



# PLAIN TOWNSHIP

*ESTABLISHED 1809*

# ROAD DEPT.



**2023 PLAIN TOWNSHIP ANNUAL HIGHWAY REPORT**

## **Letter from the Superintendent**

I must say that 2023 was a very eventful year in Plain Township! We accomplished and grew as an entire team within all the departments. It's refreshing to see all team members rolling up their sleeves and working together to make Plain Township a proud community.

The biggest accomplishment of this year was the support and passage of our replacement road levy on November 7, 2023. With resident support, we can continue with an aggressive resurfacing program, increase our curb and gutter program, and establish a crack seal program.

We ended 2023 with a bang! We were recently awarded OPWC funding for the Orion Street project. This project is vital as it will add drainage and resurfacing to a deteriorating roadway while providing a safe, widened roadway after completion.

We set our goals high within the Road Department and strived each day to try exceed them. This year we worked on overhauling our work order system and tracking our work in more detail. This has proven to be a success as we've seen a 65% increase in work orders completed from 2022 and we're able to produce detailed reports of materials used.

I want to thank my entire team for working tirelessly through all the elements to make this year a success.

Respectfully,

*J.P. Neff*



## **YEAR IN REVIEW**

1. Maintenance and inspection of 175.215 certified miles
2. Total receipts collected for 2023: **\$62,286.56**
3. 6,728 Work orders completed
4. 10 miles resurfaced
5. 4,928 feet of concrete curb and gutter replaced
6. 425 township miles swept, and 255.25 tons of sweepings disposed of
7. 119 catch basins repaired / 788 catch basins cleaned
8. 1,049 sign work orders completed
9. 3,284 feet of culvert installed
10. 1,100 feet of roadside ditches reconstructed
11. 17.22 miles of yellow centerline striped
12. 32.45 miles of white edge line striped
13. Training Matrix (74.6%)
14. Performed 7 bond inspections with RPC & Developers
15. POW chair install at Veterans Park
16. Silo Art Studio & GlenOak Paint the Plows
17. Upgraded liquid de-icing storage
18. Annual EPA Report
19. Approved CDL training site with DOT
20. Worked with SCE on Easton crosswalk agreement
21. Revamped dog park to accommodate amphitheater parking
22. Maintained yard waste site / 400 dumpsters
23. Regrade entire back lot and install asphalt grindings
24. POW concrete pad, sidewalk, and boulder wall install
25. Mowing of all township right of ways (3x)
26. Certified Stormwater Inspector
27. Completed annual Sign Retro Reflectivity Program
28. Amphitheater parking – 5 events

# **PLAIN TOWNSHIP TEAM**

## **FULL TIME**

Dan Hall  
Matt Hohman  
Marty Neel  
Adam Wittensoldner  
Connor Campbell  
Craig Knouff  
Jacob Cummings  
Darrel Johnson  
Chris Woods  
Mitch Amos  
Derrick Edinger

## **SERVICE DEPARTMENT**

Dan Boschini  
Trent Sapper



## **ADMINISTRATION**

JP Neff – Highway Superintendent  
Drew Xeloures – Supervising Foreman  
Bill Kopp – Project Inspector  
Teresa Santora – Administrative Assistant



# 2023 COMPLETED WORK ORDERS

Our team buckled down in 2023 to keep our roadways and fleet maintained and safe throughout our busy seasons. The team completed 6,728 work orders which equates to over a 65% increase from 2022. Below is a detailed breakdown of work order totals.

ASPHALT APRONS	31
ASPHALT AROUNDBASINS	1
ASPHALT CURB	2
ASPHALT LIP ON DRIVEWAY	1
ASPHALT LATERAL	10
BERMING	2
BRINE ROADS	1
CLEANED CATCH BASINS	771
NEW CATCH BASINS	16
CATCH BASIN REPAIR	119
CLEANED CULVERTS	22
CULVERT INSTALL	47
CONCRETE CURB & GUTTER	229
ROADKILL	26
DEBRIS IN ROADWAY	24
DE-ICING	159
DITCHING	21
FLAG TRAFFIC	34
FLOODING	1
GARAGE MAINTENANCE	212
GRADING	5
ROAD HOG/GRINDING	55
HYDROEXCAVATION	15
HAULING	125
HEADWALL	3
INSPECTIONS	505
LANDSCAPE	177
MAILBOX REPAIR	7

MECHANICS	1,111
MET WITH RESIDENT	30
MISCELLANEOUS WORK	389
MOWING ROADSIDE	71
POTHOLE PATCHING	448
PAVING IN-HOUSE	50
PIPE CAMERA	27
PLOW DAMAGE	75
PLOW FLAGS	3
PUSH UP SALT	2
SAW CUT	87
SEMINARS	14
SINK HOLES	4
SIGNS - NEW/REPAIR/REPLACE	1049
SNOW PLOWING	29
SPEED TRAILER	82
STREET SWEEPING	71
SURVEYING	10
TRAINING	72
TREE TRIMMING	137
GAPVAX	75
WASH TRUCKS	140
YARD WASTE DROP OFF	118
TOTAL WORK ORDERS	6,728



## WINTER OPERATIONS

Your Road Department is proud to keep the traveling public safely moving in the inclement weather by meticulously maintaining our roadways 24/7. Although not the worst winter on record, our 12 operators were prepared to clear the 350 lane miles and 350 cul-de-sacs at any given time. This year we were able to make some major upgrades to our snow operations in expanding our liquid storage and mixing facility, experimenting with new plow edges that will extend life and keep trucks on the road longer during storms, and increasing our liquid output on de-icing applications.

	2023	2022
Salt Used (Tons)	1,584	3,208
Brine (Gallons)	2,000	4,400
Beet Heet (Gallons)	5,497	9,044
Snow Events	16	36
De-Icing Only	13	27
Plowing Events	3	9
Overtime Hours	635	1,834.5

SNOW  
DAY!

# **2023 ROAD RESURFACING PROJECT**

The 2023 Road Resurfacing & Concrete Curb and Gutter project was a great success. The project scope included the milling and repaving of 30 township streets which equates to 10 township miles. We also replaced 3,828 feet of deteriorated curb and gutter. The Shelly Company was awarded our bid of \$1,860,117.26 and completed the project by July. With levy support, we're hopeful to continue to resurface 12-15 miles per year and continue to replace curb and gutter.



## PROJECTS & TOTALS

The Plain Township Team worked diligently throughout the year on many successful projects. We completed additional concrete curb and gutter, several road repairs, installed and cleaned thousands of feet of culverts and much more. We also responded to several storm events that left roadways blocked due to downed trees.

- Installed **1,100** feet of concrete curb and gutter and used **187.25** yards of concrete
- Installed **31** aprons and used **72.2** tons of 448 asphalt
- Installed **10** laterals and used **34.7** tons of 448 asphalt
- Patched potholes using **90.16** tons of 448 asphalt and **19.09** tons of HPM mix
- Road repair paving preformed using **382.93** tons of 448 asphalt and **206.74** tons of 301 base asphalt
- Rebuilt/Replaced **119** catch basins using **2,118** blocks/bricks
- Cleaned **788** catch basins
- Cleaned **4,416** feet of culvert pipe
- Hauled **5,766.50** tons of fill dirt
- Used **548.25** tons of gravel
- Used **64** bags of Mortar Mix and **93** bags of Spec Mix Mortar
- Installed **3,284** feet of ADS culvert
- Inspected **984** feet of culvert with pipe camera
- Used **312.50** lbs. of grass seed and **185.25** lbs. of starter fertilizer
- Removed **26** downed trees from the roadway
- Used **147** yards of screened topsoil
- Hauled **255.25** tons of street sweepings to approved site
- Loaded **400**-yard waste dumpsters





## 2023 PAVEMENT MARKINGS

Description	Qty	Cost	Total
Double Yellow Centerline	17.22	\$980.00	\$16,875.60
White Edgeline	32.45	\$460.00	\$14,927.00
School Symbol	4	\$350.00	\$1,400.00
Channelizing Line	958	\$1.00	\$958.00
Crosswalk	2,254	\$2.25	\$5,071.50
LFT Turn Arrow	12	\$60.00	\$720.00
RHT Turn Arrow	14	\$60.00	\$840.00
Railroad Symbol	4	\$350.00	\$1,400.00
Single Broken Yellow	1060	\$0.50	\$530.00
ST/LFT Turn Arrow	3	\$60.00	\$180.00
Stop Bar	61	\$45.00	\$2,745.00
Transverse Line Yellow	90	\$2.20	\$198.00
Transition Line Yellow	108	\$2.20	\$237.60
		<b>Total</b>	<b>\$45,552.70</b>

## PERMITTING & FEES

Plain Township requires a permit when work is being performed in the township right of way. Our Project Inspector oversees all permitting to ensure quality and specifications are completed to Plain Township standards.

Types of Permits	2023	2022
Driveway Improvement	7	
New Driveway	82	92
Road Cut	58	
Right - Of - Way	161	177
Totals Permits	308	269
<b>Total Collected</b>	<b>\$17,565.00</b>	<b>\$15,115.00</b>

**APPROVED**

# **SAFETY AND TRAINING**

Safety and Training always remains a top focus for our staff. Along with our annual trainings, we worked with outside contractors to get the team certified in trench safety and forklift operation. With a lot of new faces within the department, we were able to utilize the Training Matrix to target train and bring the new members up to speed. Our veteran staff assisted with on-the-job training and our mentoring program.

## **TRAINING**

- ❖ TRAINING MATRIX
- ❖ ERGONOMICS
- ❖ TRENCH TRAINING CERTIFICATION
- ❖ FORKILIFT CERTIFICATION
- ❖ WORKPLACE STRESS
- ❖ EXCAVATOR SAFETY
- ❖ LASER SET UP
- ❖ EYE PROTECTION
- ❖ SALT CALIBRATION
- ❖ FATIGUE IN THE WORKPLACE
- ❖ CHAINSAW SAFETY
- ❖ LTAP WORK ZONE SAFETY
- ❖ LTAP FLAGGING OPERATIONS
- ❖ WORKING IN THE HEAT
- ❖ DRUG FREE WORKPLACE
- ❖ BUCKET TRUCK SAFETY
- ❖ TRAFFIC SIGNS AND MARKINGS
- ❖ SNOW AND ICE CONTROL
- ❖ WINTER OPERATIONS
- ❖ WORKING IN THE COLD
- ❖ PICKUP TRUCK PLOW OVERVIEW
- ❖ PROWENCH-SOG
- ❖ ANNUAL HARRASMENT TRAINING



# SIGN PROGRAM

In 2023 we led an aggressive sign replacement program. Our team completed 1,049 work orders dedicated to the replacement and repair of all regulatory and street signs throughout Plain Township. Additionally, the Board of Trustees worked with AEP for approval on removing all illegal signs posted on telephone poles in the township. Once approved, the Road Department removed the 150 posted signs and stored until proper disposal date. Below is a detailed list of sign replacement.

231	Street Signs
193	25 MPH
110	Sign Posts
68	Stop Signs
61	Post Reflectors
48	No Outlet
47	No Parking when Snow 2"
36	Various School Signs
35	No Parking Anytime
29	All Way
16	Curve
10	30 MPH
7	No Trucks
5	Stop Ahead
3	Arrow
2	35 MPH
1	40 MPH
18	Temporary
311	Sign Repairs



## COMMUNITY EVENTS

This year our department participated in many community events. These amazing opportunities allowed us to work with Plain Local Schools, The Workshops Incorporated (TWI), Silo Art Studios, Just Imagine Gift Gallery, and The Plain Township Fire & Parks Department.

- ❖ Paint The Plow Events
- ❖ The Great Pumpkin Race
- ❖ Plain Township Trick or Treat
- ❖ Plain Local Trunk or Treat
- ❖ PTO Touch a Truck
- ❖ Plain Local Advisory Board



## YARD WASTE

The Yard Waste Site often seemed like a never-ending job with overflowing dumpsters and large debris piles built up. Nonetheless, our team, and contractor were able to always have it cleaned up before the next week. Our site seen a 27% surge in new card members and dumpsters loaded out than in 2022.

	2023	2022
Activated Card Holders	4100	3208
Dumpsters Loaded Out	400	308
Hauling Costs	\$72,511.50	\$48,712.00



## 2023 GOVDEAL SALES

1999 International Tandem	\$20,200.00
1998 Interstate Paving Trailer	\$726.00
2004 Sterling Dump Truck	\$18,200.00
Miscellaneous Guardrail	\$125.00
<b>2023 Totals</b>	<b>\$39,251.00</b>

# **BUILDING & EQUIPMENT UPGRADES**

- ❖ 2023 International Dump Truck
- ❖ 2011 International Tandem Dump
- ❖ Phase 4 Led Lighting Upgrade
- ❖ Upgrade Liquid De-Icing Storage
- ❖ Regrade Back Lot and Install Asphalt Grindings
- ❖ Install Trench Drain in North Bay
- ❖ 2023 Behnke 30K Paving Trailer
- ❖ 2023 Behnke 20K Tilt Trailer
- ❖ Mechanics Bay Roof Repair
- ❖ Repair Hunting Valley
- ❖ New Garage Door (Sign Shop)
- ❖ Various Hand Tools

