

Roads Board of Frederick County Meeting Minutes for Monday, September 10, 2012

Present were Roads Board Members: Stephen Burd; Paul Fitzgerald, AIA; Steve Haller; Peter Pearre, AIA; and Barbara Windsor, Chairperson.

Also present was County Staff: Robert Shen, Department Head, Department of Highways and Transportation; William Routzahn, Superintendent, Office of Highway Operations; David Olney, Office of Transportation Engineering; and Jamie Masser, Office of Highway Operations.

(Official minutes of the Roads Board meetings are kept on file in the Department of Highways and Transportation office; the meetings are also video recorded. Approved minutes are available on the county's website. To receive a copy of meetings recorded on videotape or DVD, please contact the Department of Highways and Transportation at 301-600-1687 or visit the county's website at www.FrederickCountyMD.gov/roadsboard.)

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

- A. Chairperson, Barbara Windsor, called to order a meeting of the Frederick County Roads Board for Monday, September 10, 2012, at 7:00 p.m., followed by the recitation of the Pledge of Allegiance.

II. PUBLIC COMMENT

- A. Public comment was heard from:
 1. Paul Allen, 12612 Shoemaker Road; Taneytown, MD – Shoemaker Road – Thanks the Highway Operations for the keeping the road well maintained.
 2. Susan Hanson, 3205 Poffenberger Road; Jefferson, MD – Friends of Rural Roads activities and Poffenberger Road DSA.

III. OLD BUSINESS

- A. Approval of Minutes from June 4, 2012, meeting. It was requested that the following be added to Section III; Item B; number 16:
 1. Motion passed 3-0
- B. Mr. Fitzgerald moved to approve the June 4th minutes with the amendment. Mr. Pearre seconded the motion that passed 5-0.

IV. NEW BUSINESS

- A. Requested that the minutes of the Roads Board meeting follow the format used for Board of County Commissioner meetings. It was agreed to by all members.
- B. At the December 3, 2012, meeting, a Vice Chairperson will need to be appointed or elected.

V. CIP AND OTHER PROJECTS UPDATE

- A. Mr. Shen presented the following updates regarding current projects.
 1. Ijamsville Road Phase I:
 - a. The BoCC recently approved a construction change order to extend the northern limit of work for Phase 1A to Price Distillery Road. This allows the contractor to continue the construction of the project while the final coordination and bidding process continues for Phase 1B. Staff anticipates advertising Phase 1B in winter 2012 with construction Notice to Proceed (NTP) in spring 2013.

2. Ijamsville Road Phase II:
 - a. Design is complete. Staff continues right-of-way negotiation process. Construction is anticipated to be advertised in FY '13.
3. Ijamsville Road Phase II:
 - a. Design is complete. Staff continues right-of-way negotiation process. Construction is anticipated to be advertised in FY '13.
4. Boyers Mill Road/Bridge:
 - a. Design is about 95% complete. Staff continues to work through right-of-way negotiations and permit acquisitions. Staff anticipates advertising the bridge replacement project in winter 2012 with construction NTP in spring 2013. Road design is at 30% milestone. Construction funding is programmed for FY '15.
5. Woodville Road Pipe Culvert:
 - a. The BoCC approved the bid award on July 12, 2012. The construction NTP was issued on August 27, 2012.
6. Pavement Management Program:
 - a. FY12 Overlay: construction is about 85% complete.
 - b. FY '13 Patching: the BOCC approved the bid award on June 28, 2012. NTP was issued on July 30, 2012.
 - c. FY13 Overlay: the BOCC approved the bid award on June 28, 2012. NTP was issued on August 13, 2012.

VI. HIGHWAY OPERATIONS UPDATES

A. Mr. Routzahn discussed the upcoming winter season.


1. Snow removal preparations started at the end of August by advertising in the Frederick News Post for snow contractors to assist Highways in snow removal.
2. We review our snow runs to make any adjustments that may be needed.
3. Since we have most of our domes filled with material (salt and anti-skid mixture) including liquid de-icer in the tanks, we will wait until after the first significant snow fall to decide on how much additional material we will need order to finish out the season.
4. The first of October, we start our equipment fix up to make sure all of the equipment is ready for the upcoming season. At this time we place the ram on the trucks that carry the plows, install the material spreaders and we check all hydraulic hoses and fittings. Once all the equipment is fitted on the truck, we will calibrate the material spreaders to make sure we will be placing the right amount of material on our roads.
5. We have the Inter-Agency Pre-Season Snow Meeting with other agencies scheduled for Tuesday, October 16, 2012.
6. We also have a Snow Plow Training course set up in October for our drivers.

VII. ROADS BOARD ISSUES

- A. Mr. Steve Haller offered his support with any budget issues that may arise during Board of County Commissioners meetings.

The next meeting will be held Monday, December 3, 2012, at 7:00 p.m. in the Third Floor Hearing Room of Winchester Hall, 12 East Church Street, Frederick, MD.

Respectfully submitted,


~ **for** ~

Jamie R. Masser
Administrative Specialist V
Office of Highway Operations

JRM:lls

cc: All via Email

Attendees

The Honorable Kirby Delauter, Commissioner

Ragen Cherney, Administrative Analyst, County Manager's Office

Thomas J. Meunier, P.E., Director, Division of Public Works