

**London Grove Township
Public Works Department
(02/22/18 – 03/28/18)**

PROJECTS & ACTIVITIES

- Sign inventory and conversion to Traisr for sign records (significant staff time);
- Conversion to Traisr for vehicle maintenance records;
- State Road guiderail project listed on PennBID;
- Stonecroft and Londoncroft projects listed on PennBID, continue to work with DCED on grant modifications;
- SR41 and SR1 traffic cabinet damaged, coordinated emergency repair and insurance claims;
- Repaired flashing lights SR41 and SR1;
- Re-program school zone lights for daylight savings time;
- Tree Trimming in preparation for paving – Greenfield Lane, Schoolhouse Road, and Paschal Mill Road;
- Grade driveway entrance for LGTMA at Conard Pyle property;
- Begin work on rack for storage of salt spreaders over summer months;
- Coordinated repair to office heater;
- Repair to office door lock;
- Replace failed light bulbs throughout office;
- Receive Kubota UTV, and manufactures training on its operation;
- Cleaned up several downed trees from windstorm in Goddard Park;
- Replace failing raised gardens and install 4 new raised beds.

EMERGENCY AND AFTER-HOURS RESPONSES

- 03/02/18 – Friday – Significant wind storm, multiple trees down. Worked with Peco, Verizon, and Chester County DES thru Monday to get roads open as quickly as possible and remove remaining debris – Approx. 8 hrs salary, 10 hrs OT;
- 03/06/18 thru 03/08/18 – Snow – Approx. 12 hr salary, 65 hr OT, 80 Tons Salt, 90 Gallons Prewet;
- 03/20/18 thru 03/22/18 – Snow – Approx. 10 hr salary, 50 hr OT, 220 Tons Salt, 400 Gallons Prewet.

TRAINING

- Shane – Floodplain management seminar;
- All Staff – Traisr training;

- All Staff – Retroreflectometer training;
- Shane, Dave, Nate & Mike – Delchester Training and Meeting.

NOTEWORTHY MEETINGS

- BOS Monthly Meeting;
- Delchester Board Meeting;
- State Road Bridge project meeting;
- Valley Road Bridge meeting.
- Southern Chester County Co-op Meeting;
- Southern Chester County Pre-bid, paving;
- Traiser – Asset Management

REOCCURRING FUNCTIONS

- Empty trash cans @ Park;
- Monitor, clean-up, and rake playground – Goddard Park;
- Daily opening and closing and cleaning of park restrooms;
- Monitor, clean-up, and remove debris – Dog Park;
- Filling pot holes for temporary repair;
- PA ONE CALL – marking of storm lines and traffic signal circuitry;
- Cleaning interior and exterior of vehicles;
- Maintenance and repair of Township vehicles;
- Road sign maintenance;
- Monthly SECCRA Inspection.

Respectfully submitted,

Shane Kinsey
Director of Public Works