

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/install 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

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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

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Calvin B Davis

**Assistant Director of Transportation
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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.