

Engineering Department August 2020

- Send monthly report of sewer flows to Buffalo Sewer Authority.
- Investigate 22 drainage complaints
- Investigate 3 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.
- 15 Final grading inspections.
- Review invoices for payment.
- Investigate grease issue at Leydecker Pump station.
- Check a sidewalk complaint.
- Sewer repairs-7 days.
- Review video of sanitary sewer for sanitary sewer issue.
- Review pay applications for sanitary sewer repair contract.
- Research storm sewer easement 3 locations.
- Research sanitary sewer location for property on Deer Path.
- Review video of sanitary sewer for sanitary sewer issue.
- Enter invoices, PO's and requisitions into Munis accounting software.
- Open and process mail daily.
- "Greeter" duty for visitors to town hall.
- Phone calls and emails to coverall supplier to resolve ongoing issues.
- Order supplies.
- Prepare monthly SPDES report to NYSDEC.
- Prepare quarterly sampling report to BSA.
- Answer phone calls.
- 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 of a paper street.
- Review drainage plan for new home.
- Investigate a report of muddy water discharging into creek from a construction site.
- Meet with contractor working for NYSEG boring under R. 219 for Queens Landing Subdivision at sewer plant 12 on Bernadette.
- Prepare annual invoice to ECSD #3 from WSSD #12.
- Review and comment 2 ECWA projects for 2021.
- Check DEC website for wetlands at 2 properties.
- Locate and mark the town's sanitary sewer in the back of a Transit Rd property.

- Take elevations for drainage issues at 2 locations.
- Measure rim and invert elevations for the sanitary sewer on Woodward from Mill to Blair.
- Prepare fiscal year end sewer flow report to Buffalo Sewer Authority.
- Help highway department determine if dead trees are on town property in rear yards at 2 locations.
- Assist Finance department on a couple issues (street light account numbers, storm sewer district charge).
- Coordinate maintenance of town owned generators at various locations.
- Review submittals for material to be used in new subdivision.
- Review proposed subdivision plans-Queens Landing.
- Check creek banks for erosion at various locations after reviewing drone video.
- DMR report submissions to DEC and EPA.
- Start repairs at plant 6 (check valve)