

THE CORPORATION OF THE TOWNSHIP OF HORTON

PUBLIC WORKS COMMITTEE

MAY 14, 2013 - 8:30 a.m.

There was a meeting of the Public Works Committee held in the Municipal Council Chamber on Wednesday, April 17, 2013. Present were: Chair Glen Campbell ^(10:15 a.m.), Mayor Don Eady; Committee members Murray Humphries and Rick Lester. Staff present were: Rod Eady, Public Works Superintendent, Mackie McLaren, CAO/Clerk, Rose Curley, Administrative Assistant ^(8:45 a.m.) and Laura Gonu, Co-op Student (Algonquin College). Councillor Kingsbury was present for the introduction/discussion of the Public Works Manager candidates to the Public Works Committee and staff (9:30 a.m. to 11:10 a.m.).

1. CALL TO ORDER

Acting Chair Don Eady called the meeting to order at 8:35 a.m.

2. DECLARATION OF PECUNIARY INTEREST

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

3. ADDITIONS TO AND APPROVE AGENDA

Moved by Rod Eady, Seconded by Rick Lester

That the Public Works Committee meeting agenda for May 14, 2013 be approved with the following additions:

- Other Business:
 - additional labour assistance for Public Works Department
 - "Children at Play" sign for Pinnacle Road
 - half loads restriction

Carried.

4. MINUTES OF: April 17, 2013 Public Works Committee Meeting

Committee members reviewed the minutes of the April 17, 2013 Public Works Committee meeting which has already been approved by council.

5. BUSINESS ARISING: None

6. DELEGATIONS:

8:30 a.m. – Colleen Sadler – permission to place rock cover on Township hill in front of property on Whitton Road

Ms. Sadler was present before the committee to discuss her request to place rock cover on the Township hill in front of her property on Whitton Road. After discussion the following resolution was put forward:

Moved by Rick Lester, Seconded by Rod Eady

That the Public Works Committee recommends that Council supports the request of Mrs. Colleen Sadler to place rock cover on the township hill in front of her property on Whitton Road. Carried.

Ms. Sadler also asked if there was any fill available from the Township and they were looking for a place to dispose of it, she would accept it at her property. The Public Works Committee said they wanted to insure that this wouldn't impede any drainage and asked Rod Eady, Public Works Superintendent to check out this area.

8:45 a.m. – Steve Maxwell/Gary Maxwell – Road Closing

Mr. Steve Maxwell was present before the committee to discuss the request from him and his brother Gary Maxwell, to close the unopened concession road that borders their property. He noted that they are anxious to bring closure to this request. He said that they calculated the fixed costs for this sale and these work out to \$2867.36/acre. He noted that the appraisal we received valued the property at \$2500/acre and they feel that due to the rough terrain this was way too high. He asked the committee to consider a purchase price of \$3,500 to \$3,800/acre for this property, which includes the fixed costs.

Mackie McLaren, CAO/Clerk noted that he contacted the appraiser with concerns about the high appraised value and the appraiser agreed to support a 5% reduction on the overall property appraisal due to the poor terrain of the property. Also, he agreed to remove the \$1,530 forestry amount from the original appraisal. Mr. McLaren also reported that staff had researched appraisal costs for two other road closures and these were similar to the above appraisals (\$2500.00/acre). Committee members noted that unfortunately we are tied to the appraisal amounts as we are accountable to the public, and the appraisal is part of the Township process for disposal of surplus property. This is what we have done in other road closure requests. Mr. McLaren said the only other alternative would be to seek another appraisal, but doing this would add to the current fixed costs and then the Committee would have to decide between the two appraisals.

The Committee thanked Mr. Maxwell for coming and noted that they will discuss this request later in the meeting and will Mr. McLaren will report back to him on the discussion/decision.

The Committee further discussed this item under “Other Business” later in this meeting.

9:00 a.m. – Ed Vickers, Stantec Engineering – Gould Drainage Issue

Mr. Ed Vickers, engineer with Stantec Engineering, who overseen the Pinnacle Road Project was present to discuss a drainage issue at Beatty Gould’s property on Pinnacle Road. Mayor Eady reported that Mr. Gould was not happy with the road work proposed and carried out at his property so he hired Mr. Del O’Brien, a retired lawyer with expertise in drainage issues, to carry out a site inspection and offer his opinion. After a meeting with Township staff, Mr. O’Brien and Mr. Gould, Council committed to changing the culvert. Mayor Eady asked Mr. Vickers if his engineering firm would contribute to the cost. Mr. Vickers said that he felt their firm provided the Township with options for drainage on this road, and he felt that they have met their obligations, therefore would not to be willing to contribute any costs towards changing the culvert.

Committee members noted that the work that was carried out is working well. There has been drainage issues here prior to the project and when it was monitored this spring, no drainage issues were found. Would regular monitoring be the answer before carrying out any major changes. Mayor Eady did not think this option would satisfy Mr. Gould.

After discussion, Mackie McLaren, CAO/Clerk was requested to send a formal letter to Stantec requesting reimbursement. Once a response is requested, it will be forwarded to Council for a decision.

Introduction of the Two Shortlisted Candidates for Public Works Manager

9:30 a.m.– Introduction of Candidate for Public Works Manager

Councillor Bob Kingsbury, Chair of Human Resources Committee was in attendance for the following agenda item. Mayor Eady asked Councillor Kingsbury to assume the chair for this item.

Chair Kingsbury, Chair of the Human Resources Committee, welcomed one of the two short-listed candidates for the Public Works Manager position. He introduced the candidate to staff and committee members. The members reviewed the candidate's comments regarding the Behavioural Assessment Questionnaire that was submitted. Both the Committee and the candidate had the opportunity to ask questions.

Committee members thanked the candidate for attending our meeting.

After the candidate left, committee members discussed the candidate's responses and qualifications and what this candidate would bring to the position.

10:30 a.m.– Introduction of Candidate for Public Works Manger

Chair Kingsbury, Chair of the Human Resources Committee, welcomed the other candidate that was short-listed for the Public Works Manager position. He introduced the candidate to staff and committee members. The members reviewed the candidate's comments regarding the Behavioural Assessment Questionnaire that was submitted. Both the Committee and the candidate had the opportunity to ask questions.

Committee members thanked the candidate for attending our meeting.

After the candidate left, committee members discussed the candidate's responses and qualifications and what this candidate would bring to the position.

Chair Kingsbury asked the Public Works Committee for a decision on whether or not to continue with the interview process for these two candidates. After discussion, the Committee agreed to invite these two candidates back for a final interview with Council members, the HR Committee and the Public Works Committee.

Councillor Glen Campbell arrived at the committee meeting at 10:15 a.m. and took over as Public Works Chair after the Human Resources portion was completed.

Councillor Kingsbury left the meeting at this point.

7. PUBLIC WORKS SUPERINTENDENT'S REPORT

Chair Campbell asked the Committee to review this report and if they had any questions they could bring them to the June 19, 2013 committee meeting.

8. PINNACLE ROAD PROGRESS REPORT

This report will be brought back to the June 19, 2013 committee meeting.

9. DRAFT TENDERS -PW 2013-03– winter sand, PW2013-04 – Granular M

Committee members reviewed the above tenders. Several changes were made to the draft tenders.

Moved by Rick Lester, Seconded by Murray Humphries
That the Public Works committee advertise:

- Tender 2013-03 – 3,000 Tonnes of Screened Winter Sand, with a closing date of Tuesday, June 18, 2013, 3:00 p.m., for opening at the Public Works Committee meeting on Wednesday, June 29, 2013, commencing at 8:30 a.m.; and
- Tender 2013-04 – Supply and Place 6,500 Tonnes of Granular “M”, with a closing date of Tuesday, June 4th, 2013, 3:00 p.m., for public opening at the Council meeting beginning at 4:00 p.m. on that date.

Carried.

Chair Campbell said that he would like to evaluate the gravel type when reviewing tenders.

Mayor Eady said he would like to see the “option to renew on an annual basis” as done with other tenders.

10. ROAD ASSUMPTION POLICY

This policy needs to be updated and will be discussed at the next meeting. Chair Campbell requested that Committee members review this policy and bring back questions/concerns to the June 13, 2013 committee meeting.

11. REVENUE & EXPENDITURE REPORT

Committee members reviewed the Revenue and Expenditures report for May 2013.

12. CHURCHILL PROPERTY ON PINNACLE RD. – CURBSIDE CONDITION AFTER CONSTRUCTION

The Committee reviewed the pictures of the ditch in front of the residence of Neil and Cathy Churchill on Pinnacle Road that reflect the condition the ditch is in resulting from the recent construction on Pinnacle Road. The property owners are requesting that the Township place top soil, seed and mulch to restore the property back to the pre-construction condition. After discussion, the Committee requested that Mr. Eady seed and mulch the ditch in front of the Churchill property.

13. WINTER MAINTENANCE STANDARDS POLICY

This item is ongoing. Staff are developing a draft Winter Maintenance Standards Policy for the fall. It will be brought back to the Committee for review and once the Committee is satisfied with the draft policy, a recommendation will be made to Council for implementation.

14. CORRESPONDENCE:

- Letter to property owners re: upgrading Jamieson Road Extension

Mackie McLaren, CAO/Clerk reported on a letter he has written to 4 property owners on Jamieson Lane that have property on the Jamieson Road Extension, requesting that these owners meet to discuss how the road would be upgraded and how to share the costs. Jamieson Lane, from Gillan Road to the turnaround, is owned by the Township, but the gravel

portion at the end is not dedicated as a road. The Township entered into an agreement with R. A. and Lois Jamieson setting out the terms and conditions of their transfer of the balance of the "road". This agreement sets out the term of the right of way agreement which the Township inherited and the responsibility of developers to upgrade this section as part of a development proposal.

A proposal for a new house on the gravel portion of this road was heard by the Public Works Committee at their April 17, 2013 meeting. This proposal is going to tonight's Planning Committee meeting for consideration.

15. OTHER BUSINESS

- Child at Play Sign

Recently, the office received a call to place a "Child At Play" sign near a residence on Pinnacle Road. Rod Eady, Public Works Superintendent noted that there is a lot of signage on this road already, including "Children At Play" signs. After discussion, the Committee agreed to have Mr. Eady check out this road and they will leave the sign placements up to his discretion.

- Half Loads

After discussion, the Committee agreed that the Township could remove the half load restriction on May 15, 2013.

- Public Works Staff Assistance

Rod Eady, Public Works Superintendent reported to the Committee that working short-staffed for the past year is really affecting his Department. They have been working short since last July when Barry Dodd left. This is catching up with the department and adding a lot of stress. With the departure of the Municipal Infrastructure Manager, he has been more involved with the administration and this takes away his ability to pitch in with the road work. He has been unable to plan projects as most projects require 2 men and then there is no-one to carry out the other regular work. Summer vacation will make this even more difficult. He was wondering if Committee/Council would consider bringing on a contract person to help out until decisions are made towards replacement staff. This was done previously in other years when priorities were unable to be met due to short staff.

After discussion, the Committee requested that he check with our retired truck driver/operator and see if he could help out. If this doesn't work, the Committee agreed that he could advertise for a full-time casual position.

Committee members Murray Humphries and Rick Lester left the Committee meeting at 12:42 p.m.

- Maxwell Road Closing

After discussion, the Committee agreed that they would like feedback on this Road Closing from the Planning Committee and requested that this be added to the agenda for tonight's Planning Committee meeting.

Moved by Rod Eady, Seconded by don Eady

That the Public Works Committee request input from the Planning Committee on a request for reduced appraised value on the Maxwell Road Closing.

Carried.

16. NEXT MEETING

The next meeting of the Public Works Committee meeting will be held on Wednesday, June 19, 2013 at 8:30 a.m. in the Municipal Council Chambers.

17. ADJOURNMENT

Moved by Rod Eady, Seconded by Don Eady

That the Public Works Committee be adjourned at 1:08 p.m.

Carried.

CHAIR

SECRETARY