

**MEMORANDUM**

TO: Hugh T. Pendleton, Jr., Supervisor  
J. D. Puckett, Supervisor  
R. David Laurell, County Administrator  
C. Todd Moore, Assistant Director, Public Works  
Early Pribble, Deputy Director, Landfill  
Doug Guthrie, Deputy Director, Maintenance

FROM: Clifton M. Tweedy, P.E. Deputy County Administrator / Public Works Director

SUBJECT: Public Works Committee Meeting Minutes

DATE: November 19, 2007

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The following topics were discussed at the Public Works Committee Meeting held on Monday, November 19, 2007, in the Haberer Building Conference Room. Early Pribble, Deputy Director of Landfill, was absent and Diane Dodd, Landfill Office Manager, attended on his behalf. If you have any questions or comments, please do not hesitate to let me know.

**PROJECTS**

**STREET DESIGN** – The County is in the process of acquiring the necessary environmental paperwork required by VDOT. The holiday season may be a factor in the processing time of the environmental paperwork by VDOT. VDOT must review and approve the documentation before advertising the project. There are funds allocated for this project with VDOT sharing in 50 percent of the cost. Supervisor Pendleton stated the county should make every effort to proceed in an expeditious manner on this project in order for the County to recognize and dedicate Carden and Moseley Lane.

**PHASE I MASTER PLAN:** Phase I consists of a number of facility improvements including the construction of the **Citizens Services Building** which will house the Treasurer, Commissioner of Revenue and Community Development. The site plan was presented to committee members for review and comment. The design, brick and roof color will compliment other complex buildings in the village with particular emphasis on the Rustburg Elementary School Building. The County will take care of the landscaping and the chiller will be located outside. Supervisor Pendleton inquired if the building will be on grade with Carden Lane and for the County to consider below grade construction for storage and future growth. The Public Works Director assured Supervisor Pendleton there were expansion space on both floors for future growth. The site plan for the **Maintenance Building** revealed an A-roofline design and a graveled road that encircled the building. The building was designed with numerous on grade access points and a limited number of visitor parking spaces. The new Maintenance building will be located near the Wastewater Treatment Plant. This building is planned to include an emergency generator to provide a additional work area for County operations in case of an extended power outage. Supervisor Puckett questioned the inclusion of a welding and woodworking room(s) in an enclosed building - warning of the dust and fumes. Supervisor

Puckett was assured the rooms are mostly for storage of equipment and small project assembly. This project is due out to bid in February 2008. The **Courthouse Expansion** site drawings were presented to the committee for review. The judges were instrumental in planning the floor designs. Plans include relocating the Circuit Court Clerk within the current space and temporarily relocating the land records in a mobile unit during construction. During the time the books are relocated additional part time help will be needed to insure security of the records. The new chiller will be located on the east side of the building. Additional funds are needed in order to fund the debt service of the three projects planned for next year. The other two projects are the Concord Elementary School expansion and the Rustburg to Concord waterline. Plans are to bring this project back before the Board at the December 3, 2007 Board meeting. Project will be ready to go out for bid once Board reviews options for the additional funding. The estimate for this Phase I project including design costs is 12.8 million.

**REGIONAL LANDFILL:** The cities of Lynchburg and Bedford and the counties of Nelson and Campbell are expected to participate in a Regional Services Authority to manage solid waste. Amherst indicated it will not participate. The Board of Supervisors will need to take action to remove them from the service agreement and articles of incorporation. Appomattox County has recently notified the group it will request approval to join. Supervisor Pendleton reiterated there should be sufficient penalties in the agreement if Amherst decides to participate at a later date. The Authority will operate the Landfill and will transition into the other aspects of landfill operations such as transfer site operations, recycling and bulk items.

**CITIZEN SOLID WASTE SERVICES:** Public Works Director presented a preliminary site plan for the Landfill Transfer site. Plans include fencing and sliding gates in three areas. The site will be open from 7:00 am to 7:00 pm with a full time attendant to provide drive in convenience for citizens disposing of household waste. Separate bins will be on site for bulk items and recyclable material. An option is being presented to Board to authorize the Regional Authority provide a shared position to coordinate recycling and manage the Campbell County Litter Commission.

**TRANSFER SITES IMPROVEMENTS:** Plans are to gate four transfer sites this FY08 with four more the following year until all sites are gated. Funds are also allocated to improve the signage at the transfer sites. Controlled (attendant and gated) sites will help improve transfer conditions especially at the Concord and Evington sites. The approved In-House Construction Crew will aid in construction and maintenance of the sites.

**REMEDIATION PROJECT:** SCS Engineering is now conducting the sampling of the wells. The system continues to work with few interruptions. The County continues to be pro-active in its treatment of groundwater.

**CONCORD ELEMENTARY:** The bid package is planned to go before the Board of Supervisors on December 3, 2007 for funding and authorization. A Joint Committee meeting is schedule for November 27<sup>th</sup> to review the plans and more details will follow. Public Works researched the right-of-way to a road that runs along the railroad track at the back of the property and found there is an existing right of way and it can be used for a construction entrance. The Concord waterline project should be completed by 2009 to support the opening of the expanded School.

**IN-HOUSE CONSTRUCTION GROUP:** The group would consist of heavy equipment operators working in tandem with Parks and Grounds and Transfer sites. There is a cost savings to the implementation of this group.

**LIVESTOCK ROAD:** Construction was halted due to the developer not obtaining an E&S permit for the retention pond. It is the responsibility of the developer to construct and maintain the retention pond.

**SOCIAL SERVICES BLDG PROJECTS:** A soil sample was taken from under the building's slab and was found to have poor bearing capacity. Footings for floor reinforcement will have to be wider than original planned. Public Works request the Board of Supervisors approve an additional \$7,000 for this unforeseen problem. Owens Building was awarded this contract to reinforce the second floor for the high density file systems weight. **ELEVATOR:** Thyssen Krump was the low bidder for the installation/construction of the elevator but staff has had difficulty getting all the required paperwork. Assistant Director, Todd Moore, has contacted the company with the ultimatum if the company does not respond by Wednesday, November 21, 2007, the County will request the Board to approve an Emergency contract. County Administrator, David Laurrell, suggested the committee consider the inclusion of elevators in its list of emergency procurement items.

**ALTERNATE PSAP:** Brookneal Rescue Squad building was selected to be the alternate PSAP site. Bids are due back today and the package will be presented for approval by the Board on December 3, 2007. Funds have been allocated for this project.

**HVAC REPAIRS:** The large fresh air fan to the Unit in the Haberer building will be replaced on Thursday. Plans are underway for a treatment system in the new courthouse.

**HVAC LIBRARY/SCHOOL ADMINISTRATION:** A preconstruction meeting is scheduled for today with CCI, Inc. Public Works is concerned HVAC construction will compromise its newly installed carpet and fresh paint. Maintenance reported the locks were changed on the building without permission or courtesy of letting someone know. Supervisor Pendleton inquired about the purpose of the exterior one inch galvanized conduit running down by the window. Maintenance will check on why the conduit is there and remedy the "eyesore" either by painting or replacing it.

**HVAC HISTORIC COURTHOUSE:** Maintenance is working with Moore's Electrical and Mechanical to determine options for replacement of the HVAC system on the second floor. Deterioration of the exterior wooden trim, roof leakage and significant wiring issues are among the main problems found in the Historic Courthouse. The benches are in dire need of repair and refinishing and options include installing blinds in the windows to combat the sun's rays and fluctuating temperatures. Public Works will continue to research options and contact roofing vendors for this ongoing project.

**SENECA STORMWATER POND:** The retention pond was constructed in a perennial stream. The location is in violation of the Army Corp of Engineers guidelines. Wiley & Wilson agreed

to absorb the cost of reestablishing the stream and will present a contract for approval by the Board of Supervisors to complete this project.

## **MAINTENANCE**

**SMALL PROJECTS:** Maintenance has scheduled November 29, 2007 to help the area Garden Club decorate for Christmas. Maintenance welcomes two employees to its staff - one for Parks and Grounds and one for Building Maintenance. Two custodians will start December 1, 2007 and plans are to implement a floor crew to help improve the appearance of the tile flooring through out the complex.

## **LANDFILL**

**SMALL PROJECTS / NEW BUSINESS / PERSONNEL:** As part of the approval process of forming an authority to manage solid waste regionally, DEQ requires the County to “close out” or temporary cover the west face of the current cell. Permit amendments requesting approval to incorporate these changes in the Landfill permit have been submitted to DEQ. The Public Works Director will continue to keep the Committee and the Board apprised of issues as they develop. Also, plans are still pending on the utilization of the existing buildings at the Landfill. **FIRING RANGE:** Preliminary plans are underway for the construction of a firing range on the property adjacent to Phase IV. Twenty acres of pine and a 25 foot wall will act as buffers. **SCS Engineers** is conducting the boundary probe monitoring. Everything is in good shape with the first round of pumps all working efficiently. Due to drought conditions, three wells do not contain water. **NEW LOADER** for landfill should be delivered the second week of December. The new loader will be utilized primarily by the in-house construction group.

## **OTHER BUSINESS**

**SEPTIC TANKS** - Supervisor Pendleton inquired about the trailer court septic tanks located in the vicinity of the (proposed) Bojangles restaurant. Supervisor Pendleton wanted to know who oversees the removal of tanks/effluent and if the Health Dept is involved. Prior to the completion of these minutes, Public Works contacted Joseph Heddings in Building Inspections. Mr. Heddings stated the developer must obtain a Demolition Permit to abandon, remove or crush septic tanks. The effluent must be removed before the tanks are demolished. He emphasized the developer is responsible for the hauling of the effluent. The County must make a final inspection. The Health Department is not involved with this step – the Health department is only involved in the installation of a septic tank/system; the county is involved in the abandonment of a septic tank. To date, Mr. Heddings stated there has not been a permit issued for this particular site.

## **REMINDER**

Due to Martin Luther King holiday, the next Public Works Committee Meeting is scheduled for **TUESDAY, JANUARY 22, 2008**, at 11:00 am in the Haberer Building’s second floor conference room.