

PUBLIC WORKS DEPARTMENT QUARTERLY REPORT

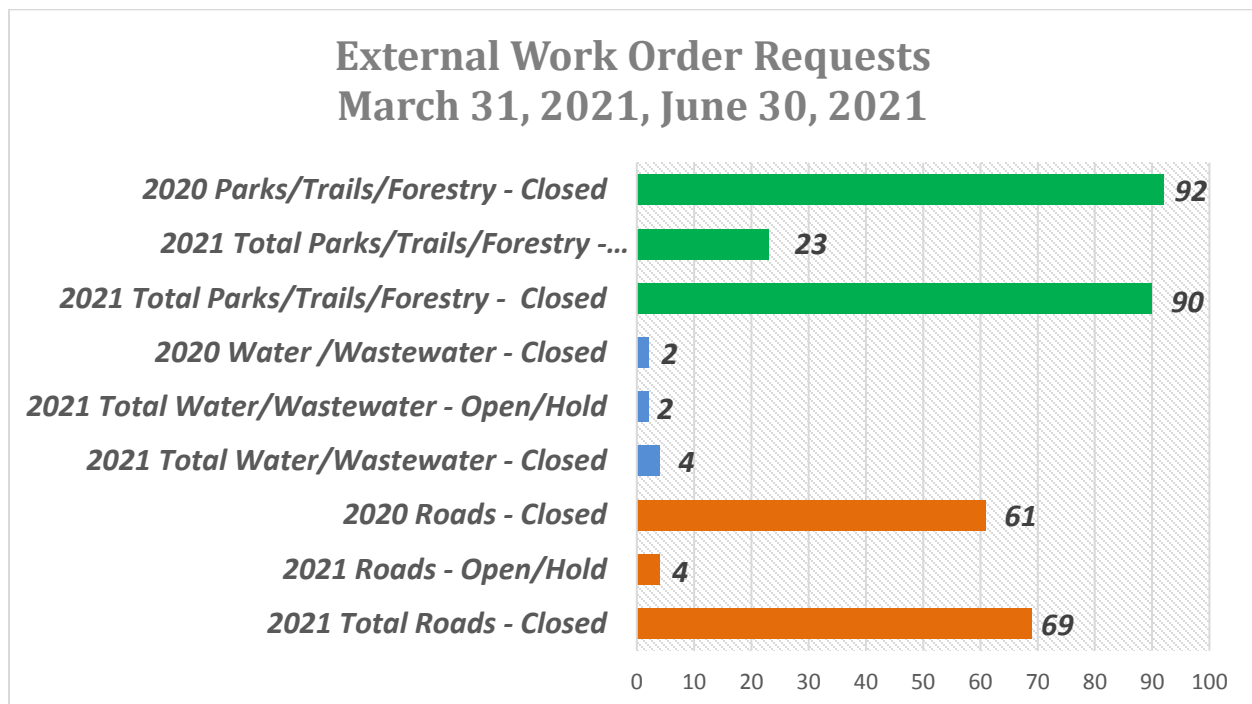
Monday, July 26, 2021

Reporting Period: Public Works Department Quarterly Report for the period: April, May, June 2021

Recommendation:

BE IT RESOLVED THAT Council receive the Q2/2021 Public Works Department Report, for information.

Department Overview and Statistics:



Projects:

ROADS

Roads Staff continue to perform maintenance activities identified during routine

road patrols as per the Ontario Regulation 239/02; Minimum Maintenance Standards (MMS) for Municipal Highways, passed pursuant to the *Municipal Act, 2001*.

In addition, Roads staff have installed and replaced a number of driveway culverts and repaired catch basin leads and washouts after heavy rainstorms. Further, Roads staff keep an eye on plugged catch basins and clear them off as required ahead of a big rain event in order to try and mitigate flooding concerns.

Roads have also been out with the tractor cutting back brush in rural areas when staffing resources have allowed. The contractor has completed his first round of road side mowing between late June and early July.

Roads staff continue to concentrate their efforts on patching roads, completing signage improvements, and general road maintenance activities. Hot-mix asphalt and QPR cold patch has been utilized to patch hundreds potholes throughout the Town's transportation system during this period.

Warning signage improvements are continuing along Effingham including new curve warning signs and road edge markers guided by the MTO's Ontario Traffic Manual. Eight flashing warning beacons were installed along Effingham to warn drivers of upcoming intersections and sharp curves as per Public Works Report 2020-0123. This work was completed as part of Capital Project RD 17-21 Effingham Street Safety Signage Improvements.

BEAUTIFICATION

Beautification has been in full swing. Turf crews were at capacity keeping the turf cut and trimmed.

Horticulture installed/maintained 58 hanging baskets and 10 annual beds, as well as a complete over haul of the planting bed in the lower parking lot of Town Hall. In addition, the Horticulture department has installed large annual planters at the MCC, Town Hall, on Pelham St in Downtown Fonthill and in Downtown Fenwick.

The cemetery operations continue to provide services to the public even during the Provincial lockdown. Fonthill and Hillside Cemeteries have had an average number of internments so far this season.

The Forestry Department has had a very busy season so far, completing 156 requests from residents this quarter alone. In addition to working through the service requests our Arborist has been working on pruning entire sections of

Cherryridge Development and Southern Fonthill areas of Quaker Rd, Welland Ave and Woodside Square. In addition, the Forestry Department is using a GIS based software program to begin mapping urban boulevard trees so that Pelham can maintain an accurate database. The Forestry Department has completed the tree inventory of approximately 1/3 of Fonthill to date. Staff are experimenting and having early success with the implementation of a digital tree inventory and using this software to assign and track work orders. The CAO has identified this as a potential project for open, public data sharing in due course.

During the winter Beautification repurposed a spray tank which allowed staff to complete street tree spraying for Gypsy Moths in areas that the aerial spray program did not cover. The trees that were included in this spray program were smaller urban boulevard trees that could be easily reached with the ground spray equipment.

Further, staff were able to complete service requests faster and more efficiently with the rental of an elevated boom truck. The boom truck was rented in April and May. In addition to the truck being used by the Forestry Department the Facilities Department made good use of this piece of equipment as well. One example was using the boom truck to replace a damaged glass panel at the front of the MCC. Based on the success of this equipment in improving the ability and efficiency of the department the intention is to continue to rent a boom truck in subsequent years through the department's operating budget.

As well as the above items, Beautification, with the assistance from MCC staff redeployed during COVID restrictions, has continued to maintain the Town's trail network.

WATER/WASTEWATER

Water/wastewater maintenance activities continue throughout the year. Operators perform system pressure monitoring, flush water mains to ensure adequate chlorine residual, and respond to customer complaints or concerns.

Staff responded to and investigated four (4) taste and odour complaints determining stagnant water in residential plumbing lines as the primary reason. The water operators oversaw the commissioning of Lavender Fields, a new private water system in east Fonthill along with the inspections of new water and sanitary lines for new builds in and around Pelham.

The Town's water operators completed their spring dead end blow off flushing and maintained over 500 hydrants. Staff also repaired 36 hydrants and valves along

with repairing two leaky services on Line Avenue and Church Street.

Staff installed a new hydrant on Stella replacing an outdated Darling hydrant with plans to replace two others next quarter.

In addition, Staff installed two new culverts and raised hydrants along Rice road for easier fire department accessibility.

ENGINEERING

The following is a summary of the activities that have occurred in the Engineering Department between April 2021 and July 2021:

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Sulphur Springs Rehabilitation – The Sulphur Springs Road Reconstruction project was awarded to Duffin Contracting under a design/build contract. The design-build contractor has been working closely with its Engineering and Environmental consultants to develop a concept to address the erosion issues while keeping the sensitivity of the 12 Mile Creek in mind. The contractor has received the permit from the Department of Fisheries and Oceans, which states that the in-water work needs to be completed between July 15th and September 15th. The contractor has received approval in principle on the design from the NPCA but are waiting to issue a permit until the Niagara Escarpment Commission approves the project. Pending approvals from the NEC and NPCA the work is scheduled to start in late July and be completed by the end of September.

Pelham Street North – Works for this project are complete with the exception of top course asphalt and final pavement marking, which is scheduled for early August. Engineering and Public Works staff engaged in a warrant study to determine if a 3-way stop is required at the intersection of Pelham Street North and Shorthills Place based on a petition received from the local residents. It was determined that a 3-way stop controlled intersection was not warranted at this location based on the study.

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 sewers, updates to existing water mains, as well as new curb, asphalt, the construction of on-road bicycle lanes and new sidewalks. Design for this work was originally completed in 2013. Staff prepared an RFP for an engineering consultant to confirm the existing design and update it in accordance with current standards. Engineering works for this project were awarded to Associated Engineering, which completed design for Phase 1 of the project (College Street to Port Robinson and Pelham Street intersection) and Phase

2 (Port Robinson Road to John Street).

The design for Phase 1 was tendered in the fall of 2020 and was awarded to Rankin Construction Inc. Work for Phase 1 commenced November 2020, and is now complete. Phase 2 of the project was tendered and awarded to Rankin Construction, which commenced on-site works in June 2021. The works include complete urbanization of Pelham Street including new curb and gutter, new sidewalks, new storm sewers and new watermain. This section of road will also receive dedicated 1.5 m on-road bicycle lanes in both directions. In addition, because the intersection at Port Robinson Road and Pelham Street experiences high traffic volumes and given the fact that it is within a school zone particular attention has been given to ensure it is designed with pedestrian safety in mind while accommodating all types of active transportation. It is anticipated that the project will be substantially complete prior to the end of the calendar year.

Road Base and Patching Repair Program – This program has been Tendered and Awarded to Circle P Paving. Engineering Staff and Public Works Operations Staff are marking the road locations that will require patching. The purpose of this annual program is to preserve the condition of the pavements and extend the pavement life. This was a recommendation made in the recent 2019 Pavement Condition report prepared by ARA Consultants.

Road Rehabilitation and Resurfacing Program (2021) – Engineering Staff are working with Public Works Operations Staff to develop a list of candidates for the 2021 Road Rehabilitation and Resurfacing program. The candidates were selected based on the information contained in the 2019 Pavement Condition study and based on the road patrols completed by Operations Staff. The roads being resurfaced this year are Foss Road between Victoria Avenue and Church Street, Cream Street between Tice Road and Metler Road, and Metler Road from approximately 1km west of Effingham Street to Hansler Road. The project has been awarded to Walker Industries, formerly known as Norjohn Contracting and Paving. The project is scheduled to kick off August 2021.

Concrete Repair and Replacement Program – This program has been tendered and awarded to Sacco Construction. Staff are finalizing repair locations and will set up a project kick-off meeting in the coming week and determine a schedule from the contractor. Scope of work for this project involves repair and replacement of cracked or deficient sidewalk panels and curb at various locations throughout Town. Work is expected to be complete by the end of August.

Sixteen Road Bridge Replacement Program – This project has been tendered and awarded to Rankin Construction. ELLIS Engineering, the design consultant, will

be completing Contract Administration and inspection services throughout the course of construction. The scope of work for this project involves replacing two large elliptical culverts under Sixteen Road east of Balfour Street. Work is scheduled to commence on Monday August 2nd, and the contractor is confident work will be completed within the working window regulated by the DFO.

Roadside Ditching Program – Engineering Staff have issued the Request for Tender and the work is expected to be completed in the late summer and fall of 2021.

Station Street Storm Pond Rehabilitation – This project has been awarded to Duffin Contracting Inc. The commencement of the project has been delayed as a result of receiving permits from the NPCA and permission to enter and gain access over a hydro easement that runs between Station Street and Cataract Road directly adjacent to the storm water pond outlet. The contractor is continuing to work with the design consultant, Town Staff and Hydro One to get the approvals necessary to gain access to the site and complete the work. It is anticipated that the construction will commence in the summer of 2021 and will be completed in the fall of 2021.

Foss Road Sanitary Sewer Design Upgrades – This project is currently at 90% design stage with GHD. However, there have been some challenges with regards to the CPR crossing which is delaying the finalization of design. Coordination with relevant agencies is being conducted in order to bring this project to completion and be construction ready. Staff are working diligently with the consultant to determine the most cost effective method of installing the sanitary sewer under the CPR right-of-way. The preferred method of crossing the tracks will be a trenchless method using either a jack and bore method or a micro-tunneling method. In order to complete the installation using one of these trenchless methods there will be significant de-watering required. Council approved \$1.3 M to construct this project as part of the 2020 Capital Budget. As a result of the above challenges and revised scope of work there will definitely be increased costs to complete the project. Staff will be bringing a report to Council on this project in August for further information.

Church Street Sanitary Sewer Design Upgrades – This project is currently at 50% design with AE and is currently being updated with Public Works' review comments. Similar to the Foss Road project there will be challenges associated with crossing the CPR tracks. It is more than likely that a similar trenchless method of installing the sanitary sewer under the CPR right-of-way will be required. Staff will be bringing a report to Council on this project in August for further information as well.

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. Further, 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 with other Town departments for assistance. Engineering staff are also participating in the development of the Niagara Region Stormwater Management Guidelines. The Guidelines are at 70% Draft Stage and are currently being reviewed by other Departments at the Town.

CORPORATE CLIMATE CHANGE ADAPTATION STRATEGY AND ADAPTATION PLAN

The Climate Change Coordinator incorporated the final feedback after the presentation to SLT. The plan was presented to Council and was unanimously endorsed. The Climate Change Coordinator is currently focused on working on a range of adaptation and mitigation policies. In addition, the coordinator joined the Utility Sustainability Advisory Committee and attended her first meeting on May 25.

In April, the Climate Change Coordinator started working on preparing a strategy for installing Charging Stations at the MCC for EVs. The Coordinator met with Mae Lannan, who is the Coordinator for mitigation for Port Colborne to discuss the mitigation options available to municipalities. The team for the Community Tree Planting event met in April and decided to postpone the event until the end of September. In May, the Climate Change Coordinator attended Workshop #9 on Knowledge Mobilization conducted by Niagara Adapt and continued working on the plan. The process, receiving and accommodating feedback continued and the Plan was ready to be presented to Council.

The coordinator researched strategies for the implementation of the Corporate Climate Change Adaptation Plan. The Coordinator also explored options for the ZEVIP grant for assistance with EV Charging Stations, this plan was presented to Council in June. In addition, the Coordinator attended the USAC meeting where follow-up on the Town's LED program was discussed. The Coordinator will be assisting with finding additional assistance/resources for the project. In Addition, the Coordinator filmed a video with Niagara Adapts describing the Town's efforts for adaptation planning and becoming more climate-resilient.

Constituent Concerns and Issues Arising:

COVID-19 PUBLIC WORKS RESPONSE The Public Works Department has implemented measures to help reduce the spread of COVID-19 and provide a safe work environment for staff. Where possible and appropriate staff have been directed to work from home. The Engineering Department consists of five (5) staff all of whom are currently working from home and the office on a rotating schedule. In order to maintain safe numbers of employees at Town Hall, engineering and administration staff are working approximately 50 percent of the time from home and 50 percent of the time in the office. This work schedule is coordinated with the Planning Department as the office space is shared with this department. Engineering staff are busy preparing tenders and RFPs for the 2021 Capital and Operating program, continue to complete administration and site inspection on projects and operations that are considered essential, and work with the review of development related items.

Pursuant to the Provincial guidelines, Public Works Operations staff are considered to be an essential service. Public Works has continued to operate with an adjusted work day schedule to include eight hours per shift with a paid working lunch. This is an attempt to limit the amount of interaction employees have with each other during lunch and scheduled breaks. With this work schedule staff are encouraged to take their breaks on the jobsite in order to limit potential contact at the Tice Road Operations Centre. Further, in order to further protect staff, most vehicles have been equipped with plexi-glass shielding between the passengers and driver. Vehicles not equipped with shielding are limited to single driver operation. Finally, Public Works has continued to operate with increased levels and frequency of cleaning and disinfecting.

Public Works staff are concentrating on critical and essential activities related to providing safe drinking water, safe wastewater collection and disposal, and maintaining safe roadways (including winter maintenance) in accordance with the minimum maintenance standards as set forth by the Province and the *Municipal Act, 2001*. In addition, Public Works staff have maintained its normal level of service with respect to grass cutting and property maintenance and were able complete trail maintenance using the additional resources redeployed from the Recreation and Wellness Department during the COVID lockdown. Staff are continuing with capital projects in accordance with Provincial Guidelines. In addition, Public Works staff continue to issue Request for Proposals (RFPs), and Tenders as the Town's method of procuring these services is digital and does not require hand delivered submissions.

Employee Updates:

In June, the Engineering Department lost a valuable asset when Xenia Pasiecznik decided to leave the employment with the Town of Pelham to pursue a career with another municipality.

Staff advertised for an Engineering Technician and Taylor Boyle was the successful applicant. Taylor completed the Civil Engineering Technician program through Niagara College and is a Certified Technician. Taylor began his career as an Estimator, and honed his skills in the municipal sector working for the Niagara Region. The department is pleased to welcome Taylor to the team.

Grants, Concerns, RFPs, Agreements:

Please see Corporate Services report regarding contract assignments and grant submissions and approvals.

Meetings:

Public Works Official Meetings

Niagara Adapts Workshops and Meetings

Various meetings with Contractors and Consultants