

THE CORPORATION OF THE TOWNSHIP OF HORTON

## Municipal Infrastructure Committee

May 29, 2012

There was a Meeting of the Municipal Infrastructure Committee held in the Municipal Council Chamber on Tuesday May 29, 2012. Present were Co-Chairs Councillors Glen Campbell and Jamey Larone. Staff present was Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Councillor Larone called the meeting to order at 4:07 p.m.

2. DECLARATION OF PECUNIARY INTEREST

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

3. MINUTES OF SEPTEMBER 13, 2011

The Committee Members reviewed the minutes of the last formal meeting of the Committee.

4. BUSINESS ARISING

Generator Switch Change Over

Councillor Campbell said that he put the transfer switch back up on the wall with proper backing board after he discovered it had fallen out of the wall last year. He added that quotes are still required for changing the generator startup process from 7 steps to 3 steps.

ACTON – Need a scope of work drafted and a budget price sought to submit to Council for approval to call quotes.

Drainage Around Change Room

Councillor Larone noted that this work was part of the retaining wall project. He said that 1 more load of smaller stone was requested and the members do not recall it was received. The CAO/Clerk was asked to check with the Municipal Infrastructure Manager. Councillor Larone said he will still donate labour to construct a wood walkway from the change room to the rink once the final grading is completed. Councillor Larone will check with Dennis if a second railing below the 36 inch railing is needed.

Municipal Parking Lot

The CAO/Clerk informed the Members that the grant application for improvements to the parking lot which has been denied. There is \$10,942 included in the 2012 budget for upgrades. He pointed out that a flower bed has been constructed in front of the office windows next the road and flowers and shrubs planted. Eaves trough has also been installed on the front of the building.

Councillor Larone said a drain is needed to take the water from the down spout next the air conditioner unit out to the Johnston Road ditch so the water doesn't pool under the unit and cause it to shift. He asked if this could be done in-house.

Moved by Glen Campbell, Seconded by Jamey Larone that the Municipal Infrastructure Committee recommends to Council that they consider the installation of the rain barrel on the down spout next the Clerk's Office and that a drainage ditch be dug from the other down spout to the roadside ditch and big "O" installed.

Carried

The Members discussed the need to pump the septic tanks at all buildings. The CAO/Clerk said he cannot recall any of the tanks being pumped within the last 10 years. It was suggested that he contact Thompson Septic Pumping to see if George had a record of when the tanks were last pumped.

5. THERMOSTATS AT COMMUNITY CENTER – COMPUTER PROGRAMED.

Councillor Campbell advised that the thermostat change over at the change rooms is complete but there is no guard over the thermostat. He said the users should have access to adjust the heat in the change room so they could turn it down when they go on the ice and after their use of the room. He added that he spoke with Bill Yantha to shut down the electric heat at the breaker in the change room building for the summer and fall.

Councillor Campbell said that the thermostats in the Community Centre need new batteries. This should be put on a twice yearly list to be changed.

6. SERVICE AGREEMENTS ON FURNACES IN ALL BUILDINGS

Councillor Larone said there is a need to put out a request for quotes for the service of all the furnaces in out buildings. This scope of work should include:

- Twice per year service
- Paper work
- All tests required
- Pressure test on pumps
- Change filters,
- Smoke test, and
- Combustion/exhaust test.

The Members discussed a length of term and a recommendation is 3 years which provides for the contract to run into the first year of the next council term and gives the successful contractor some security.

Councillor Campbell noted that he had a sample of a scope of work which he will bring to the next Committee Meeting.

7. UPGRADES TO COMMUNITY CENTRE AND CHANGE ROOM AND CALL FOR QUOTES

Councillor Larone said he will re-produce his notes from the Committee's inspection of the buildings last year. The Committee agreed to review this list at the next meeting and create a scope of work for quotes. Subject to the notes, this list would include:

- Battery remote head (emergency light) in kitchen
- Exhaust hood grease collector extension
- Water filter system
- Grease trap cleaning – how often
- Additional stove
- Flashlights in kitchen, bar, furnace room and front coat room
- Heating cooling maintenance 3 year contract
- Labeling equipment and doors at change room
- Fire extinguisher location in the kitchen

- Locks on condensers – disconnects
- Covers and locks on thermostats
- Frame up over the electrical panel in change room to close off access to ceiling
- Install the flashing on the change room and community centre
- Pump septic tanks and install an alarm
- Locks for propane valves for kitchen stove
- Extend metal roof over air conditional units
- Door stops on main doors at community centre – two front outside doors have been installed, needed on two inside lobby doors, and on the door to the washroom hallway by the bar
- Storage of Zamboni propane tanks so won't tip over
- Log book in zamboni room to record propane tank usage
- Flooding schedule for rink – with hose not by zamboni
- Clean filters over kitchen stove on a regular basis
- Repairs to rink boards caused by zamboni
- Stage – cheapest quote was \$18K – check and maintain our current stage.
- Councillor Larone to build steps for stage, and
- Check the recently donated outdoor stage for safety.

Work that was on the list last year and completed is:

- Change Room exterior doors painted
- Thermostats lowered on to walls in change rooms
- Dasher board installed around rink

The Members agreed that they would divide the above work into trade groups and work our staff can complete. Then they would make a recommendation to Council on what work to complete this year. The Members will also check back on their former lists to make sure all items have been referenced.

8. REPLACE OUTSIDE DOOR AT LUNCH ROOM IN MUNICIPAL OFFICE

Councillor Larone said he will measure the door and bring a quote back for a replacement door.

9. UPDATE ON HANDRAIL AT COMMUNITY CENTRE

Councillor Larone said he has spoken with Dennis Fridgen, CBO last Friday about this topic. He has discovered a clearance problem with the chair lift if the handrail was installed at 36 inches. They looked in the Building Code and saw 4 different shapes for handrails. A different shape is still required and Councillor Larone will check at a specialty shop in Ottawa in the future. He will re-measure the height that will be allowed when the lift is in different locations on the stairs.

10. MUNICIPAL OFFICE FURNACE – FAN RUNS ALL THE TIME AND NOISY

Councillor Campbell said that he and the CAO/Clerk checked the furnace fan before this meeting started. The fan is not too noisy but the fan control assembly needs to be checked as the fan runs all the time. The Members agreed that it can be left until the furnace service contract is issued. In the meantime the fan is manually shut off at the breaker panel.

11. SURGE PROTECTION FOR ELECTRICAL PANEL AT COMMUNITY CENTRE

Councillor Campbell said that surge protection is required for the electronics in the chair lift. He suggested that a surge protector be installed on the electrical panel as was done at the Municipal Office. This way, in the event of a spike the protector will take the blow rather than sensitive electrical equipment. He suggested that the protector would cost less than \$100 and could be installed by an electrician when they are doing other work on site. The Committee Members agreed and added this work to work already scheduled to be completed by Todd Crozier Electrical.

12. WATER FILTER AT COMMUNITY CENTRE

The Members questioned how often the in line filter should be changed. They asked for a log book in the kitchen to record the activities. Councillor Campbell agreed to contact a supplier who will conduct a free review of what plumbing related items and furnace supplies are needed. The Committee agreed.

Councillor Larone suggested that the log book have several headings with listings of what has to be maintained and when, i.e. how often the grease in the fryer is changed, how often the grease trap needs to be emptied, when the grill filters need to be cleaned and run the chair lift monthly for warranty. He added that with each upstairs rental the key for the chair lift needs to be signed out with training on the operation of the chair lift supplied to the renter. The log book should have a section for key in and out.

Councillor Larone noted that the Committee was to look at the cost to install a small bar sink and cabinet for the upstairs meeting room for coffee, cups etc. They will also need to have access to water for the janitor to fill up scrub pails etc. They also were to investigate a janitorial sink in the ladies washroom which will mean the removal of one of the toilets.

13. TWO CLOCKS AT COMMUNITY CENTRE

Councillor Campbell said that the Recreation Committee have asked for two "school" type wall clocks, one in the Community Centre with a cage and one in the upstairs meeting room. He will check with a supplier for cost and availability.

14. PIGEONS UNDER RINK ROOF

The Committee discussed the need to put up netting to keep pigeons and smaller birds from making nests and roosting under the open rink roof. Councillor Campbell said one suggestion was to lower the side walls one length of steel siding and install netting from there to the ground. After discussion, the Members agreed to visit the rink to look at alternatives. There is the possibility that they will attend after the next Committee meeting.

15. FLASHING ON CHANGE ROOM & COMMUNITY CENTRE

The Members agreed that they would install the two sections of flashing that have been blown off the buildings.

Councillor Campbell said he would like to understand how much use will be made of the upstairs meeting room. It was suggested that they meet with the Recreation Committee to learn their plans. Councillor Larone will be attending the next Rec Meeting and he will discuss.

Councillor Campbell suggested that when you heat/cool the upstairs room, you are heating or cooling the whole building. There is the need to install damper controls which separates the area to be heated and cooled. He also suggested that curtains are needed on the upstairs windows to help keep the room cool.

#### HANDICAP DOOR AT MUNICIPAL OFFICE NOT WORKING

Councillor Campbell noted that the handicap door opener has not worked since a lighting storm knocked out some electrical equipment in the municipal office. He said he had a conversation with Renfrew County Windows who installed the door opener and they have a person who will come and repair at a high cost. Alternatively they will send the "board" which they believe is damaged for someone else to replace. This person travels between towns fixing openers and could be sometime before he is in the Renfrew area. After discussion it was agreed that the Township ask them to send their repair person as soon as possible.

#### 16. NEXT MEETING

The Committee agreed to meet Tuesday June 12 at 4 pm.

#### 17. 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

#### 18. ADJOURNMENT

Moved by Jamey Larone, Seconded by Glen Campbell that this Committee meeting be adjourned at 6:48 p.m.

Carried

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Co-Chair Larone

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CAO/Clerk