



MEMORANDUM

TO: Public Works Committee

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

SUBJECT: Meeting of March 29, 2022

DATE: March 22, 2022

There will be a meeting of the Public Works Committee on Tuesday, March 29, 2022 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. Discuss the bid results/funding for Sunnyside Plaza-Renovation for Voter Registrar.
(Attachment 1)
2. Public Works project updates.
3. Miscellaneous Reports:
 - 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 Advisory Committee meeting minutes
(Attachment 6)

JCW/kco

Attachments: as stated



COUNTY of FREDERICK

Jay E. Tibbs
Deputy County Administrator

540/665-6382
Fax: 540/667-0370
E-mail: jtibbs@fcva.us

To: Public Works Committee

From: Jay E. Tibbs, Deputy County Administrator

Date: March 18, 2022

Re: Voter Registrar Renovation/Relocation - Sunnyside Plaza

As the committee might recall, staff was authorized to prepare construction drawings, bid documents, and advertise for a proposed renovation of a section of Sunnyside Plaza to accommodate the Voter Registrar's Office. Below is a list of the companies and bids received for this project:

Kee Construction:	\$467,996.00 **
Alta Vista Consultants:	\$468,663.00
LCW Construction:	\$499,900.00
Meghinis Construction:	\$512,000.00
Hammerhead Construction:	\$572,000.00

The apparent low bid was received from Kee Construction in the amount of \$467,996.00, which is higher than originally estimated. In addition to the cost of the construction project, there are additional furniture and equipment items needed to complete this project. There is \$91,876 in IT equipment needs, which includes \$23,683 for network equipment, firewall, and phones and \$68,193 for security access and video monitoring. There will also need to be funds allocated for furniture, fixtures, and moving expenses, which is estimated to be \$25,000.

A summary of the project is budget is:

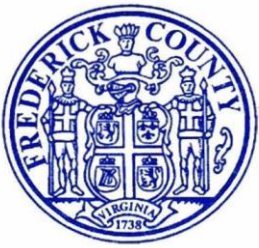
Bid	\$467,996
Contingency	\$40,000
IT Equipment	\$91,876
FF&E	<u>\$25,000</u>
Total Project	\$625,000

Staff has identified \$472,954.00 in proffer dollars that have been received and identified for administration building, which would be used to pay for much of this project. Use of these dollars does conform with the County's proffer policy. In addition, the renovation of Sunnyside Plaza as county office annex is an approved project on the County's Capital Improvement Plan. The remainder of the project \$152,046 could be funded from the County's capital fund.

As the Committee might recall from prior discussions, relocating the Voter Registrar's office would free up space in the existing County Office Complex, which could be reallocated to other departments. We have one department that expends approximately \$40,000 in rent, utilities, and janitorial services to occupy space outside of our facility. The vacated space could be repurposed for that department and the monies paying for rent, etc. would no longer need to be expended and thus result in a long-term savings to the county.

Staff is seeking a recommendation from the Committee to move forward with the proposed renovation of a portion of Sunnyside Plaza to accommodate the Voter Registrar's Office with a total project cost of \$625,000 along with a recommendation to the Finance Committee for a proffer fund supplemental appropriation in the amount of \$472,954.00 along with a transfer from the County's capital fund in the amount of \$152,046 for this project.

Should you have any questions, staff will be present at the meeting to answer questions.


COUNTY of FREDERICK
Department of Public Works

540/665-5643

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MEMORANDUM

TO: Public Works Committee
FROM: Joe C. Wilder, Director of Public Works *JCW*
SUBJECT: Monthly Tonnage Report - Fiscal Year 21/22
DATE: March 1, 2022

The following table shows the tonnage for the current fiscal year. The average monthly tonnage for fiscal years 03/04 through 21/22 is 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: 16,803 TONS (DOWN 170 TONS)
FY 21-22: AVERAGE PER MONTH: 17,215 TONS (UP 412 TONS)

MONTH	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
JULY	17,704	17,956	17,677	17,893
AUGUST	18,543	17,267	16,517	21,437
SEPTEMBER	14,799	17,985	16,789	19,306
OCTOBER	18,158	22,528	20,127	18,215
NOVEMBER	15,404	17,304	15,432	16,927
DECEMBER	14,426	14,362	15,496	16,391
JANUARY	13,973	14,913	14,480	12,932
FEBRUARY	12,764	13,380	12,030	14,622
MARCH	17,079	15,533	18,758	
APRIL	20,313	17,475	18,627	
MAY	19,443	17,010	17,105	
JUNE	16,519	17,968	18,594	

RECYCLING REPORT - FY 21/22

<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	40,740		12,520	45,120	123,500	3,500	27,940	286,082	539,402
AUG		12,240		8,320	53,280	104,140	4,340	25,840	248,900	457,060
SEP		27,440		8,740	53,740	107,280	4,840		264,760	466,800
OCT		15,050		13,080	40,360	113,260	3,280	28,860	251,260	465,150
NOV		17,040		7,360	39,280	116,440	3,900	26,680	199,180	409,880
DEC		16,760		14,260	70,520	127,200	6,720	23,500	191,900	450,860
JAN		21,600		8,660	48,440	106,780	3,400	23,140	196,540	408,560
FEB		14,480		10,360	49,820		3,600	18,780	155,620	252,660
MAR		8,240		6,080	23,980					38,300
APR										0
MAY										0
JUN										0
TOTAL	0	173,590	0	89,380	424,540	798,600	33,580	174,740	1,794,242	3,488,672
FY 20-21		283,300	0	154,330	717,120	1,540,682	45,620	362,600	3,123,261	6,226,913
FY 19-20	0	454,859	37,370	108,974	854,350	1,174,530	55,100	391,900	3,209,400	6,286,483
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

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	29	14	23	1	0	13	25	4	0	0	25
AUG	25	11	31	1	0	6	26	2	0	0	34
SEP	34	27	28	1	0	22	25	1	0	0	42
OCT	42	15	23	1	0	19	24	1	0	0	37
NOV	37	13	35	3	9	19	31	1	0	0	46
DEC	46	19	21	4	0	24	22	0	0	0	44
JAN	44	11	23	0	0	27	21	0	0	0	30
FEB	30	19	17	2	0	23	13	2	0	0	30
MAR											
APR											
MAY											
JUN											
TOTAL	287	129	201	13	9	153	187	11	0	0	288

In the month of February - 68 dogs in and out of kennel. 8 dogs transferred to other agencies.

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	87	60	24	2	0	33	1	28	0	0	111
AUG	111	34	4	2	4	27	0	27	3	0	98
SEP	98	27	6	1	9	26	0	3	1	0	111
OCT	111	27	2	1	1	29	0	9	5	0	99
NOV	99	24	3	1	4	30	1	8	0	0	92
DEC	92	26	3	1	0	49	1	3	0	0	69
JAN	69	11	6	1	0	24	0	1	0	0	62
FEB	62	35	11	0	0	51	1	6	0	0	50
MAR											
APR											
MAY											
JUN											
TOTAL	729	244	59	9	18	269	4	85	9	0	692

In the month of February - 108 cats in and out of shelter. 24 cats transferred to other agencies.

Shawneeland Sanitary District Advisory Committee (SSDAC) - Minutes of February 7, 2022

The meeting was called to order at 7:03 p.m.

Those in attendance were Barry Van Meter, Jeff Stevens, George Bishop, Rhonda Sargent, Kevin Alderman, Director of Public Works, Joe Wilder and three (3) residents. Ken Baker, SSDAC member and Supervisor Shawn Graber were absent. Chairperson, Rhonda Sargent informed the SSDAC that Ken Baker had informed her in writing that it would be necessary for him to resign from the committee.

After indicating that the November 7, 2022 date originally stated in the minutes had been revised to reflect a date of November 14, 2022, Rhonda called for approval/correction of the November meeting and January special meeting minutes. Motion to accept the Minutes as presented was made by George and seconded by Jeff. Motion passed unanimously.

Manager's Report:

See Attached Manager's Report. (**Attachment A**)

New Business:**Update on Crystal Lake (Cherokee Dam) Remediation:**

- Joe Wilder indicated that the Shawneeland Sanitary District Advisory Committee's (SSDAC) request to take the amount of \$380,000 from Shawneeland's reserve fund to perform the subject remediation had been presented to the public works committee during their meeting held on January 25, 2022. The committee unanimously approved the request and recommended that it be forwarded to the finance committee for their recommendation/approval. The finance committee is scheduled to meet on Wednesday, February 16, 2022.
- If approved by the finance committee, it is anticipated that the request will go before the Board of Supervisors for review/approval during either their February 23, 2022 meeting or March 9, 2022 meeting. If approved, the funds will be transferred from the reserve into the contractual services line item and then a final firm remediation cost will be obtained from Viola Engineering and American Concrete Services.
- At that point, Mr. Wilder indicated that he will get back with the subcommittee to follow up.
- It is anticipated that the work will occur in either April or May of this year as long as the lake doesn't come up too far.

Tomahawk Mailhouse Mailboxes

- A subcommittee had been formed previously regarding the need for replacing existing mailboxes as well as adding new ones due to the amount of new homes that are being/have been constructed. Ken Baker was on/in charge of that subcommittee. Since Ken has resigned from the SSDAC, George Bishop agreed to take up where Ken left off. George indicated that he would contact Ken to obtain any and all information he had on this matter and take it from there.

Possible Upgrades to Playground on Aspen/Maple Trails – Creation of a Subcommittee

- The chairperson stated she had received an email from a resident that had expressed an interest in being on a subcommittee for the potential upgrade to the subject playground.
- The manager indicated that more than likely, this project would be something to be discussed for inclusion in the next fiscal year budget.
- Based on the manager's comment, this item was tabled until the next fiscal year budget process.

Fishing Derby

- In his report, the manager indicated that he was going to stock the ponds, the lake on Bowman Lane as well as Cherokee Lake (if the repairs were complete) with trout. This will be done the Friday before Mother's Day.
- After discussion about possibly reinstating the fishing derby, including comments from the citizens in the audience in favor of having one, a motion was made Mr. Stevens and seconded by Mr. Van Meter to hold a fishing derby. It was unanimously approved. The derby will be held rain or shine on the Saturday before Mother's Day.
- It was recommended that the chairperson contact Anna Campbell, who, in the past, had organized and coordinated the event in the past to determine if she would be interested in doing so again. If so, it is recommended that posters are created and prizes are purchased (for each age group eligible to participate).

Public Comments:

- A resident suggested that the SSDAC consider adding a Frequently Asked Questions (FAQ) section on the county's SSDAC website. This may help with concerns/questions residents have.
- Another resident spoke up to say that they really appreciated everything that the staff was doing and that they knew that they were doing the best that they could.
- Another resident inquired about the funding requested for the lake remediation. In particular, if the remediation did not require the all of the \$380,000 allocated – could the remaining amount be utilized toward the replacement of aging/declining equipment?
- The public works director stated that this money, if approved, will be allocated for the remediation of the lake and only the lake. Any amount which remains from the remediation project, is required to be returned to the SSD reserve. For replacement of equipment, it would be necessary to go through the process to request funding to replace the equipment (as was done for the lake remediation).
- The resident also inquired about the possibility of cracks in the aquifer being discovered during the dye injection process that will be performed prior to initiating the remediation.
- The public works director indicated that when the contractor injects the dye, the purpose is to determine how long it takes it to get from the lake to the council house. There will be a chemist (who works with the company that makes the polyurethane resin product) on site who will calculate (based on how long it took the dye to get from point A to point B) exactly how much of the product is required along with a certain catalyst for it to react and perform. It is anticipated

that the product will wind up expanding along the fault line. The company will have a more specific idea once the actual dye test is performed.

- A resident inquired about the number of vehicles that cross the dam and if during the study it was determined how many and at what speed. Is there any way to resolve the problem with drivers passing other drivers where they are not supposed to in this area?
- Barry responded that the study indicated an amount of 18,541 vehicles at speeds of 26–45 miles per hour were registered on Tomahawk Trail. Other than slowing down or separating the roadway, there is not much that can be done about this.

Chairperson entertained a motion to adjourn. So moved by George, seconded by Jeff. Meeting was adjourned at 7:35 p.m.

FREDERICK COUNTY SANITARY DISTRICT OF SHAWNEELAND MANAGER'S REPORT – FEBRUARY 2022

Snow Removal:

The staff has been busy over the last month with snow and ice events on 1/7/2022, 1/9/2022, 1/16/2022-1/17/2022, 1/20/2022, and 1/28/2022-1/29/2022. The staff prepares for winter weather events a couple of days in advance depending on the forecast. Smaller events only take a day of preparation. The preparations include checking over the snow equipment that will be needed for the event at hand. We make sure our generators are in good working order in case of a power outage. We make sure we have plenty of snow melting materials ready for the incoming storm as well as having an adequate amount of fuel to keep the equipment running.

A few hours before a winter weather event begins to fall, we pretreat the roads with a mixture of chemicals. This includes salt, calcium flakes, and #9 Stone. We also use sand mixed with salt and calcium. Although we use these materials, when the temperature drops below approximately 20 degrees, they will not melt the snow and ice. This is the problem we had with the snow on the 17th into the 18th. The wind also created a challenge as well.

The staff and contract drivers use our trucks to push snow on approximately 90 lane miles of roads. We also remove snow on 6 parking lots, 3 bus stop walkways, and 2 mailhouse sidewalks. We also help North Mountain Fire and Rescue by pushing snow from in front of the truck bays.

Snow removal is a very difficult task in Shawneeland with the challenges of the terrain even with the most experienced plow drivers. At times it is difficult for our plow trucks to gain traction even with chains on the equipment to help us do our job.

We would greatly appreciate if vehicles were not parked on the roadway's during snow removal operations. It would also be appreciated if the snow from driveway's did not end up in the road. I know that we have been accused of purposely blocking driveways, but this is not the case. We are simply doing our job in a safe, effective manner.

Aging Equipment:

Over the past couple of years, I have casually mentioned my concerns over aging equipment. We are now at the point where I am going to address some of those needs by purchasing some used equipment over the next couple years. I can save a considerable amount of money by purchasing good, used equipment and trucks.

We have 2 plow trucks that are 25 plus years old. One of those is a 1995 F-350 1 ton truck that needs a new dump bed and hoist. The bed is rusted very badly, and the hoist structure broke in half from the rust. It would cost approximately \$10,000.00 to repair. We have a 1997 F-350 plow truck that is also badly rusted. I will not be replacing this truck; I will however upgrade with a 1-ton truck with a dump bed.

We have a Case tractor that is 31 years old. This tractor is used to mow along all the trails in Shawneeland. It is equipped with a side sickle bar mower and bush hog. This tractor gets used 8 months out of the year. I will be replacing this tractor next year.

The bobcat is 26 years old and has 3,200 hours. The bucket for the bobcat needs replaced. This piece of equipment is a vital part of our snow removal operations. We cannot afford to be without this equipment.

The backhoe is 16 years old and has 6,300 hours. Although at this point it is working fine. It does have some leaks and things that need to be addressed. The average life span of a backhoe is 7-10 years and 5-7 thousand hours. This will need to be replaced within the next 3 years.

During the month of January, we were without 2 of our regular snow removal trucks. The 2007 F-350 pick-up truck has some major engine problems and some electrical issues. Repairs will cost approximately \$9,000.00. The 2009 D2500 pick-up truck had a transmission failure during the first snow event. This repair will cost \$6,800.00. It is not cheap to maintain a fleet of trucks and equipment. We do all we can do in-house to keep the trucks and equipment moving. We keep very accurate records of all the in-house servicing that we do on the trucks and equipment. Please keep in mind the terrain in Shawneeland is very taxing on all the equipment we use to maintain the roads.

So, in short, we need to be prepared to purchase some newer equipment so we can continue to be effective and efficient in our daily tasks.

Cherokee Lake Beach:

There is a plan to expand the sandy area under the water in the beach area. We are going to drop the bottom of this area down about 18"-24" during the expansion. By doing this work, we will be able to extend the buoy's further out from the beach. This will give beach goer's a larger, deeper swimming area. The width of the buoy area will not change. As we do every year, the beach area itself will receive several tons of fresh sand.

Fishing Derby:

Not sure if the fishing derby is going to take place this spring but I am going to stock trout in the ponds, the lake on Bowman Lane, and Cherokee Lake if it is repaired by then. I will be ordering the usual amount of 406 trout. Last year the total for the fish was \$1,286.00.

Shop Furnace:

The furnace in the maintenance shop has not been working properly for a couple of months. Upon having it checked by a HVAC Technician he discovered that some parts needed replaced. While trying to order the parts for the 25+ year old furnace, the technician found the parts to be obsolete. So, at this point we are in the process of replacing the unit. We are waiting to receive 3 quotes from different companies and will move forward with the lowest bid.