8/3/2021

Notes

Note
cleaning debris away from outfall

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/3/2021	MS4	Closed	Internal	Drain repair	5 th street at summit		8/3/2021

Notes

Note
replaced drain box lids with concrete sides to reinforce it.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/2/2021	Highway	Closed	Internal	All Parks	All Parks	Trash Collection	8/2/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/3/2021	Highway	Closed			506 Market Street		

Notes

Note
Cut curb to allow water movement.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
7/30/2021	510 Herman WSRPD	Closed	Internal	Plumbing leak at kitchen sink	510 Herman Ave WSRPD	Plumbing	7/30/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/3/2021	Highway	Closed	Internal	Replace faded No turn on Red sign	10th and Hummel	Traffic Signals	8/3/2021

Material

Material
1/4" x 2 1/2" L Bolt w/washer and nut
2 1/2" x 1/4" bolt w/washers and nut
No Turn on Red Sign

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
8/2/2021	510 Herman	Closed	New Project	Install CAT6 cable for WiFi	510 Herman Ave	Equipment Installation	8/2/2021

Material

Material
4" square box cover
4x4 2 1/8" square box
8" Cable Tie
Cat 6 Ethernet cable

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
7/29/2021	Highway	Closed	Citizen	Residential mowing	960 Hummel Avenue	Mowing	7/29/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed

7/28/2021	Highway	Closed	New Project	Walton St curb/sidewalk review	100-200 blk Walton St	Administration	7/28/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
7/28/2021	Highway	Closed	New Project	Paving project preconstruction meeting	N 4th and 5th Streets	Administration	7/28/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
7/28/2021	Pool	Closed	Internal			General Maintenance/Repair	7/27/2021

Notes

Note
chlorine tank had a leak.

Total Records: 77

8/26/2021