

Shawneeland Sanitary District Advisory Committee (SSDAC)

Minutes of November 17th, 2025

The meeting was called to order at 7:00 p.m.

In Attendance

Kevin Alderman – Sanitary District Manager

Joe Wilder - Director of Public Works

Gary Bailey – SSDAC member

Ken Baker – SSDAC member

Jason Croasdale – SSDAC member

Micah Jacobs– SSDAC chairman

Rhonda Sargent – SSDAC member

John Jewell – Board of Supervisors Interim Chairman

Discussions

Jason moved to approve the August 4th, 2025 meeting minutes, seconded by Rhonda, and unanimously approved by the committee.

The Manager's report (Attachment 1) was read by Kevin Alderman.

Micah moved to add the manager's report to the record, which was seconded by Jason and approved unanimously by the committee.

The FY27 (July 2026 - June 2027) budget was reviewed. It is estimated that reserves are estimated to fall due to inflation seen in actual bills for budget FY26, the tar and chip maintenance program was not included in the FY27 budget. Each year that tar and chip maintenance occurs, there has always been a drop in the reserves. Note: Any tax revenue not spent is transferred to the reserves. Micah moved to recommend the budget to the Board of Supervisors. Seconded by Jason and approved unanimously by the committee.

Community Yard Sale Proposal:

Following multiple requests from community members, Ken proposed establishing two Shawneeland-wide yard sales per year, utilizing the designated public parking areas.

Micah made a motion to approve the proposal, which was seconded by Ken. The

Committee voted unanimously in favor. Ken volunteered to develop a Standard Operating Procedure (SOP) to provide guidelines for conducting these community yard sales.

Jason made a motion to elect Micah as the chairman, seconded by Rhonda and approved by the committee. The chairman term will run the CY of 2026.

Residents attending the meeting: 10

Public Comments:

Lisa Croasdale – commented on a new fence and 5th wheel placed at lot # 261 on Rockwood TRL. The Frederick County Zoning Department has been notified.

Jennifer Combs expressed concerns about ATVs and large trucks traveling at excessive speeds past their homes, creating dust on the gravel road. They also inquired about the possibility of having their road treated with Tar and Chip. Committee members explained the additional costs associated with Tar and Chip installation and noted that only a small number of households are located along that stretch of road. The Committee agreed to research the cost implications and will discuss the request with the Shawneeland Manager.

Richard Hahn also raised concerns about ATVs and trucks speeding in his area and suggested posting 14 MPH speed limit signs to deter speeding on the gravel roads. The Committee clarified that speed limits are set by the County and cannot be altered by the Committee.

Rhonda Sargent suggested a solid yellow line added to the curve on Tecumseh TRL (between Cochoise TRL and Doe TRL). Maintenance will look into it.

Micah moved to adjourn the meeting, seconded by Jason, and unanimously approved by the committee.

Upcoming Meeting Dates for 2026

- February 2nd, 2026
- May 4th, 2026
- August 3rd, 2026
- November 16th, 2026

Board member terms.

- Rhonda Sargent – 1/10/2026
- Micah Jacobs – 11/9/2026
- Jason Croasdale – 2/27/2027
- Gary Bailey – 8/9/2027
- Kenneth Baker – 10/25/2027

FREDERICK COUNTY SANITARY DISTRICT OF SHAWNEELAND MANAGER'S REPORT – NOVEMBER 2025

Winter Weather Preparations:

As we do every year before the winter season sets in, the Shawneeland staff preps all of the snow equipment for the upcoming snow and ice events. We stock up on all of the supplies needed to take on the challenges of winter weather. At this point, all of the snow removal equipment is prepped and ready to go. All of the supplies needed are in place and ready for the first event.

Snow Emergency Parking:

Winter weather is approaching so I want to remind everyone about the emergency parking lots. We have parking at both mailhouses and at the old mailhouse at the main entrance. I also want to remind everyone that vehicles cannot be parked on the right-of-way or road during any snow event. If any vehicle is parked on the right-of-way or road, it is subject to being towed at the owner's expense.

Widening Maple Trail:

The Shawneeland staff widened Maple Trail from Inca Trail to Aspen Trail. On average, the trail was widened by 2 feet. This was done to make travel safer on this section of roadway. With the increase in building comes an increase in traffic. Maple Trail has seen a big increase in traffic over the past couple of years. The project took about 2 weeks to finish the asphalt portion of the project. The staff also upgraded a couple of culverts as well as much needed shoulder work.

Tar-Chip:

The Tar-Chip program that was supposed to take place this fall has been moved to the spring of 2026. The contractor simply ran out of time to complete the project before cool weather set in. The project will take place during May or June.

Pipe Replacement:

The staff have been replacing and upgrading drainage culverts. I currently have 270 feet scheduled to be replaced by the end of this year. I have another 200 feet scheduled for later this winter or in the spring depending on the weather.

Sickle Bar Mowing / Boom-Axe Cutting:

All of the trails have been sickle bar mowed for the fall cutting. The mowing process started very slowly this year due to all of the rain during the spring. The staff will be utilizing the boom-axe mower on several trails during the winter months.