

THE CORPORATION OF THE TOWNSHIP OF HORTON

PUBLIC WORKS COMMITTEE

JUNE 19, 2013

There was a meeting of the Public Works Committee held in the Municipal Council Chamber on Wednesday, June 11, 2013. Present were: Chair Glen Campbell, 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.

1. CALL TO ORDER

Chair Campbell 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

Rod Eady, Public Works Superintendent requested that he would like to discuss the need for a new lawn tractor under "Other Business".

Moved by Rick Lester, Seconded by Murray Humphries

That the Public Works Committee meeting agenda for June 11, 2013 be approved with the following additions:

- Other Business: Lawn Tractor

Carried.

4. MINUTES OF: MAY 14, 2013 Public Works Committee Meeting

Committee members reviewed the minutes of the May 14, 2013 Public Works Committee meeting which have already been approved by Council.

5. BUSINESS ARISING:

- Maxwell Road Closing

Mackie McLaren, CAO/Clerk said that there is nothing to new to report.

- Jamieson Road Extension

Mackie McLaren, CAO/Clerk said that there is nothing to new to report.

6. DELEGATIONS:

8:30 a.m.

- Bob Johnston – Road Agreement -Township assumption of Humphries Road Extension

Mr. Bob Johnston was present before the Committee to withdraw his request for the Township to assume the Humphries Road Extension. He said that he has a silent partner in this development and after discussion they have decided that for the present time they would maintain that portion of the road and make some improvements/changes such as putting in a larger culvert. Once they have completed this work they will put in another request for the Township to assume this section of the road.

Committee members discussed this request. They had concerns over the liability and noted that in the agreement it is stated that the owner is liable in the case of an accident. Mr. Johnston said that he didn't realize this and will check with his insurer to see how much coverage he has and if he could increase his coverage. He will report back to Mr. McLaren once he has this information. Mackie McLaren, CAO/Clerk said that he would check with our insurer also. There could be an opportunity for Mr. Johnston to purchase a rider, similar to what we do for Valley BlueGrass Festival.

The Committee also noted that they have concerns about visibility at the corner of Castleford Road and Humphries Road. Rod Eady, Public Works Superintendent said that he will check out the brush situation with the County Public Works staff.

7. PINNACLE ROAD PROGRESS REPORT

Committee members reviewed the Pinnacle Road Progress Report. Rod Eady, Public Works Superintendent said that he is hoping that there will be a bit of savings on line painting, culverts, topsoil and seeding. His department is also in the process of putting culverts in at the entrance to Crozier Pit. He also reported that he was talking to Beatty Gould who said that he still wants the work done that was agreed to previously. He does not agree with just leaving things "status quo" and monitoring the drainage.

8. TENDERS

- PW 2013-03 – winter sand

Committee members opened the following three quotes that were received for PW2013-03 – Winter Sand.

Company Name	Amount of Tender
Clouthier Construction	\$17,017.80
Barr Sand & Gravel	\$26,238.60
BR Fulton Construction	\$21,526.50

Moved by Rick Lester, Seconded by Rod Eady

That the Public Works Committee recommends that Council accepts the lowest quote for Tender PW-2013-04 in the amount of \$17,017.80 from Clouthier Construction.

Discussion:

Mayor Eady asked if we could negotiate a 2-year extension for this contract. Mackie McLaren, CAO/Clerk said that we can do this in future tenders. Mr. McLaren noted that the gravel contract depends on location as this has an effect on hauling costs. We would have to amend procurement by-law.

Chair Campbell noted that Clouthier's Pit is closer to our dome which can reflect in lower costs.

Murray Humphries noted that larger quantities usually dictate a better price.

Carried.

- PW 2013-04 – Memo re: finance options to cover budget overrun

Chair Campbell reported that the quotes received for Gravel Tender PW2013-04 came in higher than budgeted for by \$4,034.67. Jennifer Barr, Finance Manager was present before the committee to discuss the options available to cover this budget overrun.

Moved by Rick Lester, Seconded by Murray Humphries

That the 2013 Gravel project for McInnes, Pastway and Early Roads in the tender amount of \$54,034.67 to be financed from the 2013 budget of \$50,000 and the balance from Lot Development Fees to the maximum amount of \$4,863.12.

Carried.

9. RICHARD FORD – CULVERT/ENTRANCE TO BUSH LOT ON EADY ROAD

Committee members reviewed the request of Mr. Richard Ford to have the Township put in a new entrance/culvert at his property as the current one is dangerous and it was the Township that changed this entrance awhile ago when they did construction on Eady Road.

Chair Campbell declared pecuniary interest on this as he has a similar issue on his bush lot.

After discussion, the Committee requested that Mackie McLaren, CAO/Clerk write Mr. Ford to inform him that the Committee is not recommending that the Township put in a new entrance to Mr. Ford's property. There was an entrance there when he purchased the property and the previous owner had no issues with it.

The Committee also requested staff to include our "Entrance Policy" on the next agenda.

10. GRASS CUTTING TENDER – extend Tender 2011-03 for additional 12 months

Mackie McLaren, CAO/Clerk informed the Committee that there is a clause in our Grass Cutting Tender that allows Council to extend 2011-03 for an additional 12 months. Our current contractor, Steven Lewis has agreed to extend this contract at the same price as 2011 and 2012.

Moved by Murray Humphries, Seconded by Rod Eady

That the Public Works Committee recommends to Council that they extend Tender PW2011-03 for an additional 12-month block and award the 2013 roadside grass cutting contract to Steven Lewis at this 2011 quote of \$3,990.00 plus tax.

Carried.

11. ROAD ASSUMPTION POLICY

The Committee noted that our current policy 96-18 needs to be revised. This will be a project for the new Public Works Manager.

12. WINTER MAINTENANCE STANDARDS POLICY

Staff were requested to keep this item on the agenda. This will also be a project for the new Public Works Manager.

13. PUBLIC WORKS SUPERINTENDENT'S REPORT

Committee members reviewed the June 2013 Public Works Superintendent Report. Rod Eady, Public Works Superintendent asked if

the Committee could review the Private Road Grading policy. Committee members agreed that this policy could be reviewed at a future meeting.

14. PUBLIC WORKS TENTATIVE WORK SCHEDULE - 2013

Committee members reviewed the Public Work's Tentative Work Schedule for 2013 with Rod Eady, Public Works Superintendent.

15. REVENUE & EXPENDITURE REPORT

Committee members reviewed the Revenue and Expenditure Report with Jennifer Barr, Finance Manager.

- **Temporary Staffing until Department is back to full complement**

Committee members reviewed a report from Jennifer Barr, Finance Manager regarding the available monies to hire temporary staff for the Public Works Department until they are back to full complement.

Moved by Murray Humphries, Seconded by Rod Eady

That the Public Works Committee recommends to Council that the Public Works Superintendent be given permission to hire casual labourer and truck driver within the budget limits available from the absence of a Public Works Manager.

Carried.

16. CORRESPONDENCE:

• **Beavers Workshop Summary**

Committee members reviewed the Beaver Workshop information.

• **Ministry of Consumer Services - ON1 Call**

Committee members reviewed the letter received from Ministry of Consumer Services - ON1 Call informing that all municipalities that own or operate underground infrastructure must join ON1Call by June 19, 2014. Chair Glen Campbell said that he will research this with ON1 and report back to the committee at the next meeting.

17. OTHER BUSINESS

• **Need for formal Townline Road Agreements**

Committee members discussed the need for formal Townline Road agreements with staff. They agreed to keep this item on the agenda to be dealt with at a later date.

• **Entrance culverts – Crozier Pit**

This item was discussed earlier in the meeting under the Pinnacle Road Progress Report.

• **Humphries Road Extension – proceed with Engineering inspection**

Committee members discussed whether to proceed with the Engineering Inspection for Humphries Road that Council had already approved and whether or not they should wait now that Mr. Johnston has asked for a delay. They discussed whether they should put the 2013 budget money for this into reserves for use at a later date and whether we could ask the developer to pay for increased costs due to this delay. Chair Campbell felt that as the agreement states that this is the developer's responsibility

(Schedule D), that we shouldn't have to pay for this at all. All committee members agreed that we do need an engineer to sign off on this extension before the Township agrees to assume the road.

Moved by Rick Lester, Seconded by Rod Eady

As per the request of the developer, the Public Works Committee recommends that Council delay the engineering inspection of the Humphries Road extension, which was approved in Resolution No. 2013-004 until the developer proclaims that the road is completed with the following conditions:

- 1) The Township put the 2013 budget amount for the engineer inspection into reserves for future inspection of this road; and
- 2) That the developer agrees in writing that he will agree to pay any cost for engineering that exceeds the \$5,700 we will have in reserves for this purpose.

Carried on Division

Opposed: Chair Glen Campbell

- Lawn Tractor

Committee members discussed the need for a new lawn tractor.

Moved by Murray Humphries, Seconded by Rick Lester

That the Public Works Committee authorizes Rod Eady, Public Works Superintendent to call quotes for a new riding lawn mower.

Carried.

- County Roads Tour

Mayor Eady reported on the recent Township road tour that he did with Steve Boland, Renfrew County. They discussed various paving methods the County of Renfrew currently use such as Scratch Coat. Steve Boland has offered to come down if we want to talk about paving options. Also, Mayor Eady said that Dave Darch and Paul Moreau of Renfrew County are willing to come down and give Asset Management seminars.

The Committee requested that Mackie McLaren, CAO/Clerk write a letter to Renfrew County to request that when they are constructing River Road that they include cycling paths on the side of the road.

Moved by Murray Humphries, Seconded by Rick Lester

That Public Works Committee requests the County of Renfrew to consider widening out River Road when it is under construction to provide a lane on both sides of the road for bicycles and pedestrians.

Carried.

18. NEXT MEETING

The next meeting of the Public Works Committee will be held on Wednesday, July 17, 2011 at 8:30 a.m.

19. ADJOURNMENT

Moved by Rod Eady, Seconded by Murray Humphries

That the Public Works Committee meeting be adjourned at 12:25 p.m.

Carried.

CHAIR

SECRETARY