

TOWNSHIP OF CHISHOLM

PUBLIC WORKS COMMITTEE MEETING

THURSDAY, APRIL 18TH, 2013

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chairperson Cec Reid with Mayor Leo Jobin and Councillors Susan Major and Teresa Miller present. Councillor David Hodgins was absent with regret. Staff members present were Public Works Supervisor (PWS) Real Gauthier, and Clerk-Treasurer (CT) Linda Ringler.

DECLARATION OF PECUNIARY INTEREST – None

APPROVAL OF AGENDA

With the approval of the Committee, staff added the following items to the agenda:

- Memo outlining process for insurance claims;
- Memo providing information with respect to Plan M-185; and
- Memo re: contact with township's existing fuel supplier.

Resolution 2013-27 (PWC)

Susan Major – Leo Jobin: Be it resolved that the agenda be approved as presented and amended. **'Carried'**

APPROVAL OF MINUTES

Resolution 2013-28 (PWC)

Leo Jobin – Susan Major: Be it resolved that the Minutes of the March 21st, 2013 Public Works Committee meeting be adopted as printed and circulated. **'Carried'**

BUSINESS ARISING FROM MINUTES - None

CITIZEN'S PETITIONS AND DEPUTATIONS – None

OPEN FORUM - None

COMMITTEE/STAFF PRESENTATIONS/REPORTS

PWS Gauthier noted that patrolling should be added to his Activity Report.

Councillor Teresa Miller asked PWS Gauthier if he would be able to do the remedial work at the playground area, in light of two employees being off work. PWS Gauthier advised that he expected to be able to do the work once weather conditions improve and the site dries up. The Committee was of the opinion that it may be necessary to install sod instead of grass seed, and also discussed the possibility of pushing back the official opening to a later date. The Committee was advised that four pieces of adult fitness equipment are to be installed at the site, and each piece needs to be six feet from each of the other items. It was also decided that PWS Gauthier, Assistant Supervisor Groulx and Mayor Jobin would be at the site during the work.

Resolution 2013-29 (PWC)

Susan Major – Leo Jobin: Be it resolved that the ‘Public Works Activity Report’ presented by PWS Real Gauthier be accepted as presented. **‘Carried’**

NEW BUSINESS

PUBLIC WORKS

ITEMS FOR DISCUSSION FROM PUBLIC WORKS CHAIR CEC REID

- (1) General conditions of roads are good – Chairperson Cec Reid asked PWS Gauthier to extend his congratulations to staff for the good road conditions in spite of the interesting weather conditions over the past month.
- (2) Two employees are off work due to injuries – how are you coping with filling the positions? Part-time employees are working to fill the void.
- (3) Are there any equipment problems? One matter came to staff’s attention while one of the truck boxes was being pressure washed – main conveyor belt in the box was coming apart and was repaired. There was a discussion about rust proofing the trucks, and the Committee was of the opinion that this would be a good idea.
- (4) Gravel and sand expectations for 2013 – should we be inviting tenders now? Tenders are to be invited as per Resolution 2013-30.
- (5) Update on number of cross-road installations for 2013 – There are quite a few to be changed where ditching has been done, e.g. Pioneer Road and Memorial Park Drive. Public Works has 12” pipes in inventory, but will need to order some 16” pipes.
- (6) Update on brushing – Brushing is to be finished on Pioneer Road, and then on Maple Road. Prior to the brushing on Maple, staff will take some of the larger trees down with the chainsaw (bottom of Delaney Hill and in the vicinity of Chairperson Reid’s property).
- (7) Update on calcium requirements for 2013 – Joint tender was opened in March, and Pollard Brothers was the successful tenderer.
- (8) Update on ditching areas for 2013 – Ditching is to be done on South Shore Road and cost shared with the Municipality of East Ferris. Other ditching will be done from South Shore Road to River Road, back to Cedar Road.
- (9) Review process for insurance claims – Staff memo was provided in this regard.
- (10) Discuss process for written complaints submitted to office or Public Works Supervisor – As in the past, complaints will be forwarded to Public Works on complaint forms for handling. Public Works will provide information to office on how complaints were resolved, after which a summary report will be prepared for Council on a monthly basis.
- (11) Priorities over next few months: sweep pavements, remove plow equipment from trucks, grading, spot graveling, and calcium application.

Resolution 2013-30 (PWC)

Leo Jobin – Susan Major: Be it resolved that the Public Works Committee recommends to Council that tenders be invited for the township’s 2013 gravel and winter sand requirements. **‘Carried’**

Resolution 2013-31 PWC)

Susan Major – Leo Jobin: Be it resolved that the Public Works Committee acknowledges the receipt of a memo from Administrative Assistant Alice Lauzon, dated April 8, 2013 with respect to the Occupational Health and Safety Act. **‘Carried’**

PWS Gauthier reported to the Committee that physical inspections of the workplace are conducted monthly by Health and Safety Representative Garth Pigeau, and in his absence, Part-time Equipment Operator Terry Tran.

Hired equipment rates, received from four contractors, were reviewed by the Committee. PWS Gauthier informed the Committee that he had received a fifth submission at the garage prior to the time deadline, but had not delivered it to the office until today. Some members of the Committee were of the opinion that the fifth submission had not been delivered to the office on time and therefore should not be considered. After some discussion, the matter was left to the Public Works Supervisor for handling.

Resolution 2013-32 (PWC)

Teresa Miller – Susan Major: Be it resolved that this Committee takes a ten-minute recess. **‘Carried’**
Time: 8:05 p.m.

Resolution 2013-33 (PWC)

Susan Major – Teresa Miller: Be it resolved that this Committee returns to regular session. **‘Carried’**
Time: 8:16 p.m.

After the recess, Councillor Teresa Miller requested and received approval from the Committee to reopen discussion regarding hired equipment rates. Upon further discussion, it was learned that some of the other contractors had also delivered their submissions to the Public Works Dept., rather than the office as indicated on the price quotation documents. In light of past practice with respect to this matter, the change in this year’s practice, and the fact that the fifth submission had been delivered to the garage prior to the time deadline, the Committee decided that all submissions would be considered. The Committee asked PWS Gauthier to review the submissions and decide which pieces of equipment he will be required to rent, and provide this information to the office staff, after which a spreadsheet of rates will be provided to the Committee for further consideration.

Resolution 2013-34 (PWC)

Leo Jobin – Susan Major: Be it resolved that the ‘Public Works’ Budget Report, dated March 28th, 2013, be accepted as presented. **‘Carried’**

LANDFILL

ITEMS FOR DISCUSSION FROM PUBLIC WORKS CHAIR CEC REID

- (1) Determine employees who will be assigned to site during implementation of clear or tinted bag program – PWS Gauthier is to ascertain who will do this work and advise office staff tomorrow.
- (2) Installation of new signs – Four 4’ x 4’ recycling/waste signs have been ordered for entrances to the township on Alderdale Road, Memorial Park Drive, Village Road, and Chiswick Line. One 4’ x 8’ sign has been ordered for installation at the landfill site.

- (3) Discuss cover over landfill site building door – Chairperson Reid requested that a cover be installed over the door between now and next winter to prevent ice buildup. Mayor Jobin suggested that a new metal roof be installed to the building, with a one foot overhang to prevent leakage.
- (4) Blue boxes at site – blue boxes will be available at the site for sale, and for holding recyclables during the clear bag transition period.

The Committee reviewed a memo from staff with respect to 2012 and 2013 engineering costs at the landfill site.

Resolution 2013-35 (PWC)

Teresa Miller – Leo Jobin: Be it resolved that the Public Works Committee recommends to Council that a price quotation from Knight Piésold Ltd. in the amount of \$37,050.00 be accepted for the provision of services at the landfill site for the year 2013, and further that Resolution No. 2013-110 (1) be and is hereby rescinded. **‘Carried’**

Resolution 2013-36 (PWC)

Leo Jobin – Teresa Miller: Be it resolved that the ‘Environmental Services’ Budget Report, dated March 28th, 2013, be accepted as presented. **‘Carried’**

OTHER

Clerk-Treasurer Linda Ringler updated the Committee on the status of filling the ‘Weed Inspector’ position, and after some discussion, the Committee requested that she make contact with other area municipalities to ascertain how they handle the requirements of this position.

The Committee discussed a memo from staff regarding a discussion she had with the township’s existing fuel supplier to request lower pricing in light of recent survey results. Councillor Miller provided a rough estimate of the difference between the lowest prices and those of the existing supplier. The Committee agreed to consider the matter further prior to making a decision.

ADJOURNMENT

Resolution 2013-37 (PWC)

Teresa Miller – Leo Jobin: Be it resolved that the Public Works Committee does now adjourn to meet again on Thursday, May 16th, 2013 at 7:00 p.m. or at the call of the Chair. **‘Carried’**

Chairperson

Clerk-Treasurer