

TOWNSHIP OF CHISHOLM

PUBLIC WORKS COMMITTEE MEETING

TUESDAY, APRIL 28TH, 2015

CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Mayor Leo Jobin, who chaired the meeting in the absence of Councillor Walter Ross. Councillors David Hodgins, Chris Jull, and Nunzio Scarfone were present. Les Milton, Catherine O'Banion, and Cec Reid joined the meeting in progress. Staff members present were Public Works Supervisor (PWS) Real Gauthier, and Clerk-Treasurer (CT) Linda Ringler.

DECLARATION OF PECUNIARY INTEREST – None noted

APPROVAL OF AGENDA

Resolution 2015-32 (PWC)

Nunzio Scarfone – Chris Jull: Be it resolved that the agenda for this meeting be approved as presented. **'Carried'**

APPROVAL OF MINUTES

Resolution 2015-33 (PWC)

Nunzio Scarfone – Chris Jull: Be it resolved that the Minutes of the March 24th, 2015 Public Works Committee meeting be adopted as printed and circulated. **'Carried'**

BUSINESS ARISING FROM MINUTES

Business arising from the Minutes of the March 24th Public Works Committee Meeting included the following:

- Public Works Employee Performance Evaluations are almost done – employees need to review and sign;
- Pickard Construction has a contract with Bell for the junction boxes. Due to the fact that there are no markers on the boxes, they are not visible when buried in the snow, and thus the lid was knocked off by the grader. PWS Gauthier was told not to worry about it by Pickard's foreman. Although the Committee realized that it was not the fault of the Township's operator, they requested that the incident be recorded, complete with the foreman's comments.
- Specs for excavator have been put off till next year.

CITIZEN'S PETITIONS AND DEPUTATIONS - None

COMMITTEE/STAFF PRESENTATIONS/REPORT

Resolution 2015-34 (PWC)

Nunzio Scarfone – Chris Jull: Be it resolved that Public Works Supervisor Real Gauthier's Activity Report be accepted as presented. **'Carried'**

Resolution 2015-35 (PWC)

Nunzio Scarfone – Chris Jull: Be it resolved that the Memo from Administrative Assistant Alice Lauzon re: Fuel Management System (Gas Boy) be accepted as presented, and further that additional information regarding this matter be obtained and provided to the Committee. **'Carried'**

Councillor David Hodgins drew the Committee's attention to some information provided at the Wistiwasing Watershed Management Committee Meeting. A culvert was installed on the edge of Laporte Park Road and is washing out the road. PWS Gauthier was asked to contact the Ministry of Natural Resources with respect to this matter.

Resolution 2015-36 (PWC)

Nunzio Scarfone – Chris Jull: Be it resolved that the Public Works Committee recommends to Council that the request from Lori Anderson for the Township to provide *Tile Drainage Outlet Authorization* for Part Lot 11, Con. 9 be refused due to the fact that there is no outlet from her property to the Municipal Drain, and further that it be recommended that she seek agreement from downstream owners and file this on title at the Land Titles Office, North Bay as per a recommendation from the Township's Drainage Superintendent. **'Carried'**

The Committee considered a letter from Daniel Hochstetler requesting that the Township increase the culvert capacity on Chiswick Line. After some discussion, the Committee requested that PWS Gauthier do a site inspection and provide information to CT Ringler, so that a letter of response can be prepared.

Resolution 2015-37 (PWC)

David Hodgins – Chris Jull: Be it resolved that the Public Works Committee recommends to Council that a recommendation from Municipal Engineer Antoine Boucher, dated April 7th, 2015, regarding the completion of the MIII-CP Program – Chiswick Line, be accepted as presented. **'Carried'**

Resolution 2015-38 (PWC)

Chris Jull – David Hodgins: Be it resolved that the Public Works Committee recommends to Council that the draft 'Employee Evaluation' form, for use by the Public Works Dept. employees, be accepted as presented and revised. **'Carried'**

Resolution 2015-39 (PWC)

David Hodgins – Chris Jull: Be it resolved that the Public Works Committee recommends to Council that a list of duties and responsibilities for *Construction Liaison* be revised as per recommendations from discussion at the meeting, and approved. **‘Carried’**

Resolution 2015-40 (PWC)

Nunzio Scarfone – David Hodgins: Be it resolved that the *Public Works Budget Report* for the month of March, 2015, be accepted as presented. **‘Carried’**

Resolution 2015-41 (PWC)

David Hodgins – Nunzio Scarfone: Be it resolved that the *Fuel Consumption Report* for the month of March, 2015, be accepted as presented and revised. **‘Carried’**

Resolution 2015-42 (PWC)

Nunzio Scarfone – David Hodgins: Be it resolved that the *Environmental Services Budget Report* for the month of March, 2015, be accepted as presented. **‘Carried’**

OPEN FORUM

During the Open Forum, the following questions were asked:

- Inquiry as to whether culvert had been lowered on Kells Road.
- Had Public works filled in a hole in front of the gas pumps at the Chisholm Country Market?
- When will fuel management system be put into effect?
- When is retendering for the landfill site going to come up?

A checklist of items to be completed from the meeting is attached for the Committee’s information.

ADJOURNMENT

Resolution 2015-43 (PWC)

David Hodgins – Nunzio Scarfone: Be it resolved that we do now adjourn this Public Works Committee meeting to meet again on Tuesday, May 26th, 2015 at 6:30 p.m. or at the call of the Chair. **‘Carried’**
Time: 7:35 p.m.

Chairperson

Clerk-Treasurer

CHECKLIST OF ITEMS TO BE COMPLETED FROM MEETING

Public Works Supervisor Real Gauthier

- Bring Employee Performance Evaluations to office for filing;
- Prepare Incident Report re: damage to Bell junction box;
- Contact MNR re: culvert installed on Laporte Park Road; and
- Do site inspection at Hochstetler property.

Clerk-Treasurer Linda Ringler

- Provide additional information to Committee re: fuel management system;
- Investigate to see if there are more positive ratings for new *Employee Evaluation* form;
- Revise duties of *Construction Liaison* and bring to Council; and
- Letter of response to Daniel Hochstetler