

## **CORPORATION OF THE TOWNSHIP OF MELANCTHON**

The Township of Melancthon Roads Sub-Committee held a meeting on December 12, 2018 at 1:30 p.m. in the Committee Room, Municipal Office. The following members were present: David Besley, David Thwaites, Wayne Hannon (1:35 p.m.). Also present were: Denise Holmes, CAO/Clerk as Secretary, Wendy Atkinson, Treasurer/Deputy Clerk and Craig Micks, Director of Public Works. Denise Holmes called the meeting to order.

### Election of Chair

Denise Holmes called for nominations for the position of Chair. Verbal motion - Moved by Thwaites, Seconded by Hannon that Dave Besley be nominated as Chair. Carried.

Member Besley accepts the nomination.

### Election of Vice-Chair

Chair Besley called for nominations for the position of Vice-Chair. Verbal motion - Moved by Hannon, Seconded by Besley that David Thwaites be nominated as Vice-Chair. Carried.

Member Thwaites accepts the nomination.

### Additions/Deletions/Approval of Agenda

The agenda was approved by a show of hands.

### Declaration of Pecuniary Interest or Conflict of Interest

No declaration declared at this time.

### General Business

#### 1. Terms of Reference for Sub-Committee - Discussion

Denise Holmes advised that she had received some samples of Terms of Reference and would put together a draft for the next meeting.

#### **2. Structures:**

##### **2.1. Preliminary Design Report and Engineer Costing for Structure 2003 (Location: 3<sup>rd</sup> Line)**

An email was received from Chris Knechtel, RJ Burnside and Associates regarding Culvert 2003 and discussed at the meeting. They are recommending that this structure

be repaired or replaced as soon as possible, as the Township's top priority – preferably in the 2019 construction season. Burnside's have anticipated their engineering fees to be as follows (upset limit). It should be noted that there may be opportunities to reduce the fees depending on which repair/replacement option is selected by the Township, however this will represent the upset limit.

Design

1. Project Management/Meetings -	\$1,600.00
2. Topographic Survey -	\$2,000.00
3. Hydrology & Hydraulic Analysis -	\$4,500.00
4. Preliminary Design Report (PDR) -	\$3,700.00
5. Permits, Approvals, etc. -	\$1,400.00
6. Detailed Design & Drawings -	\$4,600.00
7. Disbursements (printing, mileage, etc.) -	\$ 600.00

**Design Total: \$18,400.00**

Tender and Contract Administration

8. Tender Preparation and Process -	\$3,500.00
9. Contract Administration -	\$5,200.00
10. Part-time Construction Observation -	\$5,600.00
11. Disbursements (printing, mileage, etc.) -	\$ 900.00

**Tender & CA Total: \$15,200.00**

**TOTAL = \$33,600.00 +HST**

It was noted that the costs associated with Permit Fees and Tender Advertising have not been included in the fee estimate and will be the Township's responsibility.

The anticipated project schedule is as follows:

- Survey, November 2018
- Hydrology/Hydraulics and Preliminary Design, December 2018 to February 2019
- Submit PDR to Township, January/February, 2019
- Tender Project, March/April, 2019
- Construction, July/August, 2019

Discussion ensued about this structure. There are concerns about the stability of a pond that is across the road and whether this could affect the construction of the culvert and it was asked what are the implications of this private pond causing issues for the culvert? Staff to speak with our Engineers. The timeline for tenders was discussed and the Road Sub-Committee would like to have the project tendered at the end of February or early March. Discussion also about whether a steel culvert vs. concrete culvert and which is more sustainable. Craig to speak with Chris Knechtel about this.

## RECOMMENDATION

The Township of Melancthon Roads Sub-committee recommends to Council that RJ Burnside and Associates be retained for the engineering and contract administration on this project and Staff be directed to include the amount of \$33,600.00 + HST in the 2019 Budget. And further, that Burnside's be directed to put the tender out as soon as possible.

### **2.2. Structure 0004 (Location 5 Sideroad between 4<sup>th</sup> and 5<sup>th</sup> Line OS) - Discuss Options**

At the Inaugural meeting on December 6<sup>th</sup>, 2018 during the presentation by R.J. Burnside and Associates, it was noted that this bridge has severe concrete deterioration and there is presently no load limit. The options are to consider removing the structure and closing this portion of road due to low traffic volume. The estimated 2017 replacement cost was \$520,000.00. The Road Sub-Committee is in favour of closing a portion of the road as it is not financially feasible to put this amount of money into a structure with the low volume count on that road.

## RECOMMENDATION

The Township of Melancthon Roads Sub-Committee's preference is to close this portion of road as costs are too prohibitive considering the low traffic volume and recommends to Council that Staff be directed to investigate the costs and procedure for closing this portion of road.

### **2.3. Structure 2029 (Location: 220 Sideroad) Repairs Required - Discussion**

The email from Chris Knechtel of RJ Burnside and Associates pertaining to this structure was reviewed and discussed. The structure has a 2.4m span Concrete Rigid Frame, and lateral movement of the footings was suspected in the 2017 Report, which would require a \$70,000 +/- repair, including concrete struts. They are recommending completing a detailed site investigation in the Summer of 2019 during low flow to confirm the signs of lateral movement before proceeding to plan for the rehabilitation. They advised that the previous 2017 inspection was completed December 2017, which would make it difficult to inspect the exposed footings. The 2019 Engineering cost to complete a detailed site investigation is \$750. Discussion ensued and the Road Sub-Committee concurs with RJ Burnside and Associates.

## RECOMMENDATION

The Township of Melancthon Roads Sub-Committee recommends to Council that RJ Burnside and Associates be retained to complete a detailed site investigation in the Summer of 2019, during low flow, to confirm the signs of lateral movement before the Township proceeds to plan for rehabilitation. The cost of the Engineering is \$750.00 + HST to be included in the 2019 Budget.

#### **2.4. Structure 2021 (Location 2<sup>nd</sup> Line NE) - Repairs Required - Discussion**

The email from Chris Knechtel of RJ Burnside and Associates pertaining to this structure was reviewed and discussed. This structure is a 5.2m span CSPA multi-plate culvert and is exhibiting cracking along the bolt line (noted in 2017 Report). They advised that the short term repair is to weld steel to reinforce over the cracked locations and this would temporarily address the problem. They indicated that upon approval from the Township, they can work with Public Works and arrange for capable Contractor to complete this work in 2019 and construction costs can then be finalized once a quote is received. The estimated 2019 Construction Cost is \$15,000 +/- and the 2019 Engineering Cost is \$1,500.00 + HST.

#### **RECOMMENDATION**

The Township of Melancthon Roads Sub-Committee recommends to Council that Staff be directed to obtain further information from Burnside's on how many years this short term solution will give the Township before it has to replace this structure.

#### **3. Road Rationalization Study - Costs and Discussion**

An email from Arunas Kalinauskas, RJ Burnside and Associates dated December 12, 2018 was circulated during the meeting as it was just received by Staff. Mr. Kalinauskas said the study will focus on Township paved roads, as well as the section of the 4<sup>th</sup> Line NE. The study will include the following:

- Review, with Township staff, the existing programs, policies and issues affecting the management of the road network within the Township.
- Establish criteria, in consultation with Township staff, and Roads Committee, for the maintenance, rehabilitation and replacement of the roads within the network.
- Review the land uses that are currently serviced by the road network, including the connectivity that is provided by the network.
- Assess traffic volumes (AADT) and traffic types within the road network, based on traffic count data provided by the Township.
- Forecast growth, within the Township and within adjacent municipalities, that impacts the Township's road network. Complete traffic growth forecasts.
- Determine strategies for upgrading, or downgrading, the Level of Service (surface type etc.) to respond to the needs within the road network.
- Establish a strategy for addressing the road needs (types of improvements, triggers, prioritization), taking into account road condition, widths, road structure, drainage, traffic volumes, safety/geometry, network connectivity and road maintenance requirements.
- Obtain updated condition rating of the hard top roads and of a select number of gravel roads (where upgrades may be considered), through a field review of these roads, that is completed with the Road Superintendent.
- Update costs for maintenance, rehabilitation or replacements to roads within the network.

- Review budget constraints with the Township.
- Develop a ten year road maintenance and improvement program for the road network, within budget limitations.
- Recommend changes to Township policies that may be informed by the study work.
- Provide a draft report that summarizes the results of the study work completed to staff and Roads Committee
- Final Report
- Present the results of the study to Council.

The study will provide essential information for the ongoing management of the road network and will form a basis for the future completion of a more comprehensive Asset Management Plan within the municipality, as required by Regulation 588/17. The cost of this is estimated at \$45,000.

Discussion ensued and it was felt that this study would clarify which roads we need to focus on. It was suggested that we don't do any work in 2019 until we know what is priority and this study is done. The money that we would spend could be put in a reserve to be used in 2020. Concerns were raised about the timeline to complete the study.

#### RECOMMENDATION

The Township of Melancthon Roads Sub-Committee recommends to Council that the Township of Melancthon proceed with the Melancthon Road Study at an estimated cost of \$45,000.00 + HST, subject to Staff getting a timeline to complete the study as well as technical issues that require clarification

#### **4. 2019 Bridge Study - Costs and Discussion**

The email from Chris Knechtel of RJ Burnside and Associates pertaining to the 2019 Bridge Study was reviewed and discussed. The study will include, among others standard requirements, BCI calculations, replacement costs for every structure, incorporating the data into the Township's asset management and providing future capital planning priority recommendations. Upon approval to proceed, Burnside's will schedule this work early in 2019 so that Council and Staff can have updated bridge recommendations before the Fall 2019 to allow for future planning/budgeting. The estimated cost is \$16,900.00 + HST.

#### RECOMMENDATION

The Township of Melancthon Roads Sub-Committee recommends to Council that RJ Burnside and Associates be retained to complete the 2019 Bridge Study at an estimated cost of \$16,900.00 + HST and Staff be directed to include this in the 2019 budget.

**5. Asset Management Policy - deadline July 1, 2019**

The Asset Management Policy is due July 1, 2019. There are samples of policies online and Staff will look into this more in the new year.

**6. 5-year Roads and Bridges Plan - Discussion**

No further discussion on this item as it would be covered under the Melancthon Road Study – discussed above.

**7. Other/Additions**

Craig mentioned about micro-surfacing the 4<sup>th</sup> Line NE. Southgate uses this product and has been happy with it thus far.

**Adjournment**

2:45 p.m. - Moved by Thwaites, Seconded by Hannon that we adjourn the Roads Sub-Committee meeting to meet again at the call of the Chair. Carried.

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CHAIR

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SECRETARY