



Township of

North Dundas

COUNCIL REPORT

To:	Mayor and Members of Council
From:	Angela Rutley
Date of Meeting:	January 20, 2015
Subject:	Administration Report

1) Drainage Superintendent:

Currently our Patrol Foreman also fulfills the responsibilities of drainage superintendent. He notified us that there is not sufficient time to perform all of these duties in one position. Therefore, I would like permission to advertise internally for a person to fulfill the responsibilities of drainage superintendent. Depending on the successful candidate, a portion of the successful person's duties would then be performed by another employee or a part-time employee. Once we have determined the successful candidate, Council will be presented with the details of the responsibility shift.

2) Tessier easement:

Our lawyer has prepared an updated easement for acceptance and signature by Mrs. Tessier and the Township regarding the sewer, water and electrical lines in the easement between the Ottawa Street pumping station and the Winchester wastewater lagoons.

3) Ammonia Incident in Winchester:

On January 7th a resident on Queen St. contacted OCWA at 2:10pm to report an ammonia smell in her home. An OCWA representative arrived at the home at 2:15pm to investigate. He was able to determine that the smell was coming from the storm sewer system and the resident's basement floor drains. He reported the issue to both Parmalat and the Township. He plugged her drain and removed a storm sewer cover outside to try to help dissipate the ammonia. Meanwhile, the Township reported the issue to the Spills Action Center and called the General Manager at Parmalat to try to determine the source of the ammonia. The Township also reported it to the Winchester Fire Chief/ Community Emergency Management Co-ordinator.

The Director of Public Works went to the resident's home to assist her and determine the extent of the problem. The Township was contacted by Courtney Redmond from the Cornwall office of the Ministry of the Environment regarding the situation. Parmalat contacted the Township to notify us that there had been a minor ammonia leak at the plant that had inadvertently entered the municipal storm sewer system. The leak had ceased.

Firefighters brought a fan to the resident and assisted in ventilating her basement. The Director of Public Works communicated regularly with the homeowner until 7:30pm that evening to ensure that there were no further concerns.

I am proud of the quick and professional response provided by OCWA, Township employees and our fire department. Everyone worked quickly to determine the problem and take appropriate actions.

4) Budget Requests:

The following items have been requested or discussed, but are not in the draft version of the budget presented to Council on December 10th.

a) *Archive Project*

Funds to investigate the viability of setting up an archive – amount requested \$10,000 to start project

b) *Beautification of Winchester entrance islands*

Dan and I met with representatives from the Downtown revitalization committee who expressed an interest in beautifying the asphalt islands at the entrances to Winchester. There are four that could be considered for improvements. These improvements could include stone instead of asphalt, suitable low growing vegetation and a "Winchester" sign. The County Engineer was present at this meeting and he noted that the asphalt in the islands was nearing its useful life. He suggested that the Township could request the equivalent funding from the County to go toward an enhanced island project. The funding would have to be approved by the County and would not likely be for all of the islands in a single year. He since provided an estimate of \$33,000 as the County's cost to replace the asphalt. We do not have a design or estimated project cost at this time.

c) *Additional Street Lights*

Additional street lights have been requested at the West end of Main Street in Winchester, from the former Village limit to Tim Hortons. Also, there has been a suggestion that street lights should be installed at the intersection of Township roads with County Roads. The cost to install a new street light is \$2,500 to \$8,000 depending on whether a new pole is required.

d) *IPM Sponsorship Request*

The International Plowing Match that will be held in Finch in September, is requesting sponsorship/donations from SD&G municipalities. They have not provided a formal request yet, but I anticipate that they will request the following: \$10,000, garbage removal services for one day, free rental of tables, chairs, garbage cans, picnic tables etc.

Prepared by: *Angela Rutley, CAO*

