

**TOWNSHIP OF CHISHOLM**

**PUBLIC WORKS COMMITTEE MEETING**

**Tuesday, November 27<sup>th</sup>, 2018**

**CALL TO ORDER**

Mayor Leo Jobin called the meeting to order at 6:45 p.m. with Councillors James Gauthier, Chris Jull and Nunzio Scarfone present. Staff members present were Public Works Supervisor (PWS) Real Gauthier, and Administrative Assistant Jessica Scarfone-Laberge. Member of the public in attendance was Jenny Leblond.

**DECLARATION OF PECUNIARY INTEREST** – None noted.

**APPROVAL OF AGENDA**

**Resolution 2018-94 (PWC)**

James Gauthier – Chris Jull: Be it resolved that the *Agenda* for this meeting be approved as presented. **‘Carried’**

**APPROVAL OF MINUTES**

**Resolution 2018-95 (PWC)**

Chris Jull – James Gauthier: Be it resolved that the *Minutes* of the October 23<sup>rd</sup>, 2018 Public Works Committee meeting be adopted as printed and circulated. **‘Carried’**

**BUSINESS ARISING FROM MINUTES**

**CITIZEN’S PETITIONS AND DEPUTATIONS** – None noted.

**COMMITTEE/STAFF PRESENTATIONS/REPORTS**

Councillor Scarfone asked if staff has received anything from the Engineer regarding the work being done for the River Road Bridge Project, and if Engineer is working on drawing and materials for Tender documents. Mayor Jobin directed staff to get in contact with the Engineer and get an update from him for the next meeting. Council expressed that they would like to see the Tenders go out for this project at the end of February.

**Resolution 2018-96 (PWC)**

James Gauthier – Chris Jull: Be it resolved that Public Works Supervisor Real Gauthier’s *Activity Report, Grading Report, and Report for Doosan Excavator* be accepted as presented.

**‘Carried’**

**NEW BUSINESS**

**PUBLIC WORKS**

**ITEMS FROM MAYOR LEO JOBIN**

1. Guard rails on Golf Course Road – PWS Real Gauthier informed council that he had gotten a hold of a company and they had come and visited the site, and will be sending a quote soon. PWS will follow up on this.
2. Doosan at Landfill – PWS Real Gauthier reported that he has not gotten a chance to have the Doosan at the Landfill. PWS Real Gauthier would like to get some guards to protect some of the hoses on the machine, he will research if there are ones to buy or if we need to have them made.
3. Algonquin Road – Road that is washing away near the creek has not been fixed yet. PWS will be scheduling it to be fixed when the weather cooperates.
4. Is equipment all working well? Sander in the International is not working at the moment. Hasn’t been a problem because they do have the other 2 trucks to sand. The sander will be fixed to have it up and running soon.
5. How has the shifts been working out – So far shifts have been working well. There has been a few days the morning crew had to come in at 4:00 a.m. but there was no problems with that.
6. Radio equipment- Has been fixed and seem to be working fine.
7. Cylinder for the Mack – The cylinder for the Mack has been put back in and is up and running.

**OTHER PUBLIC WORKS BUSINESS**

**Resolution 2018-97 (PWC)**

Chris Jull – James Gauthier: Be it resolved that the *Public Works Budget Report* for the month of October, 2018, be accepted as presented.

**‘Carried’**

**Resolution 2018-98 (PWC)**

Nunzio Scarfone – James Gauthier: Be it resolved that the *Overtime Report* for the month of October, 2018 be accepted as presented.

**‘Carried’**

Mayor Jobin asked staff if all the items on the complaint report had been taken care of. Staff reported that all items had been resolved. Councillor Scarfone asked about the paper trail that goes along with the complaints and if they are being documented in the office. Staff confirmed that there is a paper trail and that comments from the Public Works Supervisor were normally given by verbal. Staff will try and improve this process.

**Resolution 2018-99 (PWC)**

James Gauthier – Nunzio Scarfone: Be it resolved that the *Complaint Report* for the month of October, 2018 be accepted as presented. **'Carried'**

Mayor Jobin would like to see some improvements to the numbers on this report. He would like to ensure that Public works is documenting properly and doing accurate meter readings. Mayor Jobin would like quotes for the Cameras for the next meeting.

**Resolution 2018-100 (PWC)**

Nunzio Scarfone – James Gauthier: Be it resolved that the *Fuel Report* for the month of October, 2018 be accepted as presented. **'Carried'**

**LANDFILL SITE**

**Resolution 2018-101 (PWC)**

James Gauthier – Nunzio Scarfone: Be it resolved that the *Environmental Services Report* for the month of October, 2018, be accepted as presented. **'Carried'**

PWS Real Gauthier informed the committee that the Metal bin has been picked up and that he was told that the company will be bringing a larger bin in the spring.

**OPEN FORUM**

**ADJOURNMENT**

**Resolution 2018-102 (PWC)**

Nunzio Scarfone – James Gauthier: Be it resolved that we do now adjourn to meet again on Tuesday, December 11<sup>th</sup>, 2018 at 6:30 p.m. or at the call of the Chair. **'Carried'**

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Mayor, Leo Jobin

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Administrative Assistant, Jessica Scarfone-Laberge

## **CHECKLIST OF ITEMS TO BE COMPLETED FROM MEETING**

### **Public Works Supervisor Real Gauthier**

- (1) Doosan to be used at the Landfill
- (2) Guard Rails on Golf Course Road
- (3) Washout on Algonquin Road

### **Administrative Assistant Jessica Scarfone-Laberge**

- (1) Contact Engineer regarding River Road Bridge Project