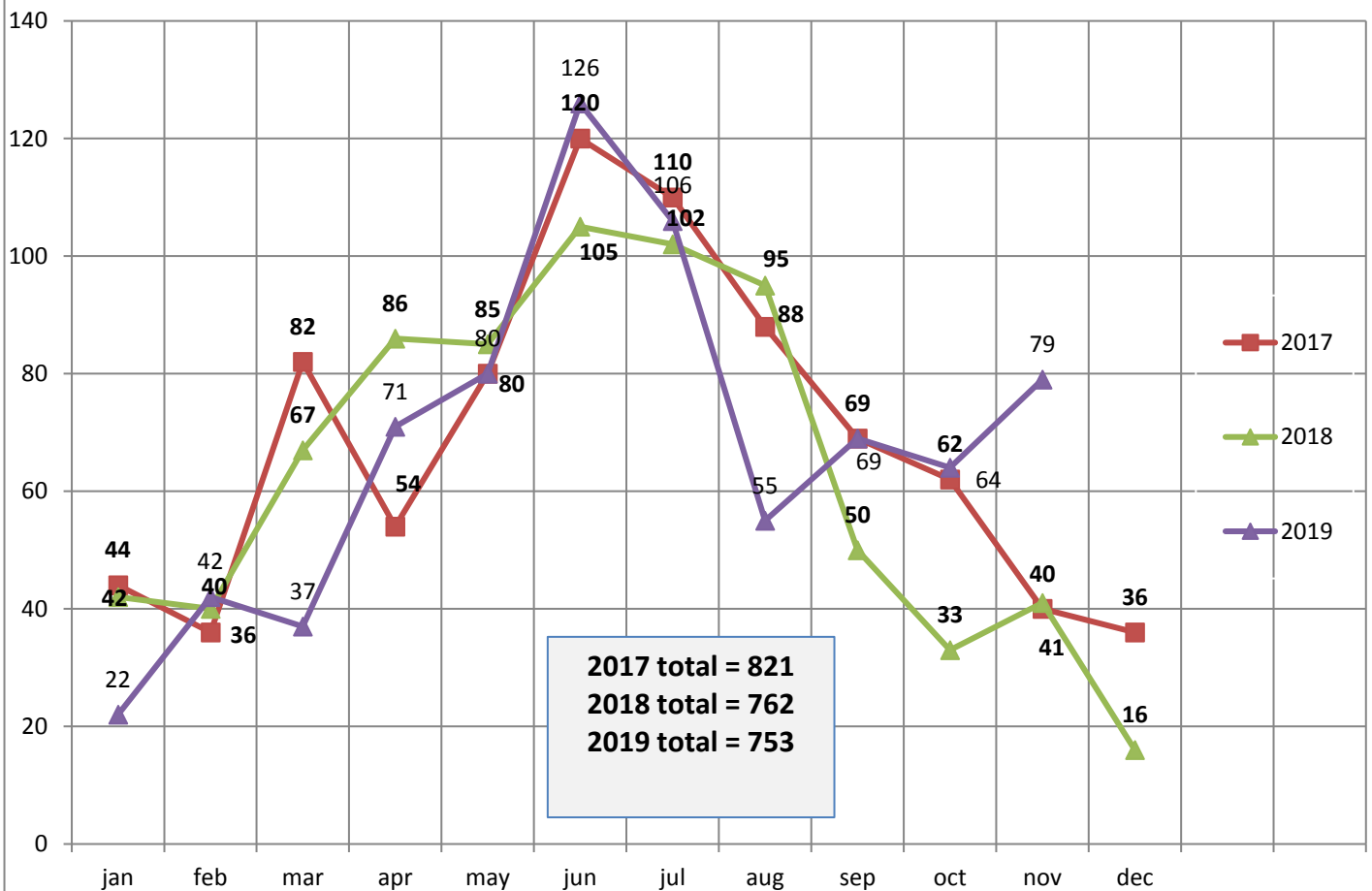


PUBLIC WORKS MONTHLY REPORT

DECEMBER, 2019

DEPARTMENT OVERVIEW & STATISTICS

PW -Service Requests from the Public



DIVISIONAL UPDATE

ROADS

Roads staff continue to perform maintenance activities identified during routine road patrols as per the *Ontario Regulation 239/02; Minimum Maintenance Standards for Municipal Highways, of the Municipal Act, 2001*. Typical activities resulting from the road patrols include: pothole patching, sign replacement, tree and brush trimming, catch-basin and sewer cover repairs, cross culvert replacement and small drainage improvements.

The fall season is an important time for staff to prepare for the coming Winter Operations Season. In Pelham the Winter Operations Policy and Plan states that the Winter Operations Season commences November 1st and ends March 31st. Staff began preparing for winter operations in October starting with fleet, which includes setting up and testing the snow clearing equipment and calibrating the sand & salt spreader controls. The routes were reworked to accommodate newly constructed streets in East Fonthill and changes were communicated to staff. Snow fence set up began in rural areas along higher volume roadways prone to drifting. Snow-fence has yet to be set up in a few locations as wet weather made access to some properties difficult. Marking routes with wooden stakes helps operators determine the location of the road edges on urban streets without curbs. Staff did not have the opportunity to complete route marking before the first snow fall. Staff will repair boulevard sod damage when the weather allows and resources are available.

Between the afternoon of November 11th and morning of November 12th the Town of Pelham received approximately 25cm of snow. Town staff worked throughout the 11th to keep the main urban and rural roads clear utilizing the entire fleet of six (6) combination snowplow/spreader units. All roads including residential and urban streets were cleared of snow by the afternoon of November 12th utilizing six (6) trucks and three (3) tractors fitted with snow plows. The roads were treated with approximately 250 tonnes of pickled sand, which is a mix of Sand and Salt at a ratio of 5:1.

BEAUTIFICATION

Beautification staff also began to prepare for the winter season while continuing to perform regular maintenance works including the inspection and repair of playground equipment and structures. Summer annuals and hanging baskets were removed and spring bulbs planted for 2020, while field preparation and line painting continued into late September for both baseball and soccer. Staff removed goal netting, patched up the turf and winterized sports field irrigation systems once the summer sports wrapped up for the season.

A wind storm swept through the Town of Pelham on November 1st. Wind gusts reaching 95km/h resulting in twelve (12) tree falls. Staff were prepared and responded promptly to each location.

Staff installed benches at the newly constructed parks on both Abbott Place and Marlene Stewart Drive in the Chestnut Ridge development. After inspection and approval from beautification staff, both parks were opened to the public. Memorial benches were also installed at Woodstream Park and Hillside Cemetery. Other notable works completed by the Beautification Department were the relocation of the gate at Centennial Park to help reduce the field damage caused by vehicle vandalism, installation of veteran street pole banners, and the installation of Christmas decorations.

Tenders were issued for Gypsy Moth Egg Mass Surveys and Survey Plot Development in accordance with the Town's Procurement Policy. Two (2) submissions were received and evaluated before awarding the assignment to Lallemand Inc./Bio Forest. Work will begin in December developing survey plots and collecting egg mass data. A full report of findings as well as management recommendations will be prepared and delivered to staff in early 2020.

WATER/WASTEWATER

Water/Wastewater operators completed the 2019 valve and hydrant maintenance programs as well as the fall dead-end watermain flushing program. A total of thirty nine (39) hydrants and valves were repaired during maintenance programs. Sampling for Lead, THM's and HAA's was completed in September as required. All results were below the Drinking Water Standard(s).

Staff repaired one (1) watermain break in Fenwick and assisted in the repair of three (3) watermain breaks damaged by contractors during large road reconstruction and water replacement projects.

An internal audit was completed on the Town of Pelham's DWQMS system to ensure it remains in compliance to Ontario Drinking Water Regulations. Results from the audit had not been received at the time of this report.

FLEET

The Fleet Technician continued to complete annual inspections, routine repairs and preventative maintenance to municipally owned vehicles. Throughout September and October all of the Towns Combination Snow Plow/Spreader units were inspected and several repairs were made to the spreader systems. Within hours of responding to the first snow fall of the season three (3) trucks had experienced mechanical failures. One (1) truck experienced engine malfunction and two (2) units had blown hydraulic lines. Within three hours all units were back on the road. These break downs are a direct result of the age of the equipment. Loss of fleet availability due to mechanical failure severely impacts the ability to respond to winter events in an efficient and timely manner.

FACILITIES

Facilities staff continue to complete routine repairs and perform preventative maintenance on all equipment within all municipally owned buildings including the winterizing of seasonal facilities at Harold Black, Centennial, and Marlene Stewart Streit Park. Other notable work included; cleaning of eaves troughs at all buildings, HVAC systems repairs at Station 1 and Maple Acres Library, emergency lighting systems and Bay lighting repairs at Station 1, a hot water tank replacement at Maple Acres Library, repair and upgrade of electrical cable under Pelham Town Square, door closing mechanism repair at Town Hall, installation of the art wall hanging system and Pelham Arena Heritage wall at the MCC, and floor and grease trap maintenance at all Fire Halls.

The repairs to the flat roof systems at Fire Station No. 1 and Pelham Town Hall were completed as per the contract, however, staff continues to work with the paint contractor to rectify masonry issues at Pelham Town Hall.

ENGINEERING

The following is a summary of the activities that have occurred in the Engineering Department since September 2019:-

Sulphur Springs Rehabilitation – This project has been included in the 2020 Capital Budget for Roads. Staff are preparing the terms of reference for an Environmental Assessment study to look into the option of permanently closing Sulphur Springs Road to vehicular traffic.

Pelham Street North – Project was tendered and awarded to The Charlton Group, Kick-off meeting held and construction commenced October 2019. Storm sewers on Shorthill Place are complete and watermain installation on Pelham Street is underway. Staff is currently working with the contractor and the consultant to determine a timeline and end point for the winter shut-down. Staff has requested that all road surfaces are restored to an asphalt surface prior to winter shut-down.



Pelham Street North Reconstruction project

Pelham Street South – The Town has received Federal and Provincial funding towards completing a total reconstruction of Pelham Street to the Town Boundary south of Welland Road. The works include new storm and sanitary sewer, new watermain, and updates to existing water mains, as well as, new curb, asphalt, and sidewalks. Design for this work was originally completed in 2013. Staff is currently preparing an RFP for an engineering consultant to confirm the existing design and update it in accordance with current standards. The project is going to be broken into 4 phases. Phase 1 consists of reconstructing Pelham Street between College Street and Port Robinson Road, and construction is to be completed in 2020. Phase 2 includes reconstruction between Port Robinson Road and John Street, and is anticipated to go to construction in 2021.

Haist Street Watermain Replacement – This project was tendered in August and awarded to Peter's Excavating. Work commenced in October, and included the replacement of roughly 300 meters of cast iron watermain with new PVC pipe. Work was completed throughout the month of November, and paving of Welland Road and Haist Street is expected to take place during the week of December 9th.

Road Rehabilitation & Base Repair Program - Project was tendered and partial award to Norjohn, the Kick-off meeting was held and the program was completed in the fall.

Culvert Replacement Program – this project was tendered and the Town received no bids. Staff requested quotations from three local contractors in accordance with the Town's purchasing policy and the work has been awarded to Antony's Excavating from Wellandport. The project was completed in early November.

Tree Planting Program – The 2019 Tree Planting Program was completed by Niagara North, and included

planting 43 trees across various locations throughout the Town. All trees have been planted and are now in their 1 year maintenance period.

Concrete Repair and Replacement Program – Project awarded to Gauboc Construction. Various sidewalk and curb patching throughout Town as well as a number of pads for various uses. Work was completed mid-November.

Poth Street Culvert Replacement – Project was tendered and awarded to Duffin Contracting. The project was successfully completed within the approved 2019 budget in October of this year.



Poth Street Culvert Replacement Project

2020 Capital Project Tenders are being prepared for tendering.

Engineering staff continue to thoroughly review all Planning and Committee of Adjustment applications. Reviews entail a site visit and detailed analysis of drawings and reports, to ensure Town standards are adhered to. For more complex applications, this process sometimes involves several re-submissions and repeated reviews by staff. Engineering staff also continue to manage requests for assumption of subdivisions, and for reduction of securities at various stages of the development process. In addition, Engineering Staff complete reviews on lot grading plans for building permits received through the Planning Department.

In addition, Engineering Staff continue to support the Pelham Active Transportation Committee (PATC), generating reports for other departments to be sent back to the federal government, and coordinating other Town departments for assistance.

CORPORATE CLIMATE CHANGE ADAPTATION PLAN

The following is an update on the development of the Town's Corporate Climate Change Adaptation Plan:

- In September, a report was brought forth to Council regarding the latest update on the development of the Town's Corporate Climate Change Adaptation Plan. Council had endorsed the development of the plan, along with the creation of an internal Adaptation Steering Committee and external Stakeholder Advisory Committee. The internal committee met for the first time in mid-September, where they worked closely with the Climate Change Coordinator to identify existing impacts posed by climate change within each of their respective departments. The Town also participated in the third Niagara Adapts workshop, called "Climate change vulnerability assessment". The workshop began with a lecture by Dr. Ryan Plummer, which was designed to provide an overview of the concepts of climate change vulnerability. Following the lecture, all municipalities ranked their vulnerability indicators based on their unique geographical location. This type of participatory approach was important for creating a context-specific vulnerability assessment.

- In October, Niagara Adapts launched a survey on behalf of the corresponding municipalities involved with the partnership to assess their vulnerability to climate change (i.e. Pelham, Niagara-on-the-Lake, Grimsby, Town of Lincoln, Welland, City of St. Catharines, and Niagara Falls). The results from the survey will be used to define the risks posed by climate change as well as identify measures on how the Town can adapt to particular impacts. The Climate Change Coordinator connected with local newspaper agencies, online networking platforms, to encourage participation in the survey. Town staff also created a particular webpage on the Town's website, recognized as "Climate and Sustainability", which provides further information on the development of the Town's adaptation plan.

- In November, the Town participated in the official launch of the Niagara Adapts partnership. The event consisted of a documentary screening of *Resilience – a Climate Change Documentary of Hope*, followed by a panel discussion at the First Ontario Performing Arts Centre (PAC) and a community reception. The event heightened public awareness along with public participation in climate change initiatives.

STAFFING

In November we celebrated the retirement of Mark Hollingshead from the Water Department after 38 years with the Town of Pelham and Glen Wurfel from the Beautification Department after 19 years. We wish them a very happy retirement

GRANTS, CONTRACTS, RFPs & AGREEMENTS

Contracts, tenders and RFP awards as reported by Corporate Services.

Development and subdivision agreements reviewed and comments provided, as reported through Planning.

Engineering staff are reviewing the second phase of Ontario Municipal Commuter Cycling funding program.

MEETINGS

As we are a group of considerable size and a wide variety of job functions, staff attends many regular internal meetings, and meetings about development, capital projects and agencies. Only special noteworthy meetings are listed below:

- Public Works Officials Meeting
- Public Works Operations Safety Meeting (Hardhats)
- Niagara Contract Review Meeting
- Niagara Public Works and Utilities Meeting
- South Central Water Works Association By-Annual Meeting