

TOWNSHIP OF ADMASTON/BROMLEY
OPERATIONS COMMITTEE

AGENDA

April 17, 2025

Following Planning & Economic Development

1. Call meeting to order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. [Minutes – May 16, 2024](#)
5. [V29 Tractor Replacement Report](#)
6. [Supply, Haul & Stockpile Winter Sand Report](#)
7. [Granular “M” Purchase Report](#)
8. [Purchase Half Ton Truck Report](#)
9. [Street Sweeping Report](#)
10. [Surface Treatment Report](#)
11. Next meeting
12. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY

Operations Committee

Date: Thursday, May 16th, 2024 following the Planning & Economic Development Committee meeting.

Present: Committee members present were Brian Hamilton (Chair), Michael Donohue, Angela Field, Keith Gourley and Kevin LeGris.

Staff members present were CAO/Clerk Jennifer Charkavi, Treasurer-Deputy CAO/Clerk Kelly Coughlin and Public Works Superintendent Steve Visinski.

Also in attendance were AV Specialist Nate McIssac.

1. Brian Hamilton called the meeting to order at 6:51 p.m.

2. Disclosure of Pecuniary Interest

None at this time

3. Approval of Agenda – 2024-05-01

Moved by: Kevin LeGris

Seconded by: Angela Field

BE IT RESOLVED that the Committee approve the agenda for the March 21, 2024 Operations Committee meeting.

“Carried”

4. Minutes – 2024-05-02

Moved by: Angela Field

Seconded by: Kevin LeGris

BE IT RESOLVED that the Operations Committee approve the following minutes:

- March 21, 2024

“Carried”

5. Sand/Salt Shed Building Report

Staff reviewed the sand/salt shed report. Staff reviewed the quotes received and why it is recommended that Calhoone be chosen. They also noted that there is only one installer in our region for this structure and they are local and have completed many of these structures in neighbouring municipalities. Staff reviewed the breakdown of the costs associated with the structure.

Mayor Donohue asked the process and costs for the demolition of the existing structure. Mr. Visinski noted that the demolition is going to be done inhouse, there may be costs for rental of a rock hammer or an excavator for the concrete.

Mayor Donohue asked what is being warrantied for 25 years? Mr. Visneski replied the complete building. The tarp roof is the biggest concern, but they can last more than 25 years, the replacement of the tarp is approximately \$5000.00.

Mayor Donohue also asked is it reasonable to expect that this structure may last longer than 25 years and may go through two (2) roofs during its lifespan. Mr. Visinski replied that it could go through three (3) roofs as the building is designed to with withstand the eroding effects of the product housed and the environmental elements.

Councillor Gourley asked if the warranty is for labour as well? Mr. Visinski replied that the roof replacement would include the labour to replace as well as the building too.

Moved by: Keith Gourley

Seconded by: Michael Donohue

BE IT RESOLVED THAT the Operations Committee recommends to Council to proceed with the purchase of a rectangular style sand/salt shed through LAS Canoe Procurement Program for \$115,088.30 + applicable taxes;

AND BE IT FURTHER RESOLVED THAT the Operations Committee recommends to Council to accept Wren Construction for the certified installer for the complete installation of the foundation walls, steel structure and tarp style roof for \$250,000.00 + applicable taxes.

“Carried”

8. Next Meeting

To be determined by the chair.

9. Adjournment – 2024-05-04

Moved by: Michael Donohue

Seconded by: Keith Gourley

BE IT RESOLVED that the May 16, 2024 Township of Admaston/Bromley Operations Committee meeting be adjourned at 7:02 p.m.

“Carried”

Chair

CAO/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: April 17, 2025
To: Operations Committee
From: Steve Visinski
Re: V29 Tractor Replacement

Background:

As the Operations Committee is aware during the adoption of the 2025 Budget there were specific funds allocated for the replacement of V29. Vehicle quotes were received for an agriculture style tractor equipped with a loader and disc mower. This vehicle is utilized for multiple tasks such as roadside grass cutting/small brush management, intersection sweeping, shouldering maintenance and winter maintenance operations.

Discussion:

Staff reached out to four different suppliers requesting quotes. Three of the four suppliers belong to the LAS Canoe Procurement Program that the Township has dealt with in the past. The LAS Canoe Procurement Program provides exceptional savings. One local company that was contacted does not belong to the LAS program. Pricing received are as follows.

Delta Power Equipment Ltd. (Case IH) -	\$181,508.52 (LAS pricing)
Greentech (John Deer) -	\$153,370.00 (LAS pricing)
Huckabone's Equipment (Kubota) -	\$150,812.47 (LAS pricing)
Bromley Farm Supplies Ltd. (Kioti) -	\$114,000.00

NOTE the above-mentioned pricing reflects discounting pricing and does not include applicable taxes.

Staff researched all tractors to ensure specifications that were requested would be met. The tractor quoted by Bromley Farm Supplies (Kioti) not only met these specifications but exceeded them in most cases.

In addition, Bromley Farm Supplies quotation includes a provision of a \$50,000.00 trade-in value for the used V29 tractor. Staff believe that this is a very good trade-in value, and it is unlikely that the township would receive anything greater if we were to try and sell the used tractor through other avenues. Therefore, staff recommend to the Operations Committee to recommend to Council to direct staff to take advantage of their trade-in offer bringing the total amount to finance through taxation be \$64,000.00.

The township has done business with Bromley Fram Supplies in the past and have had exceptional service.

Based on the current economic situation with the United States tariffs, there has been a real emphasis from the federal and provincial levels of government for all Canadians including all levels of government, businesses and individuals to support Canadian companies and/or to shop local.

Staff recommend that the Operations Committee recommend to Council to proceed with purchasing the new tractor equipped with loader and disc mower attachments from Bromley Farm Supplies as they submitted the lowest quotation, and they are a local business within the municipality.

Financial Implications:

In the 2025 capital budget adopted by Council, it included a provision for the replacement of the 2014 V29 Tractor. Budget estimated the replacement of the tractor to cost \$116,000.00. This expenditure is to be finance through taxation (\$66,000.00) and the balance through proceeds from sale of the old tractor (\$50,000.00). The latest quotation received from Bromley Farm Supplies falls within the budget approved by Council.

People Consulted:

Jennifer Charkavi, CAO/Clerk
Kelly Coughlin, Treasurer / Deputy CAO/Clerk

Recommendation:

BE IT RESOLVED THAT the Operations Committee recommend to Council to direct staff to purchase the new tractor equipped with loader and disc mower attachments from Bromley Farm Supplies at a cost of \$116,006.40 (inclusive of the non-refundable portion of the HST);

AND FURTHER THAT the Operations Committee recommend to Council to direct staff to trade-in of the old tractor to Bromley Farm Supplies with a total value of \$50,000.00 rather than going to the open market.

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: April 17th, 2025
To: Operations Committee
From: Steve Visinski
Re: Supply, Haul & Stockpile of Winter Sand

Background:

As Committee is aware the Municipality acquires winter sand annually for the application on roadways during the winter season. Staff issued a request for tender for the Supply, Haul & Stockpile of Winter Sand in 2024 and the contract was awarded to Barr's Sand & Gravel. This contract stated it may have extensions if mutually acceptable subject to the Townships budget approvals.

Discussion:

Staff reached out to Barr's Sand and Gravel to obtain an updated quote for the 2025 calendar year. Current pricing is \$12.75 per tonne for 2025. Similar to the gravel contract, staff recommend to the Operations Committee to continue with Barr's Sand & Gravel as the preferred supplier based on the pricing received in 2024 tender. This supplier's unit price was significantly lower than the other suppliers that submitted tenders. As a result, staff do not recommend going back out to tender.

2025 has proven to be a challenging year for winter control. Inventory has been depleted much faster than anticipated. The Township Public Works Department has been fortunate in the last couple of years to operate with less than 7,000 tonne of sand material. Typically, the township has purchased 6,000 tonnes of sand annually and still have 1,000 tonnes left in inventory to carry over to the next year. However, that is not the case in 2025.

Currently, staff estimate there to be only 100 tonne of sand remaining in inventory. Staff recommend to the Operations Committee authorization to purchase 7,000 tonne of material to not only replenish the stock pile material but also to meet the demands of the remaining winter season of spring 2025 and the coming winter season 2025 / 2026. It is

important to note that without adequate inventory levels the township runs the risk of not meeting minimum maintenance standards.

Three (3) suppliers submitted bids in 2024 and amounts are as follows.

Name	2024 Price per Tonne	Total Amount Excluding Tax
1. McCrea Excavating Ltd.	\$22.50	\$135,000
2. BR Fulton Construction Ltd.	\$16.00	\$96,000
3. Barr's Sand & Gravel	\$11.38	\$68,280

Financial Implications:

The 2025 operating budget included a provision of \$125,000 for sand /salt combined for the 2025 calendar year. This budget is split 50/50 between sand and salt. Therefore, current budget includes a provision of \$62,500.00 for sand. Based on the updated pricing received, to purchase 7,000 tonne of sand would cost \$ 89,250.00 creating a budget deficit of approximately \$26,750 for sand alone. Staff remain confident that the provision of \$62,500 for salt is sufficient for the 2025 calendar year.

Non-refundable HST will bring the amount for sand, 7000 tonne to \$90,820.80.

Staff recommend offsetting this budget deficit by withdrawing funds from the Winter Control Reserve. The reserve balance at the end of December 31, 2024 was \$40,000.00.

People Consulted:

Jennifer E. Charkavi, CAO/Clerk
Kelly Coughlin – Treasurer/Deputy CAO/Clerk

Recommendation:

BE IT RESOLVED THAT the Operations Committee recommend to Council to accept Barr's Sand & Gravel to be the supplier of winter sand at a unit rate of \$12.75 per tonne,

AND FURTHER THAT the Operations Committee recommend to Council to direct staff to purchase 7,000 tonne of sand material to replenish the inventory stockpile,

AND FURTHER THAT the Operations Committee recommend to Council to direct staff to withdraw funds from the Winter Control Reserve to offset the anticipated budget deficit at an upset limit \$30,000.

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: April 3rd 2025
To: Operations Committee
From: Steve Visinski
Re: Granular "M" Purchase

Background:

As Committee is aware the municipality acquires granular products annually for the application on gravel roads as well as capital projects. Staff issued a request for tender for granular "M" in 2024 with the possibilities of extensions if mutually acceptable and subject to budget approvals. Cavanagh Construction was awarded the contract for 2024. Since then, staff have reached out to Cavanagh to acquire pricing for 2025.

Discussion:

There is \$150,000.00 for materials and supplies allocated in the 2025 budget. Upon receiving a quote from Cavanagh Construction, the pricing was \$15.75 per metric tonne for 2025. This increase was primarily due to increases in trucking costs according to Cavanagh. The current yearly gravel contract is based on a 10,000 metric tonne estimate and maybe increased or decreased by no more than 20% or 2000 tonne.

If the Township were to purchase the 10,000 tonne this would exceed the 2025 budget by approximately \$10,000 (inclusive of non-refundable tax). There is the option of lowering the amount of material to 9,300 tonnes with a total cost of \$149,052.96 (inclusive of non-refundable tax) and remain within budget.

It is important to note that from 2000 to 2006 the yearly gravel contract was tendered for 20,000 tonnes then reduced to 10,000 tonne per year after 2006. Many seasonally maintained gravel roads need granular material but with only 10,000 tonne application is focused on year-round maintained roads. Staff are concerned that continuing to reduce the total tonnage purchased / applied each year will result in further degradation of the gravel roads. Many gravel roads do not have sufficient surface material to grade the road properly. They are down to base material. Staff recommend that the annual tonnage purchased should increase over the coming years to bring the total tonnage back up to 20,000.

Four suppliers submitted bids in **2024** and are as follows for the Supply & Haul of Granular "M".

	Name	Price per Tonne	Total Amount (Excluding Tax)
1	Miller Aggregates	\$21.30	\$213,000.00
2	Thomas Cavanagh Construction	\$12.45	\$124,500.00
3	BR Fulton Construction	\$19.00	\$190,000.00
4	Bonnechere Excavating Inc.	\$18.25	\$182,500.00

Staff are recommending continuing the contract with Cavanagh Construction for 2025 as their 2025 pricing is still \$2.50 per tonne less than the next highest bidder from 2024. However, to remain within budget this would require lowering the amounts of granular product to approximately 9300 tonne.

Financial Implications:

The 2025 budget included a provision for the purchase of 10,000 tonne up to an upset limit of \$150,000.00. 9,300 tonne will cost \$149,052.96 inclusive of the non-refundable portion of the HST.

People Consulted:

Jennifer E. Charkavi, CAO/Clerk
 Kelly Coughlin, Treasurer-Deputy CAO/Clerk
 Brad Richardson, General Manager of Aggregates Cavanagh Construction

Recommendation:

BE IT RESOLVED THAT the Operations Committee recommend to Council to accept Thomas Cavanagh Construction Limited to be the supplier for the Supply & Haul of Granular "M" for 2025 at an upset limit of \$149,052.96 including non-refundable HST;

AND FURTHER THAT the Operations Committee recommend that Council direct staff to reduce the total tonnage purchased in 2025 to approximately 9,300 tonne.

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: April 17th 2025
To: Operations Committee
From: Steve Visinski
Re: New Half Ton Truck

Background:

As Council is aware, the municipality has the need for purchasing a new Half Ton truck to replace the current 2018 ½ ton from the Stone Road patrol yard. Staff issued a Request for Tender PW-2025-02 for a 4-Wheel Drive 1/2 Ton Truck.

Discussion:

Tender PW-2025-02 was posted on the Townships website as well as in the Eganville Leader for a period of two weeks till closing on April 9th 2025. There was only one tender form completed and returned to the Township from Mack MacKenzie Motors Limited of Renfrew.

The price received for the 2025 1/2 Ton truck through the tendering process was \$60,240.00 before tax. The total cost for the truck will be \$61,300.22 inclusive of the non-refundable portion of the HST.

There was \$75,000.00 budgeted from taxation and \$10,000.00 expected from the proceeds of sales for the current 2018 1/2 ton totaling \$85,000.00. The current 2018 ½ ton will be advertised for sale when the new vehicle is received.

Financial Implications:

As per budget.

People Consulted:

CAO/Clerk - Jennifer Charkavi
Treasurer Deputy CAO/Clerk – Kelly Coughlin

Recommendation:

BE IT RESOLVED THAT Operations Committee recommend to Council to proceed with the purchase of the 2025 4-Wheel Drive ½ ton truck through tender PW-2025-02 from Mack Mackenzie Motors Limited for \$61,300.22 inclusive of the non-refundable portion of the HST;

AND BE IT FURTHER RESOLVED THAT the Operations Committee recommends to Council to declare the 2018 ½ ton truck surplus to its needs once the new 2025 ½ ton truck is received, and to sell the used 2018 ½ ton truck at that time.

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: April 17th 2025
To: Operations Committee
From: Steve Visinski
Re: Street Sweeping

Background:

In early 2025 Admaston/Bromley Township joined the County of Renfrew's Tender PWO-2025-18 for Street Sweeping in Urban areas. The County offers Municipalities to join in on tenders for the hopes of receiving more competitive pricing with a larger contract.

Discussion:

Admaston/Bromley Township joined the County of Renfrew in 2024 to complete Street Sweeping in the Hamlets of Douglas and Osceola and received very competitive pricing.

After receiving conformation from the County of Renfrew they have awarded the 2025 contract for Street Sweeping to Valley Street Sweeping Canada Inc.

During the 2025 Budget process there was \$6000.00 budgeted for contracted services to perform Street Sweeping. Admaston/Bromley's Street Sweeping portion through the County of Renfrew's tender for 2025 amounted to \$4050.00 before tax.

Financial Implications:

As per Budget

People Consulted:

CAO/Clerk
County of Renfrew

Recommendation for Committee:

BE IT RESOLVED THAT Committee recommend to Council to award Valley Street Sweeping Inc. Admaston/Bromley's portion of the County of Renfrew's Street Sweeping tender PWO-2025-18 in the amount of \$4121.28 inclusive of the non-refundable portion of the HST.

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: April 17th 2025
 To: Operations Committee
 From: Steve Visinski
 Re: Surface Treatment Tender PW-2025-01

Background:

Tender PW-2025-01 was posted on March 26th 2025 with a closing date of April 9th at 1:00pm for the application of a Double Surface Treatment (DST) in Various Locations for the Townships Capital Projects. These locations were approximately 2 km on Colton Road and 3.8 km on Holmes Road and 1 km on Egan Line.

Discussion:

The Township received two very competitive tenders that are listed below. The total costs include the application of a double surface treatment, final grading, and traffic control. In the 2025 Budget there was a total of \$710,000.00 allocated for all 3 projects keeping in mind this amount is also for purchasing granular products and culverts. The forecasted budget for DST only was \$480,000.00.

Name	Unit Price m2	Total Excluding Tax	Road Name	Total Excluding Tax
1 Miller Paving Ltd.	\$7.83	\$131,290.67	Colton Road	\$444,999.40
	\$7.83	\$246,328.73	Holmes Road	
	\$7.83	\$67,380.00	Egan Line	
2 Greenwood Paving Ltd.	\$7.22	\$110,730.00	Colton Road	\$375,272.00
	\$7.22	\$209,152.00	Holmes Road	
	\$7.22	\$55,390.00	Egan Line	

Financial Implications:

As per Budget

People Consulted:

Jennifer E. Charkavi, CAO/Clerk
Kelly Coughlin, Treasurer-Deputy CAO/Clerk

Recommendation:

BE IT RESOLVED THAT Operation Committee recommend to Council to award Greenwood Paving Ltd. tender PW-2025-01 Surface Treatment – Various Locations for 2025 in the amount of \$381,876.79 inclusive of the non-refundable portion of the HST.