

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**PUBLIC WORKS COMMITTEE MEETING**  
**MINUTES**

DATE: Thursday, January 26, 2012

TIME: 10:00 A.M.

The Public Works Committee Meeting was held on the above date and called to order at 10:00 a.m. in the Fire Hall Training Room at the Puslinch Municipal Complex.

**ATTENDANCE:** All members of the Committee and the Secretary.

**OTHERS IN ATTENDANCE:**

Councillor Wayne Stokley

**CALL OF MEETING TO ORDER**

The meeting was called to order by Councillor Jerry Schmidt.

**DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF:**

1. Paul Hohenadel disclosed a pecuniary interest with respect to item number 8.  
"Snow Removal – Other Township properties...ie. Community Centre/municipal offices/sidewalk".

**ADOPTION OF THE MINUTES:**

None.

**BUSINESS ARISING OUT OF THE MINUTES:**

None.

**OPENING REMARKS:**

Councillor Schmidt welcomed everyone and invited them that they are welcome to add topics to the Agenda.

The Committee is responsible for the single largest spending of Township funds. Its mission is to do the leg work with ultimately the final decision making being the responsibility of Council. Previously, Council did the leg work resulting in the issues dragging on for some time. With this new Committee, it is hoped that issues will be expedited.

The committee is made up of two members of Council (Chair and Vice-Chair), Road Superintendent, Foreman and one member of the public which will make it more effective and productive.

Paul Hohenadel represents the residents.

John Stubbs, Foreman will provide input from staff.

Don Creed, Road Superintendent is the workhorse and will implement the decision of Council.

Anyone can bring concerns to the Committee.

The hope is that when we reach a consensus, the matter will then go to Council for a decision.

Paul Hohenadel – What good is this Committee if Council can overturn our decision?

Councillor Jerry Schmidt – We will save Council time.

Paul Hohenadel – I feel this Committee is here for a reason and I don't think Council should have the right to overturn our decision. That is not part of a democratic society.

Councillor Jerry Schmidt - Council has the authority for the spending, not this Committee. Council will review the minutes from the meeting. There will be two Councillors and Don putting an issue or decision forward to Council. Therefore it carries more weight. Previously an idea was brought to Council, Council would often ask for more information by then one or more months have gone by. Hopefully the recommendations coming out of the Committee will speed things up. We want to move things quickly and be thorough. We all have an equal voice and vote. There will be a secretary taking the minutes of each meeting.

#### **REVIEW OF COMMITTEE MANDATE:**

The main intent was for the Committee to make recommendations to Council.

The meetings will be held on the third Friday of each month starting at 8 a.m. or as the Committee decides.

Don Creed - What is the committee looking for in terms of reporting? The mandate said that the Public Works Superintendent shall provide a written activity report at each committee meeting.

Councillor Jerry Schmidt – That may not be realistic. I'm not in favour of a written report.

Councillor Ken Roth – The email Don sent to Council when there were trees down on Gore Road was very helpful. We get calls from residents and I would like to see this continue so if there is a storm, we (Council and the Committee members) are in the loop. We get calls asking why they graded the road when it was so wet.

Councillor Jerry Schmidt - Anything you can pass onto the Committee would be helpful. We are here to help. We are trying to get the most efficient services for the costs.

Don Creed – Isn't that after the fact.

Councillor Jerry Schmidt - If someone has a question, they are probably going to talk to Don before the next Committee meeting.

Councillor Ken Roth – It doesn't have to wait until the next committee meeting. Just a quick email would be helpful.

John Stubbs – You are probably going to get calls right now about graders out.

Councillor Ken Roth – Personally I have some concerns. You are going to have 7,000 critics. If I know the reason why, it helps me to explain to residents when they call.

Councillor Jerry Schmidt – Don, you have been providing us with more information than we received before.

## **TOPICS OF DISCUSSION:**

### 6. **Speed Limit Review:**

Sections of roads under speed reduction consideration~

- Ramifications of speed reduction implementation on each
- Start / stop points on each road under consideration
- Cost to lower limit on specific roads
- Effects of potential road class changes
- Other ie. Signs

- (a) Concession 7
- (b) Watson Road
- (c) Pioneer Trail
- (d) Others

Don Creed

- New speed limit information
- New guidelines from TAC
- Developed guidelines for municipalities to use to determine posted speed limit taking into account, road surface, entrances etc.
- Talked to Pasquale Costanzo from the County
- Guidelines are easy to use.
- Pasquale is going to send some reports that he has done to look at.
- The cost is \$100 per copy of the guidelines
- I think it is a good investment.
- Don will order a few copies.
- Will be more consistent when using these guidelines.

Councillor Ken Roth

- I agree that this is something that Don should get and defer this matter until we've reviewed the guidelines.
- We could ask the County to apply the TAC guidelines to Wellington #34 (Mini lakes and Mill creek) section of road.

Don Creed

- The official name of the guidelines is "Canadian Guidelines for Establishing Speed Limits" by TAC (Transportation Association of Canada)

Councillor Ken Roth

- How long will it take before we can assess Concession 7 once you apply guidelines?

Don Creed

- Pasquale indicated it wouldn't take too long.
- We would need to have traffic counts, number of driveways, number of intersections, type of road, vertical/horizontal alignments.
- It is very user friendly.

Councillor Jerry Schmidt

- Are we in limbo on Concession 7?

Don Creed

- Yes, Concession 7, Watson and Pioneer Trail.

John Stubbs

- Are you going to look at every road?

Councillor Jerry Schmidt

- No, just those roads where we receive requests.

7. **STATUS:**

**(a) Stroy's Bridge removal & scope of work**

Councillor Jerry Schmidt

- Council approved the removal of Stroy's bridge.
- The scope of the work has not been defined.
- Removal of abutments is not yet in the scope of what has been approved.
- Removal of concrete culvert, north and south bank grading suggested by engineer is to be decided
- Canoe path on the south path – not approved.
- Road getting in and out – not approved.
- Installation of steel culvert – not yet approved.
- There has been discussion of a pedestrian bridge.
- The next step is to go to tender.
- Council has requested that the costs be broken down.

Don Creed

- Council has seen plans from Gamsby and Mannerow
- The direction from Council to Gamsby and Mannerow is to come back to Council with individual costs.
- Steve Connelly from Gamsby and Mannerow met with GRCA on Stroy's Bridge
- GRCA is in approval of all recommendations from Gamsby and Mannerow except they want more detail on canoe paths.

Councillor Ken Roth

- That will just cost us money for something that won't be approved.

Don Creed

- The drawings show a path/trail on both sides that will allow people to get to the river's edge.
- If coming from the North, are you going to carry a canoe that far?

Councillor Jerry Schmidt

- If Council did decide on the canoe path, we'd have to upgrade the road.

Paul Hohenadel

- Won't that add to the Township's liability?

John Stubbs

- There are other access points available.

Don Creed

- I can get a status update from Gamsby and Mannerow.

Councillor Jerry Schmidt

- Please include the committee on any correspondence you get with respect to this.

Councillor Ken Roth

- This bridge should have been removed last year.
- It has dragged on.
- I'd like to see if we can't expedite this project or another year will have gone by.
- It is a liability to the Township because people are using it.

Councillor Jerry Schmidt

- The original intent was to remove the bridge but it has escalated from there, which has also escalated the engineering costs.

John Stubbs

- There is a walkway installed.
- Ray Hutton asked for a walkway.

Councillor Jerry Schmidt

- This committee will be able to expedite it.

Don Creed

- The biggest time issue has been taken care of.
- The EA was done last year.
- By the time it was done, it was late last year.
- Now there should be no reason to prolong it.
- The GRCA will give a time frame to remove the structure.
- We need to get recommendations to Council as to what it will look like when it is done.
- What our money is going to buy us and what we want it to look like at the end of the day.

Councillor Ken Roth

- If GRCA needs more work done for canoe path, it's only going to make it more expensive.

Don Creed

- Gamsby and Mannerow were asked to itemize the design that he prepared.

Councillor Jerry Schmidt

- We need to get a time frame from Gamsby and Mannerow so we can move ahead.

John Stubbs

- The big picture is to get bridge out.

Councillor Ken Roth

- My thought was if we are fixing the road to go in with equipment, we could utilize it for the future.
- We want to do the work in the most efficient manner.

John Stubbs

- Isn't the number one priority to get the bridge out?

Councillor Ken Roth

- Maybe that's the recommendation this Committee should make to council.
- Get the report from Gamsby and Mannerow and then go from there.

**(b) Hume Road RR crossing**

Councillor Jerry Schmidt gave some background information.

Don Creed

- There has been no direction given at this time with respect to this crossing.
- Transport Canada is coming out with a new regulation requiring road authorities to do inspections every 5 to 10 years.
- When it is in place, it will cost the Township to do this.
- All of our crossings are unrestricted.
- I have been talking with Tom Sagaskie.
- Transport Canada is letting Tom do the safety audits.
- CP is going to be the big one.
- At some point we are going to be doing safety audits on all our crossings which will tell us what we need.

Paul Hohenadel

- The stop signs on the railway crossing signs on Hume Road, were they put there by the Township?

Don Creed

- The stop signs should be on their own separate posts.

John Stubbs

- The Township didn't put those on.

Paul Hohenadel

- If someone should get hit that didn't stop. Could they come back on the Township if they aren't on their own posts?

Don Creed

- I'd have to find out from Tom Sagaskie.
- It goes back to the basic rule that when you come to a crossing you are to stop, look and listen.
- The Watson Road crossing is not in compliance.
- It won't pass the safety audit.
- You will be looking at a cost.
- There is funding available but could be years down the road.
- If you don't do the safety audit, then we should plan for the cost.

Councillor Jerry Schmidt

- Any others?

Don Creed

- For Guelph Junction, no.
- Other than the Watson Road crossing, CP is on the main line.

Councillor Ken Roth

- Does the number of trains have a bearing?

Don Creed

- No.
- The cost for bells only is \$125,000.

Councillor Jerry Schmidt

- When do we want to do the safety audit?

Don Creed

- It is not legally in place as yet.
- Not legally mandated yet.

Councillor Ken Roth

- Once you do the audit you will have to act quickly.

Don Creed

- There are 5 lines with Guelph Junction and 5 with CP.
- Townline, Concession 11, Maltby, Hume, Watson and Carter.
- Arkell Road falls within the County's jurisdiction.
- CP – Victoria Road, Concession, Sideroad 20, 25 and 10.
- If we start to identify these things, we can plan.
- All CP crossings are signal.



- I don't think the traffic counts will justify the upgrade.

**(c) Watson Road RR crossing**  
(see above comments)

**(d) Others**  
(see above comments)

**\*\* Paul Hohenadel removed himself from the discussion.**

**8. SNOW REMOVAL:**

**(a) Other Township properties...  
i.e. Community Center / municipal offices / sidewalks**

Don Creed

- Staff isn't currently taking care of this.
- We do not plow sidewalks.
- I'm not sure if there is a By-law whereby residents are required to shovel.
- The sidewalks are obviously getting cleared now.
- Not sure who's doing it.
- There are no minimum maintenance standards for sidewalks.
- The *Municipal Act* says the municipality has no liability unless gross negligence.
- There are not a lot of sidewalks in the Township.
- There is just a huge area to cover.
- There are sidewalks in Arkell, Aberfoyle and Morriston.
- There is no significant liability the way it is currently being handled.
- The Community Centre parking lot is being contracted out now.
- That practice needs to be continued.
- Based on the staff we have now and how many hours we can work.
- The facility is open seven days a week.
- For Township staff to maintain the facility, we would have to bring in staff at night when there are functions.
- We'd have to hire more staff to do that vs. overtime for current staff.
- The top priority for our staff is the roads.
- We are mandated to do so.

John Stubbs

- The daycare needs the lot cleared for their 8 a.m. start.
- If there is a function in the evening, I can't see saving any money to bring someone on staff in.

Councillor Ken Roth

- I agree.

Councillor Jerry Schmidt

- I also agree.

**Paul Hohenadel returned to the discussion.**

**(b) Liquid Anti-Icing vs. Granuler Salt De-icing**

Don Creed

- Showed a presentation to Council regarding the advantages of liquid anti-icing vs. granular de-icing.
- There is a safety factor, it saves time, material and saves money.
- For the amount of staff that we have. every hour or two that the guys aren't here working, the more rest they are getting and we are saving on overtime.
- The liquid material stays on the road better compared to the granular.
- Every time you put dry material on the road you loose 70% of it.
- The weather data that we have now allows us to better predict whether or not there is going to be black ice in certain areas.
- We can go out that day or the day before and spray those areas.
- That will not allow black ice to form.
- Secondly, if we know that data is telling us that a big snow event is coming, we can load up and spray all asphalt roads.
- You could have a foot of snow on road, the liquid anti-icing won't let it bond to the road.
- When you plow it will go down to pretty much bear asphalt.
- De-icing is the most expensive way of doing roads.
- You will spend tons of time and material to get the road back.

Councillor Jerry Schmidt

- What is our percentage of asphalt to others?

Don Creed

- Two thirds of our roads are asphalt.
- I like salt brine.
- Mag or calcium is costly.
- There are other bad things that come with it.
- Salt brine is cheap - 7 cents a litre.
- Mag chloride that the County uses is estimated at 65 to 70 cents a litre.

Councillor Jerry Schmidt

- Are you going to buy or make it?

Don Creed

- We will buy it.
- You'd have an initial investment of a salt brine machine at a cost of \$30,000 to \$40,000.
- We'd have to get salt from the County.

- On a regular winter, we may use 250,000 litres.
- The City would use 1 and 1.5 million litres.

Councillor Jerry Schmidt

- When would you be using it?

Don Creed

- Definitely not this winter.
- It depends on what is approved in budget.

Paul Hohenadel

- How much would it save in actual use of salt?

Don Creed

- There is a potential saving of 30% in granular material.
- I've been dealing with it since 2000.
- You need to watch road temperatures.
- We are limited on how low of a temperature it can go on.
- Once the road dries up, the salt stays.

Councillor Jerry Schmidt

- How often do you put it on?

Don Creed

- If we know there is a snow event coming and if we spray everything, then the snow event doesn't happen, I've seen it stay on a road for up to seven days.
- Once it gets diluted you'd have to re-apply.

(c) **Budget surplus / shortage**

Councillor Jerry Schmidt

- Where does money get channeled if is not used?
- We want to make sure it goes into a reserve for the next year.

Councillor Ken Roth

- The County takes the five year average for their snow budget.
- If they don't spend it, it goes into a reserve.
- It would be wise if we did that.
- There should be a limit on what is in the reserve.
- I don't think it would be difficult to put in place.

Don Creed

- I agree.
- Reserves are wise choice but with a limit.

- The extra money that has been in the winter account has been used to pay for other things throughout the season.
- If we take the money and put it into a reserve, then Council needs to look at the actual costs of running the operation because that money is no longer available.
- When you start reserves like that and when it comes to budgets it is very tempting to use that money to knock down the tax base.
- Reserves are good if they are used for what they are intended for.

Councillor Ken Roth

- I think we should forward that to Council and get their opinion on it.
- If it is going to be a reserve then it should be a reserve.
- I don't know how it was done in the past.

Don Creed

- There is a line item in the budget called "sand and salt".
- If you look at the amount of money that is in there, the money could buy 14,000 tons of sand.

Councillor Ken Roth

- What is that being used for? Nothing?

Don Creed

- We do a spring clean-up.
- That should be part of that.
- Winter supplies need to be included.
- Money set aside for plow blades and equipment maintenance.
- Leave at equipment maintenance and try to not get into that scenario.
- Cost of equipment a lot more in winter than in summer.
- All costs should be put into whatever that account is.
- So we have a true understanding of what it costs us.

Councillor Ken Roth

- People automatically think there is going to be a huge surplus because of the type of winter we've had.

Don Creed

- The type of weather we are experiencing now costs more, than if you get two feet of snow.

Councillor Ken Roth

- It would help us show the public the costs.

Councillor Jerry Schmidt

- This would balance it out.
- I favour a reserve as long as it is clearly understood that it is a winter maintenance reserve.

Don Creed

- I think it is a great idea.
- Because one of these years you are going to get hit.
- It would be good to have a line item designated for winter activities.

Councillor Ken Roth

- Then the snow budget stays the same for the next year.

John Stubbs

- What kind of limit would you look at?

Councillor Ken Roth

- It should not exceed one year's budget.

**Motion No. 1:** Moved by Ken Roth and seconded by Paul Hohenadel

**THAT:** The Public Works Committee does hereby recommend to Puslinch Council that that a winter maintenance reserve be created whereby surplus funds are captured annually and capped at one year's winter maintenance budget.

**CARRIED.**

### **2012 CAPITOL BUDGET:**

Don Creed submitted the 2012 Capital Budget to Council and it is currently under consideration. The next Budget meeting is scheduled for February 15, 2012 from 12 to 3 p.m. in Council Chambers. All are welcome.

### **ACCOUNTS FOR PAYMENT:**

Don Creed provided the January, 2012 expense statement prepared to date. This would normally include expenses from the 1<sup>st</sup> of the month to the end. Don forecasted what he could till the end of the month on the statement. The statement includes all materials to date.

Councillor Ken Roth

- The TSC Store item, is that for replacement of mailboxes?

Don Creed

- Yes.

Councillor Jerry Schmidt

- Our policy is that if a piece of our equipment takes down a mailbox, then we replace it but if the snow takes it down, then we don't replace it.
- Majority of mailboxes knocked down are from the snow.

Don Creed

- Also, not all mailboxes are installed in accordance with the standard requirements.

Councillor Ken Roth

- Don, I hope it is clear that we still want you to attend at Council meetings.

**The Committee approved the expense statement as presented for payment.**

**FUTURE MEETING SCHEDULE:**

Every third Friday of the month at 8 a.m. in Council Chambers.

The next Public Works Committee meeting will be Friday, February 17, 2012 at 8 a.m.

**NEW BUSINESS:**

**1. Painting of Parking Lot at Municipal Office Complex**

Councillor Jerry Schmidt presented the idea of painting the parking lines at the Municipal Complex

John Stubbs

It would organize it better.

Councillor Ken Roth

People would park in the spaces

It can't be a big expense.

Councillor Jerry Schmidt

I offered to pay for it before when Jim was Road Superintendent.

Jim Mentioned borrowing equipment from the County.

Councillor Ken Roth  
I agree it should be done.

Councillor Jerry Schmidt

- If you wanted lines, it would be so simple.
- I think we should look into doing it this spring.

Don Creed

- The first step would be to measure and see how many spots are available.
- Is there room to get two rows of parking?
- There are standards to follow.

## 2. **Removal of the Badenoch Soccer Pitch Light standards**

Councillor Ken Roth asked about having staff from the Roads Department remove the hazardous light standards at the Badenoch soccer pitch as they are dangerous.

Don Creed advised that he would look into having the light standards removed.

### **ADJOURNMENT:**

The meeting was adjourned at 12:05 p.m.

Signed: \_\_\_\_\_  
Jerry Schmidt, Chair

\_\_\_\_\_  
Heather Krouskie, Secretary