

MEMORANDUM

TO: Council President Schutt and Members of Council

FROM: Diane Wolgamuth, Director of Administration
Shane McAviney, Director of Parks & Recreation

DATE: July 31, 2020

RE: **Senior & Disabled Resident Snow Plow Program**

Attached is a draft Application for senior and disabled residents to participate in the 2020-21 Snow Removal Program, along with an Opt-In/Opt-Out information sheet. This information is being finalized and will be mailed to residents next week.

Typically, at this time of the year, we start the process of advertising to receive bids from snow plow contractors so that driveway assignments can be made before the first snowfall. This year, because the bidding threshold has been increased to \$50,000 and no single contractor will be paid more than this amount, we did not advertise for bids but instead requested proposals from local snow plow contractors. Proposals have been received and a copy of Senior Program Coordinator Donna Heath's recommendation is attached. Once applications are returned and we know the number of residents participating, we will seek Council's approval for the expenditures (in October).

We thought Council might appreciate a refresher of how the program operates and its typical cost. As you can see from the attached documents, the cost to residents to opt into the program is \$150 for a single driveway and \$200 for a circular drive. The actual cost to plow a single driveway typically runs from \$225 to \$255 (with an extra \$50/season for a circular drive). The Village subsidizes the difference and last year expended \$22,770 for the opt-in portion of this program (272 participants, with 243 single and 29 circular driveways).

Residents who qualify and choose to opt-out receive a \$75 reimbursement. Last year, 126 residents chose to opt-out and the Village sent \$9,450 in reimbursement checks.

Donna Heath has been in charge of running this program for many years. Donna will be retiring at the end of August, but has been assisting us through this first phase. Going forward, the program will be administered by the Recreation Department. If Council has any questions or comments, please do not hesitate to contact me or Shane.

cc: Mayor Brenda Bodnar
Department Heads



SENIOR SERVICES DEPARTMENT
6622 Wilson Mills Road
Mayfield Village, OH 44143
(440) 919-2332

MEMO

Date: July 27, 2020
To: Mayor Bodnar
From: Donna Heath, Senior Program Coordinator
Re: 2020-21 Snow Removal

The following proposals were received for the 2020-21 snow removal season. Each section is for 30-40 driveways.

- **Ameriscape:** \$260 per drive for 1 section; \$255 for 2 sections; \$235 for 3-6 sections.
- **Arnold's:** \$250 per drive for 1-2 sections and \$225 for 3-4 sections.
- **MJO:** \$265 per drive for 1 section and \$255/drive for 2-3 sections.

I recommend awarding contracts to all three contractors because of our experience several years ago when the Village hired just two snow removal contractors. One contractor quit in the middle of a particularly snowy season and the second contractor couldn't take on all of the additional driveways. It was very difficult to find contractors who were willing to take on extra work in the middle of the season. Based on that experience, I would not recommend hiring less than three contractors.

Another reason I like to give each contractor no more than three sections is in the event a plow truck breaks down--if they only have a few sections, they are able to service our residents with fewer adverse effects.

My recommendation is based on last year's participation of 272 residents. I recommend awarding contracts as follows:

- Arnold's: 3 sections (\$225/drive)
- Ameriscape: 3 sections (\$235/drive)
- MJO: 2 sections (\$255/drive)

/djh: 2020 21 snow rem rec

cc: Diane Wolgamuth, Shane McAviney, Mary Beth Betsa, Council

MAYFIELD VILLAGE SENIOR SNOW REMOVAL PROGRAM - OPTING IN DETAILS

Senior residents 65 years of age and older, and disabled residents, are eligible to participate in the Senior Snow Removal Program. Snow plow contractors are retained by the Village and participating residents are assigned a contractor for the season. Note: You may receive assistance for only one driveway per season.

Cost to residents for the 2020-21 season:

- **\$150.00/single driveway/season.** (A “single” driveway is a regular driveway--not circular.)
- **\$200.00/circular driveway/season.**

DEADLINE TO OPT IN: September 18, 2020. If you decide to opt in, complete the enclosed Application and submit it with your payment in full on or before Friday, September 18, 2020 so that a contractor can be assigned to your driveway before the first snowfall. No applications will be accepted after this date.

Assignment of Contractors: After the deadline has passed, snow plow contractors will be assigned to specific streets/areas. **If you wish to request a particular contractor, you should opt out.** You will be notified which contractor will be plowing your driveway by early November. At that time, you will be provided with important additional details.

Contract Dates: The contract between Mayfield Village and the snow plow contractors will begin with the first snowfall and conclude with the last snowfall of the season.

Snowfall Criteria/Plowing Schedule: The contractors will plow driveways **only when the snowfall is 2” or greater.** The contractors will make every reasonable effort to plow driveways early in the morning and, if necessary, again during the late afternoon, not to exceed two (2) times per 24-hour day. Plowing schedules are directly affected by traffic (if you are located on a main thoroughfare) and the timing of the snowfall. We cannot promise an exact time by which your driveway will be plowed. If you need to have your driveway plowed by a certain time, you may wish to opt out so that you can select your own contractor.

Refunds: If you opt in and then choose to cancel prior to December 31, 2020, you will receive a 50% refund. If you choose to cancel after December 31, 2020, you will not receive a refund.

Damage: Upon discovering any damage to your property, please notify the Village immediately. We will send a damage form to be completed and will follow up with your contractor. No damage claims will be accepted after May 15, 2021. Please refer to the paragraph on the application regarding the Indemnification/Release of Liability.

For questions or concerns prior to August 31, 2020, please contact Donna Heath, Senior Program Coordinator, at 440-919-2332. For questions after that date, please contact Shane McAviney, Parks & Recreation Director at 440-471-1041.

See “Opting Out” Details on the reverse side.

MAYFIELD VILLAGE SENIOR SNOW REMOVAL PROGRAM – OPTING OUT DETAILS

You may want to consider opting out of the Senior Snow Removal Program if you are a qualifying resident who has not been satisfied by the program in the past, if you need to have your driveway plowed by a certain time, or if you want to select your own contractor. Note: You may be reimbursed for only one driveway per season.

Hiring a Snow Plowing Contractor:

If you qualify for the program and choose to opt out, you will be responsible to select and hire a snow plow contractor for the season on your own.

Reimbursement Guidelines (for qualifying residents who have opted out):

DEADLINE TO OPT OUT: December 31, 2020. Residents who hired their own contractor for the 2020-21 snow removal season will be reimbursed **\$75.00** whether they have a single or circular driveway. To request reimbursement, please complete the application and return it with a copy of your paid receipt or contract, on or before December 31, 2020. **Opt outs received after this date will not be processed.**

Please return your completed and signed application with your receipt or contract. The receipt, contract, or check must:

- Include your name and address
- Include the name, address, and telephone number of your contractor
- Include that it is for the **2020-21** season
- Be marked “Paid in Full” for the **2020-21** season

Issuance of Reimbursement Check:

Please note that opt out reimbursement payments will be processed after November 1, 2020.

Release of liability/Resolution of Disputes:

It is expressly understood that if you choose to **opt out** of this program, you agree to release Mayfield Village, its employees and representatives from any and all liability which may be caused from or arise out of any negligence which is the fault of the individual snowplowing company you have retained. In addition, if you choose to opt out and you incur any problems during the snow season with the company you have selected, it will not be the responsibility of Mayfield Village to attempt to resolve the dispute.

For questions or concerns prior to August 31, 2020, please contact Donna Heath, Senior Program Coordinator, at 440-919-2332. For questions after that date, please contact Shane McAviney, Parks & Recreation Director at 440-471-1041.

See “Opting In” Details on the reverse side.

**APPLICATION FOR 2020-21 SNOW REMOVAL SEASON
FOR MAYFIELD VILLAGE SENIOR AND DISABLED RESIDENTS**

NAME(S) _____

STREET ADDRESS: _____

ZIP CODE: _____ PHONE/EMAIL: _____

Affirmation:

I hereby state that I will be at least 65 years of age on or before December 31, 2020, or that I am disabled, and I am the primary resident of the above listed property, that I have read and understand the enclosed Opting In/Opting Out Details for the 2020-21 Season, and I agree to all terms and conditions stated therein.

Indemnification/Release of Liability:

By my participation in the Mayfield Village Senior Snow Removal Program, I agree to release, discharge and/or otherwise indemnify Mayfield Village, Mayfield Village Parks & Recreation, Mayfield Village Senior Services, its employees and associated personnel against any claim by or on behalf of either the resident or the contractor.

Signature of Applicant

Please select whether you want to opt in or opt out and read the information pertaining to your selection:

OPT IN [Deadline 9-18-2020]—I agree to accept the snow plow contractor hired by Mayfield Village and agree to the terms and conditions outlined in the *Opting In/Opting Out Details* that I received with this application. I will review the booklet that I will receive from Mayfield Village that will include my contractor's name and phone number, additional information, and terms and conditions. I understand that if I choose to cancel this service before December 31, 2020, I will receive a fifty percent (50%) refund. If I cancel at any time after December 31, 2020, I understand that no refund will be provided.

TYPE OF DRIVE--PLEASE CIRCLE ONE:	SINGLE	CIRCULAR
Seasonal cost to residents who opt in:	\$150.00	\$200.00

Please complete both sides of this application and return it with your remittance by September 18, 2020.

Remittance: You may pay by check or credit card. Checks should be payable to "Mayfield Village." If you wish to pay by credit card, please complete the back side of this application.

OPT OUT [Deadline 12-31-2020]—I have hired a snow plow contractor on my own and agree to the terms and conditions outlined in the *Opting In/Opting Out Details* that I received with this application. I have paid my contractor for the 2020-21 season in full. I understand that my reimbursement will not be processed until after November 1, 2020.

To request reimbursement, please complete this application and return it with a copy of your receipt or contract by December 31, 2020. Please note that your receipt or contract must state that it has been paid in full and must be signed by your contractor.

**DUE TO COVID-19, ALL MAYFIELD VILLAGE BUILDINGS ARE CLOSED AND IN-PERSON APPLICATIONS WILL NOT BE ACCEPTED. PLEASE MAIL THIS APPLICATION WITH YOUR CHECK OR CREDIT CARD INFORMATION TO MV SENIOR SERVICES, 6622 WILSON MILLS ROAD, MAYFIELD VILLAGE, OH 44143.
PLEASE DO NOT MAIL CASH.**

THIS SECTION IS TO BE COMPLETED BY RESIDENTS WHO ARE OPTING IN.

Enclosed is my check made payable to "Mayfield Village."

I am paying by credit card (please complete and sign below).

Please charge my: (circle one) MasterCard Visa Discover

Please circle amount: \$150 (single driveway) \$200 (circular driveway)

Credit Card Number: _____

Expiration Date: _____ Signature: _____

I have a GRAVEL DRIVEWAY & understand that the contractor and Mayfield Village are not responsible for ANY displaced gravel.

Please note any special plowing instructions:

BELOW--FOR VILLAGE USE ONLY:

CIRCLE RESIDENT OPTION: OPTED IN OPTED OUT

CIRCLE TYPE OF DRIVE: SINGLE CIRCULAR

IF RESIDENT OPTED IN:

DATE RECEIVED: _____ 2020 AMOUNT RECEIVED: \$ _____

RECEIPT NO. _____ CONTRACTOR ASSIGNED: _____

IF RESIDENT OPTED OUT:

DATE RECEIVED: _____ 2020

AMOUNT RESIDENT PAID CONTRACTOR: \$ _____

AMOUNT MV TO REIMBURSE RESIDENT: \$ _____ RECEIPT TO FINANCE: _____
(Date)