

**REGULAR MEETING**  
**WEDNESDAY APRIL 24, 2019**

1. Minutes of April 8, 2019
2. St. John's and District Labour Council- Proclamation as April 28 Day of Mourning.
3. Business Arising
4. Amendment-Portugal Cove -St. Philip's
5. Financial Statements & Auditor's Report
6. Application to erect a fence at 56-58 Main Road, Petty Harbour
7. Garbage in river near 11 Main Road, Petty Harbour
8. Application to construct a driveway at 47 Cribbies Road
9. Keith Hutchings – Token of appreciation
10. Insurance Coverage-Town Wharf
11. Proclamation- Mental Health Week
12. Draft Water Infrastructure Policy
13. Expense Claims – Mandy Dinn & Stephanie Stack
14. Training- Respectful Workplace
15. Bills
16. New Business
17. Adjourn

## BILLS

Acklands Granger (Water & Sewer Expense)	\$217.83
Afonso Group (Water & Sewer Expense)	\$1,178.75
Bell Aliant (Telephone Expense)	\$519.99
Big Erics (Cleaning Supplies Expense)	\$195.37
City of St. John's (Fire Services Expense)	\$33,280.00
CBCL Limited (Professional Fees Expense)	\$411.47
Irving Energy (Propane Expense)	\$227.70
John Layden Trucking (Road Maintenance Expense)	\$1,023.50
Kent (Cleaning Supplies Expense)	\$89.22
Weir's Construction (Road Maintenance Expense)	<u>\$390.02</u>
 TOTAL	 \$37,533.85

**TOWN OF PETTY HARBOUR/MADDOX COVE**

**REGULAR MEETING**

**WEDNESDAY APRIL 24, 2019**

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

#	ITEM
1	Mayor Lee brought the meeting to order at 6:30pm.
2	Minutes of April 8, 2019 were read. <b>Motion #110 Kimberly Orren/Rick Raymond</b> Proposed minutes of April 8, 2019 be approved. All in favor, motion carried.
3	Representatives from the St. John's and District Labour Council were in chambers to sign a proclamation marking April 28, 2019 as the Day of Mourning to remember those individuals who have lost their lives at work or have succumbed to workplace illnesses. Mr. Patrick Dunne from the St. John's and District Labour Council gave a presentation on the importance of this day and thanked the town for opening the Day of Mourning. Mayor Lee reiterated the importance of recognizing this day and keeping all workers safe while working on the job. The town of Petty Harbour/Maddox Cove signed the proclamation and will fly the "Day of Mourning" flag at the town office.
4	<b>Motion #111 Kimberly Orren/Rick Raymond</b> Proposed to move #8 on the agenda to #3. All in favor, motion carried.
5	Application to construct a driveway at 47 Cribbies Road. Deputy Mayor Stack removed himself from chambers at 6:40pm due to a conflict of interest. Mayor Lee and Councillor Raymond visited the area and inspected the area for the proposed driveway. It was noted that there is a curb stop in the area of the proposed driveway that the applicant would have to keep exposed and accessible to town staff. Mayor Lee also noted that a culvert would have to be installed and the placement of the culvert would have to ensure that water does not exit the culvert onto the adjacent property. Councillor Raymond stated that the culvert would have to be the same size as the culvert already in the area. Councillor Orren stated that the driveway should be marked on a survey with the dimensions. Councillor Hearn noted that she does not have an issue with the driveway. <b>Motion #111 Kimberly Orren/Rick Raymond</b> Proposed to defer this application until the town receives further information about the location and size of the driveway. Mayor Lee, Councillor Orren, Councillor Raymond in favor. Councillor Hearn not in favor. Motion carried. Deputy Mayor Stack returned to chambers at 6:50pm.
	<b>BUSINESS ARISING</b>
6	#4 The town sent a letter to the owner of the business at 30-32 Main Road, Petty Harbour with regard to the hours of operation. The application noted that the hours of operation would be from 10am – 11pm with an occasional function that may run later than 11pm. Staff did check with Newfoundland Liquor Board to see if the town could revoke the permit. Staff were informed that the town could not revoke the liquor license. It was noted that staff could call the owner to see if he will comply with the conditions of his permit. Mayor Lee noted that the town could meet with the owner if this continues. Staff will get legal advice to see what the town can do about this issue.
7	#5 The owner of 11 Main Road, Petty Harbour will have a grease catcher in place in the coming weeks. The foreman will check with the owner to ensure this is completed. Mayor Lee noted that the sewer line at the town depot needs to be repaired due to build up in the line. This should not be completed until the grease catcher is in place.

8		#6 The town sent a letter to the Department of Municipal Affairs and Environment to repurpose funds from the Capital Works Project Water Valve Replacement to complete repairs to the three lift stations in the town. The town received a letter from the Department of Municipal Affairs and Environment stating that the request is not approved due to the fact that the Valve Replacement is still in the beginning stages. They stated that the town could reapply once the valve replacement projects gets closer to completion.
9		#7 Recreation will send a list of the contents to the community centre for insurance purposes.
10		#8 The town received a more detailed quote from the roofing contractor. The quote is for the singling of the entire roof of the town office/community centre including materials and labour. Staff will get two more additional quotes.
11		#9 The Capital Works Project-Water Value Replacement began on April 15, 2019. The project is progressing well.
12		#10 There were 3 letters sent to the property owners regarding the removal of their “fences”. All property owners have complied. Mayor Lee noted that there is one other property owner with a fence that does not have a permit. Staff will send a letter to the property owner.
13		#14 Parking Area – Skinners Hill The design drawing and scope of work should be completed by the town’s engineer in the coming weeks. Once this is complete the town will put this project out for tender.
14		#21 Volunteer night – The deadline for committees to RSVP to the town with regard to the volunteer night is Friday April 26. To date the town has not received any RSVP from any volunteer groups. The town will revisit this after Friday’s deadline to see if they will go ahead with the volunteer night or cancel it.
15		#27 The gravel build up on the bridge has been removed.
16		#29 Staff will put away the tables for the senior’s group on Tuesdays. The senior’s group also asked to have the tables put out on Mondays. Deputy Mayor Stack noted that this should not be an issue for council. Councillor Orren stated that this should be addressed by recreation and not council. Councillor Orren suggested that recreation meet with the senior’s group. It was agreed that council will put away the tables on Tuesday but the senior’s group would have to put the tables out on Mondays.
17		#34 There was some discussion with regard to having all applications presented at a public meeting and approved by council before a permit will be issued. Deputy Mayor Stack noted that there are a lot of different scenarios and that he is not sure if all applications should go to a public meeting such as general repairs. The CAO noted that residents would have to be educated with regard to the new process. <b>Motion #112 Kimberly Orren/Lynn Hearn</b> Proposed that all development application have to go to a public meeting and be approved by council before a permit is issued. A notice will be sent out to residents notifying them of the change to the process. Mayor Lee, Councillor Orren, Councillor Hearn, Councillor Raymond in favor. Deputy Mayor Stack not in favor. Motion carried.
18		#36 The foreman will look into whether the drain at Cove Lane is Transportation & Works responsibility or the responsibility of the town.
19		#37 Staff sent the dimensions of the town’s story boards to Newfoundland Power.
19	<b>TONIGHT’S AGENDA</b>	
20		Proposed amendment to the St. John’s Urban Region Regional Plan – Town of Portugal Cove-St. Philip’s. Council noted they have no issue with the proposed amendment.
21		A draft of the town’s 2018 Financial Statements and the Gas Tax Expenditure Report were tabled. <b>Motion #113 Sam Stack/Lynn Hearn</b> Proposed to approve the draft of the town’s 2018 Financial Statements and the Gas Tax Expenditure Report. All in favor, motion carried.
22		Application to build a fence at 56-58 Main Road, Petty Harbour. Councillor Orren asked where the fence will be located. It was noted that it would be in the same location as the make shift fence that was originally erected.

		<p><b>Motion #114 Sam Stack/Lynn Hearn</b> Proposed to approve the application to build a fence at 56-58 Main Road, Petty Harbour. Councillor Orren noted that the applicant should have the fence mapped on his survey as council does not have anything with the fence mapped on it. Deputy Mayor Stack and Councillor Hearn withdrew their motion (Motion # 114).</p> <p><b>Motion #115 Sam Stack/Rick Raymond</b> Proposed to defer this application until the town receives further information on the location of the fence. All in favor, motion carried.</p>
23		<p>Garbage in River near 11 Main Road, Petty Harbour. Staff will removed the garbage from the river.</p>
24		<p>Keith Hutchings – Token of appreciation <b>Motion #116 Sam Stack/Kimberly Orren</b> Proposed to send Mr. Hutchings a thank you card along with a gift certificate for Chafe’s Landing in the amount of \$100.00. All in favor, motion carried.</p>
25		<p>Insurance Coverage – Town Wharf Staff will get a quote on insurance to cover the town wharf. Mayor Lee noted that there are repairs needed to the town wharf. Councillor Orren asked if the town will be charging bertificate fee for tie ups to the town’s wharf. It was noted that outside staff could complete the repairs to the wharf. The CAO will find out what health and safety will need to be in place with regard to this work.</p>
26		<p>Mental Health Week Proclamation <b>Motion #117 Kimberly Orren/Rick Raymond</b> Proposed that Mayor Lee sign the proclamation for Mental Health Week on behalf of the town. All in favor, motion carried.</p>
27		<p>Draft Water Infrastructure Policy was tabled. <b>Motion #118 Rick Raymond/Kimberly Orren</b> Proposed to accept the Water Infrastructure Policy as tabled. All in favor, motion carried.</p>
28		<p>Expense claim for Mandy Dinn was presented in the amount of \$40.00. <b>Motion #119 Rick Raymond/Sam Stack</b> Proposed to approve the expense claim for Mandy Dinn in the amount of \$40.00. All in favor, motion carried.</p>
29		<p>Expense claim for Stephanie Stack was presented in the amount of \$30.00. <b>Motion #120 Rick Raymond/Kimberly Orren</b> Proposed to approve the expense claim for Stephanie Stack in the amount of \$30.00. All in favor, motion carried.</p>
30		<p>Respectful Workplace Training. Council is considering staff and council participating is Respectful Workplace Training. Council would like to know how long the training is and if it is available in the evening and on weekends. Staff will get this information for the next meeting.</p>
31		<p>Bills in the amount of \$37,533.85 were tabled. <b>Motion #121 Rick Raymond/ Sam Stack</b> Proposed to pay bills in the amount of \$37,533.85. All in favor, motion carried.</p>
	<b>NEW BUSINESS</b>	
32		<p>Deputy Mayor Stack noted that the Motion Bay Road Extension upgrades Gas Tax project has be approved for \$70,146.00. Deputy Mayor Stack requested to reallocated gas tax funds from the Big Hill Road upgrades project to the Motion Bay Road Extension upgrades project in the amount of 15,772.00. <b>Motion #122 Sam Stack/Lynn Hearn</b> Proposed to apply to the Gas Tax Secretariat to reallocated gas tax funds from the Big Hill Road upgrades project to the Motion Bay Road Extension upgrades project in the amount of 15,772.00. All in favor, motion carried.</p>
33		<p>Deputy Mayor Stack requested that the town have the engineer do a scope of work for the Motion Bay Road Extension upgrades. Mayor Lee noted that the engineer will be on location for a site visit of Motion Bay Road Extension on Wednesday May 1, 2019. All council is welcome to attend this meeting. A scope of work will be discussed at this</p>

		time. Mayor Lee noted that a scope of work would have to be done in phases as the town does not have the finances to complete all the work at one time.
34		Deputy Mayor Stack informed council that Eric Healey has a print of the town that he would like to donate to be displayed at the Town Office. Mr. Healey will let Deputy Mayor Stack know when the print is complete.
35		Councillor Orren noted that the NL Heritage Fairs will take place on May 4, 2019 from 10:00am – 12:00pm at Brookside Intermediate School. The Island Rooms will be presenting a heritage award at the fair.
36		The town has been experiencing some issues over the last week with regard to dirty water. Through investigating it was noted that the intake pipe from the water supply was in need of cleaning as there was a buildup of sludge in the pipe. The town hired a diving company to have the intake pipe cleaned. This was completed on April 24, 2019. Mayor Lee noted that the intake pipe should be inspected every 3 years and cleaned if necessary.
37		Mayor Lee noted that there are a number of projects that the town is currently working on such as the parking area on Skinner's Hill, the valve replacements, drain cleaning, brush cutting, etc. The brush has been cut away on the Main Road in Maddox Cove but has not been removed. Staff will check into this. Mayor Lee noted that the drain in front of Ryan Everard's may not need to be cleaned out as earlier thought. Mayor Lee noted that the silt in the drain is allowing the water to flow in line through both culverts. Councillors will look at this and if they feel that the drain does not need to be cleared out they will contact the office. If not, the drain will be cleaned out as previously planned.
38		Mayor Lee and Deputy Mayor Stack took the CAO and the Administrative Assistant out for lunch for Professional Administrators Day. The CAO thanked council for the great lunch. <b>Motion #123 Lynn Hearn/Kimberly Orren</b> Proposed to approve the expense claim for Mayor Lee in the amount of \$142.99. All in favor, motion carried.
39		The Foreman's report was tabled. There was some discussion with regard to the blocked over flow at the lift station on the Main Road in Petty Harbour. The overflow is damaged and has some roots growing through the pipe. Mayor Lee noted that there is a liner that can be installed through the pipe in order to keep it clear. Staff will get a price to have the liner installed in the overflow.  <b>Motion #124 Rick Raymond/Kimberly Orren</b> Proposed to accept the foreman's report as tabled. All in favor, motion carried.
40		The monthly cheque log was tabled. <b>Motion #125 Kimberly Orren/Lynn Hearn</b> Proposed to accept the monthly cheque log. All in favor, motion carried.
41		The town received two complaints with regard to roaming cats. It was noted that the town does not have animal control and nowhere to bring the cats if they are captured. It was noted by the CAO that the property owner was sent a letter with regard to the roaming cats.
42		<b>Motion #126 Rick Raymond/Kimberly Orren</b> Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 8:50pm.

Samuel Lee, Mayor \_\_\_\_\_

Stephanie Stack, Chief Administrative Officer \_\_\_\_\_