

PUBLIC WORKS COMMITTEE REPORT to the BOARD OF SUPERVISORS
Tuesday, July 30, 2019
8:00 a.m.
107 NORTH KENT STREET, SUITE 200, WINCHESTER, VIRGINIA

PUBLIC WORKS COMMITTEE ATTENDEES:

Committee Members Present: J. Douglas McCarthy, Chairman; Gary A. Lofton; Gene E. Fisher; Whitney "Whit" L. Wagner; and Harvey E. "Ed" Strawsnyder, Jr.

Committee Members Absent: none

Staff and others present: Joe C. Wilder, Director of Public Works; Kris Tierney, County Administrator; Jay Tibbs, Deputy County Administrator, Gloria Puffinburger, Solid Waste Manager; Brandon Wyatt, intern; Ron Kimble, Landfill Manager; Kathy Whetzel, Animal Shelter Manager; Holly Grim, Assistant Animal Shelter Manager; Erin Swisshelm, Assistant County Attorney; Mike Stewart, Senior Project Manager

Attachment 1 – Agenda Packet

ITEM FOR INFORMATION ONLY

1-Request for additional plans reviewer-Building Inspections.

See justification in the attached memorandum within the committee meeting agenda. After discussion, the committee determined it was a good strategy to bring on a full-time plans reviewer for training and to assist with increased reviews needed with the code update coming this fall.

A motion was made by committee member Strawsnyder to forward this funding request to the Finance Committee for review and consideration. The motion was seconded by committee member Wagner. The motion was unanimously approved by the committee.

2-Request for a supplemental appropriation for the Animal Shelter-Donated funds for spay/neuter program.

See justification in the attached memorandum within the committee meeting agenda. After some discussion, the committee supports continuance of this implemented program.

A motion was made by committee member Strawsnyder to forward the request for a supplemental appropriation in the amount of \$15,000 for review and consideration by the Finance Committee. The motion was seconded by committee member Fisher. The motion was unanimously approved by the committee.

3-Update on projects for Public Works and Solid Waste-citizen convenience sites.

Staff provided updates on several on-going projects within the department:

- a. Crossover Boulevard-The contractor continues to make progress on the project. They are currently doing grading work for the new stormwater management facilities, installing storm sewer and working on the center pier for the bridge. The current schedule has the projecting finishing in the fall of 2021.
- b. Replacement of the Albin Convenience Site (SFW-Old Bus Shop-Route 522 North)-Staff showed an updated site plan for the development of a convenience site at the old bus shop. The site plan is about 95% complete. We anticipate completing the site plan over the next month and getting pricing for the development of the site. We will coordinate the design and construction with the school system. We have signed a long-term agreement with the schools creating a perpetual easement for the site. We anticipate having budget estimates for the construction of the site in the next 30-60 days.
- c. Repairs to Roundhill Convenience Center-Staff updated the committee about some drainage improvements that were performed at the Roundhill Convenience Center to improve drainage flow and reduce flooding. The work was performed under budget and has been well received by all.
- d. Landfill projects-Staff updated the committee about several projects at the landfill. We continue to study and determine where some of the high stormwater flows were generated last year and completing the new leachate lagoon and leachate force mains in the landfill.

4-Update on secure your load program and videos.

Staff updated the committee on the "Secure Your Load" program that utilizes grant funds to help promote educational videos and materials for safer hauling practices of materials in pick-up trucks and trailers. The cooperative effort has involved Frederick County Public Works/Solid Waste, Frederick County Sheriff's Office and the Frederick County Public Information Officer.

Several new videos have been released and can be seen on the county's website under the YouTube tab: <https://www.youtube.com/user/frederickcountyva/>

5-Summary of Internship Project.

Brandon Wyatt, intern with Public Works this summer, gave a presentation about a recycling database program he has been working on. The database would provide citizens with locations of places that would take most household items and recycle/reuse them. The program is named Frederick County Alternative Recycling Database (FCARD). The new database should be available for use this fall.

6-Update and discussion regarding the recycling program for Frederick County.

Attached is a summary memorandum updating the committee on the status of bid results for processing recyclable materials. The low bid was received from Apple Valley Waste located in Martinsburg, West Virginia. **(Attachment 2)**

As you are aware, we have a current contract with Southern Scrap to take most of our recycled materials until mid-December 2019. They will not accept plastics after mid-August 2019. We

have an IFB due by August 9, 2019 for hauling plastics. We will review bids and determine our next course of action.

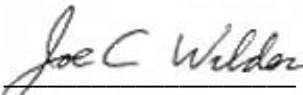
Our consultants, SCS Engineers is also continuing a study of other possible recycling options for our landfill service area. This study should be completed by the end of September 2019. The Northern Shenandoah Valley Regional Commission (NSVRC) is also performing a larger regional study to look at different recycling options for the northern Shenandoah Valley region. That study should be complete in October 2019.

As we discussed with the committee, the recycling issues are changing daily and we as staff are trying to be very flexible and looking at many different options so we can continue to have a cost-effective recycling program. We will continue to update the Board of Supervisors and administration.

Respectfully submitted,

Public Works Committee

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

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
Rod Williams, County Attorney
Erin Swisshelm, Assistant County Attorney
Kathy Whetzel, Animal Shelter Manager
Mark Fleet, Building Code Official
file



MEMORANDUM

TO: Public Works Committee

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

SUBJECT: Meeting of July 30, 2019

DATE: July 25, 2019

There will be a meeting of the Public Works Committee on Tuesday, July 30, 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. Request for additional Plans Reviewer, Building Inspections (**Attachment 1**)
2. Request for supplemental appropriation, Animal Shelter
Donated funds for Spay/ neuter program (**Attachment 2**)
3. Update on projects for Public Works & Solid Waste - Citizen Convenience Sites
4. Update on Secure Your Load program, video
5. Summary of Internship Project: Recycling Alternatives
6. Update and discussion regarding the recycling program for Frederick County
7. Miscellaneous Reports:
 - a. Tonnage Report: Landfill
(**Attachment 3**)
 - b. Recycling Report
(**Attachment 4**)
 - c. Animal Shelter Dog Report:
(**Attachment 5**)
 - d. Animal Shelter Cat Report
(**Attachment 6**)

JCW/kco

Attachments: as stated



COUNTY of FREDERICK

Inspections Department

Mark A. Fleet, Building Official
540-665-5650
Fax 540-678-0682

Memorandum

To: Joe Wilder, Director of Public Works
From: Mark Fleet, Building Official
Date: July 23, 2019
Subject: Request for funding of additional plan review specialist

I would like to request additional funding in the amount of \$79,885.00 for an additional plan review specialist. The 2015 code becomes mandatory in September which will create an influx of master plans that will need to be updated on top of our current heavy workload. One of our Senior Design Review Specialist will also be retiring in May and this additional plan reviewer would help ensure that the plan review schedule would not be interrupted. The current SAP for this position is \$43,516 – 69,582. The position if approved would be offered at a starting salary of between \$43,416 and \$55,000. The requested funding would cover a salary and fringes for a position paying \$55,000. Upon retirement of the Senior Plan Reviewer we would re-evaluate the workload to determine whether the vacated position would need to be refilled.

FREDERICK COUNTY - ANIMAL SHELTER

Kathy M. Whetzel
Shelter Manager
540/667-9192 ext. 2502
FAX 540/722-6108
E-mail: kwhetzel@fcva.us

MEMORANDUM

TO: Joe Wilder, Director of Public Works
FROM: Kathy M. Whetzel, Shelter Manager
SUBJECT: FY 20 Donation Fund Appropriation
DATE: 7/16/19

The Shelter is requesting an appropriation from 1034 donation fund, into line item 10-4305-3001-01 Professional Services - Donation, in the amount of \$15,000.00 for the FY 20 Budget.

The funding is part of the Dorothy Flemming trust given for the purpose of spaying and neutering shelter pets.

Please contact me if you have any questions.

KMW:hag



MEMORANDUM

TO: Public Works Committee
FROM: Joe C. Wilder, Director of Public Works
SUBJECT: Monthly Tonnage Report - Fiscal Year 18/19
DATE: July 25, 2019

The following is the tonnage for the months of July 2017 through June 2018, and the average monthly tonnage for fiscal years 03/04 through 18/19.

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)

MONTH	FY 2017-2018	FY 2018-2019
JULY	15,465	17,704
AUGUST	17,694	18,543
SEPTEMBER	16,813	14,799
OCTOBER	15,853	18,158
NOVEMBER	16,109	15,404
DECEMBER	12,644	14,426
JANUARY	13,295	13,973
FEBRUARY	13,100	12,764
MARCH	15,510	17,079
APRIL	15,469	20,313
MAY	18,755	19,443
JUNE	18,228	16,519

RECYCLING REPORT - FY 18/19

<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		40,320	1,945	4,620	78,140	98,621	9,500	68,580	292,300	594,026
AUG		38,580	4,855	7,925	90,020	98,500	9,220	24,680	300,180	573,960
SEP		32,600	3,120	6,560	65,600	88,380	5,380	52,200	211,500	465,340
OCT		37,778	4,140	7,580	99,480	92,960		51,340	255,960	549,238
NOV		49,965	5,432	12,245	82,740	126,335		25,960	246,374	549,051
DEC		35,340	3,710	8,650	71,280	118,920	3,600	28,040	171,800	441,340
JAN		50,800	2,415	7,500	91,800	114,400	8,604	53,180	172,520	501,219
FEB		37,780	5,845	12,244	111,735	124,380	5,020	26,980	117,220	441,204
MAR		26,820	3,300	7,290	75,680	87,320		25,580	228,501	454,491
APR		37,000	3,700	7,229	65,560	92,790	5,200	53,820	315,860	581,159
MAY		27,660	4,110	7,370	85,640	104,200	6,500	32,540	293,420	561,440
JUN		16,320	4,510	7,281	69,100	96,426		52,880	295,841	542,358
TOTAL	0	430,963	47,082	96,494	986,775	1,243,232	53,024	495,780	2,901,476	6,254,826
FY 17-18	0	465,080	53,224	94,530	1,043,120	1,080,087	37,260	536,420	2,874,709	6,184,430
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 2018-2019

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	36	29	36	1	0	29	35	1	0	0	37
AUG	37	41	36	2	0	29	36	2	1	0	48
SEP	48	33	41	2	0	29	38	4	0	0	53
OCT	53	28	24	2	0	37	19	4	0	0	47
NOV	47	28	22	4	0	39	21	1	0	0	40
DEC	40	32	11	0	0	37	8	2	0	0	36
JAN	36	29	24	2	0	32	22	5	0	0	32
FEB	32	19	32	0	0	23	22	2	0	0	36
MAR	36	23	31	1	0	35	22	3	0	0	31
APR	31	25	31	0	0	21	27	0	1	0	38
MAY	38	53	49	3	14	27	49	1	0	0	80
JUN	80	27	33	3	0	45	29	5	1	0	63
TOTAL	514	367	370	20	14	383	328	30	3	0	541

In the month of June - 143 dogs in and out of kennel. 10 dogs transferred to other agencies.

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2018-2019

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	122	129	14	4	7	49	2	102	3	0	120
AUG	120	122	21	3	3	116	6	65	1	0	81
SEP	81	95	9	2	0	52	2	41	2	0	90
OCT	90	119	15	2	3	62	1	48	4	0	114
NOV	114	85	14	1	6	64	1	60	2	0	93
DEC	93	46	4	1	0	40	1	20	0	0	83
JAN	83	71	6	1	0	69	2	33	0	0	57
FEB	57	46	3	1	0	37	0	17	0	0	53
MAR	53	66	2	2	6	52	3	24	1	0	49
APR	49	61	2	1	17	63	3	15	0	0	49
MAY	49	131	11	6	7	64	5	60	1	0	74
JUN	74	106	10	0	12	72	0	43	3	0	84
TOTAL	985	1077	111	24	61	740	26	528	17	0	947

In the month of June - 202 cats in and out of shelter. 36 cats transferred to other agencies.



MEMORANDUM

TO: Public Works Committee

FROM: Gloria Puffinburger, Solid Waste Manager *GP*

THROUGH: Joe C. Wilder, Director of Public Works

SUBJECT: Results of IFB/Recycling Processing; Associated Costs

DATE: July 25, 2019

Four bids were received for the processing of recyclable material (plastic bottles and jugs, mixed paper, cardboard and cans) in response to the county's Invitation for Bid which closed on July 18.

Apple Valley Waste, a sorting facility located in Martinsburg, was the low bidder. The results of AVW's bid are:

Cans; no processing fee; rebate
 Mixed Paper; \$25/T processing fee; no rebate
 Cardboard; no processing fee; no rebate
 Plastics: \$60/T processing fee; no rebate

Fees applied based on the county's tonnages for FY 2019 would result in a yearly processing cost of about \$25,775. This would be more than offset by a potential rebate of \$50,400 for metal cans, based on market rate.

If metal cans were marketed locally to Winchester Scrap, transportation costs would be cut approximately in half, but the resulting lower rebate paid by the metal recycler as mixed loads of aluminum and steel cans would be about \$21,600, just covering transportation costs for a breakeven scenario.

Staff intends to enter into a long-term contract with AVW which will begin accepting all materials in the near future. The county's agreement with Southern Scrap ends mid-December, 2019.

No local funds for processing will be required. Bids for the hauling of plastics are due August 9. Although the current agreement with Southern Scrap is effective until mid-December, the vendor will not accept plastics after mid-August. Staff will come back to the committee with options for continuance of the plastics recycling program once bids are reviewed.

/gmp

cc: file