



MAINTENANCE/MS4 DEPARTMENT MONTHLY REPORT

October 28, 2021 Through November 23, 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
 - The Park will be closed to vehicular traffic the week after Thanksgiving, after the porta-potties are removed.
- **Schell Park**
 - Routine mowing, weed whacking and trash collection
- **Maple Street Park**
 - Routine mowing, weed whacking and trash collection
- **Fort Couch**
 - Routine mowing, weed whacking and leaf removal.
- **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, several times.
 - A perk test hole was dug at Warren and Clarkton for the spring storm water project. The hole was 4’x4’x4’ and had 100 gallons of water dumped into it to monitor absorption. There was almost no absorption, so an underground collection system is of the question.
 - Leaf collection and street sweeping are now being done daily.
- **Pool**
 - The pool is closed for the winter.
- **Highway**
 - Spot tree trimming has begun
 - Negley’s well drilling company has started well drilling.
 - Bryce Ertter has been hired as our new maintenance worker.
 - Christmas wreaths have been hung along Market and 3rd streets.
 - Christmas lights have been hung on the pine trees at 510 Herman Ave.

Work Order Detail Report

10/28/2021 - 11/23/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/23/2021	Highway	Closed	Internal	Stop sign	plum and 3rd	Sign Repair	11/23/2021

Material

Material	Units
1/4" x 2 1/2" L Bolt w/washer and nut	each

Notes

Note
replaced Missing sign

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/23/2021	MS4	Closed	Ongoing Project	Street cleaning	hill /Riverview	Street cleaning	11/23/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/23/2021	MS4	Closed	Ongoing Project	Street sweeping	Tues route	Street cleaning	11/23/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/23/2021	MS4	Complete	Ongoing Project	Leaf picking	thurs route	Leaf collection	11/23/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/23/2021	MS4	Closed	Ongoing Project	Leaf picking	Tues route	Leaf collection	11/23/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/22/2021	Parks	Closed	Citizen	Memorial Park Swings	Memorial Park	General Maintenance/Repair	11/22/2021

Notes

Note
Swing was Broke.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/22/2021	MS4	Closed	Ongoing Project	Leaf picking	Hill/Indiana	Leaf collection	11/22/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/22/2021	MS4	Closed	Ongoing Project	Leaf Picking	Mondays route	Leaf collection	11/22/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/22/2021	MS4	Closed	Ongoing Project	Street sweeping	Small streets	Street cleaning	11/22/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/22/2021	MS4	Closed	Ongoing Project	Street cleaning	Mondays route	Street cleaning	11/22/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/22/2021	Highway	Closed	Internal	Speed Humps	Cumberland Road	Equipment Removal	11/22/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/19/2021	Highway	Closed	Internal	Tues no parking sign	Warren st	Sign Repair	11/19/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/19/2021	MS4	Closed	Ongoing Project	Leaf Picking	Hill /Kiel Dr	Leaf collection	11/19/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/19/2021	MS4	Closed	Ongoing Project	Street Sweeping	Hill/ White oaks	Street cleaning	11/19/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/19/2021	Highway	Closed	Internal	Perc Test	544 Warren st	Other	11/19/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/18/2021	Parks	Closed	Internal	Leaf blowing	Fort couch	Beautification	11/18/2021

Notes

Note
Cleaning leaf's out of park.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/18/2021	MS4	Closed	Internal	Street sweeping	Hill/ Bridgeview	Street cleaning	11/18/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/18/2021	MS4	Closed	Ongoing Project	street Sweeping	Thurs Route	Street cleaning	11/18/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed

11/18/2021	MS4	Closed	Ongoing Project	Leaf Picking	Hill/ Hilltop	Leaf collection	11/18/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/18/2021	MS4	Closed	Ongoing Project	Leaf picking	Thurs route	Leaf collection	11/18/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/18/2021	Parks	Closed	Internal	water Fountains	memorial park	Other	11/18/2021

Notes

Note
drained water lines.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/18/2021	Pool	Closed	Internal	Winterize pool	pool	Other	11/18/2021

Notes

Note
Drained water lines .

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/17/2021	MS4	Closed	Ongoing Project	Picking leafs	Hill/white oaks	Leaf collection	11/17/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/17/2021	MS4	Open	Internal	Leaf collection	Michigan ave	Leaf collection	11/17/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/17/2021	MS4	Closed	Ongoing Project	street cleaning	weds Route	Street cleaning	11/17/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/17/2021	Highway	Closed	Internal	Christmas wreaths	Market and 3rd street	Beautification	11/17/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/16/2021	MS4	Closed	Ongoing Project	Leaf picking	Mondays Route	Leaf collection	11/15/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/16/2021	Highway	Closed	Internal	Truck 1	Highway Garage	General Maintenance/Repair	11/16/2021

Notes

Note
Set up to haul leaf's.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/16/2021	Highway	Closed	Internal	Brim Truck	highway garage	Equipment Installation	11/16/2021

Notes

Note
installed brim tank and replaced pump.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/16/2021	Highway	Closed	Internal	Salt Spreader	Highway Garage	Equipment Installation	11/16/2021

Notes

Note
Installed the salt spreader and fixed some issues with them.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/9/2021	Highway	Closed	Citizen	Walnut and Riverview	Walnut and Riverview	Sign Repair	11/9/2021

Material

Material	Units
Metro Wing 800 bracket	each
blue/wht 8x30 street sign	each
blue/wht 8x36 street sign	each
2" 14 Gauge Square Upright 10" post	each
Stop Sign R1 -1 30" New Material	each
1/4" x 2 1/2" L Bolt w/washer and nut	each

Notes

Note
Street sign was ordered for a post that was run over (No PD report) signs arrived and were installed.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/16/2021	MS4	Closed	Ongoing Project	Picking leafs	Hill/white oaks	Leaf collection	11/16/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/16/2021	MS4	Closed	Ongoing Project	Leaf picking	Tues Route	Leaf collection	11/16/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/16/2021	MS4	Closed	Ongoing Project	street sweeping	Tues route	Leaf collection	11/16/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/15/2021	Parks	Closed	Internal	Parks	Parks all	Trash Collection	11/15/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/15/2021	Parks	Closed	Internal	Shut off water	Negley Park		11/15/2021

Notes

Note
Shut off and drained lines.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/15/2021	MS4	Closed	Ongoing Project	Street Sweeping	Mondays route	Assist MS4	11/15/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/15/2021	510 Herman	Closed	Internal	Christmas lights	510 Herman ave	General Maintenance/Repair	11/15/2021

Notes

Note
Lights on the trees out front.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/12/2021	MS4	Closed	Routine Maintenace	Hill/ Riverview road	Hill/ Riverview road	Leaf collection	11/12/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/12/2021	MS4	Closed	Routine Maintenace	Weds route	North of market street	Street cleaning	
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/12/2021	MS4	Closed	Routine Maintenace	North of Market	Weds route	Leaf collection	11/10/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/12/2021	MS4	Closed	Internal	Street Sweeping	state roads	Street cleaning	11/12/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/12/2021	Parks	Closed	Internal	Parks all		Trash Collection	11/12/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/12/2021	MS4	Closed	Internal	Drains		Assist MS4	11/12/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/8/2021	MS4	Closed	Routine Maintenace	Hill/White Oaks	Hill/ White Oaks	Leaf collection	11/8/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/9/2021	MS4	Closed	Routine Maintenace	Tuesday's Route	South of RR Tracks	Street cleaning	11/9/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/9/2021	MS4	Closed	Routine Maintenace	Tuesday's Route	South of RR Tracks	Leaf collection	11/9/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/8/2021	MS4	Closed	Internal	South of RR tracks	Mondays route	Street cleaning	11/8/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/8/2021	Parks	Closed	Internal	Trash Collection	All parks	Trash Collection	11/8/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/8/2021	MS4	Closed	Routine Maintenace	Mondays route		Leaf collection	11/8/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/5/2021	Highway	Closed	Citizen Request entry	7th St foot Bridge	Bosler Street - NFS foot bridge	General Maintenance/Repair	11/5/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/3/2021	Highway	Requires recheck	Citizen Request entry	400 Summit Rear	400 Summit Street rear	Pothole Repair	11/16/2021

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/2/2021	MS4	Closed	Internal	Tues route		Street cleaning	11/2/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/2/2021	MS4	Closed	Internal	Tues route		Leaf collection	11/2/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/2/2021	Highway	Closed	Internal	no parking signs	134 Herman ave	Other	11/2/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/1/2021	Highway	Open	Internal	Sign Survey		Other	10/29/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/1/2021	Highway	Closed	Internal		510 Herman ave	Animal Carcass	11/1/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/1/2021	MS4	Closed	Internal	Mondays route		Street cleaning	11/1/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/1/2021	Highway	Closed	Internal	North 5 th street		Beautification	11/2/2021

Notes

Note
Hauling and spreading top soil. Spreading grass seed and covering it with a straw blanket.

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/1/2021	MS4	Closed	Internal	Drains		Assist MS4	11/1/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
11/1/2021	Parks	Closed	Internal	Parks all		Trash Collection	11/1/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
10/29/2021	Highway	Closed		Walnut and Riverview	Riverview and Walnut	Sign Repair	11/9/2021
Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed

10/28/2021	510 Herman	Closed	Internal	Office		Mowing	10/28/2021
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Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
10/28/2021	Parks	Closed	Internal	Memorial Park		Mowing	

Work Date	Assigned Department	Main Status	Request Type	Common Name	Work Address/Location	Work Types	Date Closed
10/28/2021	Parks	Closed	Internal	Hill Parks		Mowing	10/28/2021

Total Records: 65

11/24/2021

Request Report

10/28/2021 - 11/23/2021

Request #	Request Date	Entered By	Name	Type of Request	Brief Description of Issue	Address of Concern	Status (Default)
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Group: City Facility Question/Comment

470521263	11/5/2021	Cliff Karlsen	Jim Fox	City Facility Question/Comment	This may be a duplicate entry. Mr. Fox called me this morning to report two or three boards on the steps to the foot bridge across the tracks are loose on both sides but Bosler is worse. I've given this verbally to Maintenance but wanted to make sure it's recorded here as well. /clf	Bosler Street - NFS foot bridge	COMPLETE

Group Total: 1

Group: Leaf Collection

471815809	11/12/2021	Cliff Karlsen	Kerry Reisinger	Leaf Collection	Wondering why his leaves were not picked up	4th + Summit multiple piles	COMPLETE

Group Total: 1

Group: Potholes / Street Repairs

471182254	11/9/2021	Cliff Karlsen	Donald Bender	Potholes / Street Repairs	UGI completed patch work around the 400-500 block of state street and one side is ok the	400-500 Block of State street... just past Hoover Plaza	COMPLETE
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					other is poorly finished and could cause damage to vehicles.		
470839665	11/8/2021	Cliff Karlsen	Gene C Koontz	Potholes / Street Repairs	PA American Water uncovered a valve box cover at State and Elm but left a deep hole located just as one steps off the sidewalk to cross Elm St. It has potential for serious injury, particularly at night	NW corner Elm and State	COMPLETE
470147267	11/3/2021	Cliff Karlsen	Kerry Reisinger	Potholes / Street Repairs	Pot hole in front of my driveway that has been repaired numerous times. Needs a "real" fix.	400 Summit Street rear	COMPLETE

Group Total: 3

Group: Sidewalk Repair

470493466	11/5/2021		Jim fox	Sidewalk Repair	Boards are coming off steps over the rail road track	7th st	COMPLETE

Group Total: 1

Group: Sign Repair

467315222	10/29/2021	Cliff Karlsen	Brad @ PennDOT	Sign Repair	Stop sign down	Riverview and Walnut	COMPLETE

Group Total: 1

Group: Sign Violations

471611122	11/11/2021		Tori Worrell	Sign Violations	There is a handicap spot on the street	712 Hummel Ave	COMPLETE
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					for the one handicap registered car in the neighborhood. However, after looking up the street code for the area it said that there wouldn't be a handicap sign on the street if there is accessible off-street handicap parking. For the past week, the car has been parked in the back off of Peach Street that has been deemed private property by my landlord, even though there is no signage indicating those spots are just for 712.		

Group Total: 1

Group: Street Light Repair

467378036	10/29/2021	Cliff Karlsen	Elizabeth Phillipy	Street Light Repair	The street light is so bright and it shines in the windows of our home.	148 Walnut Street	COMPLETE

Group Total: 1

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Total Records: 9

11/24/2021

