

REGULAR MEETING
MONDAY APRIL 8, 2019

1. Minutes of March 25, 2019
2. The Nature Conservancy - Presentation
3. Business Arising
4. Letter with regard to noise and disturbance at 30-32 Main Road, Petty Harbour
5. Non-Profit Tax Exemption Policy
6. Water Infrastructure Policy
7. Application for blasting at 41 – 49 Main Road, Maddox Cove
8. Application to build extension to Chafe's Landing
9. Keith Hutchings – Token of appreciation
10. Department of Transportation and Work – Summer maintenance Schedule
11. Volunteer Night
12. Request to hold a trial race in Petty Harbour/Maddox Cove
13. Expense Claims – Mandy Dinn, Cyril Whitten, Matthew Chafe
14. Bills
15. New Business
16. Adjourn

BILLS

City of St. John's (Garbage Expense)	\$1637.28
Bell Mobility (Cell Phone Expense)	\$220.71
Weir's Construction (Road Maintenance Expense)	\$195.50
Xylem (Water & Sewer Expense)	\$262.20
T& D Enterprises (Snow Clearing Expense)	\$16,502.50
Stewart McKelvey (Professional Fees Expense)	\$86.25
Staples (Office Expense)	\$234.85
Reprographics (Copier Expense)	\$670.71
Orkin (Pest Control Expense)	\$79.35
North Atlantic Supplies (Employee Clothing Expense)	\$547.58
NF Power (Street Lighting Expense)	\$2,435.84
Municipal Assessment Agency (Assessment Expense)	\$3,861.00
McDonald's Home Hardware (R&M Building Expense)	\$98.54
MSS Contracting (Chlorine Station & Generator Expense)	\$22,418.87
Kent (Equipment Expense)	\$151.66
Irving Oil Marketing (Gas Expense)	\$1148.57
Cassie Rideout (Cleaning Expense)	\$140.00
Big Erics (Cleaning Supplies)	\$144.64
NF Power (Hydro Expense)	<u>\$3,806.78</u>
TOTAL	\$32,223.96

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY APRIL 8, 2019

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

#	ITEM
1	Mayor Lee brought the meeting to order at 6:28pm.
2	Minutes of March 25, 2019 were read. Motion #97 Sam Stack/Lynn Hearn Proposed minutes of March 25, 2019 be approved. All in favor, motion carried.
3	Representatives from The Nature Conservancy were in chambers to provide an overview of their mandate. Meagan Lavery and Julia Lawler provided information to the town. The organization has been active since 1962 and owns 11 acres of land in Maddox Cove that they protect. Ms. Lawler and Ms. Lavery thanked the Town of Petty Harbour/Maddox Cove for 7 years of support through tax exemptions. The land is preserved for future generations and the Nature Conservancy's mandate is that once the land is in their possession, it is forever. It will not be used for development.
4	Motion #98 Kim Orren/Sam Stack Proposed to move #4 on the agenda to #3. All in favor, motion carried. Mrs. Mary Bidgood was in chambers to discuss her letter to council in regard to noise coming from the business located at 30-32 Main Road, Petty Harbour. Mrs. Bidgood stated that noise is coming from the business up to 5am and she doesn't agree with this. Mrs. Bidgood stated that to her knowledge, the town did not give a permit to operate a casino. Mayor Lee stated that he spoke to Mrs. Bidgood's daughter and advised her to call him if there is a problem. Mayor Lee noted that there were no responses from the public when the notice was sent in the mail. Councillor Chafe noted that the business owner stated that the music would be no later than 11pm when he was applying for the permit. Staff will send the business owner a letter indicating what was in his application and that council expects the business to abide by what was approved in his application. Staff will send a copy of the business application, minutes, and public notice to council that pertain to the business at 30-32 Main Road.
	BUSINESS ARISING
5	#3 The owner of 11 Main Road, Petty Harbour doesn't have a grease catcher in place. The business owner will be getting something in place.
6	#4 Deputy Mayor Stack will contact Randy Simms at Municipal Affairs regarding this.
7	#9 There is no extra cost to add the war memorial and generator to the town's insurance policy. Inventory has been completed for the town office, and museum. The town depot inventory is near completion. Recreation will need to get their inventory completed.
8	#10 Staff will request a more detailed quote from the roofing contractor so that they can get additional quotes. Staff will confirm if the quote is for the entire roof or just for portions of the roof. If it is for only portions of the roof, the materials and labour have to be included along with the number of bundles of shingles that are required to complete the project.
9	#11 The Capital Works Project-Water Value Replacement will begin on April 15, 2019.
10	#16 Letters were sent to the property owners regarding the removal of their "fences". Two have complied with the request and one will be removing it this week.
11	#26 Deputy Mayor Stack asked what was the rationale for blocking off

		the road at Motion Bay Road Extension. Mayor Lee noted is was because of the loitering and littering in the area. It was noted that the town may make Motion Bay Road Extension a one-way street in the future. Property owners would access their properties through the lower end of Motion Bay Road Extension.
12		#28 A thank you will be sent to the Harbour Authority for providing another garbage barrel in the community.
13		#27 Council will see what funds are remaining from the insurance claim for the roof to see if they can complete the flooring repairs to the community centre.
14		#33 Staff will contact the town's engineer to see when the drawing for the parking area will be available.
	TONIGHT'S AGENDA	
15		<p>Non-Profit Tax Exemption Policy was presented to Council. Councillor Orren contacted other smaller municipalities and advised council that they do not have non-profit policies in place. Councillor Orren stated that Petty Harbour/Maddox Cove has one of the highest minimum property tax rates. Deputy Mayor Stack noted that non-profits do good work but there is a cost to the town of provide services. As a small town, this revenue is very important. Councillor Orren listed many of the benefits to having non-profit organizations in the town. Councillor Orren also stated that she would like to see a consistent policy.</p> <p>Councillor Chafe noted that Fishing for Success land is registered in Councillor Orren's name. Councillor Orren noted that it is in the process of being changed over. It was suggested that Councillor Orren may be in a conflict of interest.</p> <p>It was agreed by all that Councillor Orren was in a conflict of interest and she left chambers at 7:23pm.</p> <p>There were various concerns regarding the policy.</p> <p>Motion #99 Sam Stack/Rick Raymond Proposed not to accept the draft Non-Profit Tax Exemption Policy and to deal with non-profits on a case by case basis. All in favor, motion carried. Councillor Orren returned to chambers at 7:27pm.</p>
16		<p>The draft Water Infrastructure Policy was presented to Council. There were various changes that were needed to the policy. Deputy Mayor See noted that the curb stops for different properties in the town are located at different lengths. Mayor Lee noted that it is based on property lines.</p> <p>Staff will compose a final draft of the Water Infrastructure Policy for the next meeting of Council.</p>
17		<p>An application to perform blasting operations at 41-49 Main Road, Maddox Cove was presented to Council. A complete blasting plan and insurance documentation from the blasting company was attached to the application.</p> <p>Motion #100 Rick Raymond/David Green Proposed to approve the application for blasting at 41-49 Main Road, Maddox Cove. All in favor, motion carried.</p>
18		<p>Application was presented to council from owner of 11 Main Road, Petty Harbour to add an extension to the property. There was some discussion as to the measurement of the side yard on the application. Staff will request a proper survey with the extension mapped.</p> <p>Motion #101 Rick Raymond/Kim Orren Proposed to defer the application for an extension to 11 Main Road, Petty Harbour until they receive more information. All in favor, motion carried.</p>
19		<p>Keith Hutchings will not be seeking re-election in the District of Ferryland. Staff will send a token of appreciation to Mr. Hutchings from the Town of Petty Harbour/Maddox Cove. Staff will check with the museum for an old panoramic photo of the town and check back with council.</p>
20		<p>The priorities for the Transportation & Works Summer Maintenance Schedule as outlined by the town foreman was presented to Council. The priorities include guardrails, shoulders of the roadways, gravel buildup, potholes and brush cutting. Reflective lines are also listed as priority. Staff will forward this list to Transportation & Works.</p>

21		<p>Volunteer Appreciation Night is scheduled for May 11th. A menu from Camchlo Catering was presented to Council.</p> <p>Motion #102 Sam Stack/Lynn Hearn Proposed to serve roast turkey dinner with half carrot cake and half chocolate cake for dessert. Mayor Lee, Deputy Mayor Stack, Councillors Orren, Green Hearn and Raymond in favor. Councillor Chafe not in favor. Motion carried. Staff will book a DJ and send a notice to chairs of the committees to get a number of volunteers that will be attending.</p>
22		<p>A request was presented to council to hold a trail race in Petty Harbour/Maddox Cove on September 8, 2019.</p> <p>Motion #103 Rick Raymond/David Green Proposed to approve the request to hold a trail race on September 8 in Petty Harbour/Maddox Cove.</p>
23		<p>Expense claim was presented for Mandy Dinn in the amount of \$95.74</p> <p>Motion #104 Rick Raymond/Kim Orren Proposed to approve expense claim for Mandy Dinn. All in favor, motion carried.</p>
24		<p>Expense claim was presented for Cyril Whitten in the amount of \$20.00.</p> <p>Motion #105 Rick Raymond/Kim Orren Proposed to approve the expense claim for Cyril Whitten. All in favor, motion carried.</p>
25		<p>Expense claims were presented for Matthew Chafe in the amounts of \$20.00 and \$38.99.</p> <p>Motion #106 Kim Orren/David Green Proposed to approve the expense claims for Matthew Chafe. All in favor, motion carried.</p>
26		<p>Bills in the amount of \$54,642.83.</p> <p>Motion #107 Sam Stack/Rick Raymond Proposed to pay bills with the exception of \$22,418.87 to MSS Contracting as job is not completed yet. All in favor, motion carried.</p>
	NEW BUSINESS	
27		<p>Council will address the issue of gravel build up on the bridge when the weather clears. Staff will get a backhoe to aid in the removal.</p>
28		<p>There was some discussion about getting a blind for the windows in council chambers. This was deemed unnecessary.</p>
29		<p>There was some discussion regarding the tables being put away after the senior's group meets on Monday nights at the community centre. It was noted that Staff can put the tables away on Tuesdays but there can be no mess left on the tables. A clean up fee is usually applied to tables left out. Staff will send a letter the group's chair and notify her that staff will put the tables away but only if they are clean and free from garbage.</p>
30		<p>There was some discussion regarding the drain from Harold Howlett's to the apartment building on Motion Bay Road needing to be cleaned out. All drains will be cleaned out when the weather clears. There was some discussion regarding the drains near Maude Stack's, Mike Lee's and Walter Weir's. Staff will check with The Mayor before doing swale on Shore Lane.</p>
31		<p>The river near Chafe's Landing has a lot of garbage in it. Staff will get pictures of the river.</p>
32		<p>North East Avalon Joint Council meeting has been postponed until April 10, 2019.</p>
33		<p>The meeting of Council that was scheduled for Thursday April 18, 2019 has been rescheduled to Wednesday April 24, 2019. Staff will change the date on the website and send a revised schedule to council.</p>
34		<p>There was some discussion with regard to the Inspections & Development Committee. All applications must be inspected by the committee and then sent to all council members so that they know about the application. The committee will do follow up visits. Council will decide whether all applications will have to go to a council meeting.</p>
35		<p>A group of tourists from Ireland as part of the group Irish Connections are interested in visiting Petty Harbour on August 29th, 2019. They are looking to have a meal served to them. There is expected to be around 70 to 80 people. If this is something that the Recreation Commission is interested in catering, they can contact Mr. Ralph Tapper. They will then let staff know and they can get trinkets together from the town for</p>

		the quests.
36		The foreman will look into whether the drain at Cove Lane is Transportation & Works responsibility or the town's. There are concrete blocks belonging to the war memorial at the depot. Staff will check with committee to see if they can be used for the drain on Cove Lane.
37		Forman will measure the town's story boards for Councillor Green as he wanted this information for the War Memorial Committee. It was also suggested that it could be constructed in the shape of the power plant. Staff will send pictures of current story boards to NL Power and contact Ron Doyle to see where other boards were purchased.
38		The foreman's report was tabled. It was requested that the town rent a street sweeper to deal with the large amount of gravel buildup on the side roads in the town. Motion #108 Lynn Hearn/David Green Proposed allocate \$1000.00 to renting a tow-along street sweeper to sweep the side roads in the community. All in favor, motion carried.
38		CAO met with the Auditor to go over the financial report. The Auditor noted that staff are doing a great job at book-keeping. Staff will check into how long the auditor will need for a meeting and look into setting up a meeting between council and the auditor to review his findings. Staff will set an evening meeting.
39		Motion #109 Sam Stack/Rick Raymond Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 9:26pm.

Samuel Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____