

TOWN OF PETTY HARBOUR/MADDOX COVE
REGULAR MEETING
MONDAY DECEMBER 17, 2018

1. Minutes of December 3, 2018
2. Business Arising
3. Liquor License Application- Petty Harbour Mini-Aquarium REVISED APPLICATION
4. Application to build house at Civic No. 6 Motion Bay Road Extension
5. Application to excavate property at 51-53 Main Road, Maddox Cove
6. Parking area - Maddox Cove
7. Bill 34 (an act to amend the Assessment Act, 2006)
8. Expense Claim – Mandy Dinn
9. Return to Work Policy yearly review
10. Health & Safety Policy yearly review
11. Email from resident with regard to snow clearing right of way
12. Sewer problem – Depot/Chafe's Landing
13. Commercial Garbage Fee Policy
14. 2019 Budget
15. 2019 Tax Schedule
16. Retirement - Foreman
17. Bills
18. New Business
19. Adjourn

BILLS

1. T & D Enterprise (Snowclearing Ext.)	\$16,042.50
2. Staples (Office Expense)	\$116.98
3. NL Power (Hydro Expense)	\$3,131.15
4. McDonald's Home Hardware (R & M Building & W & S Exp.)	\$510.74
5. Impact Signs (Office Expense)	\$27.60
6. Hiscock Rentals (R & M Building)	\$65.26
7. East Chem (W & S Exp)	\$1,460.50
8. Envirosystems (Sewer Exp)	\$598.00
9. City of St. John's (Garbage Exp.)	\$1,975.28
10. CBCL Limited (Sewer Expense)	\$2,583.99
11. Bell Mobility (Cell Phone Exp)	\$150.09
12. Big Erics (Cleaning Supplies)	\$326.02
13. Cassie Rideout (Office Cleaning)	\$105.00
14. MFB Trucking (Road Maintenance & Traffic Exp.)	\$1,983.75
15. Cal LeGrow (Volunteer Insurance)	\$1,894.00
16. JW Consulting (Prof. Fees)	<u>\$575.00</u>
TOTAL	\$31,545.86

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REGULAR MEETING

MONDAY DECEMBER 17, 2018

PRESENT: Sam Lee, Linda Hearn, Rick Raymond, Sam Stack, Kimberly Orren, David Green, Harry Chafe and Stephanie Stack

#	ITEM
1	Mayor Lee brought the meeting to order at 6:02pm.
2	Minutes of December 3, 2018 were read. Motion # 435 Harry Chafe/Kimberly Orren Proposed minutes of December 3, 2018 be approved. All in favor, motion carried.
3	Motion # 436 Kimberly Orren/Lynn Hearn Proposed to move agenda item # 3 (Application for liquor license for Mini Aquarium/Co-op) to #2 of the agenda. All in favor, motion carried.
4	Application for a liquor license for Mini Aquarium/Co-op at 35 Southside Road. Mayor Lee, Councillor Hearn and Councillor Chafe left chambers at 6:05pm due to a conflict of interest. Council received 5 letters of concern with regard to this application. Most of the concerns involved the lack of parking and increased traffic in the area. Councillor Green noted that he has concerns over traffic and parking in the area. Deputy Mayor Stack asked if Councillor Green was in a conflict of interest due to the fact that he has a business in the area. Motion # 437 Kimberly Orren/Rick Raymond Proposed that Councillor Green is not in a conflict of interest. All in favor, motion carried. There was some discussion with regard to other businesses in the community being approved for a liquor license. Councillor Raymond noted that the difference with this application is capacity. This application states capacity at 35 for Carton Lofts A and 85 for Carton Loft B. It was stated that this capacity is larger than other businesses that that have been approved for a liquor license. Motion # 438 Rick Raymond/David Green Proposed to approve application for a liquor license for Mini Aquarium/Co-op at 35 Southside Road. All not in favor, motion defeated. Mayor Lee, Councillor Hearn and Councillor Chafe returned to chambers at 6:22pm. Councillor Green left the meeting at 6:22pm due to prior commitments.
	BUSINESS ARISING
5	#6 The carpet in the upstairs boardroom has been removed. Councillor Chafe will have the laminate laid after Christmas. They will use the residential grade laminate on the board room upstairs and the commercial grade laminate in the CAO's Office.
6	#7 Staff will get a schedule of when the tourist chalet will be painted.
7	#11 The water break on Skinner's Hill has been repaired. The asphalt patching has also been completed.
8	#20 The town will forward a copy of a boundary agreement to Chafe's Landing for signing.
9	#21 The electrician completed an inspection for the Community Centre warm room. The electrical work will continue in the new year.
10	#23 Retaining wall on Motion Bay Road Extension. Motion # 439 Sam Stack/Kimberly Orren Proposed to have the town's engineer provide a report with costing to have the retaining wall on Motion Bay Road Extension removed. All in favor, motion carried.
11	#30 Staff will get in touch with a roofing company with regard to the leak in the community centre roof.
12	#32 The ad requesting contact information for any contractors that may be interested in quoting on work for the town has been placed in the

		Irish Loop.
13		#33 The Department of Transportation and Works has been contacted with regard to installing a "New Reduced Speed Zone" sign on Motion Bay Road. Staff have not heard back anything, they will get in touch with the department again.
14		#34 Update on Town Plan Amendments – The town is waiting to hear back from the Department of Municipal Affairs on whether or not the information provided to them was sufficient.
15		#38 Interviews for the new foreman position were completed by JW Consulting and the CAO. The successful candidate for the position was Matthew Chafe. Matthew will start with the Town on January 8, 2019. Council would like to welcome Matthew to the Town. Staff will make an announcement of the new hire in the next newsletter and outline the process for hiring.
	TONIGHT'S AGENDA	
16		<p>Application to build a house at 6 Motion Bay Road Extension. The Inspections and Development Committee along with staff inspected the area. This application was originally approved in principle on October 9, 2018. Councillor Chafe noted that there is a stream in the area. Councillor Chafe also stated that the applicant would have to address the issue of the stream.</p> <p>Motion # 440 Harry Chafe/Sam Stack Proposed to approve the application to build a house at 6 Motion Bay Road Extension with the following stipulations</p> <ul style="list-style-type: none"> - That the stream in the area is addressed. - That a plot plan be submitted and approved by the Inspections and Development Committee. <p>All in favor, motion carried.</p>
17		<p>Application to excavate property at 51-53 Main Road, Maddox Cove. Councillor Chafe met on site with the applicant. Councillor Chafe noted that the applicant will be grubbing off his property and excavating for a driveway. Councillor Orren noted that if council approves an excavation permit that it is in no way giving approval to construct a home. The applicant would have to fill out the appropriate application and meet all the appropriate regulations of that zone before he can be issued a permit to build. Deputy Mayor Stack asked if it should be deferred until council has further information from the applicant.</p> <p>Motion # 441 Sam Stack/Kimberly Orren Proposed to approve the application to excavate property at 51-53 Main Road, Maddox Cove. This approval will only include excavating for a driveway along with grubbing off of the property. This approval is not an approval to excavate for a building. All in favor, motion carried.</p>
18		Parking Area in Maddox Cove – Mayor Lee met with a representative of the Department of Transportation and Works with regard to the Parking Area in Maddox Cove. There was originally an issue with the town going beyond the pole for parking. Once the representative inspected the area he stated he did not see any issue with the parking area and would issue a permit. The only stipulation would be that the entrance/exit would have to be on Old Maddox Cove Road. Staff will check into the permit for this project.
19		<p>The house of Assembly has passed Bill 34, An Act to Amend the Assessment Act, 2006. The Bill amends the Assessment Act, 2006 as follows:</p> <ul style="list-style-type: none"> - New assessment each year starting 2020 - The appeal period will be 60 days from the date of the assessment notice - Special purpose properties provisions of the Act have been removed
20		<p>Expense claim for Mandy Dinn in the amount of \$50.00 was presented.</p> <p>Motion # 442 Lynn Hearn/Harry Chafe Proposed to accept the expense claim for Mandy Dinn in the amount of \$50.00. All in favor, motion carried.</p>
21		<p>The Return to Work Policy (policy # 20) was tabled for yearly review.</p> <p>Motion # 443 Rick Raymond/Kimberly Orren</p>

		Proposed to adopt the Return to Work Policy (Policy # 20). All in favor, motion carried.
22		The Health & Safety Policy (Policy # 19) was tabled for yearly review. Motion # 444 Rick Raymond/Kimberly Orren Proposed to adopt the Health & Safety Policy (Policy # 19). All in favor, motion carried.
23		Request to provide snow clearing services to condominiums at 1-7 Motion Bay Road. It was noted that this area is private property. Councillor Orren noted that there could potentially be liability issues with the town snow clearing this area. Motion # 445 Sam Stack/Lynn Hearn Proposed not to approve snow clearing for 1-7 Motion Bay Road. All in favor, motion carried.
24		Over the past couple of weeks the town has been having trouble with the sewer line at the town depot. The line has blocked at two different times and had to be cleared. The town had a company install a camera in the line to find the blockage. The blockage was found and it was discovered that there was a large fat build up in the line. It is believed that the business at 11 Main Road, Petty Harbour is causing this fat build up as there sewer line is connected to the same line as the depot. Motion # 446 Rick Raymond/Harry Chafe Proposed to send the owner of 11 Main Road, Petty Harbour a message informing them of the issue. Staff will also attach the pictures of the blockage. It will be noted in the letter that if there is another blockage in the line due to fat being deposited then the owner of 11 Main Road will be responsible to have their sewer line run directly to the main sewer line. Mayor Lee, Councillor Orren, Councillor Chafe, Councillor Raymond, Councillor Hearn in favor. Deputy Mayor Stack not in favor. Motion carried.
25		There is currently an issue with businesses having excessive garbage. There was some discussion on different ways to handle this issue. Staff developed a draft Commercial Garbage Policy. This policy was tabled. Motion # 447 Harry Chafe/ Rick Raymond Proposed to adopt the Commercial Garbage Policy (Policy # 25) and to notify business owners of the change. All in favor, motion carried.
26		2019 Budget Submission. Deputy Mayor Stack gave an overview of the 2019 Budget and presented the following highlights: balanced budget in the amount of <ul style="list-style-type: none"> - Balanced budget in the amount of \$1,217,626.84. - There will be no increase in Resident and Commercial property tax. The town in good financial shape. - Funds allocated for engineering services for Motion Bay Road Ext. and HR Services for Union Negotiations - Funds allocated for wharf repairs, Community Centre roof repairs & Town depot repairs - Funds allocated to complete the electrical & purchase generator for Community Warm Room. These funds will be coming out of the surplus of 2018's budget - Funds allocated for Municipal enforcement (ticketing) - \$49,000 allocated from our Gas Tax Account for upgrades to Motion Bay Road Ext. - \$50,000 allocated for Big Hill Road retaining wall or Amour Stone on Maddox Cove beach (council will determine which project is priority) - Funds allocated for ditching on Cribbies Road, ditching on Main Road by David Doyle's and Parking area in Maddox Cove. These funds will be coming out of the surplus of 2018's budget - \$3000 allocated for more upgrades to GIS Mapping System - Community Group Grants – Recreation Administration Grant \$4000 (also allocated for possible Summer Program Coordinator in the amount of \$3,000 and \$2,000 for a possible grant for a multi-purpose surface). Allocated \$2,000 for Museum Administrative/Activities Grant Motion # 447 Harry Chafe/ Rick Raymond Proposed to accept the 2019 balanced budget in the amount of \$1,217,626.84 as tabled. All in favor, motion carried.
27		2019 Tax Schedule was tabled. There was an addition of the Tourist Accommodations Business Tax to

		<p>the 2019 Tax Schedule.</p> <p>Motion # 448 Rick Raymond/Lynn Hearn Proposed to accept the 2019 Tax Schedule as tabled. All in favor, motion carried.</p> <p>There was some discussion with regard to hoses running to properties and charging an additional water tax to those who are running the hose from their properties. Currently the town is billing those residents a 3 month water tax as it is generally fisherman that use this type of service. It was noted that the fishing season is generally longer than 3 months. Councillor Raymond noted that he may be in a conflict of interest due to the fact that he has a hose running from a shed.</p> <p>Motion # 449 Rick Raymond/Lynn Hearn Proposed that Councillor Raymond is not in a conflict of interest. All in favor, motion carried.</p> <p>Motion # 450 Harry Chafe/Lynn Hearn Proposed to charge a 6 month water tax to any residents connecting a hose from one property to another property. All in favor, motion carried.</p>
28		<p>Retirement of Foreman</p> <p>Motion # 451 Sam Stack/Rick Raymond Proposed to accept the recommendations of JW Consulting with regard to a retirement package for the current foreman. All in favor, motion carried.</p>
29		<p>Bills in the amount of \$31,545.86 were presented.</p> <p>Motion # 452 Lynn Hearn/Harry Chafe Proposed to pay bills in the amount of \$31,545.86. All in favor, motion carried.</p>
	NEW BUSINESS	
29		<p>Councillor Chafe wanted to wish Staff and Council a Merry Christmas and a Happy New Year.</p>
30		<p>Motion # 453 Lynn Hearn/Rick Raymond Proposed to use JW Consulting as the general HR Consultant for the town.</p> <p>Deputy Mayor Stack asked if the town could still go out for quotes for any major HR Services. Council noted that they would still have the ability to go out for quotes for any major work. All in favor, motion carried.</p>
31		<p>Councillor Orren noted that there was an email from a resident with regard to the Boil Water Advisory. The email noted that the resident did not check her email and therefore did not know about the boil water advisory. The CAO noted that this resident gave the office this email as an emergency contact so it was assumed she would be checking her email. The CAO also noted that the town goes above and beyond contacting residents with regard to issues of the town. All residents are either contacted by email, telephone or hand delivered a letter. No other municipality provides that type of service. Most residents are very impressed with how thorough this process is. Councillor Orren wanted to make sure that staff responded to the resident. The CAO noted that the resident was responded to.</p>
32		<p>Councillor Orren noted that there are also issues with regard to electricity sharing in the town. There are people that are running cords connecting other properties with electrical services. It was noted that this is a safety issue. Councillor Orren will provide the information on the areas of concern.</p>
33		<p>Deputy Mayor Stack brought forward a request to have a second town clean up in the fall. The cost for the 2018 spring cleanup was approximately \$1,700.00.</p> <p>Motion # 454 Sam Stack/Rick Raymond Proposed to have two semi-annual community clean-ups. One in the Spring and one in the Fall. All in favor, motion carried.</p>
34		<p>Deputy Mayor Stack asked to have the door to council chambers unlocked during public meetings.</p>
35		<p>Staff will track the "There but not There" Silhouettes.</p>
36		<p>Mayor Lee meet with the Harbour Authority with regard to Small Craft</p>

		Harbours taking over ownership of the town wharf. Mayor Lee was informed that the Petty Harbour Harbour Authority is not interested in taking over the wharf due to the fact that the town has a current agreement with a property owner along the wharf. Mayor Lee noted that the wharf is in need of repair and may have to start charging barge fees. This will be discussed in the new year.
37		Office Cleaning Motion # 455 Lynn Hearn/Sam Stack Proposed to hire Cassie Rideout to clean the town office 1 day a week. Councillor Orren asked if this person would meet the current contractor policy. Mayor Lee, Deputy Mayor Stack, Councillor Hearn, Councillor Chafe and Councillor Raymond in favor, Councillor Orren not in favor. Motion carried.
38		Motion # 456 Sam Stack/Kimberly Orren Proposed to order a mat/runner for the town office. All in favor, motion carried.
39		Mayor Lee noted that the town requires another jersey barrier in order to place a barrier by the retaining wall at the foot of Big Hill Road. Motion # 457 Sam Stack/Harry Chafe Proposed to order 1 jersey barrier. All in favor, motion carried.
40		The town will have to set up an office area for the new foreman. The CAO noted that the town may have to purchase a new laptop for the new foreman for the new GIS mapping software. The CAO will confirm if this will be necessary or not.
41		Motion #458 Rick Raymond/Harry Chafe Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 8:43pm.

Samuel Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____