

THE CORPORATION OF THE TOWNSHIP OF HORTON

## Infrastructure Committee Meeting

September 26, 2012

There was a meeting of the Infrastructure Committee held in the Municipal Council Chamber on Wednesday September 26, 2012. Present was Co-chairs Glen Campbell and Jamey Larone. Also present was Dave Bennett, Maintenance subcommittee chair, Recreation Committee. Staff present was Mackie McLaren CAO/Clerk.

1. CALL TO ORDER

Chair Campbell called the meeting to order at 4:15 p.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by Members of the Committee, guest or staff.

3. MINUTES OF JULY 11 AND AUGUST 15, 2012

Chair Campbell asked the members to review the Meeting Minutes.

4. BUSINESS ARISING:

- Retaining Wall in Parking Lot – Dave Bennett present

Councillor Larone informed the Committee that Fulton Construction have extra concrete blocks available to add to the retaining wall. He noted that if Mr. Bennett has not started to prepare the steel to cap the existing blocks, he can suggest another option. It will take approximately 34 additional blocks including cap blocks. This would provide for 1 more row of blocks and a step down at the end where there has been some erosion since the retaining wall was installed. There would then be no requirement for a steel cap or a railing.

Mr. Bennett noted that it would be deep drop off down to the lower rink level if someone was sitting on the blocks and fell backwards. It would be an approximately 2 metre fall. He suggested that a railing may still be required. He said a 36" railing is needed on the steps and 42" high on the walkway.

Councillor Larone said he would check with the Chief Building Official for height restrictions and give everyone a call tomorrow to advise if a railing is required vs. an extra layer of blocks. He will also report his findings at the October 2<sup>nd</sup> Council Meeting.

Mr. Bennett asked if we are adding blocks, can the Public Works staff do the work? Chair Campbell will check with the Public Works Supt.

Mr. Bennett remained for the rest of the meeting.

- Clocks for Community Centre

Chair Campbell had picked up two clocks that were recycled from a recent school renovation, but discovered today that they were electric and there are no outlets nearby to plug them into at the Community Centre. He will replace them with battery clocks later this week.

- Battery Backup Light in Kitchen

Chair Campbell said he had the emergency backup light at home which he will have installed in the community centre kitchen.

- Install a septic alarm box in change room

Chair Campbell said he has the junction box. All this work will be done by the weekend.

- 2 ladders

Chair Campbell said he had prices from 5 suppliers for 2 – 5 foot step ladders, one for community centre kitchen and one for the municipal office. The need for the ladders was identified by the Safety Committee. He said he will pick them up shortly.

- Big “O” drain tile from Municipal Office down spout

Chair Campbell said he donated and dropped off some drain tile he had left over from his own property at the Public Works yard the day after the July meeting. Public Works Staff to install the tile from the eaves drain near air conditioner to road ditch this fall.

- Lunch room door at Municipal Office

Councillor Larone reported that the door has been ordered and the work will be installed by the lowest contractor later this week.

- Scope of work for generator switch over

Chair Campbell said he spoke with Deputy Fire Chief Allan Cole who will go back over the work to be done this week. He will then use the information to put out quotes for the change over.

- Log books now on hand

The CAO/Clerk reported that the log books are now on hand but need to be distributed to the proper locations and properly set up.

Chair Campbell referred to the steel cage outside the zamboni room. He asked Mr. Bennett if it was for the propane storage. Mr. Bennett said the cage came from the fire hall for the propane storage. His company is donating a smaller cage to the fire hall that suits their needs better. He added that the propane must be stored outside on a cement pad or patio blocks. Councillor Larone said he had a concrete pour coming up and will have extra so he will make a 4 x 4 form and pour the pad. Mr. Bennett noted that the cage must be fastened to the pad.

- Pumping septic tanks – Thompson quote

The CAO/Clerk said we had a quote from Thompson Septic Pumping for the small tanks at the Municipal Office and Fire Hall (which is shared with the Public Works Garage). The quote noted that the large commercial tank at the Community Centre must be pumped by others.

Mr. Bennett cautioned on pumping the 8,000 gallon septic tank at the Community Centre this fall and suggested we wait until spring to ensure bacteria stays in the tank over the winter months.

The Committee requested that Thompson pump out the two smaller tanks as quoted.

Moved by Jamey Larone, Seconded by Glen Campbell, that the Infrastructure Committee recommend to Council that they authorize Thompson Septic Pumping to pump out the Municipal Office and Fire Hall septic tanks this fall.

Carried

- Service agreement quote on furnace maintenance

Chair Campbell said he will complete the draft of the service agreement and quotation document for service maintenance for the furnaces at the Municipal office, Public Works Garage and Community Centre. As discussed at a previous meeting, a 3 year contract will be offered. In addition parts for maintenance will be kept on hand.

Mr. Bennett asked if there was any condensation in the oil tanks at the Community Centre as this has been a problem in the past. The Committee agreed that they should be checked before winter.

- Handrail on stairs to upstairs meeting room

Councillor Larone reviewed the situation. He suggested that we use the hand rail that came on the wheel chair lift. It would be removed from the lift and reinstalled at the right height on the right side of the stairs by volunteers.

- Bardon analysis – sink & cabinets and heating upstairs meeting room

Chair Campbell said that he met with the Bardon rep who gave a free look and recommendation at what plumbing would be needed at the community centre to:

- Install goose neck taps on the kitchen sink,
- Install a sink and plumbing to the upstairs meeting room
- Add a set of taps by the hot water tank to supply water for the janitor

Mr. Bennett suggested that the committee should consider purchasing an IKEA stainless steel sink and cabinet combo.

- Install netting to keep birds from under rink roof

The CAO/Clerk said the netting ordered has been received by the supplier and installation must be arranged. Mr. Bennett asked how people would access the rink. Councillor Larone said that we may have to make doors. Mr. Bennett said he would discuss installation with the Recreation members.

The CAO/Clerk advised that the Recreation Program Manager noted a brochure at a booth at the Renfrew fair on how to keep birds out of buildings, but it was taped down on the table and couldn't take it. It was suggested she contact Judy Dobec of the Fair Board for contact information for the company.

- Ridge vent & “j” repairs at Community Centre

Councillor Larone explained that the soffit had to come off and the “j” re-screwed as not enough screws were used when the contractor installed them. Some soffit and fascia has blown off the building and these repairs have to be completed shortly. In addition he has discovered that the foam

closure strips on the ridge cap was not installed which is the primary reason there are leaks.

He said Council has authorized the calling of quotes for the closure strip work. He will get quotes for the foam so our quotes will only be for labour to remove 100 linear feet of ridge cap, install the foam and reinstall the ridge cap.

The soffit and fascia work on the community centre and the back of the change room will involve taking off the soffit, re-screw the "j" into the wall, put the soffit back on and replace the missing fascia on the community centre and change room.

The CAO/Clerk was directed to draw up a quotation package and email the draft package to the Members and Mr. Bennett for review.

- Grease trap has been emptied

The CAO/Clerk said that the grease trap has been emptied.

- Install grill on sliding bar doors

Chair Campbell described his idea of installing grills on the sliding counter doors at the bar to remove the heat generated by the refrigerators. Mr. Bennett suggested the solution would be to install 400 cubic feet/minute exhaust fan to remove the heat.

After discussion of other alternatives, the CAO/Clerk was asked to put the item on the next committee meeting agenda for further discussion.

- GFI plug in furnace room at Municipal Office

Chair Campbell said he would be looking after this shortly.

### **In House Work**

- Extend hood over stove in kitchen

Chair Bennett commented that the kitchen stove hood and grease filter racks would need to be lengthened to accommodate the fryer now that we have purchased a longer propane kitchen stove for the community centre. He added that the air exhaust would need to be increased.

Councilor Larone asked what the cost would be. Mr. Bennett said that specialized companies would have to be asked for quotes. He will forward the names of 2 or 3 companies that can do this work. Mr. Bennett said time is a factor as we need it installed and operating for the winter carnival in late January. Chair Campbell asked about the availability of a longer hood at a restaurant that is closed at Chenaux.

- Put flashlights in bar and kitchen at community centre

The Recreation Program Manager was requested to purchase two "shake" flashlights.

- Labeling of equipment and storage at change room

The Recreation Program Manager was asked to use the label maker at the municipal office to carry out this work.

- Install locks on condenser disconnects

The Public Works Supt was asked to have Mr. Yantha carry out this work.

- Use locks on propane valves in the kitchen

The Recreation Program Manager was requested to put the locks back on that are sitting in the cupboard.

- Extend metal roof over air conditioner at community centre

The Public Works Staff was requested to construct a metal frame and roof over the air conditioners. There was discussion at a prior meeting that the roof be extended over the side door but it was noted that that would need an engineer sign off so it was decided not to do this work.

- Repair rink boards

Mr. Bennett noted that the lower gate requires to be tightened up. The door location was changed when the rink roof was constructed and needs to be reinforced. Chair Campbell and Councillor Larone will look to see if they can reinforce it.

- Inspection of stage

Chair Campbell said the Infrastructure Committee should get an annual inspection report from the Recreation Committee Maintenance Subcommittee.

### **Handyman Work**

- Ceiling up over generator room

Councillor Larone said he will do this. He estimated that he has a day's work between this and the change room alterations he had promised.

- Location of fire extinguisher in kitchen

Chair Campbell suggested that there should be an extinguisher on the inside of the kitchen door. Mr. Bennett said that the Fire Department could inspect, but the more extinguishers the better.

- Step for stage

Councillor Larone will construct the step for the stage.

- Outdoor stage

It was noted that Tim McDonald of the Recreation Committee has moved the stage under the rink to keep it out of the weather. He has also removed the leg extensions and the stage is now level and strong. A new storage location will be required once it is ice season.

- Donated window for snack room in change rooms

Councillor Larone will install this as part of the day's work referenced above. Chair Campbell noted that there is electrical work he will carry out at the same time to relocate switches and plugs.

- Weather stripping

Chair Campbell said the janitor has informed him new weather stripping and sweeps are required on the 2 side doors at the community center. **The Committee asked Mr. Yantha to look after.**

Chair Campbell said **Mr. Yantha can also install fold down door stop on the door leading to the washrooms by the bar.**

- Handicap door hinge in men's washroom

**Mr. Bennett said he will look after.** Chair Campbell said he was offered several donated hinges from a supplier which he will pick up and give to Mr. Bennett.

- Paint stored in upper storage room

**Councillor Larone said he would take the used paint cans to RONA for recycling.**

5. RE-PIN DOOR LOCKS AT COMMUNITY CENTRE

The CAO/Clerk advised that the Recreation Committee has requested that all the doors have their locks repined and keys cut by a locksmith that can't be re-cut by others. Council had forwarded this request to the Infrastructure Committee for consideration. **After discussion the Infrastructure Committee questioned why this was needed and suggested the Recreation Committee be asked to reconsider.**

6. NEED FOR JANITOR ROOM AT COMMUNITY CENTRE

This item was discussed earlier when it was suggested that taps be installed by the hot water tank.

7. OTHER BUSINESS

Mr. Bennett asked about the proposed walkway between the rink and the change room. Councillor Larone said he has plans to construct this. **He will do all the work he volunteered to do over October and November this fall.**

Mr. Bennett thanked the Committee Members for the invitation to attend this meeting.

8. NEXT MEETING

The next Committee Meeting will be October 17, 2012 at 4 p.m.

9. ADJOURNMENT

Moved by Jamey Larone, Seconded by Glen Campbell that this Committee Meeting be adjourned at 6:46 p.m.

Carried

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CHAIR

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CAO/Clerk