

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
TUESDAY, SEPTEMBER 18, 2018 @ 5:00 P.M.

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. NEW BUSINESS
 - (i) Town of St. Stephen – Five-Year Capital Investment Plan for the GTF Administrative Agreement
 - (ii) Highway Usage Permit – Route 3 – Charlotte County
 - (iii) Awarding of Tender: Water and Sanitary Sewer System Extension – Route 3, St. Stephen, NB – Dillon Project No. 18-8036
 - (iv) Awarding of Tender (Scope Revision): Combined Sewer Separation and Utility Renewal – Murchie Avenue and Cedar Street – Dillon Project No. 18-7576
 - (v) Additional Work: Combined Sewer Separation and Utility Renewal – Elm Park Project No. 16-4847 (Clean Water and Wastewater Fund Project No. 6990-1063 – Elm Park, Pinewood, and Maple – Sewer Separation and Infrastructure Renewal)
 - (vi) Interior Design and Engineering Services – Town Hall Relocation
 - (vii) Authorization of the Scotiabank Visa Limit and Allocation

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: September 18, 2018

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: September 18, 2018

MOVED BY: _____

SECONDED BY: _____

**TOWN OF ST. STEPHEN - FIVE-YEAR CAPITAL INVESTMENT PLAN FOR
THE GTF ADMINISTRATIVE AGREEMENT**

THAT the document entitled "Five-Year Capital Investment Plan for the GTF Administrative Agreement Town of St. Stephen 2014-2018 (REVISED September 2018)" (copy attached) be adopted.



Five-Year Capital Investment Plan for the GTF Administrative Agreement

Town of St. Stephen

2014 – 2018

(REVISED September 2018)

INTRODUCTION

The *Town of Stephen* has prepared a five-year Capital Investment Plan for the years 2014 – 2018 respecting the Gas Tax Fund (GTF) administrative agreement. Included are descriptions, cost estimates and financing for each selected project. Each project will contribute towards achieving the following program benefits:

- a) Beneficial impacts on communities of completed eligible projects;
- b) Enhanced impact of GTF as a predictable source of funding including incrementality; and,
- c) Progress made on improving Local Government planning and asset management.

CAPITAL INVESTMENT PLAN CONTENT

The capital investment plan for the GTF administrative agreement includes the following:

1. Certified copy of the resolution from Council adopting the five-year Capital Investment Plan for the GTF Agreement of the municipality
2. Project name, category, description, expected outcomes, proposed indicators for each tangible capital asset project. Also indicate if an Environmental Impact Assessment (EIA) and a tender are required for each project.
3. Five-Year Capital Budget Summary (Excel spreadsheet)

**FIVE-YEAR CAPITAL INVESTMENT PLAN
FOR THE GTF ADMINISTRATIVE AGREEMENT**

TOWN OF ST. STEPHEN

**2014- 2018
(REVISED)**

RESOLUTION

201X-XXX Moved by Councilor _____ and seconded by Councilor _____
"that the document entitled *Five-Year Capital Investment Plan for the GTF
Administrative Agreement Town of St. Stephen 2014-2018 (REVISED)* be adopted"

Motion Carried

I certify that the above resolution of the council of _____ was
adopted while in *regular session February 26, 2018.*

(SEAL)

CLERK
TOWN OF ST. STEPHEN

PROJECTS

1) Environmental Risk Assessment (CCME Strategy Compliance) Phase 2

Project Category:

Capacity Building

Project Description:

This project was initiated under the 2010-2013 round of Gas Tax and will be completed in 2014, with the scope of work in 2014 being "Phase 2". Under Phase 2, the environmental risk assessment for the wastewater effluent discharging from the Town's wastewater treatment plant will be finalized.

EIA Required Tender Required

Expected Outcome:

Information that will allow the Town to plan for any system upgrading that may be required to meet the new federal requirements.

Proposed indicator(s):

Copy of Report

Year	GTF Contribution	Total Cost
2014	\$7,696	\$7,861
2015		
2016		
2017		
2018		

2) Water Transmission Main Replacement

Project Category:

Drinking water

Project Description:

A significant portion of the Town's water transmission main was constructed in 1906 and conveys all of the Town's drinking water from the source/treatment location to the distribution system. This project proposes the replacement of one section of water main that crosses beneath a watercourse/wetland and floodplain, making maintenance and repairs difficult and/or impossible during periods of high water. The new 700 (+/-) lineal metre transmission main will be routed along an existing road making future maintenance and repairs easier and less costly and provide enhanced system security.

EIA Required

Tender Required

Expected Outcome:

Cleaner Water

Proposed indicator(s):

Number of lineal meters of transmission main installed.

Year	GTF Contribution	Total Cost
2014		
2015	\$533,443	\$534,612
2016		
2017		
2018		

3) Overflow Storm Sewer and Sanitary Sewer Renewal

Project Category:

Wastewater

Project Description:

This project includes replacement of approximately 200 lineal metres of old sanitary sewer and installation of a separate storm sewer system (approximately 400 lineal metres) on Todd Street and Bell Avenue. Additionally a ditch and inlet pipe will be constructed into the new storm sewer from a low lying area between Bell Avenue and the NBSR Railway that will help alleviate overland flooding from nearby Doodle Brook.

EIA Required Tender Required

Expected Outcome:

Cleaner Water

Proposed indicator(s):

Number of lineal metres of storm sewer installed

Number of lineal metres of sanitary sewer replaced

Year	GTF Contribution	Total Cost
2014		
2015	\$450,443	\$450,443
2016	\$2,275	\$2,275
2017		
2018		

4) Combined Sewer Separation and Utility Renewal

Project Category:
Wastewater

Project Description:

This project includes replacement of approximately 330 lineal metres of iron and galvanized steel water main, 300 lineal metres of sanitary sewer pipe and installation of dedicated storm sewer system (approximately 230 lineal metres). The work will also consist of reconstruction of the existing road (granular and asphalt) and adjacent asphalt sidewalk within the extents of the underground renewal work.

EIA Required Tender Required

Expected Outcome:
Cleaner Water

Proposed indicator(s):

- Number of lineal metres of storm sewer installed
- Number of lineal metres of sanitary sewer replaced
- Number of lineal metres of water main replaced
- Number of existing catch basins removed from sanitary sewer system

Year	GTF Contribution	Total Cost
2014		
2015		
2016		
2017		
2018	\$681,451	\$681,451

5) Water and Sanitary Sewer System Extension

Project Category:
Wastewater

Project Description:

This project includes the installation of a water and sanitary sewer system extension to service existing municipal residents and businesses in the Town of St. Stephen as well as new development. The overall project consists of approximately 1170 lineal metres of sanitary sewer pipe and 775 lineal metres of water distribution pipe. The Gas Tax Fund portion of the project consists of the first 175 lineal metres of sanitary sewer pipe installed in Town limits starting at the Route 3/Route 170 roundabout.

EIA Required Tender Required

Expected Outcome:
Cleaner Water

Proposed indicator(s):
Number of lineal metres of sanitary sewer installed

Year	GTF Contribution	Total Cost
2014		
2015		
2016		
2017		
2018	\$85,000	\$1,185,000

TOWN OF ST. STEPHEN

FIVE-YEAR CAPITAL BUDGET SUMMARY

PROJECT NAMES	2014	2015	2016	2017	2018	Total
Environmental Risk Assessment (CCME) Ph.2	\$7,861					\$7,861
Water Transmission Main Replacement		\$534,612				\$534,612
Overflow Storm & Sanitary Sewer Renewal		\$450,443	\$2,275			\$452,718
Combined Sewer Separation & Utility Renewal					\$681,451	\$681,451
Water and Sanitary Sewer System Extension					\$1,185,000	\$1,185,000
						\$0
						\$0
						\$0
						\$0
Total Capital Expenditures	\$7,861	\$985,055	\$2,275	\$0	\$1,866,451	\$2,861,642

SOURCE OF FUNDS

GTF Agreement (2010-2013)	\$76,979					\$76,979
GTF Agreement (2014-2018)	\$322,924	\$322,924	\$339,070	\$339,070	\$355,222	\$1,679,210
GTF Legacy Amount (2017)				\$4,119		\$4,119
Interest Earned	\$165	\$1,169				\$1,334
GTF Bank Account	\$392,207	\$392,207	\$68,040	\$343,189	\$411,229	\$0
Private Sector Investment					\$400,000	\$400,000
RDC Gas Tax					\$700,000	\$700,000
Long Term Borrowing						\$0
Others (specify) <u>Interim Financing</u>		\$268,755	\$268,755			\$0
Total Sources of Funds	\$7,861	\$985,055	\$2,275	\$0	\$1,866,451	\$2,861,642

RESOLUTION NO.: _____

DATE: September 18, 2018

MOVED BY: _____

SECONDED BY: _____

HIGHWAY USAGE PERMIT – ROUTE 3 – CHARLOTTE COUNTY

THAT the Council of the Town of St. Stephen authorizes the Mayor and Clerk to sign a Highway Usage Permit No. 201803R000300606 with the Department of Transportation and Infrastructure, in the form presented to Council, for the construction and operation of a water main along and across Route 3, outside of St. Stephen, Charlotte County.

RESOLUTION NO.: _____

DATE: September 18, 2018

MOVED BY: _____

SECONDED BY: _____

**AWARDING OF TENDER: WATER AND SANITARY SEWER SYSTEM EXTENSION
– ROUTE 3, ST. STEPHEN, NB – DILLON PROJECT NO. 18-8036**

THAT of the four (4) tenders received, the low tender of \$1,064,693.00 (one million, sixty-four thousand, six hundred and ninety-three dollars), including HST, from Debly Enterprises Limited of Saint John, NB, for water and sanitary sewer extension (Route 3) be accepted, contingent on project funding approval under the Town's "Five-Year Capital Investment Plan for the GTF Administrative Agreement Town of St. Stephen 2014-2018 (REVISED September 2018)"

RESOLUTION NO.: _____

DATE: September 18, 2018

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AWARDING OF TENDER (SCOPE REVISION): COMBINED SEWER SEPARATION AND UTILITY RENEWAL – MURCHIE AVENUE AND CEDAR STREET – DILLON PROJECT NO. 18-7576

WHEREAS the Council of the Town of St. Stephen, at its Regular Session on June 25, 2018, rejected all bids received for the combined sewer separation and utility renewal on Murchie Avenue and Cedar Street, Dillon Project No. 18-7576, due to bids being in excess of available funding;

AND WHEREAS the scope of work has been revised to complete only the Murchie Avenue portion of the tender;

NOW THEREFORE BE IT RESOLVED THAT an amended price with the revised scope from the original low bidder of \$506,235.00 (five hundred and six thousand, two hundred and thirty-five dollars), including HST, from Debly Enterprises Limited be accepted.

RESOLUTION NO.: _____

DATE: September 18, 2018

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SECONDED BY: _____

**ADDITIONAL WORK: COMBINED SEWER SEPARATION AND UTILITY RENEWAL
– ELM PARK PROJECT NO. 16-4847 (CLEAN WATER AND WASTEWATER FUND
PROJECT NO. 6990-1063 – ELM PARK, PINEWOOD, AND MAPLE – SEWER
SEPARATION AND INFRASTRUCTURE RENEWAL)**

WHEREAS the Council of the Town of St. Stephen, at its Regular Session on March 27, 2017, awarded the low tender of \$2,313,810.40 (two million, three hundred and thirteen thousand, eight hundred and ten dollars and forty cents), including HST, to Debly Enterprises Ltd. of Saint John, NB, for the combined sewer separation and utility renewal for Elm Park, Pinewood, and Maple, contingent on project funding approval from the Municipal Capital Borrowing Board;

AND WHEREAS upon completion of the original tendered scope of work for the above-noted infrastructure renewal project, it has been determined that the project is under budget;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes a revised contract amount of approximately \$2,394,000.00 (two million, three hundred and ninety-four thousand dollars), including HST (an approximate increase in contract value of \$80,190.00 (eighty thousand, one hundred and ninety dollars), including HST), to Debly Enterprises Ltd. for additional work to complete the last 150 metres of Maple Street (from Brewer Lane to Spring Street).

RESOLUTION NO.: _____

DATE: September 18, 2018

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INTERIOR DESIGN AND ENGINEERING SERVICES – TOWN HALL RELOCATION

THAT the Council of the Town of St. Stephen approves an amendment to the 2018 General Operating Fund Budget redirecting up to \$35,000.00 (thirty-five thousand dollars) of the \$485,277.00 (four hundred and eighty-five thousand, two hundred and seventy-seven dollars) originally allocated to be transferred to the General Capital Reserve for the purpose of funding interior design and engineering services required to plan for the potential relocation of municipal administrative services from the current Town Hall to the Garcelon Civic Center;

AND THAT the proposal submitted by TOSS Solutions Inc., with a cost of \$29,074 (twenty-nine thousand and seventy-four dollars), excluding HST, be approved.

RESOLUTION NO.: _____

DATE: September 18, 2018

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AUTHORIZATION OF THE SCOTIABANK VISA LIMIT AND ALLOCATION

THAT the Council of the Town of St. Stephen approves the Scotiabank Visa limit of \$20,000.00 (twenty thousand dollars), the sum of which is included in the Scotiabank borrowing authority limit, as approved by Council;

AND THAT the Chief Administrative Officer and Treasurer, jointly, are hereby authorized and directed to manage and approve the allocation and distribution of the individual credit cards as required for operational needs within the Scotiabank Visa limit as approved.

RESOLUTION NO.: _____

DATE: September 18, 2018

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SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.