

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

The Township of Melancthon Roads Sub-Committee held a meeting on January 9, 2019 in the Committee Room, Municipal Office. The following members were present: David Besley, Chair; David Thwaites, Vice-Chair; and Wayne Hannon. Also present were: Denise Holmes, CAO/Clerk, Secretary, Wendy Atkinson, Treasurer/Deputy Clerk, Craig Micks, Director of Public Works and Kaitlin Chessell, Administration and Finance Assistant. Chair Besley called the meeting to order at 1:35 p.m.

### Additions/Deletions/Approval of Agenda

Moved by Thwaites, Seconded by Hannon that the agenda be approved as circulated. Carried.

### Declaration of Pecuniary Interest or Conflict of Interest

No declaration declared at this time.

### Approval of Draft Minutes

Moved by Thwaites, Seconded by Hannon that the minutes of the December 12, 2018 Roads Sub-Committee meeting be approved as circulated. Carried.

### General Business

#### 1. Draft Terms of Reference

Staff provided a Terms of Reference (Mandate) used by Mulmur Township and changes were made to make it reflect the mandate of the Melancthon Township Roads Sub-Committee. Staff will make the changes identified and circulate to the Roads Sub-Committee before putting it on the Council Agenda.

It was also asked for the agendas going forward, to put "Public Question Period" on at the end of the meeting.

Discussion ensued regarding the Township's Asset Management Plan prepared and presented by R.J. Burnside and Associates and that Melancthon Council has not yet accepted it. It was felt that if the Roads Sub-Committee was going to be using that document for decisions and recommendations to Council (re: Terms of Reference mandate) then it should be accepted by Council.

### Recommendation to Council

The Township of Melancthon Roads Sub-committee recommends to Council that the established Terms of Reference be approved for the Roads Sub-Committee.

- and -

The Township of Melancthon Roads Sub-Committee recommends to Council that the May 2017 Asset Management Plan prepared by R.J. Burnside and Associates be accepted as presented to Council in June 2017.

## 2. Discussion regarding OPP Road Closure Notifications

Chair Besley asked that this item be placed on the Agenda as there was an accident a couple weeks ago on Highway 10 and traffic was being detoured on Township roads but our Public Works Director was not notified by the OPP of this. If he was, he could have recommended alternative routes for the traffic. Chair Thwaites will contact Staff Sgt. Randall at Dufferin OPP and this will also be an item for discussion at the next Police Services Board meeting in February.

## 3. 2019 Capital Budget - Discussion

The Roads Sub-Committee discussed items for the 2019 Capital Budget. The Township has already decided that Bridge 2003 will be completed this year and the Authorization for RJ Burnside and Associates to proceed with the tendering was signed yesterday, as per the motion passed at the December 20, 2018 Council meeting. The Sub-Committee discussed new equipment, paving of roads and ditching. Craig Micks, Public Works Director advises that at the moment, there is not a need for new equipment as everything is working fine – except the equipment is aging. During the 2018 budget deliberations, \$150,000.00 was put into the Replacement Equipment Reserve and it was decided that the Sub-Committee would like to see another \$150,000.00 placed in this year's budget to be transferred to the reserve fund. With regards to resurfacing, until the Road Management Plan is completed, the Sub-Committee does not want to make any decisions on resurfacing. It was recommended that \$200,000.00 be put in the Roads Reserve Fund. Discussion ensued on the need for more ditching and recommends that \$20,000.00 be placed in the budget and directed that all of the money be used for this purpose as \$12,000.00 was budgeted last year, but only \$8,400.00 used.

## **RECOMMENDATION**

The Township of Melancthon Roads Sub-Committee recommends to Council that with regards to the 2019 Capital Budget, \$150,000.00 be placed in the Equipment Reserve Fund; \$200,000.00 be placed in the Roads Reserve Fund and that Staff include \$20,000.00 for a ditching program.

## 4. Melancthon Road Study - Requested information

As the requested information was only just received, the Roads Sub-committee wanted some more time to read it over and the matter was deferred to the next meeting.

## 5. Structure 2021 - Follow up on recommendation

At the Council meeting held on December 20, 2018, Council reviewed Recommendation #4 regarding Structure 2021. This structure is a 5.2m span CSPA multi-plate culvert and is exhibiting cracking along the bolt line (noted in 2017 Report). Burnside's advised that the short term repair is to weld steel to reinforce over the cracked locations and this would temporarily address the problem. Council passed a motion, based on a recommendation from the Township of Melancthon Roads Sub-Committee 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.

Chris Knechtel, R.J. Burnside and Associates provided information to Township Staff advising that the short term repair to weld steel reinforcing over the bolt crack locations is considered a temporary repair option to help stabilize the bolt cracking and slow down future deterioration (buying the Township more time until replacement is required). If this work is not completed, the 2017 Bridge Inspection Report recommended replacing this structure in 1-5 years. He advises that it is difficult to forecast exactly how many years of extended service life this type of temporary repair will add. It depends on a variety of factors, but they have seen this type of repair extend the service life by up to 10 years. After the repair work is completed, it is recommended that the culvert continue to be monitored under future biennial bridge inspections to review its performance, and the recommended years to replacement can then be adjusted accordingly every 2 years, allowing the Township to have a bit more time for planning and budgeting purposes. If acceptable, they will reach out to a capable Contractor (likely McPherson-Andrews Contracting who just completed the Bridge 10 Reconstruction work), to obtain a quote for the Structure 2021 repair work. The Township will then have a better idea of the costs associated with this work so that they can make a decision. This type of work can be completed over the winter months, and typically at a lower cost while the Contractors are not as busy.

### Recommendation

The Township of Melancthon Roads Sub-Committee recommends to Council that Staff be directed to include \$20,000.00 in the 2019 Budget for the short term repairs and engineering costs for Structure 2021.

## 6. 2019 Summer Student

Discussion on this matter and it was decided that the Township would not be applying for a grant for a summer student this year. If Staff feel that a summer student is required, they will put money in the 2019 operating budget for one.

## 7. Update from Public Works Director

Craig advised that they have just been plowing and sanding and had no other updates.

## 8. Other/Additions

Craig advised that the Feral Cat Rescue facility continues to use the field entrance adjacent to the property. Craig will speak to the owner of the property about this matter and report back to Council.

Member Thwaites mentioned about consulting with other similar municipalities to see if they have Roads Sub-Committees and to find out who was going to the Ontario Good Roads Conference in February. It was thought that a meeting could be held at OGRA to discuss the various roads issues and how they are dealing with similar issues. Staff were directed to inquire with the following municipalities: Grey Highlands, Southgate, Minto, Amaranth, East Garafraxa and Grand Valley.

Recommendations to Council

Recommendations have been outlined above.

Confirmation Motion

Moved by Thwaites, Seconded by Hannon that all actions of the Members and Officers of the Roads Sub-Committee with respect to every matter addressed and/or adopted by the Sub-Committee on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Sub-Committee Members at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

**Adjournment**

3:27 p.m. - Moved by Thwaites, Seconded by Hannon that we adjourn this Roads Sub-Committee meeting to meet again on Feb. 13, 2019 at 1:30 p.m. or at the call of the Chair. Carried.

---

CHAIR

---

SECRETARY