

**ROADS BOARD OF FREDERICK COUNTY**  
**MEETING MINUTES FOR MONDAY JUNE 6, 2016**

~ **Approved** ~

Present were Roads Board members: Peter Pearre, AIA, Chairperson; Paul Fitzgerald, AIA, Vice Chairperson; Steve Haller; Stephen Burd; and John Thomas.

Also present were County staff: Robert Shen, P.E., Department Head, Department of Engineering and 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](http://www.FrederickCountyMD.gov/roadsboard)*

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

- A. The Frederick County Roads Board met on Monday, June 06, 2016, at 7:00 p.m. for their quarterly public meeting. The meeting was held in the 2nd floor Winchester Room, Winchester Hall, 12 East Church Street, Frederick, Maryland. The meeting was called to order by 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 00:01:50 of the video)

A. Public comment was heard from:

1) Ken Meehan, White Oaks Development, Mt. Airy, Maryland

Mr. Meehan presented the following issues to the Board:

- Asked for explanation of the results from the coring tests that were performed on Eastside Drive, Almeria Court, and Niagara Drive in the White Oaks Development. Questioned if the roads were initially top-coated properly. Interested in having the roads repaved due to issues with divots, cracking, and chunks of road falling off.
- Issues with soil erosion and slope repair in development, drainage issues and gullies forming. Questioned whose responsibility to maintain.
- Questioned who is responsible for maintenance of culverts in the development.

Mr. Stitt responded to the above issues:

- Staff looked at the site and interpreted the cores. Cores varied from 6 to 8 inches of asphalt with 2-3 inches of surface asphalt which is typical and adequate for when the roads were originally built. Pavement is in good shape, however, it does qualify for a thin overlay and they plan to add it to the FY17

Overlay contract. Work would include patching of defects, wedge leveling, crown, and surface for all three streets.

- They will do some ditch trimming work on the edge of the road to address the drainage issues. Meanwhile, they will coordinate with Highway Operations to address some of the erosion and drainage issues within the County right-of-way.
- In regard to the soil erosion and maintenance of culverts, staff will look at right-of-ways and maintenance easements to see if the areas of concern are within the County's right-of-way. The culverts that cross under the County roads are the County's responsibility to maintain.

2) Susan Hanson, Poffenberger Road, Jefferson, Maryland

- Presented issues regarding maintenance of gravel roads including grading dry roads causing dust and sediment; bank gouging; and mowing with a boom mower.
- Requested the Roads Board to follow up with DPW staff on the development of customized maintenance practices specifically for gravel roads.

Mr. Pearre stated that he also noticed some roads were graded a day or two before it rained and said they probably should have something that explains why they are done in this manner.

Mr. Routzahn explained that they put calcium on the dirt/gravel roads in the spring, usually before Memorial Day. The roads need to be graded to get them in shape prior to putting down the calcium, whether it is wet or dry. All 60 miles of road need to be done at the same time. He stated that if they do not grade the road first, the calcium may not adhere to it.

Mr. Pearre asked staff if they are working on guidelines or if there is anything pending regarding the maintenance practices for gravel roads. Mr. Shen stated that staff will look into it to see if there is a policy or protocol.

3) Paul Allen, Shoemaker Road, Taneytown, Maryland

Issues regarding Shoemaker Road:

- Reported that someone is deliberately knocking down and breaking the road markers along the first curve on Shoemaker Road.
- Stated that about a year ago, the County graded the road and put a crown on it and it lasted a year. He stated that the County graded it again about a month ago and the quality of work was not as good. He said they did not maintain the crown on the road. He said that they put down calcium and he was pleased with that, and they did not take any more land. He questioned if they can do it one year and be effective, why can't they do it on a regular basis?

Mr. Routzahn responded that the weather is a major factor. If there is a mild winter there will not be as much deterioration of the roads. Factors such as freezing,

thawing, flooding, etc. make a difference in how they treat the roads.

Mr. Haller questioned Mr. Allen on the type of markers that are being knocked down. Mr. Allen said they were the square posts about 2 ½ square with poles. He said the County has replaced them.

III. **OLD BUSINESS** (At 00:27:14 of the video) Note- item IV “New Business” was discussed before III “Old Business”.

A. Approval of minutes of March 07, 2016:

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

B. Update of Rural Roads Program: (R. Shen)

Mr. Shen reported that staff continues to work on updating the Rural Roads Program for approval by the County Executive.

Mr. Thomas questioned Mr. Shen as to when they will receive an update. He also asked if there are other changes they are looking at other than reflecting the change to Charter government.

Mr. Shen said they will check with the County Executive on the status. There are some minor changes in addition to the change to Charter government.

Mr. Pearre asked for clarification that the policy will come back to the Roads Board for review, and then be published online for the public to view. It will then come back to the Roads Board for discussion. Mr. Shen said that is correct. Mr. Olney commented that they will need to clarify with the legal department on the adoption of the policy.

Mr. Haller questioned if it will go to Public Hearing before the Roads Board, and/or the County Council. Mr. Olney said the intent is to have the Public Hearing before the Roads Board with public comment. It is to be determined if it will go to other entities other than the Roads Board.

IV. **NEW BUSINESS** (At 00:25:25 of the video)

A. Roads Board Vacancy:

Mr. Pearre announced that Mr. Haller’s first term on the Board is coming to an end. The position was advertised and they received two letters of interest. They received an application from Mr. Haller (for renewal) and Frederick Wood, Sr. Mr. Pearre stated that the Board is requested to make a recommendation. Mr. Burd made a motion to recommend Mr. Haller, and Mr. Thomas seconded the motion. The motion carried with four votes for Mr. Haller and zero votes for Mr. Wood. Mr. Haller abstained from the vote. The recommendation will be forwarded to the County Executive.

- V. **CIP AND OTHER PROJECT UPDATES** (Presented by Mr. Stitt) (At 00:27:55 of the video)
- A. Ijamsville Road Phase I, Contract B (bridge project): Ijamsville is currently closed at Mussetter Road and traffic is on the new bridge. Estimate about a month to have that intersection open, weather dependent. Anticipate completion of road work in the fall for this phase.
  - B. Ijamsville Road Phase II: Bid was awarded to the low bidder, CJ Miller. Anticipate construction to start within a month.
  - C. Boyers Mill Road Bridge: First phase of the temporary signal is nearly done. The next phase of the temporary signal to shift traffic onto the new bridge will occur on or around June 20. After that switch, there will be another four to six weeks of temporary signal. Expect to have the project substantially complete this fall.
  - D. Pavement Management Program:
    - FY15 contracts: Patch and Repair is 58 percent complete; FY15 Overlay is 53 percent complete; and the FY15 Surface Coat is 28 percent complete.
    - FY16 contracts: The FY16 Overlay contract was awarded to F.O. Day; contract execution is in process, and plan to start construction in July. The FY16 Chip Seal project starts construction later this month. The FY16 Full Depth Reclamation project should go out to bid by the end of this month. The FY16 Patch and Repair contract advertises for bids June 7, 2016, and opens June 27, 2016. The FY16 Surface Coat contracts are under development and should go out to bid later this summer.
  - E. Maryland 85 Short-term Improvements: There is minor top soil, seed, and various punch list items remaining. There are some re-striping areas that need to be done, and they will be done at night.
  - F. Lewistown Bridge Rehabilitation: Project is underway. Roadway is closed; there is a detour for this project. Removed the superstructure and substructure repairs are underway.
  - G. Reels Mill Road Bridge Rehabilitation: Reopened to traffic on May 18, 2016. Project is substantially complete.
  - H. Pete Wiles Road Bridge Rehabilitation: Very similar in scope to Reels Mill Road Bridge rehabilitation. Construction continues. The bridge superstructure is off; caissons on the bridge south abutment have been drilled. The drilling contractors will be moving to the north abutment this week. Anticipate a fall completion date.
  - I. Sidewalk Retrofit Program: Three contracts are in various stages of completion:
    - FY16 Contract A is substantially complete and they are starting the punch list work.

- FY16 Contract B is almost substantially complete.
- Just opened the bids for FY17 Contract and the bids came in under the Engineer's estimate. Expect work to start later this summer.

Mr. Haller asked how long Lewistown Bridge reconstruction project would take.  
Mr. Stitt responded that it would take about a year, weather dependent.

VI. **HIGHWAY OPERATIONS UPDATES** (Mr. Routzahn) (At 00:36:56 of the video)

- A. Tower Road: They have reached their goal of being at the half-way point, everything has been widened. The next phase will start the week of July 11, 2016, weather permitting. They will start placing the stone for the road surface. Once the stone is in place and compacted, in a few weeks they will come back and have a contractor tar and chip the road. Starting in December/January, weather permitting, they will start phase II. Mr. Routzahn said most people are pleased with the work that has been done so far.

Mr. Haller commented that it looks phenomenal.

Mr. Thomas suggested using Tower Road as an example for discussion in regard to the Rural Roads Program - such as the existing petition process, lessons learned, or any potential changes they want to make as part of the policy update.

Mr. Shen replied that the process is being considered in the draft policy they are putting together for the County Executive's approval.

VII. **ROADS BOARD ISSUES** (At 00:39:26 of the video)

- A. Mr. Thomas requested an update on the Shockley/Spectrum Drive connector project.

Mr. Stitt responded that they completed a study and evaluated the feasibility of different structure configurations for the crossing connecting Shockley Drive to Spectrum Drive over I-270. The outcome of the study determined that there are some feasible projects that could be done. Staff met with key property owners and for the most part, they are in favor of the project. There are some access issues and right-of-way acquisitions to work through. Staff made a recommendation in the CIP budget for some design funding in the out-years, but it was not approved in the current budget.

Mr. Thomas asked if they had a scale on the design and construction estimates yet.

Mr. Stitt replied that the construction estimate ranged from thirteen to twenty one million.

- B. Mr. Pearre commented that he is impressed with the amount of work that is being done on his road.

- C. Susan Hanson came forward and commented that the State is doing a lot of redundant impervious pavement removal and questioned if the County has addressed this issue with impervious surfaces.

Mr. Stitt responded that there is an area on East Side Drive in White Oaks with some impervious surfaces that could potentially be taken away. He stated there are some opportunities to reduce the pavement, and the Office of Sustainability would be interested in the credits we get for stormwater and environmental improvements.

Ms. Hanson raised the question of who is responsible for Delauter Road and the DSA project and if that project is moving forward.

Mr. Stitt replied that on Delauter Road, there is a DSA (driving surface aggregate) project from Gambriel Park Road to the Ford. That project is in design, and is about 95 percent complete. It should go out to bid later this summer. He said it is a grant project; they will competitively bid it and hope to get a contractor out there in the fall.

Mr. Pearre asked for some clarification about the redundant road surfaces.

Mr. Stitt replied that they were referring to some paved surfaces that were not really needed and to have some savings in an impervious area, they could be removed. As example, if the road had extremely wide shoulders, the pavement could be reduced. There also could be rare opportunities where they close roads and could entirely eliminate the pavement. He said the State is removing pavement they no longer need to get some credits.

VIII. **ADJOURNMENT** (At 00:46:14 of the video)

There being no further business, the meeting was adjourned at approximately 7:45 p.m. The next meeting will be held September 12, 2016 at 7:00 p.m. in the second floor Winchester Room of Winchester Hall, 12 East Church Street, Frederick, Maryland.

Respectfully submitted,

Penny Bryant, Administrative Assistant  
Division of Public Works

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