

The Corporation of the Township of Horton
PUBLIC WORKS COMMITTEE

Wednesday, December 11, 2013

There was a meeting of the Public Works Committee held in the Municipal Council Chamber on Wednesday, December 11, 2013. Present were: Chair Glen Campbell, Mayor Don Eady; Committee members Murray Humphries and Rick Lester; Councillor Jamey Larone. Staff present: Janet Collins, Public Works Manager, Rod Eady, Public Works Superintendent, and Rose Curley, Administrative Assistant. Jennifer Barr, Finance Manager attended the meeting for the finance items. Mackie McLaren was present for Item 8.1 (Jamieson Lane Assumption).

1. CALL TO ORDER

Chair Campbell called the meeting to order at 8:34 a.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by staff or committee members.

3. ADDITIONS TO AGENDA

The Committee requested that under Other Business we add "extra winter staff" and "Thompson Road culverts".

4. APPROVE AGENDA

Moved by Rick Lester, Seconded by Murray Humphries

That the Public Works Committee approve the agenda for the December 11, 2013 meeting with the following additions:

- Other Business: -Extra winter staff
 -Thompson Road culverts

Carried.

5. MINUTES

5.1 Public Works Committee – November 13, 2013

The Public Works Committee reviewed the minutes of the November 13, 2013 meeting. Chair Campbell referred to Item 6.1 – Recommendation for 2014 Gravel – and asked that this item be brought to the January meeting. The Committee requested Ms. Collins to prepare a report on the purchase of gravel and sand, comparing the advantages of doing a standing offer over several years versus the annual tender.

Chair Campbell inquired about Item 6.2 – Public Works Winter Maintenance Staff Requirements. Janet Collins, Public Works Manager said that she will be submitting a report to the Human Resources Committee.

Murray Humphries referred to Page 3 of the minutes, Item 7.1 – and noted that he would like the 4th line on page 3 of the minutes to be changed to read "Why could we just not replace with the same size or larger" as that is what he meant.

6. BUSINESS ARISING FROM MINUTES

There was no business arising.

7. DELEGATIONS

None

8. STAFF REPORTS

8.1 Jamieson Lane Road Assumption

The Committee reviewed a report prepared by Janet Collins, Public Works Manager regarding Jamieson Lane Road Assumption. Mackie McLaren, CAO/Clerk was also present and provided background information on Jamieson Lane. He did note that there may be an option for Jamieson Lane improvements to be billed to the four property owners that benefit from it through Local Improvement Charges. However, he had not dealt with local improvement charges before and would need to research this option. There are three parties that are in agreement to proceed and they will share the costs. Using the Local Improvement Charges may delay upgrades to this road and would also delay pending severance applications. **The Committee requested Mr. McLaren to contact the three parties that are looking to improve the road and ask how they want to proceed.**

Moved by Rick Lester, Seconded by Murray Humphries

THAT the Public Works Committee accepts the Jamieson Lane Road Assumption report, dated December 03, 2103, as it relates to minimum road standards for the upgrade of Jamieson Lane Extension prior to assumption into the road network by the Township of Horton.

AND THAT the standard be included in an agreement to be entered Between Henry & Dorothy Moore, John & Nicole Pallen, and Leah Clifford & Mark Benoit, and The Township of Horton.

FURTHER THAT all costs and work associated with the upgrading of Jamieson Lane Extension, including, but not limited to, material, labour, equipment, and legal fees associated with the road upgrade and road assumption, be paid in full, shared equally between Henry & Dorothy Moore, John & Nicole Pallen, and Leah Clifford & Mark Benoit.

FURTHER THAT staff research alternate financing methods and provide to Council for Consideration.

Carried.

8.2 Commercial Road (Hwy. 60 & Pinnacle Road)

Committee members reviewed a report on the proposed Commercial Road (Highway 60 and Pinnacle Road). After discussion the following resolution was put forward.

Moved by Rick Lester, Seconded by Murray Humphries

THAT the Public Works Committee recommend that Council direct staff to incorporate the following requirements into an agreement with Rand Elliott (Owner) and/or Ken Dillabough (Developer) for construction of a Commercial Road located on Part Lot 15, Concession 1, Township of Horton:

- (a) An engineering plan meeting or exceeding the Township of Horton "RURAL ROADS" Minimum Standards for Roads Having Higher Traffic Volumes; with the exception that the surface treatment shall be HCB, not LCB;
- (b) A storm management plan to the satisfaction of Ministry of Transportation; and
- (c) A traffic impact study/statement to the satisfaction of Ministry of Transportation.

AND FURTHER THAT the road design shall have consideration for future development, snow storage, and winter maintenance equipment (i.e. turnaround/cul-de-sac).

Carried.

8.3 2014 Public Works Committee Budget Report

Chair Campbell asked Committee members to review the above report. Committee members discussed the charge for various fees. They said they would like to review the 2 free gradings that private roads with more than one house receive on an annual basis. Chair Campbell said that he and Janet Collins and Jennifer Barr will be reviewing the public works budget this afternoon.

Moved by Don Eady, Seconded by Murray Humphries

THAT the Public Works Committee review, and return with comments/changes to the finance Manager, the following documents:

- (a) Schedule "H" to By-law 2012-58 – Transportation Fees
- (b) 2014 Working Budget Spreadsheet (2pages)

Carried.

8.4 Asset Management Plan – report from Finance Manager

Jennifer Barr, Finance Manager reviewed the above report with the Public Works Committee. It is a living document that will continually change. The Province wants to know that we have a strategy and can plan for future priorities.

Moved by Rick Lester, Seconded by Don Eady

THAT the Public Works Committee recommends Council approve the Asset Management Plan as circulated and adopt a by-law for same;

THAT the financial strategies included with the plan be revised from time to time as changes occur to best management practices, technology, financial constraints and continued condition assessment.

Carried.

8.5 SRNMIF Fund Agreement

Jennifer Barr, Finance Manager reviewed the above report with the Public Works Committee.

Moved by Don Eady, Seconded by Rick Lester

THAT the Public Works Committee recommends Council authorizes the Mayor and CAO/Clerk to enter into a Contribution Agreement with the Province for Capacity funding and adopt a by-law for same;

AND THAT the firm of Jp2g continues with amendments to the Asset Management Plan to complete Phase 2 prior to the deadline of July 31, 2014.

Carried.

9. MONTHLY REPORTS

- 9.1 Public Works Superintendent Report
The Committee reviewed the Public Works Superintendent's report. They discussed the tracking and recording of road maintenance. Ms. Collins said that at a recent workshop she attended the real need for accurate tracking was discussed as a result of the recent Giovanni lawsuit. Ms. Collins said that she will work on establishing an updated program for Horton Township.
- 9.2 Project Status Report
The Committee reviewed the Project Status report.
- 9.3 Annual General Calendar
The Committee reviewed the annual general calendar.

10. REVENUE & EXPENDITURE REPORTS

- 10.1 Transportation Services, Roads - Statement of Revenue & Expense
The Committee reviewed the Revenue & Expenditures report.

11. OUTSTANDING BUSINESS

- 11.1 Humphries Road Extension (Report at future PW Committee)
11.2 Speed Limit Implementation (Deferred at PW Committee pending Retroreflectivity)

These items will be put on a future Committee agenda.

12. CORRESPONDENCE

- 12.1 SRNMIF Grant – EOI Letter of Rejection
Jennifer Barr, Finance Manger reviewed the recent rejection letter that we received in regards to our Expression of Interest for Thomson Road. They discussed the various reasons for not being successful. It was noted that the County might be arranging a possible seminary with Ministry Representatives to review the process and how applications are assessed.
- 12.2 Energy East Pipeline – Community Link
The committee reviewed the above correspondence from Energy East Pipeline.
- 12.3 Eastern Region maintenance Contract Areas
This was included for information purposes.
- 12.4 Notice – Process for Ministers' and Parliamentary Assistants' Delegations at the ROMA/OGRA Combined Conference
The Committee reviewed the above information.
- 12.5 OGRA Heads Up Alert – November 27, 2013
The Committee reviewed the above information.
- 12.6 Ministry of Consumer Services – Ontario One Call (ON1Call)
The Committee reviewed the above information. Janet Collins, Public Works Manager noted that this is due in June 2014. She will bring this item to a future meeting.

13. OTHER BUSINESS

13.1 Collision/Quotation – Verbal discussion regarding quotation
Janet Collins, Public Works Manager reviewed a quote for repair work to our half ton truck that was damaged a few days ago while the Public Works Superintendent was carrying out winter maintenance on our roads. The roads were slippery and the truck slid into a birch tree. There is a wrinkle in the door and the side mirror was taken off. Repairs were quoted at \$2,273.00. After discussion, the Committee agreed that Mr. Eady should get the mirror fixed immediately due to safety issues, and fix the dent at his discretion.

13.2 Thomson Road
Janet Collins noted that the report for this was deferred at Council while awaiting word on our Expression of Interest. This report will be going back to Council. Also, we will be paying for the aerial work that was already carried out by Jp2g.

Murray Humphries said that he had had concerns at last meeting regarding culverts on Thomson Road. Chair Campbell and Murray Humphries looked at the various options i.e. relining of culverts versus replacement costs.

13.3 Public Works Staffing for Winter Events
The Committee discussed the staffing for the Public Works Department. It was noted that Barry Dodds and Jim Bovair were not replaced upon exiting the department. Rod Eady, Public Works Superintendent said that it has been hard to manage the work load with the reduced staff. The Committee agreed that this item should be addressed during budget discussions. The Committee requested that reports be prepared for Council with consideration for human resources and financial concerns. The Committee also discussed Rod Eady's request to bring in Dustin Howard, a former student and contract worker to train him on snow plowing operations.

Moved by Rick Lester, Seconded by Murray Humphries

THAT a report be provided to Council with regard for Human Resources and financial concerns related to training of a Public Works Winter Maintenance Person on a one month temporary basis.

FURTHER that the Public Works Chair be consulted as part of the report preparation.

Carried.

14. NEXT MEETING

The next Public Works Committee meeting will be held on Wednesday, January 15, 2014 at 8:30 a.m.

15. ADJOURNMENT

Moved by Rick Lester, Seconded by Murray Humphries

That the Public Works Committee meeting be adjourned at 1:12 p.m.

Carried.

CHAIR

SECRETARY