

REGULAR MEETING
MONDAY APRIL 19, 2021
AGENDA

1. Minutes of March 29, 2021
2. Business Arising
3. Old Garbage Truck – Auction
4. Application to build greenhouse at 79 Motion Bay Road, Petty Harbour (Application # A2021-09)
5. Cribbies Park
6. Emergency Management Plan Review
7. Bulk Garbage Schedule
8. Request for tank sponsorship – Petty Harbour Mini Aquarium
9. Old Maddox Cove Road – Tender Closed
10. Draft 2020 Financial Statements and Management Letter
11. Covid-19 Stimulus Program – Town Office Repairs
12. Foreperson's Report
13. Expense Claims
14. Bills
15. New Business
16. Adjourn

BILLS

CBCL (Professional Fees Expense)	\$786.03
Bell Mobility (Cell Phone Expense)	\$217.35
Bidgood's (Office Expense)	\$13.02
CIBC Visa (Office Expense)	\$33.07
Cassie Rideout (Cleaning Expense)	\$130.00
Emco (Water Expense)	\$512.19
Irving Oil Marketing (Gas Expense)	\$1,456.56
Modern Printing (Office Expense)	\$350.75
MFB Trucking (Road Maintenance & Water Expense)	\$1,250.63
John Layden Trucking (Truck Expense)	\$214.16
NF Power (Street Lighting & Hydro Expense)	\$6,440.81
McDonald's Home Hardware (Road Maintenance & Tools Expense)	\$162.25
Orkin (Pest Control Expense)	\$60.38
T&D Enterprises (Snow Clearing Expense)	\$18,916.67
CIBC Mellon (Employee Pension Plan Expense)	\$3,314.12
City of St. John's (Garbage Exp)	\$2,197.60
MNP (Professional Fees)	\$8,150.62
Rogers (Office Expense)	\$97.67
Municipal Assessment Agency (Assessment Fees)	\$3,900.00
Newfoundland Exchequer (Snow Clearing)	\$1,986.92
Irving Energy (Propane Expense)	\$227.70
Emco (Water Expense)	\$1,027.87
East Chem (Water Expense)	\$1,642.20
Bell Aliant (Telephone Expense)	\$567.55
Construction Signs (Parking Expense)	\$143.75
Rodco (Capital Works Expense)	<u>\$26,131.50</u>
	\$79,931.37

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY, APRIL 19, 2021

PRESENT: Sam Lee, Sam Stack, Kimberly Orren, Linda Hearn, David Green and Stephanie Stack

ABSENT: Harry Chafe and Rick Raymond

#		ITEM
1		Mayor Lee brought the meeting to order at 6:42 pm.
2		Minutes of March 29, 2021 were tabled. Motion #82 Sam Stack/Dave Green Proposed minutes of March 29, 2021 be approved. All in favor, motion carried.
	BUSINESS ARISING	
3		#4 Staff does not have any issues with the height of the new garbage truck.
4		#5 The spare lift station pump has been repaired.
5		#9 Staff will contact the lawyer with regard to the Bidgood Property.
6		#18 Water/drainage issue on Cribbies Road. Mayor Lee, Deputy Mayor Stack and the town's foreperson inspected the area. Mayor Lee noted that 90% of the water is coming from the driveway at 49 Cribbies Road. Mayor Lee recommended that the town cut the residents driveway to install a pipe and catch basin. Deputy Mayor Stack noted that he was in a conflict of interest when discussing the driveway as the property belongs to his son. Mayor Lee noted that there was some discussion about placing a swale in the area but that would divert water back on to the property at 30 Cribbies Road (council recently diverted water away from this property as per the owner's request). Mayor Lee noted that there is more water running then there was before. The CAO asked why there was an increase in water. It was noted that the only change in the area was that the property owner at 49 Cribbies Road recently added an extension to his home and this may have diverted the water. The CAO asked why council would be fixing a problem that may have been caused by the property owner. It was noted that the water is coming down from the hill behind the property. Deputy Mayor Stack abstained from voting due to a conflict on interest. Motion #83 Lynn Hearn/Dave Green Proposed to construct drain and catch basin across the driveway at 49 Cribbies Road and re-pave. All in favor, motion carried.
7		#24 The town has not heard anything back on the Capital Works Application.
8		#25 Old Maddox Cove Road It was noted that staff will drill some holes in the pavement on a section of Old Maddox Cove Road to drain water that is pooling.
9		#26 Condition of property at 36 and 36B Long Run Road. Staff sent a letter to the property owner but have not received a response back. Staff will place this on the agenda for the next meeting.
10		#27 Mayor Lee, Deputy Mayor Stack and Councillor Green did a walk-through of the community to look at the possibility of applying for funding for a walkway on the Main Road on Friday April 2 at 10:00am. Deputy Mayor Stack will provide notes on the walkthrough at the next meeting. A letter of concern regarding this walkway was tabled. It was stated in the letter that the author had some concerns over safety as the walkway is being proposed over an area that has steep slopes leading to the sea. Mayor Lee noted that council is not in a place to send this proposal out to the public yet. There was some discussion with regard to the pros and cons of the project.
11		#29 Recreation met and discussed issues with regard to the re-opening of the community centre. It was noted that the community centre or other town facilities could not be open unless recreation had volunteers in place that would look after contact tracing and supervision. Councillor Hearn noted that recreation would not be able to do this. Mayor Lee stated that the community centre would be closed until further notice.
12		#30 Staff have not issued any tickets to date.

	TONIGHT'S AGENDA	
13		<p>Sale of Old Garbage Truck Motion #84 Dave Green/Sam Stack Proposed to place the town garbage truck on auction following the Public Procurement Act. All in favor, motion carried.</p>
14		<p>Application to build greenhouse at 79 Motion Bay Road, Petty Harbour (Application # A2021-09). The Inspections and Development Committee have inspected the area and signed off on the application. The Application meets the requirements for an accessory building in the Residential Zone. Motion #85 Sam Stack/Lynn Hearn Proposed to approve the application to build greenhouse at 79 Motion Bay Road, Petty Harbour (Application # A2021-09). All in favor, motion carried.</p>
15		<p>Cribbies Park Council will set up a meeting with the Development Corporation to discuss Cribbies Park and the current funding received to complete drainage in the area. The survey pins for Cribbies Park have been erected recently. The cost to have the pegs erected was \$419.75. There are a couple of pegs on the boarder of the property at 42 Cribbies Road and Cribbies Park. Staff will remove these orange pegs/pins and replace with smaller steel pegs. Staff will also check to see if there is 5ft between boundary lines.</p>
16		<p>Emergency Management Plan Review It was decided to add "Pandemic" as a hazard to the Emergency Management Plan. Staff will also add boats to the list of equipment. Staff will contact the boat owners to see if they want their name and contact information added to the Emergency Management Plan.</p>
17		<p>Bulk Garbage Schedule There was some discussion with regard to scheduling bulk garbage by street this year. It was determined that bulk garbage will be done by appointment as a pilot project this year. Bulk garbage will run from May 1 to June 30. Residents will have to book an appointment to have bulk garbage picked up. Anyone that places bulk garbage out without an appointment may be charged for extra garbage pick up. This new bulk garbage procedure will be placed in the newsletter and sent out via email.</p>
18		<p>Request for tank sponsorship – Petty Harbour Mini Aquarium Mayor Lee and Councillor Hearn were in a conflict of interest. Motion #86 Dave Green/Kim Orren Proposed to defer this request for a donation until the next meeting as there was not a quorum to vote on the topic. Mayor Lee, Councillor Green, Councillor Hearn and Councillor Orren in favor. Deputy Mayor Stack not in favor. Motion carried.</p>
19		<p>Old Maddox Cove Road Repairs – Tender Closed There were 14 bids received that range from \$260,651.18 to \$528,472.15. SNC Lavalin (the town's engineering firm) recommended that the town accept the lowest bid in the amount of \$260,651.18 from Dexter Construction as their tender met all the requirements of the tender. It was noted that this project is coming in under budget in the amount of \$68,481.84. Motion #87 Sam Stack/Dave Green Proposed to accept SNC Lavalin's recommendation and award the contract to Dexter Construction in the amount of \$260,651.18. All in favor, motion carried.</p>
20		<p>2020 Draft Financial Statements and Management Letter The 2020 Draft Financial Statements and Management Letter were tabled. Motion #88 Lynn Hearn/Sam Stack Proposed to approve the 2020 Draft Financial Statements and Management Letter. All in favor, motion carried.</p>
21		<p>Covid-19 Stimulus Program – Town Office Repairs The town received three (3) quotes to have the repairs to the town office completed. Eastern Siding – \$29,169.75 tax included Dave Peet Siding & Renovations– \$38,519.25 tax included A & P Builders - \$30,268.00 tax included Motion #89 Lynn Hearn/Kim Orren Proposed to accept Eastern Sidings quote in the amount of \$29,169.75 tax included. All in favor, motion carried. Staff will also look into getting a price to have eavestrough installed.</p>
22		<p>Foreperson's Report Motion #90 Dave Green/Sam Stack Proposed to approve the Foreperson Report. All in favor, motion carried.</p>

23		Expense Claims Motion #91 Sam Stack/Dave Green Proposed to approve the expense claim for Stephanie Stack in the amount of \$40.00 All in favor, motion carried. Motion #92 Sam Stack/Lynn Hearn Proposed to approve the expense claim for Mayor Lee in the amount of \$40.45 All in favor, motion carried. Mayor Lee abstained from voting due to a conflict of interest.
24		Bills in the amount of \$79,931.37 were tabled. Motion #93 Sam Stack/Dave Green Proposed to pay bills in the amount of \$79,931.37 . All in favor, motion carried.
	NEW BUSINESS	
25		Councillor Green noted that Volunteer Week is from April 18 – 24 th . He wanted to extend a thank you to all volunteers in the community. Staff will place a thank you in the newsletter to all volunteers.
26		Deputy Mayor Stack noted that the new pole light on the Main Road is working very well. Staff will get a cost to have all pole lights replaced with LED lights. Staff will also determine how many more pole lights may need longer arms.
27		Deputy Mayor Stack asked what staff did with the old toolbox that came off the truck. Staff will look into this.
28		Deputy Mayor Stack noted that there is a Chafe's Landing sign that has it's post into the river by Chafe's Landing. This may cause debris to get lodged in the river. Mayor Lee noted that Newfoundland Power will be cleaning out these rivers in the coming months.
29		Next council meeting will be held on May 10.
30		Deputy Mayor Stack and Mayor Lee inspected the drain on Shore Lane. This is the drain that needs to be cleaned out on a regular basis. It was noted that there was an agreement in place with the previous property owner of 16 Shore Lane to place a culvert across the street (See Minutes of May 23, 2006). It was agreed to ask the current property owner if they would be willing to allow council to place a culvert across her property to help alleviate drainage problems in the area.
31		Deputy Mayor Stack noted that some drains in the community need to be cleaned out: Motion Bay Road Hamlyn Height Old Maddox Cove Road (in the area of 22 Old Maddox Cove Road) Intersection of Old Maddox Cove Road and Shore Lane The drains need to be cleaned out along with culvert.
32		Mayor Lee and staff updated the tool inventory list. If any equipment is purchased in the future with a warranty, the expiration date will be noted on the inventory list.
33		A finance meeting was scheduled for Tuesday April 27 th at 6:30pm.
34		Mayor Lee noted that he received concerns that there are needles being discarded in the parking area off Skinner's Hill. Mayor Lee recommended placing a needle dispenser box in the area. The cost of the needle dispenser box is \$ 138.56. Motion #94 Sam Stack/Lynn Hearn Proposed to purchase a needle dispenser box and place in the parking area off Skinner's Hill. All in favor, motion carried.
35		Motion #95 Sam Stack/Dave Green Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 10:28pm.

Sam Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____