

Appalachian Chapter, MSS

In-Person Meeting at NSPS Headquarters office 21 Byte Court, Suite H, The City of Frederick, Frederick County, MD

◆ **Chairman Wayne Aubertin** officially called the meeting to order at 6:12 p.m. NSPS Executive Director Tim Burch once again welcomed us to his office suite.

◆ **21 Surveyors attended:**

1. Host Tim Burch, Executive Director, NSPS
2. Chairman Wayne Aubertin, MSS Vice-President
3. Vice-Chairman Mike Wiley
4. Guest Speaker Matthew Bloedorn, Asst. Div. Chief, Plats and Surveys, MDOT
5. Christopher Klein, Frederick City Surveyor
6. Michael Jacobs
7. Matt Cessna
8. Michael Anders
9. Carl Thomas
10. George Nagel
11. Jim Zanelli
12. Drew Wendt
13. Chris Adams
14. Zach Mellott
15. Sean Peters
16. Alex Shifler
17. Dustin Crum
18. Javier Morales
19. Aaron Worley, past MSS Pres.
20. Mike Loveland
21. Wayne Twigg, Rec. Sec.

◆ **Tonight's meeting agenda** was reviewed and accepted for approval.

◆ **ALTA Surveys:** Aaron Worley reviewed revisions to the final draft of the new Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, effective Feb. 23rd, 2026. Tim Burch explained several items, including a table of encroachments.

◆ **The Chapter Minutes** from the last meeting on November 6, 2025 were distributed and voted upon. Approval granted. Passed.

◆ **Announcements:** (1) MSS Gen'l. Membership meeting, Tuesday, January 27, 2026; 6:00pm; Seasons 52 Restaurant, 10300 Little Patuxent Parkway, Suite 3150, Columbia, MD: John Dowling, PLS, Esq. will present an Anne Arundel legal case; (2) 2026 Conference will be held in Ocean City; (3) Vice-Chairman Mike Wiley, who is also an officer in DCALS, reviewed the slate of special speakers for DCALS and

encouraged everyone to attend those meetings.

◆ **MSS Board of Directors' meeting:**

- Due to limited time, a report on the MSS BoD meeting was postponed until the next regular Chapter meeting

◆ **Treasurer's Report:** the Chapter's current balance is \$1,300.91. (*Note: Chairman Aubertin collected \$160.00 for tonight's food, to be added to the treasury, for a new balance of \$1,460.91*).

◆ **Dinner** was provided by Rodgers & Associates in the form of excellent roast beef sandwiches and side dishes; the Chapter supplied the drinks, all of which were eaten during the presentation. Thanks to Rodgers and Wayne! A \$10 donation from each attendee was requested.

◆ **Guest Speaker Matthew Bloedorn, PLS, Asst. Division Chief, Plats and Surveys Division, MDOT-SHA.** Mr. Bloedorn quickly reviewed his extensive professional background and experiences.

Donating land to SHA: If your survey is along a state road, you likely need a Permit to donate some land to SHA. The Donation Process involves many offices of SHA, e.g., District Office, Plats and Surveys, Real Estate, Access Management, etc. Matt explained the SHA donation letter, the Role of Plats and Surveys Division (PSD) in the Donation Process, as well as Plat Options. Plats drawn in Microstation are preferred but not required. CAD can be acceptable but must comply to SHA drafting standards.

Before beginning your survey, go to SHA website and fill in the Survey Information Request Form. Office of Real Estate (ORE) Request evaluates record plats only and will respond with Comments and a Letter of Extent of Ownership.

Plats and Surveys Division will review your Donation Plat. Make your plat look as much like the sample as possible. Scanner Plats are scanned into a standard SHA plat form, with SHA Plat No. and Item Number. Include SPCS coordinates, Metes and Bounds Box, POB location, lines with numbered bubbles, etc.

The best way to start is to obtain general MDOT information, highway baseline geometry, references and copies

of field survey books, obtain right-of-way information and plats. Obtain construction as-built plans from Office of Highway Development. Go back to the Survey Center – Office of Real Estate Request (ORE). They will give you any recorded plat plats in the area and a letter of extent of SHA ownership.

SHA claims 15-feet on each side of the physical road centerline, but look carefully for any appurtenances which may add to the right-of-way. Include those in your survey.

Re-establishing Baselines can be tricky; specify which baseline you're using.

Many surveyors are not familiar with donations on large scale. Use the Plat Drafting Checklist, CAD resources found in Business Stds. and Specs. and CAD stds.

There are 7 districts in the state containing SHA Administration Facilities. We are in District D7, with a District Office located in Frederick.

SHA-MDOT is looking for neat well-drafted plats, closures and areas, checklists. After PSD is finished reviewing your plat, your request will go to the Office of Real Estate and Office of Attorney General.

Matt explained the Scanner Plat Process, which incorporates a subdivision plat made to county standards and scanned onto an SHA-issued plat with SHA Plat Number and Item Number.

Right to Discharge (RTD), which is the right for SHA to discharge water from road to an adjacent non-SHA parcel. This is actually more like a "blanket easement".

When on the Website, look for the GIS map showing location of SHA Plats and control points. Most items have links to other information.

◆ **Adjournment:** Chairman Aubertin thanked the excellent guest speaker for a fine and informative presentation and then adjourned the meeting at 8:18 p.m.

Respectfully submitted:

R. Wayne Twigg, Recording Secretary

NOTE 1: one "A-level" CPC/PDH is awarded to each attendee for
Donating Land to MDOT-SHA