

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

Wednesday, May 21, 2014

There was a meeting of the Public Works Committee held in the Municipal Council Chamber on Wednesday, May 21, 2014. Present were: Chair Glen Campbell, Mayor Don Eady; Committee members Murray Humphries and Rick Lester. Staff present: Janet Collins, Public Works Manager, Rod Eady, Public Works Superintendent, and Rose Curley, Administrative Assistant.

**1. CALL TO ORDER**

Chair Campbell called the meeting to order at 8:39 a.m.

**2. DECLARATION OF PECUNIARY INTEREST**

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

**3. ADDITIONS TO AGENDA**

- Letter to resident re: culvert inspections – Janet Collins, Public Works Manager
- Verbal County Report – Mayor Don Eady
- Thompson Road; Brushcutter; GPS – Chair Glen Campbell

**4. APPROVE AGENDA**

Moved by Rick Lester, Seconded by Don Eady

That the Public Works Committee approves the agenda for the May 21, 2014 meeting with the following additions:

- Letter to resident re: culvert inspections
- Verbal County Report
- Thompson Road; Brushcutter; GPS

Carried.

**5. MINUTES**

5.1 Public Works Committee – April 16, 2014

The Committee reviewed the minutes of April 16, 2014 Public Works Committee meeting.

Chair Campbell inquired about the grass cutting tender. Janet Collins reported that Stephen Lewis has agreed to extend the existing contract for another year at the same price. Mayor Eady asked that we send Mr. Lewis a letter after the completion of this year's grass cutting to thank him for his service and extending the contract at the same rate as previous years.

The Committee discussed line painting and asked that staff review the line painting requirements, time frame and costs.

Chair Campbell inquired about the surplus equipment for sale. Janet Collins reported that they have had several inquiries. She said that she will get an estimate on the scrap metal for the v-plow so we are aware of its worth.

Chair Campbell inquired about the potential infrastructure grant that was noted in a recent letter from Cheryl Gallant. Janet Collins said that we have not received any further information or grant application forms.

Mayor Eady referred to Item 14 - the Granular "M" tender. He expressed concerns that Cobus Road and Johnston Road required gravel again as it was done just a few years ago. He discussed the quality of gravel and the need to have the gravel tested.

Chair Campbell noted that even if the gravel is tested and meets minimum standards, it is not always the best choice. We need to look at the quality of the gravel for application purposes. Good quality gravel needs less dust control and lasts longer, so in the end is the best value for our dollar.

## **6. BUSINESS ARISING FROM MINUTES**

None.

## **7. DELEGATIONS**

### **7.1 Jamey Larone – Ruttan Road Grading**

Chair Campbell reported that Jamey Larone wasn't able to attend due to work commitments. Mr. Larone has concerns regarding the poor surface on Ruttan Road and as a result it is hard to do a good job on grading. Chair Campbell noted that this problem was brought to our attention before from Ray Puhalski, another resident on that road.

Chair Campbell said that several smaller Township roads have been identified as having poor quality road surface. With a supply offer arrangement for gravel it would be easier to work these roads into the schedule. Rod Eady noted that small roads aren't put on tender as belly dumps can't go onto these roads. We would have to use tandem and tri-axle. Township staff would be able to do this work.

Committee members discussed the possibility of using a lesser lift on Johnston and Cobus Roads, the two bigger roads that have been identified on the gravel tender, allowing surplus for smaller roads. The Committee and staff agreed that a four inch lift should be the minimum application for these roads. They also agreed that we should use all of the budget allotted for gravel application. Janet Collins, Public Works Manager said that we can also do some of the smaller roads out of the Operational and Maintenance monies.

## **8. STAFF REPORTS**

### **8.1 OGRA MMS Refund for Contributing Municipalities**

In 2010 OGRA asked members to contribute to a fund that was set up to pay for the legal costs incurred in fighting an application to have the Minimum Maintenance Standards declared null and void. The Township contributed \$1,000.00. OGRA is now offering to return 50.1% back to contributors. Horton's share is \$501.00. OGRA has requested that contributors consider leaving these funds in a reserve for future challenges on Minimum Maintenance Standards. After discussion by the Committee, the following resolution was put forward.

Moved by Rick Lester, Seconded by Don Eady

THAT the Public Works Committee recommends that Council request Ontario Good Roads Association (OGRA) return the \$501.00 to Horton Township.

FURTHER THAT, Council provides direction to the Ontario Roads Association (OGRA) within 90 days or by no later than August 01, 2014.

Carried.

#### 8.2 2014 Street Sweeping Quotation

The Committee reviewed the above report. Janet Collins reported that this is for information purposes only. Castleford Excavating was awarded the contract at a total cost of \$1,299.50 including HST.

#### 8.3 Private Road Grading

The Committee reviewed the above report. Council had deferred this item and asked that Janet Collins, Public Works Manager provide the Public Works Committee with a more extensive report that would enable them to make a more informed recommendation. The Committee thanked Ms. Collins for this very informative report that outlined the history of private road grading, the potential liability to the Township, insurance and financial implications. After discussion, the following resolution was put forward.

Moved by Murray Humphries, Seconded by Rick Lester

THAT the Public Works Committee recommends that Council adopts a by-law eliminating Private Road grading, commencing June 03, 2014, free or otherwise, due to liability, staffing, equipment and road condition concerns.

Carried.

The Committee agreed that the requests received prior to this meeting will be done by our Township staff.

#### 8.4 Nadobny Lane – Request for Enbridge Gas Service

The Committee reviewed a request from Mr. Matt St. Louis, a Thomsonville resident who has requested the assistance of the Township to determine “if” and “when” gas will be available on Nadobny Lane. After discussion, the Committee requested that staff write a letter from Mayor Eady/Council to the appropriate contacts at Enbridge, and to our elected officials, Ms. Cheryl Gallant and Mr. John Yakabuski asking for gas service to be available in non-serviced areas in Horton Township.

Moved by Murray Humphries, Seconded by Rick Lester

That the Public Works Committee recommends that Council write a letter to Enbridge officials, Cheryl Gallant – MP – Renfrew-Nipissing-Pembroke and John Yakabuski, MP - Renfrew-Nipissing-Pembroke asking for their assistance in obtaining gas service in non-serviced areas in Horton Township.

Carried.

### 9. MONTHLY REPORTS

#### 9.1 Public Works Superintendent Report

Rod Eady, Public Works Superintendent reviewed his report with the Committee.

#### 9.2 Project Status Report

The Committee reviewed the Project Status Report. Mayor Eady inquired about the Cobus Road gravel application and noted that the Town of Renfrew has about 650 ft. of road frontage in Horton Township along the Townline. The Committee asked Janet Collins to check with Renfrew regarding a contribution for work on this part of Cobus Road.

Mayor Eady provided an update on the work being carried out on the CN trail. Janet Collins, Public Work Manager and Brian Dedo had walked the trail earlier this month and did an assessment of work required on this trail. Mayor Eady asked if Janet could set up a meeting with the Skidoo club and Public Works to finalize the work required and timelines for this project.

### 9.3 Annual General Calendar

The Committee reviewed the Annual General Calendar.

## 10. REVENUE & EXPENDITURE REPORTS

### 10.1 Transportation Services, Roads - Statement of Revenue & Expense

The Committee reviewed the Revenue and Expenditures Report. Mayor Eady asked Janet Collins to research the "Contracted Services" expenditure account to clarify what the monies are for.

The Committee also requested that the report on Humphries Road be put on the June 2014 agenda.

## 11. CORRESPONDENCE

- 11.1 OPS – Ontario Provincial Standards Review
- 11.2 OGRA Heads Up - Premier Wynne Announces Transit & Infrastructure Funding
- 11.3 Moving Ontario Forward With large New Investment
- 11.4 AMO – Premier Announces \$29 Billion for Transit and Transportation Infrastructure
- 11.5 OGRA – Board Highlights
- 11.6 OGRA Heads Up – Road Building Machine Survey
- 11.7 MNR – Flood Warning Renfrew County

The Committee reviewed the above correspondence. Mayor Eady noted that due to the upcoming Provincial election there would be no action on any grants as the government is in a "lame duck" position.

Janet Collins noted that the Public Works Committee members are now on the e-mail contact list for emergency notices from Steve Osipenko, our Emergency Co-ordinator.

## 12. OTHER BUSINESS

### 12.1 PWC Chair - Spring Road Grading Program

Chair Campbell said this was put on the agenda for information purposes for staff and Committee. There is a policy that every gravel road gets graded for the entire road length as soon as grading is possible

### 12.2 PWC Chair - Road Patrols and Frequency

Chair Campbell noted that we have Frequency Patrol Standards that the Township has to meet. Mayor Eady noted the importance of having documentation. The money is in the budget for a GPS system. He asked that this item be included in the June agenda.

### 12.3 PWC Chair - Reconsideration of the Gravel Tender Standing Offer Scenario

The gravel tender was discussed earlier in the meeting. Mayor Eady asked that the Committee consider a Standing Offer Tender in the future as it provides more flexibility for projects. It was determined to remain with the resolution, as passed by Council, tender on annual basis for this year.

#### 12.4 Planning Committee – Rand Elliott/Ken Dillabough options Re: Access to Pinnacle Road

Chair Campbell reported that the Planning Committee had requested that this information be relayed to the Public Works Committee. He said that Mr. Elliott had been given several options regarding his proposed severances. The preferred alternative was that the Township sell the property they purchased from MTO to Mr. Elliott who would then join this piece as a lot addition to his existing parcel. Then Mr. Elliott would sever a lot which he will sell for commercial development.

It was noted that MTO still has to approve the entrance which could possibly be a single shared joint entrance.

#### 12.4 Planning Committee – PW Staff work with County Roads Staff for commercial entrance onto Edgar Elliott/Bill Imeson property on Storyland Road at Chenaux Road

Chair Campbell reported that the Planning Committee did a site visit at 1457 Storyland Road and asked that the Public Works Committee be informed of the potential car sales business that is planned for the property. Also, the owners will be applying for an entrance on Storyland Road but this will be dealt with by the Renfrew County Public Works Department as it is a County Road.

#### 12.5 Thomson Road

Chair Campbell asked staff to prepare a report on the status/condition of the culverts on Thomson Road.

#### 12.6 Brush cutter

Chair Campbell inquired about the purchase of a brush cutter. Janet Collins said that she is in the process of getting a tender ready for the brush cutter. Chair Campbell said that staff would need training on the brush cutter and a procedure policy should be implemented for this. Ms. Collins said that at the beginning staff would be using the brush cutter on easy roads to allow the operator to familiarize themselves with this machine.

#### 12.7 GPS

This was an addition to the agenda but was discussed earlier in the meeting.

#### 12.8 Culvert Maintenance – letter to David Brown

Janet Collins, Public Works Manager reported that she had received a complaint from David Brown regarding culvert maintenance within the Township. Committee members reviewed the response letter Ms. Collins had sent to Mr. Brown.

#### 12.9 County Report

Mayor Eady gave a brief verbal report on County business. Also, he requested that we include paved shoulders for cycling purposes as part of the grant application for Thomson Road.

**13. NEXT MEETING**

The next Public Works Committee meeting will be held on Wednesday, June 18, 2014 at 8:30 a.m. in the Municipal Council Chambers.

**14. ADJOURNMENT**

Moved by Rick Lester, Seconded by Murray

That the Public Works Committee meeting be adjourned at 12:16 a.m.

Carried.

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CHAIR

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SECRETARY