

**The Corporation of the Township of Horton**  
**PUBLIC WORKS COMMITTEE**  
**MINUTES**

Wednesday, April 16, 2014 at 8:30 a.m.

There was a meeting of the Public Works Committee held in the Municipal Council Chamber on Wednesday, April 16, 2014.

Committee members present: Glen Campbell, Chair, Murray Humphries and Rick Lester.  
Staff present: Janet Collins, Public Works Manager, and Rod Eady, Public Works Superintendent.  
Regrets: Mayor Don Eady

**1. CALL TO ORDER**

Chair Campbell called the meeting to order at 8:31 a.m.

**2. DECLARATION OF PECUNIARY INTEREST**

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

**3. ADDITIONS TO AGENDA**

Glen Campbell, Chair, requested that we add the Gravel (Standing Offer) Contract.

**4. APPROVE AGENDA**

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

That the Public Works Committee approves the agenda for the April 16, 2014 meeting with the following addition:

- Gravel (Standing Offer) Contract

Carried.

**5. MINUTES**

**5.1 PUBLIC WORKS COMMITTEE – FEBRUARY 19, 2014**

Committee members reviewed the Public Works Committee meeting minutes of February 19, 2014.

Chair Campbell noted that the JP2g / Base Mapping work (i.e. aerial photography, topographic data) was completed and the documents were available in the office of the Public Works Manager if any of the Committee members wish to view the information.

Chair Campbell asked Janet Collins, Public Works Manager, to express her views on the benefits of the OGRA/ROMA Combined Conference held in Toronto, February 23-26, 2014.

The Public Works Manager indicated that there were limited educational seminars, however the networking and political venues were extremely beneficial. In particular, she expressed that it was important to have representation at the conference from a political figure, and anticipates that the Mayor's presence was beneficial to the municipality.

Rick Lester enquired if the Mayor held a delegation, individually or combined, with any Ministers. The Public Works Manager noted that Mayor Eady had a combined delegation, with Reeve Peter Emon, regarding the OPP funding model.

Rod Eady, Public Works Superintendent, noted that RONA is now supplying culverts. Chair Campbell requested that an inventory of existing culverts be provided to the Committee.

Chair Campbell requested the status on Private Road Grading. Public Works Manager indicated that, per Council direction, a report will be prepared and brought forward to the Public Works Committee for review and recommendation to Council.

**6. BUSINESS ARISING FROM MINUTES**

There was no business arising from the minutes.

**7. DELEGATIONS**

There were no delegations.

**8. STAFF REPORTS**

8.1 ACCESSIBILITY

Committee members reviewed the report. The Committee briefly discussed various modifications made to date, and the need to assess needs during any new or renovation work to be undertaken by the Township. The following resolution was put forward:

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

THAT the Public Works Committee accepts this report for information purposes as it relates to the Accessibility for Ontarians with Disabilities Act (AODA) with particular regard for the Design of Public Spaces (DOPS), as it moves forward with rehabilitation or construction of Township Public Spaces.

Carried.

8.2 TOWNSHIP TENDER STATUS

The concept of a living document was discussed, following a detailed review of various tender items, including:

Item 4 – Garbage Collection  
&

Item 5 – Recycle Collection

The Committee asked staff questions regarding the service, contract and costs associated with Beaumens Waste management Systems Limited. A brief overview was provided by the Public Works Manager

Item 12 – Roadside Grass Cutting

The Committee and staff have been extremely pleased with the service of Steven Lewis. It was noted that the last contract was awarded in 2011 with two twelve-month extensions. After discussion the following resolution was put forward:

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

THAT the Public Works Manager approaches Mr. Steven Lewis regarding his interest in extending the existing contract for another twelve-month period, and provide a recommendation accordingly.

Carried.

Item 13 – Street Sweeping

The Committee discussed the merits of tendering for a three-year contract, however it was determined that a yearly contract was the preferred method. The Committee consensus was to obtain a minimum of three quotations for required work, which may or may not include, depending on the annual condition, (a) Thompsonville, (b) Cotieville, (c) Grantham Road, and (d) Mullins Road (section nearest Johnston Road 0.25km).

Item 14 – Line Painting

The Committee noted that Pinnacle Road was done in 2013; however it was noted that other roads may not have been done since 2012. Staff will review the line painting requirements, time-frame, and costs.

Item 15 – Catch Basin

The Committee noted determined that an annual inspection of the catch basins should be undertaken to determine if they required cleaning more often than the recommended minimum every other year (once per two years).

Item 18 – Winter Sand

It was noted that the Committee had previously suggested a three-year tender, however upon further discussion, the Committee determined that there would be minimal benefits as the quantity, although generally calls for 3000 t/year, can change due to the winter sand usage. The Public Works Superintendent does not like to store surplus sand outdoors (not in the sand/salt shed), and anticipates that we will not need 3000 t this season (2014-15). In addition, if the successful Tenderer does not have a desirable product, the Township does not wish to be 'tied' for a three year period. After discussion the following resolution was put forward:

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

THAT the Public Works Manager tenders the annual delivery of winter sand for 2014-15.

Carried.

Item 19 – Gravel – Granular “M”

It was noted that the Committee had previously suggested a three-year tender, however upon further discussion; the Committee members present determined that they preferred an annual contract. Chair Campbell noted that he had discussions with the Mayor regarding the issue, as the Mayor was not able to be present, and indicated that the Mayor was still in favour of tendering for a three year period. After discussion the following resolution was put forward:

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

THAT the Public Works Manager tenders the supply and compaction of granular material for the Gravel Program on an annual basis.

Carried.

8.3 **DISPOSAL OF SURPLUS EQUIPMENT**

The Committee reviewed the staff report and suggested minor revisions to the 'draft' Tender document (Tender No. PW-2014-01). The revisions included tender opening time be 4:00 p.m., and the Gravel-Pro include the website and notation that is it excellent for gravel/cottage roads. In addition, the Committee requested staff try and determine the scrap metal value of the “V” Snow Plow Blade prior to tender closing. The following resolution was put forward:

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

THAT the Public Works Committee & the WM Committee recommend that Council tender the disposal of surplus equipment being:

- (1) Gravel-Pro
- (2) 2000 ¾ ton GMC Silverado 2500 (with plow)
- (3) Godiva CC205 Water Pump
- (4) John Deere L-120 Series Lawn Mower
- (5) "V" Snow Plow Blade

Per the tender document, Tender PW-2014-01, as revised.

Carried.

8.4 **GRAVEL ROAD SELECTION FOR 2014**

The Committee reviewed the staff report with regards to the various roads noted for work under the 2014 Development Charges Background Study. The Public Works Superintendent provided his observations and recommendations to the condition of the roads, and supported the recommendation.

Of particular discussion were the merits of undertaking Eady Road in 2014. It was noted that there were areas of Eady Road requiring culvert, ditching and pit run. The Committee suggested that staff look into completing work under the operational budget in order to be in a position to recommend Eady Road for granular material to be placed under the annual Gravel Program.

The following resolution was put forward:

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

THAT the Public Works Committee recommend that Council approve the following roads for inclusion in the 2014 Gravel Program:

- (1) Cobus Road – Estimated \$30,000, including compaction
- (2) Johnston Road – Estimated \$30,000, including compaction.

Carried.

**9. MONTHLY REPORTS**

9.1 **PUBLIC WORKS SUPERINTENDENT REPORT**

The Committee reviewed the Public Works Superintendent Report. Of note was brushing along the side of roads and tree removal undertaken on Eady Road (brushing), Garden of Eden Road (brushing), Humphries Road (tree), and Thompsonhill (tree – removed by Stroud's).

Chair Campbell requested that staff undertake a review of Pinnacle Road in relation to warranty issues.

Rick Lester asked about George Jackson Toyota, located on Garden of Eden Road. Staff indicated that they were now a 'priority' route for winter plowing, and that staff were going to review the road signage this summer. No new complaints have been received by Toyota since that portion of Garden of Eden Road has been made part of a 'priority' route.

The Committee reviewed the Project Status Report.

9.2 ANNUAL GENERAL CALENDAR

Rick Lester enquired about the removal of snow fence. This has not been completed to date but will be undertaken shortly.

**10. REVENUE & EXPENDITURE REPORTS**

10.1 TRANSPORTATION SERVICES, ROADS - STATEMENT OF REVENUE & EXPENSE

The Committee reviewed the 'draft' budget, anticipated for adoption on May 6, 2014. The Road Superintendent noted that he has purchased new 3 grey hubcaps for Truck 4 per the annual safety check. These hubcaps will hopefully withstand use better than the previous hubcaps. This purchase was an unanticipated expenditure.

**11. OUTSTANDING BUSINESS**

11.1 HUMPHRIES ROAD EXTENSION (REPORT FOR FUTURE PW COMMITTEE) &

11.2 SPEED LIMIT IMPLEMENTATION (DEFERRED AT PW COMMITTEE PENDING RETROREFLECTIVITY)

These projects are ongoing and will be brought back to a future Public Works Committee meeting.

**12. CORRESPONDENCE**

12.1 OGRA MINIMUM MAINTENANCE STANDARDS – FREQUENTLY ASKED QUESTIONS

Committee members reviewed the above correspondence.

12.2 2014/2015 OGRA BOARD OF DIRECTORS &

12.3 MNR BULLETIN (FLOOD OUTLOOK), APRIL 07, 2014

The Chair requested if the Public Works Committee members would like to be included in Steve Osipenko, Emergency Management Coordinator, notification list for potential emergency &/or weather issues. Both Rick Lester and Murray Humphries requested to be placed on the notification list. The Public Works Manager shall provide their email addresses' to the EMC.

12.4 OGRA HEADS UP ALERT – SAND AND SALT DOMES

The Road Superintendent will try and determine when the last visual inspection was undertaken on the Townships Sand Dome.

The Public Works Manager shall forward a copy of the *OGRA Heads Up Alert – Sand and Salt Domes*, to JP2g for their consideration during the Asset Management review.

12.5 CHERYL GALLANT, LETTER DATED APRIL 1<sup>ST</sup>, 2014 RE: BCF PTIC-SCF &

12.6 FCM COMMUNIQUE, EMAIL DATED APRIL 1, 2014 RE: BCF PTIC-SCF

The Committee reviewed the correspondence and wants to ensure that application is made. It was noted that the application will be similar to the PTIC format; however it will not be available until such time as Infrastructure Canada has entered into agreement with the individual provinces.

The Public Works Manager indicated that any documentation (i.e. reports) previously produced for the SRNMIF grant could be copied for the Committee for review. The Public Works Manager further indicated that her recommendation is still in keeping with the SRNMIF grant.

**13. OTHER BUSINESS**

No other business.

**14. NEXT MEETING**

The next Public Works Committee meeting will be held on Wednesday, May 21, 2014 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 11:30 a.m.

Carried.

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CHAIR

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SECRETARY (Public Works Manager)