



MEMORANDUM

**TO:** Board of Supervisors

**FROM:** Joe C. Wilder, Director of Public Works *JCW*

**SUBJECT:** Public Works Committee Report for Meeting of January 30, 2018

**DATE:** February 28, 2018

---

The Public Works Committee met on Tuesday, February 27, 2018, at 8:00 a.m. All members were present. The following items were discussed:

Chairman McCarthy began the meeting with an acknowledgment of the great service of committee member Dave Ganse who recently and suddenly passed away. Mr. Ganse had served on this committee for four (4) years. A resolution honoring Mr. Ganse and recently deceased committee member James T. Wilson will be acknowledged at the February 28, 2018 Board of Supervisors meeting.

**\*\*\*Items Requiring Action\*\*\***

1. Adoption of the revised charter for the Shawneeland Sanitary District Advisor Committee:

At the request of Supervisor Lofton, Back Creek District Supervisor, staff was tasked with reviewing and updating the Shawneeland Advisory Committee procedures and guidance document that was most recently updated in 2005. Mr. Lofton felt that an update to this document could assist county staff in working with the Advisory Committee better and providing more structure to the committee. Over the last couple of years, there has been a decline in receiving adequate committee meeting agendas, lack of reporting, poor communication with advisory members and the fact that information wasn't being reported out of the advisory committee to county staff.

Recently, Supervisor Lofton, along with District Manager Kevin Alderman, Assistant County Attorney Erin Swisshelm and myself met to review the older document and make edits and updates to the procedure document. Through several edits, a proposed charter is being recommended for consideration by the Board of Supervisors. The revised charter outlines a much cleaner outline of how the Advisory Committee should function and how the advisory committee will be a part of the Public Works Committee structure.

County Staff will provide additional direction to the advisory committee and will provide draft agenda documents and ensure meeting minutes are reported to the Public Works Committee for passage onto the Board of Supervisors. The charter also assists Frederick County to ensure the advisory committee members are engaged and attend the quarterly advisory committee meetings.

After some additional discussions, it was recommended that the attached charter for the Shawneeland Sanitary District Advisory Committee be forwarded on to the Board of Supervisors for consideration and approval. Supervisor Wells recommended approval of the motion and Supervisor Lofton seconded the motion. The committee unanimously approved the motion.

**(Attachment 1)**

2. Adoption of the Proposed Vehicle Replacement Program:

Jay Tibbs, Deputy County Administrator led a discussion about a proposed vehicle replacement program for vehicles owned by Frederick County. In the past, it has been difficult to know when a vehicle should be replaced. Staff has developed a model input/points system to evaluate vehicles and determine in a more systematic way when a vehicle should be replaced. Attached is a summary of the current vehicles that are proposed to be replaced in order to see how the model works.

There was wide support from the committee about the proposed vehicle replacement model and the committee endorsed the program. The committee recommended that the Vehicle Replacement Program Model be forwarded to the Board of Supervisors for their consideration and approval. Supervisor Wells recommended approval of the motion and committee member Gene Fisher seconded the motion. The committee unanimously approved the motion.

**(Attachment 2)**

3. Disposition of the old Frederick County Middle School:

Recently, the Frederick County School Board conveyed back to the Frederick County Board of Supervisors the old Frederick County Middle School located at 441 Linden Drive within the City of Winchester, Virginia. It is the intent of Frederick County to attempt to sell the property and the building. To fully know all the issues related to the property and the building, Frederick County engaged the services of Marsh & Legge Land Surveyors to perform a boundary survey, as-built survey, a review of all utilities and easements, etc. Scot Marsh, L.S. discussed his findings with the committee and provided a summary report and exhibit map that shows the entire property and improvements.

The entire tract of land is 22.7960 acres with the building being two stories with 64,000 square feet each floor. We discussed the status of all the utilities on the property and adjacent property owners. In summary, the property is valuable and there have been several inquiries from local companies with a strong interest in purchasing the property.

Therefore, it is the committee's recommendation that we place an advertisement to accept bids for the purchase of the old Frederick County Middle School. We have provided a draft advertisement that would be placed in the local papers to receive bids from companies. The committee recommends that the Board of Supervisors allow staff to receive bids for the property and buildings. It is noted that Frederick County has the right to reject any and all bids as so noted in the advertisement. Committee member Whit Wagner recommended approval of the motion to advertise for bid and Supervisor Wells seconded the motion. The committee unanimously approved the motion.

**(Attachment 3)**

**\*\*\*Items Not Requiring Action\*\*\***

1. Update on the new Stephenson Convenience Site:

Mike Stewart, Senior Project Manager gave an update on construction activities at the new site. Wet soil conditions have slowed grading operations at the site, however, some progress is being made. The lower parking area and slab have been graded to final elevations. All topsoil has been removed and grading along the entrance road has been on-going. Placing a new water main will begin this week and utility movements are on-going. We are anticipating that the project will be completed on-time.

2. Update on use of the existing Clearbrook Convenience Site:

We reported to the committee that in further discussions with Carmeuse, they have extended the date on use of the existing site. Their concern is that they have to perform blasting operations every day in close proximity to the existing site. They usually blast every day around 4:30 pm. Therefore, we have agreed to close the existing Clearbrook site at 4:00 pm each day starting on March 19, 2018. This will allow them to blast each day and not create a safety issue. The weekend hours will remain unchanged. By performing the early closing, we will be able to operate our existing site till the end of May 2018. We should be able to operate at the new Stephenson Convenience Site by then and cease operations at the Clearbrook site.

3. Update on Frederick County's Glass Recycling Program:

Staff gave an update on the status of glass recycling for Frederick County. We gave the committee a brief summary of why we stopped glass recycling in November 2016. Our only option was to pay a very expensive tipping fee with no guarantee that the material would be recycled. Under this option, there still would be a possibility that Frederick County would have to pick up and haul the material to the landfill.

Since that time, staff have continued to look for markets to recycle glass but there is still no viable market. Gloria Puffinburger, Solid Waste Manger has done additional research looking at local glass recycling markets. She has discussed options with the Department of Environmental Quality (DEQ), the Glass Recycling Institute, Virginia Recycling Association and Virginia Association of Counties (VACO). The attached memorandum from Ms. Puffinburger describes her research along with charts describing the local market options and what adjacent localities are doing.

In summary, there are no viable cost-effective options for the glass recycling program for Frederick County. Due to our remote location, there are no glass processors in the region that would allow our glass to be marketable. The committee took no additional action and we will continue to not recycle glass at this time. We will continue to look for possible markets and if something becomes available, we will inform the Board of Supervisors.

**(Attachment 4)**

**Public Works Committee Report**

**Page 4**

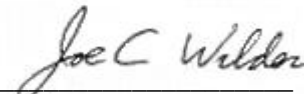
**February 28, 2018**

4. Miscellaneous Reports:
- a) Tonnage Report  
**(Attachment 5)**
  - b) Recycling Report  
**(Attachment 6)**
  - c) Animal Shelter Dog Report  
**(Attachment 7)**
  - d) Animal Shelter Cat Report  
**(Attachment 8)**

Respectfully submitted,

Public Works Committee

J. Douglas McCarthy, Chairman  
Gary A. Lofton  
Robert W. Wells  
Whitney "Whit" L. Wagner  
Gene E. Fisher

By   
\_\_\_\_\_  
Joe C. Wilder  
Public Works Director

JCW/kco

Attachments: as stated

cc: Kris Tierney, County Administrator  
Jay Tibbs, Deputy County Administrator  
Ron Kimble, Landfill Manager  
Gloria Puffinburger, Solid Waste Manager  
Kevin Alderman, Shawneeland Sanitary District Manager  
Mike Stewart, Senior Project Manager  
file