

Report to Committee of the Whole

Date: 4/14/2025
From: Chad Kean, Manager of Public Works
Re: 1st Quarterly Update for 2025

RECOMMENDATION

THAT the Committee of the Whole receive for information the report regarding the 1st Quarterly Report on activities from the Department of Public Works.

BACKGROUND

In keeping with the Village's commitment to openness and transparency to Council and the public, it is deemed appropriate to report quarterly to keep Council and the public informed of the progress of the Public Works Department.

The Public Works department agrees with the importance of updates and has provided a summary of the activities undertaken by the department / Public Works Team covering the period January to March (1st quarter report of 2025).

ANALYSIS

As the Public Works Department covers the Municipality's infrastructure, Waste Management (Curb Side and Land Fill Site), Parks and Recreational Facilities, and Fleet, the below topics provide a summary / high level review of the ongoing status.

Tenders

The following tenders were created, advertised, closed, evaluated and awarded:

- Geotechnical Investigation (awarded to PRI Engineering)
- Re-Gravel (awarded to D. McConnell Construction)
- Road Sweeping (awarded to Gutters to Glory)
- Hanging Baskets (awarded to Green Acres Landscaping)
- Dust Suppressant Calcium Chloride (awarded to Da Lee Chemicals)

The following tenders were created, advertised, closed, evaluated and are currently being recommended for award:

- Brushing
- Ditching

General Operations

- Staff continue to deal with resident items raised in regard to grading requests, pothole repairs, downed trees, and general items, whereas staff continue to do our best to coordinate and complete maintenance activities.
- Entrance security release inspections continue throughout the municipality.

- Culvert monitoring and inspections continue to help prevent road flooding and standing water.
- Approvals for hydro pole locations as Hydro One contacts the PW Department for municipal consent to have a pole located on the municipal right of way.
- Street sign replacements commenced in the Village due to age, faded, and loss of reflectivity.
- Ongoing road signage has been repaired, straightened and maintained as required.
- Grading in Mid-March was undertaken. Weather was a challenge in the early Spring for grading operations.
- Gravel patch and grading will continue as needed and as weather permits.
- Cold patching continues on various paved or surface treatment roads throughout the municipality.
- Deficiencies in subdivisions that were rectified, addressed, and/or continue to monitor.
- Staff undertook Records Management filing as a method to assist with digital files and filing.
- Cold patching continues on various paved or surface treatment roads throughout the Village.
- Reviewing road issues and providing information to residents as to the status and planned work.

Projects

Various projects have been initiated and in development with other agencies:

- The Water Meter RFP upgrades was completed by Neptune and assisted by office staff.
- Flag pole project; concrete foundations are complete and we are awaiting poles for installation.
- The Map Stand refurbishing was coordinated with a local contractor and community group members.
- An Asset Management review has been ongoing and further steps are planned in the draft plan for presentation to Council.
- A banner project has been ongoing with the Legion with meetings and discussions for the installation of veteran banners in the municipality for Legion Week.
- Speed Study was completed and approved by Council. A detailed review of gateway signs was undertaken in Merrickville and Jasper to reduce the speed to 40km/hr. This is in coordination with the County, as some signs will be installed on County Roads.
- CCTV investigation of existing infrastructure has been on the forefront for valuable information in a Master Plan.
- Discussions, meetings, and collaboration for a Mater Plan for Infrastructure and applicable Terms of Reference for this plan.
- A road review with members of Council has been planned.

Staff

Various job postings have been undertaken by the PW Department.

- Chuck Harris retired from the Municipality after ~13 years of service.
- PW Full Time Operator was posted and filled by Bill Holmes.
- Summer Students (x2) were posted and closed March 31, with anticipation start date at end of April.
- Shelley Mackenzie has transitioned to the Public Works Admin, as well as Admin to the Building Department.
- A co-op student has joined the team with an anticipated completion date of ~June 2025.

Permit Central / Transnomis

As part of the Eastern Ontario Regional Network (EORN) that is an expansion of fibre to homes, EORN and Transnomis came together to offer Permit Central through the EORN Permit Pilot. The MC is applied for by the contractor (whether Bell, Rogers, or a subcontractor), and the Work in ROW permit is then applied for after the MC is approved.

Various permit applications continue to be submitted through Permit Central for staff to review and approve or decline based on further information required.

There is no cost to this service by the Village, whereas there is actually revenue that the Village receives a percentage of the application cost that is paid by the contractor. Staff are working on a template for standard requirements that all contractors shall provide the documentation when applying for a MC (i.e. insurance, drawings, clean up requirements, etc.).

Infrastructure Repairs

- Water main break at 417 Main Street East on February 19. This was repaired by means of a hydro vac, a local contractor, OCWA, and PW Staff.
- Water service break at the end of Rideau Street on March 21. This service line was not a water supply to any residents and a remedial action was undertaken by OCWA and PW.

Grants

Staff worked diligently to apply for grants with aggressive deadlines for various improvements to the municipality:

- Ontario Trillium Grant; application with proposal for new rink boards and concrete surface within the rink area.
- Active Transportation Fund; application for funding for possible flower / flag poles and sidewalk work at:
 - o In front of the Post Office
 - o Crosswalk at Church and Main Street East
 - o St. Lawrence to connect Sophie Lane to the sidewalk network in the Village

Fleet

- All PW fleet and equipment are kept in good working order with regular maintenance.
- GPS units installed in most of the fleet. Training is ongoing for the use and tracking of the abilities of the units (spreader controls, wing up and down, GPS)
- Snow blower was received and installed on the tractor for snow removal operations in the Village.
- JCB Backhoe – transmission was rebuilt by PW operators for a fraction of the original estimate cost for repairs. Currently at Wolford and intended to be used for salt / sand loading to reduce negative impacts of winter maintenance material on newer equipment.
- New Plow Truck – arrived at Gincor and final installation of plow, wing system, and spreader box.

Events

PW Staff assisted with various events in this first quarter.

- Christmas in Merrickville; setting up and removing barricades, picnic tables, and garbage clean up.
- Snowflake Festival; grading / snow removal, setting up picnic tables, and garbage clean up.
- Grading the track for horse drawing rides organized by the local school.

Facilities

- Painting the main interior of the Merrickville Community Centre (MCC) was completed in March.
- The generator project has been completed at the MCC.
- AODA door actuators have been installed at the MCC, Easton's Corners CC, the Rink House and the Council Chamber.
- Double doors installed at MCC as part of the AODA upgrades
- A board walk was constructed in the attic of the MCC in order to facilitate PW staff to blow in free insulation (donated by Ron Eagle)
- The rink was flooded by volunteers (2 PW operators on their own time) and snow removal in order to have been opened to the public for skating.
- Annual fire extinguisher review at PW facilities.
- MCC exterior renovation project. Met with contractors to develop scope of work, schedule, finalize details. Drawings are being developed / finalized for scope of work and will assist with schedule of the project.

Waste Site

The Share Shack has been completed at the Landfill Site with wiring. This is operated by the Lions Club and a great initiative in an attempt to salvage items and reduce them entering the landfill.

Brush amnesty days were set for 2025, with the spring wave on April 5 and April 12.

Waste Site Monitoring

Monitoring continues at the waste site with an annual report submitted for 2024. This is under review with staff and once a final version is received, it will be provided to Council as well as available on the Village's website.

Chipping Brush at Landfill Site

Staff have engaged in conversations with neighbouring municipalities for a joint tender for grading of C&D material as well as brush.

Staff will monitor the amount of brush brought to the site and determine if best to chip for alternate cover material.

Note that Brush Amnesty Days may generate a large amount of material that will be assessed to with chip or control burn.

Brush grindings were delivered by a local contractor and used for alternate cover.

Mattress Recycling Program

Staff have researched a Mattress Recycling program in an attempt to reduce valuable landfill space. Further information will be presented to Council for discussions.

Currently the mattresses that are dropped off are attempted to be separated by the compacting unit prior to being buried in the landfill site.

Water Treatment Plant and Waste Water Treatment Plant

Monthly Water Quality Report received.

Various capital and maintenance items have been undertaken at the Water Treatment Plant (WTP) and the Wastewater Treatment Plant (WWTP):

- The purchase and install of a new UPS (Battery Power Back-up) at the WTP. The UPS ensures seamless power transfers when the power goes out so there are no programming losses or computer shutdowns when the power is out and the generator in transferring. The old UPS failed during the monthly generator run at the plant.
- The digester at the WWTP had some issues with pumping sludge to the long term storage tank. The check valve was replaced and moved at the same time to a different location where access is available with out entering the tank.
- The WWTP required some programming on the Head-works Auger. Programming changes were made last year to the Head-works Grinder to save energy and excessive mechanical wear has changed the run timing of the Auger.
- Hydrant parts and distribution repair parts were ordered for the 2025 season.
- Variable Frequency Drives are scheduled to be installed at the WTP as part of the 2025 Capital Budget. Noting that OCWA has worked with PW staff for the application of rebates under the Save On Energy Funding.

Shout Out to Staff

- All Public Works Staff (from lead hands to operators to landfill attendants to crossing guards to administrative assistant) continue to dedicate their time and effort to the Department.
- Operators have continued to diligently and effectively maintain the road network during the winter season (duration of this 1st quarterly report) with hours beyond the typical working hours inclusive of weekends and Statutory Holidays.

BUDGET/LEGAL IMPLICATIONS

No financial implications to this report, as this is an overview of activities from Public Works for the 1st Quarter of 2025 provided for information.

CONCLUSION

Staff provided this report for information.

OTHERS CONSULTED

N/A

ATTACHMENTS

N/A

Submitted by:

Chad Kean, Manager of Public Works

Approved by:

Darlene Plumley, CAO