

TOWN OF PETTY HARBOUR/MADDOX COVE
REGULAR MEETING
MONDAY DECEMBER 3, 2018

1. Minutes of November 19, 2018
2. Business Arising
3. Flow meters moved above ground
4. Liquor License Application- Petty Harbour Mini-Aquarium
5. Dept. of Transportation and Works grant
6. Quote for ditching on Main Road – David Doyle’s/Robert Doyle’s
7. Adopt the National Building Code
8. Portugal Cove/St. Phillips meeting - Re: regulations
9. Boundary Agreement between the town and property at 11 Main Road, Petty Harbour
10. Quote for electrical for the Community Centre warm room (Emergency Preparedness)
11. Parking area - Maddox Cove
12. Retaining wall on Motion Bay Road Extension
13. Contractor Policy
14. Request from resident with regard to snow clearing services for disabled child
15. Email of concern with regard to speeding on Main Road, Maddox Cove
16. Propane fireplace
17. Bills
18. New Business
19. Adjourn

BILLS

1. Staples (Office Supplies & Traffic Supplies)	\$481.74
2. Rogers (Office Expense)	\$97.67
3. Orkin (Pest Control)	\$79.35
4. NF Power (Street Lighting)	\$2,435.76
5. McDonald's Home Hardware (Office Exp. & R & M Building)	\$171.05
6. Bidgood's (Tea & Coffee Supplies)	\$18.65
7. Bell Aliant (Telephone Exp.)	\$ 506.48
8. Cassie Rideout (Office Cleaning)	\$140.00
9. Platinum Construction (Skinner's Hill Upgrades)	\$91,951.41
10. Stewart McKelvey (Prof. Fees)	\$915.98
11. Kent (R & M Building)	\$36.79
12. Irving Oil Limited (Gas Expense)	<u>\$1,000.77</u>
 TOTAL	 \$97,835.65

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REGULAR MEETING

MONDAY DECEMBER 3, 2018

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

#	ITEM
1	Mayor Lee brought the meeting to order at 6:27 pm.
2	Minutes of November 19, 2018 were read. Motion # 419 Rick Raymond/Harry Chafe Proposed minutes of November 19, 2018 be approved. All in favor, motion carried.
	BUSINESS ARISING
3	#6 The adjustments to the guard rail on Skinner's Hill has been completed.
4	#10 The Department of Municipal Affairs and Environment have approved the funding to replace the 5 remaining valves in Petty Harbour in the current Capital Works Project.
5	#13 Members of the Inspections and Development Committee were speaking to outside staff and most of the drains throughout the community have been cleaned out. Councillor Green noted that the drain on Kennedy's Lane need to be cleaned out. It was also noted that the culverts on Cribbies Road need to be moved out of the drain and down the road further so that they do not interfere with water running in the drain.
6	Councillor Chafe has purchased the flooring for the upstairs boardroom and storage room along with the CAO's office. It was noted that the flooring that was purchased was not commercial and may be difficult to look after and not durable. Councillor Chafe will returned this flooring and purchase a commercial grade flooring.
7	#16 Staff have purchased paint for the Tourist Information Centre and will have it painted in the coming months.
8	#17 The air conditioners for the Tourist Information Centre and the boardroom will be ordered in the spring. This will allow the town to take full advantage of the year warranty.
9	#24 Update on request for Delegation of Authority to issue tickets within the town. The town has developed regulations with regard to this but the format of the regulations need to be adjusted. The Town of Portugal Cove/St. Philip's has recently developed this type of regulation and has agreed to provide a template of the regulations to the town.
10	#27 Staff will set up a meeting early in the new year between council and the East Coast Trail to review the Memorandum of Understanding.
11	#31 Water issue on Skinner's Hill – Staff have tested the water that is running on Skinner's Hill and have discovered levels of chlorine in the sample. This indicates that there is a water break in the area. The contractor that did the work on Skinner's Hill has been contacted to have the area excavated to fix the water break. The contractor will then have the area put back to its original state.
12	#32 The tree lighting was a success this year with high number of residents participating.
	TONIGHT'S AGENDA
13	Flow meters – Staff spoke to the engineer with regard to having the flow meters moved above ground. The problem with moving the meters above ground is that the batteries will not last as long if they are above ground and exposed to the cold. The town could install an insulated heated box to store the flow meter but this would be very costly. Council noted that the flow meters will have to remain in the manholes and staff will have to descend in the manhole to retrieve the data.
14	Motion # 420 Sam Stack/David Green

		Proposed to move agenda item # 14 to 6. All in favor, motion carried.
15		<p>Request from the Petty Harbour Mini Aquarium and the Petty Harbour Fishermen's Co-op for approval to move forward with a liquor license for the "Carton Loft Events Centre" located in the Petty Harbour Fishermen's Co-op building located at 35 Southside Road. Mayor Lee, Councillor Chafe and Councillor Hearn stated they were in conflict of interest due to the fact that they are Co-op members and left the meeting at 6:50pm. There was some discussion with regard to events currently happening in this location. Councillor Orren noted she would be interested in knowing what this extension was originally approved for. The CAO retrieved the original application and the application stated that the area would be utilized for group meetings, mini conferences and a student learning centre. It would also be used to accommodate activities of the mini aquarium. The Carton Loft can accommodate 123 seated guest and 263 standing guests. There was some concern over the amount of traffic this would generate along with parking problems. Councillor Orren noted that council should meet with the Co-op and the Mini Aquarium to discuss the concerns of council.</p> <p>Motion # 421 Kim Orren/David Green Proposed to set up a meeting with the Co-op and the Mini Aquarium. Deputy Mayor Stack, Councillor Green, Councillor Orren in favor, Rick Raymond not in favor. Motion carried.</p>
16		<p>Mayor Lee, Councillor Chafe and Councillor Hearn stated they were in conflict of interest due to the fact that they have a family member that is quoting on this job and remained out of council chambers.</p> <p>The town recently received a \$5000 grant from the Department of Transportation and Works to have some drains in Maddox Cove cleaned out, gravel cleared from the main bridge in Petty Harbour and brush cut in the Maddox Cove area along the Main Road. The town received three quotes to have this work completed.</p> <p>MFB Trucking - \$5,290.00 tax included T & D Enterprises - \$5,060.00 tax included John Layden Trucking - \$4,945.00 tax included</p> <p>Motion # 422 David Green/Rick Raymond Proposed to accept the quote from John Layden Trucking in the amount of \$4,945.00 tax included with the stipulation that the debris from the drains will have to be removed and trucked to the look-out site on Main Road, Maddox Cove. All in favor, Motion carried.</p>
17		<p>Mayor Lee, Councillor Chafe and Councillor Hearn stated they were in conflict of interest due to the fact that they have a family member that is quoting on this job and remained out of council chambers.</p> <p>The town received two quotes to excavate and trench area on the Main Road near David Doyle's and Robert Doyle's.</p> <p>T & D Enterprises \$2,875.00 tax included John Layden Trucking \$2,645.00 tax included</p> <p>Motion # 423 David Green/Rick Raymond Proposed to defer this until a third quote is requested to have this work completed. There was some with regard to this area caused ice build-up in the area. It was also noted that this needs to be completed soon due to the time of year.</p> <p>Councillor Green and Councillor Raymond rescinded this motion.</p> <p>Motion # 424 David Green/Kim Orren Proposed to approve the quote in the amount of \$2,645.00 to excavate and trench area on the Main Road near David Doyle's and Robert Doyle's. All in favor, motion carried.</p> <p>Mayor Lee, Councillor Chafe and Councillor Hearn returned to chambers at 7:20 pm.</p>
18		<p>Motion #425 Sam Stack/Rick Raymond Proposed to adopt the 2015 National Building Code and the 2016 National Fire Code of Canada standards. All in favor, motion carried.</p>
19		<p>Portugal Cove/St. Philip's is seeking interest regarding holding a collective meeting for discussion on achieving a balance between environmental protection and development requests within steep slope areas. Staff will contact the Town of Portugal Cove/St. Philip's to get more information on the length and date of the proposed meeting.</p>
20		<p>Boundary Agreement between the Town and Chafe's Landing</p> <p>Motion #426 Sam Stack/Harry Chafe</p>

		Proposed to defer this agenda item until council meets privately to discuss this as it is a legal matter. All in favor, motion carried.
21		A quote in the amount of \$22,418.87 to have a generator installed and electrical completed for emergency warm room in the community centre was tabled. Motion #427 Sam Stack/David Green Proposed to accept the quote in the amount of \$22,418.87 to have a generator installed and electrical completed for emergency warm room in the community centre along with cost for inspection and permit and the cost to install a concrete slab. All in favor, motion carried.
22		Parking Area in Maddox Cove – Staff contacted the Department of Transportation and Works with regard to going beyond the pole in the area to utilize more parking. The representative from the department stated that they do not want the town to go beyond pole. Staff will set up a meeting with Transportation and Works to discuss this issue.
23		Retaining wall on Motion Bay Road Extension. Motion #428 Harry Chafe/Dave Green Proposed to defer this agenda item until council meets privately to discuss this as it is a legal matter.
24		Draft Contractor Policy. There were some changes with regard to the draft policy. Staff will forward a copy to council with the changes. Motion #429 Kim Orren/Dave Green Proposed to accept Contractor Policy # 24 with changes. All in favor, motion carried.
25		Request from resident to have driveway snow cleared for accessibility for child with disability. Mayor Lee, Councillor Chafe and Councillor Hearn stated they were in conflict of interest due to the fact that a family member is the contractor. There was some discussion of the possibility of more individuals coming forward with similar situations and the financial strain this could cause the town. Deputy Mayor Stack suggested that the town place a cap on this type of service at \$500. Motion #430 Rick Raymond/Dave Green Proposed to approve the request to snow clearing driveway at 31A Motion Bay Road. This would only include snow clearing during weekdays and not during holidays and would only be done after all roads in the community were completed. The town will also set a cap on this type of request at \$500 for the snow clearing season. All in favor, motion carried. Mayor Lee, Councillor Chafe and Councillor Hearn returned to chambers at 7:56pm.
26		The town received an email with concern about speeding on Main Road. The email noted a pilot project that a concerned citizen's group are working on that involves retired police officers patrolling the town. Staff have inquired about this project and were told that this pilot project has a cost of \$40,000 per municipality. Council noted that speeding is an ongoing problem throughout the community. Council has been in contact with the RNC with regard to this and have had new speed zone set up in the community along with speed bumps. Council also noted that they are doing what they can with regard to this issue but the cost of \$40,000 is not in the town's budget at this time. Staff will send a letter back to the resident thank her for her letter.
27		Propane fireplace in board room. There was some discussion with regard to having the fireplace removed as it is not used and as it is located in an area of the wall that is dangerous for people walking by the area. It was decided to place a cabinet underneath the fireplace to restrict people from walking in the area.
28		Bills in the amount of \$32,757.90 were presented. Mayor Lee added bill from LW Consulting in the amount of \$2,490.46 Motion # 431 Harry Chafe/Rick Raymond Proposed to pay bills in the amount of \$35,248.36. All in favor, motion carried.
	NEW BUSINESS	
29		Councillor Green noted that the traffic mirror on the Main Road is missing. Council was aware of this and have ordered a new one.

30		The community centre roof is leaking and needs to be looked at by a roofing contractor. Staff will contact Chris Chafe to see if he can look at the roof. Staff will ensure that any contractor that will be looking at the roof has liability insurance and workers compensation as per the new Contractor Policy.
31		Councillor Raymond tabled a picture of the garbage left on Pancake. There was some discussion as to what can be done with regard to this issue. Councillor Raymond noted that a possible trench can be constructed in order to make it difficult for the cars to enter the area. There may be a legal issue if damages occur if this was done. Councillor Orren asked if there would be interest in a Neighborhood Watch Program. Staff will contact the RNC to discuss this problem and to ask for patrols in the area.
32		Councillor Raymond noted that the town should place an ad in the Irish Loop requesting contact information for any contractors that may be interested in quoting on work for the town. Mayor Lee, Councillor Chafe and Councillor Hearn stated they were in conflict of interest due to the fact that they have a family member that is a current contractor in the town. Motion # 432 Sam Stack/Kim Orren Proposed that Mayor Lee, Councillor Chafe and Councillor Hearn were in conflict of interest on this issue. Mayor Lee, Deputy Mayor Stack and Harry Chafe in favor, Councillor Orren, Councillor Hearn, Councillor Raymond and Councillor Green not in favor. Motion defeated. Motion # 433 Rick Raymond/Kim Orren Proposed to post an ad in the Irish Loop requesting contact information for any contractors that may be interested in quoting on work for the town. All in favor, motion carried. It was noted that with regard to emergency situations like water breaks or drainage issue council will continue to use the current contractors.
33		Deputy Mayor Stack asked if council could erected a "New Speed Zone" sign just before the town limits on Maddox Cove Road. Staff will contact Transportation and Works to see if the town can get permission to do this.
34		Update on Town Plan Amendments – The town is waiting to hear back from the Department of Municipal Affairs on whether or not the information provided to them was sufficient.
35		Mayor Lee noted that the armour stone on the Maddox Cove beach off Old Maddox Cove Road is being washed away. Staff took a video of the area and have sent it off to the engineer for him to review.
36		Office closing – Winter storms Last year council closed the town office when the Confederation Building closed. Mayor Lee noted that the decision to close the office should come from the Town Manager. Deputy Mayor Stack noted that this may be something they may have to check with the union as it was a past practice. The CAO noted that she did not think this would be a union issue. She also noted that she has no problem with determining if the office should close for a storm for inside or outside staff. It was agreed that the CAO will determine if/when the town will be closed due to weather conditions.
37		The Senior's Christmas Dinner & Dance was another huge success. Seamus O'Regan and Keith Hutchings attended.
38		Mayor Lee noted that the town received 12 applications for the new Acting Foreman position. Interviews should take place this week.
39		The next meeting of council will take place on December 17, 2018. The first meeting of the new year will take place on January 14, 2019.
40		Motion #434 Rick Raymond/David Green Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 8:55pm.

Samuel Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____