

THE CORPORATION OF THE TOWNSHIP OF HORTON

PUBLIC WORKS COMMITTEE

SEPTEMBER 18, 2013 - 8:30 a.m.

There was a meeting of the Public Works Committee held in the Municipal Council Chamber on Wednesday, September 18, 2013. Present were: Chair Glen Campbell, Mayor Don Eady; Committee members Murray Humphries and Rick Lester; Staff present: Janet Collins, Public Works Manager, Mackie McLaren, CAO/Clerk, and Rose Curley, Administrative Assistant. Absent: Rod Eady, Public Works Superintendent.

1. CALL TO ORDER

Chair Campbell called the meeting to order at 8:30 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 Rick Lester, Seconded by Murray Humphries

That the Public Works Committee meeting agenda for September 18, 2013 be approved with the following additions:

Other Business:

- Budget discussions
- Trade Show donation
- Grader report

Carried.

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

Committee members reviewed the minutes of July 17, 2013 Public Works Committee Meeting.

5. BUSINESS ARISING

There was no business arising.

6. DELEGATIONS:

There were no delegations for this meeting.

7. HUMPHRIES ROAD EXTENSION

The Committee discussed the assumption road agreement between the property developer and the Township. After discussion, the committee requested that Janet Collins, Public work Manager and Mackie McLaren, CAO/Clerk research the options available to the Committee and bring a report back to the October Committee meeting, to assist the Committee in making a recommendation to Council.

8. "T" INTERSECTION OF GUEST ROAD AT PASTWAY ROAD

Committee members discussed the intersection of Guest Road at Pastway Road. They agreed that there are poor site lines here and that some modifications should be made. Possibly, we could do a "T" intersection and change the position of the Stop sign.

After discussion, the Committee requested that Janet Collins, Public Works Manager prepare a report with costings and timelines for Public Works to carry out this project.

9. ATV ISSUE IN COTIEVILLE

The Committee reviewed an e-mail from a Cotieville resident that outlined a complaint that he and his neighbour had with teenagers that were operating ATV's in a dangerous fashion. Mackie McLaren reported that he has been in contact with the OPP regarding this matter and they have agreed that they will monitor the situation closely. Chair Campbell said that he would also bring this item to CPAC at their next meeting.

9. REPORTS:

- MIII Questionnaire

The Committee reviewed the MIII Questionnaire and the answers that were submitted by Jennifer Barr, Finance Manager.

- Garage Roof Damage

The Committee reviewed the report prepared by Janet Collins, Public Works Manager regarding the Public Works Garage roof damage caused by a recent storm and the following three options for the roof: 1) Leave as is; 2) only complete repair/partial roof replacement; and 3) Obtain additional quotations for the work. After further discussion the following resolution was put forward.

Moved by Murray Humphries, Seconded by Rick Lester

That the Public Works Committee requests the Public Works Manager to research if staff can carry out repairs to the Public Works Garage roof. Further, that if this option is not viable that the Public Works Manager prepare a tender to replace the roof at the Public Works Garage, for tender opening at the October 01, 2013 Regular Council Meeting.
Carried.

- Speed Limits

The Committee reviewed the speed limit report on Township roads prepared by Janet Collins, Public Works Manager. Mackie McLaren, CAO/Clerk reported that this issue was brought to light again when he received an inquiry from an Eady Road resident asking if we have implemented a speed limit program throughout the Township. After discussion, the committee agreed that there is a need to define a program for speed limits that could be implemented on a gradual basis over 3 years. **They requested that monies be put in the 2014 Public Works budget for commencement of this project.**

The Committee also discussed the need to monitor the retro-reflectivity of all our signs as per Provincial legislation (O.. Reg. 239/02). **The Committee directed Ms. Collins to research options to carry out the reflectivity status of all Township signs and replacing on an "as needed" basis. This would include contacting Renfrew County to see if they have a reflectivity gun that they could loan or rent to our Township.**

Ms. Collins also noted that she would like to purchase two manuals that would be helpful for the Public Works Department: The Ontario Traffic Manual and the Transportation Association of Canada (Canadian Guidelines for Establishing posted speed limits) manual. The Committee agreed with this purchase.

- Public Works Superintendent Report July/August/Sept

The Committee reviewed the Public Works Superintendent report. Chair Campbell said that he is pleased with the gravel application. Murray Humphries noted that there is a lot of loose stone, and asked if next time we could include compaction with a roller. This would tighten the shoulders. **The Committee agreed that this should be included in our next tender.**

Chair Campbell asked if Goshen Road required some prime and double. He noted that this is a detour road if there is an accident in that area.

- Project Status Report

The Committee reviewed the Project Status Report submitted by Janet Collins, Public Work Manager.

- Public Works & Waste Management Annual Calendar

The Committee reviewed the Public Works & Waste Management Annual Calendar. Ms. Collins noted that this is a new format that includes all the projects for her department in one calendar.

10. REVENUE & EXPENDITURE REPORT

The Committee reviewed the Revenue and Expenditures Report with Jennifer Barr, Finance Manager. She noted that she is working on a fuel usage report for the Department. She is also assessing Overtime Hours for the Department.

11. CORRESPONDENCE:
- Memo re: Truck Rodeo
 - Memo re: railroad crossings
 - Report to Beach Sub-Committee re: proposed beach properties

The Committee reviewed the above correspondence.

12. MTO AGREEMENT WITH TOWNSHIP – PINNACLE RD/HWY. 60

Mackie McLaren, CAO/Clerk reviewed the purchase agreement between MTO and the Township for purchase of an old road bed at Pinnacle Road/Highway 60. This item had been discussed at Planning last night as it involves a consent application by Randall Elliott. The Planning Committee asked that a “road assumption agreement” be developed for this property. The Committee requested Janet Collins to research this item and bring back a report to the Committee for the next meeting.

13. OTHER BUSINESS

- Budget discussions

Mayor Eady noted that staff and committees will be commencing the 2014 budget discussions shortly. He asked members to think about any items they would like to see brought forward for budget discussion to the October Public Works Committee meeting.

- Trade Show donation

Mayor Eady reported that there is AORS (Association of Ontario Road Supervisors) trade show coming to Arnprior in May 2014. Organizers are looking for sponsors for their Ross Mackenzie Memorial golf tournament. He asked if the Committee was interested in sponsoring “one hole” at a cost of \$100.00.

Moved by Rick Lester, Seconded by Murray Humphries

That the Public Works Committee recommends to Council that the Township contribute \$100.00 to sponsor “one hole” at the Ross Mackenzie Memorial golf tournament that is sponsored by is AORS (Association of Ontario Road Supervisors). Carried.

- Report on Grader Options

Chair Campbell discussed the need to assess the condition of our Township grader. After discussion, the Committee requested that Ms. Collins prepare a report on the grader that outlines the available options and costs for a new grader versus a used grader, etc. and the timelines for purchase.

Chair Campbell also asked that we declare the old lawn tractor and the Honda water pump surplus and put these items up for sale.

14. NEXT MEETING

The next Public Works Committee meeting will be held on October 09, 2013 at 8:30 a.m. in the Municipal Council Chambers.

15. ADJOURNMENT

Moved by Rick Lester, Seconded by Murray Humphries

That the Public Works Committee meeting be adjourned at 11:28 a.m.

Carried.

CHAIR

SECRETARY