

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY DECEMBER 18, 2017

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

| # | ITEM |
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| 1 | Mayor Lee brought the meeting to order at 6:33 pm |
| 2 | Minutes of December 4, 2017 were read. There were no errors or omissions. Motion #243 Harry Chafe/Rick Raymond Proposed minutes of December 4, 2017 be approved. All in favor, motion carried. |
| | BUSINESS ARISING |
| 3 | # 10 The drains have been filled in on Motion Bay Road Extension. There was discussion to have staff be present in future when this type of work is being completed by contractors. There was some discussion on a second drain that was reopened in the area. Mayor Lee will check into this further. |
| 4 | # 13 Council advised staff to parallel park in front of Town Office and will have parallel parking lines painted in the spring. Staff will ask snow clearing contractor to push snow back further in front of museum to create room for a third vehicle. |
| 5 | #15 The direction of travel on Main Road Lane has been changed and the stop sign has been moved accordingly. There was some issues discussed relating to not giving residents or the public adequate notice to the change and there were also some issues with snow clearing. Motion #244 David Green/Lynn Hearn Proposed to send a notice to residents advising of the change in direction of travel on Main Road Lane and to notify the snow clearing contractor that they may travel in the opposite direction for snow clearing purposes only. All in favor. Motion carried. |
| | TONIGHT'S AGENDA |
| 6 | #3 Application from North Atlantic Ziplines to relocate and operate a restaurant and one-bedroom B&B. Mr. Carter was present in chambers to answer any questions that Council may have had. David Green left chambers at 6:45pm due to a conflict of interest. There were 17 letters received in regard to the notice that was sent to residents and all had the common concern of the proposal creating more parking problems and congestion in the area. Mr. Carter advised that he has proposed eight parking spaces on his property at 30-32 Main Road and has an additional eight parking spaces available on the North Side water front. There was further discussion of the possibility of making the parking in front of the building at 30-32 Main Road 2 wheel chair assessable parking spaces and having the other parking spaces moved to the rear of the building. Motion #245 Sam Stack/Lynn Hearn Proposed to defer application until a more detailed parking plan has been submitted to Council. All in favor. Motion carried. David Green returned to chambers at 7:35pm. |
| 7 | # 4 First Aid Training. Recreation has six people interest in doing the First Aid Training which brings the total to thirteen participants. Lynn Hearn will contact instructor to set up a date for the training. |
| 8 | #13 Travel Expense Policy Number 14 was discussed. The Mayor received a legal opinion on the matter. There was some discussion as to whether the Mayor had the authority to spend funds on a legal opinion without first getting the approval of Council. Motion # 246 Lynn Hearn/ Sam Stack |

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| | | <p>Proposed to accept the legal fees from the Lawyer. David Green, Sam Stack, Lynn Hearn, Rick Raymond, Harry Chafe in favor. Kimberly Orren not in favor. Motion carried.</p> <p>Motion # 247 Sam Stack/Lynn Hearn</p> <p>Proposed to approve Travel Expense Policy Number 14. All in favor. Motion carried.</p> |
| 9 | | <p># 14 Return to Work Policy Number 20 was discussed.</p> <p>Motion #248 Kimberly Orren/Lynn Hearn</p> <p>Proposed to accept Return to Work Policy Number 20. All in favor. Motion carried.</p> <p>There was discussion regarding Hours of Work Policy Number 15 and Christmas Bonus Policy Number 16. Both policies require a thirty day notice before they can be implemented.</p> <p>Motion #249 Sam Stack/Lynn Hearn</p> <p>Proposed to amend the policies to include the required thirty day notice period. All in favor. Motion carried.</p> |
| 10 | | <p>#12 Municipalities Newfoundland and Labrador Membership fees for 2018 and Professional Municipal Administrators fees for 2018.</p> <p>Motion #250 Sam Stack/Lynn Hearn</p> <p>Proposed to pay MNL Membership fees in the amount of \$1,276.80 for 2018 and PMA fees in the amount of \$168.30 for 2018. All in favor. Motion carried.</p> |
| 11 | | <p>#11 Request from East Coast Trail for the Town to sponsor their Annual Community Hike.</p> <p>Motion #251 Harry Chafe/David Green</p> <p>Proposed to not become a sponsor due to financial reasons but to donate the use of the Community Centre should it be available. All in favor. Motion carried.</p> |
| 12 | | <p>#5 The need for a muster station for the Town Office was discussed.</p> <p>Motion #252 Harry Chafe/David Green</p> <p>Proposed to purchase and erect a muster station sign at the Tourist Info Centre. All in favor. Motion carried.</p> <p>Lynn Hearn left meeting at 8:20pm.</p> |
| 13 | | <p>#6 Request from resident to have a pole light added on Long Run Road between Bruce Lee's home and Gladys Weir's home.</p> <p>Motion # 253 Harry Chafe/Kimberly Orren</p> <p>Proposed to add pole light on Long Run Road between Bruce Lee's home and Gladys Weir's home. All in favor. Motion carried.</p> |
| 14 | | <p>#7 Letters from residents on Main Road, Maddox Cove regarding flooding following recent work on Motion Bay Road extension. The Development and Inspections Committee inspected the area following the flooding and couldn't see a water issue. Staff will send a letter to both residents requesting them to send photos should it happen again.</p> |
| 15 | | <p>#8 The Town did not receive any bids on the Wharf Repair tender.</p> <p>Motion # 254 Rick Raymond/David Green</p> <p>Proposed to defer the Wharf Repairs until the spring. All in favor. Motion carried.</p> |
| 16 | | <p>#9 A quote from Town's Engineer for the repairs on Skinner's Hill in the amount of \$96,655.51.</p> <p>Motion #255 Sam Stack/Rick Raymond</p> <p>Proposed to defer until the next meeting of Council. All in favor. Motion carried.</p> |
| 17 | | <p>#10 Request from resident to have a garbage bin placed at the super mailboxes on Motion Bay Road.</p> <p>Motion # 256 Harry Chafe/David Green</p> <p>Proposed to contact Canada Post and request that they supply the containers and the Town staff will collect the garbage as necessary. All in favor. Motion carried.</p> |
| 18 | | <p>Bills in the amount of \$2,860.78</p> <p>Motion #257 Harry Chafe/David Green</p> <p>Proposed to pay the bills in the amount of \$2,860.78</p> <p>All in favor. Motion carried.</p> |
| 19 | | <p>#16 CAO Phone Log was distributed to Council.</p> |

| | NEW BUSINESS | |
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| 20 | | The next meeting of council will be January 15, 2018. Staff will revise the meeting schedule to reflect the changes. |
| 21 | | Deputy Mayor Stack had some concerns as to whether council should be privy to who writes letters of concern to the Town. Mayor Lee contacted the Access to Information Department and confirmed that the less people know the better in order to protect the privacy of the individual. |
| 22 | | Councilor Orren would like staff to request a copy of the internal review from the Petty Harbour Co-op that they had commissioned. Council would be interested in the parking aspects of the review and how they relate to the Town's future growth. |
| 23 | | Councilor Orren would like a letter sent to the owner of the porta-potty on the North side waterfront requesting that he have it removed. |
| 24 | | Staff had previously checked into if the PRV station was a confined space and it was determined that it was not a confined space. |
| 25 | | Councilor Chafe would like for Council to meet regarding the overall parking issues in the Town. |
| 26 | | Councilor Green discussed the abandoned tractor at 31 Main Road in Petty Harbour. Motion #258 Kimberly Orren/David Green Proposed to send an order to the owner of the tractor to either have it repaired or removed. All in favor. Motion carried. Staff will check community for other abandoned vehicles and vehicles in disrepair. |
| 27 | | Councilor Raymond will remove a fallen tree from the river near his home. Staff will dispose of the tree. |
| 28 | | Mayor Lee stated that a labour-management committee meeting will be set up for early in the new year. |
| 29 | | Request from RNC Association for a donation for their Crime Prevention Guide. Motion #259 Harry Chafe/Rick Raymond Proposed not to donate to the RNC's Crime Prevention Guide. All in favor. Motion carried. |
| 30 | | Request from Town's Engineer to increase the general engineering budget from \$6000.00 to \$8000.00 for the engineering costs and installation of the flow meters. Motion #260 David Green/Harry Chafe Proposed to increase the General Engineering budget from \$6000.00 to \$8000.00. All in favor. Motion carried. |
| 31 | | Application from property owner at 6 B Main Road, Petty Harbour to clean up old wharf and take up remains of the old stage from the water. The work is to take place in the flood risk area. Motion #261 Harry Chafe/Rick Raymond Proposed to approve in principle with the stipulation that all required permits and approvals are obtained including any required permits from the Department of Environment. All in favor. Motion carried. |
| 32 | | Motion #262 Rick Raymond/David Green Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 9:25pm. |

Samuel Lee, Mayor _____

Mandy Dinn, Administrative Assistant _____

TOWN OF PETTY HARBOUR/MADDOX COVE
REGULAR MEETING
MONDAY DECEMBER 18, 2017

1. Minutes of December 4, 2017
2. Business Arising
3. Application from North Atlantic Ziplines – Re-location of Ziplines and new restaurant and B & B. Request to speak
4. First Aid Training
5. Muster Station
6. Request for pole light on Long Run Road
7. Two letters from resident on Main Road Maddox Cove with regard to issue with water/flooding following the recent work on Motion Bay Road Ext.
8. Results of Notice of Tender for wharf repairs
9. Costing for road repairs – Skinner’s Hill
10. Garbage containers for super mail boxes
11. East Coast Trail – Annual Community Hike
12. Municipalities NL Member Fees/PMA Membership Fees
13. Travel Expense Policy
14. Return to Work Policy
15. Bills
16. CAO – Phone log
17. New Business
18. Adjourn

Bills

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| 1. Bidgood's (Office Expenses) | \$19.15 |
| 2. Bell Mobility (Cell Phone Exp.) | \$60.66 |
| 3. Babb Lock and Safe (R & M Building) | \$227.70 |
| 4. City of St. John's (Garbage Exp.) | \$1,783.95 |
| 5. MFB Trucking (Road Maintenance & Sewer Exp) | \$474.38 |
| 6. McDonald's Home Hardware (R & M Bldg & Sewer Exp.) | \$26.81 |
| 7. MSS Contracting (R & M Building) | <u>\$268.13</u> |
| | \$2,860.78 |