

THE CORPORATION OF THE TOWNSHIP OF HORTON

Public Works Committee Meeting

September 21, 2011 - 8:30 a.m.

There was a meeting of the Public Works Committee held in the Municipal Council Chambers on Wednesday, September 21, 2011. Present were Chair Glen Campbell, Mayor Don Eady, Committee Members Rick Lester and Murray Humphries; Staff: Jeff Schruder, Municipal Infrastructure Manager, Mackie McLaren, CAO/Clerk and Rose Curley, Administrative Assistant.

1. CALL TO ORDER

Chair Campbell called the meeting to order at 8:30 a.m.

2. DECLARATION OF PECUNIARY INTEREST

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

3. MINUTES OF JULY 20TH, 2011 MEETING

The Committee reviewed the minutes of the July 20, 2011 Public Works Committee Meeting.

4. BUSINESS ARISING:

- **policy on repair existing culverts & entrances sent back by Council**

Chair Campbell reported that Council has not accepted the Public Work Committee's recommendation that requires the owner to maintain their own entrance and culvert that is installed on Township property. Council felt that the Township should upkeep these culverts. Jeff Schruder, Municipal Infrastructure manager noted that the culvert is installed for the benefit of the homeowner not the Township. Renfrew County's policy is that the owner is responsible. There would be two categories in the Township. If you live on a County Road in the Township then you pay, if you live on a Township road then you don't have to pay. Chair Campbell said that a letter should go out to residents regarding proper maintenance of a culvert. The Committee requested that Jeff Schruder, Municipal Infrastructure Manager check with surrounding municipalities and report back to Council for re-consideration of this policy.

- **Thompsonville storm drain repairs and pavement project**

Jeff Schruder, Municipal Infrastructure Manager reported that the Thompsonville drain repairs and pavement have been completed.

- **Private Road Grading Policy – Council did not accept recommendation**

Chair Campbell reported that Council did not accept the recommendation of the Public Works Committee that recommends to Council that they rescind the Private Lane Grading Policy. Council feels that they would like to continue grading the private roads once a year at no cost to property owners.

- **Humphries Road extension**

Jeff Schruder, Municipal Infrastructure Manager reported that he has been out to inspect the Humphries Road extension. Mr. Johnston will carry out some additional work before he brings it back to the Committee for acceptance into the Township road system.

5. DELEGATIONS:

8:40 **Eric Draper - Development Proposal**

- **site inspection report**

Chair Campbell reported on the recent site inspections at the gravel pit in the area of the proposed development by Mr. Draper.

- **Appraisal**

The Committee reviewed the appraisal that was carried out by Larry Polk on the parcel of Township land that Mr. Draper would like to purchase. Two parcels were appraised. Parcel #1 is 4.3 acres and is needed by Mr. Draper to meet MNR setback requirements for Mr. Draper's proposal. Part #2 is 1.25 acres and would be owned by the Township. It was noted that if Mr. Draper purchases parcel #1, then a small portion of the remaining gravel in Parcel #2 would be inaccessible due to decreased setbacks from the Pipeline. Jeff Schruder, Municipal Infrastructure Manager was requested to assess the value of this gravel and report back to the Committee.

- **recommendation to declare property surplus?**

Mackie McLaren, CAO/Clerk reported that to begin the process of selling the above property, the property has to be declared surplus, it would have to be advertised for public tender/real estate, and all cost would be borne by the buyer.

Moved by Jeff Schruder, Seconded by Rick Lester

That the Public Works Committee recommends that Phase 3 (part 1 on the sketch) be declared surplus.

Carried.

6. MUNICIPAL INFRASTRUCTURE MANAGER'S REPORT FOR AUGUST 2011

The Committee reviewed the following Infrastructure Manager's report for August 2011.

- Met with 3 different paving Contractors on Knight St. for Pricing. Contract was awarded to G.O.A. Paving. Township staff trenched and backfilled for drain hook-up. In doing so, came across another homeowners drain. Home owner said it hadn't worked in the 25 years that he has been there, so it was also tied into the storm mainline. Public Works removed asphalt and graded up the area to be paved. G.O.A. completed the paving on September 7. Some extra asphalt removed to ensure no ponding at the intersection and to remove some organic material. The total cost of paving was \$5,482.32 tax included.

- Worked with Brian Dedo at the Landfill Site establishing grades and procedure for this year's work at the now approved expansion.
- Met at George Jackson Toyota regarding dry hydrant location. It was decided to place it along the Garden Of Eden Road with a gravel platform allowing the fire department to access it with the truck staying on the road. The other option was a separate service road but this would require more winter maintenance.
- Met with Dan McNulty regarding a concrete block wall that was removed during construction. He has completed replacing it. And I agreed to supply a small amount of gravel to reinstate the original.
- Met with a resident in Pleasant View Park regarding dead trees along the K & P Trail. On windy days dead branches fall on his lawn and at some points he is concerned that one of the trees itself will blow down. Arrangements were made with a Horton resident to remove the trees and keep the wood for payment. This left Public Works Staff free to complete other work.
- Spoke to the County of Renfrew regarding 60 km/h signs on River Road. There was no notice of the reduced zone if you turned left or right off of Castleford Road. This has since been rectified.
- Met with MTO at Cotieville Road regarding an underground pipe aiding in the drainage in this area. He produced a drawing with the place of the area in question and it showed a bold line running to the outlet at Crozier's but this line was indicating a one meter wide flat bottom ditch not a pipe as was previously thought.
- Worked with Dave Bennett on keeping him supplied for the work at the Rink Retaining Wall. A catch basin was installed as well as perforated drainage along the drip area of the rink cover. This was diverted to the new catch basin.
- A 4" duct was also installed through the wall for any future utility that may be required. A 4" drain was also installed and diverted to the catch basin should eves trough be added to the community centre in the future. All is completed, but the stairs and the railing.
- Replaced a cross culvert on Ferguson Road. Last few years had a freezing problem, turned out a 12" culvert had been shoved into a 16" culvert and had heaved over the years restricting the flow. A new 20" was installed.
- The gravel contract was completed August 24 by Clouthier Construction. Mullins, Ferguson and Lavallee had gravel placed on them. Lavallee only received what the budget would allow about 800 meters total. Total cost was \$41,873.72 and budget allowed \$41,395.00

- Winter Sand Contract was completed August 24, 2011 Total Cost \$16,567.94. This comes out of the 40,000 Winter Maintenance Budget.
- Have taken grades and measurements of Bob Johnston's Road for the Townships assumption. Met with Bob and he is going to widen the road in some sections where needed and brush one area. I will continue to work on this and keep committee up to date. I have spoken with the County of Renfrew and they have no concerns with the entrance off Castleford Road. I read through the County's entrance by-law and it states Public Roads – shall conform to the development standards of the Municipality in which the development is situated.
- Met with Peter Prince, Jp2g and MNR on Eady Road regarding drainage issues with the subdivision. A Plan is going to show the drainage course and proposed cleanup of the existing course as an outlet for the cross culvert.
- Lavallee Road has had clearing & grubbing, ditching and pit run added. Some Granular "A" has to be placed yet this fall.
- Public works has just started the ditching job on McBride Road in hopes of solving the spring runoff issues experienced this past year.
- Septage Project has just recently been completed with the Final Spread on September 15, 2011, all went well. I will now be working with the MOE on a final report of the Septage pilot project.
- Attended the Renfrew County Roads supervisors meeting to hear guest speaker Rusty Russell.
- He spoke mainly on the Minimum Maintenance Standards and how important these are in cases of liability for Municipalities. This is backing up the need as requested last year for a patrol and maintenance monitoring system (G.P.S.)
This should again be considered in the next budget. After talking he had a question period, it was brought up, his view on any type of funding or maintenance on Private Roads. He was quite set in his comment of not touching them with a ten foot pole. This type of involvement can cause great grief for Municipalities. I think this is what the Public Works Committee was considering when they suggested the Private Road Grading policy be dropped.
- Met with Jp2g on Garden of Eden Road to look at drainage on the Peter Prince Severances. It was suggested ditching along the road through the severances and out letting in an existing low area that drains toward Hwy 17. They are going to do some surveying to ensure the elevations can be achieved.

- Worked with Rose Curley on a grant application for the Municipal Parking lot. If Successful 75% of cost would be covered for the project.
- Organized an Electronics Waste Special Collection Day September 24 at the Township garage. These events are a Public Awareness Campaign as well as the collection of waste.

The Committee discussed the entrance off Castleford Road unto the Humphries Road extension. Jeff Schruder, Municipal Infrastructure Manager noted that the County has no concerns with the entrance even though it doesn't meet OPS standards. He notes that the County's entrance by-law states that public roads shall conform to the development standards of the Municipality in which the development is situated. The onus is on the Township to determine what is required. The Committee noted that the Township has several roads that don't meet OPS standards. However, any new roads that are accepted into our road system should meet OPS standards as these are setting precedent for future development.

Moved by Rick Lester, Seconded by Murray Humphries

That the Public Works Committee requests the County Operations Committee advise us what their County protocol is for road radius at the intersection of Humphries Road extension and Castleford Road 20.

Discussion:

Mayor Eady asked if we would like staff to attend an Operations Committee meeting to discuss this entrance or if a letter to the Committee is sufficient. It was agreed that Jeff Schruder, Municipal Infrastructure Manager would attend a meeting and prepare a report beforehand for presentation at the meeting.

Carried.

7. PUBLIC WORKS SUPERINTENDENT'S REPORT FOR AUGUST 2011

The Public Works Committee reviewed the Public Works Superintendent's report for August 2011.

WORK PROJECTS CARRIED OUT

- Clean Up Fallen Trees From Wind Storm
- Fix Washouts Pinnacle Hill
- Put Up Civic Address And Road Sign Names
- Put Up And Take Down Stage When Needed
- Grubbing And Ditching Lavallee Road, Pit-Run And Granular "A"
- Regular Garbage Run And Grass Cutting
- Deliver Supplies For Retaining Wall Project At The Rink
- Replace Cross Culvert Ferguson Road
- Grade And Water For Gravel Contract Mullins, Ferguson And Lavallee
- Clean Out Sand Dome
- Replace Guard Rails Lavallee, Thompson And Garden Of Eden
- Set Up Corner Poles At The Landfill
- Complete Winter Sand Contract
- Spread Calcium On Gravel Placed In Gravel Tender
- Completed Knight Street Project
- Receive And Complete Final Septage Project

- Ditching McBride Road
- One Day Surfacers Miner Course

ROADS GRADED

- July 18, Limekiln, Dugald, Pinnacle, Johnston, Eady
- July 19, Eady, Mullin, Pigeon Hill
- July 25, Mullins, Johnston
- Aug 2, Limekiln, Horton School Road
- Aug 4, Lavalley, Eady, Pinnacle
- Aug 11, All Gravel Hills
- Aug 29, Johnston, Eady
- Aug 30, Garden Of Eden, Orin, McBride
- Sept 6, Limekiln
- Sept 7, Price Road
- Sept 12, Pinnacle, Eady, Johnston
- Sept 14, Cobus, Bennett-Lafont

8. REVENUE & EXPENDITURE REPORT AS OF AUGUST 31, 2011

- **Direction from Committee on Tractor repairs**

Jeff Schruder, Municipal Infrastructure Manager reported that the tractor is in need of major repairs (up to \$8,200). Repairs are more than what we would get if we were to sell the tractor in good repair. The tractor is used for Septage spreading and for grass cutting. The grass cutting can be tendered for a reasonable amount and the Septage pilot project is now complete.

Mayor Eady reviewed the budget memos from Jennifer Barr, Finance Manager requesting Committees to review their equipment and to determine what is surplus that can be sold to help reduce the debt. Also, any new capital projects for 2012 should be identified and put into the draft budget. He also noted that the Finance Committee is returning to the previous budget process where the Committee/Department Head draft a budget for review by the Finance Committee. Committee members agreed that Chair Campbell and Jeff Schruder should work on the draft 2012 Public Works Committee budget to present to the Committee for review at their next meeting.

- **Sale of gravel pro**

This will be reviewed in the budget process noted above.

9. EADY ROAD

- **accept Forced Road section at Storyland Road**

Mackie McLaren, CAO/Clerk noted that this housekeeping request concerned the development on Eady Road (Peter Prince) and was needed for a clear title.

Moved by Rick Lester, Seconded by Murray Humphries

That the Public Works Committees recommends that Council accepts transfer of Eady Road forced section.

Carried.

- **report on meeting with developer re culvert crossing Eady Road**

Jeff Schruder, Municipal Infrastructure Manager reported on his meeting with the developer, MNR and Jp2g consultants regarding a culvert crossing on Eady Road. He has no concerns regarding the culvert. A report will be provided regarding ditch improvements on this property.

10. TOWNSHIP BEACH ACCESS ROAD – REPORT FROM PUBLIC WORKS SUPT.

Jeff Schruder, Municipal Infrastructure Manager noted that Rod Eady, Public Works Superintendent has been on holidays and he will report back at the next committee meeting.

11. MAXWELL ROAD CLOSING REQUEST

- **report on participation by neighbours**
- **recommendation to proceed**

Chair Campbell reviewed the comments received from the neighbours affected by the Maxwell Road closing request. A letter was sent to these owners asking if they were interested in receiving half of the road width (33 ft.), adjacent to their property, once the road is legally closed. If they wanted to purchase their portion they would have to share in the survey, real estate value, legal and advertisement costs.

Moved by Rick Lester, Seconded by Murray Humphries

That the Public Works Committee recommends that Council declare surplus and close the unopened road allowance between Concession 7 and 8.

Carried.

Mackie McLaren, CAO/Clerk was directed to make arrangements to have the road surveyed.

12. CORRESPONDENCE

There was no correspondence to review.

13. NEW EQUIPMENT OPERATOR

- **job description**
- **selection process**

Chair Campbell reported that we received 40 applications for the equipment operation position. He will be meeting with Jeff Schruder later today to shortlist and forward to the HR Committee for review. They are hoping to interview next week and have a recommendation for the October 04, 2011 Council Meeting.

14. 2012 DRAFT DEPARTMENT BUDGET

- review working papers
- timelines requested by Finance Committee

This was discussed above under Item No. 8.

15. VICTOR BERARD
- **verbal complaint concerning day Committee Meetings people can't attend**

The committee discussed the verbal complaint from Mr. Berard regarding concerns that people aren't available to attend day committee meetings. It was noted that we haven't received any other complaints. Mr. Berard should be directed to have people with concerns to call the municipal office so we will have record of these complaints. For the time being, the complaint is duly noted and the Committee will address again if further complaints are received. Mackie McLaren, CAO/Clerk was requested to write Mr. Berard regarding this decision.

16. OTHER BUSINESS

-**Speed complaint – Mullins Road**

Chair Campbell noted that we have received a complaint regarding excessive speeding on Mullins Road. The Committee agreed to ask the OPP to attend a Public Works Committee Meeting to discuss these types of complaints.

- **Winters – damage from beaver damn**

Mackie McLaren, CAO/Clerk noted that the damage done in the spring at the site of Rob Winter's new seeding is less than was anticipated. Mr. Winters has advised that he will not be submitting a claim for damage.

17. NEXT MEETING

The next Public Works Committee Meeting will be held in the Municipal Council Chambers on Wednesday, October 19, 2011 at 8:30 p.m.

18. CONFIRMING RESOLUTION

Moved by Rick Lester, Seconded by Jeff Schruder

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.

19. ADJOURNMENT

Moved by Murray Humphries, Seconded by Don Eady

That this Public Works Committee Meeting be adjourned at 11:15 p.m.

Carried.

CHAIR

SECRETARY