

Present were Roads Board Members: Stephen Burd, Steve Haller, Peter Pearre, AIA, Acting Chairperson; Barbara Windsor (returning until position is filled) and Paul Fitzgerald, AIA.

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

(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)

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

- A. The Frederick County Roads Board met on Monday, December 07, 2015, at 7:00 p.m. for their quarterly public meeting. The meeting was held in the Winchester Room, second floor, of Winchester Hall, 12 East Church Street, Frederick, Maryland. The meeting was called to order by Acting Chairperson, Peter Pearre and was followed by the recitation of the Pledge of Allegiance.
- B. Introduction of the members of the Roads Board was led by Mr. Pearre. Mr. Shen introduced the County staff members.

II. PUBLIC COMMENTS (At 00:02:17 of the video)

A. Public comment was heard from:

- 1) Paul Allen, 12626 Shoemaker Road, Taneytown, Maryland
Requested repairs on Shoemaker Road such as potholes, and an area of road that has washed out. Also, requested repairs to the blacktop at the drop-off that has deteriorated on Bullfrog Road Bridge at Carroll County line.

Mr. Allen apologized to the Board for comments he made at the last meeting regarding the Highway Department. He said he was not aware that the Board did not know what was going on at Shoemaker Road except for what they hear at these meetings. He stated that the situation still stands and the County cannot be believed.

- 2) Kurt Grauf, 12230 Shoemaker Road, Taneytown Maryland
Voiced his appreciation for the letter and documents that staff sent him, and answering his questions that were raised at the last meeting. Questioned what the road capacity is on Shoemaker Road, and asked that staff get back to him with that information.

Mr. Grauf also commented that he supported the County Rural Roads program and would like to see Shoemaker Road stay in the program without modifications to the

existing rules.

Replies to above comments:

Bullfrog Road Bridge - Mr. Pearre questioned staff where the maintenance responsibility stops in regard to Carroll County – at the approach or the end. Mr. Routzahn responded that Bullfrog Bridge is Frederick County's responsibility including the approach of the bridge and they (Highway Operations) will look into it.

Mr. Stitt commented that Bullfrog Road is up for its annual inspection this month and they (Office of Transportation Engineering) will look at it as well.

Shoemaker Road - Mr. Routzahn verified with Mr. Allen the location of the washed out area on Shoemaker Road, and said that the County has plenty of right-of-way along that area and they can make the repairs within the County right-of-way.

- 3) Susan Hanson, 3205 Poffenberger Road, Jefferson, Maryland
Ms. Hanson requested that her time be used to comment on Rural Roads if that topic comes up.

III. **OLD BUSINESS** (At 10:03 of the video)

A. Approval of minutes of September 14, 2015:

A motion was made by Mr. Haller and seconded by Mr. Fitzgerald to approve the minutes as presented. The motion passed by unanimous vote.

B. Upcoming Roads Board Vacancy Update: (Mr. Stitt)

Mr. Stitt reported that three (3) candidates submitted letters of interest for the vacant position. An attempt was made to vote by e-mail with the Board. The votes were tied, so it was added to this agenda for discussion for the Board to decide how to handle that result, or if they prefer to revote. Mr. Stitt commented that he contacted the County Attorney's office and clarified that Ms. Windsor is permitted to vote since she is acting as a member on the Board.

Mr. Haller questioned that since the charge of this Board is to support the County, does the County have a recommendation upon reviewing these resumes, as to who they would like to see appointed?

Mr. Stitt replied that he did not review them from the standpoint of making any kind of a recommendation, and did not know if staff has ever made such a recommendation.

After some discussion, Mr. Pearre read the names of the applicants: John Thomas, Matthew Jones, and David Crawford. A vote was held, and Mr. Thomas received the majority of the votes. One member abstained. The Board's recommendation will now go to the County Executive for final approval.

- C. White Oaks Subdivision Road Repairs: (Mr. Stitt)
Mr. Stitt reported that at the last meeting some individuals voiced concerns about the condition of three (3) streets in the White Oaks subdivision. He reported that staff evaluated the site and coordinated with one of their contractors to make repairs at the intersection of East Side Drive and Almeria Court. The next step is to evaluate these streets again this winter. They will be taking core samples for evaluation. After the evaluation, they may add this to the FY16 Overlay contract for Niagara Drive, Almeria Court, and East Side Drive.
- D. Update of Rural Roads Program – On hold (Mr. Nipe):
Mr. Nipe reported that the County Executive has not had time to work on the policy. She has asked staff for more information. Anticipate an update at the next Roads Board Meeting (March 7, 2016).

IV. NEW BUSINESS (At 17:45 of the video)

- A. Election of Chairperson(s): Mr. Haller made a motion to elect Mr. Pearre as Chairperson. Mr. Burd seconded the motion. The motion passed by unanimous vote and Mr. Pearre was elected Chairperson.

A motion was made by Mr. Burd and seconded by Ms. Windsor to elect Mr. Fitzgerald as Vice Chairperson, the motion passed by unanimous vote and Mr. Fitzgerald was elected Vice Chairperson.

- B. 2016 Meeting Schedule: Mr. Pearre announced the Roads Board meetings schedule for 2016 as follows: March 07, June 06, September 12, and December 05. There were no objections to these dates.
- C. Old Annapolis Court at Ridgeline Drive, Road Repairs (Mr. Stitt)
Mr. Stitt reported that since the last meeting they (DPW) received a complaint from a resident regarding the intersection of Old Annapolis Court at Ridgeline Drive. It came through the County Council and it was requested that this be added to the Roads Board agenda. Staff evaluated the complaint, entered an on-line work request and subsequently made some repairs at that intersection in early November. The complainant was satisfied with the repairs and sent a letter to the editor thanking staff for the repairs. They will evaluate this winter with the FY16 Pavement Management program and determine if any further repairs are needed.

V. CIP AND OTHER PROJECT UPDATES (Presented by Mr. Stitt) (At 22:09 of the video)

- A. Ijamsville Road Phase I, Contract B (Bridge project): Bridge work has been occurring over the last several weeks. They recently erected the precast concrete beams and the approach fill on the new roadway alignments is largely in. Contractor is on or ahead of schedule.
- B. Ijamsville Road Phase II: Anticipate bidding in winter of 2015/2016.

- C. Boyers Mill Road/Bridge: Deck pours are complete, started forming up the parapets on the bridge, and are working on the approach fill.
- D. Pavement Management Program:
 - 1) FY15 Patch and Repair: Contract is 43 percent complete. Contractor is currently working on Bowers Road and Manheim Court. Anticipate winter shut-down to start in December.
 - 2) FY15 Overlay: Contract is 15 percent complete. Contractor is currently working in Middletown. Anticipate shut-down by the end of December.
 - 3) FY15 Surface Coat: Elected to have a notice-to-proceed in spring 2016.
 - 4) FY15 Full Depth Reclamation: Project is complete and being closed out.
 - 5) FY15 Tar and Chip: Project is complete – touched approximately 87 lane miles.
- E. Maryland 85 Short-term Improvements: Surface paving is complete. Final striping is to be completed in the next couple of weeks. Anticipate off road work to continue through the winter as weather permits.
- F. Lewistown Bridge Rehabilitation: In process of awarding contract.
- G. Reels Mill Road Bridge Rehabilitation: Project is underway, road was closed December 7, 2015. Work is slated to be completed in 2016.
- H. Sidewalk Retrofit Program: Contract A is currently underway. Contract B was just bid out. Bids opened December 3, 2016 and there were nine (9) bidders. Bids are currently being evaluated. Anticipate work to start in spring 2016.

VI. HIGHWAY OPERATIONS UPDATES (Presented by B. Routzahn) (At 25:59 of the video)

- A. Winter Operations: Mr. Routzahn reported the following on snow removal:
 - This year Highway Operations will be doing snow removal on about 1275 miles of roadway. When you count both lanes, that equals about 2,550 miles. This does not include some additional roads that are being added to the system: Ballenger Creek Pike, Jefferson Tech Park Bridge, and some sub-divisions.
 - Still have an 80 percent goal to clear roads 12 hours after the snow has stopped on an average snow. Large amounts of snow such as blizzards would take longer.
 - Will have 93 designated snow runs.
 - Equipment: Will have 50 ten-ton dump trucks; 18 one-ton dump trucks; 16 pick-up trucks; 6 graders; 5 rubber tire loaders with v plows; 7 back hoes; 3 skid loaders; and a material handler. Contractors will have 9 ten-ton dump trucks; 8 one and one half-ton dump trucks; 15 one-ton pick-up trucks with plows and cinder spreaders; 13 backhoes and 13 skid loaders if needed.
 - Material: Storage capacity of 5000 tons in Frederick; 3000 tons in Thurmont; 5000 tons in Myersville; 3000 tons in Urbana; 3000 tons in Johnsville; and 5000 tons in Jefferson. Most locations are filled; all of them should be topped off by the end of December. Additional areas where they have agreements to store salt include: Victor Cullen; Lake Liganore; Catoctin Mountain Park; several State Highway domes; and the Town of Emmitsburg.

- Will still pre-treat roads this year with a salt and liquid mixture. Pre-treating needs to be done 2-3 hours ahead of the storm to keep the snow from binding to the roads.
- Received approval to purchase a salt brine machine. The machine is on order and will be placed in Frederick. The machine will enable them to mix their own salt brine which will be placed in tanks on the back of two trucks. This mixture can be spread a few days ahead of the storm, during regular hours, saving on overtime.

B. Tower Road: Mr. Routzahn reported that they (Highway Operations) started taking down trees this summer, but had to pull off the job to complete other work. They started back up again December 1, 2015 and are taking down more trees and moving the shoulders back on the section off Mink Farm Road.

VII. ROADS BOARD ISSUES (At 31:13 of the video)

A. Mr. Fitzgerald questioned staff as to the policy on repairing gravel roads after a significant weather event that washes out a road. Mr. Fitzgerald said he had received a comment that the Post Office could not deliver the mail on one section of Poffenberger Road due to large amount of rain washing out a section of the road several weeks ago.

Mr. Routzahn replied that in that instance, they may have worked on the road too soon and the soil was too loose. He said it is a timing thing.

B. Mr. Pearre commented that a paved section of Clemsonville Road was abandoned when Lehigh realigned the road. He commented that when a section of road is abandoned, the road should be disassembled to avoid being an attractive nuisance. He stated that people light fires, drink, and use four wheelers on the abandoned road. He commented that if a developer is requesting a section of road be abandoned that they should be responsible for disassembling the road.

C. Mr. Pearre announced that the next meeting will be held on March 7, 2016 at 7:00 p.m. at the same location, 2nd Floor Winchester Room, Winchester Hall, 12 East Church Street, Frederick, Maryland.

VIII. ADJOURNMENT (At 35:00 of the video)

There being no further business, the meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Penny Bryant
Division of Public Works

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