

THE CORPORATION OF THE TOWNSHIP OF HORTON

## Infrastructure Committee Meeting

September 13, 2011

There was a Meeting of the Infrastructure Committee held in the Municipal Council Chambers on Tuesday September 13, 2011. Present were Co –Chairs Glen Campbell and Jamey Larone. Staff present was Jeff Schruder, Municipal Infrastructure Manager and Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Co-Chair Larone assumed the Chair and called the Meeting to Order at 4:05 pm.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by the Committee Members or Staff present.

3. MINUTES OF JULY 11, 2011

Co-chair Larone reviewed the July 11 2011 Meeting Minutes which had been approved by Council.

4. BUSINESS ARISING FROM MINUTES

Councillor Campbell reviewed the issues that remain with the electrical connections for the generator at the Community Centre. He informed the Committee that the transfer switch that was in the wrong location has fallen off the wall and either needs to be reinstalled on the wall with a piece of plywood as backing or correct the location where the switch should be mounted at a cost of \$1,000 to \$2,500. Jeff Schruder said he had a note from the Maintenance Sub-Chair of the Recreation Committee to call the original contractor who installed the switch to put it back in its original location.

Chair Larone said he was not in favour of putting it back where it was in the wrong location for a small cost only to reinstall it in a few months in the correct location at a greater cost. We may have budget room to make this possible. Councillor Campbell said if the budget was an issue, he would have no problem putting it back where it was temporarily, so that we could use it immediately if there was a power outage.

Chair Larone estimated there could be \$1,500 to \$2,000 surplus in the retaining wall budget if we need to reallocate funds. Councillor Campbell said he could get three quotes, as long as we get hydro into the generator, we would be good to go.

Jeff Schruder asked if there would be any funds available in the Emergency Measures budget for this work. The CAO/Clerk advised that we would not know until December as the Community Emergency Management Coordinator (CEMC) presents an account of his expenses, which are meeting allowances usually, once per year.

After further discussion the Committee agreed that Councillor Campbell will bring back a budget price to temporarily repair the switch so that we would have a temporary fix in the need of emergency power and he will get three quotes to correct it properly. These will be available as a recommendation to Council if they hold a Special Council Meeting next Monday September 19<sup>th</sup> following the

Planning Committee Meeting. The Finance Manager can advise if there is any budget available. Mayor Eady will be asked to call a Special Council Meeting.

5. DRAINAGE PROJECT AT RECREATION COMPLEX

Jeff Schruder reported on the drainage work at the rink and change room. The donated equipment and labour will be finished shortly and we can decide what we want to do further. Clouthier Construction has donated 3 loads of gravel for the final grading. The fine grading will be done shortly. Marshalls, who has donated the equipment and labour, will extend the tile drain along the rink, across the parking lot to outlet into the county road ditch.

Councillor Campbell said that he has been in contact with a contractor who will make and donate the railing. Chair Larone asked when the stairs will be installed. Jeff Schruder did not have an answer from Marshalls. In the interim he will put the temporary snow fence barricade.

Chair Larone said he would donate his labour to construct a wood walkway that he will install between the rink change room and the rink door.

Jennifer Barr, Finance Manager had prepared a cost to date for the retaining wall project and it was presented by the CAO/Clerk. \$3,036.87 has been spent to date out of the \$8,500 budget.

Chair Larone will check with the Chief Building Official to confirm if a 36" high railing is what is required under the code. He also recommended that Marshalls be asked to total their donated costs and submit them for an Income Tax donation receipt. Jeff Schruder will speak to Dave Bennett of Marshalls.

6. WHEEL CHAIR LIFT - ENABLING GRANT FOR COMMUNITY CENTRE

Councillor Campbell said he would like to see this project retendered, if time permitted, for the chair lift and for the modifications to the building that are required. He added that he wants to review the township's policy on when a verbal quote, written quote and tender are required. He added that he believed the prices we received were average costs for other chair lifts he has seen installed in the county.

Chair Larone discussed the new option that Garnet Headrick, who had the lowest contractor quote, suggested at the onsite meeting this spring we install a heavier lift to accommodate motorized scooters. He noted that the Enabling Grant would have to approve the change in direction from the chair lift to the second option. He also advised that they discovered at the onsite meeting that the electrical requirements in the quote were not sufficient to power the chair lift properly. The original proposal would not carry a scooter but would carry an electric wheel chair. Chair Larone reviewed his notes from the onsite meeting which were given to the CAO/Clerk to be typed up and used as the Scope of Work.

Moved by Glen Campbell, Seconded by Jamey Larone, the Infrastructure Committee recommends to Council that they proceed with the original option to install a chair lift and retender the project.

Carried.

Councillor Campbell suggested we check with the preferred chair lift company for a delivery date that would be used as a project completion date in the tender.

7. CONTINUE TOUR OF MUNICIPAL BUILDINGS AND FACILITIES

Jeff Schruder asked if this would include safety issues. He said he had written quotes for safety cabinets for gas and diesel cans for the garage and the two generator rooms.

The Committee agreed to present the quotes at the Special Council Meeting requested for September 19<sup>th</sup>.

The Committee Members agreed to continue with their tour of facilities in the next few weeks when their personal workloads decreased.

8. ACCESS ENABLING GRANT – PARKING LOT AT MUNICIPAL OFFICE

Jeff Schruder presented a drawing and quotes for renovations to the municipal and fire hall parking lot to make it handicap accessible to be used with an application for funding under the Federal Access Enabling Grant. The parking lot will contain 20 parking spaces including 2 wider handicap spaces. Jeff asked about increasing the lighting in the parking lot. Councillor Campbell reviewed. He thought there could be a sensor light installed on the municipal building or a sentinel light on the hydro pole along Johnston Road. He will make a recommendation to Jeff to be included in the grant application.

Jeff Schruder said that we have a donated flag pole, plus \$100 donation from Councillor Campbell.

9. AUGUST 31 2011 BUDGET VS. ACTUAL REPORT

The Committee Members reviewed the budget report prepared by the Finance Manager and was discussed earlier in this meeting. This report will be presented at each monthly meeting.

10. OTHER BUSINESS

The Committee Members requested that plastic dasher board be installed on the bottom of the rink boards before ice season this fall. Jeff Schruder reported that he and Bob Johnston looked at the rink boards and some maintenance will soon be required on the gates and on 2 holes in the boards caused by the Zamboni.

Chair Larone said the Committee will conduct a review of the rink before winter. They will also review the rink buildings report they made up earlier this year for the 2012 budget. This would include a maintenance contract to shut down the air conditioner and start up the furnaces in all municipal properties.

11. NEXT COMMITTEE MEETING

The date of the next meeting will be determined by the Committee Members at the Special Council Meeting if it is held September 19<sup>th</sup>.

12. CONFIRMING RESOLUTION

Moved by Glen Campbell, Seconded by Jamey Larone 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 Jamey Larone, Seconded by Glen Campbell that this Committee meeting be adjourned at 5:50 p.m.

Carried