

ROADS BOARD OF FREDERICK COUNTY
MEETING MINUTES FOR MONDAY, MARCH 05, 2018

~Approved~

Present were Roads Board members: Peter Pearre, AIA, Chairperson; Paul Fitzgerald, AIA, Vice Chairperson; Steven Burd;

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; Bill Routzahn, Superintendent, Office of Highway Operations; and Jason Stitt, P.E., Chief, Office of Transportation Engineering; Dave Olney, Project Manager, Office of Transportation Engineering; Charles Stonesifer, Manager, Office of Highway Operations; Jim Gugel, Director, Planning.

(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, March 5, 2018, at 7:00 p.m. for their quarterly public meeting. The meeting is located in the third floor hearing 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.

II. PUBLIC COMMENTS (At 00:49:00: of the video)

Public comment was heard from:

- A. Susan Hanson, 3205 Poffenberger Road – She thanked DPW for addressing her concerns and questions. Her concerns are with the “little roads” that have been tar and chipped and have had significant alterations. They should be handled in a more sensitive and different way than the other roads since they have less traffic and be held at a different standard. 8 roads are being talked about coming out of rural roads program and they are one mile in length each. The Water Shed is 12 miles so there is a total of about 20 miles being lost and effecting the rural aspect of the County. No more DSA, and she wonders if other organizations or office could be approached. If roads that are paved could be brought into the program and if the Board can differentiate and be sensitive to character of these rural roads.

III. OLD BUSINESS (At 00:03:15 of the video)

- A. Approval of minutes of September 18, 2017:

Mr. Fitzgerald motioned to adopt the December 4, 2017 minutes and it was seconded by Mr. Burd. Motion carried.

- B. Frederick City Watershed Road Transfer (Staff Update by Dave Olney) – DPW’s plan of action is to follow the MD Annotated Code procedure to “open/close/alter” a public road. DPW announced its intention to petition the County Council on January 27, February 3, and February 10. DPW will deliver its petition to the Council next week. A hearing is scheduled for April 4, 2018. Counter petitions and public testimony may be submitted at the hearing. The Council will make a decision at that time. The Roads Board’s comments will be included in DPW’s staff report to the Council.

IV. NEW BUSINESS (At 00:05:20 of the video)

- A. Upcoming Roads Board Vacancy – Barbara Wyatt submitted her application and resume for the upcoming Chairperson seat that Mr. Pearre currently holds and will become vacant in September, 2018. Mr. Haller motioned to submit the recommendation to the County Executive to appoint Mrs. Wyatt and it was seconded by Mr. Thomas. Motion carried.
- B. Transportation Priorities Letter and CIP project Requests (Staff Update) Presented by Jim Gugel - The 2018 Annual Transportation Priorities Review (Previously distributed and also attached.) is conducted annually to establish the State primary and secondary highway project priorities as well as a review of other transportation needs and priorities. A focus of the priorities is to highlight the multi-modal components of the County’s transportation network and to identify specific priorities for the state primary and secondary highways for the Maryland Department of Transportation’s preparation of next year’s draft Consolidated Transportation Program (CTP). The State highway priorities are grouped into two categories: primary system and secondary system. Priorities are identified within several categories: Feasibility Study, Project Planning, Final Design, Construction, and System Preservation. For transit projects, the priorities are divided into local priorities for TransIT Services and regional priorities for state operated transit and commuter service. The priorities include capital and/or operating projects. Bicycle and pedestrian facilities address priorities for a network of off-street shared use paths, on-street bikeways, and pedestrian facilities. A Master Plan Study for the Frederick Municipal Airport was completed in 2008. This study provides a guide for short and long-term improvements to the airport. Mr. Gugel advised that the roads board has never been a part of this review because its focus has been on the county system and not the state system. Mr. Thomas advised about the overlap on the county CIP and also with the development of the counties CIP, there is less group input and he would be interested in concept and comments on future county projects. He questions if the county could start having more of an open discussion about the potential projects in September prior to the counties priority road submittal. Chuck Nipe advised that the county does have a process on state funded projects

that are submitted and concept and comments can be accommodated.

- C. Rural Roads Program (Staff Report) Presented by Dave Ennis – Seven basic concerns were noted in Susan Hanson’s December letter to the Board and were addressed:
- Mr. Thomas questions if there are funding issues with the rural roads and if this includes bridge and culvert repair. In response, Mr. Ennis advised that there is enough funding in the rural roads budget. The rural roads are graded up to twice a year, depending on the weather. Mr. Routzahn advised that if the Winter/Spring seasons are wet then more material will be used and that the stone budget for this meets the needs and are not in excess. Mr. Stitt advised that the smaller or emergency repairs come out of the Transportation Engineering or Highway Operations operating budget and the more major repairs come out of the CIP.
1. *Prior notice for work in the Right of Way & Public posting of a Roads list.* The Office of Highway Operations has begun a notification process utilizing door knob hangers. We have begun to place these on doors at least a week in advance of performing maintenance tasks such as drainage work, pipe maintenance, shoulder repair, tree trimming or removal, pavement repair and patching. Contact information for the foreman and Highway Office are included on the hangers. Roads on the PMP list are already posted on the County’s WEB page. It can be found under the Transportation Engineering heading on the DPW WEB page. The list is updated monthly. Additionally, the PMP program has always provided advance notice to property owners either through a posting on doors or mail boxes. They have also coordinated their work directly with property owners on a case by case basis in an effort to provide excellent customer service. New this year is a posting of tar & chip overlay work performed by OHO staff with the rental paver. This list has been added to the same WEB page as the PMP listing for the public’s convenience. While we will do our best to post this information in a timely manner, we cannot guarantee that it will be posted far enough in advance as to be discussed at a Roads Board meeting prior to the work being performed.
 2. *Widening of tar & chip roads or placing an asphalt overlay on top of a tar & chip road.* All roads not part of the rural roads program are maintained to the standards currently in place within DPW to provide a safe transportation network for the citizens of Frederick County. Trees needing to be trimmed or removed are done so in accordance with our Roadside Tree Trimming Procedures (November 2017). Shoulder mowing and tree trimming occur prior to a road overlay project. As a result of this maintenance activity, it

may appear that the road has been widened even before the actual overlay begins. Wholesale widening of County roads is not a goal or desire of DPW. DPW has established standard procedures for In-house patching & paving to ensure that roads are maintained and not needlessly widened without documented reasons such as ingress/egress for emergency vehicles and public school buses, 2 car pass ability or historical instances of vehicles running off the edge of the pavement. Paving of tar & chip roads by OHO staff does not change the road from tar & chip to asphalt. The asphalt overlay is simply a wedge & level course that re-establishes a proper cross section to the road. It does not provide a structural component normally associated with an asphalt road (stone base with 6 or more inches of asphalt).

3. *Mileage of gravel roads since establishment (65.4) of the Rural Roads Program.* At this time, there are 57.46 (not 46) miles of gravel roads in the rural roads program. This represents a decrease of 12 %, not 30%. The City of Frederick has expressed an interest in taking over maintenance responsibility and jurisdiction over 12 miles of gravel roads in the watershed. The City has not expressed a desire to stabilize the roads.
4. *Celebrate the roads highlighting their special status with signage.* DPW produces and installs traffic control signs. It is not our mission, nor do we have a budget to fabricate and install these type of celebratory signs. The Rural Roads program is silent when it comes to installing this type of signage. Should Friends of the Rural Roads wish to provide signs with posts meeting Frederick County standards, our staff will install them. However, it should be noted that excessive signage on these roads is not in keeping with the rural character of these roads.
5. *Request that another road be selected for DSA.* There are now two roads (Poffenberger and DeLauter) that have a DSA surface. These roads provide a sufficient basis for study & analysis. At this time, there are no plans to expand this program nor is there funding in place.
6. *Maintenance practices be followed for gravel roads, including that dust control not be subject to budget constraints.* Budget constraints cannot be ignored. Safety concerns must take precedence. This is why the policy was drafted with this language.
7. *It should be easier to get into the program then to get out.* Changes to a roads status must be the same whether it is proposed to enter or leave the program.

V. **CIP and OTHER PROJECT UPDATES (Jason Stitt) (At 00:53:55 of the video)**

- A. Ijamsville Road Phase II – Road is accessible and completion is scheduled before June 2018.
- B. Boyers Mill Road/Bridge – Bridge lighting upgrades are set to be completed in March 2018. The road project from the Bridge to Gas House Pike had minor work completed with the partial winter shut. Estimated completion date of July 2018. Project does have weekend closures to date, no closures have been requested by the contractor
- C. Pavement Management Program –
 - FY17 Overlay – 57% complete, started back up today 3/5/2018
 - FY17 Patch and Repair – 96% complete, plan to use this contract to install truck turnaround on MD 75 north of the CSX Crossing. Anticipate the turnaround to be constructed this summer.
 - FY18 Chip Seal – Coming out in April/May
 - FY18 Overlay – Coming out in April/May
 - FY18 Patch and Repair – Coming out in April/May
 - FY18 Surface – Awarded and the Pre-con meeting is scheduled
- D. Ball Road Culvert Replacement – Scheduled to be finished in June 2018.
- E. Bridge Deck Replacement –
 - Thurston Road, project turned into a super structure replacement. Beams are coming in March 16, 2018 and will be reopened to traffic the end of June 2018
 - Old Frederick Road, beam repairs are being made offsite. Beams scheduled to be delivered March 30 and bridge will be open before the end of June 2018.
- F. Gas House Pike Bridge – Road was closed for a gas line relocation for approximately up to 2 months. The relocation will facilitate a planned bridge project that will be advertised sometime this year with a start in late fall 2018 or spring 2019.

VI. HIGHWAY OPERATIONS UPDATES (Bill Routzahn) (At 00:1:00:15 of the video)

- A. Snow Removal Update – It has been a mild winter thus far. Through 13 events throughout this winter, we have worked 23 days doing some type of snow/ice removal. Freezing rain and ice take a lot more material. Snow you are able to pretreat and push off later on. This is the second year with brine. You cannot apply brine when there is going to be rain and a lot of events this season have had rain before the freezing rain, sleet and/or snow. It would take 2.5 days to pretreat all county roads so we tried to treat spot the roads with heavy traffic. In the future we foresee using less material. We used approximately 70,000-gallons of brine for pretreating, 17,000-ton of salt, 600-ton of antiskid, and 18,000-gallon caliber M1000 which helps with the melting at lower temperatures. Putting the brine down prior to the start of the storm saves in cost. Mr. Pearre advised that he has noticed such a difference.

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VII. ROADS BOARD ISSUES (At 01:05:29 of the video)

- A. Mr. Fitzgerald showed support for Mrs. Hanson's comments on the "little roads" as he calls them the "in-between roads". He understands the safety upgrades that are necessary but would like to see about keeping the characteristics of a rural road. Also on Old Middletown Road between Bussard and Roy Shaffer, there were a number of trees, approx. 50, that were removed and the remaining trees were trimmed up. He questioned the reasoning. Mr. Stitt advised that he was unsure if this was a PMP list but he will check and advise.

VIII. ADJOURNMENT (At 01:07:30 of the video)

With there being no further business, the meeting was adjourned. The next meeting will be held June 4, 2018, at 7:00 p.m. on the first floor Hearing 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