

## The Corporation of the Township of Horton

### PUBLIC WORKS COMMITTEE

October 22, 2014 at 8:30 a.m.

There was a meeting of the Public Works Committee held in the Municipal Council Chambers on Wednesday, October 22, 2014. Present were: Committee members: Chair Glen Campbell, Mayor Don Eady, Rick Lester and Murray Humphries; Staff: Janet Collins - Public Works Manager and Rose Curley, Administrative Assistant.

#### 1. CALL TO ORDER

Chair Campbell called the meeting to order at 8:32 a.m.

#### 2. DECLARATION OF PECUNIARY INTEREST

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

#### 3. ADDITIONS TO AGENDA

None

#### 4. APPROVE AGENDA

Moved by Murray Humphries, Seconded by Rick Lester

That the Public Works Committee approves the agenda for the October 22, 2014 meeting.

Carried.

#### 5. MINUTES

##### 5.1 Public Works Committee – September 23, 2014

Committee members reviewed the Public Works Committee meeting of September 23, 2014.

- Culvert at Humphries Road - Rick Lester inquired about the culvert on Humphries Road at Greg Chateauvert's property. Ms. Collins said that she is researching this and will revisit this issue in the Spring.
- Thompson Grant Application - Murray Humphries asked to speak on the Thompson Road grant application projects. He feels that we don't need an Environmental Assessment.

Chair Campbell said that he sees both sides of this issue. Murray Humphries said that we should get several proposals if we decide to use an engineering firm.

Mayor Eady noted that Renfrew Hydro is looking at doing a damn at the Thompson Road location. If water levels are raised this would have an impact on our culverts. Rick Lester said that this question was asked at a former meeting with them. Someone had said that they had specs.

Murray Humphries said that the culvert the County of Renfrew did would be the one most affected.

Mayor Eady asked if we need engineering reports for applications. Ms. Collins replied that typically we need them.

Rick Lester said that the culvert at Early Road would encroach on Hydro property. Would there be an issue. Ms. Collins said that there could be an issue, but not likely something we couldn't deal with.

Mayor Eady asked if prior to an issuance of the building permit, would we be able to put the culvert in as a condition. Mayor Eady suggested that we invite Hydro out to a meeting early in the new year.

Rick Lester asked if we could move ahead with a cross section of culverts or do we have to wait until after Election.

Chair Campbell said that washout is most critical. We should have something in place. It is still continue to erode, therefore we might have to do something before we hear about the status of our grant.

Rick Lester asked if Hydro could help with removal of trees. This would help.

Chair Campbell said that he would want professionals to do this as it is not safe for our staff to do. The Committee asked that we contact Hydro to see if there is any support.

Chair Campbell said that we need to:

- 1) Settle tree issue
- 2) Check with Hydro for assistance
- 3) Create details for a typical cross section.

Rick Lester said that a cross section would provide contractors with a reference point for future work.

Rick Lester asked if we could do the steps listed above and also ask for engineering costs. If engineering costs were acceptable, the next Council might consider this option.

Chair Campbell said that we need a formal proposal. He doesn't believe there would be a big difference.

Ms. Collins suggested the committee consider tendering the engineering design work, rather than sole sourcing. This may reduce engineering fees from what we have been quoted previously. Upon completion of the engineering design, estimated construction costs would be provided which would give the Township information on anticipated costs to complete construction prior to receiving actual tenders for construction.

Mayor Eady said that we could split it into two parts: 1) Township could do road without engineering; 2) engineering on culvert and one section.

Ms. Collins said that we are supposed to hear grant results early to mid-November.

- Road Grading Policy – Chair Campbell said that since the last committee meeting he has asked several local contractors to provide the Township with rates for grading roads, for information purposes only.

Janet Collins said that the direction received from Council is to form a committee to look at the private road issue after the new Council is in place.

**6. BUSINESS ARISING FROM MINUTES**

None.

**7. DELEGATIONS**

None.

**8. STAFF REPORTS / INFORMATION**

8.1 Sand Dome Inspection

The Committee reviewed the above report. Ms. Collins noted that the County of Renfrew has hired someone that specializes in timber dome structures, similar to the dome structure we have in our Township. She also noted that there are good details regarding the dome provided in the Township asset management plan.

Moved by Murray Humphries, Seconded by Rick Lester

That the Public Works Committee recommends that Council authorizes an expenditure of \$2,400.00 to complete the recommended work in 2014 from the Asset management budget.

AND THAT the estimated \$3,800 for 2015 work to be completed be financed from the Asset Management reserve.

FURTHER THAT Council directs an increase of \$1,000.00 annually into the Asset Management Reserve, commencing 2015 in addition to the existing \$3,500.00 annually put into this reserve.

Carried.

8.2 Pavement Marking

Janet Collins reviewed the above report. Mayor Eady suggested that the County of Renfrew puts out tenders for pavement marking and we could possibly participate in this joint tender. Ms. Collins said she would look into this.

Moved by Murray Humphries, Seconded by Rick Lester

THAT the Public Works Committee defers the Pavement Marking until 2015 at which time staff will evaluate centerline and stop bar requirements and proceed with a tender process.

Carried.

8.3 Retreading Tires

The Committee reviewed the above memo. Chair Campbell noted that the grader could soon be replaced and installing retreads could be a cheaper option. The Committee agreed with the recommendation that the Public Works Superintendent reviews the condition of the existing tires, and provide a recommendation on the purchase of new tires versus retreading, if required.

#### 8.4 Driveway Damage – 126 Willys Way

The Committee reviewed the above report. Janet Collins noted that the “Agreement of Indemnity” was mailed out this past week and she is waiting return receipt of this agreement.

#### 8.5 Streetlight Intersection of Pinnacle Road & Highway 60

The Committee reviewed the above report with Janet Collins. During Pinnacle Road Rehabilitation in 2012, a petition was received from Pinnacle Road neighbours during their delegation at a Public Works Committee meeting to discuss their request for a streetlight at the intersection of Pinnacle Road and Highway 60, as well as speed bumps. At that time the issue was deferred until the reconstruction on Pinnacle Road was completed. The issue is now being brought forward for consideration. It was noted in the report that although the streetlight is not warranted or justified by MTO, the Township can proceed with a request through the Corridor Management Division of the Ministry to install intersection identification lighting.

Chair Campbell said he would get a price on the light.

Murray Humphries said that we would be setting precedence and he would say no to installing the light as MTO doesn't warrant.

Rick Lester said that we need a policy on this. The policy could outline that if it is not our jurisdiction then we don't do it. He would support this request because someone was promised this when Pinnacle Road was rehabilitated.

Mayor Eady agrees to get an estimate. He said that in the future it could become a liability under road standards. He doesn't agree to do it at this time.

Mayor Eady suggested that Janet Collins, Public Works Manager write a letter to MTO to ask that they ensure road markings are visible.

#### Moved by Don Eady, Seconded by Murray Humphries

THAT the Public Works Committee direct staff to write to the Ministry of Transportation to request that they review road markings in the vicinity of Highway 60 and Pinnacle Road to ensure they are clear and visible.

AND THAT staff prepare a letter to the person that submitted the petition to the Township requesting a streetlight at the intersection of Highway 60 and Pinnacle Road to inform them that the Township will not be installing the light on the Ministry of Transportation property as it did not meet the Ministry's warrant.

Carried on Division

Opposed: Rick Lester

#### 8.6 Streetlight along Burnstown Road (near Pucker Street)

Janet Collins reviewed the above report with the Committee. She noted in the report that the Township has received a third party request to place a streetlight on the Burnstown Road in the vicinity of Pucker Street.

#### Moved by Murray Humphries, Seconded by Rick Lester

THAT the Public Works Committee recommend that Council do not install a streetlight along Burnstown Road at this time.

AND THAT the Township develops a streetlight policy using a warrant system.

FURTHER THAT upon adoption of a streetlight policy, the request to install a streetlight along Burnstown Road be re-evaluated.

AND FURTHER THAT a letter be sent to the County of Renfrew requesting that they consider active transportation along this stretch of roadway.

Carried.

#### 8.7 Routine Patrol Record

Janet Collins, Public Works Manager reviewed the above report on routine road patrol. She has created a Routine Patrol Record form and reviewed this with the Committee. All roads will be maintained as Class 4 until further assessment.

Moved by Rick Lester, Seconded by Murray Humphries

THAT the Public Works Committee direct staff to commence using the Routine Patrol Record.

AND THAT staff can alter the Routine Patrol Record, from time to time, to better capture the needs of the Township and best practices as information becomes available.

FURTHER THAT staff continues to develop a policy related to road maintenance for adoption into the Township's Corporate Policies.

Discussion:

Mayor Eady said that the Committee needs to look at speed limits and signage.

Carried.

#### 8.8 2014 Hourly Rental Rate RFQ

The Committee reviewed the above report.

Moved by Don Eady, Seconded by Rick Lester

That the Public Works Committee directs staff to undertake various projects which were approved or considered during the 2014 Operating budget deliberations or later, deemed to be minor in nature, with the assistance of outside contractors awarded the work via a Request for Quotation.

Discussion:

Mayor Eady said that he feels this is a step in the right direction.

Carried.

### 9. **MONTHLY REPORTS**

#### 9.1 Annual General Calendar

Committee members reviewed the Annual General Calendar.

### 10. **REVENUE & EXPENDITURE REPORTS**

10.1 Transportation Services, Roads - Statement of Revenue & Expense  
Committee members reviewed the statement of Revenue & Expenses.

### 11. **OUTSTANDING BUSINESS**

None

**12. CORRESPONDENCE**

12.1 Steven Lewis – Thank you Letter per PWC

The Committee reviewed the above correspondence.

12.2 County of Renfrew – Construction Update (Oct. 20-24, 2014)

The Committee reviewed the above correspondence. Mayor Eady reported that he has talked to the County of Renfrew about considering giving access construction material from County road projects to the Township for use on their roads.

12.3 TransCanada Energy East Pipeline – Community Link Issue 2

The Committee reviewed the above correspondence.

**13. OTHER BUSINESS**

None.

**14. NEXT MEETING**

The next Public Works Committee Meeting will be held on Wednesday, November 19, 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 11:25 a.m.

Carried.

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CHAIR

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SECRETARY