

STREET COMMITTEE MEETING
THURSDAY, SEPTEMBER 19, 2019 – 8:30 A.M.

MEMBERS PRESENT: Chairman Galicki, Canton, Street Commissioner Johnson, Mayor

Galicki stated there were two items on the agenda to discuss, the departure of the Street Commissioner and the 2020 Budget.

The Street Commissioner addressed staffing of the Street Department with his approaching retirement and addressed being short staffed due to the 13-week absence of one of the employees, despite having summer help. With the shortage, the employees had to work in vacation time between projects, and still have remaining vacation time to use. The Street Commissioner advised that Tim Alder knows the operations of the department, but not to the extent that the Street Commissioner did, however. The Street Commissioner stated he created a system and knew when things needed to be planned or appropriations were required months in advance. He added that Alder and Jeff Pausch had been great workers and knew the projects. The Street Commissioner added that although Jeff Pausch and Rick Pausch were cousins, they had a difficult time working together. He described Jeff as a go-getter who knew the projects. Rick, on the other hand, did not pick up on and follow instructions as well as he should have. The Street Commissioner said that depending on how the Committee chose to fill the vacant Street Commissioner position, staffing and how the staff worked together would need to be considered. Galicki questioned whether the Street Commissioner was saying that he was short a person, and the Street Commissioner agreed. Galicki asked if the Street Commissioner would recommend hiring another worker for a total staff of four, and the Street Commissioner agreed, and added that it would be beneficial for vacation coverage as well as for coverage for illness and injury.

Galicki verified that the Street Commissioner planned to compile the preliminary 2020 budget before he left, and the Street Commissioner said he would be working on it that day. Galicki asked if he would be budgeting for three or four workers and urged the Street Commissioner to do so. The Street Commissioner said that the department could get away with a Street Supervisor, and three employees, with consideration given to the fact that most vacation time was taken during the summer when the department was busy. The department is limited in the winter with its outside projects. Galicki asked if he was saying the Village should have a Street Supervisor in place of a Street Commissioner. He added that statutorily the Village must have a Village Administrator or a Street Commissioner. The Street Commissioner suggested maintaining the position and possibly adding a working foreman, who would be out working with the crew. His recommendation was to eliminate the outsourcing of the mowing. Galicki advised that Council previously thought this would happen in hiring the temporary summer help. The Street Commissioner said the outsourcing of the mowing was costing between \$14,000 and \$17,000. The current summer help made about \$4,000 over the summer. He suggested hiring two summer helpers to take the place of the outsourced mowing. The Street Commissioner

estimated it would take the helpers two days to mow all the properties. The helpers would also be available to assist with other projects three more days of the week.

Barring summer help, Galicki asked if the Street Commissioner was recommending the Village hire a fourth worker. He said not necessarily, that it would be the Street Commissioner and three employees. Galicki expressed confusion and said he thought the Street Commissioner had recommended hiring another full-time employee. The Street Commissioner said that this would be nice and would provide for two crews.

Canton wondered, for instance, that when the Street Commissioner retired, Alder would be moved up to take the Street Commissioner position. This would leave two full time workers. Then the Village would hire another worker, and two part-time workers for the summer. The Street Commissioner said this would be one scenario. Two summer helpers would almost be equivalent to another employee without benefits. Galicki added that it would be for a short period of time. He added that over the past couple of summers, the summer employee could have been used to do the mowing but never was. When this individual was hired, the intent was for the individual to do the mowing so that the Village would not need to have a contract. Instead, both were done. Canton said it was because there was emergency work that had to be accomplished. The Street Commissioner said they were short staffed at the time and were able to use the summer help on other jobs. Galicki asked if this meant the department had been short staffed for the past three years, and the Street Commission said yes. He added that in the past 10 years the Village had put more projects on the department. As an example, he said one of his workers could be tied up in the garage for a day or day and a half doing maintenance on Police vehicles.

Canton asked if the Street Commissioner was recommending one of the three Street Department employees be a foreman and then the Commissioner would be a working Commissioner whenever needed. The Street Commissioner replied that if the person were taking his spot he would be. The Street Commissioner added that when he would call his employees in to plow during the winter, he would also come in and be prepared to plow if necessary. Galicki clarified that most of the time the Street Commission had not been plowing except when needed. He asked if there were usually three or four persons plowing, and the Street Commissioner said it was usually three. When there were significant snows, the employees were out plowing, and the Street Commissioner took care of the Village properties. Galicki asked how many trucks there were, and the Street Commissioner replied four trucks, and three routes. Galicki added that if there were a fourth person, there would be four routes. The Street Commissioner added that the turnaround time would be better. Galicki suggested that it could also be broken down into two shifts. The Street Commissioner said there were safety issues with staffing. Galicki asked the Street Commissioner if the Village had electronic tracking devices for the commercial drivers. The Street Commissioner said that this would not be applicable because one driver could switch out with another. The Street Commissioner said he kept track of the information manually. In difficult situations, the Street Commissioner said that on occasion the Village could call on personnel with the Water Department to assist.

Galicki stated that regardless of the direction the committee was to choose, if an additional worker were budgeted, the department would be covered whether it was with two part-time

summer helpers or a new full time hire. Canton asked if the committee decided on the fourth full time worker plus the Commissioner, which would make five, would the Village then hire one part-time helper and not two. Galicki answered that a fourth employee might alleviate the need for the summer help. At least it would be in the budget, and if the Village decided not to hire a full-time individual, then summer help could be hired. The Street Commission recommended budgeting for the higher amount, but instead of hiring right away, looking for the option of two summer helpers to see how that worked.

Galicki added it would also depend on who would be selected to replace the Street Commissioner and that person's credentials. He thought it was wise to budget for the option and at the end of the year there was either leftover money or potentially funds that could be used for something else. Canton agreed.

The Street Commissioner next addressed equipment. The Service Department had a 2008 pick-up truck with 134,284 miles on it and a 2012 one-ton dump truck with 85,000 miles, both of which were operated daily. He felt the pick-up had exceeded its lifespan and had Pausch working on it to pass the e-check. He would file a report once this was complete. The Street Commissioner said the bed of the dump truck required repair. The Mayor asked how much money a one-ton truck would cost, and the Street Commissioner replied probably \$70,000. \$40,000 had been budget for a new truck last year. Galicki asked what the average life of a one-ton truck was, and the Street Commissioner said 15 years. Galicki asked if the Street Commissioner was recommending replacement of the two vehicles, and the Street Commissioner said he was. Canton said he agreed if there was a need.

For 2020, the Street Commissioner stated that the salt prices were increasing, and the Village had agreed to participate in the Ohio Department of Transportation (ODOT) program this year. In 2020, the Village would be paying \$64.39 per ton, which was 35% more. Canton asked if the Village currently had salt, and the Street Commissioner said it did through November and December. Prior to the expiration of the contract, it would be the goal of the Village to have the building filled up as much as possible. Canton asked when salt would be delivered. The Street Commissioner said it would not be ordered until after January 1st. Canton asked if the Village was working with Chagrin Falls, and the Street Commissioner explained that he had notified them that a request to participate in the program had not been received. He was told they would get the request to him this week so that it could be discussed at the September 23rd Council meeting.

The Mayor asked how many tons of salt the Village would order this year. The Street Commissioner said the Village could order a maximum of 110% with a bad winter, which would be 1,650 tons for \$106,243.50. The Street Commissioner said that Geauga County had the lowest salt price with a contract with Morton. Galicki asked what the capacity of the salt dome was, and the Street Commissioner said it could hold 2,500 ton if it were blown in, but the Street Commissioner recommended against this process. With loading it themselves, it was possible to fit 1,500 tons. The dome was used for equipment storage during the summer, so it was not desirable to have it filled.

The Street Commissioner addressed the minimum road striping, which involves striping of the center lines and the following year complete striping is done to include edge lines, turning lanes, etc. The cost of this is \$9,341.40. The complete striping would cost about \$14,000.

The Street Commissioner recommended keeping the \$30,000 used for crack sealing because there were older roads that required more material and were creating more of a maintenance problem. He stated the roads were lasting longer because of the preventative crack sealing maintenance.

The Road Program would depend on what Council decided for the budget but advised there were larger streets which included Kensington and Sheerbrook. He added that the Lake Louise Bridge project was coming up and he would not do work in the area until the bridge work was done. He added that Ridgecrest was done 25 years ago and was failing. The Street Commissioner suggested that Louise Drive and Ridgecrest should be considered for 2021. Galicki asked what the Street Commissioner asked for paving services in 2020. The Street Commissioner responded that \$350,000 would only get one road done depending on which road, Kensington or Sheerbrook. Galicki asked about the additional charge for Sheerbrook. Galicki suggested asking for the funds to do both. The Street Commissioner said residents had been vocal about having Sheerbrook done and added that the Village had previously done Sheerbrook using old standards with smaller overlays. Within a year it began to deteriorate. After this, standards were changed to increase the full depth overlay and there had not been problems. He added it was an extremely long road. Galicki asked if Ridgecrest could be deferred, and the Street Commissioner said he would not recommend it until 2021. Galicki asked what 'failing' meant, and the Street Commissioner said that it meant it was alligatored. Canton added that there was a lot of traffic and homes on Sheerbrook and asked if it was more than Kensington Circle. The Street Commissioner added that Kensington Circle served all of Kensington Green and Sheerbrook only serviced those that live on it and was not a cut through. Canton agreed that Sheerbrook needed work. The Street Commissioner said that Sheerbrook was a bermmed road without storm sewers and Kensington Circle was a curbed road with storm sewers and suggested that the catch basins that require repair be fixed before paving. Galicki recommended budgeting for both streets, and Canton agreed. The Street Commissioner said the Village took into account the number of residents served on a given road and its condition.

The Mayor stated that the estimated cost to repave Sheerbrook was \$309,000 and Kensington was \$275,000. Galicki suggested amending the budget requests for the coming year for \$600,000 or the cost it would take to do both roads.

The Mayor asked if Daisy Lane should be included. The Street Commissioner said Daisy had different funding and recommended asking the Fiscal Officer. Galicki asked how much Daisy would cost to do and the Mayor said \$201,000 and Woodside was \$110,000. The Street Commissioner recommended doing the two streets at the same time.

The Street Commissioner advised that the Village had a culvert pipe under the part of the road that came out onto Bell Rd. The volume of the pipe needed to be increased, and he suggested replacing it with two pipes. Ridgecrest also had culvert pipes that should be replaced. He further advised that the culvert replacement be been done in-house.

Galicki suggested for the 2020, budgeting \$600,000 for Kensington and Sheerbrook and deferring Daisy Ln/Woodside until 2021. The Street Commissioner added that 2021 would be a consideration for Louise Dr. and Ridgecrest. He added that if grant money could be obtained from the State, the Village could consider work on East Bell Rd. Canton concurred. He added that Ashleigh Dr. was done and was a big deal.

Galicki asked about tools or equipment replacement the Service Department might require, and the Street Commissioner stated that he considered a scanner tool that addressed emissions codes for \$8,000 to \$10,000 that could take care of the Service Department trucks and the Police cruisers. He and the Police Chief had discussed purchasing one together. He would hold off on the purchase in order to have the latest version for any newly acquired vehicles by the Village. Because of the replacement rate of the Police vehicles, upgrades must be purchased for the tool, which run approximately \$1,000.

Galicki suggested having enough money in the line item for culverts, and the Street Commissioner said the Village increased the storm sewer line item for 2019.

Canton asked about the Village buildings, and the Street Commissioner said everything was great and the Property Committee would need to consider new garage doors, because they were rotting. He added that the older lighting fixtures inside the Service Garage were failing, and replacement parts were no longer available. Galicki stated that there were grants available for this, possibly through First Energy.

Regarding the gasoline line item, there could be an increase with a bad winter, but the Street Commissioner was confident funds could be located in this case.

Galicki advised he would present the proposed budget amounts to Council for approval.

Regarding the transition and replacement of the Street Commissioner, the Mayor questioned whether the transition would occur in-house, or outside the Village, and would the Village be looking at hiring an additional person. Canton favored elevating from within. He also thought it might be wise for Council to entertain keeping the Street Commissioner as a resource. If the Village were to elevate from within, he thought Alder would be the candidate, beginning a six-month term to see how he did. He added that the Police Chief might be able to help out too if Alder were hired. He proposed that Alder could do the full work and the Chief could do the administration work. If Alder were to do everything, either the Street Commissioner as a consultant or the Police Chief could aid but have Alder on six-month probation. If he is able to do the full job well, then he would be the Village's man. He said there was also the possibility that the Village could look outside as well, but believed it would be wise to hire from within. He added that this could be used as a motivational tool.

The Mayor asked what Alder's rate per hour was, and the Street Commissioner surmised it was \$24.00.

Galicki asked the Street Commissioner if he was conducting turnover with any of his personnel. He replied that only the basics, and he would go over some stuff with Alder. The Street

Commissioner said he was willing to offer resource training or direction relating to what he had developed for his replacement. He would be willing to come in and provide this. He would prefer to do this one time. Galicki said without knowing how long the hiring process would take, it would be wise to have some preliminary turnover at least with Alder or the Chief so that there would not be a vacuum when the Street Commissioner left. For example, there would be identification of files, tickler files, actions by month, etc. which would help in any kind of transition. He strongly recommended this process be started. The job had been posted, and he felt the process should be respected. If Alder or the Chief were interested, they should submit an application as should someone on the outside. He felt it was premature to arrive at identifying the candidate. He added that Alder would be a great potential candidate, but he would like to respect the process especially since the position had been advertised.

The Street Commissioner recommended considering response time and the distance from which the applicant would have to travel to get into the Village. Galicki concurred.

The Street Commissioner stated there was one boy who had applied for summer help for next year. Galicki said this was interesting since the Village had not even posted for the job. The Street Commissioner added that he had two applications from the same individual who had submitted them at two different times. The individual lived up the street. He suggested this could be a new hire of a local resident who knew the community and was qualified. Canton asked if the Street Commissioner's position had been posted for a week. He asked the Street Commissioner if one of the applications held by the Street Commissioner was for his position. The Street Commissioner said it was not. Canton asked if someone had applied for the Street Commissioner position yet. The Mayor said he just received a letter from Alder that he would be interested but he had not completed an application. The Street Commissioner said he had received two phone calls which he forwarded to Village Hall. The Mayor suggested finding the best person, bringing him on for six months, get it done by November, and have a decision on the best person by April. The Mayor asked if they wanted to hire an additional summer employee or go with a couple of kids, or what if this person washes out. Galicki stated that under Ohio Revised Code, any new hire of a Street Commissioner is automatically on a six-month probationary program. Regardless of who it is, it would not be the Village's policy but Ohio Revised Code that dictated the probationary period. The Code also dictated a residency requirement, but the Village had an ordinance which waived this. The Street Commissioner added that this pertained to all employees. The Mayor stated if the person were hired by November 1st, by the end of April, they would know where they stood. Galicki said that in this way, the new Street Commissioner may have staffing opinions as well and deserve a say in the way the department is structured. The Street Commissioner suggested extending the probationary period for three more months since the bulk of it would be during the winter months with the timing. Galicki felt that six months should be ample time to see if the person was working out. The Street Commissioner said winter months could be demanding but were limited.

The Mayor said he had questions on the budget worksheet. He questioned why the Engineer went from 22 to 72. The Street Commissioner said the Fiscal Officer would have a handle on this because it dealt with costs on upcoming projects. The Mayor next questioned the stormwater line which read \$64,752 and asked if anything had been spent yet other than fees.

The Street Commissioner said some improvements had been done to include catch basins. The Mayor said this was the first time it had ever appeared there in 2019 and he could not recall any expenses. The Mayor addressed the salt cost and then addressed the storm sewers and the drains. He said the Village did about \$10,000 this year and needed at least that next year. The Street Commissioner said he would keep it there. The Mayor addressed the striping expense. He then addressed Stormwater \$110,000 which he thought was an estimate for the grant and verified this was not what the Village spent this year. He addressed Cemetery Wages and said it was mowing. The Street Commissioner said it was because the Village maintained its own cemetery. The Mayor addressed the benches as a one-time shot. With the Road and Bridges Fund, they would be at least at \$600,000. On Special Equipment, he said the committee needed to add in the truck and the one-ton at \$70,000 and \$40,000. The Mayor said Lake Louise should cost \$123,000, but he surmised there would be other expenses on the bridge and the budget reflected \$186,000. The Street Commissioner said that the Fiscal Officer had doubled the summer help, and Galicki added that was because the Street Commissioner wanted too. Galicki stated that the Street Commissioner might want to budget for the new full-time hire.

Galicki said there were amendments to include doing the two streets, the two vehicles, and budgeting for a full-time position. The Mayor said that on that line for the full-time employee, another employee would be about \$80,000 with benefits and everything. Neither the Street Commissioner nor Galicki knew if this was correct.

The meeting was adjourned at 9:45 a.m.



Dennis Galicki, Chairman

Prepared by Leslie Galicki