



MEMORANDUM

**TO:** Public Works Committee

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

**SUBJECT:** Meeting of July 28, 2020

**DATE:** July 23, 2020

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There will be a meeting of the Public Works Committee on Tuesday, July 28, 2020 at 8:00 a.m. **in the Board of Supervisors meeting room located on the first floor of the north end of the County Administration Building at 107 North Kent Street.** The agenda thus far is as follows:

1. Request for Animal Shelter appropriation from donated funds for spay/neuter.  
**(Attachment 1)**
2. Carry forward request for a grant in the Refuse Collection budget.  
**(Attachment 2)**
3. Update on impacts to Recycling/Solid Waste from the Covid-19 pandemic.  
**(Attachment 3)**
4. Carry forward request for the Landfill budget.  
**(Attachment 4)**
5. Discuss Shawneeland staffing.
6. Update on Public Works projects.
7. Discuss increasing the fees for land disturbance permits.  
**(Attachment 5)**
8. Miscellaneous Reports and Documents:
  - a. Tonnage Report: Landfill  
**(Attachment 6)**
  - b. Recycling Report  
**(Attachment 7)**

**Public Works Committee Meeting Agenda**

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**July 23, 2020**

- c. Animal Shelter Dog Report:  
**(Attachment 8)**
- d. Animal Shelter Cat Report  
**(Attachment 9)**

JCW/kco

Attachments: as stated

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**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 21 Donation Fund Appropriation  
DATE: 7/9/20

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The Shelter is requesting an appropriation from 1034 donation fund, into line item 10-4305-3001-01 Professional Services - Donation, in the amount of \$20,000.00 for the FY 21 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

**COUNTY of FREDERICK**

Department of Public Works

540/665-5643

FAX: 540/678-0682

**MEMORANDUM**

**TO:** Cheryl Shiffler, Director, Finance Dept.

**FROM:** Gloria Puffinburger, Solid Waste Manager *GP*

**THROUGH:** Joe Wilder, Director, Public Works

**SUBJECT:** Carry forward of grant funds to  
Refuse Collection (4203); FY 20/21

**DATE:** July 21, 2020

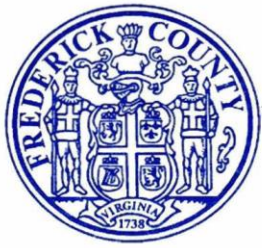
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The purpose of this memorandum is to request the carry forward of grant funds shown in line item 10-4203-5412-01 (Refuse Collection) to the current 20/21 fiscal year. Funds total \$2,495 and have been granted to the county in support of environmental education from the Virginia Chesapeake Bay Fund administered by the Virginia Department of Legislative Services.

Monies were intended to be expended during the spring 2020 school term, however, health concerns due to the coronavirus made this impossible. The department has been granted an extension to complete the project.

If you have any questions, please contact me at Extension 8219 or *gpuffinb@fcva.us*.  
/gmp

cc: file


**COUNTY of FREDERICK**
**Department of Public Works**
**540/665-5643**
**FAX: 540/678-0682**
**MEMORANDUM**

**TO:** Joe Wilder, Director

**FROM:** Gloria Puffinburger, Solid Waste Manager *GPA*

**SUBJECT:** COVID19; Impacts to Recycling and Solid Waste

**DATE:** July 21, 2020

During the May meeting of the Public Works Committee, I conveyed that the country's two top trash haulers were reporting up to a 35 percent hike in the demand for residential refuse collection and disposal, while demand for commercial services had fallen sharply as businesses and factories slowed or shut down altogether due to health concerns surrounding the pandemic.

At the local level, with the increase in residential trash tonnage, the recycling program also realized an immediate spike in materials collected, particularly cans, plastic bottles, cardboard and used textiles. Compared to the same period during FY 18/19, the county's drop-offs collected an additional 158 tons of recyclable materials during April, May and June of 2020. This boosted the recycling tonnage for the year slightly over FY 18/19. The curtailment of the electronics recycling program and subsequent loss in tonnages for the fiscal year was more than offset by increases in other commodities generated by residents while sheltering or working at home. Scrap metal dropped off at the landfill center saw the largest increase as residents spent their days cleaning out basements and garages.

During the pandemic, there has been no disruption in Frederick County's recycling program. Apple Valley Recycling, has managed to operate normally and accept additional flow from the county while also experiencing an intake of more material from all of its customers. Apple Valley reported last week that it is very pleased with the quality of the county's recyclable materials.

At this time, Republic Services, like other national haulers, has seen an uptick in commercial waste as businesses and restaurants open back up. However, the uncertainty of institutional waste continues to be a concern as schools and colleges debate how they will operate in the fall. Republic provides trash and recycling services for most of the public schools in the Northern Shenandoah Valley.

Below is a summary of residential refuse tonnages at the neighborhood convenience sites and the landfill citizens center during the pandemic period as compared to last year's collections over the same time period:

Neighborhood Sites & Landfill Center	March Tonnage	April Tonnage	May Tonnage	June Tonnage
TOTAL TONNAGE 19/20	2570.6	2860.09	3260.98	3134.8
TOTAL TONNAGE 18/19	2176.58	2684.93	2598.89	2409.3

/gmp

cc: file




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**COUNTY of FREDERICK**
**Department of Public Works**

540/665-5643

FAX: 540/678-0682

**MEMORANDUM**

**TO: Public Works Committee**  
**FROM: Ron Kimble, Landfill Manager** *RLK*  
**THROUGH: Joe C. Wilder, Director of Public Works**  
**SUBJECT: Carry Forwards to 2020/2021**  
**DATE: July 20, 2020**

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We are requesting that funding remaining at the end of the 2020 fiscal year in each of the following line items be carried over into the new 2020/2021 budget.

**12-4204-3002-00 Professional Services**

Landfill staff are currently looking at long term waste disposal options for the local service area. Moving the remaining funding in this line item into the 20/21 budget will ensure that the current studies will be completed. An estimated amount of \$188,111 remains in this line item at the end of FY20.

**12-4204-8003-00 Communication Equipment**

The 2019/2020 budget had \$40,000 allocated to begin the creation of an onsite network at the landfill facility. The first step of establishing a trunk line to connect the facility directly to the County's network has been completed. Landfill staff continue to work with the County IT department to establish the most effective networking options moving forward.

**12-4204-8900-00 Improvements Other Than**

Hetzer Construction is in process of blasting and crushing rock in the area of future MSW Cell 3A. The funding that we are requesting be moved in this line item is allocated to this project. Staff estimate that a total of \$1,099,187 will be available to carry forward in this line item.

In total, I am asking that an estimated \$1,327,298 be carried over into the 2020/2021 budget. Please contact me at 540-665-5658 should you have questions regarding this request.

**COUNTY of FREDERICK**


Department of Public Works

540/665-5643

FAX: 540/678-0682

**MEMORANDUM**

**TO:** Public Works Committee

**FROM:** Joseph W. Johnson, Civil Engineer 

**THROUGH:** Joe Wilder, Director, Public Works

**SUBJECT:** Proposed VESCP Fee Schedule

**DATE:** July 21, 2020

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The Frederick County Public Works department is proposing a new fee schedule for all regulated land disturbing activities as per the attached (changes highlighted in yellow). The proposed fee schedule includes a new VESCP permit fee which is intended to cover the cost of VESCP permit processing and increased VESCP inspections. This fee will be required for all regulated projects disturbing more than 10,000 square feet and will supplement the VSMP fee that is currently being collected (only projects disturbing more than one acre require a VSMP permit fee). The VESCP fee schedule is commensurate with adjacent benchmark localities (Clarke, Warren and Shenandoah) and the fee calculation is a function of the size of the project. The VESCP fee is intended to capture smaller projects (less than one acre) which currently pay no fees and better account for larger projects which currently pay a VSMP permit fee which is not adequate to cover the cost of the much more frequent inspections required by the VESCP regulations.

The proposed fee schedule also includes increased VESCP fees for activities started without a land disturbance permit. This fee is intended to discourage developers from attempting regulated land disturbing activities without the proper permits.

The proposed fee schedule includes an increase of the current fee for VESCP permitting for individual single-family dwellings from \$209 to \$290. This fee increase is intended to cover the cost of the preliminary E&S inspection that is now required for all individual single-family dwellings before a building permit can be approved (effective 12-1-2019).

Finally, the proposed fee schedule includes a re-inspection fee for individual single-family dwellings of \$75. This fee is intended to discourage builders from scheduling inspections prematurely (i.e. prior to application of seed/straw).

cc: file

**Frederick County, Virginia**  
*Fee schedule for VSMP/ VESCP permits*  
*(Effective July 1, 2020)*

*Table 1: Fees for coverage under the VSMP Construction General Permit/ VESCP*

Type of Permit	Total Fee Paid by Applicant	Portion to be Paid to DEQ
VESCP permit fee (all land disturbing activities, excluding individual single family dwellings)	\$500 + \$100/acre	N/A
VESCP permit fee (land disturbing activities begun without permit, excluding individual single family dwellings)	\$1,500 + \$200/acre	N/A
VESCP permit fee for single family detached/attached residential structures within or outside a common plan of development or sale with land disturbance acreage less than five (5) acres)	\$290	N/A
VESCP permit fee (single family dwellings begun without permit)	\$580	N/A
VESCP single family dwelling re-inspection fee	\$75	N/A
VSMP General / Stormwater Management - Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 acre and less than 5 acres)	\$2,700	\$756
VSMP General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres)	\$3,400	\$952
VSMP General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres)	\$4,500	\$1,260
VSMP General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$6,100	\$1,708
VSMP General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 100 acres)	\$9,600	\$2,688

A. Fees for the modification or transfer of coverage under the VSMP Construction General Permit issued by the Administrator shall be imposed in accordance with Table 2. If the permit modifications result in changes to stormwater management plans that require additional review by the Administrator, such reviews shall be subject to the fees set out in Table 2 based on the total disturbed acreage of the site. Modifications resulting in an increase in total disturbed acreage shall pay the difference in the initial state permit fee paid and the state permit fee that would have applied for the total disturbed acreage in Table 1.



**MEMORANDUM**

**TO:** Public Works Committee

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

**SUBJECT:** Monthly Tonnage Report - Fiscal Year 19/20

**DATE:** July 21, 2020

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: 16,973 TONS (UP 379 TONS)

MONTH	FY 2018-2019	FY 2019-2020
JULY	17,704	17,956
AUGUST	18,543	17,267
SEPTEMBER	14,799	17,985
OCTOBER	18,158	22,528
NOVEMBER	15,404	17,304
DECEMBER	14,426	14,362
JANUARY	13,973	14,913
FEBRUARY	12,764	13,380
MARCH	17,079	15,533
APRIL	20,313	17,475
MAY	19,443	17,010
JUNE	16,519	17,968

<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	51,239	7,345	10,419	101,420	65,520		52,480	307,920	596,343
AUG		30,500	5,450	8,699	70,040	100,240	20,980	28,300	280,080	544,289
SEP		174,840	3,903	4,937	58,100	68,350		57,500	232,140	599,770
OCT		18,340	3,832	5,714	60,180	95,000	5,100	27,800	290,020	505,986
NOV		26,440	2,640	4,135	91,720	93,580		40,060	198,600	457,175
DEC		13,600			41,440	80,460	5,480	31,180	161,960	334,120
JAN		12,560	14,200	13,210	108,150	89,240		28,760	193,280	459,400
FEB		22,060		3,360	33,660	89,200	5,640	26,860	190,260	371,040
MAR		13,600		10,120	51,140	108,380	4,840	71,600	269,560	529,240
APR		30,080		25,820	118,240	113,000	5,480		324,080	616,700
MAY		37,560		12,180	57,640	136,520	1,280	27,360	384,520	657,060
JUN		24,040		10,380	62,620	135,040	6,300		376,980	615,360
<b>TOTAL</b>	0	454,859	37,370	108,974	854,350	1,174,530	55,100	391,900	3,209,400	6,286,483
<b>FY 18-19</b>	0	430,963	47,082	96,494	998,815	1,243,232	83,104	467,720	2,909,857	6,277,267
<b>FY 17-18</b>	0	465,080	53,224	94,530	1,066,300	1,080,087	37,260	536,420	2,874,709	6,207,610
<b>FY 16-17</b>	372,600	430,435	41,002	89,976	1,082,737	1,009,153	37,220	495,500	2,687,241	6,245,864
<b>FY 15-16</b>	919,540	428,300	52,077	97,252	1,275,060	974,493	48,820	480,400	2,376,344	6,652,286
<b>FY 14-15</b>	895,600	407,703	40,060	97,515	1,272,660	893,380	49,440	532,283	1,890,729	6,079,370
<b>FY 13-14</b>	904,780	417,090	39,399	99,177	1,281,105	902,701	37,800	611,580	1,639,225	5,932,937
<b>FY 12-13</b>	913,530	410,338	45,086	102,875	1,508,029	878,450	39,700	502,680	1,321,938	5,722,626
<b>FY 11-12</b>	865,380	398,320	43,884	99,846	1,492,826	840,717	37,920	484,600	1,432,678	5,696,171
<b>FY 10-11</b>	949,185	378,452	42,120	98,474	1,404,806	824,873	41,700	467,920	1,220,107	5,427,637
<b>FY 09-10</b>	1,123,671	370,386	42,844	96,666	1,235,624	671,669	21,160	435,680	1,348,398	5,346,098
<b>FY 08-09</b>	762,810	322,928	23,473	55,246	1,708,302	564,957	28,780	404,760	1,097,151	4,968,407
<b>FY 07-08</b>	794,932	284,220	15,783	40,544	1,971,883	545,692	0	498,110	1,172,880	5,324,044
<b>FY 06-07</b>	600,464	200,720	11,834	29,285	1,684,711	441,321	0	382,574	550,070	3,900,979
<b>FY 05-06</b>	558,367	190,611	12,478	28,526	1,523,162			381,469	204,220	2,898,833
<b>FY 04-05</b>	549,527	193,224	11,415	27,525	1,552,111			273,707	25,080	2,632,589
<b>FY 03-04</b>	541,896	174,256	11,437	31,112	1,443,461			156,870	336,230	2,695,262
<b>FY 02-03</b>	413,627	146,770	9,840	23,148	1,381,195			62,840	171,680	2,209,100
<b>FY 01-02</b>	450,280	181,040	10,565	25,553	1,401,206			54,061	58,140	2,180,845
<b>FY 00-01</b>	436,615	198,519	10,367	24,988	1,759,731				9,620	2,439,840
<b>FY 99-00</b>	422,447	177,260	10,177	22,847	1,686,587				44,180	2,363,498
<b>FY 98-99</b>	402,192	184,405	9,564	22,905	1,411,950				48,810	2,079,826
<b>FY 97-98</b>	485,294	136,110	13,307	29,775	1,830,000					2,494,486
<b>FY 96-97</b>	373,106	211,105	23,584	46,625	1,690,000					2,344,420
<b>FY 95-96</b>	511,978	167,486	28,441	44,995	1,553,060					2,305,960
<b>TO DATE</b>	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 2020-2021

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	23										
AUG											
SEP											
OCT											
NOV											
DEC											
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	23	0	0	0	0	0	0	0	0	0	0

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

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2020-2021

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	30										
AUG											
SEP											
OCT											
NOV											
DEC											
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	30	0	0	0	0	0	0	0	0	0	0

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