

Village of Richfield Service Department Annual Report 2014



Presented to

**Mayor Bobbie Beshara
Village Council
and
Richfield Residents**

Written and Prepared by: **Melanie Baker, Service Director
Cheryl Jackson, Administrative Assistant
Steve Lisowski, Highway Maintenance Supervisor
Chuck Soulek, Maintenance Mechanic Supervisor
Brad McKay, Landscape Maintenance Supervisor
David Dietz, Sanitary Sewer Technician Supervisor**

The Village of Richfield Service Department Profile

2014

Employees

There are a total of 19 employees in the Service Department.

The Department consists of the Service Director, an administrative assistant, and 4 different divisions within the department. These divisions consist of:

Public Right of way and Public Properties – 9 employees

Landscape and Public Properties – 3 employees

Repair and Maintenance – 2 employees

Sewer and Water – 3 employees

Service Director Melanie Baker
Administrative Assistant Cheryl Jackson

Highway Maintenance Supervisor Steve Lisowski
Ken Egnatuk
Phil Gilreath
Scott Keserich
Rick Kovak
John Luther
Randy Shero
Jeff Tecco
Ken Yunak

Landscape Supervisor Brad Mckay
Walt Dorsey
John Murphy

Road Mechanic Maintenance Supervisor Chuck Soulek
Ken Horn

Sanitary Sewer Maintenance Supervisor Dave Dietz (Interim)
James Barker
Anthony Raleigh

All employees of the service department are required to have CDL driver's licenses. Most of them have a B or A endorsement. This department hires local summer help to assist with our summer work.

The Service Department is Responsible for:

Public Right of Way and Public Properties

This section of the department consists of one Highway Maintenance Supervisor - Mr. Steve Lisowski who has been in this position for 14 years and eight other employees who work under the direction of Mr. Lisowski. This department is responsible for:

Roads – the Village has over 120 lane miles of road and berm to maintain.

Patch / Crack Seal

Berming

Milling

Culvert pipes new and replacement – this includes the drive culverts that everyone has at the end of their driveways as well as any street culvert crossings.

Leaf collection – this takes place in the fall. Typically in the month of October and November. We start picking up when a majority of leaves are down and continue until all are picked up or until freezing snow and ice prevent such pick up.

Ditch Eliminations – this service is offered to Village residents provided the ditch can meet the existing requirements for elimination and fees are paid to cover the cost of materials. We average about 10 to 12 a year.

Cleaning / Clearing our ditches and storm water drains. – this enables us to better handle storm water when ditches are cleaned and maintained. Storm water drains are cleaned and jetted annual to ensure proper flow of storm water from our roads.

Signs – The sign department is managed by Randy Shero. He is responsible for all sign work performed. These signs range from speed limit signs to stop signs to directional signs to our street signs which are made out of wood materials that meet current ODOT standards.

Buildings – maintain the outside and inside of every village building. This includes painting, window and door treatments, bathrooms, kitchens, etc.

Roadside Trash / Carcass Removal – the Village does provide for the removal of dead animals found in the road right of way.

Roadside Mowing – typically do road side mowing in the Spring, mid summer and fall if needed.

Cemeteries - responsible for all openings and closings for all burials in our cemeteries, and responsible for all monument base installations.

Brush Pick up / Christmas tree removal – Brush pick up is done year round. All you have to do is call and leave an address. Typically we run a full week in the spring when everyone is out cleaning and clearing from the winter and then move to 2 times a week during the summer or as needed. We do pick up Christmas trees for recycling in the month of January

Guardrails – installation and replacement

Snow Removal – The Village is responsible for all snow removal on our streets, in our parking facilities and for all municipal sidewalks and entrances. Our current sheds hold approximately 1,200 tons of salt. We add Geomelt to our salt to allow for the salt to work at temperatures below 20 degrees.

2014 Highlights

Steven A. Lisowski, Highway Maintenance Supervisor

- 2013-2014 Snow and ice control started on November 25th and ended on March 25th, 1,488 hours logged, 17,000 miles traveled and 2,200 tons of salt usage
- Asphalt patching:
 - 100 Tons used for road patching
 - 123 Tons used for 20 driveway aprons
- 6 Miles of hot tar crack sealing
- 1,000 gallons regular tar and 50 tons gravel used for road sealing
- Leaves picked up:
 - 1200 Yards
- Brush picked up:
 - 64 Yards
- Over 400 yards of wood chips, mulch and leaf humus were picked up by our residents, which is a free service provided.
- 27 Burials
- 22 Monument bases installed
- 200' Driveway culvert replacements and installations
- 1 Road culvert replacement
- Numerous drainage and berm repairs
- 4 Rounds of roadside mowing and trimming
- Refurbished the basement and bathroom at Eastwood Preserve
- Reclaimed the area of the old Dizmo house as green space
- Installed Halloween Display
- Installed all holiday lights, trees, displays, in and on all municipal buildings.
- Completely updated all our regulatory signs to meet ODOT mandates of high intensity reflection; will continue to update non-regulatory signs in 2015.

Landscape and Public Property

This section of the department consists of one Landscape Supervisor - Mr. Brad McKay who has been in this position for 4 years and there are two other employees who work under the direction of Mr. McKay. This department is responsible for:

Cemeteries – we place stones, repair and or replace old or damaged stones if possible. We mow, perform weed control, and plant and prune all bushes and trees in the cemeteries. West Richfield contains about 6 acres of land, and Fairview contains about 8 acres of land.

Street tree plantings – the Village does have a street tree program that consists of selecting areas for trees, selecting appropriate species by knowing environmental conditions of the area, knowing what the affect on traffic will be, knowing the growing spaces, knowing the quality of the tree and knowing the location of underground and above ground utilities.

Tree trimming and removals – we do trim and remove street trees. We currently have over 650 street trees; we are responsible for recognizing hazard trees, planning appropriate removal procedures, removing and cleaning the area of the tree and the related road area.

Landscaping of Village Property – this includes installation, maintaining and design of all our flower beds and planting areas. We maintain these beds during the summer too and a majority of the work is done in house.

Turf Maintenance – this covers mowing cemeteries, Town hall, Richfield Woods, The Village Green, Oviatt Newton Park, 3921 Brecksville Road, Eastwood property, Veterans Memorial, and the Wheatley Road intersections.

Tree landscape and pest control and education – this includes review and follow up on current pests to trees and landscape including Gypsy Moths, Emerald Ash Borer, aphids, mites, weeds etc.

Parks and Recreations – this section of the department is also responsible for the playing fields at Richfield Woods and behind Town hall. We perform work on all the fields, we implement with fertilizer, turface and other additives, to provide the best and safest fields for baseball, soccer and multipurpose uses. We maintain the lakes and trails at the Eastwood Preserve, Richfield Woods and the Carter Pedigo Trail located behind town hall. Richfield Woods is about 38 acres. Town Hall is over 20 acres of land. Oviatt Newton Park is 1 acre. Four baseball fields, a sand volleyball court, five pavilions, two soccer fields and a multipurpose field.

2014 Highlights

Bradley McKay, Supervisor

Grounds maintenance:

These are jobs performed throughout the growing season, some at the request of the Mayor and/or Service Director. Summer watering is very time consuming and on hot days it takes the entire time of one part time employee to complete.

Weekly

- Multiple repairs of graveled trails after storms and washouts
- Weed control program in all beds
- Maintain and water flowers at corner park at 303 + Brecksville
- Maintain and water flowers at welcome to Richfield sign by Pilot
- Install plant material and maintain/water at pump station on Five Oaks and Harold
- Weekly checks of walking trails
- Drag ball fields once a week
- Empty Trash cans once or twice per week
- Wash pavilions and prep for renter
- Clean/check bathrooms at Richfield Woods Park weekly
- Maintain all paths and trails all year round
- Seed and fill graves

Seasonal

- Mulched cemeteries and all Village owner properties
- Fall prune of all plant material in beds
- Prep ball fields in Spring
- Remove trees from Parker/Serdinak path and replant
- Four fertilizer applications on Village owner properties
- Spring and Fall aeration on athletic fields and Town Hall
- Spring bed maintenance
- Plow damage repair at all properties
- Split and move plant material in overgrown areas
- Attend pesticide conference
- Attend Arborist continued training courses
- Leaf clean up

Weekly Mowing:

Our mowing program is extensive enough that it requires two employees to work exclusively from mid April to late October. These two perform line

trimming, mowing, and blowing of driveways at each property. It takes an additional two employees every other week to line trim the cemeteries in a timely fashion. We only mow each property once a week with the exception of the Richfield Woods Park before Community Day and the cemeteries before Memorial Day. This is by far the largest time investment in this department.

- West Richfield Cemetery
- Fairview Cemetery
- Town Hall
- Richfield Woods Park
- Village Green
- Eastwood Preserve
- Veterans Park
- Welcome to Richfield Signs
- Pump stations
- 3921 Brecksville Rd
- Recreation Center
- Wheatley Intersection

Tree Program:

- Received 2014 Tree City award
- Fairview Cemetery removed fallen Beech Tree and planted 2 magnolia trees.
- West Cemetery planted English Oak, Beech, 2 Redbuds, 3 magnolias, and a Red Oak, pruned 4 Catalpa trees, a Black Walnut and 2 Maple trees and removed old landscape from entrances.
- Multiple roadside fallen tree removals
- Excavated playground area at Park, removed old broken drainage, repaired damaged and mulched the areas.
- Built stone planter on Brecksville Road at county line with Welcome to Richfield sign.
- Built flower planter at Everett and Brecksville pump station.
- Roadside clearance trimming
- Side walk clearance trimming
- Advise residents on any tree concerns on their property at their request
- Excavated and added gravel to about 1/3 of the Town Hall walking trail. Trim walking trails.
- Renovated and placed grass infield center diamond Richfield Woods.

Snow Plowing is required by all drivers. This activity can interfere with and typically does set our schedule back for tree trimming in the winter months.

Repair and Maintenance Services

This department consists of one Maintenance Mechanic supervisor, Mr. Chuck Soulek, who has had this position for 17 years and one other maintenance mechanic. This division of the department is responsible for:

Police

14 vehicles – these vehicles consist of Ford Crown Vics, new Ford Taurus', Ford Explores, and a van. They range in age from new to over 10 years old.

Fire

9 vehicles – this equipment includes Ford Explorers, pickups, rescue squads, tanker trucks and engine trucks. These vehicles also range in age from new to over 14 years old.

Service

24 vehicles – this equipment includes ½ ton pickups to our 3 and 5 ton dump trucks.

32 pieces of equipment – this includes mowers, backhoes, grade alls, front end loaders, leaf collectors and brush chippers.

Administration

4 vehicles – this equipment consists of a Ford Transit, a 15 passenger bus, an Impala and an Explorer.

The vehicle maintenance for all these vehicles consists of:

- Tire (repair, dismount, remount, balance, application.)
- Electrical wiring for all Police, Fire and Service vehicle packages, lights, radios, sirens.
- Oil changes and routine maintenance
- Belts
- Hoses
- Fuel lines
- Cooling / Heating systems
- Steering and Suspension
- Transmission and Differentials
- Brakes

Buildings – responsible for the mechanical, plumbing, electrical, heating and cooling systems and water wells for all Village owned property.

Water Hydrants –responsible for maintaining approximately 250 water hydrants. Work with the Fire Department on this task – the Fire Department does yearly flushing, greasing, cleaning and painting of the hydrants. When a hydrant is found broken it is placed on a work order for repair, if too big of a job it is passed onto Cleveland for repair.

Signals –has nine intersections to maintain.

2014 Highlights

Chuck Soulek, Maintenance Supervisor

Building Maintenance:

- New Safety Building Chiller
- Research and plan new Service Dept Building

Police Department:

- Outfit three new police cruisers
- 85 lube, oil, and filter services on police vehicles

Fire Department:

- Worked with Fire truck committee planned new Pumper
- Performed many lube, oil, and filter services

Service Department:

- 39 lube, oil, and filter services done on equipment
- Outfit new truck #18
- Outfit new leaf machine
- New walker mower
- Install new aluminum flat bed with toolboxes on truck #22 and re-install dump insert

Sewer Department

This section of the department consists of an interim sewer technician supervisor, Mr. Dave Dietz, who has been in this position for approximately 14 years and two sewer technicians. They are responsible for:

Pump Stations – there are a total of 18 stations in seven sewer districts. Several of them are considered confined space. The deepest station is over 32 feet deep. This consists of 46 pumps, motors and control systems. The flow ranges from 20 to 1,250 gallons per minute. Repair and Maintenance consists of weekly log reviews of the pumps and flow. This maintenance consists of electrical trouble shooting to repairing valves, filters dialers, and floats. There are a total 10 generators at various locations to maintain the stations during power outages. Our pumps range from 400 gals/min. to 1,200 gals/min.

Currently release 401,563gals /day at the county line.
2.5million gals /week.

Over 25 miles of gravity sanitary lines and over 6 miles of force main.

Manholes – over 350 manholes are located on the sanitary gravity lines, which we inspect, repair, and clean.

Wet Wells – We maintain 18 wet wells in our system.

Bioxide systems – These systems are located throughout town and are used in conjunction with areas were we have heavy smells.

Tving and Jetting – We are required by NEORSD to TV and jet our entire sewer system every five years. We are currently doing about 22,000 feet of sewer per year.

Permits / Inspections – we authorize permits and perform installation inspections on all sanitary tie ins. We do inspections not only of the installation of the sewer, but also the road repair or damage is done. We inspect and review all new sewer installation. This includes sewer and storm.

Meter Reading / Sewer Billing – Quarterly we do meter reading and or review city of Cleveland Water readings and prepare sewer billing. This is done in house and we currently bill over 1000 customers.

Water lines – responsible to assist with water main breaks. There are 47,000 lineal feet or approximately nine miles of water lines throughout the community.

2014 Highlights

David Dietz, Supervisor (Interim)

- 150,886,560 gallons (401,563 per day) of effluent flowed through our system in 2014
- Responded to 33 call outs
- Performed four water tests
- Had seven backflow devices tested per City of Cleveland water department
- Read meters quarterly for sewer billing
- Inspected ten residential installation of residential water meters
- Inspected seven installations of sanitary hook ups, and 3 capping of lines
- Cleaned eight wet wells
- Had 24,221 feet of sanitary mainline clean and televised
- Inspected manholes in districts four and six
- Received 929 Ohio Utility Public Service locates, reviewed and marked if necessary.
- 42 times stations were checked during the week
- Rebuilt and replaced three pumps
- Pulled and cleaned five pumps
- Replaced and rewired one level sensor and 1 transducer
- Maintained 5 dioxide systems
- Rebuilt and cleaned 19 check valves
- Replaced four control floats
- Investigated and repaired 9 electrical problems
- Maintained 10 generators and repaired three of them'
- Responded to 3 water main breaks
- Performed preventative maintenance on all 18 stations.

Service Director and Administrative Assistant

The Service Director works at the direction of Mayor Beshara. My administrative assistant, Cheryl Jackson and I are responsible for several items:

The Service Director is responsible for overseeing all the above work as performed on a daily basis.

Maintaining all records on Village owned utilities – sanitary sewer storm sewer, roads, lights (street and traffic)

Construction of the above utilities is also the responsibility of the Service Director, from engineering to bidding of construction and completion.

Construction responsibilities also include new buildings, remodeling, cemeteries, parks, playground, and all buildings owned by the Village.

Purchasing agent for the Village. required to sign all purchase orders. Required to do all purchasing and bidding for all equipment. This includes police, fire, and service equipment.

Responsible for the Tree and Landscape Committee.

Responsible for the Cemetery Board.

The Service Director and the administrative assistant are responsible for the cemeteries – we have 2 cemeteries – West Richfield (Broadview Road), Fairview (Brecksville Road). This includes the sale of lots or mausoleum spaces, working with funeral homes to establish burials, working with the monument companies to ensure proper placement of the stones and work with the Veterans for placement of flags and stones.

The administrative assistant is responsible for the ordering of all office supplies, all building materials, all paper products, all cleaning supplies, and all work and assistance needed by the Service Director.

2014 Highlights

Melanie Baker, Service Director

This office performed and or completed the following tasks:

- Bid road and drainage materials, awarded contracts and completed projects.
- Bid road paving project for 2014 in conjunction with the Summit County Engineer, inspected 1.1 miles of road paving and intersection work. (Briarwood area and Ramble Wood.)
- Bid and awarded a contract for a new Fire Pumper Rescue Vehicle with Pierce.
- Bid and awarded a contract for radios for new fire pumper.
- Bid and awarded a contract for new equipment to outfit the new fire pumper.
- Prepared a bid for sale of Fire Pumper, was successful and sold the vehicle for \$125,000.00.
- Bid the Fox Run Culvert Project and awarded bid in December. Construction to begin in early 2015.
- Purchased a new vehicle for the Recreation Department,
- Purchased new vehicles for Police Department
- Purchased new vehicles for Service Department.
- Purchased and installed a new HVAC system for safety building.
- Administered several items for ODOT work within the Village for upcoming years.
- Worked with the Mayor and Zoning Director on SWIF Grant and received the grant for \$150,000.00 to improve the parking area by the Masonic Temple.
- Assisted Recreation Director with Grant Application for Nature Works to install a rock playground apparatus.
- Continued to work with ARCADIS Engineering, William Hanna of Walter and Haverfield, and the National Park on the design and extension of the sanitary sewer to the Briarwood area. Received agreement for pump station location with CVNP.
- Worked with the City of Cleveland and Council to study and determine a location for a new water tower to service the entire Richfield community. Conducted public meeting with tower location.
- Worked with Richfield Township, and Allegra Properties to review and update the JEDD subdivision plan.
- Worked with ODOT on the bridge widening of Broadview Road.
- Worked with ODOT on the bridge repair of Brecksville Road.
- Worked with ODOT on the pavement reconstruction and resurfacing on Brecksville Road near the County line.
- Worked with Mayor Beshara and all Department Heads to update and prepare the 5 year plan for the Village of Richfield in preparation of the budget.
- Worked with CUE on a new contract with Cargil for salt deliveries

- Presented and received support to start a new curb side clothing recycling activities to our residents and received \$124.41 for diverting 12,441 pounds of cloth like recyclables.
- My administrative assistant worked with the Summit County work program personnel to secure several of our plans to our server for easy access and reproduction.
- My administrative assistant has been able to work with the City of Cleveland and has prepared and inputted all sewer reads in preparation for the billing process.
- Administrative Assistant made application for SASWA and received over \$3,000.00 in grant for use toward our recycling program.
- Responsible for all garbage pickup and complaints.

The Service Department is a department that is diversified in its duties and requirements. We work 5 days a week and are on call every day during the months of October through April for snow duty. The Service Director, Supervisors and Sewer Department are on call all year. As noted we have a very productive 2014 and expect 2015 to be even productive and demanding. We attempt to complete as many projects as we can in a timely and efficient manner, and we do make every effort to meet or exceed our residents and businesses expectations in order to meet our mission statement:

The primary goal of the Service Department is to provide safe, prompt, cost effective, high quality service to the Village of Richfield citizens, employees, businesses, and visitors to the best of our ability, under the authority granted by the Office of the Mayor and the Village Council, and to utilize applicable Village resources in the most efficient and prudent manner possible to achieve this service.