

HILLSDALE COUNTY ROAD COMMISSION

April 9, 2026

MINUTES

Meeting was called to order by the Chair, Robert Godfrey, on Thursday, April 9, 2026, at 10:00 a.m. at the Road Commission Office.

Members Present: Bob Godfrey, Gary Leininger, Kathy Schmitt, Mark Kline, and Mike Parney (left between 10:45 a.m. – 11:10 a.m., left at 12:08p.m.).

Staff Present: Bob Griffis, Manager.
Katie Kirkpatrick, Clerk.
Kwinn Leva, Administrative Assistant.

Visitors Present: Doug Ingles, Hillsdale County Commissioner.
Eric Clossor.
Jody Yoder.
Ken Todd.

Pledge of Allegiance

APPROVAL OF AGENDA

#26-051 Kathy Schmitt moved, Mark Kline supported, to approve the agenda, with two additions, for April 9, 2026.

Motion Carried.

APPROVAL OF MINUTES

#26-052 Mark Kline moved, Kathy Schmitt supported, to approve the minutes for March 24, 2026.

Motion Carried.

CONFIRMATION OF ACCOUNTS PAYABLE AS AUTHORIZED FOR PAYMENT BY THE STAFF

#26-053 Gary Leininger moved, Mark Kline supported, to approve the following:

Bills in the amount of \$298,895.65 and electronic funds transfer in the amount of \$81,832.09 for the total of \$380,727.74 per Regular Accounts Payable Register dated April 2, 2026, as authorized by the manager and clerk.

Motion Carried.

HILLSDALE COUNTY ROAD COMMISSION

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CONFIRMATION OF PAYROLL AS AUTHORIZED FOR PAYMENT BY THE STAFF

#25-054 Mark Kline moved, Kathy Schmitt supported, to approve the following:

Regular payroll in the amount of \$138,579.59 per Payroll Check Register dated March 26, 2026, as authorized by the manager and clerk.

Regular payroll in the amount of \$166,336.97 per Payroll Check Register dated April 9, 2026, as authorized by the manger and clerk.

Motion Carried.

TREASURER'S REPORT PRESENTED

The treasurer's report was presented by the clerk as follows:

Beginning Balance-Cash & Investments	\$ 2,871,510.81
Receipts	\$ 997,327.01
Disbursements	(\$ 685,644.30)
Ending Cash & Investments Balance	\$ 3,183,193.52
Less: CD Reserved for 2 trucks	(\$ 703,473.76)
Ending Available Fund Balance	\$ 2,479,719.76

Note: Outstanding Accounts Payable = \$-629.46

As there were no questions or comments regarding the report, the chair declared the report to stand approved as read.

Motion Carried.

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LIMITED PUBLIC COMMENT

At 10:08 A.M., the chair opened the meeting to limited public comment.

Eric Clossor discussed Harmon Road.

Jody Yoder discussed View Drive and Dale Drive.

Doug Ingles stated that the county lost a computer server.

Manager's Comments

Waiting to see if any townships sign contracts for culvert replacements.

Met with EGLE for the Somerset Road north of Stewart Road Structure and there are some other options.

Started the Frontier Road south of Burt Road Culvert.

Bacon Road east of Rumsey Road Culvert has been ordered.

Hartley Road at Lickley Road Bridge was submitted for the earmark with Representative Wortz and FY 2029 Local Bridge Program.

Critical Bridge Applications have been submitted.

Certified letters have been sent to the Pittsford Road property owners.

Looking into hiring a consultant to do the 5 year inspection on the dam under State Road.

Need to finish the ditch and de berm project on Gilmore Road.

State Crews have been cold patching, trimming brush, and scraping shoulders.

County Crews have been cold patching, scraping gravel roads, and tree and brush work.

Contractor is finishing hauling limestone.

Started summer hours and night crew ended 4/6/2026.

Garage has started getting equipment ready for the construction season.

In the process of hiring seasonal personnel.

Will add \$1 per ton for delivery of limestone.

Going to put out RFP for the 26, 27, & 28 audit.

Heartwood/Primoris Solar Project plans to gravel, paver patch and chip seal roads involved in the project.

Discussed water issue on Harmon Road and South Hillsdale Road.

Discussed water issue at Merry Lake.

Discussed the recent driveway on Litchfield Road near US-12.

Talked with the townships regarding Corrigan not doing individual brining on the roads.

South East District Meeting is 5/4/2026 at Lewis Emery Park Community Center.

Requested permission to post a job posting for a new manager.

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Old Business

AWARD CURB SWEEPING BID RFB# 031-26

- #26-055** Gary Leininger moved, Kathy Schmitt supported, to award the Curb Sweeping Bid to SCA of MI, LLC for \$0.051091537 per lineal foot. Bid tabulation attached.

Motion Carried.

APPROVE REGULATIONS AND WORK RULES

- #26-056** Kathy Schmitt moved, Mark Kline supported, to approve Regulations and Work Rules. Regulations and Work Rules attached.

Motion Carried.

APPROVE POLICY #508 – DRUG AND ALCOHOL TESTING POLICY

- #26-057** Gary Leininger moved, Kathy Schmitt supported, to approve Policy #508 – Drug and Alcohol Testing Policy. Policy #508 – Drug and Alcohol Testing Policy attached.

Motion Carried.

New Business

Gary Leininger discussed potholes on M-99 in the City of Hillsdale.

Gary Leininger discussed tubes on Dimmers Road west of S. Hillsdale Road.

APPROVE RFP DESIGN AND CONSTRUCTION ASSISTANCE ENGINEERING SERVICES FOR MOSHERVILLE RD AND LICKLEY ROAD

- #26-058** Gary Leininger moved, Kathy Schmitt supported, to award the RFP Design and Construction Assistance Engineering Services to Rowe not to exceed \$191,700.00. RFP Design and Construction Assistance Engineering Services attached.

Motion Carried.

HILLSDALE COUNTY ROAD COMMISSION

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APPROVE CASH PAYMENT FROM PIVOT ENERGY

- #26-059** Gary Leininger moved, Mark Kline supported, to approve accepting a cash payment of \$200,000 for sections of Somerset Road and sections of Vicary Road, and \$100,000 for sections of Card Road near M-49, for road repairs from Pivot Energy following solar work.

Motion Carried.

APPROVAL TO PURCHASE 2 WESTERN STAR CAB AND CHASSIS FROM WOLVERINE FREIGHTLINER EASTSIDE, INC.

- #26-060** Mark Kline moved, Kathy Schmitt supported, to purchase two 2027 Western Star Cab and Chassis for \$162,858.00 each, from Wolverine Freightliner Eastside, Inc.

Motion Carried.

APPROVAL TO PURCHASE TWO NEW PICKUPS FROM LAFONTAINE AUTOMOTIVE GROUP

- #26-061** Kathy Schmitt moved, Mark Kline supported, to purchase two new GMC Pickups for \$52,770.00 each, from LaFontaine Automotive Group.

Motion Carried.

APPROVAL TO PURCHASE A 2024 DODGE 3500 DUMP TRUCK FROM CRONIN HILLSDALE

- #26-062** Kathy Schmitt moved, Mark Kline supported, to purchase a 2024 Dodge 3500 Dump Truck from Cronin Hillsdale for \$56,601.00.

Motion Carried.

HILLSDALE COUNTY ROAD COMMISSION

April 9, 2026

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APPROVE TOWNSHIP CONTRACTS

The following township agreements were presented for board approval.

<u>Township</u>	<u>Work Type</u>	<u>Est. Cost</u>	<u>Twsp. Share</u>
Scipio	Road Stabilization – 31 Miles	\$ 18,600.00	\$ 9,300.00
	1 Application		
	Processed Gravel	\$ 35,000.00	\$ 15,000.00
	1,000T - Various Roads		
Jefferson	Road Stabilization – 37 Miles	\$ 22,200.00	\$ 11,100.00
	1 Application		
	Streets in Pittsford -	\$ 61,200.00	\$ 37,350.00
	North, Hamilton, Market, Ann & Cherry (West of Pittsford Rd)		
	Paver Patch, Sealcoat, Fog Seal, Shoulder Gravel		
	Lake Pleasant Road	\$ 74,310.00	\$ 45,435.00
	Reading Road to Black Road		
	Paver Patch, Sealcoat, Fog Seal, Shoulder Gravel		
Cambria	Road Stabilization – 16 Miles	\$ 9,600.00	\$ 4,800.00
	1 Application		
	23A Limestone	\$ 72,750.00	\$ 42,750.00
	1,500T - Various Roads		
	Cambria Rd – Lilac/Bigelow	\$ 113,400.00	\$ 68,100.00
	Paver Patch, Sealcoat, Fog Seal, Shoulder Gravel		
Wright	Burt Road – Pittsford/Lickley	\$ 63,255.00	\$ 39,300.00
	Paver Patch, Sealcoat, Fog Seal, Shoulder Gravel		
	Lickley Road – Center/Hartley	\$ 47,255.00	\$ 28,425.00
	Paver Patch, Sealcoat, Fog Seal, Shoulder Gravel		

#26-063 Gary Leininger moved, Mark Kline supported, that the township agreements, contingent on prioritization, be approved and signed.

Motion Carried.

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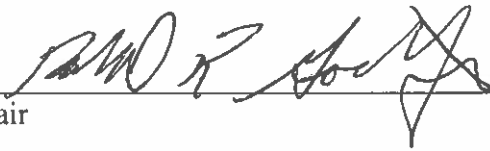
LIMITED PUBLIC COMMENT

At 12:20 P.M., the chair opened the meeting to limited public comment.

Ken Todd discussed Cronk Road and material for township contracts.

Eric Clossor discussed Kercher Road, Cambria Road, and Camden Road.

Meeting Adjourned– 12:27 P.M.


Chair


Clerk

CONTRACTOR	STATE ROADS 74,457LFT	COUNTY ROADS 13,700LFT	TOTAL	START DATE	
Sani Sweep, INC. 2450 Riverhill Dr. NW Grand Rapids, MI 49534	\$0.20/ft	\$0.20/ft			
SCA of MI, LLC 4141 Rockside Rd Seven Hills, OH 44131	0.051091537/Inf	0.051091537/Inf			

Bid Awarded to : SCA of MI by the Board of County Road Commissioners on April 9, 2026
with MDOT approval.

HILLSDALE COUNTY ROAD COMMISSION

Regulations & Work Rules

Adopted: 8/14/2008

Revised: 9/9/2021

Revised: 4/9/2026

The following rules and regulations, and the penalties to be charged for violation of same, are hereby placed into effect, so that all employees may know what is required of them in their workplace conduct as county road commission employees. Employees are to follow the highest business ethics and standards of conduct as further defined in the "Ethics and Standards of Conduct Policy" adopted by the Board on 8/14/08.

The purpose of these rules and regulations is not to restrict the rights of anyone, but to define and protect the rights of all and to ensure cooperation. Committing any of the following violations may be sufficient grounds for disciplinary action ranging from reprimand to immediate discharge, depending on the seriousness of the offense in the judgment of Management.

REGULATIONS

1. The regular 8-hour workday shall run from 7:00 a.m. to 3:00 p.m. with one thirty (30) minute paid break per day of work normally taken from 11:30 a.m. to 12:00 a.m. as a 30-minute on-the-job paid lunch break. There shall be no coffee break in the morning or afternoon.
2. Computer timekeeping/timecards and material tickets (if applicable) shall be completed by each employee at the end of each shift for each day worked. If an absence on a scheduled workday is planned, kiosk entry/timecard(s) shall be filled out by the employee prior to the absence. If the absence is unplanned, the employee shall advise their supervisor how he/she wants to cover their absence (sick time, vacation, etc.) when they call in before the beginning of their shift, and the employee shall enter/fill out timecard(s) upon return to work.
3. Fuel tickets shall include odometer and/or hour meter readings.

4. Actual starting or quitting times shall be entered in the kiosk/on the timecard to correlate with the number of hours you worked. If an employee leaves work at midday for personal business, and later returns to work, add the time you left and returned in the kiosk/on the timecard. If an employee is entitled to a special pay rate, check the appropriate box in the kiosk/on the timecard. In certain high production situations, the superintendent or foreman may authorize the employee to work through their 30-minute paid lunch break. In this case, the employee shall check the appropriate box in the kiosk/on the timecard and will be paid an additional ½ hour for lunch. Working through lunch breaks shall not become a general practice and will only be deemed necessary when pre-authorized by your supervisor.
5. Time may be charged by the quarter hour during the workday. All employees shall explain the work they performed with road name(s) in the kiosk/on back of timecard and/or use scraping maps when scraping gravel roads.
6. When an employee is called at home to come in to work overtime, the employee's paid time starts when they report at the garage for work. The paid time does not start when the employee receives the phone call. The supervisor's log of who was called, or left a message for, will serve as the official record of call-in.
7. When an employee is called in to work sometime in the middle of the night for several hours and the work continues into the regular working day, employee may leave to get breakfast **ONLY** with the approval of their foreman. Also, the employee will not be paid for time spent at breakfast.
8. Pay day is every other Thursday the year-round. Notwithstanding any extenuating circumstances, manual payroll checks will normally be distributed Thursday afternoon, and electronic direct deposits will normally be deposited in the employee's specified bank account(s) on Thursday. (No early check privileges allowed.)

WORK RULES

Group 1 - Offenses resulting in possible penalty of immediate discharge:

- a) Theft of employer's or fellow employee's property
- b) Sabotage or deliberate damage to employer's or fellow employee's property or equipment
- c) Immoral or indecent acts while on duty or on premises of employer
- d) Violation of HCRC Drug-Free Workplace Policy, Rules and Regulations
- e) Harassment & Sexual harassment
- f) Traffic accident resulting in fatality when citation is issued to employees after full investigation
- g) Any other act which would bring gross discredit upon employer

Group 2 - Offenses resulting in possible penalty as follows:

1st offense - Written warning and 1 week suspension without pay, sick leave or vacation

2nd offense – Discharge

- a) Deliberate waste of materials
- b) Gambling on employer's premises or during work hours
- c) Distribution or possession of obscene literature or pictures while on employer's premises or during work hours
- d) Insubordination or refusal to perform work as assigned
- e) Deliberate falsifying work reports or time slips
- f) Possession of, use of, or under the influence of intoxicating beverages during work hours
- g) Traffic accident resulting in personal injury when citation is issued to employees after full investigation
- h) Fighting on premises or during work hours or violation of board policy against violence in the workplace

Group 3 - Offense resulting in possible penalty as follows:

1st offense - Written warning

2nd offense - Written warning and 2 days suspension without pay, sick leave or vacation

3rd offense - discharge

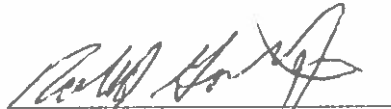
- a) Violation of safety rules and regulations
- b) Repeated tardiness
- c) Absenteeism without 30-minute notice to employee's supervisor prior to beginning of regular workday
- d) Inferior workmanship, sleeping or loafing on job
- e) Failure to perform required amount of work over a period of time
- f) Failure to follow daily orders or follow supervisors' instructions
- g) Leaving worksite prior to proper time of departure or arriving back to garage prior to reasonable time allowed for clean-up and filling out kiosk/timecard, material tickets, etc.
- h) Operation of Employer's equipment in a manner inconsistent with Commission policy, safety procedures, training, or the law.
- i) Smoking and use of tobacco products in all buildings, offices and garages owned and operated by the road commission
- j) Misuse of lunch break, sick leave, or other benefits
- k) Holding association meetings on employer's time or on employer's property without employer's knowledge and permission, except as authorized under grievance procedure
- l) Traffic accident resulting in property damage when citation is issued to employee after full investigation
- m) Failure to report accidents or personal injury as soon as possible
- n) Failure to promptly report concerns regarding the condition or operation of equipment, i.e., as soon as possible but in no event later than the end of the workday, and/or failure to perform daily pre-trip inspection and form.
- o) Failure to properly maintain your equipment (i.e., lubrication, cleaning, servicing, etc.)
- p) Failure to properly operate your equipment wherein repeated damage occurs from your operating technique
- q) Violation of the HCRC Computer Internet and E-mail Policy
- r) Unauthorized use of county equipment and transporting of passengers, other than HCRC employees, in road commission-owned equipment
- s) Excessive personal phone calls that interfere with work and/or the employee's ability to get his/her work done on a timely basis.

MISCELLANEOUS

- 1) Three warnings or written reprimands within a period of one year constitutes sufficient grounds for discharge.
- 2) An employee's absence without notifying the employer for a period of three consecutive workdays shall be considered as the employee's resignation.

IN WITNESS WHEREOF, Board of County Road Commissioners of the County of Hillsdale hereby adopts these regulations and work rules as of the day and year signed below.

BOARD OF COUNTY ROAD
COMMISSIONERS
OF THE COUNTY OF HILLSDALE



Robert R. Godfrey, Chairman

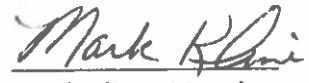


Gary Leiminger, Vice-Chair

Mike A. Parney, Member



Kathleen A. Schmitt, Member



Mark Kline, Member



POLICY# 508

DRUG AND ALCOHOL TESTING POLICY

Effective: November 14, 2024

Revised: April 9, 2026

Not only can the use and/or abuse of drugs or alcohol jeopardize the health, safety and well-being of the individual user and all of our employees, it can also endanger the safety of the general public, jeopardize the safety of our roads and highways and cause serious accidents and casualties. In view of these problems, the HCRC wants to clearly state its policy to accurately detect and deter the use of drugs and alcohol in our transportation and work environment, either through testing, cessation of use, or termination of employment. This Policy is intended to comply with the United States Department of Transportation (DOT) regulations regarding drug and alcohol testing.

I. DEFINITIONS:

- A. **"Alcohol"** means any alcohol or intoxicating liquid containing alcohol or other fermented or distilled liquors.
- B. **"Commercial Vehicle"** means any self-propelled or towed vehicle used on public highways to transport passengers or property, wherein the vehicle has a gross vehicle weight rating or gross combination weight rating of twenty six thousand one (26,001) or more pounds, the vehicle is designed to transport more than sixteen (16) passengers, including the driver, or the vehicle is used in the transportation of hazardous materials in a quantity requiring placarding under regulations issued under the Hazardous Materials Transportation Act, or any Employer vehicle or equipment.
- C. **"Controlled Substance Abuse"** includes using a prescribed drug for purposes other than those for which the drug was prescribed or not in the prescribed manner.
- D. **"Driver"** means an employee who is required to maintain a Commercial Drivers License (CDL) by the HCRC whether the law or their position requires a Commercial Drivers License (CDL) or not.
- E. **"Premises"** includes, but is not limited to, all property, whether owned or leased or used by the HCRC. This Policy also includes any other locations or modes of work or transportation to and from those locations and/or while in the course and scope of employment.
- F. **"Prohibited Substances"** means drugs and controlled substances, the possession or use of which is unlawful, pursuant to the laws of any country and Federal, State, and local laws and regulations in the United States, including those listed in Schedule I (21 CFR Part 1308) or identified in Appendix D of the Federal Motor Carrier Safety Regulations. Examples include street drugs such as cocaine, heroin, marijuana (even if prescribed by a physician), and phencyclidine and controlled substances such as amphetamine, methamphetamine, and barbiturates. Drugs and controlled substances that are not legally obtainable, or that are legally obtainable but have not been legally obtained, are also considered to be "prohibited substances."
- G. **"Reasonable Suspicion"** is the observation of aberrant or unusual on-duty behavior of an individual employee which:
 - a. is observed on-duty by the employee's immediate supervisor or higher-ranking employee who, through training or experience, can recognize the symptoms of drug abuse, impairment or intoxication (which observations shall be documented by the observers); and

- b. is the type of behavior which is a recognized and accepted symptom of intoxication or impairment caused by controlled substances or alcohol or addiction of or dependence upon said substances; and
 - c. is not reasonably explained as resulting from causes other than the use of controlled substances and/or alcohol (such as, but not by way of limitation, fatigue, lack of sleep, side effect of prescription or over-the-counter medications, reaction to noxious fumes or smoke, etc.)
- H. **"Reportable Accident"** means a job-related accident or job-related incident which results in personal injury which requires off-site medical care or treatment or in the sole discretion of the manager due to carelessness or neglect causes property damage estimated to **exceed \$2,000.00**.
- I. **"Under the Influence"** means that the worker is impaired in his/her ability to safely, efficiently, or competently perform the duties of his/her job due to use of or having in their bodily system alcohol, or illegal drugs. A determination of impairment may be made by analysis of breath, blood, or by personal observation and assessment.
- J. **"Under the Influence of Alcohol"** means a blood alcohol level of 0.02% BRAC or greater.

II. **DRUG/ALCOHOL USE PROHIBITIONS**

No Employee of HCRC shall:

- A. Possess, be under the influence of, or use, any prohibited substance, narcotic drug, any derivative thereof, or any other substance to a degree which renders the employee incapable of safely performing his or her duties, while on duty, while on HCRC Premises, or while operating a motor vehicle or equipment for HCRC business.
- B. Consume an intoxicating beverage regardless of its alcoholic content, or be under the influence of an intoxicating beverage, within four (4) hours before going on duty, or operating, or having physical control of a motor vehicle or other vehicle or equipment.
- C. Consume an intoxicating beverage regardless of its alcoholic content, be under the influence of an intoxicating beverage, or have any measured alcohol concentration of 0.02% or greater while on duty, while on HCRC Premises, or while operating, or having physical control of a motor vehicle or other vehicle or equipment.
- D. Refuse to sign a consent or release form authorizing the collection of the specimen, analysis of the specimen, and release of the results to the HCRC.
- E. Refuse to cooperate with the collection site personnel, HCRC personnel, or in any way refuse to provide a specimen when required.
- F. Refuse to provide a specimen when required under this policy.

- G. Fail to inform appropriate HCRC officials of a reportable accident as soon as possible.
- H. Use alcohol or other prohibited substances within eight (8) hours of a reportable accident or until:
 - a. The employee has been drug and alcohol tested, or
 - b. The employee's conduct has been discounted as a contributing factor in the accident and will not be required to provide a specimen.
- I. Distribute prohibited substances to any other employee while on HCRC'S Premises.

III. MANDATORY TESTING AND POLICY ENFORCEMENT

Employees are informed, advised and reminded that HCRC employees perform safety sensitive work, and that the Policy is for the protection of the entire work force. Therefore, employees should have no expectation of privacy while on the HCRC'S time, when operating a motor vehicle or other vehicle or equipment for HCRC business, while representing or conducting business on behalf of HCRC and/or on HCRC'S premises.

The following procedures will be employed to ensure compliance with this policy.

- A. **Testing.** Employees are required to submit to drug and alcohol testing under the following circumstances:
 - a. After receiving a conditional offer of employment.
 - b. Where HCRC has reasonable suspicion to believe that an employee is under the influence of a prohibited substance or alcohol while on duty, while on HCRC'S Premises or while operating a vehicle or other equipment for HCRC business.
 - c. As part of biennial physical where required by law.
 - d. As part of a transfer/promotion to a position which requires possession of a Commercial Driver's License.
 - e. As part of a random selection process.
 - f. Follow-up testing as required by the rules of the Department of Transportation (the employee is responsible for the cost of follow-up testing); and
 - g. Following a reportable accident/incident.
 - h. Upon returning to work after an absence of thirty (30) calendar days or more due to layoff or leave of absence (other than FMLA leave unless the cause of the FMLA leave was related to substance abuse).
- B. **Post-Accident Testing.** Alcohol testing shall be done as soon as possible but not later than eight (8) hours following a "reportable accident". The drug specimen will be collected as soon as possible, not to exceed thirty-two (32) hours after the accident.

C. **Searches.** An employee's refusal to submit to 1) a lawful security exam, 2) a lawful search or 3) inspection of his/her personal property located on Hillsdale County Road Commission premises, work sites or facilities, including, but not limited to, Hillsdale County Road Commission buildings, parking lots, driveways and vehicles, or to a physical examination, including but not limited to, the collections of urine or breath samples to be submitted for alcohol, illegal drug and controlled substances screening and confirmation tests, where the Employer has reasonable suspicion based on specific, contemporaneous, articulable objective evidence that the employee is in violation of the Employer's work place policy shall be grounds for discharge. Such objective evidence may include observations concerning the employee's appearance or behavior indicating the chronic and withdraw effects of controlled substances.

D. **Testing Procedure.** All tests will be conducted in accordance with applicable regulations published by the Department of Transportation in a manner allowing individual privacy unless there is a reason to believe that a particular individual may/or has altered or substituted the specimen provided. All tests will be collected at designated collection sites under the supervision of trained collectors.

E. **Availability of Test Results.** The results of any drug test and records connected with the testing procedure will be made available to the individual tested upon written request. The results of the tests themselves are reviewed by a licensed physician who has knowledge of substance abuse disorders (MRO). If the tests are positive, the individual tested will be advised of the results and the type of drug or drugs discovered. The individual tested will be given the opportunity to discuss the test results with the licensed physician prior to the time the test results are made available to HCRC. After notification of

the MRO's final positive determination, the employee has seventy-two (72) hours to request a test of the "split specimen" at another DHHS certified laboratory designated by HCRC.

- i. The documentation of results of the test will not be made available to other parties except upon the written request of the individual, or when an applicable DOT regulation requires such disclosure, or if in the MRO's reasonable judgment, the information could result in the employee being medically unqualified to perform their duties, or if the information would cause a safety risk.

F. **Re-testing of Original Split Specimen.** The employee may request the MRO in writing, to have the "split specimen" of a positive test re-tested at another DHHS certified laboratory selected by HCRC. The employee will be required to pay the laboratory fee for the retest, in advance. In the event an employee requested "split specimen" test is determined to be negative by the independent laboratory test; the employee shall be reimbursed for their advance payment of laboratory fees.

IV. PRESCRIPTION AND NON-PRESCRIPTION MEDICINE

Before any drug test is given, the employee or prospective employee may note the use of any prescription or non-prescription medications. The laboratory procedures will report the significant presence of all prescription and non-prescription drugs.

Any employee using a medication which their physician has advised the employee the use of such medication may affect the employee's ability to safely operate a motor vehicle, or the employee's ability to otherwise perform the duties of their position, shall promptly notify the Employer that they are currently using such medication.

The presence in the body of over-the-counter or prescribed drugs lawfully obtained with a prescription and taken in the appropriate manner, **other than marijuana**, will not be grounds for disciplinary action, so long as the employee discloses the lawful use of those drugs to the medical clinic, physician's office, or hospital designated by HCRC before a drug test is administered and the use of the drugs does not impair the employee's judgment, ability, or performance while at work. For prescribed drugs, "taken in the appropriate manner" means that a physician prescribed the drug for the employee and that the employee used the drug according to the prescribed dosage and frequency of use. **Employees are strictly prohibited from using, having in their bodily system or being under the influence of marijuana, regardless of a prescription.**

V. SELF-REFERRAL FOR TREATMENT

HCRC recognizes that an employee who is unfit for duty due to drug or alcohol abuse is a safety risk to themselves, their fellow employees and the motoring public. Consequently, HCRC believes strongly in the concept of zero tolerance regarding substance abuse in the workplace. To this end, HCRC seeks to deter substance abuse through the implementation of this Policy. However, HCRC encourages its employees, who may have substance abuse problems, to voluntarily refer themselves to treatment programs. Said self-referral must occur prior to selection for testing, or identification of a positive result.

An employee who initiates their own treatment shall be exempt from the penalties of this Policy, subject to the terms and conditions set forth herein.

In order to be exempt, the employee's self-referral must occur prior to any HCRC initiated testing. The Self-Referral declaration by an employee at the time of testing shall not be allowed as an exemption from the implementation of discipline under this Policy.

An employee who has referred themselves for treatment shall be required to successfully complete a substance abuse rehabilitation program that includes a return-to-work drug and alcohol test prior to their return to work. In the event an employee tests negatively, the employee will be allowed to return to work. If s/he tests positive, the employee must successfully complete a HCRC-approved substance abuse rehabilitation program including execution of a medical information waiver which gives the rehabilitation provider(s) the authorization to share confidential medical information so that HCRC can monitor the employee's progress in the treatment program.

VI. PENALTIES FOR POLICY VIOLATIONS

In addition to the penalties mandated by the Department of Transportation (see below), any s/he violates any provision of this Policy shall be subject to discipline up to and including immediate discharge.

A. Department of Transportation Violations:

- a. A driver who refuses to provide the required specimens when the driver has been involved in a fatal accident or fails to give a urine sample in accordance with post-accident testing requirements may be disqualified to operate a commercial vehicle for one (1) year and may be discharged from employment with HCRC.
- b. A driver shall be disqualified to operate a commercial vehicle for a period of one (1) year, following a positive result of controlled substance use, when the driver has been involved in a fatal accident and shall be discharged as an employee of HCRC.
- c. A driver who operates a commercial vehicle while under the influence of alcohol as hereinafter defined shall be discharged as an employee of HCRC and shall be disqualified to operate a commercial vehicle for a period of one (1) year after the date of conviction if during the three (3) years preceding that date the driver was not convicted of an offense that would otherwise disqualify the driver. A driver is disqualified for three (3) years after the date of their conviction if during the three (3) years preceding that date; he was convicted of an offense that would disqualify him to operate a commercial vehicle as a consequence of driving a commercial vehicle under the influence of alcohol or other prohibited substance, under the following circumstances:
 - i. The driver was driving a commercial vehicle at a time the driver's alcohol concentration was 0.04% or more; or
 - ii. Driving under the influence of alcohol as prescribed by state law; or
 - iii. Refusal to undergo such testing as is required by any state or jurisdiction for the presence of alcohol; or
 - iv. Driving a motor vehicle under the influence of a controlled substance unless the controlled substance is a medication prescribed by the driver's physician and the physician is aware of the individual's duties as a driver.
- d. Any driver who provides a positive alcohol test result of 0.02% or greater but less than 0.04% shall be mandated to wait a minimum of twenty-four (24) hours prior to again reporting for duty. This shall be considered a first positive test, and any subsequent positive alcohol test shall disqualify the individual for employment.

VII. ESTABLISHMENT OF EMPLOYEE ASSISTANCE PROGRAM

HCRC has established an employee assistance program to help employees solve substance abuse problems. The program includes the following:

- A. The training of supervisors to understand the effects and consequences of drug and alcohol use on personal health and safety in the work environment, as well as to train such personnel regarding the recognition of behavior which may indicate drug or alcohol use and abuse.

- B. Documentation of training given to drivers and motor carrier supervisor personnel.
- C. Information regarding Employer assistance for employees who have a substance abuse problem is available upon request.

VIII. FITNESS FOR DUTY / CALL-IN

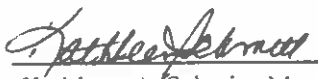
It shall be the Policy of HCRC that any employees called to report for duty, during emergency or unscheduled operations shall be personally asked and shall personally respond to HCRC'S question(s) regarding their fitness for duty with respect to the consumption of drugs and/or alcohol. Further, the employee shall be required to notify HCRC'S representatives if and at any time the employee is not fit to perform their duties for in a safe manner as such fitness may relate to the consumption of drugs and/or alcohol.

NOTICE: Any employee, who possesses, sells, attempts to sell, or in any other way distributes illicit narcotics or illegal drugs on HCRC property or equipment or during work hours will be discharged. Law enforcement officials will be informed of such conduct.


Robert R. Godfrey, Chairman


Gary Leininger, Vice-Chair


Mike Parney, Member


Kathleen A. Schmitt, Member


Mark Kline, Member

RFPs for Fiscal Year 2028

SN	Road Name	Consultant	Not to Exceed for Design Engineering & Construction Assistance	SHPO	NEPA	Mussel Survey	Mussel Relocation & Monitoring	Total Cost Not to Exceed	Add'l soil bore depth
3355	Moshervill Road	Brechtig Bridge	\$73,373.00	\$0.00	\$0.00	\$13,925.00	\$15,100.00	\$102,398.00	\$35.00
3355	Moshervill Road	Fleis & Vandenbrink	\$86,100.00	\$500.00	\$1,600.00	\$10,000.00	\$15,000.00	\$113,200.00	\$25.00
3355	Moshervill Road	Rowe	\$95,900.00	\$2,000.00	\$2,000.00	\$12,400.00	\$5,600.00	\$117,900.00	\$30.00
3355	Moshervill Road	Scott Civil	\$89,655.00	\$950.00	\$1,170.00	\$14,800.00	\$11,700.00	\$118,275.00	\$21.00
3355	Moshervill Road	Kimley Horn	\$212,001.00	\$2,010.00	\$8,310.00	\$13,925.00	\$15,100.00	\$251,346.00	\$60.00
3355	Moshervill Road	Michael Baker International	\$399,043.00	\$4,567.00	\$8,980.00	\$16,000.00	\$6,000.00	\$434,589.00	\$60.00

3370	Lickley Road	Rowe	\$54,800.00	\$2,000.00	\$2,000.00	\$10,100.00	\$4,900.00	\$73,800.00	\$25.00
3370	Lickley Road	Fleis & Vandenbrink	\$64,000.00	\$500.00	\$1,600.00	\$10,000.00	\$15,000.00	\$91,100.00	\$25.00
3370	Lickley Road	Brechtig Bridge	\$73,337.00	\$1,310.00	\$3,320.00	\$12,475.00	\$11,750.00	\$102,192.00	\$35.00
3370	Lickley Road	Scott Civil	\$89,155.00	\$950.00	\$1,170.00	\$13,800.00	\$11,500.00	\$116,575.00	\$21.00
3370	Lickley Road	Kimley Horn	\$208,040.00	\$2,010.00	\$8,310.00	\$12,475.00	\$11,750.00	\$242,585.00	\$60.00
3370	Lickley Road	Michael Baker International	\$393,732.00	\$4,949.00	\$9,129.00	\$10,500.00	\$5,750.00	\$424,060.00	\$60.00

Proposal Awarded to: Rowe, by the Board of County Road Commissioners on April 9, 2026.