

REGULAR MEETING
MONDAY FEBRUARY 25, 2019

1. Minutes of February 11, 2019
2. Business Arising
3. Application for extension to Mini Aquarium – 35A Southside Road
4. East Coast Trail – MOU
5. Gas Tax Agreement
6. Emergency Preparedness Plan
7. Boundary Agreement – 11 Main Road, Petty Harbour
8. Quote for electrical work at Chlorine Station
9. Motion Bay Road Extension – Town Easement
10. Expense claims – Stephanie Stack
11. Tourist Accommodations – Update
12. 2019 Tax Receivable Summary and Tax Recovery Plan
13. Cheque Log Review
14. Bills
15. New Business
16. Adjourn

BILLS

Brenntag (Water & Sewer Expense)	\$1,117.24
Bell Aliant (Telephone Expense)	\$646.30
City of St. John's (Garbage Expense)	\$1,748.82
Capital Ready Mix (Warm Room Expense)	\$65.30
Dick's & Company (Office Expense)	\$35.65
Eastchem (Water & Sewer Expense)	\$1,460.50
McDonald's Home Hardware (R&M Building Expense)	\$278.90
Printer Tech Solutions (Office Expense)	\$89.70
Rogers (Office Expense)	\$97.67
Staples (Office Expense)	\$216.18
The Telegram (Advertising Expense)	\$264.96
Workplace NL (Health & Safety Expense)	\$5,915.23
Xylem (Water & Sewer Expense)	\$427.80
The Business Post (Advertising Expense)	<u>\$120.75</u>
TOTAL	\$12,485.00

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY FEBRUARY 25, 2019

PRESENT: Sam Lee, Rick Raymond, Sam Stack, Harry Chafe, David Green and Stephanie Stack

ABSENT: Kimberly Orren and Linda Hearn

#	ITEM
1	Mayor Lee brought the meeting to order at 6:37pm.
2	<p>Minutes of February 11, 2019 were read. Motion #48 Sam Stack/Rick Raymond</p> <p>There was some discussion on Motion # 34. Mayor Lee asked if the motion read correctly. Mayor Lee and Councillor Chafe left the chambers at 6:41 due to a conflict of interest. Mr. Reg Best from the Harbour Authority was present and noted that the Harbour Authority sent a letter to council stating they are willing to give a yearly lease with the option for the leaser to renew annually. He noted that he did not recall council stating they would need a lease as long as the Carton Loft is functioning as an events centre. Councillor Green noted that there was discussion with regard to parking lease being an issue if the Harbour Authority board changed. Deputy Mayor Stack stated that the motion should stay as is. He noted the way the motion reads it means that if the lease for the parking from the Harbour Authority is not renewed then the permit for the carton loft will be null and void unless alternate parking is identified and secured. This will be discussed again at the next meeting when council has a quorum to vote on the issue of a yearly lease from the Harbour Authority. Councillor Chafe and Mayor Lee returned to chambers at 6:55pm. Proposed minutes of February 11, 2019 be approved. All in favor, motion carried.</p>
	BUSINESS ARISING
3	#7 The electrical work for the warm room in the community centre is almost complete. The town is waiting for the propane to be connected which should be this week. Once the propane is connected the contractor will do a startup of the generator.
4	#8 The insurance claim on the town roof is progressing. The town should hear something back this week from the adjuster.
5	#9 This week staff are expected to start measuring the movement of the retaining wall on Southside Road.
6	#10 Grease catchers – The foreman is still looking into this and will report back to council.
7	#11 Town Plan/Regulations Amendments – The amendments to the Town Plan and Regulations have been registered with the Department of Municipal Affairs and Environment and have been advertised in The Telegram. The amendments are now finalized.
8	#9 Councillor Chafe noted that the flooring in the community centre that was damaged due to the leak has gotten worse. The CAO will contact the insurance company tomorrow.
9	#13 The proposal for ACOA and the Department of Tourism, Culture, Industry and Innovation with regard to the parking area off Skinner’s Hill has been finalized. The CAO noted that ACOA will only cover costs for the parking areas and not the laneway. Council will have staff contact ACOA to indicate that the laneway stops after the last house and the remainder is private property.
10	#15 The traffic mirror at the bottom of Skinner’s Hill is missing. Staff will get a quote on a more industrial type mirror.
11	#17 The town received two quotes (materials only) to have the three lift stations within the town replaced. The foreman is waiting on one other quote for materials and also a cost for installation.
12	#20 Staff received a price on a leak detection system for the town in the

		amount of \$27,500.00. The CAO and the Foreman feel that the town would not use this enough to justify the cost. It was noted by the CAO that there are some engineering firms that offer this service. Staff will get a price on this service.
13		#28 Power House Road Parking Area – Business contribution. Council will wait to see if they will receive funding from ACOA and the Department of Tourism, Culture, Industry and Innovation for the parking area and then schedule a meeting with businesses if successful in receiving funding.
14		#31 The “Main Road” sign across from Layden’s garage is tipped. Staff will have this fixed this week.
15		#34 Contractor will have drain cleared. The foreman will ensure this is completed.
16		#37 Councillor Raymond noted there is already an “Enter at own Risk” sign on Motion Bay Road Extension.
17		#39 Councillor Raymond noted that the “No Parking” signs that are on the Bidgood’s Cove fence look fine and he does not see an issue with them.
18		#40 The appeal for the proposal at 56-58 Main Road, Petty Harbour will take place on March 8 th , 2019 at 9:00am at Mt. Pearl City Hall.
	TONIGHT’S AGENDA	
19		Application for an extension to building at 35 Southside Road. Motion #49 Sam Stack/Rick Raymond Proposed to defer the application due to the fact that there was not a quorum to vote on the application as Mayor Lee and Councillor Chafe were in a conflict of interest. All in favor, motion carried.
20		East Coast Trail Memorandum of Understanding Motion #50 Rick Raymond/Harry Chafe Proposed to accept the Memorandum of Understanding for the East Coast Trail. All in favor, motion carried.
21		Gas Tax Agreement Motion #51 Rick Raymond/Dave Green Proposed to approve the funding for the Gas Tax Agreement in the following amounts: 2019-2020 - \$49,182.00 2020-2021 - \$48,186.00 2021-2022 - \$50,376.00 2022-2023 - \$50376.00 2023-2024 – 52,566.00 All in favor, motion carried.
22		Emergency Preparedness Plan. Council reviewed the Emergency Preparedness Plan. Mayor Lee noted that a change would have to be made to the location of the warm room and contact information added for the Fisherman’s Centre.
23		Boundary Agreement between the town and 11 Main Road, Petty Harbour. Motion #52 Sam Stack/Harry Chafe Proposed to defer this agenda item until council meets privately with the property owner as this is a legal issue. All in favor, motion carried.
24		A quote to install an on/off switch for the fan and the mixer at the chlorine station was tabled in the amount of \$485.57. It was noted that this seemed a little expensive. Staff will get two additional quotes.
25		Staff had the mapping of the properties on Motion Bay Road Extension mapped on the GIS mapping system to determine the road easements. It was noted that there is enough of an easement to have the water line moved in the section of Motion Bay Road Extension where the retaining wall is. Councillor Chafe noted that council will have to meet privately with property owners to discuss some issues with easements.
26		Expense claim for Stephanie Stack in the amount of \$40.00 was presented. Motion #53 Rick Raymond/Sam Stack Proposed to approve the expense claim for Stephanie Stack in the amount of \$40.00. All in favor, motion carried.
27		Expense claim for Rick Raymond in the amount of \$20.00 was presented. Motion #54 Harry Chafe/Sam Stack

		Proposed to approve the expense claim for Rick Raymond in the amount of \$20.00. All in favor, motion carried. Councillor Raymond abstained from voting due to a conflict of interest.
28		Tourist Accommodations licensing update All tourists Accommodations have been contacted. The town currently has 8 Tourist Accommodations licensed, 4 no longer operating, 2 in the process of becoming licensed and 1 that we have had no response. Councillor Green noted that the town can contact certain websites to notify them that a tourist accommodation is not licensed and they can have their ad taken down. It was decided to send the operator of the tourist accommodation that has not responded to the town correspondence a letter giving them a final 30 days' notice.
29		Motion #55 Rick Raymond/Harry Chafe Proposed to approve the 2019 Tax Receivable Summary and the Tax Recovery Plan. All in favor, motion carried. There was some discussion with regard to an old tax receivable for a property in Maddox Cove. This will be placed on the agenda for the next meeting.
30		The February cheque log summary was tabled. No issues noted.
31		Bills in the amount of \$12,485.00 were presented. Motion #56 Rick Raymond/Harry Chafe Proposed to pay bills in the amount of \$12,485.00. All in favor, motion carried.
	NEW BUSINESS	
32		Recreation Annual General Meeting will take place on February 27 th at 7pm at the Community Centre.
33		There is a lot of ice buildup on Big Hill Road. The culverts are blocked with ice. Councillor Chafe noted that staff should pick up a pickup truck load of salt and place tarp over it as it would be cheaper than purchasing salt by the bag. Staff will pick up some calcium to remove the ice build-up on the end of the culverts.
34		Staff will check into water on Skinner's Hill.
35		Deputy Mayor Stack requested that a report from the foreman be available at each meeting.
36		Staff will set up a finance meeting for the near future.
37		Volunteer Week is in April. Council will start to think about Volunteer Night celebrations.
38		Disclosure Statements for Council are due at next council meeting.
39		Staff will set up a meeting to review traffic regulations. This meeting will coincide with the meetings to discuss the boundary agreement and the easements on Motion Bay Road Extension.
40		Motion #57 Rick Raymond/Harry Chafe Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 7:45pm.

Samuel Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____