

**ROADS BOARD OF FREDERICK COUNTY**  
**MEETING MINUTES FOR MONDAY, JUNE 3, 2019**

**~Approved~**

Present were Roads Board members: Paul Fitzgerald, AIA, Chairperson; Steve Haller, Vice Chairperson Stephen Burd; Barbara Wyatt; Jim Bonneville, Phil Dacey, Council Liaison.

Also present were County staff: Charles Nipe, Director, Division of Public Works; Robert Shen, P.E. Department Head, Department of Engineering and Construction Management; David Ennis, P.E., Department Head, Department of Highway and Facility Maintenance; Jason Stitt, P.E., Chief, Office of Transportation Engineering; Dave Olney, Project Manager, Office of Transportation Engineering; Michael Ramsburg, Acting Superintendent, Office of Highway Operations; and David Stonesifer, Manager, Office of Highway Operations.

*(Official minutes of the Roads Board meetings are kept on file in the Department of Engineering and Construction Management. To view agendas, approved meeting minutes, and video recorded Roads Board meetings, visit the County's website at [www.FrederickCountyMD.gov/roadsboard](http://www.FrederickCountyMD.gov/roadsboard))*

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

- A. The Frederick County Roads Board met on Monday, June 3, 2019, at 7:00 p.m. for their quarterly public meeting. The meeting is located in the second floor meeting room of Winchester Hall, 12 East Church Street, Frederick, Maryland. The meeting was called to order by Acting Chairperson, Paul Fitzgerald and was followed by evacuation instructions and the recitation of the Pledge of Allegiance.
- B. Introduction of the members of the Roads Board was led by Mr. Fitzgerald. Mr. Shen introduced the County staff members.

**II. PUBLIC COMMENTS**

Public comment was heard from:

- A. Pamela Burke, 9233 Bessie Clemson Road ([At 00:02:40 of the video](#)) The resident read a letter to the board concerning the history of Bessie Clemson Road. She presented the petition to add Bessie Clemson Road to the rural roads program.
- B. Susan Hanson, 3205 Poffenberger Road ([At 00:56:39 of the video](#)) The resident read aloud a letter detailing three factors concerning the rural roads plan update: does it strengthen the program, does it clarify/enhance the authority of the roads board to oversee the program and does the proposed revisions add new roads to the program.

**III. OLD BUSINESS ([At 00:012:00 of the video](#))**

- A. Approval of minutes of March 4, 2019:  
Correction as followed per Mr. Fitzgerald: IV. New Business Item C - The motion carried 3 to 2 with *Mr. Bonneville*, Mrs. Wyatt and Mr. Fitzgerald accepting. Mr. Haller motioned to accept with the change and it was seconded by Mr. Burd. The motion carried.
- B. Removal of Dahlgren Road and Harley Road from the Rural Roads Program ([At 00:12:48: of the video](#)) Mr. Nipe advised that the public hearing is on Thursday, June 6, 2019 at 7pm. There is a staff report that is available upon request as well as at the public hearing.

- C. Black Road ([At 00:15:40 of the video](#)) Mr. Nipe and Mr. Stitt advised that the issue has been closed since it is a private property issue concerning planning and zoning and legal.

**IV. NEW BUSINESS**

- A. Roads Board Vacancy ([At 00:17:30 of the video](#)) Three applications were received. Mr. Burd motioned to recommend Mrs. Varnadore. This was seconded by Mrs. Wyatt and the motion carried. Also, the board also agreed to have all seated members for voting of Chair and Vice-Chair positions. This will be at the next meeting.
- B. Bill Routzahn Retirement ([At 00:24:45 of the video](#)) Board members expressed their appreciation of Mr. Routzahn and his service to the County and its residents.
- C. Update of Rural Roads Program ([At 00:27:52 of the video](#)) Mr. Nipe presented. He advised that an email address was created and will be up for the next 45-day so that the public can submit their comments. This email address is [ruralroadupdate@frederickcountymd.gov](mailto:ruralroadupdate@frederickcountymd.gov). At the next meeting in September these comments will be discussed. If time doesn't allow all comments then it will be continued to the December 2019 meeting.

**V. CIP AND OTHER PROJECT UPDATES ([At 01:22:33 of the video](#))**

- A. Pavement Management Program –
- FY18/19 Tar and Chip – FY18 is 100% complete. FY19 is commencing next construction season. Starting back in July 2019.
  - FY18 Overlay – 77% complete.
  - FY18 Patch and Repair – 35% complete.
  - FY19 Overlay – 10% complete.
  - FY19 Patch and Repair – Notice to proceed in July 2019.
  - FY19 Surface Coat - Awarded. Waiting on the notice to proceed.
  - FY20 Overlay – Opens for bid in June 2019.
- B. Gas House Pike Bridge Replacement – Bid has opened.
- C. 3-Bridge Joint Replacement Projects – Bids are being evaluated.
- D. Stevens Road Bridge Rehab – Received CIP approval and funding is available for repair. Advertising later in the year.

**VI. HIGHWAY OPERATIONS UPDATES (Charles Nipe) ([At 01:25:21 of the video](#))**

- A. Advised that the Highway Operations updates are now being presented at the March and September meetings.
- B. Presented a certificate to Mr. Fitzgerald for his service.

VII. **ROADS BOARD ISSUES (At 01:29:46 of the video)**

- A. Mr. Fitzgerald read allowed the letter that was sent to the planning department concerning the rural roads program being included into the Livable Frederick master plan.

VIII. **ADJOURNMENT (At 01:35:32 of the video)**

With there being no further business, the meeting was adjourned. The next meeting will be held September 9, 2019, at 7:00 p.m. on the second floor Winchester Room of Winchester Hall, 12 East Church Street, Frederick, Maryland.

Respectfully submitted,

Stephanie Richards  
Division of Public Works  
Office of Highway Operations

cc: All via email:  
Roads Board Members  
County Staff Attendees