

THE CORPORATION OF THE TOWNSHIP OF HORTON

Special Council Meeting

September 19, 2012

There was a Special Meeting of Council held in the Municipal Council Chambers on Wednesday September 19, 2012. Present was Mayor Don Eady and Councillors Glen Campbell, Bob Kingsbury, Jamey Larone and Margaret Whyte. Staff present was Jennifer Barr, Finance Manager for items 4 & 5 and Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Mayor Eady called the Meeting to Order at 4:09 p.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by Council Members or Staff.

3. ADDITIONS TO AGENDA AND APPROVE AGENDA

There were no additions to the agenda

Moved by Bob Kingsbury

Resolution No. 2012-303

Seconded by Jamey Larone

That Council approves the agenda for the September 19, 2012 Special Council Meeting.

Carried

4. PINNACLE ROAD TENDER

The tender for Pinnacle Road came in over budget. Jennifer Barr, Finance Manager presented a worksheet setting out options to cover the amount that is over budget. She estimated that using additional available Gas Tax revenue and Lot Development funds would reduce the amount over budget to \$15,027.13 which could be drawn down from a reserve and paid back into the reserve in future years.

Mayor Eady reviewed the work listed in the tender and suggested that \$55,000 could be saved from the project cost by eliminating non-essential items in the project i.e. cancel the 2 x \$10K allowances for extra work, removing the \$8,100 granular sealing, seeding and mulch, calcium spreading during construction and cutting back the granular A from a 6 inch lift to 5.5 inches.

Councillor Campbell reported that at the Public Works Committee held earlier this day, the Members learned that there is an engineering estimate of \$35,000 for inspection and the required geotech inspections. Council discussed what inspections could be completed by staff to save part of the engineering estimate.

Mayor Eady said that ratepayers were promised that Horton tax dollars would not be used for the project and with these changes we can meet that commitment.

Councillor Larone said he is having a concern that we are mortgaging our future, using all reserves or won't have funds next year if we encounter a problem. He can't jump on board yet until he knows how much we will commit from the 2013 budget this year for this project. Can we put this expenditure off for one year to complete? Councillor Kingsbury said that

these concerns are legitimate but that we do have reserves to be used in an emergency. He said he believes we need to complete this project this year and then concentrate on the future. Money will be saved by not having to send the grader out to grade a gravel road.

Councillor Campbell said the Committee discussed the options this morning at their monthly meeting. He reviewed the scenarios and noted that this expenditure puts us in a maintenance mode rather than a construction mode for the 2013 and 2014 budget years.

Council Members discussed the capital projects set out in the capital budget spreadsheet prepared for the 2012 budget review. Mayor Eady pointed out that some of these projects could be pushed back and be completed when funds are available. Councillor Campbell noted that if we wait to 2013, we are using the same money as we are discussing using in 2012.

Councillor Larone asked what was the amount Council was willing to top out at. He said pick a ceiling – or are we back at square one, if so he can't buy in.

Councillor Whyte said she supported doing the full project in 2012.

After further review of the items in the tender documents for the project, additional savings were identified which along with an additional \$70,000 Lot Development Funds would bring the overall project cost to the \$550,000 budget amount. Jennifer Barr noted that this proposal left approximately \$110,000 in unspent lot development funds, Gas Tax Reserve and the 2013 gas tax revenue available in 2013 for future projects. Council agreed that the next step would be to meet with the contractor for their support in removing non-essential items from the project.

Moved by Bob Kingsbury

Resolution No. 2012-304

Seconded by Margaret Whyte

That further to resolution 2012-303, dated September 10, 2012, Council agrees to award the full tender to B. R. Fulton Construction Ltd. at their tendered price of \$622,824.12 including net HST. Funds required over and above the budget amount of \$550,000 are to come from the Lot Development Fund for Transportation.

Carried

5. **NEW STOVE AT COMMUNITY CENTRE – AUTHORIZE USE OF RESERVE FUNDS TO COVER SHORTFALL ON PURCHASE.**

Councillor Whyte, Chair of Recreation Committee informed Council that the Recreation Committee has expressed the need to purchase a new propane commercial kitchen stove at the community centre. With only two burners on the current stove, the Harvest Festival supper fund raiser cannot proceed. Last year volunteers cooked vegetables at home and that didn't work out as they couldn't be kept hot before being served. The new cookbook fundraiser was anticipated to generate \$5,000 revenue of which the Committee requested \$2,500 be put towards a new stove.

Councillor Whyte added that the Committee has received an offer of a used stove that could be placed beside the existing stove temporarily. She recommended that rather than create future problems between the two stoves, that we purchase a new stove and install larger propane tanks.

She presented the following pricing information from two companies in Ottawa which priced a new stove and used stove.

Company	Range Type	Details	Cost	HST	Total
HENDRIX	VULCAN V60F-2 NEW	63" 2 standard ovens and 24 " grill 6 burners PROPANE	\$ 3970.00	516.10	\$ 4486.10
JORDASH	USED GARLAND 60 " WILL NOT CONVERT TO PROPANE	2 standard ovens and 24 " grill 6 burners NATURAL GAS	\$ 3375.00	438.75	\$ 3813.75
JORDASH	NEW X60 - 6G24RR Garland SUNFIRE	60" propane	\$ 4375.00	568.75	\$ 4943.75
NATION WIDE RESTAURANT EQUIPMENT	USED GARLAND 60"	2 standard ovens and 24 " grill 6 burners NATURAL GAS WILL CONVERT TO PROPANE	\$ 2700. 00	351.00	\$ 3051.00

The best new price was \$3,970 plus net HST for supply and delivery for a 6 burner with griddle stove. Councillor Whyte said that she recommends the balance of the funds come from working capital reserves so that the stove can be ordered in time to meet the requirements for the Harvest Festival fund raiser.

Councillor Whyte also presented the following prices received to date from two propane suppliers with one more to come in.

Propane Quotes

Company	Price/Litre	Hookup Delivery & Inspection Fee	Monthly Rental Fees	Delivery Fee	Hazmat Fee	24 hour repair service
Stinson Fuels	\$ 0.442 / litre	\$ 60.00	NONE	NONE	NONE	yes
McEwan Fuels	0.58/per litre		12.00/month			
Superior Propane Presently they fill up at fire hall	\$ 0.53080/ litre			8.95	8.95	

Mayor Eady suggested that we add the propane used to heat the Fire Hall and its hot water to the volume of propane to be purchased.

Moved by Margaret Whyte
Seconded by Bob Kingsbury

Resolution No. 2012-305

That Council authorizes the purchase of a new Vulcan V60F-2 propane stove for the Community Centre from Hendrix at a price of \$3,970 plus \$516.10 HST. Funds to come from 50% of the cook book sales. Balance to come from working funds reserve.

Carried

Councillor Larone asked what is to be done with the current stove. It was agreed that it would be put up for sale. Councillor Campbell noted that the new stove will be longer and the fryer will sit outside the hood. It was agreed that before the Winter Carnival breakfast that the hood would need to be lengthened. This will be added to the next Infrastructure Committee Meeting agenda.

6. SUPPORT ENABLING ACCESSIBILITY FUND PROGRAM GRANT APPLICATION FOR PARKING LOT

The CAO/Clerk informed Council that the Enabling Accessibility Fund grant program is open again. He recommended that the application for proper wheel chair access and alterations to the public parking lot be considered for this program again. Our first application was not approved.

Moved by Glen Campbell
Seconded by Margaret Whyte

Resolution No. 2012-306

That Council authorize the Administrative Assistant to submit an application under the Enabling Accessibility Fund Program (EAF) for the reconfiguration of the current parking lot which will include a wheelchair ramp at the front entrance from the parking lot.

Further, the Municipal share of the \$11,351.80 project costs will be funded from the Capital Parking Lot Fund - \$10,942.00 and the Working Funds Reserve Fund - \$409.80. These monies will satisfy the eligibility requirement under the Enabling Accessibility Fund Program that 25 percent of project funding (in-kind and monetary) be provided from non-Federal government sources.

Carried

Councillor Larone asked when we should hear on this application. The CAO/Clerk suggested 7 to 8 months from now. He asked if there was an opportunity for the Public Works staff to repair the raised culvert in the parking lot at the municipal office before winter. The CAO/Clerk said this will be done.

7. PROCESS TO SELECT SENIOR PUBLIC WORKS DEPARTMENT MANAGER

Councillor Kingsbury informed Council that he spoke with the Public Works Superintendent about the future of a senior management position. He said that there would probably be an internal posting of the job first.

Councillor Larone asked what type of position are we looking for – what are our needs? Councillor Kingsbury said that we need a Manager of Public Works, we don't need an Infrastructure Manager. This would not be dual purpose position. This person would call the snow ploughs out in the winter.

Councillor Whyte suggested that we could be hard pressed to find someone dedicated to Horton that has all the skills we need.

Mayor Eady suggested that we shouldn't do anything right now. Staff has picked up the workload. There are no construction projects planned next

year. We should build up the finances. Are we maintenance or a construction department? He said he understood a retired employee was interested in coming back part time. The department is not rushed with work right now. Enough staff on hand to carry out the road projects now.

The CAO/Clerk was asked for his comment and he said that the department requires a manager.

Councillor Campbell said that there is a need to discuss job duties. Councillor Kingsbury said that it would be lengthy process and suggested that Council appoint a subcommittee to put a job description together for Council's review.

Mayor Eady described a County process to fill an asset management position.

Council discussed the need for the Asset Management planning process and Councillor Larone suggested we create an Asset Management Committee and to get training for staff and Council.

Mayor Eady said there are two job descriptions to review. We also have a vacant operator position in the Public Works Department.

Moved by Bob Kingsbury

Resolution No. 2012-307

Seconded by Glen Campbell

That Council appoint a subcommittee consisting of Mayor Don Eady, Councillor Bob Kingsbury, Councillor Glen Campbell, Councillor Margaret Whyte and Mackie McLaren, CAO/Clerk to draft a job description for the Public Works Department Manager and for an Equipment Operator. Councillor Kingsbury, Chair of the HR Committee to act as subcommittee chair.

The following discussion took place on the motion:

- Mayor Eady suggested that the subcommittee contact the County HR Director for assistance.
- Councillor Kingsbury said yes if required.
- Councillor Larone asked why a subcommittee was needed when the HR Committee could do this. Councillor Kingsbury said the Chair of Public Works should be part of the exercise.
- Mayor Eady suggested all Council Members should be on the Committee with senior staff input.
- Mayor Eady said he has to be proven we need this position. Is this something that can be subcontracted out? The job description will have to prove the need.
- Councillor Campbell said we have challenges ahead with Minimum Maintenance Standards, challenges from courts.

Mayor Eady called for a vote on the motion. **Motion Carried.**

8. MAYOR'S BREAKFAST SEPTEMBER 25TH, WHO IS ATTENDING

The Renfrew and Area Chamber of Commerce is hosting a "Mayor's Breakfast" on Sept 25th when the Mayors from the four local municipalities will have an opportunity to inform the public on local initiatives in each municipality. Agreed to attend was Councillor Kingsbury, Councillor Whyte and CAO/Clerk.

Councillor Larone said he has been appointed as Horton's representative to the Chamber of Commerce but he has great difficulty attending all their

breakfast meetings. He requested that someone else be appointed as Horton's representative.

Moved by Jamey Larone

Resolution No. 2012-308

Seconded by Glen Campbell

That Council appoint Councillor Bob Kingsbury as Horton's representative on the Renfrew and Area Chamber of Commerce.

Carried

9. ADDITIONS TO AGENDA

There were no additions to the agenda.

10. CONFIRMING BY-LAW 2012-47

Moved by Jamey Larone

Resolution No. 2012-309

Seconded by Marg Whyte

That Council enacts By-law 2012-47, a by-law to confirm proceedings of the Council of the Township of Horton at the Special Council Meeting held on September 19, 2012.

Carried

11. ADJOURNMENT

Moved by Bob Kingsbury

Resolution No. 2012-310

Seconded by Glen Campbell

That Council adjourns this Special Council Meeting at 6:26 p.m.

Carried

MAYOR

CAO/Clerk