

Orange Village Service Department



2012 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 2013



Orange Village Service Department

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Orange Village, OH 44022

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February 1, 2013

Dear Mayor and Council,

It is with great pride that I present to you the 2012 Orange Village Service Department year-end report. This report highlights the accomplishments made by the Service Department this year. Our goal is to work with the administration to provide the finest service possible to our residents.

Bids were received and accepted for the construction of the new service department at 4680 Lander Road. We are very excited to get this venture under way. The service department installed mounds and planted several trees on Lander Road and Pike Drive in order to screen the future building. We added the maintenance of the police vehicles this year, which created a great deal of savings to the Village.

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 2012 a productive year.

In 2013, 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

2011 & 2012 Recycling and Trash Totals

- ✓ Since the inception of the recycling Toters in 2008, we have increased our recycling tonnage by 11%.
- ✓ Orange Village saved over \$18,000 by diverting 442.18 tons of waste from the landfill.



2011

Service Period	Recycling Tonnage	Waste Tonnage	Recycling %
December	35.85	74.97	32.3498%
January	42.70	93.70	31.3050%
February	45.95	73.25	38.5487%
March	30.95	75.34	29.1184%
April	36.47	85.95	29.7909%
May	46.40	135.06	25.5704%
June	32.67	91.59	26.2916%
July	33.76	95.92	26.0333%
August	42.25	130.05	24.5212%
September	40.36	94.87	29.8454%
October	44.03	118.45	27.0987%
November	37.47	94.13	28.4726%
TOTAL	468.86	1163.28	28.7267%

2012

Service Period	Recycling Tonnage	Waste Tonnage	Recycling %
December	34.21	77.72	30.5637%
January	42.32	100.31	29.6712%
February	30.07	69.82	30.1031%
March	32.66	79.65	29.0802%
April	39.83	108.53	26.8469%
May	36.83	99.43	27.0292%
June	34.34	89.51	27.7271%
July	43.77	112.61	27.9895%
August	31.28	90.74	25.6351%
September	35.94	90.72	28.3752%
October	41.08	105.00	28.1216%
November	39.85	96.63	29.1984%
TOTAL	442.18	1120.67	28.2932%

Recycling

Orange Village residents participated in several round-ups with the Cuyahoga County Solid Waste District. These efforts diverted almost 800 tons of materials to the landfill. Orange Village began providing a semi-annual paper shredding service to residents in 2008. In 2012, we collaborated with the City of Pepper Pike and Landerwood Plaza to offer six shredding opportunities for our residents. Two were held on Fridays at Pepper Pike City



Hall, four were on Saturdays at Landerwood Plaza and Orange Village. Orange Village residents will have the opportunity to have their paper shredded at **Pepper Pike City Hall on Friday, February 15th and June 14th, Landerwood Plaza on Saturday, May 11th and September 7th or at Orange Village Hall on Saturday, April 20, 2013 and October 19, 2013. All shredding events are from 9:00 am to 12:00 pm.**

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. The CCSWD also provided two new recycling opportunities, election signs and holiday lights. Orange Village collected these items and delivered them to CCSWD for recycling.



Solid Waste District Round-ups

Computers	3.53 tons
Household Hazardous Waste	1.26 tons
Used Oil	220 gallons
Tires	2.78 tons



General Recycling

Car Batteries	.30 tons
Steel	3.97 tons
County Roadside Trash Collection (at OV 7 days—276 man hrs)	198 bags
Resident Paper Shredding Program	6.80 tons
Leaf Collection*	534.18 tons
Branch Chipping	210.93 tons
Holiday Trees	50 trees

**This was the 2nd largest leaf collection since 1982. The Service Department collected the leaves without incurring overtime.*

Totals for Branch Chipping

Year	Man Hours	Stops	Loads	Cubic Yards	Tonnage	Total Days
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
2012	288	857	45	675	210.9375	18

Totals for Leaf Collection and Humus Delivery



Year	Stops	Man Hours	Loads	Cubic Yards	Deliveries	Tonnage	# of Days
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
2012	1810	514.75	102	2550	178	446.25	29

Landscape Projects

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

- ◆ Completed the grading and shaping of the mounds located at 4680 Lander Road
- ◆ Transplanted birch trees from the current service department and planted pine, pear, crab trees and landscape bushes on the mound
- ◆ Enhanced the mound with mulch, a rock wall and flowers
- ◆ Planted grass (hydroseed) on the mounds along Lander Road and Pike Drive
- ◆ Began construction of the western mound to separate the park and the service center
- ◆ Hung 10 large baskets and planted 240 flats of flowers
- ◆ Cut 24 residential lawns
- ◆ Utilized youth from the police diversion program to assist with landscape maintenance



Road Repairs and Maintenance



The service department completed the following striping and road repairs in 2012:

- ◆ Asphalt, grinding & patching of 7 streets
- ◆ Striped all roads in the Village
- ◆ Cracksealed 9 streets
- ◆ Painted crosswalks, arrows, only, stop bars on all streets
- ◆ Repaired the berm on Pinecrest and Walnut

Hills Roads

- ◆ Cracksealed several roads including Waterford, Cambridge and Oxford Courts, Sterncrest, Miles, Lander, Jackson and Brainard Roads
- ◆ Replaced 14 signs
- ◆ Snowplowed 22 residential driveways
- ◆ Trimmed the trees on Orangehill and Orangetree for sidewalk clearance.
- ◆ Repainted fish stencils on catch basins for Phase II stormwater plan.

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
- ◆ Blocked storm sewers were viewed using the camera from Chagrin Falls Service Department
- ◆ Repaired the storm sewer on North Hilltop
- ◆ Installed risers to catch basins on Laurel Circle
- ◆ Completed road reevaluation/inspection with the Village Engineer
- ◆ Completed the Woodcrest storm sewer/catch basin project
- ◆ Completed a ditching project on E. Woodcrest
- ◆ Completed 2 storm sewer/catch basin project on Emery Road



Grants

The Service Department applied for and was awarded a \$3,815 grant from Cuyahoga County Solid Waste District. The funds from the grant paid for our annual recycling calendar and a confidential document shredding event. The calendar is to every resident in Orange Village .

Applied for and awarded a grant for Energy Recovery Grant for \$80,000.

Orange Village was awarded a grant for \$162,220 from the Surface Water Improvement Fund (SWIF) to be used in 2013 for the parking lot at the new service center.

In collaboration with Chagrin River Watershed Partners we received a \$13,068 for the design and engineering fees for the SWIF grant project.

Grant Projects

- ◆ An Energy Star refrigerator was purchased and doors were replaced in the fire department and muni center with funds from the NOPEC grant received in 2011.
- ◆ Installed CO₂ systems and energy recovery ventilators in the muni center with the leftover funds from the energy recovery grant.
- ◆ Replaced LED exit signs using funds from the NOPEC grant.

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
- Installed all portable/chargers for the new 7x radios
- Removed all equipment from Car 3 that was surplus
- Replaced springs in Engine 4 and made repairs after an electrical fire
- Installed batter charging system to new Car 3



Outside Contracting Projects

The following projects were completed with or by outside contractors:

- ◆ Concrete project on Lander Road and Orangewood Drive
- ◆ Storm sewer videotaping program for Orangewood, Orangetree and other locations as needed.
- ◆ Videotaping and inspection of underground retention/detention basin in Orange Hill estates.
- ◆ Received 3 permanent easements from residents on Pike Drive in order to complete a storm sewer project
- ◆ Striped streets
- ◆ Spring street sweeping was performed by O'Reilly

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 energy recovery ventilation project
- ◆ Rebuilt a boiler



- ◆ Installed LED bulbs in the exit signs
- ◆ Performing garage door repairs in house
- ◆ Repainted the helicopter landing zone
- ◆ Cracksealed fire exit drive
- ◆ Tuck pointed the brick work
- ◆ Installed new phone and speaker wires in the fire department

New Equipment

- Ordered new dump truck with snow removal equipment
- Received delivery of a new backhoe
- Purchased and installed a new vehicle lift
- Purchased a new tire machine and wheel balancer
- Procured a backpack blower and push mower



Equipment Repairs

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

- Reconfigured dumptruck with chip box, brake controller to be used as a chipping truck
- Installed new “in motion” to police Emergency Response Vehicle (ERV)
- Installed permanent hitch to ERV for the camera
- Converted old police car to service department
- Rebuilt leaf machine vent screens
- Painted loader bucket
- Rebuilt and painted dumptruck plows
- Repaired springs on OR56 (1995 International)
- Installed radios for narrowbanding

Surplus Equipment

- Recycled 7,940 lbs. of steel and received \$691.14
- Received \$3,870 for Toro Lawn Mower and \$9,490 for a 1991 Mack Plow truck and GMC Panel truck sold at Edinburg Auctions
- Continue to take steps to right size our fleet and reduce overhead.

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:

- Rebuilt park kiosks
- Installed five raised beds in the garden
- Repaired areas of the amphitheater and reshingled the entire roof
- Entered into an agreement for improvements to the soccer field with the Force. There will be no funds spent by Orange Village for the improvements.
- In the process of reviewing the Park Master Plan
- Completed compost facility compliance map
- Assisted with an Eagle Scout project for the reconstruction of the park benches.
- Updated the park map
- Utilized youth from the Police Diversion Program for community garden maintenance



Education

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

- ◆ Storm Water Management —Good Housekeeping
- ◆ Health Department Rabies Clinic
- ◆ Division of Forestry, Emerald Ash Update
- ◆ Public Works Safety Training Seminar
- ◆ CRWP Community Meeting/Workshop
- ◆ Tracer Summit Systems Operations
- ◆ Northeast Ohio Snow Conference and workshop
- ◆ Composting Seminar
- ◆ Division of Forestry—Urban Tree Conference
- ◆ CCSWD Household Hazardous Waste Refresher Training
- ◆ Pesticide/Organic Green Symposium
- ◆ CRWP Sulpher Springs Community Outreach

New Service Center

- Completed the planning, design, and development of prints for the new service center
- Accepted and approved bids for the construction of the service center, salt building and remodeling of the service annex
- Completed the demolition of the interior of the church building
- Removed all trees and grinded the stumps in preparation of construction

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 the use their 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. Allowed Pepper Pike to use our backhoe and skidsteer. Collaborated with Pepper Pike and Landerwood Plaza to offer 6 paper shredding events.

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.

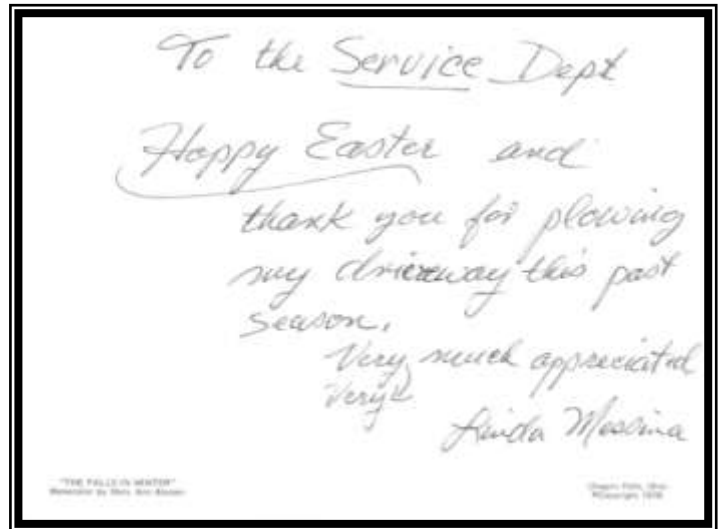
Assistance

The Service Department assisted in numerous functions in 2012:

- ◆ 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
- ◆ Assisted as needed for the Health Fair and Fire Department Open House
- ◆ Assisted with Eagle Scout Project



Thank you notes received:



From: Branimir Stankovic < >
Sent: Thursday, April 05, 2012 12:32 PM
To: Anna Girardi
Cc: Robert Zupan
Subject: Thanks

Thanks a lot guys, the plot looks great now.

Branimir

From:
Sent: Friday, April 20, 2012 10:16 AM
To: Anna Girardi
Subject: Hi

I was just up at the garden. It looks really good, the Service Dept. has done a great job. I hope more people will buy raised boxes. Linda November

Sent from my iPad

From: Art Treuhaft < >
Sent: Monday, October 08, 2012 9:23 AM
To: Anna Girardi
Subject: RE: Water turning off

Thank You Anna

For all of your great support & attention to the Community Garden this summer.

The Village is a great partner to residents that want to be part time farmers!

I'm sorry we weren't at yesterday's open house.

We intended to come.

But I ended up spending the afternoon on software issues at home!

Regards, Art

Thank you notes received:

Anna Girardi

From: Anna Girardi
Sent: Tuesday, November 13, 2012 2:54 PM
To: Robert Zupan
Subject: Diane

Tracking: Recipient Read
Robert Zupan Read: 11/13/2012 2:57 PM

Diane Rosenfeldt called to say “thank you” to the service department. “It looks good and it should work.”

From: G Ames <goames@earthlink.net>
Sent: Thursday, November 15, 2012 5:55 PM
To: Anna Girardi
Subject: Re: Time to clean your garden area

Thank you from Mother and I for all you do for the Garden. Hope you had a successful season. Best wishes for a wonderful holiday season.
Gail Ames

Dear Mayor Kathy,

On behalf of the Lander Circle Kiwanis Club(LCK), I extend our heartfelt thanks and deep appreciation to you, Mayor for the opportunity to display/represent the merits of the LCK during “Salute to Orange” event.

Needless to say, Anna Girardi and your Service Department Personnel were very, very cooperative and gracious with the set-up of the table and display Banner, signs, etc.

We were able to generate ten potential LCK members - three of which committed to be inducted a LCK Members (possibly September 24th). Mayor, as you can appreciate, new members are the life-blood of any organization.

Many thanks Mayor. As usual you again went the extra mile for the Lander Circle Kiwanis...we appreciate!!

Best Personal Regards,
Joe Mayo, VP, Lander Circle Kiwanis
Cc: Anna Girardi