



**BOARD OF SUPERVISORS SOLID  
WASTE COMMITTEE MEETING  
Tuesday, September 29, 2020 – 4:00 PM**

**Gallery Room - Chatham Community Center  
115 South Main Street,  
Chatham, Virginia 24531**

**AGENDA**

- 1. CALL TO ORDER (4:00 PM)**
- 2. ROLL CALL**
- 3. AGENDA ITEMS TO BE ADDED**
- 4. APPROVAL OF AGENDA**

Please remember that the Committee Meeting is designed for internal Committee and County Staff communication, discussion, and work. It is not a question and answer session with the audience. Accordingly, during the Committee Meeting, no questions or comments from the audience will be entertained. Respectfully, any outbursts or disorderly conduct from the audience will not be tolerated and may result in the offending person's removal from the Committee Meeting. As a reminder, all County citizens, and other appropriate parties as designated by the Board's Bylaws, are permitted to make comments under the Hearing of the Citizens' Section of tonight's Business Meeting.

**5. NEW BUSINESS**

- A. New Convenience Centers Update (*Ryan Duckett; SCS Engineers*)
- B. Landfill Expansion Update (*Butch Joyce; LaBella*)
- C. Convenience Center Improvements Update (*Michael Moore*)
- D. Recycling Efforts Update (*Hicks*)
- E. Yard Waste Tipping Fee Temporary Abatement Discussion (*Supervisor Scarce*)

**6. MATTERS FROM COMMITTEE MEMBERS**

**7. ADJOURNMENT**



## Solid Waste Committee

### EXECUTIVE SUMMARY

#### ACTION ITEM

<b>Agenda Title:</b>	New Convenience Centers Update (Ryan Duckett; SCS Engineers)		
<b>Staff Contact(s):</b>	Richard Hicks		
<b>Agenda Date:</b>	September 29, 2020	<b>Item Number:</b>	5.a
<b>Attachment(s):</b>	Three Conv Centers Update_9-29-2020		
<b>Reviewed By:</b>			

#### **SUMMARY**

Ryan Duckett with SCS Engineers will be making a presentation to update the Board of Supervisors on the status of the three (3) new convenience centers.

#### **RECOMMENDATION:**

For informational purposes only. No action required.

#### **MOTION:**

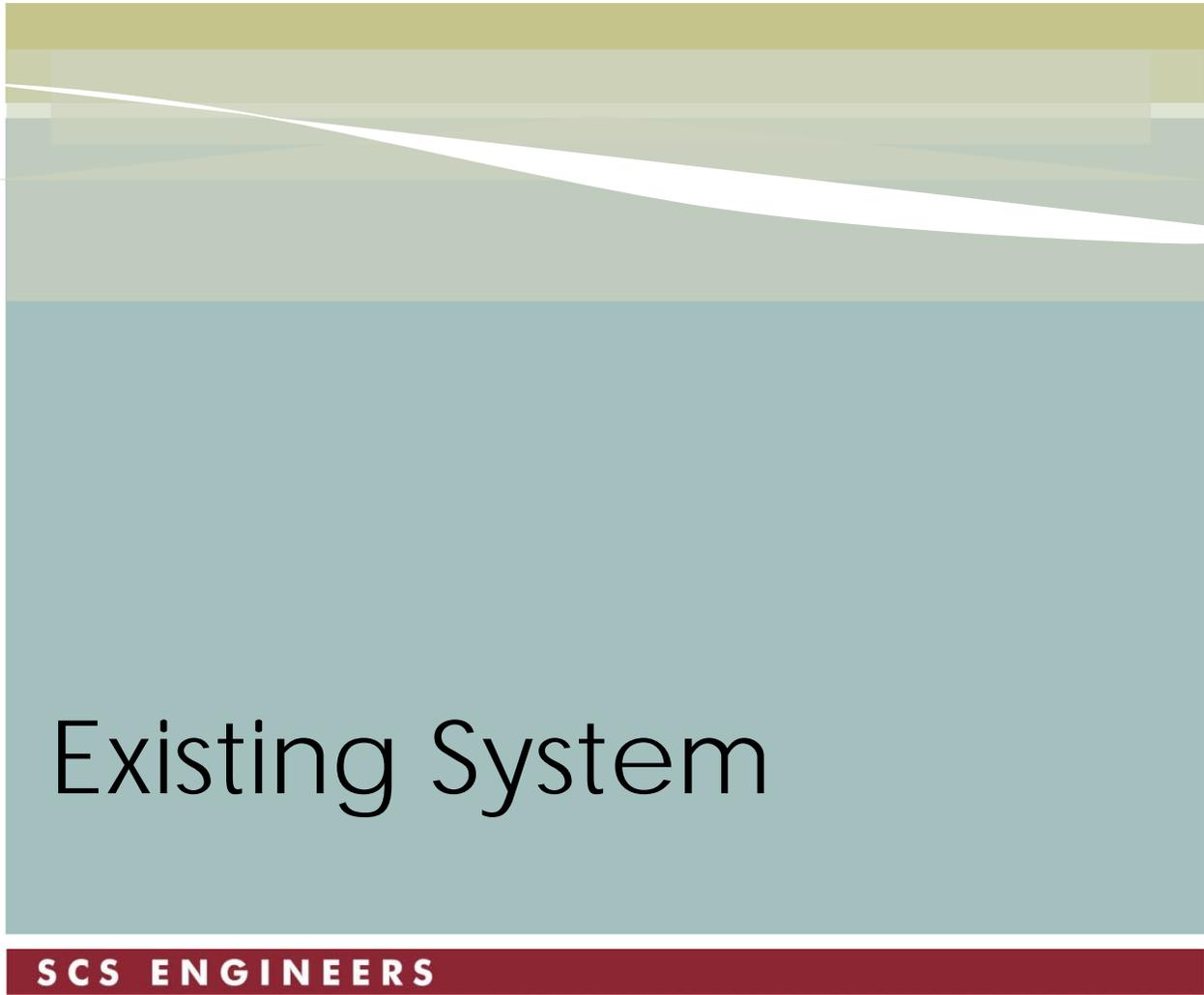
For informational purposes only. No action required.

# Pittsylvania County Convenience Centers Project Update

Board of Supervisors Meeting  
September 29, 2020



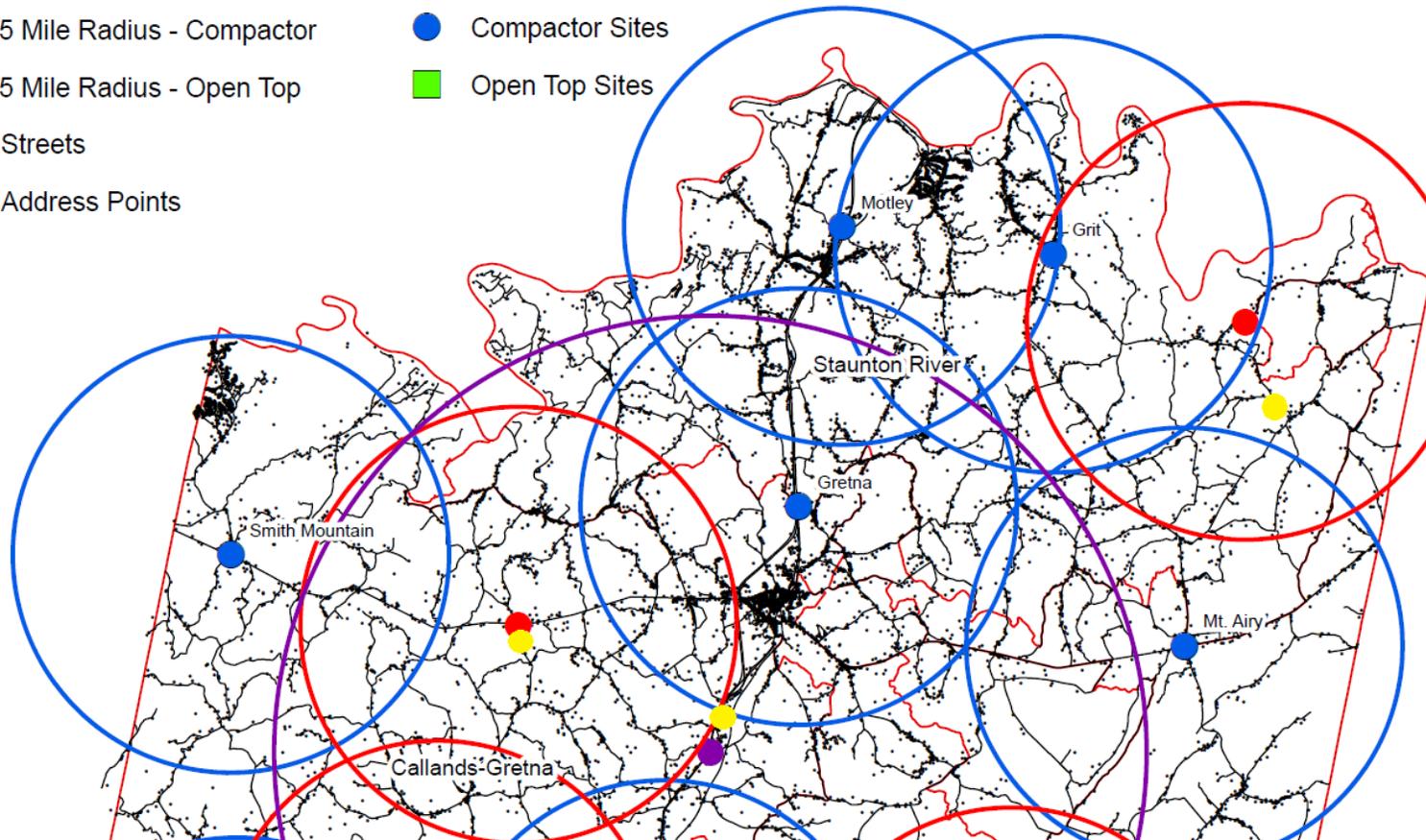
**SCS ENGINEERS**



# North Area Collection Sites

## Legend

-  10 Mile Radius - Regional
-  5 Mile Radius - Neighborhood
-  5 Mile Radius - Compactor
-  5 Mile Radius - Open Top
-  Streets
-  Address Points
-  Regional Collection Centers
-  Neighborhood Collection Center
-  Compactor Sites
-  Open Top Sites



Attachment: Three Conv Centers Update\_9-29-2020 (2198 : New Convenience Centers Update (Ryan

# Replacements for Greenbox Sites



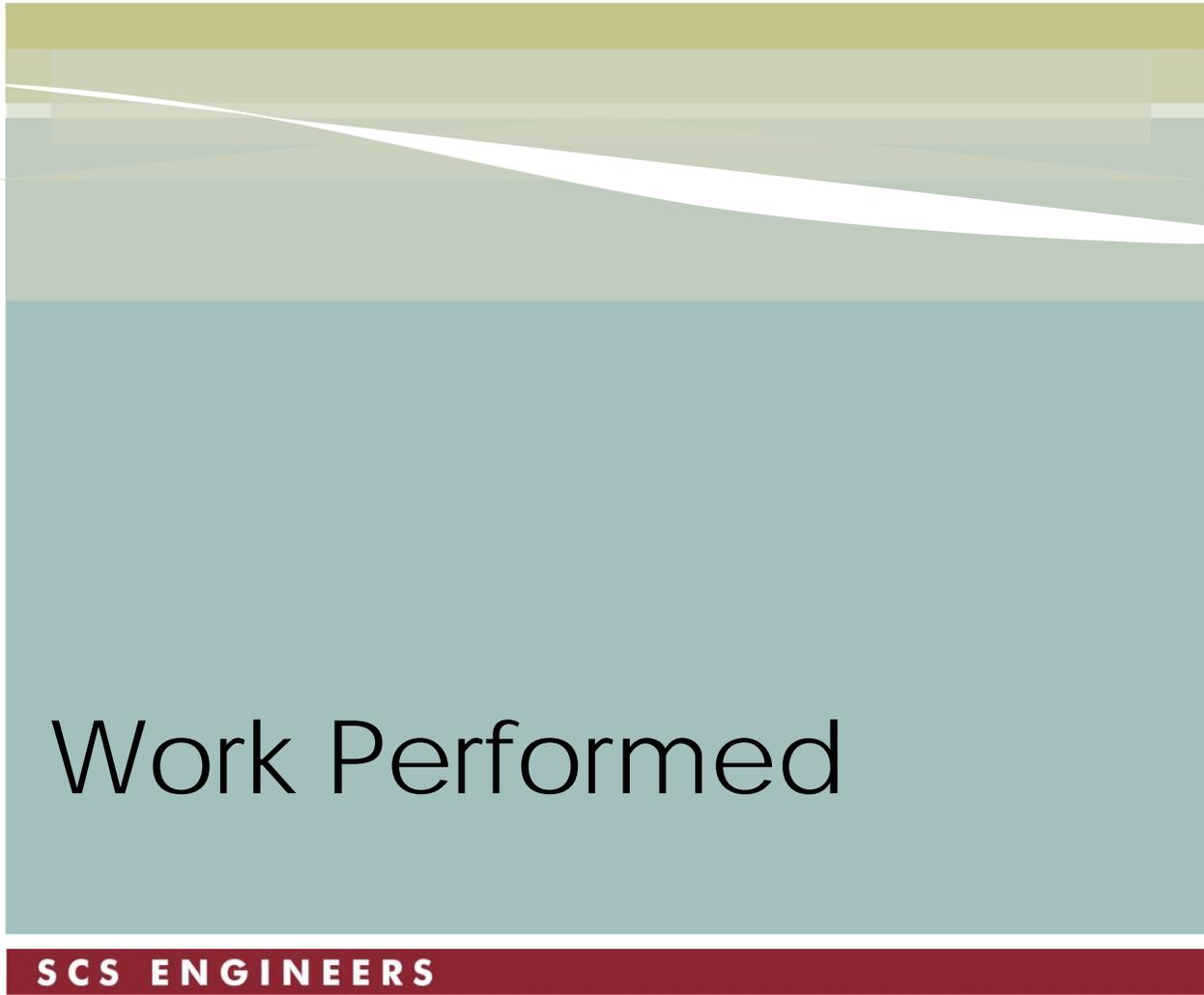
Attachment: Three Conv Centers Update\_9-29-2020 (2198 : New Convenience Centers Update (Ryan

# Replacements for Greenbox Sites

Brosville Convenience Center 2019-10-29 15:31:23



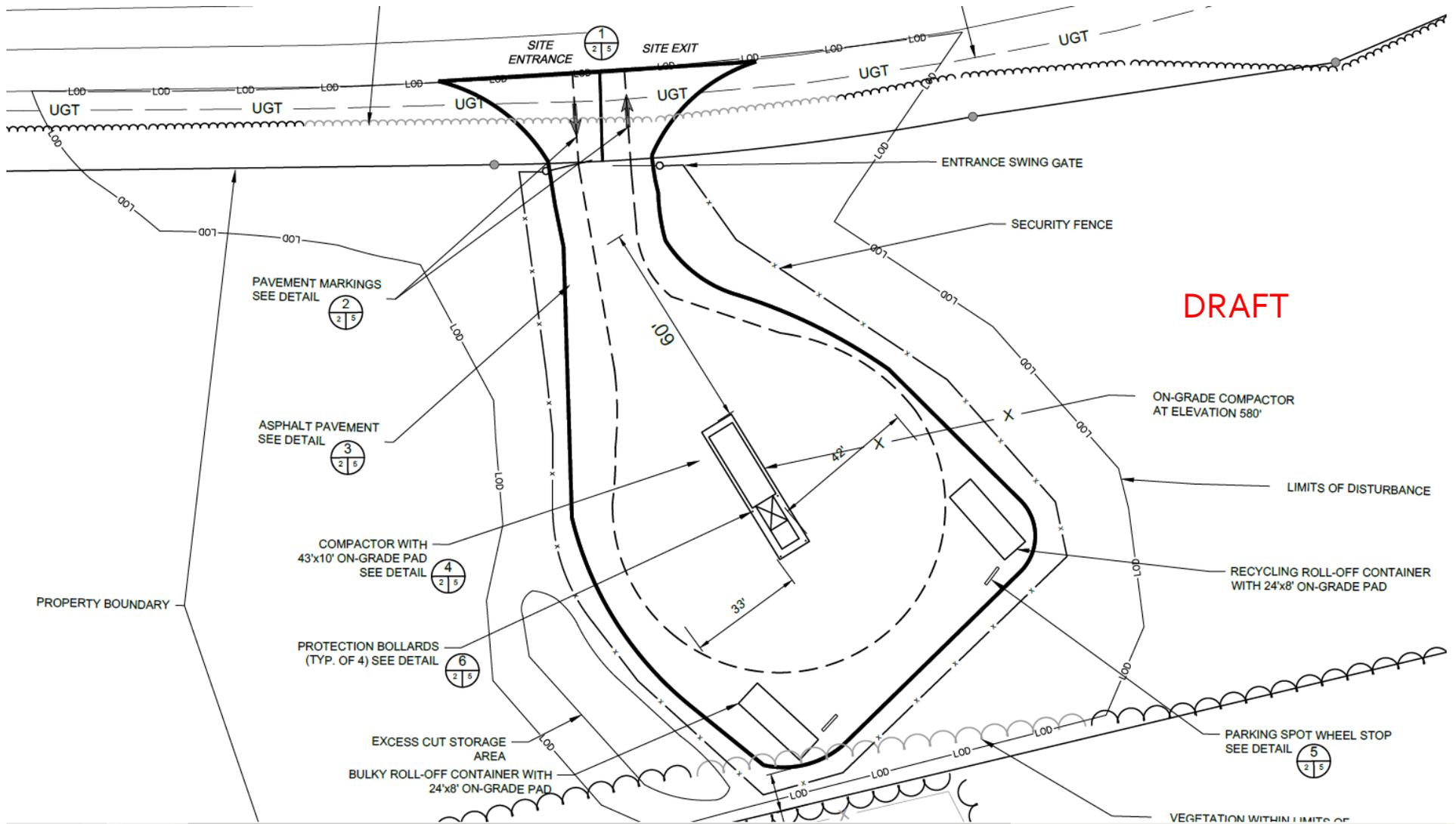
Attachment: Three Conv Centers Update\_9-29-2020 (2198 : New Convenience Centers Update (Ryan



# Key Steps: pre-Construction

- Siting / Conceptual Design
- **Site Plan Development / 50-75% Design**
- **Commercial Entrance Approval from VDOT**
- **VA Stormwater Management Program (VSWMP)**
- **Final Construction Bid Package & Other Documentation**
- Other Preliminary Work – Geotechnical Investigation

# Level Run Road

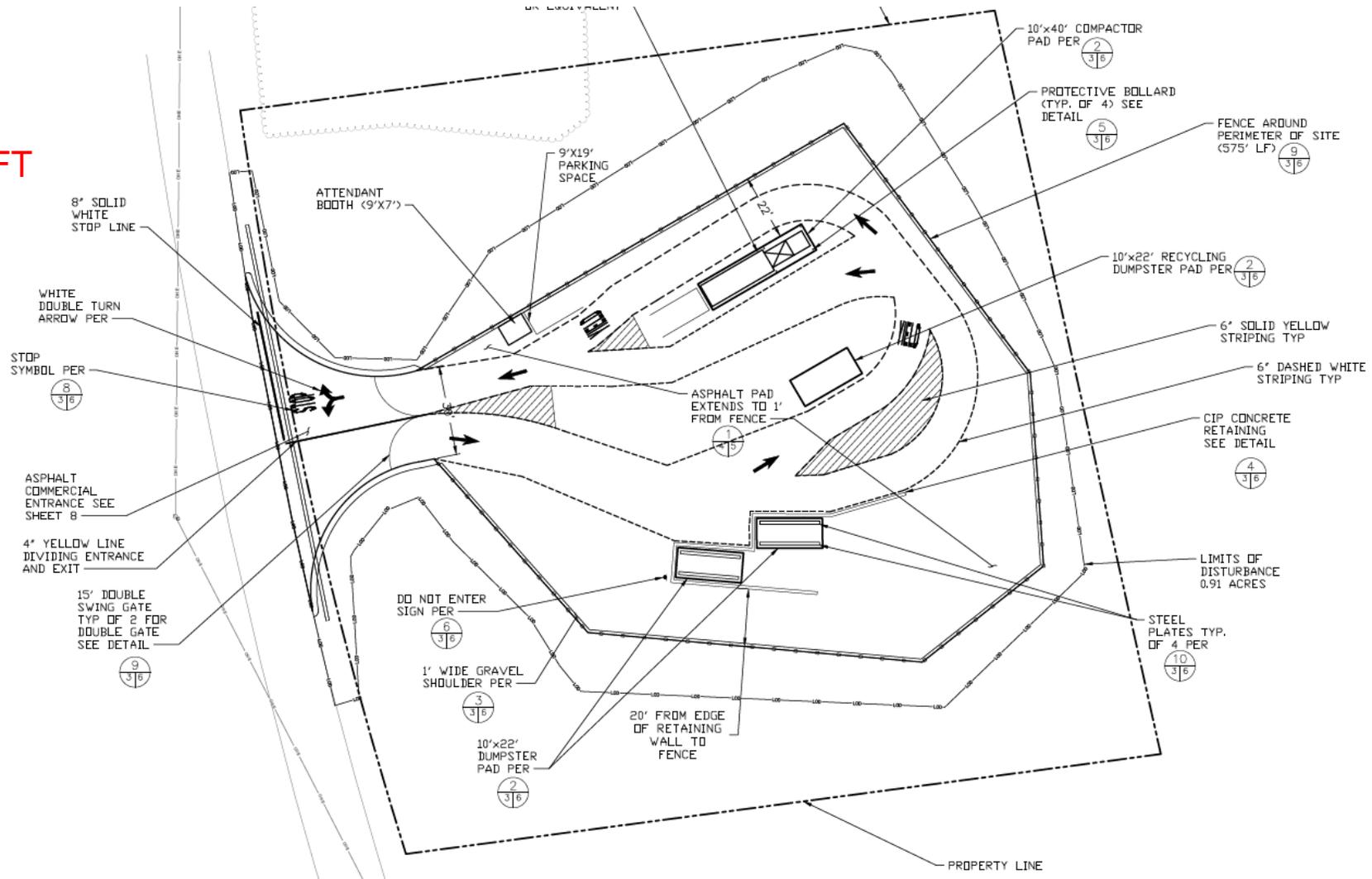


DRAFT

Attachment: Three Conv Centers Update\_9-29-2020 (2198 : New Convenience Centers Update (Ryan

# Climax Road

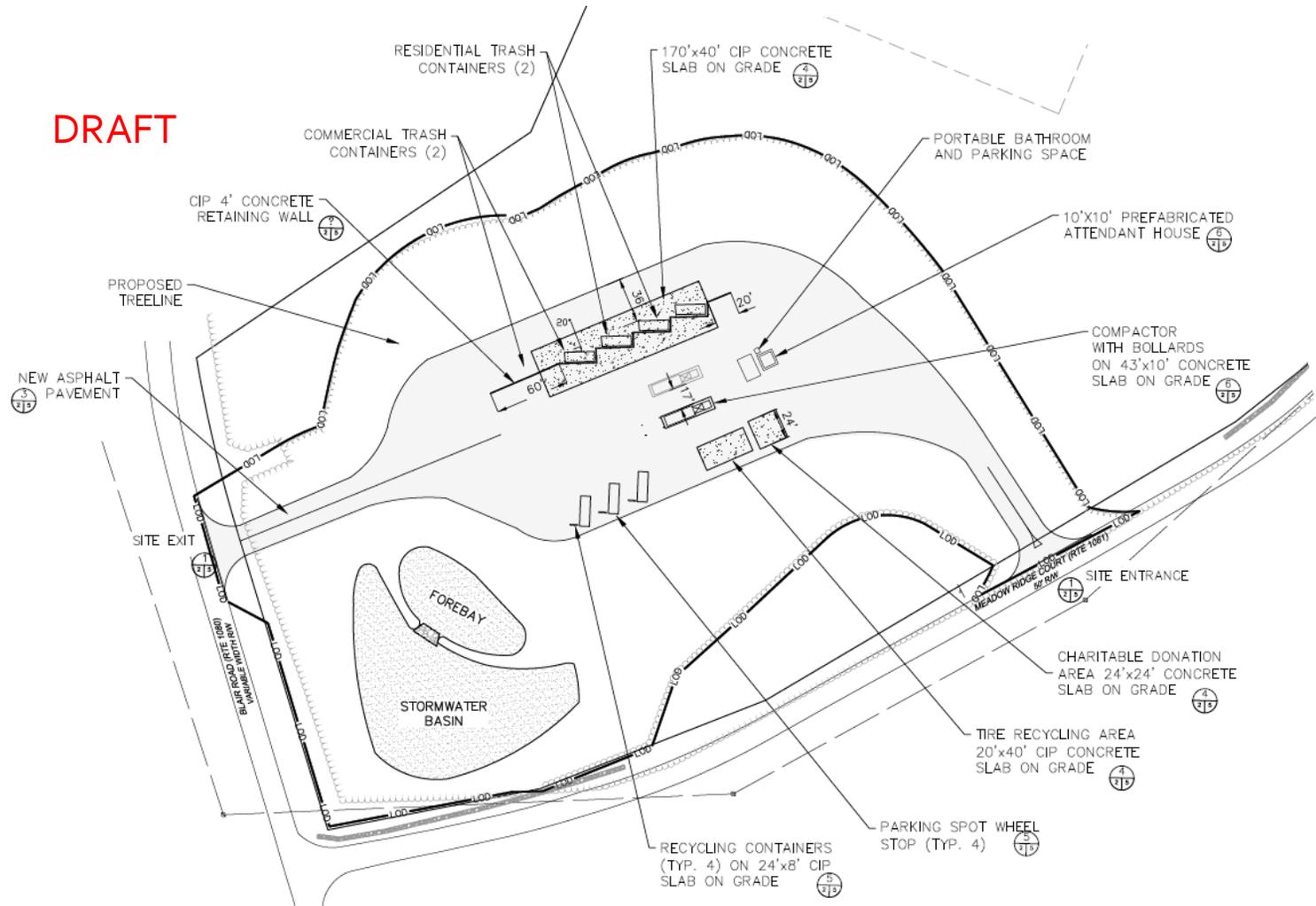
**DRAFT**



Attachment: Three Conv Centers Update\_9-29-2020 (2198 : New Convenience Centers Update (Ryan

# Meadow Ridge Court

**DRAFT**



Attachment: Three Conv Centers Update\_9-29-2020 (2198 : New Convenience Centers Update (Ryan

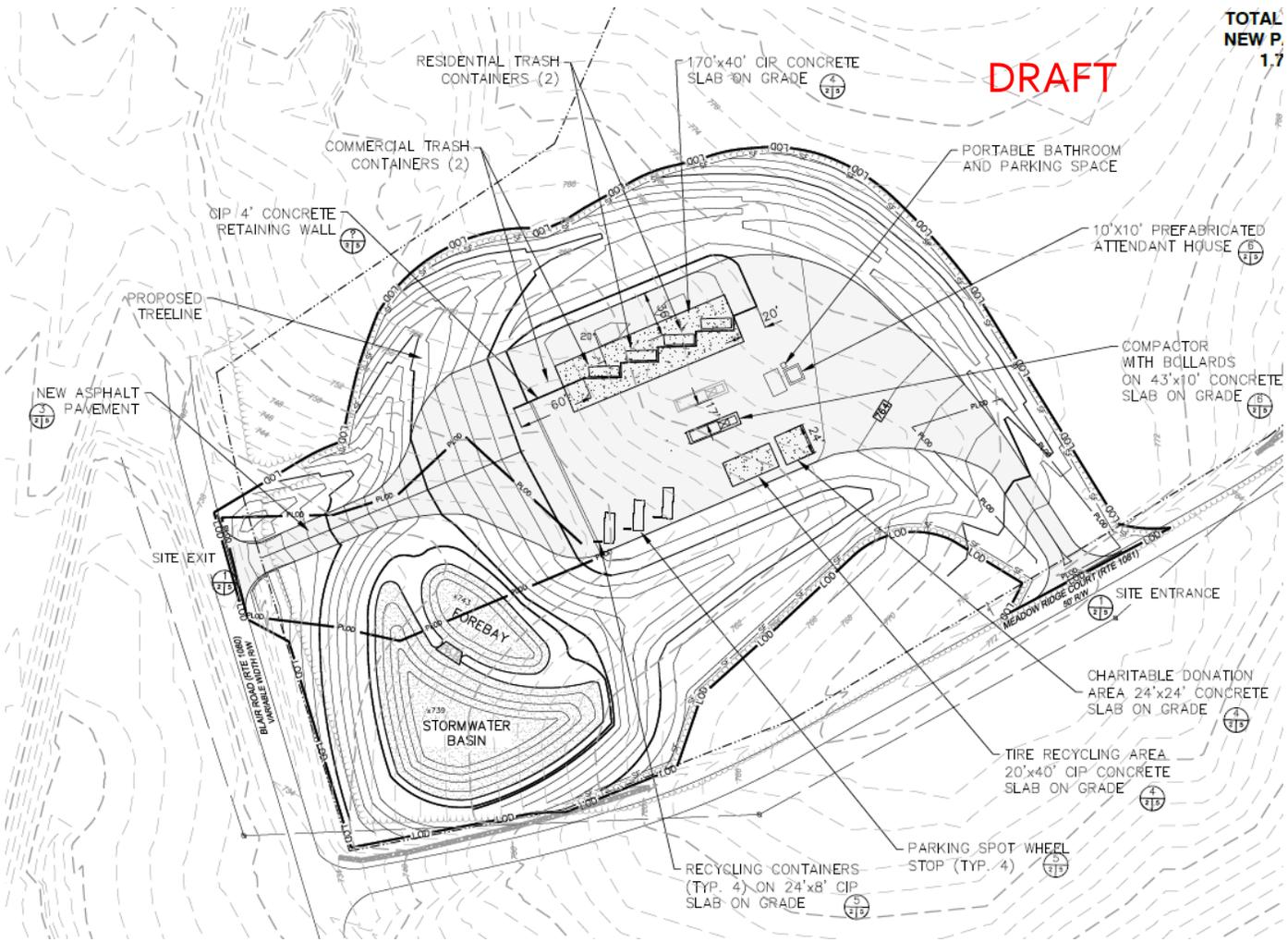
# Pre-Construction: VDOT Status

- MRC separated entrance/exit with drive-through traffic
- Level Run & Climax designed as loops
- No sites anticipated to require turn lane/taper on adjacent roadways
- Climax Rd site approval expected; others pending

# Pre-Construction: VA SWMP

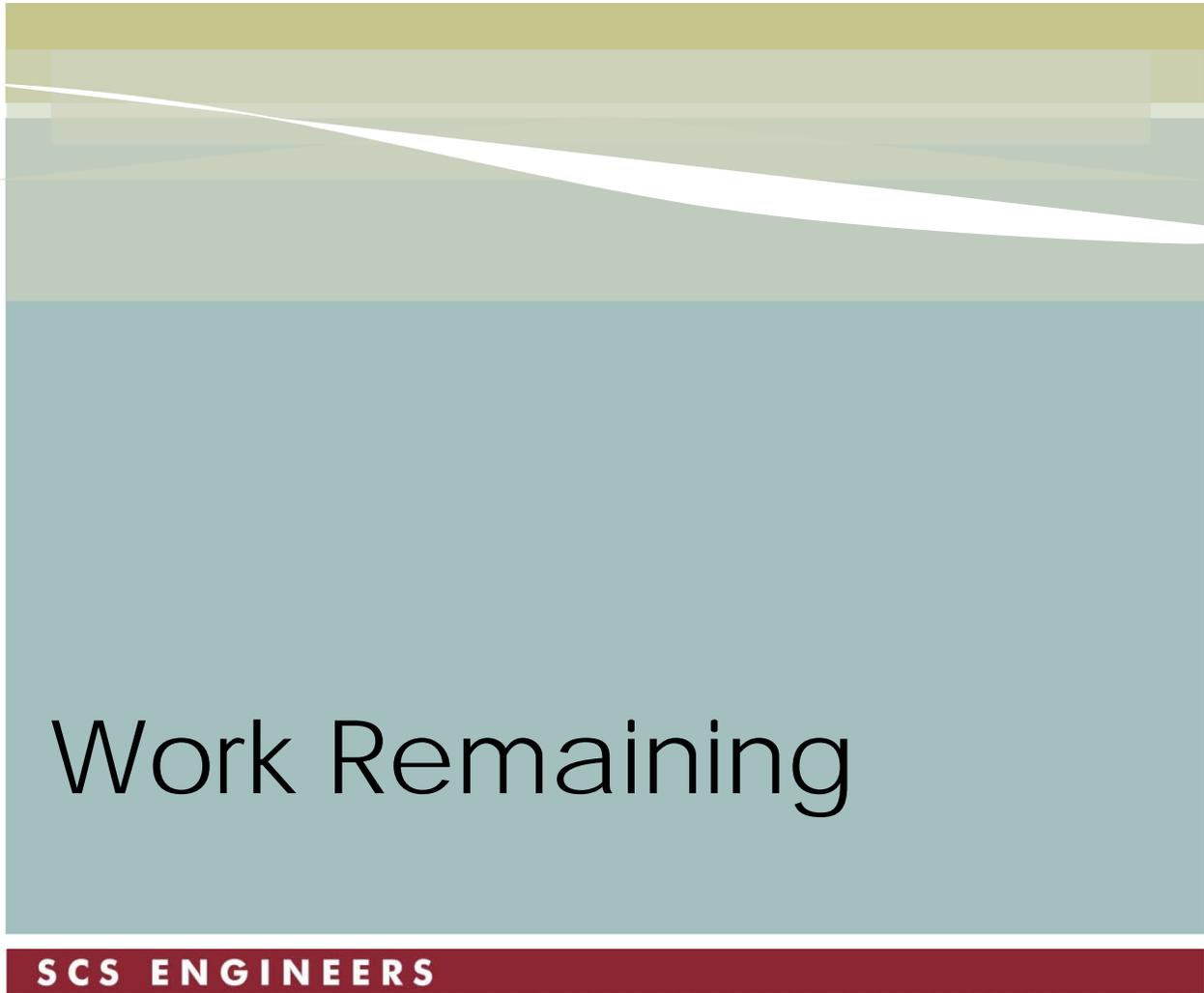
- Existing Conditions
- Erosion & Sediment Control Plan
- Drainage Areas Existing/Post-Development
- Stormwater Management Plan/Calculations
- Feature Details

# Stormwater Features



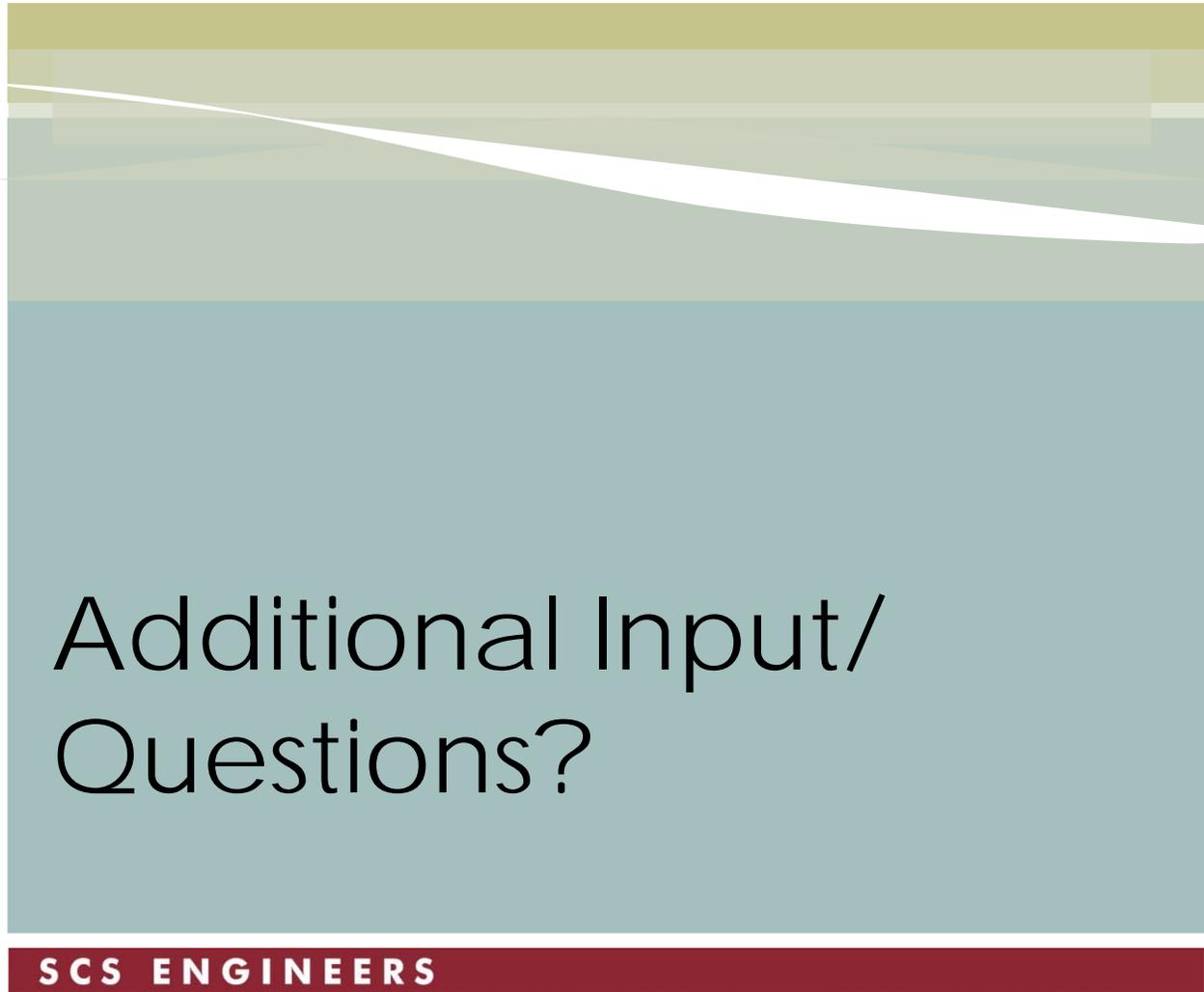
- Will require VDEQ review
- Addt'l features vs. nutrient credit purchase

Attachment: Three Conv Centers Update\_9-29-2020 (2198 : New Convenience Centers Update (Ryan



# Work Items Outstanding

- External agency approvals
  - Integrating Structural/Electrical designs
  - Compilation of construction design packages and bid forms
- 
- Contractor Procurement Process, Selection, and Award
  - Construction Administration
  - Construction Quality Assurance



# Additional Input/ Questions?

**SCS ENGINEERS**



## Solid Waste Committee

### EXECUTIVE SUMMARY

#### ACTION ITEM

<b>Agenda Title:</b>	Landfill Expansion Update (Butch Joyce; LaBella)		
<b>Staff Contact(s):</b>	Richard Hicks		
<b>Agenda Date:</b>	September 29, 2020	<b>Item Number:</b>	5.b
<b>Attachment(s):</b>			
<b>Reviewed By:</b>			

#### **SUMMARY**

Butch Joyce will be making a presentation to update the Board of Supervisors on the status of the expansion of the landfill.

#### **RECOMMENDATION:**

For informational purposes only. No action required.

#### **MOTION:**

For informational purposes only. No action required.



## Solid Waste Committee

### EXECUTIVE SUMMARY

#### ACTION ITEM

<b>Agenda Title:</b>	Convenience Center Improvements Update (Michael Moore)		
<b>Staff Contact(s):</b>	Richard Hicks		
<b>Agenda Date:</b>	September 29, 2020	<b>Item Number:</b>	5.c
<b>Attachment(s):</b>	Solid Waste Committee_Coordinator Updates_V2.0		
<b>Reviewed By:</b>			

#### SUMMARY

Michael Moore's was a member of the Solid Waste Enforcement Team that was formed last year. We recently reassigned him and gave him the responsibility of supervising the 5 manned convenience centers (Blairs, Mt. Cross, Mt. Hermon, Berry Hill and Brosville), as well at the Smith Mountain Lake site, and assigned him to assist with the general upkeep and maintenance of the others sites for continuity. He will be present at the meeting to provide the Board with an update on some of the current and proposed changes for these sites.

#### RECOMMENDATION:

For informational purposes only. No action required.

#### MOTION:

For informational purposes only. No action required.



This brief is to inform the Solid Waste Committee of current and future efforts to improve collection site.

## Overview

- Communications
  - Signs
  - Phones
  - Customer Engagement
- Site Supervision
  - More than a title
  - Supervisor training / mentoring
  - Accountability
- Site Management
  - Site cleanliness (Trash sites don't have to look trashy)
  - Building, Grounds, and Equipment upkeep

These efforts can be categorized into three groups; Communications, Supervision, and Management

## Communications

- Site Signage
  - Reduce Confusion / Increase awareness
    - Remove old, worn out, redundant or outdated signs
    - Decrease the number of signs
    - Strategically relocate signs
    - Increase awareness

To promote awareness and increase the likelihood that our citizens will read them, the number of signs per site will be reduced. The signs that remain will be maintained, redesigned to increase clarity and understanding, and strategically located to maximize visibility.



Currently sites have anywhere from 4 to 9 signs scattered about. Each sign has a specific message and one that is important for citizens to know; however, many citizens do not read them.

**Main Entrance signs large enough to be visible from the Vehicle**

Residents of Pittsylvania County Only

Welcome to  
**MT. HERMON**  
Convenience Center  
**3575 Franklin Turnpike**  
**Danville**  
**Open 6am-8pm Daily**

3.6 miles from:  
**BLAIRS**  
Convenience Center  
375 Blairs Circle  
Blairs  
Open 6am-8pm Daily

5.4 miles from:  
**POWELL**  
Convenience Center  
2006 Wi Powell Rd  
Dry Fork  
Open 24/7

8.6 miles from:  
**PITTSYLVANIA COUNTY LANDFILL**  
382 RAINBOW LANE, DRY FORK  
(434) 432-7980 Monday – Friday 7:30am - 3:30pm

ALL ACTIVITIES MONITORED BY VIDEO CAMERA  
VIOLATORS WILL BE FINED AND / OR PROSECUTED  
NO COMMERCIAL, BUSINESS OR CONTRACTOR DUMPING,  
NO BRUSH, TIRES, HAZARDOUS MATERIAL OR LIQUIDS  
NO LITTERING, SCAVENGING OR LOITERING

This is a 3 x 4.5 Foot sign to be placed on each site intended to minimize number of signs needed and provide more information to citizens.

Current 911 address and hours of operation. Modular "Site Closed" sign, easy to install and remove.

Two nearest sites to current location

Items being removed in final edit.

Landfill address, distance from current location and phone number

List of prohibited activities

Residents of Pittsylvania County Only

SITE CLOSED

DUE TO UNEXPECTED REPAIRS THIS SITE IS TEMPORARILY CLOSED UNTIL FURTHER NOTICE. WE ARE SORRY FOR THE INCONVENIENCE.

3.6 miles from:  
**BLAIRS**  
Convenience Center  
375 Blairs Circle,  
Blairs  
Open 6am-8pm Daily

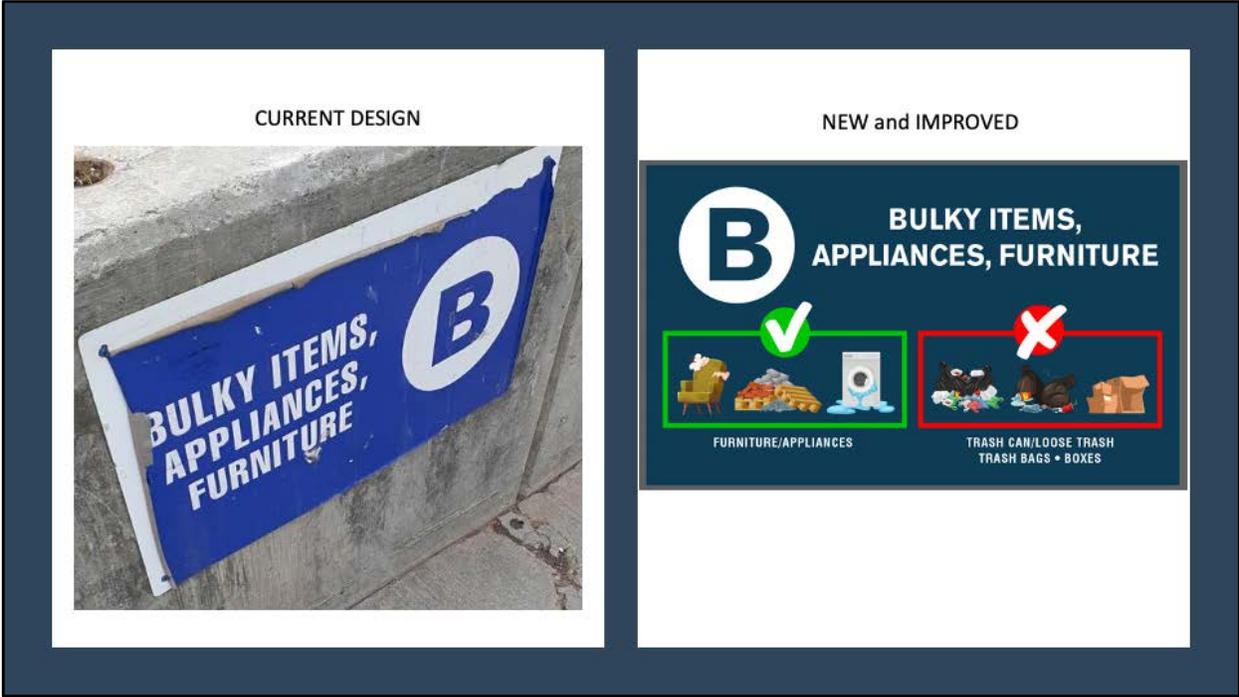
5.4 miles from:  
**POWELL**  
Convenience Center  
2006 Wi Powell Rd  
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Perhaps citizens will be inclined to read one sign versus multiple signs. We will still maintain some small signage at the open-tops and compactors; however, the goal is to reduce the over-all number of signs to increase chances that the main sign will be read. We need to face the truth; some people will never take the time to read them no matter what. That is why it is important that when operators are on site, they engage with citizens to help educate and assist.

Attachment: Solid Waste Committee\_Coordinator\_Updates\_V2.0 (2200 : Convenience Center Improvements Update (Michael Moore))



It is important that we capture the attention of the citizen and make the signs easy to understand. The "A" and "B" signs that designate either a compactor or open-top, was a great idea; however, citizens find it difficult to understand. As the existing signs wear out, we will replace them with the new and improved version. It seems to draw people's attention and the images along with text are easier to interpret.

## Communications

- Current State
  - No Communication Between Sites
- Future State
  - (Voice Over IP) Phones installed at each site
  - Connects through existing network
  - Cross-talk between sites



Another area of communication that we seek to improve is communication between sister sites. The site attendants currently do not communicate with their sister sites. If citizens are turned away, it would be helpful if the attendant could ascertain the status of their sister site and guide the citizen to the one that can meet their needs. Site to site communication can be made possible using Voice Over IP phones that use our existing network to link each convenience center to each other. Currently the intent is for these phones to be used for site to site communication, but in the future, these phones may allow for citizens to call before they drive.

## Communications

- **Customer Engagement**
  - Emphasized in Interviews - Up-Front Expectation
  - Written clearly in Position Description under Essential Job Functions and Core Competencies
  - Provided OJT with trainer demonstrating practical application
  - Held accountable with Performance Feedback (every 6 months) or counseling as needed

Customer Focus and engagement is being reemphasized as being one of our core competencies. Sitting in the building and passively watching is no longer acceptable. Existing attendants and new hires are being trained or retrained, as needed, to actively engage with citizens. It is an expectation for attendants to engage citizens; “assist county citizens on proper use of facilities and disposal of items”. They are to help where needed and provide guidance to proper usage of the site.

## Site Supervision

- **Site Supervisors for manned sites**
  - Not just a title anymore, they are expected to perform duties
    - Shift Scheduling
    - Ensuring accuracy of Timesheets
    - Provide remedial training and counseling as needed
    - Give input for Performance Feedbacks
  - Supervisors receive training and mentoring
  - Held Accountable for site failures
  - Praised for Site Excellence

Each manned site has an operator with the position title of Site Supervisor. They are being expected to and being held accountable for doing more than just holding the title. They are to ensure that their site is properly manned during each shift, that time tracking is accurately reported on timesheets, training and counseling provided for their site attendants and provide input when the time comes to write the performance feedbacks for the site attendants.

## Site Management

- Site Cleanliness
  - New Emphasis placed on Whole Site Cleanliness
    - Trash Collection Site doesn't need to look TRASHY
  - Specifically addressed in OJT and Performance Reviews
  - Efforts to Clean and Maintain sites
    - Administration's expectations
    - What Citizens deserve
  - Site Attendants held accountable for maintaining

With the addition of the Convenience Center Coordinator, the Solid Waste Department is better able maintain site cleanliness through direct supervision. Attendants had gotten accustomed to little or no direct supervision, leading some to become negligent in their duties to maintain whole-site cleanliness. New emphasis is being placed on keeping the entire site clean and not just the pads in front of the boxes. Attendants are being held accountable through training, counseling and discipline.



With proper supervision, motivation, supplies and training the sites will transform.

## Site Management

- Building, Grounds, and Equipment Upkeep
  - Compactor repairs
  - Fence Repair and Replacement (Some for safety and others for visual aesthetic)

Many of our convenience centers need repairs. Mechanical and structural components are starting to fail.



Metal boxes wearing out, concrete pads are getting worn out. Groves in the concrete are forming. In some cases 3 to 4 inches of concrete are missing. These groves not only make it difficult to align the box back to the compactor it is a cavity that collects water and contaminants from trash. The hinges on the compactors are rusting through and in some cases the hoper has fallen from the hinge during operation.



These cavities collect water and contaminants. It may sit for days or weeks. It stinks and is a breeding ground for bacteria.



Contract maintenance, fills hole with concrete then caps it with steel plate.



Some wooden fences are installed for safety. If the concrete wall is less than 3 foot in height, a fence is installed to help prevent falls. Keeping the fences repaired, helps with safety and liability concerns as well as brings a new fresh look back to the site.



Most sites do not have a running water source. To help facilitate site clean up and maintenance, we are testing out a rain collection system at Mt Cross with a simple electric pump and water hose set up. If it proves effective, we will consider placing them at other sites as well. Cost to install is less than \$500.

## Any questions?

- Communications
  - Signs
  - Phones
  - Customer Engagement
- Site Supervision
  - More than a title
  - Supervisor training / mentoring
  - Accountability
- Site Management
  - Site cleanliness (Trash sites don't have to look trashy)
  - Building, Grounds, and Equipment upkeep

Thank you for your time. Do you have any questions for me?



## Solid Waste Committee

### EXECUTIVE SUMMARY

#### ACTION ITEM

<b>Agenda Title:</b>	Recycling Efforts Update (Hicks)		
<b>Staff Contact(s):</b>	Richard Hicks		
<b>Agenda Date:</b>	September 29, 2020	<b>Item Number:</b>	5.d
<b>Attachment(s):</b>	SolidWasteCommitteeRecyclingUpdateSept2020		
<b>Reviewed By:</b>			

#### SUMMARY

With the adoption of the FY 20/21 budget, funds were included in the Solid Waste Fund to improve recycling services throughout the County. Richard N. Hicks, Deputy County Administrator will update the Board on the proposed plan of action.

#### RECOMMENDATION:

For informational purposes only. No action required.

#### MOTION:

For informational purposes only. No action required.

PITTSYLVANIA COUNTY BOARD OF  
SUPERVISORS  
SOLID WASTE COMMITTEE MEETING

Chatham Community Center  
Gallery Room  
15 South Main Street  
Chatham, Virginia 24531

## Recycling Update – Current Services

### Services Provided at All Sites

Aluminum Cans

Newspaper

### Services Provided at Some Sites

Cardboard

Plastic (Limited Service)

Cardboard, Aluminum Cans and Some Newspaper Collected by First

Piedmont (Average \$2500/month

Newspaper and Plastics Collected by Pittsylvania County (County has no way of collecting front loader boxes)

# Current Conditions



Attachment: SolidWasteCommitteeRecyclingUpdateSept2020 (2201 : Recycling Efforts

## Proposed Changes

Purchase Twenty-One 30 Yard Double Box Roll-Off Recycling Containers from Refuse Equipment Co. for \$120,225.

Add Door, Baffle and Pin Off System and Paint Twenty-One Existing Roll-Off Recycling Boxes by Mobile Container Services for \$26,145.

Pour concrete pad at all sites large enough for two 30-yard recycling containers to include walking area. (Cost to be determined)

Eliminate all 8-yard front load recycling containers.

All future collections would be handled by County staff.

Offer the following recycling options at all County sites: Cardboard, Aluminum Cans, Newspaper and Plastics.



# Questions?



## Solid Waste Committee

### EXECUTIVE SUMMARY

#### ACTION ITEM

<b>Agenda Title:</b>	Yard Waste Tipping Fee Temporary Abatement Discussion (Supervisor Searce)		
<b>Staff Contact(s):</b>	Richard Hicks		
<b>Agenda Date:</b>	September 29, 2020	<b>Item Number:</b>	5.e
<b>Attachment(s):</b>			
<b>Reviewed By:</b>			

#### SUMMARY

Supervisor Searce requested that this item be placed on the Agenda and is requesting that the County consider allowing the citizens of the County to bring yard wastes to the landfill at no cost for a specific period. County staff has changed operations at the landfill, and we are no longer placing yard waste in the landfill due to it being a poor use of landfill space. Yard waste and storm debris is currently being placed in a separate area and once each year we obtain quotes to have the material ground and the mulch disposed of by the contractor. That cost would be increased by the amount of yard waste accepted during that period, as opposed to collecting revenue for what crosses the scales.

#### RECOMMENDATION:

For informational purposes only. No action required.

#### MOTION:

For informational purposes only. No action required.