

**The Corporation of the Township of Horton**  
**PUBLIC WORKS COMMITTEE**  
Tuesday, September 23, 2014

There was a meeting of the Public Works Committee held in the Municipal Council Chambers on Tuesday, September 23, 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 8:38 a.m.

**2. DECLARATION OF PECUNIARY INTEREST**

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

**3. ADDITIONS TO AGENDA**

Janet Collins - 7.2 Delegations – Greg Chateauvert

**4. APPROVE AGENDA**

Moved by Murray Humphries, Seconded by Don Eady

That the Public Works Committee approves the agenda for the September 23, 2014 meeting with the following additions:

- Delegations – Greg Chateauvert

Carried.

**5. MINUTES**

5.1 Public Works Committee – July 23, 2014

Committee members reviewed the minutes of the July 23, 2014 Special Public Works Committee.

- Rick Lester inquired about 7.1 – Private Road Grading – Ms. Collins said there is consideration to form a sub-committee to research this issue. The item will be brought forward to the new Council members
- Rick Lester inquired about 8.2 – Willys Way – Ms. Collins said that she will follow up with the resident this fall to address and settle the complaint

5.2 Public Works Committee – August 13, 2014 (Special PWC)

Committee members reviewed the minutes of the August 13, 2014 Special Public Works Committee.

- Rick Lester inquired about the Granular M Tender – Ms. Collins reported that she, Chair Campbell and Mayor Eady met with Kerry Clouthier, R.G.T. Clouthier Construction and their concerns were discussed. Ms. Collins reported that since that meeting the gravel and winter sand contracts have been completed to the Townships satisfaction.

**6. BUSINESS ARISING FROM MINUTES**

None.

## **7. DELEGATIONS**

### **7.1 LanOTR – Andrew Pilkington – Retreading Tires (per PWC request)**

Andrew Pilkington, sales representative from LanOTR gave a presentation on the products and services their company offers. He explained the method and materials they use for the retreading and repairing of industrial type tires. He explained the differences between their products and their competitors' products, and cold retreading versus hot retreading. He also gave ballpark prices on the different sizes of tires. The Committee asked if he would be able to assess the tires for our grader and provide us with a quote as to costs for retreading. He agreed that he would go over to the garage after the meeting and assess the tires and get back to Janet Collins with a price.

### **7.2 Greg Chateauvert – Humphries Road**

Greg Chateauvert was present before the Committee to discuss his entrance for a lot he owns on Humphries Road and the ditching requirements that are to be done by the Township. After discussion, it was agreed that Janet would arrange a time with him for a site visit to determine the work that is required.

## **8. STAFF REPORTS / INFORMATION**

### **8.1 RCRSA Annual Safe Driving Truck Roadeo MEMO**

Ms. Collins reported that our staff attended this Roadeo and enjoyed the interaction with public works staff from other county municipalities.

### **8.2 Meeting with The Miller Group Representatives MEMO**

Ms. Collins reported that a meeting with the Miller Group Representatives has now been set for Tuesday, October 14, 2014 at 4:15 p.m., as a delegation group for the Planning Committee meeting. The Public Works Committee is invited to attend to provide input into the discussion regarding road issues.

### **8.3 MOL Timber Dome Structure Failures MEMO**

The Committee reviewed the above correspondence.

### **8.4 Thomson Road Culverts REPORT**

Janet Collins, Public Works Manager reviewed her report on the Thompson Road Culverts with the Committee. She had contacted 3 firms to ask for costs and the preferred construction techniques and requirements for replacing a large culvert located on Thomson Road. Robert Fulton, B.R. Construction met with her and Dave Radke, Public Works staff member on Thomson Road for a site visit. They looked at 8 out of 13 culverts. He generally agreed with the verbal estimate of another firm that the cost for replacing a culvert would be in the \$125,000 to \$150,000 price range.

Ms. Collins also reviewed the SCF grant and the OCIF grant applications which were submitted recently, with Thomson Road culvert replacement being the priority project indicated in these grants.

Murray Humphries said that Culvert #4 (intersection of Keith Road) and Culvert #10 (Intersection with Early Road) were top priorities and should be done to prevent collapsing.

Janet Collins requested direction on what the Committee wants her to do for Thomson Road. She still holds to her initial recommendation that a consultant be hired to evaluate the culverts and complete engineering design drawings and tender preparation to provide a shelf ready product.

The Committee discussed whether it was worth having the engineering reports done to have this project "shelf ready". Mayor Eady suggested that she call Mike Pinet, Public Works, County of Renfrew to discuss what "shelf ready" means. Ms. Collins said she will try and develop estimates on cost of minimal repairs (i.e. slope work, not replacement of culverts) for the two culverts located at Keith Road and Early Road. The Committee agreed that the topic to proceed with Engineering work will be discussed at another meeting.

#### 8.5 Grading Roads Policy – Per PWC Chair request MEMO

Committee members reviewed the report on the Grading Roads Policy. Chair Campbell noted that he has talked to the Public Works Superintendent about the policy that states "*when a road has been selected to be graded, the Grader Operator shall grade the entire length of the road and not lift the grader blade after grading a section and travel to a different section of the road to start grading again*". He said this policy seems to be followed for awhile and then they slip back to just grading a portion of the road, and not the entire road. Chair Campbell said that he has been receiving complaints about this when he is out canvassing for the upcoming election. Janet Collins said that she has asked staff and they confirm that they are following the policy of doing the entire road. She requested that complaints received be given to her for follow-up. She will also ensure that staff are aware that they must follow the grading policy. Glen Campbell indicated that if we are short staffed we should call relief drivers in to ensure the grading is done.

Chair Campbell said that he is disappointed and concerned that relief staff have not been called in when needed, and that due to lack of staff when people take vacation/sick leave, many of the jobs are not being done. Janet Collins noted that calling in relief staff will have an impact on the Public Works budget.

Mayor Eady said that he agrees with Chair Campbell's comments and noted that we are not even using PT workers in winter. He is not convinced we need another Full-time worker but we do need backup at times. Mayor Eady also noted that calcium combined with gravel application reduces the amount of grading needed on a road. Chair Campbell said that the berms on the side of the roads need to be rolled to crown the roads, which will improve drainage. Chair Campbell said that the ditching job on Humphries Road could be contracted out.

#### 8.6 GPS Fleet Management REPORT

The Committee reviewed the above report. Janet Collins reviewed a draft tender with the Committee. She recommends that we purchase a passive system. The passive system will meet the Township needs. She would like the GPS on the grader in addition to the trucks. When we receive complaints about the grader not

doing the entire road, we can refer to GPS. Chair Campbell asked that we check on the type/brand of GPS that other Townships in the area are utilizing.

Moved by Rick Lester, Seconded by Murray Humphries

THAT the Public Works Committee approves the tendering for a Passive Fleet Management System for the purposes of GPS Fleet Management.

Carried.

## **9. MONTHLY REPORTS**

### **9.1 Annual General Calendar**

The Committee reviewed the Annual General Calendar. Mayor Eady noted that budget preparations for all departments will be commencing soon.

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

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

The Committee reviewed the Revenue & Expense statements.

## **11. OUTSTANDING BUSINESS**

### **11.1 Crozier Subdivision**

Janet Collins reported that she recently attended a meeting with Township staff members, and legal and engineering representatives for the Township and the developer, and Renfrew County Public Works staff, regarding the Crozier Developments Subdivision (formerly Horizon Homes) to review the Draft Subdivision Approval from Renfrew County Planning. At that meeting she was directed to ask the Public Works Committee for their input on street lighting. The Public Works Committee reviewed the report she handed out and the various alternatives outlined in this report. It was noted that the proposed development recommendation from the Township Engineer was for five marker lights. Also, regardless of the Townships recommendation, the County of Renfrew requires one light be installed at the intersection of Street A and Storyland Road.

- Mayor Eady said that there should be a lawn lamp where the mailbox will be located and at the intersections of Storyland Road and Street A, and Eady Road at Street A and Street B.
- Murray Humphries only supported the light dictated by the County of Renfrew.
- Rick Lester said that he supported the County of Renfrew light and one at the community mailbox location(s).
- Chair Campbell also supported the County of Renfrew light and the one at the community mailbox location(s).

No motion was put forth however, Janet Collins stated that she would inform the Planning Committee that the Public Works Committee generally agreed to the placement of one street light at the intersection of Storyland road and Street A and one light be installed at the community mail box location, which would require two lights if separate community mail boxes are located on each street (i.e. Street A and Street B). Further that the Public Works Committee did not support owners being required to install lawn lamps.

**12. CORRESPONDENCE**

12.1 Renfrew County – Construction Update (Sep. 15-19, 2014)

The Committee reviewed the above correspondence

12.2 Humphries Road Extension – Legal Opinion LETTER

The Committee reviewed the above correspondence and legal opinion regarding the Humphries Road Extension. They also discussed the timelines for the developer, noting that the owner does not have to do “double prime application” until the last lot is developed, which at that time the Municipality will assume the road. Janet Collins said that she will put up a sign on this road that indicating that “Horton Township has not assumed this road”, per the Township Solicitors recommendation.

**13. OTHER BUSINESS**

None

**14. NEXT MEETING**

The next Public Works Committee meeting will be held on Wednesday, October 22, 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 1:07 p.m.

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CHAIR

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SECRETARY

