

THE CORPORATION OF THE TOWNSHIP OF HORTON

PUBLIC WORKS COMMITTEE

December 14, 2011

There was a Meeting of the Public Works Committee held in the Municipal Council Chambers on Wednesday December 14, 2011. Present were Chair Glen Campbell, Mayor Don Eady and Committee Members Rick Lester and Murray Humphries. Staff present was Jeff Schruder, Municipal Infrastructure Manager, Rod Eady Public Works Superintendent and Mackie McLaren CAO/Clerk.

1. CALL TO ORDER
Chair Glen Campbell called the Meeting to order at 8:40 a.m.
2. DECLARATION OF PECUNIARY INTEREST
There was no declaration of pecuniary interest by members of the Committee.
3. MINUTES OF
 - November 3, 2011 – Special Committee Meeting
 - November 16, 2011 – Regular Committee Meeting

Chair Campbell reviewed the November 3, 2011 meeting minutes and asked if we were successful in moving projects in the County 10 year capital project. Mayor Eady reviewed that the Committee was successful. Bruce Street will be re-constructed in 2012 and Lochwinnoch Road over the three years following.

In the November 16, 2011 minutes Rick Lester asked about the speed limit on Humphries Road and Jeff Schruder reported that while the Committee is reviewing a Policy on Speed Limits on gravel roads they will put up “Children at Play” signs.

4. BUSINESS ARISING
 - Entrance Policy
The Committee reviewed the amendment to the Entrance Policy By-law 2011-37 made at the December 6th Council Meeting. The Committee also reviewed the application form that was part of the By-law for an Entrance Permit and 911 sign.

Surplus Equipment Ads

Jeff Schruder reported that OGRA doesn't have a vehicle for ads. AMO has a publication by email called WatchFile that does broadcast ads for a cost of \$360.00 plus HST. Every Municipality will receive this in the Province. He also suggested Kijiji and Heavy Equipment Trader and the local newspaper. Chair Campbell asked if the Gravel Pro was in working order and he was answered yes. He asked what the issue with the machine was and Jeff Schruder reported that the machine was purchased to take berms off the shoulder of the road caused by the grader but what it does is bring mud from the side of the road in and mixes with the gravel which is not good. It works ideal for gravel streets but not for removing shoulder berms.

Jeff Schruder reported that he has spoken with Chair Whyte of the Recreation Committee who will be declaring surplus equipment at their Recreation meeting later tonight and they will have the old zambonie, a tractor and he has someone coming to look at it. Rick Lester suggested that the ads only be placed in Kijiji and the Heavy Equipment Trader rather than AMO email. Mayor Eady asked if the company would buy the Gravel Pro back and Jeff Schruder said he had checked and they were not interested as they didn't have a sale for a used unit.

Chair Campbell asked Jeff Schruder to send him the link for Gravel Pro that he can show people that he is in contact with.

Mayor Eady suggested that the information on the Gravel Pro be sent to all Public Works and Army bases across Canada. He asked about Ebay. The Committee noted that the machine costs about approximately \$13,000. It has about approximately 20 hours of work done. They will make a minimum bid and note the highest bid not necessarily accepted in the tender.

Mayor Eady asked if the bush hog could be spray painted and cleaned up before it is sold. Rod Eady said yes.

After discussion the Committee agreed to advertise the equipment in Kijiji, the Equipment Trader and the Local Newspaper.

The equipment listed will be the tractor, gravel pro, bush hog, zambonie and the 4 inch pump from the fire department.

The Committee briefly discussed the steamer that doesn't work anymore and would possibly sell it to anyone who wanted it for \$100.00.

Lochwinnoch & Early Road Intersection

Mayor Eady reported he had contacted Mayor Campbell of McNab/Braeside twice. He would suggest that Jeff Schruder speak to the Public Works Superintendent Brian Box of McNab/Braeside, to get together for a solution. We may need Police reports, Ambulance and Fire Department reports for incidents at that intersection. He suggested that we report back to the two residents who came to the last meeting with an update. Jeff Schruder noted that he did speak with Brian Box. They suggested new signs, a one size larger checker board sign and high visibility and a 20km yellow tab under the 90 degree turn sign on Lochwinnoch road in McNab/Braeside. Murray Humphries suggested if the two Managers are in favor of doing signs to go ahead. Rick Lester asked if we could entice several McNab/Braeside residents to contact their office to support these changes.

Moved by Rick Lester, Seconded by Murray Humphries

That the Public Works Committee authorizes the Public Works staff to install two new larger high visibility checker board signs at the intersection of Lochwinnoch and Early Roads.

Carried.

Mullins Road Speeding

Jeff Schruder reported that it was suggested to put up Children Playing signs on Mullins Road at the Council meeting with Council hoping that these signs would help control speed. A check on the road indicates there are a number of Children Playing signs already on the road.

Jeff presented a copy of the roads maintenance standards which the committee reviewed to discuss speed limits. Mayor Eady suggested the Township have a standard on Road classification and maintenance. Chair Campbell suggested staff color the road on the map with the road classifications. Mayor Eady suggested we post the speed limit of 50 km/hour on all Township gravel roads. Rick Lester asked what our neighboring Municipalities are doing with speed limits on gravel roads and suggested this be explored. Mayor Eady suggested that a business plan was required to set out the cost of signs and wages to put up signs. Rick Lester offered to assist.

CAO/Clerk will check the Highway Traffic Act to see if there are any restrictions on lowering speed limits on gravel roads.

Chair Campbell noted that there are several speed and road signs throughout the Township that are bent over and should be straightened back up.

Horton Public School Road

Chair Campbell noted that the intersection of the Horton Public School Road at Goshen Road has overtime become greater than 90 degrees by vehicles cutting the corner. The intersection may require some work and also a stop sign that has never been there.

The Public Works staff will review this intersection.

It was noted that a By-law would be required to enforce the stop sign. The Committee agreed that a "new stop sign ahead" sign would be required if this went ahead.

Public Works – Severance Comment Sheet and Standard Condition of Approval

Jeff Schruder reported that he submitted a report to the Planning Committee which has been approved and he will now comment on all severance applications fronting on a Municipal Road and the Township will incorporate a standard condition for road widening.

Stage Drawing at Community Center

Chair Campbell presented information on the operation of the stage at the Queen E School in Renfrew. It's a 24 by 16 plywood deck and aluminum frame that's bolted to the wall and it electrically rolls out or rolls up. A similar stage at the Community Center would save staff time setting up.

Rick Lester asked when does this issue become a recreation issue and he was informed that right now the concern is Public Works staff time required to set up and tear down the stage.

Chair Campbell noted that he is on the Infrastructure Committee and it is in that Committees corner.

Chair Campbell said he will be ready for the January Committee meeting with a report.

Lime Kiln Road Construction Estimate & Capital Forecast On Hand

Jeff Schruder reported that he is approximately eight road projects estimated out that can be put into a 10 year capital budget. He would need to have some indication of what a capital budget would be each year to help him set out time lines. Chair Campbell said that he wanted to be able to do some work on all roads that intersect with County Roads when they are doing construction along that road.

Murray Humphries asked if we had a priority list of roads. Jeff Schruder said no. Murray suggested that it wouldn't hurt to prioritize roads even if we do not have the funding at this time.

Mayor Eady said we need to prioritize as he believes more infrastructure money will be coming from the Federal Government in the next three or four years. Noting we do not have a long time to complete applications for grants. He said we should have a fund for capital projects however our debt load is high. When we get down to approximately \$300,000 in debt we can start and plan capital projects.

Mayor Eady discussed the draft department budget noting what was originally asked for first was 17.7 increase or \$115,000 dollars. That would be a tax rate increase of 11.5 %. He noted that Fire is also up. The first proposal shows tax increase of \$342,000 dollars which is about a 35% tax bill increase which cannot happen. On top of these requests there are reduced Provincial grants, that increase will be costs which are not in our control.

All Committee members will receive information from the Finance Committee for further review of their department budgets.

Road Closure – McNab/Horton Town line (Story Road Extension)

Chair Campbell reported that the Council reviewed this request. McNab/Braeside does not close road allowances. Council agreed that if McNab/Braeside was not interested then we should not be either.

5. DELEGATIONS

There were none.

6. MUNICIPAL INFRASTRUCTURE MANAGER'S REPORT

DECEMBER 14, 2011

- Dealt with the C P R crossing on Storie Road cross culvert. CP has decommissioned the signals at crossings. Public Works can now, weather permitting, replace the culvert. If time or weather doesn't permit this year, the replacement can be done in the spring now that CP has completed this.
- Obtained prices for dozer rental to work on Calvin Road. \$227.00/day (8 hr) plus \$150.00 pickup and delivery. However the wet weather has so far prevented this work from being carried out. Probably will be completed in the spring.
- Applied and received a hazardous waste information network number. This is a Ministry of the Environment requirement the Township needed in order to contract the pickup of waste oil. Private firms will collect the waste oil, some at no cost when required. These firms require this number when the pickup is done.
- Received three quotes for the replacement of the windows in the Public Works Garage office. Lowest price was \$944.00 plus HST.

- Dealing with Hydro One regarding pole relocation on Pinnacle Road. Hydro pole, anchor pole across from each other 11m (36') apart.
- Have been in correspondence with Nad-Core shredding to resolve issues with grinding contract. This will be discussed at the December 14th Waste Management Committee Meeting.
- A severance report document was presented to the Planning Committee to rectify not having sufficient land if the travelled road is not centered on the ROW. This document will also address limited sight lines that will be required for future entrances. It also states if a private road is in the appropriate condition for emergency vehicles.
- I have discussed the Humphries Road extension with Bob Johnston. We will continue working with him to resolve the issues on this road but as of now he is continuing maintenance.
- Any surplus equipment can be advertised on the AMO Watch File. This is a once a week broadcast that is emailed to approximately 6,400 municipal staff and elected officials. The cost is \$360.00 plus HST and is posted for 30 days. I can also post, at no cost, an ad on Kijiji, a website Canada wide for classified ads including heavy equipment. The Heavy Equipment Trader including farm equipment is now also free to post on. Once Fire and Recreation have declared their surplus equipment, I will post all the items in the local paper, Kijiji and Auto-Trader. If requested, I will post the Gravel-Pro on the Watch File.
- I have received two quotes for the plotting with my data from Pinnacle Road, one for \$1500.00 plus \$80.00/hour for additional requirements, and one for \$2350.00 plus \$65.00/hour for additional information.

I received a memo on November 28 and was to proceed with the work myself. At the present time the proposed job has been measured and staked at 20m intervals (stations). I have 1500m left of centerline to obtain and any ditch line elevation where work is required. I also have to tie in the cross-culverts and any sections needed. Once this is completed, I'll reduce the field notes and submit to the consultant. They will in turn input the data and produce a drawing of the existing conditions. Once I receive this drawing I'll place a design proposed profile onto the existing. The consultant will then add this proposed to the drawing. From this proposed profile granular and ditching quantities can be obtained for the tender document. I was to have this completed by December 9, but because of the amount of work involved this request could not be met. I hope to have the field work completed and submitted by Friday December 16.

7. PUBLIC WORKS SUPERINTENDENT'S REPORT
November 16 – December 9, 2011

WORK PROJECTS CARRIED OUT

- Hauled in two loads of asphalt wrap to be put down for a base for the tires at the landfill site
- Put the plastic yellow strips around the boards on the rink
- Removed the stump at the office – dug out the topsoil and hauled in two loads of gravel to make the parking lot bigger
- Put the plows and wings onto truck #2, truck #3 and truck #4. Test plows and wings to make sure working right and run sand chains.
- Put up snow fence
- Unloaded 46 concrete blocks at the landfill site
- Did a major clean up of the lunch/storage room in the garage
- Ditching job on McBride Road
- Checked over chipper – greased – change oil and filter – make sure running good
- Major clean up of the zambonie room – change blade on zambonie – change oil and filter – grease zambonie

- Clean up fallen trees that fell over the summer – chain saw/chipper
- Fix the snow fence on Humphries Road knocked down by wind
- Setting up stakes on the Pinnacle Road for profile of the road

MISCELLANEOUS JOBS

- Set up stage
- Litter pick up
- Cold patching
- Drove old loader from pit to the garage
- Clean inside of cab on the backhoe
- Change front tires on the grader – put on winter grips
- Major clean up of the steel rack
- Clean inside of the cab on the grader
- Installed two-way radio in truck #3
- Brought in firewood
- Keep the garage clean
- Keep the trucks washed off
- Put up road name signs and 911 signs
- Moved the welder and welding cables

EQUIPMENT REPAIRS

- Fix plow lights and other lights on the trucks
- Fix air leaks on truck #4 plow truck
- Run new wire for the blue light on truck #3 plow truck
- Replaced step on the grader
- Fix cab rocker panel (kick plate) right side on the grader
- Fix sand door on truck #3 plow truck
- Fix sand door on truck #2 plow truck
- Put a bracket on two-way radio and installed in truck #4
- Worked on plow lights for truck #10 ¾ ton truck – new switch and wire

ROADS GRADED

- Monday Nov. 28 – Pinnacle Road, Johnston Road, Dugald Road, Ferguson Road
(Rained for two days after grading)
- Monday Dec. 5 – Pinnacle Road, McInnes Road, Lime Kiln Road
- Thursday Dec. 8 – Early Road, McInnes Road, Lime Kiln Road

WINTER EVENTS

- Wednesday Nov. 23 – Snowed last night 2 to 3 cm – still snowing 4:00am
Truck #2 sanded the gravel roads – 5:00am
Truck #4 plowed pavement and sanded – 5:00am
- Thursday Nov. 24 – Truck #2 went out and sanded gravel roads – 7:00am
- Friday Dec. 2 – Light snow fall – 1 to 2 cm last night – lots of white ice – trucks went out to sand twp. Roads - 7:00am
- Thursday Dec. 6 – Snow fall last night 2 to 3 cm of heavy wet snow – road patrol at 4:00am – called the guys at 4:30am – trucks went out at 6:00am to sand all twp. Roads

8. PINNACLE ROAD IMPROVEMENTS

Jeff Schruder presented a report on the work that he has carried out on profiling the work to be done on Pinnacle Road. Mayor Eady suggested that a price also be gathered from the County to help plot out the profiles as well as the local surveyor in Renfrew that Jeff has already approached.

Moved by Rod Eady, Seconded by Rick Lester

That upon completion of the field work on Pinnacle Road, the Public Works Committee recommends to Council that Jeff Schruder, Municipal Infrastructure Manager, proceed with the lowest quote received for plotting the field notes.

Carried.

9. REVENUE/EXPENDITURE REPORT FOR NOVEMBER 2011

The Committee reviewed the expenditure report which is current to date.

10. CORRESPONDENCE SUMMARY

There was a letter received from a County Engineer on Thompson Road culvert. They will carry out the following work in 2012.

- Restore the eroded embankment area
- Rehabilitate the existing roadway asphalt patch.

11. NEXT MEETING

The next meeting of the Committee will be January 18th 2012 at 8:30 a.m. At that meeting they will discuss alternative meeting dates for the future.

12. 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 or Resolution.

Carried.

13. ADJOURNMENT

Moved by Rod Eady, seconded by Murray Humphries

That this Committee Meeting be adjourned at 11:10 a.m.

Carried.

Chair

CAO/Clerk