

PUBLIC WORKS COMMITTEE REPORT to the BOARD OF SUPERVISORS
Tuesday, January 29, 2019
8:00 a.m.
107 NORTH KENT STREET, SUITE 200, WINCHESTER, VIRGINIA

PUBLIC WORKS COMMITTEE ATTENDEES:

Committee Members Present: J. Douglas McCarthy, Chairman; Gary A. Lofton; Whitney "Whit" L. Wagner; Gene E. Fisher; Robert W. Wells; and Harvey E. "Ed" Strawsnyder, Jr.

Staff present: Joe C. Wilder, Director of Public Works; Mike Stewart, Senior Project Manager; Ron Kimble, Landfill Manager; Kevin Alderman, Shawneeland District Manager; Rod Williams, County Attorney; Kris Tierney, County Administrator; Cheryl Shiffler, Finance Director; Jennifer Place, Budget Analyst/Risk Manager

Attachment 1 – Agenda Packet

ITEMS REQUIRING ACTION BY BOARD OF SUPERVISORS:

1-Building Inspections – Discuss an agreement for permits on border properties.

Rod Williams, County Attorney gave a brief update on a draft agreement/contract that should be used when a property crosses jurisdictional boundaries in relation to building inspections. As stated in Mr. Williams' memorandum dated November 13, 2018, the building inspections department would like to update this agreement to be used in any future cases involving structures and permitting that cross these boundaries.

Therefore, a motion was made by committee member Fisher recommending adoption of the resolution and draft agreement for approval by the Board of Supervisors. The motion was seconded by committee member Strawsnyder and unanimously approved by the committee.

Attachment 2

ITEMS FOR INFORMATION ONLY

1-Update on convenience site usage throughout the holidays.

Gloria Puffinburger, Solid Waste Manager gave an update on usage during the holiday season. In total, 320 tons of refuse was placed in Frederick County's convenience centers over the holiday season. The busiest sites were Greenwood and Albin.

2-Update on the disposition of the old mailbox house in Shawneeland.

There have been on-going discussions regarding the old mailbox house in the Shawneeland Sanitary District. Once the new southern mailbox was built in 2012, the old mailbox house was going to be demolished. A group of citizens came forward to save the structure and were allowed to perform repairs and maintenance with no Shawneeland funds being spent. However, the question arose about future maintenance of the structures and who should be responsible to clean up the site if trash, televisions, etc. are dropped off.

At the October 30, 2018 Public Works Committee meeting, the committee recommended a 60-day study period of how much trash and debris would illegally be dropped off at the site during the study period. The study period ended in early January 2019. Therefore, Kevin Alderman, Shawneeland District Manager updated the committee at our meeting that since the "No Dumping" sign was placed at the site on November 1, 2018, no trash or debris was dropped off. There were several residents that attended the meeting and they submitted information to the committee. The attached are the submitted items to include emails, letters and a petition with approximately 126 residents in support of saving the old mailbox house.

After further discussion, it was agreed to leave the old mailbox house with the following arrangement:

1. The citizens group is responsible for all maintenance and repairs on the building or the property.
2. Frederick County staff will perform normal clean up, the same as elsewhere in Shawneeland.

If the mailbox house becomes a trash dumping ground or other issues arise, the Public Works Committee can revisit this arrangement.

Attachment 3

3-Discuss the Shawneeland Sanitary District Advisory Committee status.

Supervisor Lofton brought up to the attention of the committee some questions and thoughts about the current advisory committee. The first point is related to the usefulness of the committee and whether this committee was a benefit to the citizens of Shawneeland, the staff and to the Board of Supervisors. After some discussions, it was determined that the committee does provide a benefit to all parties and that it should continue to exist into the future.

The second point was whether members of the committee should be appointed, or should there be elections. Currently, members of the advisory committee are appointed by the Board of Supervisors. Many years ago, the members were elected but it did not work well, and it is very difficult to manage a fair election. Over the last 20 plus years, the advisory committee members were appointed by the Board of Supervisor after nominees met with the Back Creek Supervisor and both parties agreed the nominee would be a good fit on the advisory committee.

After some discussion, the committee decided to leave things as they are with the members appointed by the Board of Supervisors.

4-Request for supplemental appropriation – Animal Shelter reserve funds – Professional Services line item for the new building addition.

See the attached memorandum for details related to the supplemental request.

A motion was made by Supervisor Lofton to approve and forward the request to the Finance Committee for a supplemental appropriation in the amount of \$50,000 from the Animal Shelter donations reserve fund and placed in the professional services line item for further design work on the Animal Shelter addition. The motion was seconded by committee member Strawsnyder and unanimously approved by the committee.

This request will be forwarded to the Finance Committee for further consideration. All of these funds are from donations.

Attachment 4

5-Update on landfill projects and Public Works projects.

Ron Kimble, Landfill Manager updated the committee on several on-going projects at the landfill. Over the past year and in response to the record rainfall in 2018, the Landfill had a 5 million-gallon leachate lagoon holding pond constructed to help manage rainfall run-off and comply with DEQ requirements. The lagoon was finished in December 2018 and some liquids are flowing into the new lagoon now. We are also putting in a new leachate piping system which should be finished in May 2019. We will continue to excavate rock material in our next landfill cell, Phase 3, Cell A over the next year.

Mr. Kimble also informed the committee about an upcoming advertisement about discharge violations we have had with the Opequon Wastewater Reclamation Facility (OWRF). The OWRF staff are required by code to publish any violations in the local newspaper. We are working with OWRF staff to avoid future violations.

We also informed the committee that the Crossover Boulevard Road Project is out for bid now. Bids are due on February 21, 2019. We had over 10 major contractors attend the mandatory pre-bid meeting. We plan to start construction in the spring and complete the project during the summer of 2021. We also informed the committee we are progressing on the replacement Albin Convenience Center project.

6-Discuss the fee schedule for Building Inspections

Staff presented our current residential fee schedule in comparison to adjacent localities. We also presented the last five years of revenue and expenditures to indicate we have exceeded our expenditures through revenue collection of building permit fees.

After some discussion, it was determined to not raise any of our current fees. However, staff needs to look at possible fees for inspection of maintenance complaints, higher fees for violators of code issues, etc. This is something we will work on in the months ahead but will not be a part of the FY2020 budget process.

Attachment 5

7-Discuss the fee schedule for the Engineering Department (LDP/VSMP).

During the issuance of fees related to land disturbance permits/stormwater permits, Frederick County charges fees that were approved in 2014. The fees were developed by DEQ and are what most localities in Virginia are charging. We have recently added charging annual maintenance fees which will increase revenues over time. After discussions, the current fee schedule will not change, and we will continue to look at it during future budget cycles.

Attachment 6

8-Discuss the concept of an enterprise fund budget for Building Inspections.

Supervisor Lofton discussed his concerns with the Inspections Department collecting increased revenues over time but not able to purchase replacement vehicles during some budget years. Supervisor Lofton suggested the option of an enterprise fund budget.

County Administrator Kris Tierney informed the committee that as for vehicle replacements, a new program was adopted by the Board of Supervisors in 2018 and that it should help in future budget years with vehicle replacement. Also, Finance Director Cheryl Shiffler provided information related to internal auditing of the Frederick County budget. She recommends that required county functions and services fall under the general fund budget. Operating the Inspections Department outside of a general fund process could cause some issues with auditing. Staff offered one option of a capital reserve line item to be created in the Building Inspections budget to put aside current funding to provide future vehicles. After additional discussion, the committee chose to keep the budgets under the general fund process and for staff to look at a capital reserve option in future budgets.

9-Discuss Fire Safety inspection fees.

Currently, the Fire and Rescue department is looking at implementing a fire safety inspection fee schedule. Once the draft fee schedule is discussed and approved by the Public Safety Committee, it needs to be advanced to the Public Works Committee for review and discussion. Staff are unsure when the proposed fee schedule will be ready.

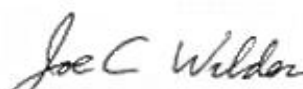
10- Miscellaneous Reports

- a) Tonnage Report
- b) Recycling Report
- c) Animal Shelter Dog Report
- d) Animal Shelter Cat Report

Respectfully submitted,

Public Works Committee

J. Douglas McCarthy, Chairman
Gary A. Lofton
Robert W. Wells
Whitney "Whit" L. Wagner
Gene E. Fisher
Harvey E. "Ed" Strawsnyder, Jr.

By 
Joe C. Wilder
Public Works Director

JCW/kco

Attachments: as stated

cc: Kris Tierney, County Administrator
Jay Tibbs, Deputy County Administrator
Ron Kimble, Landfill Manager
Gloria Puffinburger, Solid Waste Manager
Rod Williams, County Attorney
Erin Swisshelm, Assistant County Attorney
Mike Stewart, Senior Project Manager
Kevin Alderman, Shawneeland District Manager
Kathy Whetzel, Animal Shelter Manager
Bill Orndoff, Treasurer
Wayne Corbett, Deputy Treasurer
Dennis Linaburg, Fire and Rescue Chief
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