

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY JULY 16, 2018

PRESENT: Sam Lee, Sam Stack, Kimberly Orren, Rick Raymond, Lynn Hearn, David Green, and Stephanie Stack

ABSENT: Harry Chafe

#		ITEM
1		Mayor Lee brought the meeting to order at 6:32pm.
2		Minutes of July 3, 2018 were read. Motion #265 David Green/Sam Stack Proposed minutes of July 3, 2018 be approved. All in favor, motion carried.
	BUSINESS ARISING	
3		#4 Staff has not heard anything back regarding the letter that was sent in relation to the sewer holding tank. Motion #266 David Green/Rick Raymond Proposed for staff to send another letter stating that if the town does not hear anything back in two weeks they will be removing the sewer holding tank at property owner's expense. All in favor, motion carried.
4		#5 Deputy Mayor Stack asked if there were any further plans for the water pressure issue in Maddox Cove. Mayor Lee noted that the testing was completed and hydrants were flushed. The flushing of the hydrants seem to increase the pressure a little. Currently there is no further action to be taken with regard to the water pressure in Maddox Cove.
5		#6 Staff will contact the owner of the retaining wall on Motion Bay Road Extension to get an update and possibly obtain the name of the property owner's insurance company.
6		#7 Mayor Lee met with the Town's engineer with regard to culvert at Cribbies Road. Council will meet with the engineer next Monday July 23rd to discuss this issue and do a site visit. Mayor Lee noted that there is a 1 year warranty on the Capital Works Projects completed on Cribbies Road. The engineer will have to do a site visit before he can determine if this is something that would be covered under warranty. Mayor Lee also informed Council that he met with the engineer and the contractor for a pre-construction meeting for Skinner's Hill road repairs. The Skinner's Hill upgrades are due to start on July 23. During the meeting Mayor Lee asked the engineer to check the culvert on Old Maddox Cove Road. The engineer will visit the site and report back to council.
7		#8 The materials to construct the community benches have been purchased. Staff has delivered the benches to Jackie Connolly to distribute to volunteers to put together.
8		#14 The town's laptop has been returned from the Tourist Information Center. The summer students noted that this laptop is also slow. Staff will call rogers to ensure they have a strong signal.
9		#19 Department of Transportation and Works has informed the town that they have a right of way of 10 meters from center line of the road. Staff has sent an email to the Department of Transportation and Works with regard to the issue of fences being placed on this right of way but have not received a response. Staff will send a follow up email to the Department of Transportation and Works.
10		#22 The Department of Municipal Affairs and Environment have informed staff that they are not authorized to use boots on vehicles that are parked illegally
11		#24 Debris at 82 Southside Road Motion #267 Sam Stack/Rick Raymond Proposed to send an order to owner of 82 Southside Road to have debris

		removed. All in favor, motion carried.
12		#25 The speed bumps have been delivered along with the speed bump signs. There was some discussion on location for speed bumps. The Inspections and Development Committee along with staff will meet to discuss the placement of the speed bumps and signs.
13		#26 The mobile vending truck at 13 Southside Road has connected to the Fisherman Center's water. There was some discussion with regard to garbage removal for this vending truck also. Motion #268 David Green/Lynn Hearn Proposed to charge an extra commercial water tax to the Harbour Authority prorated from the date of permit until the date it is disconnected and to charge a commercial garbage tax to the owner of the mobile vending truck prorated from the date of permit until the date it ceases operation for the year. All in favor, motion carried. Staff will send a notice to the owner of the mobile vending truck to place more covered garbage receptacles around the area. Staff will also notify owner that garbage pick-up for this area is on Friday's.
14		#30 Members of council met with the Cribbies Park and Community Garden Committee. Vonda Wareham outlined the plans for the park. She also noted that there was not a lot they could do with the park until the drainage issue in the area is fixed. The Cribbies Park and Community Garden Committee will get a price to have the drainage issue fixed and report back to council.
15		#33 The Tourist Accommodation Committee meeting was cancelled. There were some members requesting for it to be cancelled due to inclement weather. The meeting was rescheduled for July 26, 2018.
16		#38 The town received notification from 3 residents that are interested in billeting travelers for Irish Connction. The deadline for responses is August 1, 2018.
17		#48 The town received a quote in the amount of \$202 to have the town's parking area sealed. Mayor Lee noted that there was a grievance filed with regard to this work. The CAO noted that there were other issues other than the sealing that pertained to this grievance. Councilor Hearn stated that she did not understand why this grievance was filed. Mayor Lee stated that this would be discussed later in the meeting. The CAO noted that this would not be able to be discussed at a public meeting. The Mayor noted that it will be tonight.
18		#49 The lights in the lift station on Main Road has been repaired. The sensor was repaired.
	TONIGHT'S AGENDA	
19		Application to construct a two story 50' x 80' x 21' commercial building (adventure centre, boathouse and restaurant/kitchen multi-purpose room) at 56-58 Main Road, Petty Harbour. Mr. Rick Stanley and Mr. Dan Noseworthy were present in chambers to speak. Mr. Stanley noted that he has reduced the height of the building and that the building would now be 5-6 ft. lower than his previous application as the roof trusses have been changed to a 4 on 12 pitch. There was still some concerns voiced over the height of the building and the fact that it is still a two story building. Mr. Stanley stated that you would only see a one story from the Main Road due to the infilling that is required. Mr. Stanley also noted that there would only be one deck on the water side. He also communicated to council that the Harbour Authority has given him a letter of support that was forwarded to council. Mr. Stanley stated that the building will look like the current building on the property only bigger. There was a long discussion and some concern with regard to the placement and amount of fill that would have to be placed on the property. It was noted by Mr. Stanley that a retaining wall may need to be placed in the area for parking. Mr. Noseworthy noted that the retaining wall will not be placed along the building but along the road area for parking. Councillor Orren asked how big the retaining walls would be. She also noted that this retaining wall was not on his application. Mr. Stanley noted that they would be 2-4ft. in height. Mr. Noseworthy noted that they will be small retaining walls especially in conjunction to the overall project. Mr. Stanley stated that

		<p>all this would be in the final drawings that would be presented to council once approved by the Department of Municipal Affairs and Environment. Councillor Orren noted that she has concerns over that much fill being placed in the area and runoff to neighboring properties. Mr. Noseworthy noted that the last application that was turned down was due to the height and scale of the property. This is what the rejection letter stated and this is what they have addressed. Councillor Orren noted that she has objections with the application due to the size and the amount of fill that is required. Deputy Mayor Stack noted that due to the concern maybe council should defer until Mr. Stanley has the information. Mr. Stanley had a visual aid for the amount of fill that would be required. Mr. Stanley noted that there will be catch basins that would collect any water in the area and could be a condition of the permit. Mayor Lee noted that the issue from the last application was only height and scale not infilling. Councillor Green noted that he would like to know the amount of fill that will be placed on the property. Mr. Noseworthy noted that there would be approximately 300 cubic meters. Councillor Raymond noted that the area would have to be inspected again. Mr. Stanley noted that he will obtain the information with regard to retaining walls from a contractor and present to council at the next meeting.</p> <p>Motion #269 Sam Stack/David Green Proposed to send out a notice to the public with regard to new application to construct a two story 50' x 80' x 21' commercial building (adventure centre, boathouse and restaurant/kitchen multi-purpose room) at 56-58 Main Road, Petty Harbour. All in favor, motion carried.</p> <p>Staff will send an email to Mr. Stanley outlining what information council is requesting.</p>
20		<p>The Auditors Report/Financial Statements as of December 31, 2017 were tabled.</p> <p>Motion #270 Sam Stack/Rick Raymond Proposed to accept the Auditors Report/Financial Statements as of December 31, 2017. All in favor, motion carried.</p>
21		<p>Snow clearing contract Deputy Mayor Stack suggested that council set up an ad hoc committee to review the snow clearing contract.</p> <p>Motion #271 David Green/Kimberly Orren Proposed to defer the snow clearing contract until the next meeting. All in favor, motion carried. Council will meet with regard to the snow clearing contract on Thursday July 19 at 7:00pm.</p>
22		<p>The 11th Annual Wooden Boat Conference will take place on September 28-29, 2018 in Twillingate, NL. No councillors are interested in attending this year's conference.</p>
23		<p>Request for donation from RNC for the 28th Annual Crime Prevention Guide.</p> <p>Motion #272 David Green/Rick Raymond Proposed not to donate to the RNC for the 28th Annual Crime Prevention Guide. All in favor, motion carried.</p>
24		<p>Request for donation from the Rovers Search and Rescue to help with the purchase of a new UAV Drone.</p> <p>Motion #273 David Green/Rick Raymond Proposed to donate \$500.00 the Rovers Search and Rescue to help with the purchase of a new UAV Drone. All in favor, motion carried.</p>
25		<p>Application for approval in principle to build a house at 1- 3 Shore Lane. It was noted that there are 2 curb stops in the drain in front of this property. These curb stops would have to be moved out of the drain area and separated so that the curb stops are in front of the correct properties. It was noted that the applicant is requesting a 10% variance for the rear yard.</p> <p>Motion #275 Rick Raymond/ David Green Proposed to send notice out to the public with regard to the 10% variance that is being requested. All in favor, motion carried. The owner of the property will be notified about the issue with the curb stops.</p>

26		An expense claim for Mandy Dinn in the amount of \$30.00 was tabled. Motion # 276 Rick Raymond/Lynn Hearn Proposed to approve the expense claim for Mandy Dinn in the amount of \$30.00. All in favor, motion carried.
27		Motion #277 Rick Raymond/David Green Proposed bills in the amount of \$16,934.12 be approved for payment. All in favor, motion carried.
	NEW BUSINESS	
28		Councillor Hearn presented a letter requesting a donation for Riley Hutchings who will be travelling to Ontario for the Fast Pitch Nationals. Motion #278 Lynn Hearn/Rick Raymond Proposed to approve a donation as per the donation policy for Riley Hutchings.
29		Request from property owner of 2-4 Cavell's Lane to have a permit fee for a retaining wall refunded as the project will not be moving forward. Motion #279 Sam Stack/Rick Raymond Proposed to refund the permit fee for a retaining wall at 2-4 Cavell's Lane in the amount of \$25.00. All in favor, motion carried.
30		It was noted that council may want to set up a spending budget for the Mayor for work that needs to be done throughout the town. Staff will contact Municipal Affairs to see if this is something that is permitted.
31		Motion #280 Sam Stack/David Green Proposed to have the ditching from Shore Lane (Including all of Shore Lane) up to the entrance of Hamlyn Heights completed. All in favor, motion carried. It was noted that staff will have to mark the curb stops that are in the drain on the first lot on Shore Lane. It was also noted that any fill would be dumped to the viewing area.
32		Councillor Orren tabled a parking plan that was developed by the previous council which noted different areas of the town that were designated for public parking. Councillor Orren also noted that businesses are still using this parking plan. It was noted that this plan cannot be used anymore. Staff will re-do parking plan noting in red the areas that are no longer public parking and identifying the town depot as the only area for public parking. This new plan will be sent out to businesses and residents by email. A new map will be sent to the tourist information center for distribution and placed on the town's webpage. It was noted by the Mayor that staff left the gate to the depot opened for Chafe's Landing to place fill on their property for their new parking area behind the restaurant. It was noted that the depot cannot be used as an access point for Chafe's Landing once the parking lot has been constructed. Staff will get a price on having a rail & post fence erected around the depot. Staff will also contact Light and Power to see if the area next to hydro plant on Skinner's Hill can be used by the Town for public parking.
33		Councillor Orren noted that, at a minimum, outside staff are in need of training for confined space and ditching and trenching. There was some discussion on whether or not to send 1 of the employees or both to training at the same time. Councillor Orren noted that this is a safety issue and needs to be done immediately. Motion #281 Sam Stack/Rick Raymond Proposed to send both employees for confined space training together and to send the part time employee for ditching/trenching training. All in favor, motion carried. The CAO noted that after training staff will have to do the chlorine and may require overtime depending on the time the training is over.
34		Council would like to request a meeting with the RNC to discuss issues within the town such as parking.

35		Traffic calming – Councillor Green will be contacting the Department of Transportation and Works with regard to traffic calming initiatives. Mayor Lee asked Councillor Green if he could also mention the guard rail that council would like to have moved around the look-out area on Main Road in Maddox Cove.
36		Staff will follow up with siding company with regard to repairing siding.
37		The town received an email from a member of recreation with regard to having the picnic area behind the ballfield in Maddox Cove mowed. There was some discussion with regard to the grievance and contracting out. Staff will cut the grass in the picnic area behind the ballfield in Maddox Cove.
38		An application for an Enabling Accessibility Fund was tabled. Council would like to apply for this grant for wheel chair accessibility to the town office. Mayor Lee will get a price from the construction company that installed the doors at the community center. There was some discussion with regard to a councillor providing a quote for the work. It was noted that the councillor may be in a conflict of interest. Staff will call Municipal Affairs to see if the councillor would be in a conflict of interest.
39		Mayor Lee brought forward two new grievances that the town has received from the union. The CAO stated that it was inappropriate for council to discuss grievances at a public meeting. Councillor Orren stated that she refuses to discuss grievances at a public meeting. The conversation continued and the CAO stated that talking about grievances in a public forum is harassment and bullying. Mayor Lee asked council if anyone had a problem with grievances being brought forward at a public meeting. Councillor Green stated that it should be handled at a private meeting. Councillor Hearn noted that she does have a problem with the grievance but it should be discussed in private. Deputy Mayor Stack reiterated what Councillor Hearn had stated. Deputy Mayor Stack noted grievances are filed before minutes are ratified. Councilor Hearn noted that after the last Labour Management Meeting everyone felt that things were going better and then they received 2 grievances a day later. Councillor Hearn then stated that she was done with the Labour Management Committee. Meeting was then adjourned and council met in private to discuss the grievances.
40		Motion #282 Rick Raymond/Lynn Hearn Proposed the meeting be adjourned. All in favor, motion carried. Meeting adjourned at 9:28pm.

Samuel Lee, Mayor _____

Stephanie Stack, Chief Administrative Assistant _____

TOWN OF PETTY HARBOUR/MADDOX COVE
REGULAR MEETING
MONDAY JULY 16, 2018

1. Minutes of July 3, 2018
2. Business Arising
3. Application from to construct a two story 50' x 80' commercial building (Adventure Centre, boathouse and restaurant/kitchen multi-purpose room at 56-58 Main Road. Petty Harbour. (Revision)
4. Auditors Report
5. Snow Clearing Contract
6. 11th Annual Wooden Boat Conference - September 28-29, 2018 (Twillingate, NL)
7. Request for donation from RNC
8. Request for donation from the Rovers Search and Rescue
9. Application for approval in principle to build a house at 1- 3 Shore Lane
10. Expense claim for Mandy Dinn
11. Bills
12. New Business
13. Adjourn

BILLS

1. Atlantic Construction Elite Services Inc. (Traffic Services – Speed Bumps)	\$2,492.63
2. Enviromasters (Lawn Care)	\$218.50
3. MFB Trucking (Road Maintenance & Parks)	\$1,380.00
4. McDonald's Home Hardware (Cleaning supplies)	\$59.97
5. Municipal Assessment Agency (Assessment Fee)	\$4,016.25
6. Modern Paving (Road Maintenance)	\$825.87
7. NL Power (Street Lighting)	\$1,972.59
8. City of St. John's (Garbage Removal)	\$2,637.09
9. Staples (Office Supplies)	\$85.79
10. Impact Signs (Traffic Services)	\$317.40
11. North Atlantic Supplies (Gloves/Garbage)	\$21.85
12. Bell Mobility (Cell Phone Expense)	\$87.06
13. Rogers (Office Expense)	\$152.33
14. Reprographics (Office Expense)	\$871.06
10. Stewart McKelvey (Professional Fees)	<u>\$1,795.73</u>
 TOTAL	 \$16,934.12