

THE CORPORATION OF THE TOWNSHIP OF HORTON

Public Works Committee

July 20, 2011- 8:30 a.m.

There was a meeting of the Public Works Committee held in the Municipal Council Chambers on Wednesday July 20, 2011. Present were Chair Glen Campbell, Mayor Don Eady, and Committee Members Rick Lester and Murray Humphries. Staff present were Jeff Schruder, Municipal Infrastructure Manager, Rod Eady, Public Works Superintendent, Mackie McLaren, CAO/Clerk and Rose Curley, Administrative Assistant. Also present was Councillor Bob Kingsbury.

1. Call to Order

Chair Campbell called the meeting to order at 8:28 a.m.

2. Declaration of Pecuniary Interest

There was no declaration of pecuniary interest by members of the Committee or staff.

3. Minutes of June 15, 2011

Committee Members reviewed the minutes of the June 15, 2011 Public Works Committee Meeting. They discussed the drainage problems on McBride Road. Jeff Schruder, Municipal Infrastructure Manager reported that he had contacted Ministry of Transportation inquiring about a blocked pipe on Highway 60. They researched it and said there is no record of this pipe on Highway 60. Chair Campbell asked that cleanup of ditches on McBride Road be put on the Public Works summer schedule. Jeff Schruder, Municipal Infrastructure Manager said that it is already part of this schedule. Mayor Eady requested that Jeff Schruder take grade elevation shots in this area to see where the water flows.

Mayor Eady reported on his road tour with Dave D'arch, Public Works, Renfrew County. He noted that none of the County Roads in Horton Township are in the 5-year plan. Mayor Eady said is he is hopeful that Lochwinnoch Road and Gillan Road will be on the next 5-year County forecast.

4. Business Arising:

- Cotieville Road – we do not own the small strip

Mackie McLaren, CAO/Clerk reported that after research it has been determined that we do not own the small strip of land in Cotieville. It is owned by Phanenhour/Scott Estate and they have offered to sell it to the Township. The Committee agreed that it is not beneficial to purchase it. They requested Mackie McLaren, CAO/Clerk to write a letter to their agent notifying them that the Township is not interested in purchasing this property.

Moved by Rod Eady, Seconded by Rick Lester

That the Planning Committee recommends to Council that the CAO/Clerk advise the Phanenhour/Scott Estate that the Township does not wish to receive the small strip of land along Cotieville Road described as Part 2 Plan 49R 5103.

Carried.

- Price Road – prime & double fill from Admaston/Bromley

Jeff Schruder reported that after Admaston/Bromley commenced their work on McBride Road they realized that they could use this asphalt themselves. Initially, they had thought there would be extra and had offered it to Horton Township. The Township had hoped to utilize this material on Price Road. It was noted that there is upcoming work on Highway 60 and Jeff Schruder, Municipal Infrastructure Manager agreed to check with MTO and see if there would be any surplus material available from this project.

5. Delegations:

There were no delegations.

6. Municipal Infrastructure Manager's Report

The Committee reviewed the following Municipal Infrastructure Manager Report for July 2011. They noted that they like the new format as it provides more detail on the work done.

MUNICIPAL INFRASTRUCTURE MANAGER REPORT - JULY 15, 2011

I have researched other municipalities as well as the County on their entrance culvert policies. Out of 6 municipalities, only one will maintain or replace the culvert themselves. Some will do the work but at a cost to the landowner. I have attached the portion of the By-law pertaining to the maintenance of the culverts. I suggest if the committee wishes to leave the maintenance up to the landowner, a By-law be prepared and presented to Council. This will allow me to enforce issues seemingly becoming more common.

The issues on Knight Street can be resolved as shown on the attached drawing. The catch basin will be eliminated due to meeting with Mr. Fiebig. He informed me that in the spring he diverts the water in different locations depending on what's in his yard. This would mean that the catch basin would be useless. To stay within budget the Township could run Mr. Laxton's basement drain straight across the road and tie into the existing mainline storm sewer. The Township will also remove the existing asphalt from Burnstown Road up Knight St. approximately 25 meters, it will then be graded and new asphalt placed including a gutter. This will then divert the water into the catch basins on the start of the radius as designed, eliminating any ponding. This will also prevent the safety concerns at the stop sign. Some asphalt ponding around the catch basin just past Mr. Laxton's driveway would force the water into instead of around reducing the amount of water reaching the intersection.

7. Public Works Superintendent's Report

The Committee reviewed the following Public Works Superintendent's Report for July 2011.

PUBLIC WORKS SUPERINTENDENT REPORT

July 15, 2011

WORK PROJECTS CARRIED OUT

- Water, Grade And Calcium All Remaining Gravel Township Roads
- Ditching Garden Of Eden Road
- Ditching Limekiln Road And Gravel
- Top Soil And Fill Slope On Garden Of Eden Where Rock Fill Was Placed
- Remove Surface Treatment, Gravel And Grade Cobus Road
- Grub, Pit Run, Ditch Lavallee Road

MISCELLANIOUS JOBS

- Clean Up Shed & Yard
- Pick Up Display At Expo 150
- Regular Grass Cutting
- Open Beaver Dams
- Fix & Brush Signs
- Grass Cut Around Guide Rails
- Fix Cross Road Culvert On Garden Of Eden Road
- Build Donation Box For Boat Launch
- Repair And Put Brush Hog Onto Tractor
- Fix Washout On Shoulders
- Set Up And Take Down Stage
- Septage Spread

ROADS GRADED

- June 27, Mullins & Pallen
- June 28, Price

8. Revenue & Expenditure Report for June 2011

The Committee reviewed the revenue and expenditures report for June 2011.

9. Correspondence:

- OGRA June Board Brief

The Committee reviewed the above correspondence.

10. Equipment Maintenance

The Committee discussed having a regular equipment maintenance schedule in place. They realize that some breakdowns can't be predicted. A maintenance schedule will ensure that equipment is ready when needed, i.e. trucks for winter maintenance. Also, this would ensure that checkups on vehicles and equipment are scheduled before warranties expire.

11. Road Maintenance

The Committee discussed the need to set a schedule to do replacement and repairs of guard rails along our roads.

12. Brush Cutting

The Committee discussed the need to do brush cutting along our roads especially at intersections. Chair Campbell noted that the brushing is really behind this year and it is becoming a safety issue due to visibility problems.

They discussed the possibility of contracting this job out or swapping the grass cutting for brush cutting.

13. Review job description for new hire

Chair Campbell read a letter from Jim Bovair stating that he will be retiring from his Public Works position as of September 09, 2011. Committee members discussed their options for replacing this staff member. Due to many recent unforeseen expenditures, such as tractor repairs and truck repairs, they wondered if it would be beneficial to delay replacement or possibly hire a contract person to save some money. The Committee asked both Jeff Schruder, Municipal Infrastructure Manager and Rod Eady, Public Works Superintendent for their opinion. Jeff Schruder said that we have a small crew currently and these position hours have always been used and are needed. He would like to

see us hire a full-time truckdriver/operator. Rod Eady said that we definitely require this full-time truck driver position, on a regular work week 2 trucks run, and on a major week (storms, work projects, etc.) he has 4 trucks on the go. Mackie McLaren, CAO/Clerk noted that in the Fall the County HR staff will be doing a needs assessment for the Township, including the Public Works department.

Moved by Rick Lester, Seconded by Murray Humphries

That the Public Works Committee recommends to Council that they commence the process to fill the soon-to-be vacant equipment/operator position.

Discussion:

Rick Lester inquired if there was a probationary period. Councillor Kingsbury replied that there is a six-month probationary period.

Mayor Eady said that he doesn't support a full-time position until the County needs assessment is completed, hopefully in the Fall. He agrees that work needs to be done but this could be accomplished by using current staff along with our contract workers. Mr. Bovair has offered to fill in when available.

Rod Eady, Public Works Superintendent says that he doesn't see how we can get the work done without a full-time truck driver.

Carried on Division

Opposed: Mayor Don Eady

14. Draft policy on who repairs existing culverts & entrances

The Committee reviewed a report from Jeff Schruder, Municipal Infrastructure Manager regarding a draft policy on who repairs the existing culverts and entrances.

Moved by Murray Humphries, Seconded by Jeff Schruder

That the Public Works Committee recommends to Council that they adopt the entrance maintenance policy which requires the owner to maintain their entrance and culvert once it has been installed under the Township's former policy of installing culvert and entrance for a fee or under the new policy where the property owner installs their own entrance and culvert after an entrance permit is issued. Further, the property owners are also responsible for the maintenance of all entrances installed during road construction projects.

Carried.

15. Thompsonville Drainage repairs on Knight Street

Jeff Schruder, Municipal Infrastructure Manager reviewed his report for Thompsonville Drainage repairs on Knight Street and the revisions to a previous plan. He has 2 quotes for this work and the Committee requested that he get a third quote. They will review these on Friday, July 22, 2011 and select a contractor so that Public Works can proceed with this project.

16. Pinnacle Road/Cotieville area drainage

The Committee reviewed a letter from a property owner that has drainage issues in the Pinnacle Road/Cotieville area. As discussed earlier in the meeting, the MTO has no records of an underground pipe in this area and there isn't a lot the

Township can do to resolve these drainage issues. After discussion, Mackie McLaren, CAO/Clerk was requested to send a letter to this owner informing him of the Committee's discussion. Chair Campbell suggested that with the upcoming proposed subdivisions and the many recent requests concerning drainage issues, the Committee should have a future meeting that focuses solely on drainage issues and how they should be dealt with.

17. County Road – 5 year construction forecast

This item was discussed earlier under Item No. 3 – Minutes of June 15, 2011.

18. Grader broke through Leavoy Lane Bridge

The Committee discussed the recent incident where our grader went through the Leavoy Lane Bridge when it was grading this road. The bridge was in poor repair and this incident couldn't have been avoided. They discussed the Township policy where the Public Works grades the private roads in the Township once a year at no cost. After discussion on liability issues and staff shortage they agreed that this policy should be revoked.

Moved by Rick Lester, Seconded by Murray Humphries

That the Public Works Committee recommends to Council that they rescind the Private Lane Grading Policy.

Carried.

19. Road Side Grass Cutting

The Committee discussed the report regarding road side grass cutting and the three options Council has referred to the Committee for consideration:

1. Revisit the two tenders we received for hiring a tractor, mower and operator and award the work to one of them.
2. Call for tractor rental tenders which would be hooked up to our brush hog and we will provide the operator and fuel.
3. A private individual has offered us the use of his tractor for an equivalent donation towards the rink roof debt.

Moved by Rick Lester, Seconded by Murray Humphries

That the Public Works Committee recommends to Council that they accept the quote of Lewis Farms at a cost of \$3,990.00 plus HST.

Carried.

20. Draft Agreement - Benoit/Clifford – Jamieson Lane

The Committee reviewed the draft agreement between the Township and Benoit/Clifford to permit the use of the Jamieson Lane extension to access their property.

Moved by Rick Lester, Seconded by Jeff Schruder

That the Public Works Committee recommends that Council accepts the agreement between Horton Township and Mark Benoit/Leah Clifford.

Carried.

21. Request to grade and shape beach access road

The Committee discussed a request to grade and shape the beach access road. Rod Eady, Public Works Superintendent was requested to check out the road and report back to the Committee at their next meeting.

22. Eric Draper Development Proposal – sell phase 3 of Township gravel pit
- change gravel pit zone (EM) to reflect depleted areas of pit

Mr. Eric Draper was present to discuss the above proposal with the Public Works Committee.

Mackie McLaren, CAO/Clerk referred to a report he had prepared. He noted that in May 2011, several Committee Members and staff walked our Township gravel pit to determine if there were areas that had been depleted. This inspection was at the request of Eric Draper owner of the former H & H gravel pit that surrounds our pit on two sides.

Mr. Draper was at the July 13th 2011 Planning Committee Meeting and presented a sketch showing a possible residential development on his property to the west of the portion of our pit that is across the TransCanada pipeline. His sketch shows that proposed lots 10 and 11 are located on a portion of the Township's gravel pit. He has offered to purchase this property from the Township at market value. He also asked the Township to move the zoned and licenced pit boundaries of our pit on the east side of the pipeline. He stated that the area is already depleted. The Planning Committee has asked for the Public Works Committee input regarding these requests.

The portion of our pit across the pipeline is set out as Phase 3 on our pit development plan. When the pipeline went through, Phase 3 was declared by staff to be exhausted and the pipeline did not install a heavy truck/equipment crossing. However, there may be material there.

The County Official Plan and Township's Zoning By-law requires new Residential development to be 150 m away from an aggregate zone. The building sites on Lots 10 and 11 on his plan will not have this depth even if you include the 50 metre width of the pipeline. If our pit is depleted in the area across from phase 3, the Township could move the zoned and licenced area back to where there is actual material left to excavate.

After discussion among staff, Committee members and Mr. Draper, arrangements were made for Jeff Schruder, Municipal Infrastructure Manager and Rod Eady, Public Works Superintendent to meet with Mr. Draper on Thursday, July 21, 2011 to stake out area that is involved in this proposal. Committee members will meet with Mr. Draper on Friday, July 22, 2011 to assess this area.

23. Other Business

- Castleford Road – 60Km/hour signs

Murray Humphries asked the Committee if someone could contact the County to request more signage for the section of Castleford Road that has reduced speed limits. The Committee requested Mackie McLaren, CAO/Clerk to contact the County with this request.

24. Next Committee Meeting September 21, 2011 at 8:30 a.m.

The next meeting of the Public Works Committee will be held in the Municipal Council Chambers on Wednesday, September 21, 2011 at 8:30 a.m.

25. CONFIRMING RESOLUTION

Moved by Rod Eady, Seconded by Rick Lester

That the Committee pass this confirming resolution to cover any actions or directions given during the open portion of this Committee Meeting which are minor in nature and which were not set out in By-law of Resolution.

Carried.

26. ADJOURNMENT

Moved by Rick Lester, Seconded by Rod Eady

That this Public Works Committee Meeting be adjourned at 12:05 p.m.

Carried.

CHAIR

SECRETARY