

Service Department Annual Report 2016



Presented to

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

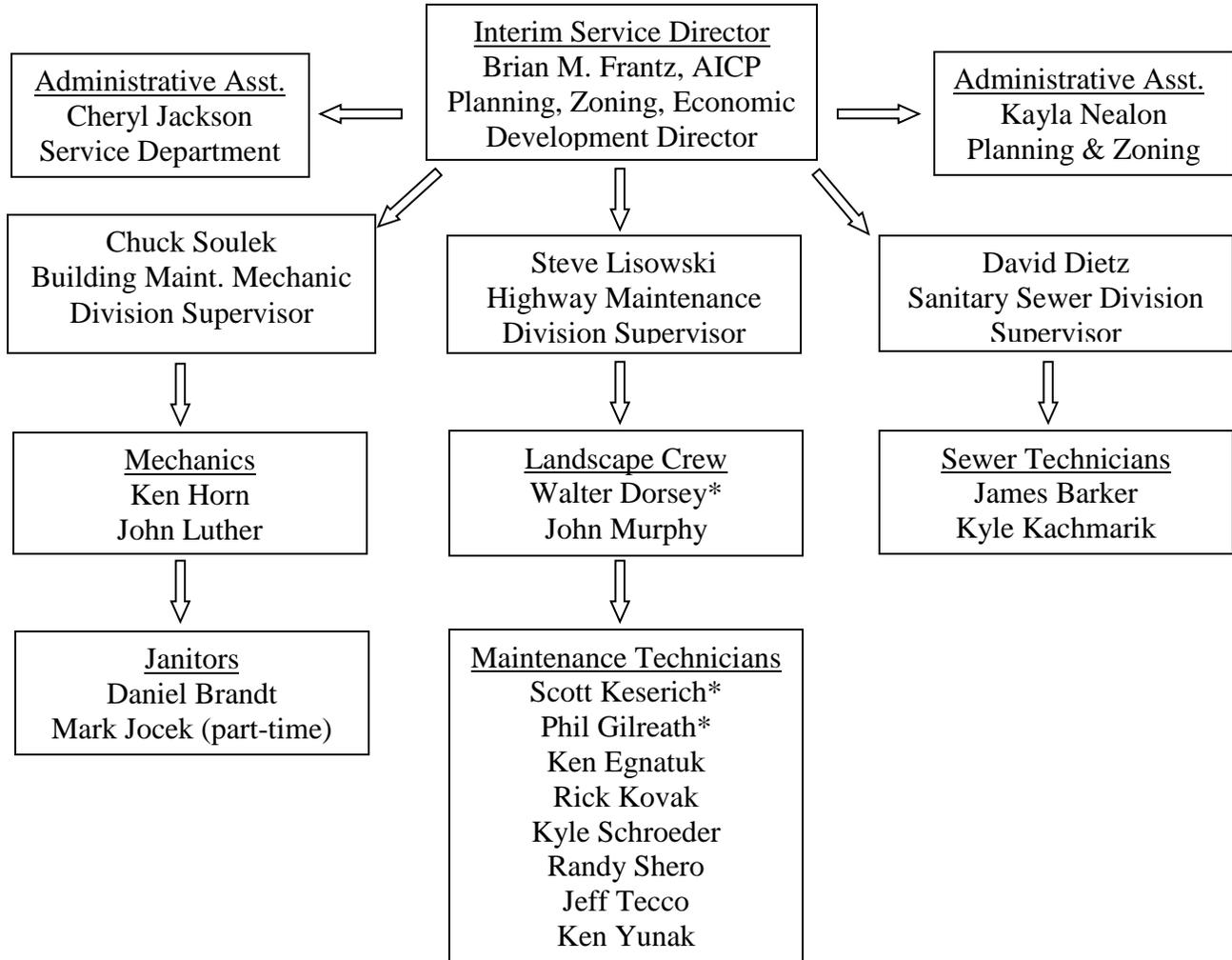
Written and Prepared by: **Brian M. Frantz, Interim Service Director
Cheryl Jackson, Administrative Assistant
Steve Lisowski, Highway Maintenance Supervisor
Chuck Soulek, Maintenance Mechanic Supervisor
David Dietz, Sanitary Sewer Technician Supervisor**

The Village of Richfield Service Department Profile

Year End 2016

Employees

The Service Department is led by the Service Director/Interim Service Director and consists of an Administrative Assistant and 19 employees divided into three divisions:



*denotes crew leader within a division.

All Service Department personnel, excluding the department assistant, maintain a CDL driver's license with either a class B or A endorsement.

The Service Department is diversified in its duties and requirements. We work five 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 long.

As noted, we had a very productive 2016, and we expect 2017 to be even more 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.

Public Right of Way and Public Properties Highway Maintenance Division

The Highway Maintenance Division is responsible for the following:

- **Road Repair:** The Village maintains more than 120 lane miles of roadway.
- **Culvert Pipe Installation and Replacement:** This includes street culvert crossings and culverts that all properties have at the end of their driveways.
- **Leaf Collection:** This program usually starts in the month of October, when a majority of leaves are down, and continues until snow and ice maintenance prevents further collection.
- **Ditch Eliminations:** This service is offered to Village residents provided the ditch in question meets established criteria for elimination. The Village averages about 10 to 12 ditch eliminations per year.
- **Ditch, Drain and Storm Water Maintenance:** The Highway Maintenance Division annually cleans and jets storm water drains to help facilitate proper flow of storm water runoff from all Village roads.
- **Roadside Trash/Carcass Removal:** The Highway Maintenance Division provides for the removal of dead animals within in the road right-of-way.
- **Roadside Mowing:** This program typically begins in late spring and continues on an as-needed basis throughout the fall.
- **Cemeteries:** We are responsible for all burials (in-ground, interments, and mausoleum interments) and monument base installations located within the Village.
- **Brush Pick Up/Christmas Tree Removal:** Brush removal is a staple of the Highway Maintenance Division and is performed throughout most of the year. Christmas tree removal and recycling is completed during the month of January.
- **Guardrails:** The Division is responsible for the installation and replacement of all guardrails in compliance with ODOT standards.
- **Snow Removal:** The Village is responsible for snow removal on municipal streets and parking facilities. The municipal salt shed is located at the main Town Hall complex and holds approximately 1,200 tons of salt. To address temperatures below 20 degrees, Geomelt is added to the salt to ensure safe driving conditions throughout the winter season.
- **Signs:** The Village Sign Shop is overseen by Randy Shero, as we have implemented an aggressive program to replace all the Village streets signs in compliance with the Retro Reflectivity Requirements outlined in the Manual for Uniform Traffic Control Devices (MUTCD). Other duties assigned to Randy are installing, maintaining and designing all street signs within the Village outside of ODOT signage.

2016 Highlights:

- Snow and Ice Control started on December 31st and ended on April 9th. 2,136 hours were logged, 12,673 miles were traveled, and 1,100 tons of salt was used
- 150 tons of asphalt were used for road patching
- Motor, Harold, Five Oaks, and Ratner Roads were all repaved
- 500 gallons of regular tar and 25 tons of gravel were used for road sealing
- 2,430 yards of leaf pick up was completed in 28 days
- 328 yards of brush was picked up in 51 days
- Over 300 yards of wood chips, mulch and leaf humus was picked up by our Village residents for their personal use
- 25 burials were performed, and 12 Monument Bases were installed at the Village cemeteries
- Eight driveway culvert replacements were completed
- Repainted areas in the Fire Department and Town Hall
- Replaced 260 feet of sidewalks
- Replaced porch supports at the Johnson Barn
- Repaired curb inlets located at Kinross Lakes Parkway
- Expanded the Town Hall playground
- Regraded the drive at the Town Hall ball diamond

Landscape and Public Property

Walt Dorsey, Grounds Maintenance Interim Supervisor

This section of the Department consists of one Landscape Supervisor-Mr. Brad McKay, who has been in this position for six years, and two other employees who work under his direction and guidance.

- **Cemeteries:** All headstones located within our cemeteries were either replaced or repaired. All low graves are filled in and then reseeded. We continuously maintain the grounds by mowing, weed control, and planting and pruning, as needed. All old flowers and decorations from around the headstones are removed, and old flags are replaced with new ones.

- **Street Tree Plantings:** The Village maintains a Street Tree program that consists of selecting areas for new trees (according to the environmental conditions of the area), making sure that the growing space is sufficient for all trees, ensuring what the effect of traffic will be on each tree, as well as monitoring the location of all above and underground utilities.

- **Tree Trimming and Removals:** The Village currently has over 650 street trees. We are responsible for recognizing hazardous trees, branches and limbs and appropriately maintain them for safety purposes.

- **Landscape of Village Property:** This includes the installation of all desired plantings by maintaining and designing all flower beds (according to the season) and planting areas. The majority of all this work is completed in house.

- **Turf Maintenance:** This includes the mowing and weed whipping of all listed Village Properties: Town Hall and baseball field, Fairview and West Richfield Cemeteries, Richfield Woods Park, The Village Green, Oviatt Newton Park, Eastwood Preserve, Veterans Memorial Park, Recreation Center, 3921 Brecksville Road, Wheatley Road intersection, and eight (8) pump stations.

- **Tree, Landscape and Pest Control Education:** This includes the initial review and follow-up on the current pest problems affecting all trees and landscape including Gypsy Moths, Emerald Ash Borer, Aphids, Mites, various particular weeds, etc., while continuously learning through continued education seminars.

- **Parks and Recreation:** We are responsible for maintaining four baseball fields, a sand volleyball court, five pavilions, two soccer fields, and a multi-purpose field at Richfield Woods Park, the Town Hall, and all lakes and trails at Eastwood Preserve, Richfield Woods Park, and the Carter/Pedigo Trail, which is located behind the Town Hall.

- **Weekly Mowing:** Our mowing program is extensive enough that it requires two employees to work exclusively from mid-April to late October. These employees complete all mowing, including the collection and discharge of all clippings, weed whipping, and constantly blowing grass clippings off driveways, sidewalks and headstones. We pay special attention to West Richfield Cemetery and Veterans Memorial Park prior to Memorial Day, and Richfield Woods Park prior to the Community Day Celebration. The mowing program is by far the largest and most time-consuming investment for the Grounds Division.

The properties that our division maintains are as follows: West Richfield and Fairview Cemeteries, the Town Hall Complex, the Village Green, Eastwood Preserve, Veterans Memorial Park, Oviatt Newton Park, 3921 Brecksville Road, the Recreation Center, Wheatley Road intersection, along with the Pump stations and “Welcome to Richfield” signs.

Tree Program: The Village purchased and passed out 1,100 bare root seedling trees for the Arbor Day Tree Giveaway. These trees are suggested by the Landscape Supervisor and approved by the Mayor and the Tree and Landscape Commission. The Village of Richfield was once again a recipient for the Tree CityUSA Award. Throughout the year, we prune all necessary limbs from the trees on all properties. Other duties include sidewalk, sign and roadside clearance trimming, and maintaining all of our walking trails. Another service we provide is to advise residents of potential removal of dead or dying trees on their property in our right of way.

Grounds Maintenance: Besides our normal maintenance on the Village-owned properties, the landscape division performs numerous other tasks, which are performed both weekly and seasonally, which include maintaining our baseball diamonds, moving Village properties, watering Village-owned planters, etc.

2016 Highlights

- Collected bids, then met with contractors and acquired the property at 4034 Wheatley Road.
- Designed and built the new employee garden, working with Harvest from Home, who gardened it throughout the year.
- Completed all necessary street tree trimming during the winter months.
- Removed landscaping and replaced with sod the area in front of Somerville’s Antiques located on the corner of West Streetsboro & Brecksville Roads. We also removed and repaired the sidewalks.
- Removal of Spireas from Town Hall beds and replanted them at Oviatt Park, behind the Oviatt Park.
- Our division planted numerous Swamp White Oaks in and throughout the wooded areas at the Richfield Woods Park in hopes of achieving new growth where there has been a loss of many Ash trees.
- Planted numerous potted Petunias prior to the Republican National Convention and for the beautification of the Village.
- Worked with new contractors on a new organic fertilization program for our athletic fields and Town Hall complex.

Repair and Maintenance Services

Chuck Soulek, Maintenance Supervisor

This department consists of one Maintenance Mechanic Supervisor, Mr. Chuck Soulek, who has had this position for 20 years, and two other maintenance mechanics. This Division is responsible for the maintenance of 13 police vehicles, 9 fire vehicles, 24 service vehicles, and 5 administration vehicles.

Vehicle maintenance for all these vehicles consists of:

- Tires (repair, dismount, remount, balance, application)
- Electrical wiring for all Police, Fire and Service vehicle packages, lights, radios, and sirens
- Oil changes and routine maintenance
- Belts, hoses and fuel lines
- Maintaining cooling/heating systems
- Sustaining all steering and suspension, transmission and differentials, and 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. This department works closely with the Fire Department on this task. The Fire Department performs yearly flushings, greasing, cleaning and painting of the hydrants. When a hydrant is found broken, it is placed on a work order for repair. The larger repairs are handled by the city of Cleveland Water Department.

Signals: We maintain ten signal intersections.

2016 Highlights: Repair and Maintenance Services

Building Maintenance:

- Constructed new metal roofs on two restrooms and one pavilion, and a new fountain in the pond at Richfield Woods

Police Department:

- Outfitted three new marked police Explorers
- Performed approximately 84 lube, oil, and filter services on police vehicle
- Removed and installed 12 new Motorola radios in cars

Fire Department:

- Removed and installed six new Motorola radios in vehicles
- Received and equipped new all-terrain vehicle
- Performed numerous lube, oil, and filter services
- Received and equipped new Chevrolet Tahoe 3026 replacement

Service Department:

- Completed 47 lube, oil, and filter services on various equipment
- Outfitted new Gradall
- Outfitted new skid loader and trailer
- Outfitted new Service Director Explorer
- Outfitted old police car for Mayor Beshara
- New Village logos were applied all service vehicles
- Rebuilt roadside mower
- Removed and installed 24 new Motorola radios in service vehicles and equipment
- Prepared for the Village auction
- Pre-emption at Brecksville and Turnpike intersection

Sewer Department 2016

This section of the department consists of an Interim Sewer Technician Supervisor, 21-year veteran Mr. Dave Dietz, and one sewer technician. In the fall, we hired a second technician to replace the one that left last year. We put a lot of emphasis on infiltration this year, inspecting as many properties as possible. There still are some issues we need to get corrected. We will need to work with the new interim Service Director to solve these issues.

- **Pump Stations:** There are a total of 18 stations in seven sewer districts. Seven of them are considered confined space, which requires two people to be present at all times. The entire system consists of 46 pumps and motors, as well as 18 control systems. Flows range from 20 to 1,250 gallons per minute, which are checked weekly to make sure they are operating correctly.
- **Manholes:** As mandated by our five-year schedule, our department inspects, repairs and cleans over 350 manholes.
- **Wet Wells:** There are 18 wet wells that our department inspects and maintains.
- **Bioxide Systems:** These systems are located throughout town and are in areas where we have odor problems.
- **Televising and Jetting:** The Village is required by NEORSD to televise and jet our entire sewer system every five years, which comes to approximately 26,000 feet of sewer per year.
- **Permits/Inspections:** Responsible to authorize permits and inspect all sanitary and water tie-ins on all residential and commercial properties.
- **Meter Reading/Sewer Billing:** Not only does the Village read and review the City of Cleveland's water meters for sewer billing, we also read our sewer-only customers. A total of 1,075 customers are billed, which include residential and commercial.
- **Water Lines:** It is the Village's responsibility to assist the City of Cleveland with water main breaks. There are 47,000 lineal feet or approximately nine miles of water lines throughout the community.

2016 Highlights

- 119,485,520 gallons (327,440 per day) of effluent flowed through our system in 2016
- Performed four water tests for the Ohio EPA
- Performed seven backflow devices tested per the City of Cleveland Water Department
- Read meters quarterly for sewer billing
- Inspected twelve installations of residential water meters
- Inspected three installations of sanitary hook ups
- Cleaned and televised 27,251 feet of sanitary mainline
- Received 1,123 Ohio Utility Public Service locates, which were reviewed and marked, if necessary
- Rebuilt and replaced three pumps, and refurbished six pumps
- Maintained ten generators
- Inspected 723 cleanouts, repairing 106 of them

Service Director

At the direction of Mayor Beshara, the Service Director is responsible for several items:

- 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, ranging from engineering to the bidding of construction and completion of each project. This also includes new buildings, remodeling, cemeteries, parks, playgrounds, and all buildings owned by the Village
 - Purchasing for the Village, which requires reviewing and signing all purchase orders
 - Purchasing and bidding of all equipment, which includes police, fire, and service equipment
 - Attends all Tree and Landscape Commission meetings
 - Attends all Cemetery Board meetings along with Cheryl Jackson, Administrative Assistant

The Service Director and the Administrative Assistant are responsible for two cemeteries: West Richfield (Broadview Road), and Fairview (Brecksville Road). The responsibilities consist of 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 working 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 administrative work and assistance required by the Service Director.

2016 Highlights

Brian M. Frantz, Interim 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 2015 in conjunction with the Summit County Engineer, inspecting 1.3 miles of road paving and intersection work (Brush Road from Broadview Road to Brecksville Road)
- Installed the Fox Run Culvert Project
- Purchased a new vehicle for the Zoning Department
- Purchased new vehicles for the Police Department
- Purchased new vehicles for the Service Department
- Administered several items for ODOT work within the Village for upcoming years
- Razed and removed the old brown building in the center of town (the old Township Garage)
- Bid, awarded and constructed the parking area by the Masonic Temple
- Assisted Recreation Director with the installation of the rock playground apparatus
- Worked with Allegra Properties to review and update the JEDD subdivision plan
- Began design for the extension of Kinross Lakes Parkway on the south side of Wheatley Road
- Continued working on the design for 3921 Brecksville Road Service Garage
- Applied and received \$250,000.00 from ODOT for the Turnpike Mitigation Grant for the upgrade of the light and the repair of Columbia Road at Brecksville Road
- Worked with ODOT on the paving of Broadview Road/Wheatley Road, State Route 303, and the curb and gutter on Brecksville Road
- Worked with Mayor Beshara and all Department Heads to update and prepare the five-year plan for the Village of Richfield in preparation of the budget
- Worked with CUE on a new contract with Cargill for salt deliveries
- Established tap fees for water for parcels on the west side of Broadview Road, across from Appleridge
- Sanitary Sewer extension to Alger Road from Deer Creek
- Administrative Assistant worked with the Summit County work program personnel to secure several of our plans to our server for easy access and reproduction
- Administrative Assistant has been able to work with the City of Cleveland and has prepared and input all sewer reads in preparation for the billing process
- Administrative Assistant made application for SASWA and received over \$3,000.00 in grants for use toward our recycling program
- Responsible for all garbage pickup and complaints