

TOWNSHIP OF ADMASTON/BROMLEY

OPERATIONS COMMITTEE

AGENDA

Wednesday, December 8th, 2021
At 1:00 p.m.

1. Call meeting to order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Minutes for [November 17th, 2021](#)
5. Relocation of material at Landfill Tenders
6. [Job Posting – Machine Operator](#)
7. [Calcium for Gravel Roads - Information](#)
8. [Capital Update](#)
9. [Action Tracking](#)
10. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY

Operations Committee

Date: Wednesday, November 17th, 2021

Present: Committee members present were Robert Dick, Michael Donohue, Bob Hall and Kevin Legris. Staff members present were: Acting Treasurer/Deputy Clerk Mitchell Ferguson, Acting Public Works Superintendent Steve Visinski, Lead Hand Michael McHale and Lee Perkins – County of Renfrew.

Public: None.

1. Robert Dick called the meeting to order at 1:00 p.m.
2. Disclosure of Pecuniary Interest
None at this time
3. Approval of Agenda

Moved by: Michael Donohue **Seconded by:** Mike Quilty

BE IT RESOLVED that the Operations Committee approve the agenda for the November 17th, 2021 meeting as amended this date.

“Carried”

4. Adoption of Minutes – September 8th, 2021

Moved by: Michael Donohue **Seconded by:** Mike Quilty

BE IT RESOLVED that the Operations Committee accept the minutes of the meeting held on September 8th, 2021 as information.

“Carried”

5. Adoption of Minutes – October 13th, 2021

Moved by: Michael Donohue **Seconded by:** Mike Quilty

BE IT RESOLVED that the Operations Committee accept the minutes of the meeting held on October 13th, 2021 as information.

“Carried”

6. Correspondence from Mr. Reid was reviewed.

Committee reviewed the correspondence as information.

7. Surplus Vehicle – 2001 Western Star Compactor

Committee reviewed the information provided, and the following resolution was passed:

Moved by: Mike Quilty

Seconded by: Michael Donohue

BE IT RESOLVED THAT Operations Committee recommends to Council deeming the 2001 Western Star Compactor as surplus equipment with the intent for the Compactor to be placed for tender/bid.

“Carried”

8. Draft RFP – Stone Road Roof

The Operations Committee reviewed the report prepared by Mr. Perkins. Mr. Perkins discussed the options that the Draft RFP would cover. Also discussed were alternative methods of repair. Committee reviewed possible alterations that could be made to the first Draft RFP that is being reviewed. After discussing some of the alterations and amendments to be reviewed by staff, the following resolution was passed:

Moved by: Michael Donohue

Seconded by: Mike Quilty

BE IT RESOVLED THAT Operations Committee direct staff to prepare an RFP for the investigation of needs, repair and reroofing of the Public Works Garages at 477 Stone Road and 1239 Cobden Road.

“Carried”

9. Draft RFP – Osceola Landfill

The Acting Public Works Superintendent presented the report to Committee. Committee reviewed the Draft RFP and were provided information with respect to the RFP process. After some discussion, the following resolution was passed.

Moved by: Bob Hall

Seconded by: Kevin Legris

BE IT RESOLVED THAT Operations Committee approve the RFP for relocation of Overburden Material Osceola Landfill Site, and that the closing date be amended to Friday December 3rd, 2021 at 2:00pm.

AND BE IT FURTHER RESOLVED THAT staff distributes the RFP to known contractors as well as to local newspapers.

“Carried”

10. Draft Operations Budget – Methods/Options

Mr.Perkins discussed the budgeting method to be used for the 2022 budget. Staff are going to consider also using rolling averages when preparing the operations budget for 2022. Staff are going to meet to prepare the draft public works budget before it gets provided to the Finance and Administration Committee.

11. Golf Course Road Report

The Acting Public Works Superintendent presented the report to Committee. Committee discussed the creation of the agreements of the 2022 Capital Works as well as a standard road agreement for all boundary roads with Horton Township. The following resolution was passed:

Moved by: Mike Quilty **Seconded by:** Michael Donohue

BE IT RESOLVED THAT the Operations Committee direct staff to proceed with completion Draft Agreement, budget \$63,313.90 for the 2022 construction season.

“Carried”

12. Bell Canada

The Acting Public Works Superintendent presented the report to Committee. Committee discussed the claim and what is was for, as well as what the procedure is for submissions of locates. Following no further discussion the following resolution was passed:

Moved by: Mike Quilty **Seconded by:** Michael Donohue

BE IT RESOLVED THAT the Township pay Bell Canada and Staff has a better procedure going forward when applying for any new locates.

“Carried”

13. McMahan Road – Email from Ratepayer

The Acting Public Works Superintendent presented the report to Committee and following some discussion the report was accepted as information.

14. Capital Update

The Acting Public Works Superintendent presented the report to Committee and following no further discussion the following resolution was passed:

Moved by: Bob Hall **Seconded by:** Kevin Legris

BE IT RESOLVED THAT the Committee accept the Capital Works update as information.

“Carried”

15. Action Tracking

The Acting Public Works Superintendent presented the report to Committee and following no further discussion the following resolution was passed:

Moved by: Kevin Legris

Seconded by: Bob Hall

BE IT RESOLVED THAT the Operations Committee accepts the Action Tracking Report as presented this date as information.

“Carried”

Next Meeting

The next meeting is at the call of the chair.

16. Adjournment

Moved by: Kevin Legris

Seconded by: Bob Hall

BE IT RESOLVED that the Wednesday, November 17th, 2021 Township of Admaston/Bromley Operations Committee meeting be adjourned at 3:23 p.m.

“Carried”

Chair

Clerk

Township of Admaston/Bromley

477 Stone Road, R.R. #2

Renfrew, ON

K7V 3Z5

E-Mail Address – info@admastonbromley.com

**613-432-2885 Stone Road Office
613-432-4052 Fax**

**613-432-3175 Stone Road Garage
613-646-7918 Cobden Road Garage**

REPORT

Date: December 8, 2021
To: Operations Report
From: Steve Visinski/Meagan Jessup
Re: Job Posting – Machine Operator

Background:

As Committee will recall from the Public Works department posted a temporary full-time Machine Operator, with the potential to lead to full-time job posting. This advertisement was sent out in early September 2021 and reposted in early October 2021, closing on October 20th, 2021.

Discussion:

With both postings, no suitable candidates were found. The Public Works department is asking Council for approval to post a permanent full-time job advertisement. The Public Works department has taken into consideration a number of items that they would like Committee to consider when posting a full-time position:

- Construction Season – Extra assistance to ensure projects are completed.
- Extra Employee will reduce short staffing should staff be off (sick/vacations/etc.)
- Succession Planning

Financial Implications:

Due to already posting the temporary full-time job advertisement, there would be minimal further costs than what was already accounted for. This employee would be entitled to full comprehensive benefits and the OMERS pension plan.

People Consulted:

Acting Treasurer/Deputy-Clerk, Mitchell Ferguson

Recommendation for Committee:

The Public Works department would like Committee to approve the job posting for a permanent full-time employee.

TOWNSHIP OF ADMASTON/BROMLEY

Employment Opportunity

Temporary Full-Time Machine Operator

(Potential to lead to Full-Time)

The Township of Admaston/Bromley is accepting letters of application for the position of Machine Operator. The primary function of this position is to operate a truck/backhoe/grader and to perform various construction, maintenance, repair and emergency response services related to the Township roads while focusing on public safety and convenience.

Qualifications:

- DZ license mandatory, AZ licence an asset, a Clear Drivers Abstract
- Ability to be on call 24 hours per day combined with flexibility pertaining to the hours of work
- Experience in
 - Operation of truck, backhoe and knowledge of grader operation
 - Operation of Roads Department i.e. Installing/repairing culverts, ditching, trenching, as well as posting fences, guide rails, signs, etc.
 - Loading aggregates, culverts, posts, brush, logs
 - Various other equipment duties

Compensation in 2021 is \$38,493 - \$48,762 per annum, plus comprehensive benefits package.

A more comprehensive job description can be picked up at the Township of Admaston/Bromley or can be found on the website www.admastonbromley.com

Please send your application, including a detailed resume, stating Temporary Machine Operator by 4:00 p.m., Friday, September 24th, 2021 to:

Township of Admaston/Bromley
477 Stone Road
RR 2 Renfrew ON K7V 3Z5
Fax (613) 432-4052
e-mail ckunopaski@admastonbromley.com

We thank you for your interest, however, only those considered for an interview will be contacted.

Gravel Roads for Calcium

Road	Length(m)
Agnew Road	2358
Barr Line	2000
Behm Line	1854
Blackburn Road	700
Breen Line	2000
Briscoe Road	3100
Cahill Line	1800
Cheese Factory	3500
Chris Ruddy Road	1900
Connaught Road	3000
Crozier Line	3300
Desmond Road	1000
Dunmore Road	4300
Durack Line	2200
Enright Road	700
Ferguslea Road	1400
Foy Road	3000
Fulton Road	3000
Gallagher Road	3600
Gorra Hill Road	1700
Holly Road	1300
Holmes Road	1500
Kunopaski Road	650
Lynch Road	1000
McLarty Road	200
McPeak Line	3000
Northcote Rink Road	3000
Old Mine Road	1000
O'Neil Road	1400
Pattersosn Road	6000
Plaunt Road	1800

Quinn Road	2300		
Spence Road	8500		
Stokes Road	3000		
Stoqua Creek Road	2500		
Stuart Road	1000		
Swamp Road	2000		
Wolftown Road	1800		
Approximate Total:	<u>88362</u>	Meters	88 Km

12' spray + 3600L/1 kilometer
88 km x 3600 L = 316,000 L

2021 Price 316,800 0.30 \$ 95,040.00

This price does not include the lower traveled back roads,
those roads would still require spot spraying. An additional
2 loads should be applied, the following is what that estimate would be:

19,000 L (per load) x 2 38,000 0.30 \$ 11,400.00

Final Approximate Total

\$ 95,040.00 \$ 11,400.00 \$ 106,440.00

2021 Capital

FUNDING

CONSTRUCTION/REMEDIAION / INFRASTRUCTURE Construction (Funded by Gas Tax, OCIF, ICIP) (Includes the Remediation Expenses for the projects)	2021 Budgeted Costs	Actual 2021 Costs to November 30, 2021	Difference	OCIF Formula						Total Funding	Notes:
				Taxation	Comp.	Reserves	Gas Tax	Debenture	Grants		
ICIP - Kennelly		19,139	-19,139								Completing the works from 2020 - funds are from Provincial and Federal portion and the Municipal portion has been accrued.
Barr Line - CONSTRUCTION	88,900	81,156	7,744					88,900		88,900	This has been completed.
Barr Line - REMEDIATION	5,000	9,927	-4,927								
TOTAL Barr Line	93,900	91,082	2,818								
Egan Line - CONSTRUCTION	112,750	57,537	55,213					112,750		112,750	This has been completed.
Egan Line - REMEDIATION	10,000	11,405	-1,405								
TOTAL Egan Line	122,750	68,942	53,808								
Bonnechere Road - CONSTRUCTION	182,000	149,272	32,728		182,000					182,000	This has been completed.
Bonnechere Road - REMEDIATION	7,500	12,546	-5,046								
TOTAL Bonnechere Road	189,500	161,818	27,682								
Campbell Line - CONSTRUCTION	171,600	67,370	104,230		101,470	70,130				171,600	Digouts, geotextile, gravel and calcium have been completed.
Campbell Line - REMEDIATION	10,000	23,954	-13,954								
TOTAL Campbell Line	181,600	91,325	90,275								
Dillabough Road - CONSTRUCTION	660,400	519,799	140,601					660,400		660,400	This has been completed.
Dillabough Road - REMEDIATION	7,500	28,287	-20,787								
TOTAL Dillabough Road	667,900	548,086	119,814								
Rice Line - CONSTRUCTION	863,600	669,246	194,354					863,600		863,600	This has been completed.
Rice Line - REMEDIATION	7,500	38,530	-31,030								
TOTAL Rice Line	871,100	707,776	163,325								
Foy Road - CONSTRUCTION	182,000	117,825	64,175					182,000		182,000	Culverts purchased and installed with a double surface treatment applied to 2.2km of roadway. (Bill processed in August)
Foy Road - REMEDIATION	10,000	11,592	-1,592								
TOTAL Foy Road	192,000	129,417	62,583								
Pine Valley Road - CONSTRUCTION	305,500	237,397	68,103			123,420	182,080			305,500	This has been completed.
Pine Valley Road - REMEDIATION	10,000	13,173	-3,173								
TOTAL Pine Valley Road	315,500	250,570	64,930								
McGahran Road - CONSTRUCTION	344,500	190,058	154,442			31,450		313,050		344,500	Asphalt and Shouldering have been completed. Awaiting center line marking in the Spring.
McGahran Road - REMEDIATION	10,000	22,299	-12,299								
TOTAL McGahran Road	354,500	212,356	142,144								
McBride Road - CONSTRUCTION	64,009	95,529	-31,520					64,009		64,009	This has been completed.
McBride Road - REMEDIATION	5,000	13,135	-8,135								
TOTAL McBride Road	69,009	108,664	-39,655								
Cahill Culvert	15,000	14,755	245				15,000				This has been completed.
Golf Course Road - CONSTRUCTION										0	Dig outs of soft areas completed with the B gravel being supplied with no charge from Cavanagh. The surface will not be addressed in 2021.
Golf Course Road - REMEDIATION		25,410	-25,410								
TOTAL Golf Course Road		25,410	-25,410								
Total Construction	3,072,759	2,429,340	643,419	0	283,470	240,000	182,080	2,284,709	0	2,990,259	

FUNDING

	2021 Budgeted Costs	Actual 2021 Costs	Difference	OCIF						Total Funding	Notes:
				Taxation	Formula Comp.	Reserves	Gas Tax	Debenture	Grants		
Roads/Waste Capital											
2021 1 Ton		71,411	-71,411								The amount was accrued in 2020 (funded from debenture)
Server	19,500		19,500			19,500				19,500	Slated to be changed the week of August 23, 2021.
Capital Plan Purchase			0							0	
Traffic Counters	7,400		7,400					7,400		7,400	Purchased 3 units, awaiting delivery and invoice.
Excavator Repairs	60,000		60,000					60,000		60,000	
Tandem Truck (replace 2009)	275,000		275,000					275,000		275,000	Purchased but not to be received until May 2022.
Bush Hog	25,000		25,000					25,000		25,000	This has been supplied and invoice received.
Road Compaction Equipment	60,000	43,885	16,115					60,000		60,000	Purchased a used 2012 Roller and a Diesel plate packer.
Equipment Shed	30,000	9,608	20,392					30,000		30,000	Exterior steel purchased and installed.
Acquisition 5 yr Loan Payment	52,000		52,000	52,000						52,000	Infrastructure Ontario Loan (\$250,000)
Total Roads Capital	528,900	124,905	475,406	52,000	0	19,500	0	457,400	0	528,900	
Total Capital for 2021 Budget	3,601,659	2,554,245	1,118,825	52,000	283,470	259,500	182,080	2,742,109	0	3,519,159	

DEBENTURES (inclusive of interest)

	2020	2021	2020	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
OILC -Grader (Expires May 2020, 1.57% interest, semi annual)	18,200													
KK- Waste Loan (\$200,000, Expires April 2033, 3.2% interest compounded monthly, annual pmt) - Total interest to be paid = \$68,285	14,500	14,230	13,900	13,600	13,250	12,900	12,600	12,300	12,000	11,630	11,300	11,000	10,650	10,330
KK - General Loan (\$100,000, Expires April 2033, 3.2% interest compounded monthly, annual pmt) - Total Interest to be paid - \$34,143	7,300	7,120	6,950	6,800	6,630	6,470	6,300	6,140	6,000	5,820	5,650	5,500	5,330	5,170
KK- Roads Loan (\$250,834, Expires April 2022, 3.2% interest compounded monthly, annual pmt) - Total interest to be paid = \$24,438	55,055	53,430	51,800											
TOTAL Debenture Payments	95,055	74,780	72,650	20,400	19,880	19,370	18,900	18,440	18,000	17,450	16,950	16,500	15,980	15,500

ACTION TRACKING LIST

				Updated Information
				NEW
Date	Item	Assigned To	Due Date	Current Status
May. 2021	Policy for Field Drains in Infrastructure	Public Works Superintendent	October. 2021	
May. 2021	Horton Township - Boundary Roads	Public Works Superintendent	Dec. 2021	Committee has agreed to hold off on Hot Mix Paving of Golf Course road until a road agreement is completed in 2022. Horton is in agreeance. Developing Road Agreement for overall maintenance and current work.
May. 2021	Capital Works Schedule	Public Works Superintendent	Ongoing	Continue to bring forward updates.
June. 2021	Calcium Application (Dust Control) - Policy	Public Works Superintendent	with Budget 2022 (August-Sept)	Bring forth a policy with costing as the current MMS is not meeting the needs of the community. Bring forth costing to complete roadways with calcium application.
June. 2021	McGuinty Road	Public Works Superintendent	with Budget 2022 (Aug-Sept)	Place traffic counters on roadway to bring information back to Committee to discuss the potential of a hard surface to be re-applied from the pulverizing of 2009. Or various other strategies to address the dust/safety concern of the road with the heavy truck traffic.
June. 2021	Kunopaski Road	Public Works Superintendent	Sep. 2022	Place traffic counter to determine the traffic count, speed of traffic and readdress the concerns presented to Committee and the request to lower the speed limit.
June. 2021	Policy for Private works completed on Township Road Allowances/Right of Ways	Public Works Superintendent	May. 2022	Bring forth a policy on Private works to upgrade/change the Township Road Allowance/Right of Ways.
August. 2021	Road Rationalization - County of Renfrew	Clerk/Treasurer	Sept. 2021	Place the County of Renfrew Road Rationalization document on the agenda for discussion.

August. 2021	Pest Management (Weed Control)	Public Works Superintendent	Budget for 2022	Retrieve the County of Renfrew Weed Control documents and discuss with the County the possibility of working with them. Discuss financial implications/requirements to address the concerns for the 2022 budget.
August. 2021	Engage Mennonite Community about Manure on Roadways	Mayor	Sept. 2021	The Mayor is to engage the community about the complaints of manure on the roadways.
August. 2021	Acting Road Superintendent	Robert Dick and Mayor Donohue	Aug. 2021	Provide roles and responsibilities to the Acting Road Superintendent along with the expectations and pay.
November 2021	Sand & Gravel Contract	Acting Treasurer/Deputy Clerk & PW	Dec. 2021	Investigate Sand & Gravel Contract for 2022
November 2021	ICIP Kennelly Extension	Acting Treasurer/Deputy Clerk & PW	Dec. 2021	Investigate Status of application for extension.