

**ROADS BOARD OF FREDERICK COUNTY**  
**MEETING MINUTES FOR MONDAY, MARCH 6, 2017**

**~APPROVED~**

Present were Roads Board members: Peter Pearre, AIA, Chairperson; Paul Fitzgerald, AIA, Vice Chairperson; Steven Burd; John Thomas; and Kirby Delauter, Councilman District 5.

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; Mike Ramsburg, Maintenance Section Supervisor, Office of Highway Operations; and Jason Stitt, P.E., Chief, Office of Transportation Engineering; Michael Chomel, Senior Assistant County Attorney; David Stonesifer, Manager, Office of Highway Operations; Dave 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, March 6, 2017, 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 Chairperson, Peter Pearre 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. Pearre. Mr. Shen introduced the County staff members.
- C. Robert Rules of Order for establishing a standard procedure of conducting meetings was discussed by Michael Chomel. (Key points of the order are attached.) A motion to adopt the order was placed by John Thomas and seconded by Paul Fitzgerald and Steven Burd. The motion passed by a vote of 3-0 for and 1 non vote by Mr. Delauter.
- D. Mr. Pearre advised that Steven Haller is not in attendance do to medical reasons.

**II. PUBLIC COMMENTS (At 00:13:05 of the video)**

- A. Public comment was heard from:
  - Jason Hockensmith, 13105 Tower Road, Thurmont, Maryland
    - Thanked the board for what they have done so far; smoother ride, less mud, ice stays off of it and less trash.
    - He has asked for a school bus stop signs to be installed since parents cars have to park in the lane of traffic to wait for the bus as well as a child waits for the bus by themselves, on the side of the road, and visibility is not good. Mr. Pearre reiterated that once the road is complete, the bus stop should not be located at that location.
    - Mr. Ennis advised that the plans are being reviewed and we are waiting on permits and approval would be in the next few weeks.



- Paul Allen, 12626 Shoemaker Road, Taneytown, Maryland
  - Shoemaker Rd. has a lot of pot holes from the gun club to his section that can be filled by hand, he advised that the road is in pretty good shape except for the potholes.
  - September meeting minutes indicated that he was the one to suggest a survey be completed on Shoemaker Rd but advised Mr. Delauter suggested they do a GPS survey and then 3 years, if the board approves it, do another survey. (June's Roads Board meeting was reviewed and the minutes for September 2017 were deemed to be accurate.) Mr. Pearre advised Mr. Allen that his time was up, thanked him for his time and advised that the meeting minutes would be checked (September, 2016).

**III. OLD BUSINESS (At 00:23:46 of the video)**

**A. Approval of minutes of December 05, 2016:**

Mr. Pearre advised that the issue Mr. Allen brought up would be addressed. Mr. Thomas motioned to adopt the December 5, 2016 minutes with the change, if applicable, that was referenced for September 2016 and seconded by Mr. Burd.

Update of Rural Roads Program: (Jason Stitt)

Mr. Stitt advised that there is no change at this time and the status will be revisited at the next meeting.

**B. NEW BUSINESS (At 00:24:53 of the video)**

A. 2017 Meeting Schedule Issue: Mr. Stitt advised that the second Monday (September meeting) of the month there is fire and rescue related meeting and there is a conflict for coverage. A recommendation for considering the Monday prior to the holiday or the Monday after the normal scheduled day. Mr. Pearre advised that the 18<sup>th</sup> of September 2017 instead of August 28<sup>th</sup>, 2017 seemed best. A motion was placed by Mr. Burd and seconded by Mr. Fitzgerald. The motion passed by a vote of 3-0 for and 1 non vote by Mr. Delauter

B. Open Roads Board Position: Mr. Stitt stated that Mr. Burd's position is coming open at the end of June 2017. He is eligible for a second 5-yr term. His letter of interest was forwarded to the board for a discussion and a vote. Mr. Fitzgerald moved to recommend Mr. Burd and John Thomas seconded. The motion passed by a vote of 2-0 for and 1 non vote by Mr. Delauter.

**C. Frederick City Water Shed: (At 00:29:00 of the video)**

Staff presentation by Dave Olney, PM for DPW concerning the roadways transfer from County inventory to City inventory. Proposal from the City to transfer 4 gravel roads in the water shed to the City. Roads included in the proposal are:

1. Delauter Road
2. Gambrill Park Road
3. Mountindale Road
4. Fishing Creek Road

The City will assume maintenance responsibility, control motor vehicle access, and close a portion of Delauter Road permanently. Public comments for this issue were heard



D. Conestoga Trail – The Russell Property **(At 57:320 of the video)**

The Developer and the HOA petitioned the County to close the southern portion of Conestoga Trail and to make two thirds of the closed portion a private road. They want to add parking to the private portion of the road and reconfigure the intersection with Md. 85. The remaining public portion will be renamed and will be extended into the adjacent Russell Property to bring road access to that area and allow development. Public comments were also heard. Mr. Thomas placed a motion to approve the close and alter petition and this was seconded by Mr. Fitzgerald. The petition passed with a 2-0 vote for, Mr. Burd abstained and 1 non-vote by Mr. Delauter.

IV. **CIP AND OTHER PROJECT UPDATES (Mr. Stitt) (At 1:25:24 of the video)**

- A. Ijamsville Road Phase II, Contract B (bridge project): Coming off of winter shut down and the road will be closed from Route 144 to Reich's Ford Road on or about March 15, 2017. Local access will be provided. Some delays had been experienced due to utilities and are being completed, freeing up the contractors to get back on schedule this spring.
- B. Boyers Mill Road/Bridge: Bridge project is expected to be completed by the close of April. Boyers Mill Road North (Bridge to Gas House Pike) was bid out and awarded to Kinsley Construction with a notice to proceed set for April 3, 2017.
- C. Pavement Management Program:
- FY17 Tar and Chip was awarded to American Paving Fabrics with a notice to proceed to be issue in the spring of 2017.
  - FY17 FDR - Foamed Asphalt component on Jesse Smith Road. Bid opens March 22, 2017
  - FY16 Overlay – Ongoing contract that has restarted this past week.
  - FY16 Patching Contract - Ongoing contract that will restart this spring. No restart date has been determined.
  - FY17 Overlay – Is being put out for bid.
  - FY17 Patch Contract – Is being put out for bid.
- D. Sidewalk Retrofit Program: FY17 contract underway and will be completed this spring.
- E. Community Development Block Grant was received in the amount of \$400k. FY17 project was put out to bid and opened 3/8. FY18 project is out to bid and will be opened 3/23. The FY17 sidewalk contract, grant contract and the FY18 contract will run concurrently.
- F. Roddy Road Covered Bridge Repairs: Structural repairs are complete. Fitzgerald Heavy Timber are complete with their work. Highway Operations crews are currently working on a height warning system. Timber frames will be placed in advance of the bridge for a sacrificial warning. Anticipated opening in 2 weeks, weather depending. A turnaround is being installed south of the bridge.
- G. Delauter Road – Project is near completion. The DSA work will be completed this week with the roadway back up and general clean up remaining.



- H. Ball Road – Project went out to bid March 15, 2017 for pipes that tend to flood and are to be removed and replaced with a culvert.
- I. Bridge Deck Replacements –Replacement projects for two roads; Old Frederick Road and Thurston Road with bids opening March 22, 2017.

Delauter Road and the outside contractors were discussed. Mr. Stitt advised that that proper inspections and testing's were performed along with a warranty period that will continue even after the road is transferred.

Public comment was heard: Jason Hockensmith advised that he doesn't think Delauter Road receives that much traffic and he doesn't think it is going to be an issue with traffic changing and closure. Susan Hanson questioned the investment of money, even though it was a grant. She also stated she has experience with the PA roads and concerning Delauter, there is no mid-road crown and there is a different process. She hopes that when this road fails that it is not held against the DSA standards and she is very disappointed. Mr. Pearre advised that maybe we should take a look at the crowing and Mr. Stitt spoke of the hydraulic benefit and best use of the material. He feels that there should not be an issue and there should be proper drainage. The critical areas would be any ruts that form on the low end of the super elevation. Drainage is broken up with cross culverts and ditches. They did a great job to minimize the erosion of that material. Mr. Stitt also advised that the grant was for environmental saving and to minimize the material transferring to Fishing Creek. It is still unclear whether the transfer will take place but the environmental benefits are the real reason of the project and not the ownership.

V. **HIGHWAY OPERATIONS UPDATES (Staff) (At 01:42:10 of the video)**

- A. Tower Road (Mr. Ennis). Advised that he already has spoken of this update and there is no further information to add.
- B. Gravel Road Maintenance Policies (Mr. Ennis): A PowerPoint presentation was given with responses to concerns as well as other areas of correction that were needed.

Mr. Thomas thanked everyone for their participation. He also commented concerning the crown discussion and definition that is located in the policy. Mr. Fitzgerald questioned about the less traveled roads that might not need dust control on a regular basis and wanted to know if this is possible. Mike Ramsburg from Highway Operations advised that generally the whole road is covered but depends on the funding but makes a difference year around. Every road is covered except those in the City of Frederick watershed. Mr. Thomas placed a motion to approve and this was seconded by Mr. Burd. The petition passed with a 3-0 vote for and 1 non-vote by Mr. Delauter.

VI. **ROADS BOARD ISSUES (At 01:58:50 of the video)**

- A. Mr. Thomas commented on the rural roads program and asked if there was interest in discussing the policy. No interest was shown.

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- B. Mr. Delauter questioned the issue of Manahan Road. Mr. Nipe advised that the foreman had corrected the drop off issue and had called to advise Mrs. Long of its completion. Her acceptance was verified by an email that she had sent. The work order had been closed.

VII. **ADJOURNMENT** (At 02:01:00 of the video)

With there being no further business, the meeting was adjourned. The next meeting will be held June 5, 2017, 2017 at 7:00 p.m. on the second floor Winchester Room of Winchester Hall, 12 East Church Street, Frederick, Maryland.

Respectfully submitted,

David Stonesifer, Manager  
Division of Public Works  
Office of Highway Operations

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