THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Special Council Meeting
For the purpose of Budget Deliberations
Wednesday, January 16, 2019
4:08 p.m., Council Chambers, Fingal

PRESENT:  
Mayor  
Deputy Mayor  
Councillors:  

G. Jones  
R. Monteith (arrived at 4:23 pm)  
S. Emons  
P. North  
J. Pennings

ALSO PRESENT:  
Lisa Higgs, CAO/Clerk  
Kim Grogan, Treasurer  
Jeff McArthur, Fire Chief  
Brent Clutterbuck, Drainage Superintendent  
Scott Woolley, Acting Public Works Superintendent

DISCLOSURES:
Councillor Pennings declared a conflict on the VFIS – Insurance line item.

OTHER BUSINESS

(a) 2019 Budget Deliberations  
- Operating Budget

Tab 1 – Summary

Treasurer Grogan explained that the plan for today's budget will focus on Fire, Drainage, and Roads. Ms. Grogan highlighted that her report contains updates to Council on discussions from the January 14th meeting.

Tab 6 – Fire Operating

Ms. Grogan highlighted the main elements of the Fire Operating Budget, including a discussion on Fire volunteer honorarium, office supplies, salaries and wages, and Volunteer Firefighter Insurance Service (VFIS).

Councillor Pennings did not participate in the discussion on VFIS.

2019-031  Councillor North – Councillor Emons

THAT Council funds the VFIS 24/7 coverage for Fire Fighters with Fire Fighters contributing $100.00 for each single member coverage and any additional incremental costs for family coverage.

CARRIED

Councillor Pennings re-entered the discussion.
Fire Chief Jeff McArthur provided council a summary on the inclusion of a dedicated Fire Prevention Officer, employee training, building repairs, clothing, equipment purchases, and software upgrades.

**Tab 21 – Fire Capital**

Fire Chief Jeff McArthur provided a report to Council on the recommended capital purchases for the Township. Chief McArthur indicated that the Township is the only department in Elgin County that does not have backup power at any of our fire stations. Chief McArthur explained that the Fire Department requires backup generators for overall operations as well as during emergency events. Deputy Mayor Monteith explained that he feels that a portable generator will meet the needs of the Township in the event of a crisis. Chief McArthur confirmed that there are small, portable generators in the Department but that these are used more for on-scene use. Deputy Mayor Monteith suggested that a portable generator could be used instead. Councillor Emons asked the Chief about the impact generators would have on response time and the Chief outlined the ways that response may be impacted.

**2019-032 Councillor Emons – Councillor Pennings**

Fire generator

THAT Council directs staff to request funding from the Green Lane Community Trust Fund in the amount of $20 000.00 for a fire department generator.

CARRIED

Fire Chief McArthur outlined the recommendation to construct a digital sign to replace the sign loaned from Rosy Rhubarb to be used for Fire Safety Messaging and Fire Prevention messaging.

Fire Chief McArthur explained the fire apparatus recommendations, including deferring the Fire Pumper into 2021 and replacing the light rescue in Talbotville in 2020 instead.

Fire Chief McArthur suggested that Station Two land acquisition should possibly be included as part of the 2019 budget. Deputy Mayor Monteith indicated that in 2019, we should proceed with acquiring the land in 2019. Mayor Jones recommended that a new hall may include a meeting hub for the Talbotville Community. Deputy Mayor Monteith requested that the Fire Chief bring forward a report to Council for their first meeting in February on the land acquisition options for the Fire Hall.

Treasurer Grogan included that there are three placeholders for bunker gear, SCBAs, and portable radios and pagers which are funded from the Fire Equipment Reserve and the Fire Communications Reserve, respectively.

**Tab 13 – Drainage Operating**

Drainage Superintendent Brent Clutterbuck and Treasurer Kim Grogan presented the operating budget. He spoke to the share of time between Southwold and Dutton Dunwich and the equal division of costs between the two municipalities.

**Tab 21 – Drainage Capital**

Treasurer Kim Grogan explained that there is an increase in drainage activity in 2019 compared to the average threshold that is used annually. Ms. Grogan explained that staff is recommending establishing a reserve for drains to offset fluctuations in drains in a given year. Superintendent Clutterbuck outlined the capital drainage projects for 2019.
Tab 11 – Road Operations

Treasurer Grogan spoke to the inclusion of a work management software, an increase on the allotment from the County of Elgin, costs for summer students, Phragmites control, and overall staffing.

Tab 21 - Road Capital

Interim Public Works Superintendent Scott Woolley brought a report to Council on the 2001 Tandem Replacement, with a request that 50% be funded from the Green Lane Community Trust.

Mr. Woolley brought a report to Council on the replacement of the Diamond grass cutting mower, to be funded from the Road Equipment Reserve.

Ms. Grogan brought forward a request received from Keith Orchard recommending a repainting of the Teetzel shop roof to prevent rusting and further erosion of the shop’s roof.

Ms. Grogan recommended that Council commit to a $5,000.00 technology update to the 1989 Paint Striper to improve better data collection for billing and operations purposes. Staff suggests that this be funded from the roads operations reserve.

CAO/Clerk Higgs provided a report on a reconstruction of Blind Line. Council directed the Treasurer to remove the Blind Line allocation of $30,300 from the 2019 Capital Budget.

Ms. Grogan noted that the Shedden Streets are proposed to be completed in 2019, pending ECA completion. Ms. Grogan indicated that there is an annual allocation for guardrails, which is proposed to be included in 2019.

Ms. Grogan indicated that the Lynhurst Subdivision reconstruction engineering proposed for 2019. Ms. Grogan reviewed the Talbotville Trunk Sewer Roads and Storm portion of the project, included in the 2019 budget, which were committed to in 2018.

The Township reviewed the budget for 2019 for edge repair and gravel projects. Ms. Grogan recommended that there be an increase in the gravel road budget funded from the Gas Tax with the additional difference funded from the Gas Tax Reserve. Council emphasized that there is a requirement to remove the berms on the side of the road and to resolve crowning issues.

Council took a break at 6:01 pm for dinner.

Council resumed in open session at 6:32 pm.

Treasurer Grogan and Interim PW Superintendent presented a report on micro surfacing of Boxall Road, which helps to improve the longevity of the road. Mr. Woolley noted that this was recommended as part of the original construction of the road.

Mr. Woolley brought a report forward on the remaining Longhurst Line Bridge work to be finished in 2019. Mr. Woolley also spoke to the Second Line culvert replacement. Mr. Woolley noted that there are a few different options for a Second Line culvert.

Administrative Capital

Ms. Grogan noted that there is an increase in computer equipment by $1,000.00. Ms. Higgs provided a report to Council on the wall mount for the TV in the Council Chambers and the inclusion of a projector and automatic screen for the Keystone Complex.
Water and Wastewater

Ms. Grogan reviewed the Capital costs of the Talbotville Trunk Sewer Phase II Sewer portion. CAO/Clerk Higgs provided a report on the Forcemain and Pumping station to service the McBain & Adzija subdivisions.

Ms. Grogan reviewed the major capital works and water distribution maintenance budget recommendations for 2019 provided by OCWA. Ms. Grogan highlighted the SCADA system repair that's proposed and recommended.

AJOURNMENT:

2019-033 Deputy Mayor Monteith – Councillor Pennings

THAT Council of the Township of Southwold adjourns this Special Budget meeting of Council at 6:59 p.m.

CARRIED

Clerk
Lisa Higgs

Mayor
Grant Jones