



MEMORANDUM

TO: Public Works Committee
FROM: Joe C. Wilder, Director of Public Works *JCW*
SUBJECT: Meeting of June 28, 2022
DATE: June 17, 2022

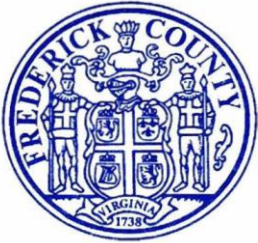
There will be a meeting of the Public Works Committee on Tuesday, June 28, 2022 at 8:00 a.m. **in the conference room located on the second floor of the north end of the County Administration Building at 107 North Kent Street, Suite 200.** The agenda thus far is as follows:

1. Update on the recycling program for Frederick County.
(Attachment 1)
2. Update on Glass Recycling.
(Attachment 2)
3. Carry forward request for Refuse Collection.
(Attachment 3)
4. Carry Forward Request for the Animal Shelter donated funds.
(Attachment 4)
5. Supplemental Appropriation request for the Animal Shelter.
(Attachment 5)
6. Carry forward requests for the Landfill.
(Attachment 6)
7. Public Works project updates.
8. Miscellaneous Reports:
 - a. Tonnage Report: Landfill
(Attachment 7)
 - b. Recycling Report

- c. **(Attachment 8)**
Animal Shelter Dog Report:
(Attachment 9)
- d. Animal Shelter Cat Report
(Attachment 10)
- e. Shawneeland Sanitary District Advisory Committee meeting minutes
(Attachment 11)

JCW/kco

Attachments: as stated



MEMORANDUM

TO: Public Works Committee

FROM: Gloria Puffinburger, Solid Waste Manager *G.P.*

SUBJECT: Recycling Program Update

DATE: June 8, 2022

The purpose of this memorandum is to inform you that staff has successfully reduced hauling costs for recyclables by approximately \$125,000 per year.

In May, Frederick County awarded a two-year contract to Ridgerunner Container Service LLC for the processing and marketing of the county's recyclables (mixed paper, cardboard, cans and plastic bottles and jugs) through a competitive bid process. Since that time, staff has re-negotiated hauling rates with Republic Services that are reflective of a local market.

Late last year, RCS erected a multi-million dollar materials recovery facility on Kent Street property formerly owned by the P.W. Plumly Lumber Corp. The facility has been accepting cardboard and mixed paper from the City of Winchester, Waste Management Inc. and Republic Services of Winchester for several months.

Additionally, when the county's previous processor located in Hagerstown, Maryland could not accept any materials in March of 2022 due to equipment failure and supply chain issues, RCS voluntarily agreed to accept the county's materials for processing at the same contract rate, avoiding a disruption in service to the residents of Frederick County that would have extended for approximately five weeks.

Since mid-March, RCS has been accepting, processing and marketing the county's recyclables. Under the new contract, the county will be paid rebates for its recycled goods, based on market conditions for commodities which have improved over the past year. Aside from this small revenue stream and the immediate reduction in hauling costs, staff intends to work in the coming months to further reduce hauling costs by returning to service county-owned roll-off containers, replacing rental containers that have been used during the past two years.

Securing a local outlet for the area's recyclables not only benefits the local economy through savings in transportation costs and time-savings for haulers, but also realized the environmental benefits of reducing fuel consumption, carbon emissions, and congestion on I-81. According to staff research, a diesel trash truck averages about 4 mpg during highway travel. Roughly 450 100-mile/three hour round trips per year

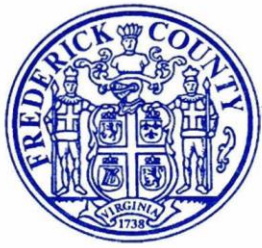
Recycling Update
(page 2 of 2)

to the Hagerstown sorting facility in order to move the county's recycled goods equaled 45,000 miles of travel along busy I-81 and a consumption of 11,250 gallons of diesel fuel.

Please keep in mind that transportation costs associated with the recycling program are included in the Refuse Collection (4203) budget. A 4.3 percent rate increase based on the Consumer Price Index as listed by the U.S. Bureau of Labor Statistics will take effect on July 1 per the provisions of the hauling contract.

Staff wishes to thank the committee, board and administration for its support of the county's recycling program, particularly the past three years which have seen a great deal of change and rising costs. It's always welcome news whenever the county can reduce costs and maintain services to its residents. In the upcoming FY 22/23 budget, staff has requested funding in order to restore a limited glass recycling program to Frederick County. Staff intends to bring this issue before the committee for consideration during its next meeting.

cc: file

**COUNTY of FREDERICK**


Department of Public Works

540/665-5643

FAX: 540/678-0682

MEMORANDUM

TO: Public Works Committee

FROM: Gloria Puffinburger, Solid Waste Manager 

SUBJECT: Restoration Glass Recycling; Proposal

DATE: June 17, 2022

In November of 2016, this committee recommended, and the Board of Supervisors concurred to suspend the county's glass recycling program due to the loss of a local market willing to accept the material. At the time, utilization of the material as daily cover at the landfill was also rejected since additional hauling costs would still be incurred only to have the material end up at the regional landfill. The only positive in this approach would be that the county could claim glass tonnages used as daily cover as a "beneficial use" in its recycling reports to the Commonwealth. The county continues to exceed the minimum recycling rate.

At the time the program was suspended, the county consistently maintained that it would continue to explore alternatives for glass recycling. Since the 2021 fiscal year, I have requested funding in order to transport the county's glass bottles from a single drop-off at the landfill's citizens' center to Fairfax County's million-dollar crushing operation in Lorton. Since its inception in October of 2019, Fairfax's operation has collected and processed about four million pounds of glass from its own residents and municipalities in the Northern Virginia area. The material was first used primarily as construction aggregate. However, the cullet is now also marketed for building insulation and cullet is sold which is turned back into bottles by Owens-Illinois' at its plants located in Danville and Toano, Virginia.

Staff is offering a proposal that will add Frederick County to Fairfax County's "Purple Can Club". This program involves renting two custom recycling containers from Fairfax County and paying all associated hauling costs and tipping fees. I have estimated a rough cost of \$20,000 for a single collection point serviced once per month.

By our meeting date, I intend to be in a position to provide a more detailed estimate for your review.

Glass Recycling
(page 2 of 2)

Staff suggests that now is an ideal time to restore glass recycling. Residents have continued to request the service and there is a viable glass alternative. Our new recycling processor, Ridgerunner Container Service, is not accepting glass from the county at this time but remains open to options in the future. A private citizen in Clarke County has purchased her own small crusher and is offering the free service to residents of Clarke. A much larger diversion opportunity is well underway in the City of Winchester which has purchased its own glass crusher. The equipment is expected to come on-line in the fall of 2022. There exists the potential for Frederick County to participate with the city in its recycling effort.

Staff is seeking the committee's input and a recommendation.

/gmp

cc: file



COUNTY of FREDERICK

Department of Public Works

540/665-5643

FAX: 540/678-0682

MEMORANDUM

TO: Joe C. Wilder, Director

FROM: Gloria M. Puffinburger ^{-gmp}
Solid Waste Manager

RE: Carryforward Request; FY 21/22

DATE: June 17, 2022

The purpose of this memo is to request a carryforward amount of \$540,900 or the remaining balance at the end of the fiscal year, from line item 10-4203-8900-00 (*Improvements Other Than Buildings*) for costs associated with the expansion of the Gore convenience site, scheduled to be completed in November. Requested funds should be placed into the 10-4203-8900-00 line item in the FY 22/23 fiscal year.

- Carryforward in the amount of \$31,800 or the remaining balance for professional services associated with this project. Funds should be placed into 10-4203-3002-00 (*Professional Services*) in the FY 22/23 fiscal year.
- Carryforward in the amount of \$3,400 or the remaining balance to off-set completion of electrical work at the Stephenson location. Funds should be placed into 10-4203-3004-03 (*Repair and Maintenance – Buildings*) in the FY 22/23 fiscal year.

Requests total approximately \$576,100.

If you have any questions, please do not hesitate to contact me at Extension 8219.

/gmp

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 Whetzel, Shelter Manager
SUBJECT: FY 21/22 Carry Forwards
DATE: 6/16/22

The Shelter is requesting a funding carry forward from FY 21/22 from line item 10-4305-3001-01 Professional Services -Donation in the amount of \$406.22. This amount is the unused portion of spay/neuter funding. The funds were appropriated from the Fleming donation for spaying and neutering shelter pets.

Please contact me if you have any questions.

KMW:hag

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 Whetzel, Shelter Manager

SUBJECT: Supplemental Appropriation Request
Court Case Restitution – Professional Health Services

DATE: 6/16/22

The shelter is requesting funding in the amount of \$157.12 be appropriated to line item 010-04305-3001-00 Professional Health Services from 10DR 3-010-019040-0014 restitution fund in FY23. This amount represents funding received from court ordered restitution in the following cases: Porter case \$80.00; Hall case \$7.69 and \$69.43. Restitution is from court cases in 2020 and 2021.

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: Public Works Committee
FROM: Ron Kimble, Landfill Manager *RK*
THROUGH: Joe C. Wilder, Director of Public Works
SUBJECT: Carry Forwards to 2022/2023
DATE: June 10, 2022

We are requesting that funding remaining at the end of the 2022 fiscal year in each of the following line items be carried over into the new 2022/2023 budget.

12-4204-3002-00 Professional Services

Funding associated with this line item is associated with engineering costs for ongoing projects at the landfill. Moving the remaining funding in this line item into the 22/23 budget will ensure that current projects remain on schedule. An estimated amount of \$418,861 remains in this line item at the end of FY22.

12-4204-3004-04 Repair and Maintenance- Generators

Recent work that has been performed by the manufacturer of the Jenbacher engines has yet to be billed. Through discussions with manufacture representatives, it is not expected that we will have accurate invoices for this work for several months. I expect that invoices will not be received until September 22 or later. Billing is handled through offices located in Hungary. Covid 19 continues to have a major impact on the manufacturers billing process. An estimated amount of \$135,562 remains in this line item at the end of FY 22.

12-4204-3010-01 Contractual Services- Tire Program

Frederick County operates the Regional Tire Operations Program for the Northern Shenandoah Valley Regional Commission. Over the course of the last 2 years landfill staff have been unable to process the number of tires that have been collected due to staff shortages, a lapse in the Community Inmate Workforce Program, and equipment repairs. A large accumulation of tires currently exists at the landfill that will require focused effort to process throughout the next fiscal year. Approximately \$198,008 remains in this line item.

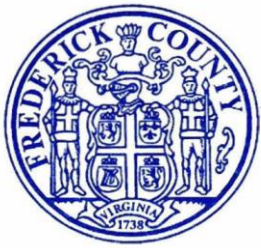
12-4204-5408-03 Generator Spare Parts

This line item is for parts associated with operation of the landfill gas to energy plant. As mentioned above, issues with billing persists with the manufacturer representative. We have several parts purchases that are outstanding at this time and do not expect to be invoiced for several months. This line item has approximately \$111,288 remaining at the end of the fiscal year.

12-4204-8900-00 Improvements Other Than

Funding for stormwater management and a large diversion channel were included in the 2021/2022 budget. These projects are currently still in the permitting process and expect to be started in the 2022/2023 budget cycle. An estimated amount of \$2,265,550 remains in this line item at the end of FY 22.

In total, I am asking that an estimated \$3,129,269 be carried over into the 2022/2023 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: Joe C. Wilder, Director of Public Works *JCW*
SUBJECT: Monthly Tonnage Report - Fiscal Year 21/22
DATE: June 9, 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: 17,354 TONS (UP 551 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	18,167
APRIL	20,313	17,475	18,627	16,952
MAY	19,443	17,010	17,105	18,054
JUNE	16,519	17,968	18,594	

RECYCLING REPORT - FY 21/22

Attachment 8

<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	99,780	3,600	18,780	158,014	354,834
MAR		13,600		12,180	51,780	106,660	3,780	25,440	229,300	442,740
APR		17,760		8,860	58,280	124,760	4,740	23,603	234,780	472,783
MAY		18,860		12,060	42,700	133,860	4,080	50,160	239,540	501,260
JUN										0
TOTAL	0	215,570	0	116,400	553,320	1,263,660	46,180	273,943	2,500,256	4,969,329
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	30	18	39	0	0	19	32	1	0	0	35
APR	35	16	34	1	0	22	29	0	0	0	35
MAY	35	19	36	0	0	17	33	2	0	0	38
JUN											
TOTAL	387	182	310	14	9	211	281	14	0	0	396

In the month of May - 90 dogs in and out of kennel. 4 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	50	26	3	1	0	34	3	2	1	0	40
APR	40	20	8	1	0	22	1	3	0	0	43
MAY	43	64	12	2	4	28	2	9	2	0	84
JUN											
TOTAL	862	354	82	13	22	353	10	99	12	0	859

In the month of May - 125 cats in and out of shelter. 1 cat transferred to other agencies.

Shawneeland Sanitary District Advisory Committee (SSDAC) - Minutes of May 2, 2022

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

Those in attendance were Barry Van Meter, Jeff Stevens, Rhonda Sargent, Kevin Alderman, Director of Public Works, Joe Wilder and four (4) residents. George Bishop, SSDAC member and Supervisor Shawn Graber were absent.

Rhonda called for approval/correction of the February meeting minutes. Motion to accept the Minutes as presented was made by Jeff and seconded by Barry. Motion passed unanimously.

Manager's Report:

See Attached Manager's Report. (**Attachment 1**)

New Business:

Update on Crystal Lake (Cherokee Dam) Remediation:

- Joe Wilder indicated that Crystal Lake has risen and continues to rise. With the lake water level continuing to rise, the remediation cannot be performed. Remediation is still a priority, once the rain stops it is anticipated that possibly in June, the water level will begin to drop approximately one (1) foot per week and return to the previous level.
- A Task Order has been signed with Viola Engineering PC and American Concrete Services (ACS) listed as a subcontractor to perform the repairs. ACS is ready to perform the remediation; however, it cannot be done until the water level in the lake drops. If the water level was only up by one (1) or two (2) feet the work could be done; however, the water level is up by approximately seven (7) or eight (8) feet.
- After some additional evaluation, is anticipated that the cost to complete the remediation will be \$130,000 to \$140,000. The remainder of the \$380,000 originally requested to perform the work will be returned to the Shawneeland Sanitary District reserve account.
- It may be necessary to carry forward the funds from the current fiscal year budget to the fiscal year 2023 budget if the work cannot be performed by June 30, 2022. A carry forward would be required as a purchase order was not issued for the work.
- Staff will continue to monitor the level throughout the swimming season. It is anticipated that the water level will be extremely low by late summer or early fall. Thus requiring the carryforward of funds for the remediation.
- It will take approximately one (1) week to complete the remediation (start to finish).

Update on Tomahawk Mailhouse Mailboxes

- George Bishop is now on/in charge of the subcommittee 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. A report was prepared based on his March 4, 2022 discussion with Mr. William Knapp of the USPS. (*Attachment 2*)

- The post office no longer purchases/installs Cluster Box Units (CBU's). Consequently, Mr. Knapp provided Mr. Bishop with a website where Shawneeland can purchase the required CBUs (Type III, Model #3316)
- Once the CBU's have been ordered and arrive, Shawneeland will need to tag the new boxes to match the current ones. At that point, a representative from the post office will come out and remove the locks from the CBU's currently installed. The new boxes will be installed and then the post office will provide the residents with new keys.
- There should only be a minor disruption in service per the post office.
- Shawneeland can have the old mailboxes and dispose of them at their discretion (i.e., sell). Once the new CBU's have been installed, Mr. Knapp will provide Shawneeland with a letter to this affect.
- This will occur during at some point during fiscal year 2023 (which begins July 1, 2022).

Shawneeland Bus Stop Report

- Next school year, based on the information contained in the Manager's Report, students will no longer wait for/depart the bus at the Tomahawk Trail bus stop. It will be shut down and all students from the Tomahawk Trail site will wait for/depart the bus at the Maple Trail bus stop. This decision was based on safety concerns/recommendations from the Frederick County Public Schools Assistant Deputy Director of Transportation, Calvin Davis and Deputy Roberts, Frederick County Sheriff's Office Traffic Division (*Please refer to Attachment 1 for specifics*).
- Part of the improvements to the Maple Trail site will include 50 parking spaces to accommodate the additional vehicles that will utilize this site. In addition, there will be a separate means of ingress (Maple Trail) and egress (Tomahawk Trail) from the parking lot.
- Mr. Davis indicated that the transportation department will send a letter to each of the residents that will be affected by this change well in advance of it occurring.
- In addition, the transportation department can alter the bus schedule slightly so that there will only be one (1) bus at a time at this location.
- The shelter currently located at the Tomahawk Trail site, will not be relocated to the Maple Trail site.

Request to Hold Farmers' Market at Tomahawk Trail Mailbox House Extra Parking Lot

- The chairperson informed the SSDAC that she had received a request from citizens within the community to hold a Farmers' Market at the subject location. She indicated that she had been doing research with and talking to various county entities. In particular, the zoning department who indicated that this was not an allowed use/function in an area zoned R5. Shawneeland is Zoned R5. If the citizens still want to have a Farmer's Market, it was suggested that they contact the fire hall to see about holding one there as a community yard sale had been held there a few years ago. Consequently, it was decided that committee did not need to vote on this request due to the fact that per zoning a Farmer's Market in Shawneeland is not allowed.

Fishing Derby

- Rhonda Sargent, SSDAC chairperson, gave a brief history on the derby as well as a status update.
- The first fishing derby occurred in 1985. It is believed that Halos and SKORE were the original groups that sponsored and hosted the derby and the sanitary district supplied the fish.
- Anna Campbell has been the person to organize and plan this event. However, due to Covid, this will be the first one in approximately two (2) years.
- The posters were made and sent to the office for posting at the mailbox houses. Prizes have been obtained and there is someone that has agreed to take pictures of the participants.
- The SSCAC chairperson indicated that she had created events on the Shawneeland Facebook pages to promote the fishing derby; she stated that she had also put a disclaimer in the event that stated that she was not hosting/creating the event. The event will be held on Saturday, May 7, 2022.
- The manager indicated that all fish had been purchased and the two (2) ponds would be stoked with 150 fish each and the lake would be stoked with 100 fish on Friday May 6, 2022

Public Comments:

- A resident stated that Dogwood Trail has pot holes that need attention.
- Another citizen wanted to know what was going on with the roads, they need to be addressed. He indicated that the tar and chip program had been deferred the previous year and, now again this year. He stated that the fishing derby is not that big of an expense; however, the lake/dam repair is and that we don't all use the lake – we do all use the roads. He also indicated that he knew that the sanitary district staff was not at full capacity and hoped that they were actively trying to recruit staff as they are needed. Lastly, he shared that he's disturbed to see the dwindling participation in terms of the advisory committee and is unsure how Supervisor Graber feels about it.
- Another resident spoke up to introduce himself and indicated that he had just moved to the community and wanted to get involved and participate.

Committee Comments:

- Committee member Jeff Stevens stated that he has had several people inquire about the possibility of leaving the gate to the beach unlocked all year. Some like to play volleyball, etc. Jeff asked the sanitary district manager if this would be possible to which the manager responded that he would leave that up to the SSDAC. After some discussion, a motion was made by Barry and seconded by Jeff to add this item to the August 1, 2022 SSDAC meeting agenda. Motion passed unanimously.

Chairperson entertained a motion to adjourn. So moved by Barry seconded by Jeff. Meeting was adjourned at 8:15 p.m.

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

Road Surface Conditions:

Now that spring has arrived, and the harsh temperatures of winter are behind us I can see the distress that has occurred to the road surfaces over the past 6 months. This is normally the time of year that I do a final assessment of the trails that will receive the tar and chip treatment. Unfortunately, this year we will not do a tar and chip program in Shawneeland because of some varying opinions on how the trails should be maintained.

The Frederick County Public Works Director invited a VDOT representative that is an expert in road maintenance to come to Shawneeland and assess the maintenance being done. The VDOT representative Mr. Monroe who is the Maintenance Operations Manager for the Edinburg Residency met with Mr. Wilder and me on September 9, 2020, in Shawneeland. After a brief conversation Mr. Monroe and I traveled some of the trails in Shawneeland. Mr. Monroe simply reiterated what I have been saying for the past 14 years. It is vital to continue to do the tar and chip program. I have included the email from Mr. Monroe in my manager's report. (Attachment A)

Over the past few years, I have been encouraged to cut back more and more on the tar and chip program and the overall budget which I have reluctantly done. I have cautioned those that have been pushing this agenda that at some point we would pay for the lack of maintenance by way of the tar and chip program.

I have always maintained that I am not a huge fan of tar and chip, but it is the most cost-effective way to maintain road surfaces from deteriorating in the country. By cutting back on the tar and chip program as we have done, we can keep the budget numbers down and it looks good on paper. The downside of cutting back on the tar and chip program is the road surfaces deteriorate even further and in the long run will cost more to repair.

A simple analogy from the old Fram oil filter commercial (you can pay me now or pay me later) with 2 different scenarios. You can either be proactive or reactive and we all know that reactive cost more.

Tomahawk Bus Stop:

Over the past few months, we have had several incidents at the Tomahawk bus stop location. This usually involves citizen's getting their mail at the same time the buses are picking up or dropping off students. Several verbal altercations have occurred as well as a vehicle being held from exiting the area by way of parents standing in its path to leave.

I decided to contact the Frederick County Transportation Department and invite them out to observe the problem. The transportation department sent out Mr. Davis and Deputy Roberts of the Frederick County Sheriff's Office Traffic Division. We met the morning of

March 17, 2022, at 6:45am to observe the bus business at the Tomahawk bus stop. Deputy Roberts stated that this situation is clearly a safety problem. We all discussed ways to fix this safety issue. The only real solution is to move the bus stop from this location. The combination of the bus stop, the mailhouse, the playground, and the rest of the common grounds just add up to too much traffic. And with more and more homes being built, this issue will only grow in the future.

Mr. Davis, Deputy Roberts, and I then went to the Maple Trail bus stop to observe the bus business the same morning. It became clear that this would be the best location to move the students too.

Mr. Davis and Deputy Roberts made some suggestions, and we all came to an agreement at that point. Mr. Davis sent me an email outlining what they would like to see at this location. I have included that email in my manager's report. **(Attachment B)** My staff and I have started expanding the parking area to accommodate the bus traffic. The Transportation Department will send a letter to each of the residents that will be using the bus stop location well in advance of any changes. Mr. Davis explained that he could alter the bus schedule slightly so that only 1 bus will be at this location at a time.

Trout Stocking:

We will stock 406 trout for the fishing derby. This is the same total as the past few years. We will stock 400 rainbow trout, 4 golden trout, and 2 brooders in the ponds on Tomahawk Trail and Cherokee Lake. The ponds will be closed for fishing on May 6, 2022, which is the day the stocking will take place. We want to preserve the trout for the children's fishing derby on Saturday, May 7, 2022. The lake will remain open for fishing when stocked.

Mowing Season:

Mowing season is upon us once again. Staff will be mowing and weed eating the common grounds as needed throughout the mowing season. Mowing along the trails will begin sometime in late May. This will continue until the last cut in the fall. As has been the case over the past 2 years, we are still short staffed. Once we get into asphalt patching, the mowing along the trails will slow down. This will lead to tall grass and complaints but until we are fully staffed some maintenance activities will suffer.

Swimming Season:

With the hope that we have a swimming season, the staff has been very proactive in preparing the beach for swimming season. We have extended the beach by 20 feet and dropped the depth by 2 ½ feet at the deepest point. The depth at the buoy's when the lake is full will be 8 ½ to 9 feet. We have painted the shelters. We will be adding 200 tons of sand and new buoys and rope. We trimmed the brush and removed the grass from the beach.

Equipment Needs:

In the manager's report from February 2022, I explained the need to update some of the aging equipment in our small fleet. As I stated during that meeting, purchasing used equipment is our best option. Most of the equipment purchased over the past 14 years has been used equipment. I am going to request a carry forward of the remaining balance of the 2022 budget to address some of those equipment needs. Below is a list of the equipment that needs to be replaced in the very near future.

Equipment – Description	Date In Service	Purchased New/Used	Estimated Useful Life	Cost When Purchased	Estimated Replacement Cost	Equipped With
595 Case – IH 52 HP Tractor	12/17/1990	New	20	17,221	65,000	Sickle Bar and Brush Hog
Eager Beaver Woodchipper	4/16/1992	Used	20	9,000	40,000	
Melroe Bobcat Skid Loader	10/30/1998	New	20	18,715	50,000	
1995 Ford F-350	7/28/1995	New	20	31,297	65,000	Salt Spreader and Plow
Scag Zero Turn Mower	5/5/2004	New	10	7,030	20,000	

Kevin Alderman

Attachment A

From: Monroe, Charlie <samuel.monroe@vdot.virginia.gov>
Sent: Wednesday, September 9, 2020 11:47 AM
To: Joe Wilder
Cc: Kevin Alderman; Edwin Carter
Subject: '[External]'Re: Meeting

Mr. Wilder,

I hope all is well . It was nice to get to spend some time with you and Kevin last week. After speaking with the two of you Kevin and I traveled over a good many of the roads in Shawnee Land. In talking with Kevin in my opinion he has a good plan in place for the continued maintenance of the roadway infrastructure in Shawnee Land. Kevin is addressing everything we try to address in our roadway maintenance (drainage, leveling ,sealing , and vegetation control) which all have a negative impact to the roadway if they are not continually part of the plan. All though a road looks fine and rides fine these items need to be addressed each year in a cyclical fashion to stay in front of future roadway failures. As I stated before I believe Kevin has a good plan and is working his plan. Thanks for the opportunity to spend some time with the two of you and let me know if you need anything else.

Thanks and Stay SAFE !!!

On Tue, Sep 1, 2020 at 1:58 PM Kevin Alderman <kalderman@fcva.us> wrote:

Charlie,

Wanted to thank you for taking time out of your busy day to meet with me this morning. I appreciate you looking at our operation from a VDOT perspective. Thanks for sharing your thoughts on what you seen here in Shawneeland.

Hope you have a safe and enjoyable trip to Georgia Thursday.

Sincerely,

Kevin Alderman

Frederick County Sanitary

District of Shawneeland

Manager

540-877-1035

kalderman@fcva.us

--

Charlie Monroe

samuel.monroe@vdot.virginia.gov

Edinburg Maintenance Operations Manager

Office 540-535-1822

Cell 540-820-5148

Safety Is Our Job !!



Kevin Alderman

Attachment B

From: Calvin Davis <davisc@fcpsk12.net>
Sent: Thursday, March 17, 2022 3:29 PM
To: Kevin Alderman; Eddie Roberts; John Grubbs
Subject: '[External]'Maple Road Bus Stop

Mr. Alderman,

Good Afternoon, I wanted to send an email to summarize our meeting this morning at the Maple Road bus stop location in Shawneeland. We are recommending that the Tomahawk bus stop location be moved and combined with the Maple Road bus stop next school year. Improvements to the Maple Road bus stop will need to be addressed to accommodate the parent load and a separate lane for the school bus be installed off Maple Road on the rear of the lot for school bus traffic only. A recommendation of paving and stripping the lot and bus lane with a barrier between the bus lane and parent parking would be appreciated. We believe that this would help with the safety of loading and unloading students at this location. I appreciate you willing to help and meeting with myself and Sergeant Roberts this morning. Any questions or concerns please let me know. Thank you. Calvin Davis

--

Calvin B Davis

**Assistant Director of Transportation
Frederick County Public Schools**

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Report of conversation with Mr. William Knapp:

I spoke with Mr. Knapp; on March 4, 2022

We discussed the mailboxes at the current location and how the SSD should proceed.

Bill provided the URL for mailboxes.com and we looked at the approved USPS Commercial boxes, the TYPE III Cluster Box is the type needed.

Model #3316 is the option we use and we can select the color of the boxes.

<https://www.mailboxes.com/cluster-box-unit-16-a-size-doors-type-iii-usps/>

Once the new boxes arrive, SSD needs to tag the new boxes to match current mailboxes, then Mr. Orndorff will come and remove the locks of the current boxes. New boxes will be installed, and keys provided to customers/residents.

This is not a time-consuming evolution so there should be only a minor disruption in service.

The disposition of the old mailboxes will fall to the SSD. Mr. Knapp will provide a letter that the boxes are the property of the SSD and can then be sold for recycling if so desired.