

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

April 16, 2015

There was a meeting of the Public Works Committee held in the Municipal Council Chambers on Thursday, April 16, 2015. Present were Committee Members: Chair David Bennett; Vice-chair Jamey Larone; Mayor Robert Kingsbury; Public Members Rick Lester and Murray Humphries. Staff: Janet Collins, Public Works Manager; Mario Simon, Administrative/Planning Assistant.

1. CALL TO ORDER

Chair David Bennett 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. MINUTES

3.1 Public Works Committee – March 12, 2015

3.2 Public Works Committee- April 2, 2015 (Thomson Road)

Committee members reviewed the minutes of the March 13, 2015 and April 2, 2015 Public Works Committee meetings.

Murray Humphries, Public Representative, noted that it may be beneficial to purchase the Construction Manual and Estimating Manual in addition to the Ontario Provincial Standards (OPS).

Mayor Kingsbury indicated that he had a conversation with Steve Boland, Director of Public Works & Engineering, County of Renfrew regarding culverts. Mr. Boland suggested that they typically had a life span of 30 years. Mr. Boland also suggested a simple method of determining if the culverts had any remaining strength was to 'stab' the culvert with a pointed steel rod to see if it would punch through.

4. BUSINESS ARISING FROM MINUTES

None

5. DELEGATIONS

None

6. STAFF REPORTS / INFORMATION

7.

7.1 Transportation Fees MEMO

The Public Works Manager provided a memo outlining the Transportation Fees, Schedule 'H' to bylaw 2015-20. She highlighted the revisions to the schedule as recommended by the Committee.

7.2 Roadside Grass Cutting

The Public Works Manager provided a report with a recommendation to extend the Roadside Grass Cutting Tender PW-2011-03 to Mr. Steven Lewis at the 2011 rate. Mayor Kingsbury commented on the contractors work as being excellent and residents are happy with the contractors work.

Moved by Jamey Larone, Seconded by Murray Humphries

THAT the Public Works Committee recommend that Council extends Tender PW-2011-03, Roadside Grass Cutting, for an additional 12-month block and award the 2015 roadside grass cutting contract to Steven Lewis at the quote of \$3,990.00 plus tax.

Carried.

7.3 Garage Office

The Public Works Committee held a discussion around relocating the Public Works Manager to the Township garage. A report was presented with various options and costs for consideration. In addition, the Public Works Manager suggested the Committee review the hours of work as they are presently different for the operations crew vs. administrative staff.

Rick Lester raised the question to the Chair about whether moving the Public Works Manager would be beneficial to the Township or not. Chair Bennett explained the benefits would be a better control of scheduling, efficiencies and overall improved management of the Public Works department.

Rick Lester asked the Public Works Committee if an organizational (flow-chart) could be created to display how work is assigned in the Public Works department. The Public Works Manager said that one does exist and that he would be provided with a copy.

The Public Works Manager stated that this time of year is favorable for making this change as we are approaching the spring and summer season, and therefore we could reduce construction costs (i.e. heating, insulation, etc.) for the immediate future. Mayor Kingsbury stated that we could consider a trial period.

Chair Bennett stated that \$1700 for the washroom, \$560 for the stairs and \$4,810 for the office renovations. A request will be need to go through Finance in order to fund these costs. Vice-chair Larone suggested we proceed with an upset limit of \$10,000.00.

Moved by Rick Lester and Seconded by Murray Humphries

THAT the Public Works Committee recommend that Council approve the relocation of the Public Works Manager to the garage.

FURTHER THAT the following items be completed: washroom, stairs & handrail, and office, to an upset limit of \$10,000.00.

Carried.

6.4 2007 ¾ Ton Truck

The Public Works Manager suggested to the Committee that a formal fleet management policy be established.

The Public Works Manager reviewed the report which stated that there are transmission issues with Truck #1, as well as bodywork requirements.

Rick Lester stated that he would be in favor of obtaining a replacement truck versus fixing the current truck due to the anticipated costs.

Mayor Kingsbury also is in favor of obtaining a replacement truck, however he feels we need to do more preventative maintenance to improve longevity. Vice-chair Larone agreed.

Councillor Larone asked if the Township would sell the truck in "as-is" condition. The Chair confirmed that we would sell the truck in "as-is" condition due to the fact that we would not see a return in our investment to complete the recommended work.

Chair Bennett requested that staff hold-off on tendering until a review of our fleet needs could be completed, in particular with regards to increasing the size of vehicle from a ¾ ton to a 1 ton.

6.5 1992 Champion 740 Series III Grader MEMO

A memo was provided to the Committee indicating that the grader had been placed for sale on Kijiji – Ottawa Site. Chair Bennett requested that this be changed to Kijiji _ Ontario Site. Further, it was suggested that the term “as-is” be eliminated. Chair Bennett indicated that the selling power may increase if the photo contained all of the attachments, not just the grader.

8. OUTSTANDING BUSINESS

7.1 Thomson Road- Business Plan

The Committee discussed cost variables and the funding needed regarding Thomson Road. The Public Works Manager provided a memo which included additional information on the cost of culverts and crushing of material within the Township’s pit, per the Committee’s request of April 2, 2015. Chair Bennett suggested we need to create cross-sections of the road and culverts in order to proceed further, as well as a full cost analysis before the Committee can make a final decision.

9. CORRESPONDENCE

9.1 Ontario Hot Mix Producers - Special Bulletin March 2015

Mayor Kingsbury stated that there is a concern about the oil/lubricant mix of the asphalt being used on the roads. Mayor Kingsbury stated he will bring more information from the County of Renfrew as it becomes available.

9.2 Letter to County of Renfrew- Bruce & Garden of Eden Intersection

This letter was sent to the County as per the direction of the PW Committee, and was included in the package for information purpose.

11. OTHER BUSINESS

Vice-chair Larone stated that his neighbor told him that a hydro pole was struck by a municipal plow in the winter. The casing holding the wires was damaged. He was concerned that this issue was not brought forward to Council.

The Public Works Manager indicated that the Operators may not have been aware of the damage caused, which could have been caused by ice from the plow, but that she will contact Hydro One to report the damage.

12. NEXT MEETING

The next Public Works Committee meeting is scheduled for Thursday, May 14, 2015 at 8:30 a.m.

13. ADJOURNMENT

The Public Works Committee meeting adjourned at 10:10 a.m.

CHAIR

SECRETARY