



MEMORANDUM

TO: Public Works Committee
FROM: Joe C. Wilder, Director of Public Works *JCW*
SUBJECT: Meeting of August 27, 2019
DATE: August 21, 2019

There will be a meeting of the Public Works Committee on Tuesday, August 27, 2019 at 8:00 a.m. **in the conference room located on the second floor of the north end of the County Administration Building at 107 North Kent Street, Suite 200.** The agenda thus far is as follows:

1. Update and discussion regarding the recycling program for Frederick County.
2. Update on Public Works projects and request for proposal (RFP).
3. Discuss fire safety inspection fees.
(Attachment 1)
4. Miscellaneous Reports and Documents:
 - a. Tonnage Report: Landfill
(Attachment 2)
 - b. Recycling Report
(Attachment 3)
 - c. Animal Shelter Dog Report:
(Attachment 4)
 - d. Animal Shelter Cat Report
(Attachment 5)
 - e. Shawneeland Sanitary District Advisor Committee quarterly meeting minutes
(Attachment 6)

JCW/kco

Attachments: as stated



FIRE AND RESCUE DEPARTMENT

OFFICE OF THE FIRE MARSHAL

S. Mark Showers
Deputy Chief/Fire Marshal
Life Safety Division

M E M O R A N D U M

1080 Coverstone Drive
Winchester, VA 22602

TO: Chairman J. Douglas McCarthy, Public Works Committee

FROM: S. Mark Showers, Deputy Chief/Fire Marshal, Life Safety Division *SM*

SUBJECT: Proposed Expansion to the Frederick County Fire Prevention Code Fee Schedule

DATE: August 20, 2019

On March 26, 2019 the Fire Marshal's Office presented the proposed Fire Prevention Code Fee Schedule to the Public Works Committee for review and comments. After the presentation a motion was made by Supervisor Lofton to recommend the establishment of a Fire Safety Inspection Fee Schedule, the motion was seconded by Committee Member Whitt Wagner and the motion passed unanimously. Fire and Rescue staff was instructed to go back and reexamine the final fee schedule and reinspection fees and then present back to the Public Works Committee. On August 15, 2019 we returned to present the changes to the Public Safety Committee and their consensus was to send to Public Works Committee for their review and move forward. At this time, we believe all concerns have been addressed and would like to bring forward the Fire Prevention Code Fee Schedule for review by the Public Works Committee.

Please reference the attached document for a detailed informational breakdown of the proposed process and associated fees.

Procedure & Fees

Presented by the Frederick County Fire Marshal's Office



Introduction

- In 2012 the Frederick County Board of Supervisors adopted the Virginia Statewide Fire Prevention Code and all future amendments in its entirety and renamed it the Frederick County Fire Prevention Code (per VA State Statute 27-97).
- With the adoption it allowed the Frederick County Fire Marshal's Office to conduct annual life safety inspections (106.3 Inspections) and issue operational permits (section 107 Permits And Fees).
- Also that adoption allows Frederick County to levy fees for those inspections (107.10 Local fees).

Introduction (Cont.)

- The code allows Frederick County to establish a fee schedule and how we are to base those fees. The Fire Marshal has chosen to use square footage which will mirror what the Building Official's Office is currently doing (107.13 Fee Schedule).
- We have consulted with the County Attorney to address any concerns or questions that may come up as a result of implementing these fees.

The Process

- 1. Notify the commercial businesses via radio, newspaper, social media, email and mass mailing.
- 2. A Life Safety application will be sent out and shall be returned within 30 days of receipt.
- 3. Upon return of the Life Safety application, information will be entered to generate an invoice to be sent out. Payment will be required within 30 days

The Process (Cont.)

- 4. A Life Safety inspection will then be scheduled and conducted on that business.
- 5. If violations are noted, then a re-inspection(s) will be scheduled based on the severity of the violation.
- 6. After a second re-inspection, if the business still fails or refuses to make repairs then a summons will be issued to start criminal proceedings as warranted.

Life Safety Inspection Fees (107.13 fee schedule)

- \$50 - Businesses up to 5,000 sq. ft
- \$100 - Businesses 5,001 sq. ft – 20,000 sq. ft
- \$200 - Businesses 20,001 sq. ft - 100,000 sq. ft
- \$300 - Businesses 100,001 sq. ft - 250,000 sq. ft
- \$400 - Businesses 250,001 sq. ft and above

Life Safety Inspection Fees (107.13 fee schedule)

- Re-inspections fees shall be the same as original assessed cost.
- Inspections being conducted on County owned buildings shall be exempt from fees.
- Residential Group R-5 (Single Family Dwelling) will be exempt from annual inspections. Except when the occupant is obtaining a state accreditation or license to operate a business that is required to have a Fire Marshal inspection.
- Place of religious worship and Nonprofit will be \$50 no matter the square footage.

Operational Permits and Fees

(section 108 operational permits)

- The Fire Marshal's Office currently issues Operational Permits.
- Proposed fee changes:
 - Commercial Burning - \$100 per site
 - Commercial Blasting - \$200 per site
 - Explosive Storage - \$200 first magazine, plus \$100 per each additional magazine on same site. (12-month permit)
 - Fireworks Outdoor Sales - \$200
 - Fireworks Retail Sales - \$200
 - Fireworks Aerial Displays - \$200
 - (new) Mobile Food Preparation Vehicles (Food Trucks) - \$50 (12-month permit)
 - (new) Tent(s) over 900 Sq. Ft. - \$50 per tent

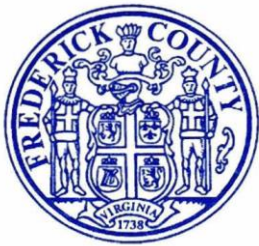
Cost Recovery

- Based on operational permits, approximately 1400 businesses and projected re-inspections, the estimated recovery will be a minimum of \$175,000 after first year.

After Approval

- Our goal for full implementation would be the middle of 2020.
- After a full 12-months of implementation the Fire Marshal's Office will analyze all data to ensure that we are effectively recouping our costs and possibly adjust the fees.

Questions???



COUNTY of FREDERICK

Department of Public Works

540/665-5643

FAX: 540/678-0682

MEMORANDUM

TO: Public Works Committee

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

SUBJECT: Monthly Tonnage Report - Fiscal Year 19/20

DATE: August 21, 2019

The following is the tonnage for the months of July 2018 through June 2020, and the average monthly tonnage for fiscal years 03/04 through 19/20.

- FY 03-04: AVERAGE PER MONTH: 16,348 TONS (UP 1,164 TONS)
- FY 04-05: AVERAGE PER MONTH: 17,029 TONS (UP 681 TONS)
- FY 05-06: AVERAGE PER MONTH: 17,785 TONS (UP 756 TONS)
- FY 06-07: AVERAGE PER MONTH: 16,705 TONS (DOWN 1,080 TONS)
- FY 07-08: AVERAGE PER MONTH: 13,904 TONS (DOWN 2,801 TONS)
- FY 08-09: AVERAGE PER MONTH: 13,316 TONS (DOWN 588 TONS)
- FY 09-10: AVERAGE PER MONTH: 12,219 TONS (DOWN 1,097 TONS)
- FY 10-11: AVERAGE PER MONTH: 12,184 TONS (DOWN 35 TONS)
- FY 11-12: AVERAGE PER MONTH: 12,013 TONS (DOWN 171 TONS)
- FY 12-13: AVERAGE PER MONTH: 12,065 TONS (UP 52 TONS)
- FY 13-14: AVERAGE PER MONTH: 12,468 TONS (UP 403 TONS)
- FY 14-15: AVERAGE PER MONTH: 13,133 TONS (UP 665 TONS)
- FY 15-16: AVERAGE PER MONTH: 13,984 TONS (UP 851 TONS)
- FY 16-17: AVERAGE PER MONTH: 14,507 TONS (UP 523 TONS)
- FY 17-18: AVERAGE PER MONTH: 15,745 TONS (UP 1,238 TONS)
- FY 18-19: AVERAGE PER MONTH: 16,594 TONS (UP 849 TONS)
- FY 19-20: AVERAGE PER MONTH: 17,956 TONS (UP 252 TONS)

MONTH	FY 2018-2019	FY 2019-1010
JULY	17,704	17,956
AUGUST	18,543	
SEPTEMBER	14,799	
OCTOBER	18,158	
NOVEMBER	15,404	
DECEMBER	14,426	
JANUARY	13,973	
FEBRUARY	12,764	
MARCH	17,079	
APRIL	20,313	
MAY	19,443	
JUNE	16,519	

RECYCLING REPORT - FY 19/20

Attachment 3

<u>MONTH</u>	<u>GLASS</u>	<u>PLAST</u>	<u>AL</u> <u>CANS</u>	<u>STEEL</u> <u>CANS</u>	<u>PAPER</u>	<u>OCC</u>	<u>SHOES/TEX</u>	<u>ELEC</u>	<u>SCRAP</u>	<u>TOTAL</u>
JUL	0		4,250	6,005	101,420	65,520		52,480	307,920	537,595
AUG					13,060	5,800	2,020			20,880
SEP										0
OCT										0
NOV										0
DEC										0
JAN										0
FEB										0
MAR										0
APR										0
MAY										0
JUN										0
TOTAL	0	0	4,250	6,005	114,480	71,320	2,020	52,480	307,920	558,475
FY 18-19	0	430,963	47,082	96,494	998,815	1,243,232	83,104	467,720	2,909,857	6,277,267
FY 17-18	0	465,080	53,224	94,530	1,066,300	1,080,087	37,260	536,420	2,874,709	6,207,610
FY 16-17	372,600	430,435	41,002	89,976	1,082,737	1,009,153	37,220	495,500	2,687,241	6,245,864
FY 15-16	919,540	428,300	52,077	97,252	1,275,060	974,493	48,820	480,400	2,376,344	6,652,286
FY 14-15	895,600	407,703	40,060	97,515	1,272,660	893,380	49,440	532,283	1,890,729	6,079,370
FY 13-14	904,780	417,090	39,399	99,177	1,281,105	902,701	37,800	611,580	1,639,225	5,932,937
FY 12-13	913,530	410,338	45,086	102,875	1,508,029	878,450	39,700	502,680	1,321,938	5,722,626
FY 11-12	865,380	398,320	43,884	99,846	1,492,826	840,717	37,920	484,600	1,432,678	5,696,171
FY 10-11	949,185	378,452	42,120	98,474	1,404,806	824,873	41,700	467,920	1,220,107	5,427,637
FY 09-10	1,123,671	370,386	42,844	96,666	1,235,624	671,669	21,160	435,680	1,348,398	5,346,098
FY 08-09	762,810	322,928	23,473	55,246	1,708,302	564,957	28,780	404,760	1,097,151	4,968,407
FY 07-08	794,932	284,220	15,783	40,544	1,971,883	545,692	0	498,110	1,172,880	5,324,044
FY 06-07	600,464	200,720	11,834	29,285	1,684,711	441,321	0	382,574	550,070	3,900,979
FY 05-06	558,367	190,611	12,478	28,526	1,523,162			381,469	204,220	2,898,833
FY 04-05	549,527	193,224	11,415	27,525	1,552,111			273,707	25,080	2,632,589
FY 03-04	541,896	174,256	11,437	31,112	1,443,461			156,870	336,230	2,695,262
FY 02-03	413,627	146,770	9,840	23,148	1,381,195			62,840	171,680	2,209,100
FY 01-02	450,280	181,040	10,565	25,553	1,401,206			54,061	58,140	2,180,845
FY 00-01	436,615	198,519	10,367	24,988	1,759,731				9,620	2,439,840
FY 99-00	422,447	177,260	10,177	22,847	1,686,587				44,180	2,363,498
FY 98-99	402,192	184,405	9,564	22,905	1,411,950				48,810	2,079,826
FY 97-98	485,294	136,110	13,307	29,775	1,830,000					2,494,486
FY 96-97	373,106	211,105	23,584	46,625	1,690,000					2,344,420
FY 95-96	511,978	167,486	28,441	44,995	1,553,060					2,305,960
TO DATE	14,247,821	6,009,678	548,737	1,234,855	33,150,206	8,547,406	342,540	6,225,034	17,634,721	87,941,078

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2019-2020

DOG REPORT

MONTH	ON HAND AT FIRST OF MONTH	RECEIVED AT KENNEL	BROUGHT IN BY ACO	BITE CASES	BORN AT KENNEL	ADOPTED	RECLAIMED	DISPOSED	DIED AT KENNEL	ESCAPED/ STOLEN	CARRIED OVER NEXT MONTH
JULY	63	33	36	1	0	54	38	7	0	0	34
AUG											
SEP											
OCT											
NOV											
DEC											
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	63	33	36	1	0	54	38	7	0	0	34

In the month of July - 133 dogs in and out of kennel. 6 dogs transferred to other agencies.

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2019-2020

CAT REPORT

MONTH	ON HAND AT FIRST OF MONTH	RECEIVED AT KENNEL	BROUGHT IN BY ACO	BITE CASES	BORN AT KENNEL	ADOPTED	RECLAIMED	DISPOSED	DIED AT KENNEL	ESCAPED/ STOLEN	CARRIED TO NEXT MONTH
JULY	84	136	8	2	7	36	1	78	5	0	117
AUG											
SEP											
OCT											
NOV											
DEC											
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	84	136	8	2	7	36	1	78	5	0	117

In the month of July - 237 cats in and out of shelter. 8 cats transferred to other agencies.

**Shawneeland Sanitary District Advisory Committee
Minutes of May 6, 2019**

The meeting was called to order at 7:00pm.

Those in attendance were Lynn Schmitt, Barry Vanmeter, Marianne Biviano, Jeff Stevens, Michelle Springer, and 15 people in the audience. Kevin Alderman and Supervisor Gary Lofton were absent.

Lynn called for approval/correction of the February 4, 2019 meeting minutes. Lynn made a motion to pass the minutes as written. Jeff seconded the motion. Motion passed unanimously.

Manager's Report:

In the absence of Kevin, Lynn reminded everyone about the Fishing Derby on Saturday, May 11, 2019. There will be 406 fish delivered on May 10, 2019 and "No Fishing" signs will be posted. Cherokee Beach will be ready for the upcoming swimming season and the gate will be open by the end of the workday on May 23, 2019.

PATC (Potomac Appalachian Trail Club) Presentation:

Chris Mangold-Supervisor of Lands, Kristen Elowsky-VP of Volunteerism, and John Spies-Tuscarora Pike Central District Manager gave information on the history and boundaries of the Tuscarora Trail. They also gave information on how to become a volunteer and what a volunteer's responsibility is. More information on the PATC and the Tuscarora Trail can be found at www.patc.net or on the Tuscarora Trail Central District Facebook page.

A few questions that were asked:

- Does the Smith's property run through the Tuscarora Trail? According to the GIS map the property does not run through the trail. Mr. Mangold plans to go check the coordinates for himself. The PATC is not aware of any partnerships with the Smith's and will remain neutral.
- It was asked what types of projects that local Eagle Scouts could assist with. Also, how could the SSDAC organize a club to help volunteer? John Spies asked for the contact information from the SSDAC committee member.
- A resident asked if the access point of the trail that is located on Timber Ridge Trail could be verified? The address for the access point is 199 Timber Ridge Trail. There is a sign posted. It was asked if maybe a bigger sign would be more efficient. The PATC will talk with the council about making a better access road. Anyone can use the lot for access as well as use of the cabins and shelters.

Pavilion Reservations:

When a resident would like to reserve a pavilion, they need to contact Lynn or the Shawneeland office. They will then be added to a calendar and sign a waiver for the usage of the pavilion. The waiver can be obtained from Lynn or the Shawneeland office.

Hand Paint Day at the Bus Shelters:

A few parents have asked how we could make the bus shelters more colorful. They would like to have a paint day to allow children of the community to put their handprints on the bus shelters. Maybe a certain wall on the inside could be used for handprints but not on the outside. Could look at putting a clear coat over handprints or designating a certain wall with chalkboard paint inside for kids to use with chalk. A concern was raised that by allowing the children to paint the bus shelters could encourage future vandalism.

A resident asked when it was decided to change the bus shelters? The decision was made awhile ago due to the vandalism. The sea containers are anchored and virtually indestructible. It is the opinion of the resident that the sea containers look like crap. You cannot see inside the shelter, maybe a light could be installed for safety purposes.

Shawneeland is relaxing on appearance. The aesthetics are going downhill. The eye-catching features aren't being taking care of. Maybe plant some flowers at the mail houses. The SSDAC will table the idea for now and look at the options.

New Business: It doesn't appear that the PATC pays the Sanitary District Fee. If the county wants to promote the trail projects, then maybe they should divvy up money towards the road maintenance. Mr. Mangold responded by saying that they do pay community fees, but he will check into it and get back to the SSDAC. Lynn stated that Kevin is looking into a possible impact fee for builders to pay when they damage the roads.

Open Forum:

- It was brought to the attention of the SSDAC that this will be the last year Pat Mullet will take care of the flowers at the Rosenberger Lane entrance of Shawneeland. She would like to find volunteers to take over and asked Ruth to put it in her newsletter. If we don't receive any volunteers, then we may need to look at forming a committee.
- Is the Fishing Derby for Shawneeland residents only? It is for Shawneeland residents and their guests. Everyone who fishes in Shawneeland needs to obtain a fishing pass from the Shawneeland office. A guest does not need a Fishing Pass. Anyone of the necessary age limit should obtain a VA State Fishing License.
- Could we get the SSDAC minutes to the community sooner than waiting 3 months to the next SSDAC meeting? We have talked about videotaping the meeting and uploading it to youtube or the county website. What is the timeframe? However long it takes to get an answer from the county.
- The SSDAC must submit a formal letter to the Planning Department in response to the Conditional Use Permit (C.U.P.) that the Smiths have applied for. Barry made a motion to object to the C.U.P., Jeff seconded the motion. The motion passed unanimously.
- A follow-up to the question asked at the last meeting about the Treasurer coming and speaking at a meeting. Lynn said the Treasurer has no issue attending a future meeting.

Lynn made a motion to adjourn the meeting. Barry seconded the motion. Motion passed unanimously. The meeting adjourned at 8:24pm.

Shawneeland Sanitary District Advisory Committee
Minutes of August 5, 2019

The meeting was called to order at 7:00pm.

Those in attendance were Lynn Schmitt, Barry Vanmeter, Jeff Stevens, Jimmy Smith, Kevin Alderman, Michelle Springer, and 11 people in the audience. Marianne Biviano and Supervisor Gary Lofton were absent.

Lynn called for approval/correction of the May 6, 2019 meeting minutes. Barry made a motion to pass the minutes as written. Jeff seconded the motion. Motion passed unanimously.

Manager's Report:

As of today, we are fully staffed. We have been short staffed for the past 3 months. There have been numerous weeks that we only had 2 operators. Things have fallen behind but hopefully now we can get things up and going again. The contractor G.E.I. (General Excavation Incorporated) has finished all the repairs from the flooding that we had last year. The culverts that they replaced were all upgraded so hopefully we won't have future issues in those locations. They also grouted a couple culverts that were starting to go bad. By doing that we should be able to get another 10 years possibly more out of those pipes. G.E.I. also replaced the drain lines at the toe of the dam. The drain lines have been in place for 20 years and they were plugged up. The water can now drain away from the toe of the dam which is extremely important for the security of the dam.

Mowing on the trails has suffered because of the staff shortage. We are out mowing along the trails and will continue until it is complete.

The asphalt patching has suffered as well. We are out patching now. We completed a spot on Dogwood Trail last week that we had received complaints about.

The beach was closed this morning due to testing extremely high for Coliform. All summer the beach has tested well. The high-test results could be from the low lake level. The beach will stay closed until we get our next test results.

We have extended the parking lot at the bus stop on Maple Trail. There is a little more work to do but it will be ready by the time school starts.

We have the loader w/ the boom ax attachment out cutting back vegetation that has grown over the last year. They are currently on Shawnee Trail and will continue onto several trails so we can get some of the vegetation under control.

Next month we will begin getting the equipment prepared for the winter weather. We have a lot of chemicals leftover from last year.

New Business:

Update on the Smith property. The C.U.P. (Conditional Use Permit) was withdrawn and the land has been purchased by someone else.

Open Forum:

- Follow-up on videotaping the meetings. The county will not provide any equipment or post it to the county YouTube channel. We are now looking into posting a video to YouTube ourselves or doing a Facebook live video.

- Is it possible for a citizen to get a copy of the Manager's report? Kevin does not write a formal report. The committee will look into it.
- When will the Port-a-Potty be removed from the playground area on Tomahawk Trail? The day after Labor Day.
- The cork on the bulletin board at the Bowman Mailhouse needs to be replaced. Would it be ok to replace it? The committee is fine with Ruth replacing the cork on the bulletin board. The door doesn't stay closed, is there a key? No one has a key to the bulletin board.
- Follow-up on the FC Treasurer attending a SSDAC meeting. Email's have been sent so hopefully he will attend the next meeting.
- Follow-up on whether the PATC pays the Sanitary District Fee. We have not heard back from them; we will get in contact with them. If they are property owners, then they should pay the SSD Fee.
- I feel so bad that the crew has to weed eat the dam. Is it possible to plant some vegetation? The State of VA does not allow it. For the stabilization of the dam it must be grass and it cannot grow over 8 inches. We do in most cases use inmates to help with the weed eating.
- Was it G.E.I. or our crew's responsibility to patch over the culverts? Our crew is doing the patching, it would have cost twice as much to have G.E.I. do the job.
- Is there anyway to protect the Maple Trail bus stop from the guy's doing the doughnuts in the parking lot? Could we put a gate up to prevent people from entering the parking lot other than when the office is open? We caught someone doing doughnuts in there during the workday recently. The handi-cap bus uses the parking lot in the summer months so we can't close it.
- Is there a limit to how many houses can be built in Shawneeland? That limitation is only by the lots themselves. If you can fit a well, drain field, and a house on a lot then it is buildable. A good portion of the lots are not buildable.
- Does the constant building and clearing of lots have an impact on the culverts? Yes.
- Are we continuing with the Butterfly sites? We had to do a swipe at Swan Lake due to a safety concern for visibility. Are you going to allow the plants to regrow? Yes. We can revisit in March. It is still a good environmental study. We could take the pods that are on the plants and spread them in another area of Swan Lake and see what would happen.

Barry made a motion to adjourn the meeting. Jeff seconded the motion. Motion passed unanimously. The meeting adjourned at 7:30pm.