



MEMORANDUM

**TO:** Public Works Committee  
**FROM:** Joe C. Wilder, Director of Public Works *JCW*  
**SUBJECT:** Meeting of October 27, 2020  
**DATE:** October 20, 2020

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There will be a meeting of the Public Works Committee on Tuesday, October 27, 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:

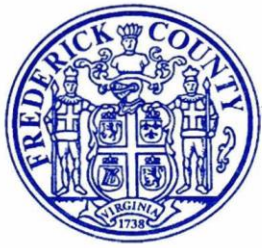
1. Update on the new Albin Citizens Convenience Center.  
**(Attachment 1)**
2. Discuss disposition of the old Albin Citizens Convenience Center.  
**(Attachment 2)**
3. Update on solid waste survey.  
**(Attachment 3)**
4. Discuss development of a large storage building at the Stephenson Convenience Center.
5. Discuss design and improvements at Gore Convenience Center.  
**(Attachment 4)**
6. Update on Crossover Boulevard.
7. Update on new Environmental Inspector position and fee increase for land disturbance permits.
8. Update on landfill projects-new cell development.
9. Update on Shawneeland budget and current paving project.
10. Discuss upcoming Fiscal Year 2022 budget preparations.
11. Next Public Works Committee Meeting will be Tuesday, December 1, 2020.

12. Miscellaneous Reports and Documents:

- a. Tonnage Report: Landfill  
**(Attachment 5)**
- b. Recycling Report  
**(Attachment 6)**
- c. Animal Shelter Dog Report:  
**(Attachment 7)**
- d. Animal Shelter Cat Report  
**(Attachment 8)**
- e. Shawneeland Sanitary District Advisory Committee quarterly meeting minutes  
**(Attachment 9)**

JCW/kco

Attachments: as stated



## MEMORANDUM

**TO:** Joe C. Wilder, Director

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

**SUBJECT:** New Albin Citizens' Convenience Site  
Citizen Feedback

**DATE:** October 9, 2020

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This memorandum is to inform you of the positive feedback we have received from citizens utilizing the new Albin Citizens' Convenience Site, 174 Indian Hollow Road, since its opening on September 24.

Initially, citizens are very appreciative that the entire facility is paved, unlike the former site which was not paved around the recycling area. Attendants said the recycling portion of the site will be much easier to manage and keep clean.

Other comments included: "Spacious!" "Easy getting in and out, even on a Saturday." "It's really nice!"

/gmp

cc: file

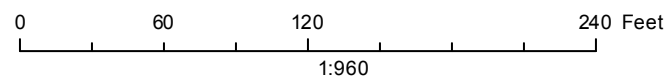
# Property Map - Frederick County, VA

Attachment 2



Frederick County Information Technologies  
107 N Kent St Winchester, VA 22601  
540-665-5614

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VA. SEC. RTE. 679 - INDIAN HOLLOW ROAD  
(60' R/W)  
DB 176 PG 371

S 63°24'12" E 92.19'

IRS

IRS



PIN 42-A-184  
CJL PROPERTIES, LLC  
INST. 140004011

PIN 42-A-186  
FREDERICK COUNTY  
SCHOOL BOARD  
"BRYARLY SCHOOL LOT"  
38,242 SQ. FT.  
0.8779 ACRES

PIN 42-A-188  
WINCHESTER EQUIPMENT  
COMPANY  
INST. 010017573

N 17°17'53" E 418.09'

S 17°11'12" W 419.01'

**LEGEND**

IRF IRON ROD FOUND  
IRS IRON ROD SET

**NOTES:**

1. NO TITLE REPORT FURNISHED; THEREFORE EASEMENTS OR ENCUMBRANCES MAY EXIST THAT ARE NOT SHOWN HEREON.
2. THE BOUNDARY INFORMATION SHOWN IS BASED ON AN ACTUAL FIELD SURVEY COMPLETED IN FEBRUARY, 2019.
3. THIS SURVEY IS FOR THE PURPOSE OF SHOWING THE PERIMETER BOUNDARY LINES. PHYSICAL IMPROVEMENTS ON THIS PARCEL ARE NOT SHOWN.

IRF

N 62°55'26" W 93.14'

IRS OPPOSITE SET STONE

PIN 42-A-188

BOUNDARY SURVEY  
**TAX MAP PARCEL 42-A-186 ~ 0.8779 ACRES**  
STANDING IN THE NAME OF  
**FREDERICK COUNTY SCHOOL BOARD**  
**DEED BOOK 98 PAGE 37**  
GAINESBORO MAGISTERIAL DISTRICT  
FREDERICK COUNTY, VIRGINIA



DATE: 05/01/2019

SCALE: 1"=50'

SHEET 1 OF 1



**Marsh & Legge Land Surveyors, P.L.C.**

560 NORTH LOUDOUN STREET ~ WINCHESTER, VIRGINIA 22601  
PHONE (540) 667-0468 ~ FAX (540) 667-0469 ~ EMAIL office@marshandlegge.com

DRAWN BY: CAJ

DWG NAME: ID10709-BS

**COUNTY of FREDERICK**

Department of Public Works

540/665-5643

FAX: 540/678-0682

**MEMORANDUM**

**TO:** Public Works Committee

**FROM:** Gloria M. Puffinburger <sup>-gmp</sup>  
Solid Waste Manager

**RE:** FY 20/21 Site Usage Survey Results

**DATE:** October 7, 2020

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As previously noted, circumstances surrounding the pandemic and the greater number of individuals spending time at home has resulted in an increase in residential refuse of about 11 percent.

During August, an annual traffic count at the neighborhood citizens convenience sites showed an overall 8 percent increase over August 2019, totaling an average of 81,020 users per month or 972,240 users annually at the ten facilities.

The Greenwood Road location showed the largest increase in traffic. A total of 16,321 vehicle trips were made to the facility, an increase of 21 percent. The site averages 604 vehicle trips per day. The Albin site served 14,114 during August (average of 522 vehicle trips per day) and Stephenson, 12,167 per month or an average of 450 vehicle trips per day.

Due to recently completed relocation and expansion, the Albin facility now offers two compactors for refuse, as does the Stephenson facility.

For a summary of usage at the county's convenience sites since 2009, please refer to the attached chart.

/gmp

## 2020 USAGE SURVEY; CITIZENS' CONVENIENCE SITES

<i>Location</i>	<i>2020</i>	<i>Daily Avg</i>	<i>Peak Day</i>	<i>Sun Avg (5 hr)</i>		<i>2009</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>% Change</i>
Greenwood+	<b>16,321</b>	604	864	750		12,584	13,128	14,186	12,817	14,772	12,183	12,944	13,586	13,655	14,222	13,459	+21%
Bryarly+	<b>14,114</b>	522	768	564		10,170	10,752	13,343	14,364	15,736	15,325	16,096	16,270	17,006	13,286	15,552	-9%
Middletown	<b>7465</b>	276	344	259		9419	9492	10,266	8997	8753	8818	9419	8954	7394	7091	7170	+4%
Stephenson	<b>12,167</b>	450	530	435		8288	9302	9260	8952	9611	9820	10,637	10,246	10,540	9598	10,727	+13%
DTG	<b>8654</b>	321	305	322		6181	6283	5770	6440	7518	7001	7578	7685	7556	7950	7793	+11%
Shawneeland	<b>7214</b>	267	324	248		5068	5104	4638	5100	5207	4616	5595	6042	6025	6577	6771	+6%
Back Creek	<b>5552</b>	205	234	200		4805	5317	4916	4937	5032	4674	4923	4899	4811	4987	5162	+8%
Round Hill	<b>4903</b>	181	210	174		3359	3332	3622	3700	4131	3807	3988	4074	4151	4256	4409	+11%
Gore	<b>3785</b>	140	183	113		2603	2849	2736	2932	3310	3118	3212	3140	3056	3361	3544	+7%
Star Tannery*	<b>845</b>	38	55	45		651	644	589	562	630	619	632	584	653	654	661	+28%
<b>AUG TOTAL:</b>	<b>81,020</b>					<b>63,128</b>	<b>66,203</b>	<b>69,326</b>	<b>68,801</b>	<b>74,700</b>	<b>69,981</b>	<b>75,024</b>	<b>75,480</b>	<b>74,857</b>	<b>75,993</b>	<b>75,993</b>	
<b>YR AVG:</b>	<b>972,240</b>					<b>757,536</b>	<b>794,436</b>	<b>831,912</b>	<b>825,612</b>	<b>896,400</b>	<b>839,772</b>	<b>900,288</b>	<b>905,760</b>	<b>898,164</b>	<b>911,916</b>	<b>902,976</b>	+8%

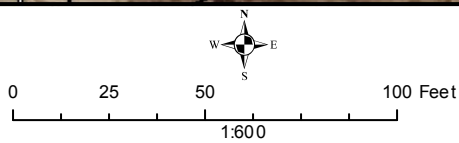
survey conducted 8/2020; +mechanical count

\*closed two days/wk; open 31 hrs/wk



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**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:** October 9, 2020

The following table shows the tonnage for the months of July 2020 through June 2021. The average monthly tonnage for fiscal years 03/04 through 20/21 are also listed below:

**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)  
**FY 20-21:** AVERAGE PER MONTH: 16,994 TONS (UP 29 TONS)

MONTH	FY 2018-2019	FY 2019-2020	FY 2020-2021
JULY	17,704	17,956	17,677
AUGUST	18,543	17,267	16,517
SEPTEMBER	14,799	17,985	16,789
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	

RECYCLING REPORT - FY 20/21

Attachment 6

<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	22,360		15,900	62,440	136,120	3,240	28,440	289,478	557,978
AUG		28,880		11,240	73,280	128,260	4,560		265,740	511,960
SEP		23,480		12,380	62,540	129,600	2,840	50,800	287,040	568,680
OCT										0
NOV										0
DEC										0
JAN										0
FEB										0
MAR										0
APR										0
MAY										0
JUN										0
<b>TOTAL</b>	0	74,720	0	39,520	198,260	393,980	10,640	79,240	842,258	1,638,618
<b>FY 19-20</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	20	33	2	0	17	22	5	0	0	34
AUG	34	6	22	3	0	19	17	3	0	0	26
SEP	26	3	23	0	0	11	20	1	0	0	20
OCT											
NOV											
DEC											
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	83	29	78	5	0	47	59	9	0	0	80

In the month of September - 52 dogs in and out of kennel. 3 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	54	8	1	0	43	1	3	0	0	46
AUG	46	38	5	2	0	32	1	1	0	0	57
SEP	57	52	11	5	5	45	3	2	1	0	79
OCT											
NOV											
DEC											
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	133	144	24	8	5	120	5	6	1	0	182

In the month of September - 52 cats in and out of shelter. 18 cats transferred to other agencies.

## **Shawneeland Sanitary District Advisory Committee - Minutes of August 3, 2020**

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

Those in attendance were Jimmy Smith, Jeff Stevens, Jason Croasdale, Ken Baker, Kevin Alderman, Director of Public Works Joe Wilder, and Supervisor Shawn Graber. Barry Van Meter and Michelle Springer was absent.

Due to the Coronavirus pandemic social distancing guidelines, residents were unable to sit in on the meeting but could wait outside till their turn to enter the building and speak on their concerns. There were 2 residents and Supervisor Shawn Graber who spoke at the meeting.

Jimmy called for approval/correction of the February 3, 2020 and May 18, 2020 meeting minutes. The minutes passed unanimously.

### **Manager's Report:**

See Attached Manager's Report and Parking Policy.

### **New Business:**

#### **Budget Meeting for Fiscal Year 2021-2022 will be November 16, 2020.**

- There will not be a meeting on November 2, 2020. The meeting on November 16, 2020 will serve as the November quarterly meeting. This meeting will be used to discuss the upcoming budget before it goes to the Public Works Committee in December.

#### **"Did You Know" Posting:**

- Jimmy is proposing to do a posting once a month with questions and answers that citizens may have. These would be posted at both mailhouses and on the Facebook page.

#### **Lake Cherokee Beach:**

- There have been complaints about there not being lifeguards or security on the beach. It was corrected that Shawneeland did not have lifeguards but did have beach security. Kevin recommended to add \$15,000 - \$18,000 to the next budget cycle if the committee would like to have beach security. This will be something we can discuss at the budget meeting.

#### **SSDAC Facebook Page:**

- This was the 1<sup>st</sup> meeting live on Facebook. The meeting video is posted on the Facebook page named Shawneeland SSDAC committee. We are going to use our Facebook page to put out information. Everything will be linked to the Frederick County, VA website where the original information is. If there are comments or questions, we will answer them, but we will not go back and forth on Facebook. There was a suggestion to not allow comments therefore there would not be side conversations or individuals only conversating with 1 committee member.

#### **Open House:**

- We are looking at holding an open house on a Saturday in October. This will depend on the current pandemic and what the guidelines are in the future. We could invite the Frederick County Sheriff's Office, North Mountain Fire Department, and the contractor for the Tar & Chip project to come and answer questions. This would allow for residents to see the normal everyday going on of the staff in Shawneeland.

**CCAP:**

- The mobile ministry contacted the SSDAC at the request of Shawneeland residents to set-up in Shawneeland and disperse food to those in need. You did not have to be a CCAP client to receive the food. They were able to help 49 families within the community. The SSDAC is going to get more information about CCAP and their mission. If there are future giveaways in Shawneeland the date and time will be posted.

**Public Comments:**

**Supervisor Shawn Graber:**

- He spoke on a concern that he has heard from residents that the budget is brought forth by the Manager of Shawneeland and not the SSDAC. The concerned residents would like to see the SSDAC bring forth a budget that represents the community. This would allow for the SSDAC and the Manager to come together and reconcile a budget that works for the community.
- Would like to see the SSDAC work to get some ordinances passed to be enforceable by the county. This would be beneficial to all Sanitary District's.

**Lynn Schmitt:**

- Wanted to be clear and upfront that she is not saying that the maintenance crew does not work hard or do a great job.
- Has questions regarding the Tar & Chip and Grader Patching. She has contacted several companies and explained to them our process. Their process is different. When we grader patch a large area, we are counteracting ourselves because the Tar & Chip is not going to stick. Therefore, we must do it so often. Kevin responded by saying in his experience of 30 years it has been done by putting asphalt down, grader patch, and then tar & chip over it. The Tar & Chip seals the road. VDOT does the same process that we are doing.
- The dusting of the roads is unsafe for motorcycles. The response is that whether it be a motorcycle or a vehicle if they travel at the posted 25 mph speed limit then there would be no issues.
- Another issue that causes confusion with the community is that Frederick County equipment is not supposed to be on private property, but I have received photos and videos of equipment parked on private property.

**George Bishop:**

- The burned-out home at 504 Shawnee Trail has been abandoned since last year. What can be done and what will be done regarding

this issue? What would be the timeline that the structure would be demolished or restored?

- Non-Property owners on Shawnee Trail are speeding, some in excess of 50 mph. Many vehicles disregard the 3-way stop sign at the intersection of Shawnee Trail with Tecumseh and Bowman. He has personally witnessed 22 vehicles mow through that intersection without tapping the breaks. Would like to see the committee contact the Frederick County Sheriff's Office to have the area patrolled, enforce the speed limit, and issue citations.
- The owners of the 30 acres behind his house have put up a tree stand about 30 feet from his property line. He would like to have the committee look at it and to know what can or cannot be done. There is a big no hunting sign in Shawneeland.
- The condition of the beach and the lake. There is a no swimming sign posted at the boat ramp, but people still swim there. 1 of the reasons being that people bring their dogs to the beach area and don't clean up after them. Would like the committee to address this issue with some type of enforcement to the dog owners.

#### **Committee Comments:**

**Jeff Stevens:** Wanted to discuss the budget with Kevin. Would like to see Kevin save Shawneeland money by doing more work themselves. If short-staffed, you could hire someone from a temporary agency instead of hiring a person part-time or full-time. It was asked if we are short-staffed due to someone out on vacation and the answer was no. We need to keep our budget under the revenue that we bring in. He would like to come in and go over the budget with Kevin line by line.

**Jason Croasdale:** He is discouraged by only having 3 weeks for the committee to have input on the budget before it moves on to the Public Works Committee. Joe answered by saying the Board of Supervisors and the Finance Department sets the budget guidelines and calendar. We have no control over the process. This is not just for Shawneeland, all Frederick County departments have the same timeline. Are you going to fill the position? We may not fill the position. The direction that we received from the Board of Supervisors is that it will be at our discretion to fill the position.

Joe Wilder, Director of Public Works spoke on the budget process and how Kevin cannot meet with more than 1 person at a time to discuss the budget. If he meets with more than 1 person, it then must become a public meeting. We are going to do the best we can to communicate with all of you and the citizens. As soon as we receive the FY20 year-end numbers we will send them to the SSDAC, and it will be posted.

Jimmy adjourned the meeting.