

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

The Township of Melancthon Roads Sub-Committee held a meeting on April 17, 2019 at 1:30 p.m. in the Council Chambers. The following members were present: David Besley, Chair and 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.

### Additions/Deletions/Approval of Agenda

Additions:

- SWISH GPS Invoice (Wendy Atkinson)
- Park Board Recommendations (Member Hannon)
- Complaint on Mill Lane (Denise Holmes)
- Wargon Road (Craig Micks)

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

### Declaration of Pecuniary Interest or Conflict of Interest

No declaration declared at this time.

### Approval of Draft Minutes

Moved by Hannon, Seconded by Thwaites that the minutes of the Roads Sub-Committee meeting held on February 13, 2019 be approved as circulated. Carried.

### Business Arising from Minutes

Emergency Road Signs - the new one has been ordered and the damaged one is being fixed up.

Vander Zaag entrance – Craig advised them that if they wanted the new entrance, the current one had to be removed. They will be withdrawing their application. It was noted that the property has two entrances off the 4<sup>th</sup> Line OS

Road counters – will go out next week.

### Correspondence Items

#### 1. Parking in Horning's Mills - Complaint

Discussion ensued about the parking of a vehicle on the curve heading south out of Horning's Mills on Main Street. An onsite was conducted at the area on April 12<sup>th</sup>. The complainant is concerned with the car that is parking on the street and that a pedestrian is going to get hit trying to walk around the vehicle. Discussion regarding road width and surveys. Direction from the Committee is to invite the owner of the car to the next

meeting to see if there can be a resolution to the problem. Staff also to look in the property file for a survey of the property.

### General Business

#### Update from Public Works Director

Craig provided his monthly update on the activities of the Public Works Department which mostly consisted of plowing and sanding of the roads.

#### Parking in Hamlets - Sign Placement

Craig Micks asked for guidance for the placement of no parking signs in the Hamlets, as the Public Works Department put signs up in Corbetton, only to have to take them down on the one side of Main. Discussion ensued and it was agreed that signs were not required in Riverview at this time as there have been no complaints, and that sign placement be on the West side of Main in Horning's Mills. It was agreed that there was no need for No Parking signs on the side streets in Horning's Mills.

### **Recommendation**

The Roads Sub-Committee recommends to Council that "No Parking" sign placement in Horning's Mills be on the West side of Main Street, excluding three approved spots in front of 164 Main Street.

#### Half Loads - Update on Enforcement

Denise Holmes advised that she had been in contact with the OPP regarding enforcement of the half loads by-law and they have been out to a couple areas in the Township and have laid some charges.

#### Onsite at road culvert on Mill Lane held on April 12, 2019 - Follow-up

Discussion ensued on the onsite in Horning's Mills and the feeling of the Sub-Committee was that this was not a road issue as the culvert has been in place for approximately 25 years and only in the past couple of years has been causing issues to the Hardman property. It was suggested that Mr. Hardman contact the NVCA and have them come to his property to have them investigate the issue of water volume – monitor and give direction.

### **Recommendation:**

That Staff be directed to send a letter to Mr. Hardman advising him to invite the Nottawasaga Valley Conservation Authority to come out to his property and investigate the issue of water volume, monitor same and provide direction, as the Roads Sub-Committee does not believe this to be a roads issue.

#### Mulmur-Melancthon Townline Draft Road Agreement - Review

The draft Agreement was reviewed and the Roads Sub-Committee did not have any issues with it.

## Delegations

2:00 p.m. - Arunas Kalinauskas, B.Sc., R.J. Burnside and Associates attended the meeting to provide information on the methodology that will be used for the Road Management Plan.

## General Business - Continued

### Road Agreement with Town of Shelburne re: 4<sup>th</sup> Line OS from Highway 89 to former CPR Tracks - Discussion - Need to update

The Roads Sub-Committee was advised that the Agreement has been in place since 2002 and Craig feels that the annual \$5,000.00 that is received from the Town of Shelburne is not covering the costs of the maintenance on the road - i.e. grading, gravel, plowing and sanding. Craig was asked to bring a recommendation back to the next meeting for the amount that would cover the maintenance on that portion of road.

### 5 Sideroad Structure - Closing Costs

Discussion ensued. It was advised that a reference plan of survey is required for a transfer deed in order to close the structure and public road. The cost of the multi-part survey would be +/- \$4,000.00 to \$5,000.00. The legal fees would be in the area of \$500.00. It was noted by the surveyor that part of the lands the Township intends to close are, by paper title, on private property. Staff were directed to contact the Township Lawyer about this and get his thoughts.

### Investing in Canada Infrastructure Program - Discussion on Projects to apply for under the Funding Program

While Arunas Kalinauskas was in attendance, he was asked about what projects the Township should apply for. He advised that the Township was on track for bridges and when submitting an application for funding, the Township should have a project worth \$500,000.00 or more to submit an application. He doesn't think we should be submitting an application, as we don't have any projects in that price range that need to be done at the moment.

2:55 p.m. - The Sub-Committee took a break and reconvened at 3:05 p.m.

### OGRA Conference Update and Discussion

Craig advised that there was some good information at the Conference and some not so good. He advised that he learned more from speaking with other Roads Supervisors at the Conference. Discussion ensued about setting up a meeting with other Road Supervisors of "like" municipalities to discuss the sharing of information and left that up to Craig to discuss with them about getting together for a meeting.

### Other/Additions

#### SWISH GPS System Quote

Wendy Atkinson, Treasurer asked that this matter be added to the Agenda. The SWISH

contract was received last week for signing but does not match the motion passed by Council on October 4, 2018. The motion passed was to enter into a two year contract with SWISH at \$331.00 per month. As there was no option for a two year contract – only one year or three year – Council chose a two year contract, at the one year price. In order to sign the contract, the motion needs to be the same and therefore the Roads Sub-Committee recommended that the motion passed on October 4, 2018 be amended to reflect the costs as outlined in the contract. It was advised by Craig that everything is working now with the GPS system.

### **Recommendation**

The Roads Sub-Committee recommends to Council that the Motion #4 passed on October 4, 2018 authorizing entering into an Agreement with SWISH for a GPS Agreement be amended to reflect the correct costs of the Contract of \$373.00/month for a two year term.

### **Complaint on Mill Lane**

Mayor White received a complaint from a resident of Mill Lane which he forwarded to the Roads Sub-Committee to address. The complaint is about the inappropriate driving of vehicles at the dead end of Mill Lane. The complainant was looking for a solution to the problem and advised that the OPP have been notified several times. Discussion ensued and the Roads Sub-Committee wondered if there was video surveillance in the area. Staff were directed to have the complainant come to the next meeting to see if they could come up with a joint solution to this problem.

### **Park Board Matters**

Member Hannon asked, as a result of a recent Park Board meeting, if the Public Works Department could get the ditch cleaned out beside the park and put some gravel in there for parking of vehicles from County Road 124 to 15 Sideroad. Craig was asked to put together some costs for this and report back at the next meeting. It was advised that the outfield needs to be rolled and the ball diamond area requires screenings.

### **Wargon's Road**

Craig raised concerns about the Township having to block off access on our road so that people could not gain access to the Wargon's private road. He felt that the Public Works Department would be there every week putting the blockades back in place and felt that it should be the responsibility of the Wargon's, if they wanted to keep people off the road. Discussion regarding fencing and gates and consensus was that the Township do nothing at this point until the issue comes up again.

### **Recommendations to Council**

Recommendations have been outlined above.

### **Public Question Period**

Harvey Lyon was in attendance and advised the Sub-Committee that they really should be applying for Infrastructure funding and identified some roads that the funding could

be applied for.

Confirmation Motion

Moved by Thwaites, Seconded by Besley 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

4:20 p.m. - Moved by Hannon, Seconded by Thwaites that we adjourn this Roads Sub-Committee meeting to meet again on May 15, 2019 at 1:30 p.m. or at the call of the Chair. Carried.

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CHAIR

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SECRETARY