

Orange Village Service Department



2011 Annual Report

Everything from road repairs, snow removal, flood prevention, recycling, maintenance and repair to all equipment, buildings and grounds is handled with great pride, by the service department.

Submitted: February 2012



Orange Village Service Department

4160 Lander Road
Orange Village, OH 44022

440-498-4403
Fax: 216-292-6468

February 1, 2012

Dear Mayor Kathy U. Mulcahy,

It is with great pride that I present to you the 2011 Orange Village Service Department year-end report. This report highlights the accomplishments made by the Service Department. Our goal is to work with the administration to provide the finest service possible to our residents.

In 2011 the Service Department experienced some major changes. Service Director Bruce White retired which created a personnel change. Property was purchased in order to advance the future service center and increase our parkland. Adjustments have been made to the budget to reflect economic trends and the loss of future tax revenues.

As you will see in the following report, despite these changes, the Service Department continues to provide the great programs and services that the residents have been accustomed to. We would like to thank you and council for your continued support. With their hard work and dedication all of the service department employees made 2011 a productive year.

In 2012, we look forward to continued success, the development of a plan for the future Service Department and park system and take on any new challenges in order to make this another productive year.

Sincerely,

Robert A. Zupan
Service Director

2009 & 2010 Recycling and Trash Totals

- ✓ Since the inception of the recycling Toters in 2008, we have increased our recycling tonnage by 11%.
- ✓ Increased recycling tonnage by 6% from 2010 to 2011.
- ✓ Orange Village saved over \$18,000 by diverting 468.86 tons of waste from the landfill.
- ✓ Second year of our 5 year contract with J & J Refuse for trash/recycling collection. Pick up day was changed from Friday to Monday.



2010

| Billing Date | Service Period | Recycling Tonnage | Waste Tonnage | Recycling % |
|--------------|----------------|-------------------|----------------|-----------------|
| 1/1/2010 | December | 25.40 | 83.30 | 23.3671% |
| 2/1/2010 | January | 34.70 | 102.70 | 25.2547% |
| 3/1/2010 | February | 21.20 | 63.30 | 25.0888% |
| 4/1/2010 | March | 43.20 | 82.30 | 34.4223% |
| 5/1/2010 | April | 36.80 | 117.00 | 23.9272% |
| 6/1/2010 | May | 42.20 | 117.00 | 26.5075% |
| 7/1/2010 | June | 41.70 | 106.40 | 28.1567% |
| 8/1/2010 | July | 33.70 | 108.40 | 23.7157% |
| 9/1/2010 | August | 42.38 | 120.70 | 25.9872% |
| 10/1/2010 | September | 35.44 | 95.56 | 27.0534% |
| 11/1/2010 | October | 36.51 | 92.12 | 28.3837% |
| 12/1/2010 | November | 49.44 | 114.09 | 30.2330% |
| | TOTAL | 442.67 | 1202.87 | 26.9012% |

2011

| Billing Date | Service Period | Recycling Tonnage | Waste Tonnage | Recycling % |
|--------------|----------------|-------------------|----------------|-----------------|
| 1/1/2011 | December | 35.85 | 74.97 | 32.3498% |
| 2/1/2011 | January | 42.70 | 93.70 | 31.3050% |
| 3/1/2011 | February | 45.95 | 73.25 | 38.5487% |
| 4/1/2011 | March | 30.95 | 75.34 | 29.1184% |
| 5/1/2011 | April | 36.47 | 85.95 | 29.7909% |
| 6/1/2011 | May | 46.40 | 135.06 | 25.5704% |
| 7/1/2011 | June | 32.67 | 91.59 | 26.2916% |
| 8/1/2011 | July | 33.76 | 95.92 | 26.0333% |
| 9/1/2011 | August | 42.25 | 130.05 | 24.5212% |
| 10/1/2011 | September | 40.36 | 94.87 | 29.8454% |
| 11/1/2011 | October | 44.03 | 118.45 | 27.0987% |
| 12/1/2011 | November | 37.47 | 94.13 | 28.4726% |
| | TOTAL | 468.86 | 1163.28 | 28.7267% |

Recycling

Orange Village residents participated in several round-ups with the Cuyahoga County Solid Waste District. These efforts diverted over 1,100 tons of materials to the landfill. Orange Village began providing a semi-annual paper shredding service to residents in 2008. In 2011, we collaborated with the City of Pepper Pike to offer six shredding opportunities for our residents. Four were held on Fridays at Pepper Pike City Hall and two were on Saturdays at Orange Village. Prior to printing of our 2012 calendar we were not sure if Pepper Pike would be collaborating with us on paper shredding due the change in administration. We are currently collaborating with Pepper Pike on their shredding dates and our residents are invited to **Pepper Pike City Hall on Friday, February 10th from 9:00am to 12:00 pm. Please join us Saturday, April 21, 2012 and October 20, 2012 at Orange Village Hall from 9am—12pm.**



Solid Waste District Round-ups

| | |
|---------------------------|-------------|
| Computers | 5.91 tons |
| Household Hazardous Waste | 1.18 tons |
| Used Oil | 220 gallons |
| Tires | 1.92 tons |

The Cuyahoga County Solid Waste District has moved their facilities and are offering Household Hazardous Waste collection year round effective 2011. We offered three Household Hazardous Waste collection dates this year . Effective August 1, 2010, we entered into a 5 year contract with J & J Refuse for trash/recycling curbside pick up. J & J Refuse recycles phone books placed in your recycle container .

General Recycling

| | |
|--|-------------|
| Car Batteries | .198 tons |
| Steel | 5.84 tons |
| County Roadside Trash Collection (at OV 6 times—250 man hrs) | 94 bags |
| Resident Paper Shredding Program | 11.11 tons |
| Leaf Collection | 424.38 tons |
| Branch Chipping | 356.25 tons |
| Holiday Trees | 1.25 tons |

Every Fall the Orange Village Service Department collects leaves and turns them into a rich compost that can be added to gardens and soil. We collected 97 loads or 2425 yards of leaves. It required 475.75 man hours to collect the leaves. The Service Department also delivered 207 loads of leaf humus to residents.



Totals for Branch Chipping

| Year | Man Hours | Stops | Loads | Cubic Yards | Tonnage | Total Days |
|-------------|------------------|--------------|--------------|--------------------|----------------|-------------------|
| 2002 | 340.5 | 794 | 59 | 885 | 276.5625 | 17 |
| 2003 | 366.5 | 844 | 61 | 915 | 285.9375 | 19 |
| 2004 | 356 | 673 | 63 | 945 | 295.3125 | 17 |
| 2005 | 1669.75 | 1319 | 309 | 4635 | 1448.4375 | 51 |
| 2006 | 322.25 | 617 | 49 | 735 | 229.6875 | 16 |
| 2007 | 304 | 599 | 39 | 585 | 182.8125 | 13 |
| 2008 | 674.75 | 1522 | 100 | 1500 | 468.75 | 30 |
| 2009 | 200 | 623 | 32 | 480 | 150 | 12 |
| 2010 | 333.25 | 901 | 77 | 1155 | 360.9375 | 20 |
| 2011 | 361.25 | 1175 | 76 | 1140 | 356.25 | 21 |

Totals for Leaf Collection and Humus Delivery

| Year | Stops | Man Hours | Loads | Cubic Yards | Deliveries | Tonnage | # of Days |
|-------------|--------------|------------------|--------------|--------------------|-------------------|----------------|------------------|
| 2002 | 1005 | 396 | 122 | 1830 | 123 | 320.25 | 22 |
| 2003 | 1184 | 537 | 80.46 | 2011.5 | 143 | 352.0125 | 24 |
| 2004 | 1032 | 551.25 | 94.74 | 2368.5 | 157 | 414.4875 | 29 |
| 2005 | 1168 | 444 | 69 | 1725 | 77 | 301.875 | 20 |
| 2006 | 1550 | 492.75 | 85.2 | 2130 | 150 | 372.75 | 26 |
| 2007 | 1624 | 537.75 | 84.65 | 2116.25 | 143 | 370.34375 | 28 |
| 2008 | 1366 | 354.25 | 54.25 | 1356.25 | 169 | 237.34375 | 21 |
| 2009 | 1647 | 511.25 | 143.06 | 3576.5 | 130 | 625.8875 | 31 |
| 2010 | 1912 | 436 | 95.5 | 2388 | 219 | 417.8125 | 29 |
| 2011 | 1731 | 475.75 | 97 | 2425 | 207 | 424.375 | 28 |

Personnel

A few changes have been made to the Service Department personnel in the past year.

- ◆ Ryan Anthony, a 6 year employee, left to pursue a career change. We wish him well.
- ◆ Bruce White retired as Service Director
- ◆ Robert Zugan was named Orange Village's new Service Director
- ◆ Josh Sirk was hired as a part-time Service Department employee



Road Repairs and Maintenance

The service department completed the following striping and road repairs in 2010:

- ◆ Asphalt, grinding & patching of 14 streets
- ◆ Striped 17 roads
- ◆ Cracksealed 9 streets
- ◆ Painted crosswalks, arrows, only, stop bars to all streets
- ◆ Used 1818 tons of salt during the 2010-2011 season
- ◆ Purchased and used 5775 gallons of brine
- ◆ Continued sensible salting practices



- ◆ Removed dead trees and clearance of road right of ways
- ◆ Engineer and Service Director completed a reevaluation of road & projects for the infrastructure levy
- ◆ Removed all rusted/failing street light poles on Orange Place, fabricated and installed electric stations on Orange Place street light pole locations
- ◆ Replaced 20 faded "No Parking" signs
- ◆ Plowed 18 residential homes during the winter season
- ◆ During the 2010-2011 winter season we had 601 hours of overtime

Drive Culvert and Drainage Maintenance

The service department performed the following driveway culvert and drainage maintenance:

- ◆ Conducted and completed a storm sewer survey and inspection of 991 catch basins and updated the database
- ◆ Began catch basin cleaning program, cleaned over 100 catch basins
- ◆ Completed drive culvert installations on Pike and Jackson Drives
- ◆ Repaired storm sewers on Brainard and North Hilltop Roads
- ◆ Installed a storm sewer on Pike Drive and Orange Meadow
- ◆ Blocked storm sewers were viewed with the assistance and use of the Chagrin Falls Service Department
- ◆ Repaired catch basin and sidewalk on Cambridge Court
- ◆ Installed a catch basin/storm sewer in the parking lot of 4680 Lander Road



Grants



The Service Department applied for and was awarded a \$3,500 grant from Cuyahoga County Solid Waste District. The funds from the grant paid for a recycling calendar which was mailed to every resident in Orange Village.

The Service Department applied for and received a \$50,000 NOPEC grant for energy conservation measures.

Grant Projects

- ◆ Completed ASHRAE level II energy audit
- ◆ Installed Trane building control unit to Municipal Center heating and cooling system
- ◆ Replaced doors in Council Chambers
- ◆ Installed motion sensing light switches in the Municipal Center and Service Department building.
- ◆ Installed air handling unit CO₂ Sensors to HVAC systems at Municipal Center
- ◆ Installed hot water variable frequency drives pump with bypasses to Municipal Center

Fire Department Maintenance

The Service Department performs routine maintenance and repairs to all Fire Department equipment. Repairs were made to several vehicles and items throughout the Fire Department

- Completed annual ladder testing
- Converted Car 2 into Chief's Vehicle (Car 1)

Outside Contracting Projects

The following projects were completed with or by outside contractors:

- ◆ Widened Hidden Valley cul-de-sac
- ◆ Crackseal and Chip seal program on Woodcrest, Fairview and Hidden Valley Roads
- ◆ Concrete repair program on Lander Road, Orangewood Drive and curbs on Harvard Road
- ◆ Full and partial depth repairs to Brainard, Pinecrest and Jackson Roads
- ◆ Demolition of rectory building
- ◆ Rebuilt amphitheater brick work
- ◆ Sealed wells at 4680 Lander Road
- ◆ Relocated backflow valves on water vault at 4680 Lander Road
- ◆ Removed fuel tank at 4680 Lander Road
- ◆ Vac All service of over 100 catch basins
- ◆ Striped streets

Muni Center Maintenance

The service department performed standard maintenance, such as changing light bulbs, repairing small window leaks and miscellaneous kitchen and restroom repairs. Other items completed by the service department include:

- ◆ Directed/supervised all NOPEC grant projects
- ◆ Installed copper drip guards near doors



- ◆ Installed data cable for new HVAC systems
- ◆ Removed shrubs and installed sod and railroad ties at Miles and Brainard Road intersection
- ◆ Repainted helicopter landing zone
- ◆ Replaced helicopter windsock
- ◆ Painted all exhaust systems for vents and boiler system
- ◆ Applied topsoil and seeded area at 4680 Lander where building was demolished
- ◆ Repaired trench drains and concrete in the Fire Department

Landscape Projects

The Service Department strives for the beautification of Orange Village by providing many landscaping projects throughout the year including:

- ◆ Planted trees on Waterford Court
- ◆ Removed shrubs and installed sod and railroad ties at Miles and Brainard Road intersection
- ◆ Planted and hung 10 large hanging baskets throughout the Village
- ◆ Planted over 200 flats of flowers throughout the Village
- ◆ Spread 20 yards of mulch
- ◆ Completed sign visibility trimming program
- ◆ Began building and shaping landscaping mounds at 4680 Lander Road
- ◆ Trimmed all large trees around the amphitheater and church property
- ◆ Cut 29 residential lawns throughout the Village.

Surplus Equipment Disposal

Orange Village conducted an on site auction at 4680 Lander Road to dispose of surplus items. Several miscellaneous office supplies, items left in the church building and larger items were auctioned including:

- Service Department Car • Street Sweeper • Mower • Ford Tractor • Sewer Jet • Pumper Truck



We received \$19,382.46 in proceeds from the auction.



We recycled old plows and mowers at the scrap yard and received \$862.50.

Service Department Maintenance

In order to comply with regulations and add to the appeal of the current Service Department building and prepare the new service department location at 4680 Lander Road, the following projects were completed:

- Rebuilt the front steps at 4160 Lander Road
- Reorganized all the buildings at 4160 Lander Road to make better use of the facilities
- Relocated the wood shop to 4680 Lander Road and installed a dust collection system
- Reinstalled waterline to church after demolition of rectory
- Continued updating records
- Implemented the use of HD Authority work order system to record all equipment maintenance and repairs
- Increased Household Hazardous Waste collection to three times per year
- Completed 5 year capital equipment budget
- Began clean up of new service complex at 4680 Lander Road
- Installed gates at 4680 Lander Road
- Regraded the parking area at 4680 Lander Road
- Completed storm sewer good housekeeping plan



New Equipment

The Service Department did not purchase large equipment this year. We did purchase smaller items and office equipment which is listed below:

- Computer, printer and scanner
- Sewer snake
- Electric jackhammer
- Hazardous spill kits for all garages including the Police and Fire Departments
- 100 recycle Toters
- Added baffle balls to brine pretreat tank

Equipment Repairs

The service department provides routine maintenance and repair on all equipment. In order to extend the life expectancy of the equipment, the following repairs were made:

- Rebuilt 24" digging bucket
- Installed new front and rear springs on the 2005 International
- Rebuilt 1997 International snow plow
- Repaired the radiator in the chipper
- Rebuilt the line laser pump
- A complete brake job to restore the vehicle's brake system and braking performance, oil pan and body work were performed on the 1995 International
- A complete brake job to restore the vehicle's brake system and braking performance and battery box were performed on the 1997 International
- New impeller, linings and bearings were installed on the leaf machine
- Replaced tires on 1997 International and reconditioned the wheels
- Rebuilt 1997 International dump cylinder
- Rebuilt service department backup generator exhaust
- Acquired a car from the Police Department for the use of the Service Director

Land Acquisition

- Acquired balance of land at 4680 Lander, per the vote of the people
- Conducted tours of the complex during the Salute to Orange
- Completed fuel tank inspection and removal
- Directed demolition of rectory building
- Engaged in the design work at the former church building with Bialosky and Associates
- Removed old amphitheater portico structure



Park Maintenance and Improvements

Routine maintenance was performed at the park areas including tree trimming and removal. The following items were performed in the park:

- Installed/rebuilt damaged kiosk
- Constructed compost bins in the Community Garden
- Build additional raised beds in the garden
- Rototilled the Community garden
- Repaired basketball hoops that were vandalized



Education

Members of the service department attended one or more of the following programs:

- ◆ Storm Water Management —Good Housekeeping
- ◆ Snow conference
- ◆ OUP—Utility Training
- ◆ Fertilizer class/CEU recertification
- ◆ Household Hazardous Waste collection training at CCSWD
- ◆ International Truck training
- ◆ Josh Sirk passed his Ohio CDL testing

Collaboration

The Service Department works closely with surrounding communities per a mutual aid agreement by sharing equipment and services. The Service Director is a member of Northeast Ohio Service Director's Association. We are also a member of the Chagrin Valley Service Director's Association.

We collaborated with Chagrin Service Department for use of their air compressor and assistance with a push camera to view blocked storm sewers.

Brine is purchased from Pepper Pike and used for snow control. We also accept Pepper Pike's bagged leaves and add it to our compost pile.

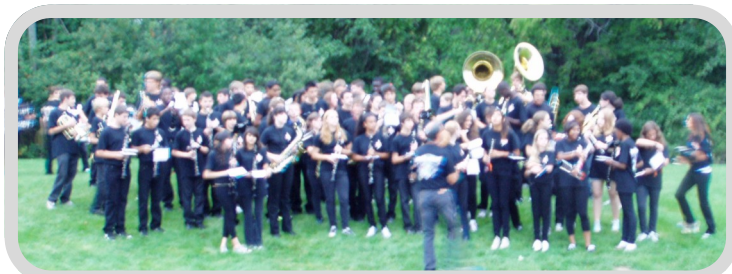
Began work with Cuyahoga County Planning Commission to study the feasibility of a merger between Pepper Pike, Woodmere, Moreland Hills and Orange Village.

We continue to work with Cuyahoga County Solid Waste District with our round up dates.

Assistance

The Service Department assisted in numerous functions in 2011:

- ◆ Continue to be active members of the Fire Department
- ◆ Assisted as needed before, during and after the "Salute to Orange"
- ◆ Set-up chairs for Music at the Muni series
- ◆ Displayed equipment at Orange Jubilee
- ◆ Assisted in two paper shredding events



Thank you notes received:

TO: KATHY MULCAHY, MAYOR
ORANGE VILLAGE

DATE: 2-22-11

cc: SERVICE DEPT.

This is a note of "Thanks" and to express my gratitude for the Orange Village Service Department.

The Service Dept. is caring, concern and they make sure residents are helped in a time of need. They are polite, friendly and take care of the business at large.

I have been a resident of Orange Village for 46 years and it has the "BEST" Service Department in the County, in my opinion.

My full support is given to the Orange Village Service department.

Sincerely,


Clover Elliott

Sent: anna.girardi@orangevillage.com
Saturday, May 14, 2011 5:38 PM
To: Anna Girardi
Subject: Re: Community Garden

The service department did work very hard. They did an excellent job.

--

Faith Durden

---- Anna Girardi <girardia@orangevillage.com> wrote:

> The Garden is Ready!

> The service department has worked very hard this week to get the garden ready for planting. You can begin planting at any time. The water is turned on and the area between the beds has been rolled.

> Your plot number is E6 .

> The code again to the garden is H E R. Please remember to keep this code confidential.

> Happy Gardening!

>

> Thank you, 

>

> Anna

> Anna Girardi, Administrative Assistant Orange Village

Thank you notes received:

From: Anna Girardi

Sent: Thursday, June 02, 2011 11:36 AM

To: Dennis Gritton; HVAC Gritton; Michael Drnach; Robert Zupan; Service_ov; Shaun Parsons; Terry Goldhamer; Tim Alder; Ryan Anthony

Subject: Kudos

Patti Park called to thank you for removing the shrub at the corner of Harvard and Brainard. She said you made it safer for everyone.

Thank you,

Anna

Anna Girardi, Administrative Assistant
Orange Village
4600 Lander Road
Orange Village, OH 44022
440-287-5131 Fax 440-498-4404



Orange Village Service Dept.

Thank You so much
for sending the chipper to
my house at 735 Beacon Hill!
It was very much appreciated!
Claire Yasnew