

Village of Richfield Service Department Annual Report 2013



Presented to Mayor Bobbie Beshara

**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

2013

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
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Landscape Supervisor	Brad Mckay Walt Dorsey John Murphy
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Road Mechanic Maintenance Supervisor	Chuck Soulek Ken Horn
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Sanitary Sewer Maintenance Supervisor	Dave Dietz (Interim) James Barker Anthony Raleigh
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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 12 years and eight other employees who work under the direction of Mr. Lisowski. This of the 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.

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.

2013 Highlights

Steven A. Lisowski, Highway Maintenance Supervisor

- 2012-2013 Snow and ice control started on November 25th and ended on March 25th, 1488 hours logged, 17000 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
- Performed many hours on building maintenance
- 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.

Landscape and Public Property

This section of the department consists of one Landscape Supervisor - Mr. Brad McKay who has been in this position for 2 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.

2013 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 2013 Tree City award
- Apply for and received Project Clean Lake Grant
- Planted 82 trees as part of grant
- Multiple roadside fallen tree removals
- Two fallen Trees in Fairview Cemetery
- Removed Six dead Ash trees in Richfield Woods Park
- Removed 20+ dead roadside trees
- Pruned all young trees at Town Hall complex
- Removed fallen tree at Town Hall baseball field
- Water trees at Town Hall in the summer
- Roadside clearance trimming
- Side walk clearance trimming
- Advise residents on any tree concerns on their property at their request
- Prunes young trees at Richfield Woods Park
- Trim walking trails

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 15 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

10 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 S-10 pickups to our 3 and 5 ton dump trucks.

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

Administration

4 vehicles – this equipment consists of an S-10, 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 seven intersections to maintain.

2013 Highlights

Chuck Soulek, Maintenance Supervisor

Building Maintenance:

- Spec out new Safety Building Chiller
- Research and plan new Service Dept Building

Police Department:

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

Fire Department:

- Outfit new Chief's Tahoe
- Update emergency lighting on #3009, #3028 & #3036
- Repaired water tank on #3014
- Installed auto prime on #3013
- Worked with Fire truck committee planned new Pumper
- Performed many lube, oil, and filter services

Service Department:

- 37 lube, oil, and filter services done on equipment
- Outfit new pickup truck #21
- Outfit new chipper
- Rebuild pump out of old truck #21 & install in Truck #22
- Repair cab on truck #20 – install new hydraulic tank
- Fabricate new loader door
- Replace fowlers and re-point skid loader trailer

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 19 stations. 10 of which are confined space. The deepest station is over 32 feet deep. Repair and Maintenance consists of weekly log reviews of the pumps and flow. They maintain 42 pumps and 42 motors. This maintenance consists of electrical trouble shooting to repairing valves, filters dialers, and floats. These pump stations also have 7 generators to maintain the station during power outages. Our pumps range from 400 gals/min. to 1200 gals/min.

Currently release 325,000gals /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 have 14 wet wells that we maintain.

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 NEORS D to TV and jet our entire sewer system every five years. We are currently doing about 2,200 feet of sewer per year.

Permits / Inspections – we authorize 40 permits per year. This is about 30 residential and 10 commercial. 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 600 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.

2013 Highlights

David Dietz, Supervisor (Interim)

- 146,571,000 gallons (401,563 per day) of effluent flowed through our system in 2013
- Responded to 26 call outs
- Performed six water test
- Had seven backflow devices tested per City of Cleveland water department
- Read meters quarterly for sewer billing
- Inspected five residential installation of residential water meters
- Inspected 17 installation of sanitary hook ups
- Cleaned eight wet wells
- Had 20,517 feet of sanitary mainline clean and televised
- Inspected manholes in district 7
- Over 600 Ohio Utility Public Service locates were reviewed and marked if necessary.
- 44 times stations were checked during the week
- Rebuilt and replaced six pumps
- Pulled and cleaned pumps four times
- Replaced and rewired one level sensor
- Replaced one transducer for level sensor
- Rebuilt and cleaned seven check valves
- Replaced one manhole casting
- Investigated two odor complaints
- Maintained six bioxide systems and made numerous repairs
- Replaced two air compressors for bubble systems
- Replaced two alarm floats and 1 control float
- Investigated and repaired seven electrical problems in stations
- Maintained 10 generators and repaired three of them

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 my responsibility, 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 (paper towels, toilet paper etc.) all paper products, all cleaning supplies, and all work and assistance needed by the Service Director.

2013 Highlights

Melanie Baker, Service Director

This office performed and or completed the following tasks:

- Hired Administrative Assistant in May.
- Hired Sewer Technician in July.
- Bid road and drainage materials, awarded contracts and completed projects.
- Bid road paving project for 2013 in conjunction with the Summit County Engineer, inspected 1.3 miles of road paving and intersection work.
- Continued to work with ARCADIS Engineering, GPD Engineering, and the National Park on the design and extension of the sanitary sewer to the Briarwood area. Completed design, submitted and received approval from the EPA, ODOT and the County for the installation of the lines.
- Negotiated, and bought land for Briarwood Sanitary Sewer,
- Bid, awarded and completed the painting of the Eastwood House.
- Worked with the Cleveland Restoration Society on review of the Eastwood barn, and worked with Thorson Baker to perform engineering review of structure
- 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.
- Worked with Richfield Township, and Allega Properties to review and update the JEDD subdivision plan.
- Prepared engineering to allow for a culvert replacement on Fox Run to be completed in 2014
- Was notified and am working with ODOT on a 3 year project for the full reconstruction and several bridge repairs and reconstruction on I-271.
- Was notified and participated with ODOT on the reconstruction design and drawings of Brecksville Road (State Route 21) from the Ohio Turnpike to the County line for a 2014 project.
- Worked with the 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
- Participated in discussions for a new phone system.

- Took quotes and awarded the Fairview Cemetery wall project and completed the restoration of the wall
- My administrative assistant worked with summer help to get several of our plans scanned and loaded on our network and shared files for easy access and review of plans.
- 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.
- 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 2013 and expect 2014 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.