

THE CORPORATION OF THE TOWNSHIP OF HORTON

PUBLIC WORKS COMMITTEE

February 01, 2010

There was a meeting of the Public Works Committee held in the Municipal Council Chambers on Monday February 1, 2010. Present were Chair Dave Bennett, Robert A. Johnston, Rick Lester, Murray Humphries, staff present Jeff Schruder Infrastructure Manager, Rod Eady Public Works Superintendent, Linda Novossiltzeff Treasurer/Deputy Clerk and Mackie McLaren CAO/Clerk.

1. CALL TO ORDER

Chair Bennett called the meeting to order at 8:35 a.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest.

3. MINUTES OF JANUARY 8, 2010 MEETING

Chair Bennett briefly reviewed the Minutes with the Committee Members.

4. BUSINESS ARISING

Actual Cost per Hour for Using Grader

Jeff Schruder reported that a quick estimate indicated \$55 to \$60 per hour, to operate the Grader including operator. He did note that the Ontario Provincial Standards called for \$82.50 per hour plus operator.

Murray Humphries suggested that the \$55 to \$60 per hour rate can not be true cost with depreciation etc calculated in as the OPS usually calculate at a break even point. Our rate, however, of \$80 per hour for farm laneways and private cottage roads is within the OPS range.

CPR Rail Line

Mayor Johnston reported that he met with CPR officials at a meeting organized by the County of Renfrew. He believes that CPR wish to abandon the line, however, they must seek groups to purchase the line first. Mayor Johnston also suggested that the County will make a presentation to the Minister of Transportation at the Ontario Good Road Convention to expand the plans to four-lane Highway 17 through to Pembroke due to the abandonment of this rail line, as Camp Petawawa traffic will than have no choice but to use Highway 17.

Chair Bennett said that he has been informed that the signal maintenance costs will continue to be invoiced until such time as the line is abandoned. He suggested that the Township should lobby reduction in this rate while the rail line is not used.

Moved by Rick Lester, seconded by Rod Eady

That the Township of Horton approach CPR and the National Transportation Agency to reduce the signal maintenance cost of the CPR Chalk River subdivision, while CPR considers what the future of the rail line is. This resolution be circulated to the municipalities along the rail line for support.

Carried.

Meeting with Cheryl Gallant re Stimulus Funds

Chair Bennett reported that Mayor Johnston, the CAO/Clerk and himself attended a meeting with Cheryl Gallant on the Stimulus application for our parking lot expansion, which was not approved, asking if it can be considered if there are surplus funds. Ms Gallant was not hopeful but did suggest that in the future we strengthen an application by using emergency services advantages for the parking

lot. Her Assistant will also check with the Provincial counterparts to see what the issue was that the application failed.

5. DELEGATIONS

There were no delegations that appeared to the Committee.

6. INFRASTRUCTURE MANAGER'S REPORT

Jeff Schruder presented his Infrastructure Manager's Report as follows:

- Rink building – electrical, generator venting
- Thomsonville – pole, drainage
- Invoices
- Certificate of Commercial Vehicle Operator's Registration (CVOR) – Update information
- Rink lines, signs, cover, lights
- Budget
- MOE Septage
- Health and Safety Policy and training
- Public Works Committee meeting
- Larochelle & Valley Spring – new tandem
- Aggregate production report
- Landfill building, signs
- Joint Health and Safety Meeting
- Asset Management
- Road Supervisors Meeting
- Garden of Eden
- Start upcoming tenders

Jeff Schruder answered questions raised by the members on his report.

7. PUBLIC WORKS SUPERINTENDENT'S REPORT

Rod Eady reviewed his Public Work's Superintendent's Report as follows:

WINTER EVENTS

- Friday, January 01, 2010 – 8 to 10 cm of snow last night. Plows started at 8:00 a.m. – plow and sand Township roads
- Saturday, January 02, 2010 – very strong wind last night and today – plows started at 8:00 a.m. to plow drifts and sand township roads
- Sunday, January 03, 2010 – strong winds last night – lows started at 9:00 a.m. – big drifts
- Monday, January 04, 2010 – plows started at 7:00 a.m. Cleaned up after weekend storm. Pushed back snow banks. Lots of drifting over the weekend
- Tuesday, January 05, 2010 – light snow fall last night and today. Plows went out at 10:30 a.m. to plow off the pavement and to sand
- Friday, January 08, 2010 – light snow fell last night and today – 6 to 8 cm. and windy. Started plowing at 2:00 p.m. and sanded all township roads
- Wednesday, January 13, 2010 – started freezing rain around 11:30 a.m. – sanded all the pavement and gravel roads. Started at 12:30 p.m.
- Thursday, January 14, 2010 – put salt out onto the pave roads – 7:00 a.m. Sanded all the gravel roads. Grader was out scraping ice on the paved roads.
- Friday, January 15, 2010 – sanded all the grave roads
- Wednesday, January 20, 2010 – light snow fell yesterday and last night – 8 to 10 cm. total. Plows started at 5:00 a.m. Plowed and sanded all Township roads.
- Thursday, January 21, 2010 – put salt out onto the pavement
- Sunday, January 24, 2010 – started to freeze rain at 6:00 p.m. – put salt out on the paved roads around 7:00 p.m. and sanded all the main gravel roads
- Monday, January 25, 2010 – rained all night – gravel roads are badly covered with ice. Centre pavement is bare. Started sanding around 3:30 a.m. Rained all morning – stopped raining around 1130 a.m. Sanded until 1:30 p.m.

- Tuesday, January 26, 2010 – light snow fall last night – 4 to 5 cm. – still snowing at 7:00 a.m. Scraped and sanded the pavement. Sanded gravel roads.
- Thursday, January 28, 2010 – snowed on and off all morning – heavy snow fall at 12:30 p.m. with very strong winds – 7=6 to 7 cm. of snow and major drifting. Plows went out at 2:00 p.m.
- Friday, January 29, 2010 – very strong winds last night. Plows went out at 7:00 a.m. – plow off snow drifts and sand township roads

MISCELLANEOUS JOBS

- Back Hoe – moving snow banks at the rink for the men working on the roof
- Pushed back snow banks where it had drifted a lot
- Kept rink shoveled off and flooded
- Kept Landfill Site and Community Centre yards plowed and sanded
- Set up and took down stage
- Kept garage and garage floor clean
- Brushing – trimmed back branches that were hitting the trucks
- Put lines and dots onto the rink surface
- Kept all Township trucks washed
- Cold patching
- Repaired stop sign
- Built a donation box for rink
- Chipped chunks and build-up of ice from edge of rink boards
- Worked at the rink – flooding and fixing three bad spots on the rink surface
- Repaired wire mesh at each end of the rink

REPAIRS

- changed cutting edge on the plow for Truck #2
- Changed cable on the wing post on Truck #3
- Changed wing blades on Truck #3
- Repaired sand chain on Truck #3
- Repaired wiring on sander for Truck #10 – ¾ ton truck
- New blue light for Truck #10
- Repaired chain saws
- Changed cutting edge on grader
- Repaired hydraulic leak – put new couplers on
- Replaced mirror on Truck #2
- Repaired exhaust pipe on Truck #2
- Repaired sand chain on Truck #2

NOTES

On Saturday, January 02, 2010 the driver of Truck #2 hit and broke a hydro pole in Thompsonville at 10:30 a.m. The incident was reported immediately.

Public Works staff spent 131 hours working on the rink ice surface at the Community Centre and 12 hours working clearing snow for construction.

Mayor asked about the amount of time the Public Works Department spent at the Rink? Rod Eady reported that sometimes it was every staff member, sometimes it was one or two people depending on the work.

Murray Humphries suggested that in the future any slack time the Public Works Staff have should be taken up in brushing and not at the Rink.

8. GARDEN OF EDEN ROAD DESIGN AND TENDER PACKAGE PREPARATION REPORT

Jeff Schruder reported that the surveying work was completed several weeks ago. The Committee Members questioned procedure and timing of the Tender and the work schedule. The Committee authorized Jeff Schruder to make arrangements for a special meeting as soon as possible with Ed Vickers, of Stantec Engineering to discuss the Tender package.

9. CORRESPONDENCE

There was no correspondence to review.

10. BUDGET vs ACTUAL REPORT
Report as of December 31, 2009

The Committee reviewed the Budget to Actual Report as of December 31, 2009 showing a slight overrun of \$810.59.

Recommended Transfer of Unspent Project to Reserve Accounts

The CAO/Clerk presented a copy of a Report on setting up unused revenue as reserves. He also pointed out that he is proposing that we use some revenue from reserves that was not earmarked to cover an actual over expenditure of \$60 to \$65,000. To cover this, \$65,508.13 remains in the Budget from the \$91,430 budgeted Road & Bridges Fund Revenue. This was a reserve that was set up but had not had projects earmarked against it and therefore should have been clawed back for future use.

In addition the cost of Mullins Road was \$45, 503.64, with \$25,300 coming in as reserve money. The addition of \$20,203.64 gas tax reserve funds will offset this. In the end he recommended that the Committee approve the following amounts set up in reserve for use in future years:

Road and bridges fund 2008	\$25,921.87
Goshen Road	\$142,548.38
Investing in Ontario Grant	\$98,024.99
Total	\$266,495.24

Moved by Rick Lester, seconded by Murray Humphries

That Public Works Committee recommends to Council that they approve the set up of the reserves from the Public Works 2009 Budget. The Committee further recommends that all 2009 overall surplus (if any) be set up in a reserve for Pinnacle Road construction.

Carried.

11. CONTRACT/TENDER DOCUMENT LIABILITY INSURANCE MINIMUMS
(Sec 4.3 By-Law 2005-08)

Jeff Schruder reported that when he drafted a tender in 2009 for Outdoor Volley Ball, he included a \$5 million liability clause and this came from research with other municipalities that he had conducted. However, after the tender was opened it was noticed and that our Procurement By-law 2005-08 limits the insurance to \$1million. At that time Council requested a review of this policy. After discussion the Committee passed the following resolution.

Moved by Jeff Schruder, seconded by Robert A. Johnston

That Public Works Committee recommend to Council that Section 4.3 of By-law 2008-08 Procurement By-law be amended by adding to the section that \$5 million liability insurance will be required for contracts issued for road construction.

Carried.

12. SUMMER HOLIDAY SHUTDOWN FOR PUBLIC WORKS DEPARTMENT

Chair Bennett informed the Committee that information has been received from Asphodel-Norwood Township near Peterborough which has Public Works Staff shut down for two weeks holidays, the last two weeks of July. Information from their Department indicates that it works quite well. The Manager and summer student do not take this holiday.

Chair Bennett said that the concern with Horton is that due to holidays there is not sufficient staff on hand to carry out our own construction projects. Rod Eady reported that this is not supported, at this time by the employees. Rick Lester suggested that we meet with the employees to discuss our reasons for this proposal.

Jeff Schruder acknowledged that holidays have a part in construction issues, but also important is being pulled off construction jobs to do other work, for other departments.

Chair Bennett said that he believes that the employees have to be asked if they can work out these concerns themselves, or the Committee discuss the need for another person.

The CAO/Clerk and Treasurer/Deputy Clerk expressed concern about the cost to the budget for another person. Linda Novossiltzeff said that another issue is time off in lieu as there are lots of hours of overtime that are saved and used as holidays during the year.

After discussion the Committee agreed to contact the employees to see if they would support a two week shutdown during the summer. Jeff Schruder to make a report back to the Committee.

13. IRENE PURDIE REQUEST

Children at Play Signs on Eady Road between Castleford Road & Tinswood Road
Lower Speed Limit to 60 kph on same section

After discussion :

Moved by Rick Lester, seconded by Rod Eady

That Public Works Committee recommend to Council that Children at Play Signs be installed on Eady Road between Castleford Road and Tinswood Road and the Committee encourages Mrs Purdie to speak with her neighbours about traffic concerns that they cause.

Carried.

14. OTHER BUSINESS

Chair Bennett asked about how quickly the approved Committee and Council Minutes can be posted on our Web Site. The CAO/Clerk acknowledged that at times it is several months before they appear. The Committee agreed that the Minutes should be on as soon as they are approved.

15. NEXT MEETING

The Committee agreed to meet March 1, 2010 at 8:30 a.m.

16. CONFIRMING RESOLUTION

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.

17.

Moved by Jeff Schruder, seconded by Rod Eady

That this Committee Meeting be adjourned at 10.04 a.m.

Carried.

