

REGULAR MEETING
MONDAY FEBRUARY 3, 2025
AGENDA

1. Minutes of January 20, 2025
2. Business Arising
3. Application to excavate for repairs to wooden structure at 5-9 Kennedy' Lane (A2025-10)
4. Application to excavate at 212-224 Main Road Maddox Cove (A2025-11)
5. Capital Works Project – Phase 2 Motion Bay Road Extension
6. Invoice from auditor for work completed for Recreation
7. Request from Recreation for location of Food Pantry
8. Resolution for short term temporary loan with CIBC
9. Request to write off taxes at 78 – 86A Motion Bay Road
10. Letter from resident regarding water damage/issues 53 Motion Bay Road
11. Storage Container for Depot
12. Daily Foreperson's Log
13. Expense Claim
14. Bills
15. New Business
16. Adjourn

BILLS
February 3, 2025

CIBC Visa (Office, Water, Truck & Postage Expense)	\$568.65
Bennett's Home Hardware (Cleaning Supplies Expense)	\$94.77
Canoe (Office Expense)	\$166.89
Allnorth (Professional Fees Expense)	\$3,490.02
Bell Aliant (Telephone Expense)	\$677.89
Cal Legrow (Insurance Expense)	\$405.00
Eastern Ventures (Safety Training Expense)	\$109.25
Hi-Tech (Truck Expense)	\$91.98
John Layden Trucking (Water Expense)	\$862.58
Kent (R&M Building Expense)	\$43.68
NF Power (Street Lighting Expense)	\$2,547.55
MFB Trucking (Water Infrastructure & Road Maintenance Expense)	\$1,897.50
Orkin (Pest Control Expense)	\$77.33
Weir's Construction (Road Maintenance Expense)	\$379.73
Triware (Office Expense)	\$80.50
CIBC Melon (Pension Expense)	<u>\$1,302.12</u>
TOTAL	\$12,795.44

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY FEBRUARY 3, 2025

PRESENT: Rick Raymond, Irene Stack, David Balsom, Kayla Parsons and Mandy Dinn

ABSENT: Ron Doyle, Ed Dyke and Agatha Stack-Balsom

		ITEM
1		Acting Mayor Raymond brought the meeting to order at 6:30pm.
2		Minutes of January 20, 2025, were tabled. Motion #22 Kayla Parsons/Irene Stack Proposed to accept minutes of January 20, 2025. All in favor. Motion carried.
	BUSINESS ARISING	
3		#4 The engineer advised that he will be doing his final inspection of Motion Bay Road Phase I.
4		#3 The retaining wall at 42 Motion Bay Road was attempted to be removed by staff.
5		#6 A letter was sent regarding a parking plan to the applicant of the proposed micro-brewery (A2025-01). A response has not been received.
6		#14 The sink hole at the depot has been filled in. Staff will keep watch to the area for issues.
	TONIGHT'S AGENDA	
7		Application (A2025-10) to excavate for repairs to wooden structure at 5-9 Kennedy's Lane. The Inspections & Development Committee inspected the area and signed off on the application. Motion #23 Irene Stack/Kayla Parsons Proposed to approve the application (A2025-10) with the stipulation that the area be reinstated after the repairs are completed. All in favor. Motion carried.
8		Application (A2025-011) to acquire an annual permit to excavate for fill at 212-224 Main Road, Maddox Cove. The Inspections and Development Committee inspected the area and signed off on the application. Motion #24 Dave Balsom/Kayla Parsons Proposed to approve Application (A2025-11) for one year with the stipulation that all excavation be completed within the applicant's property boundaries. All in favor. Motion carried.
9		Capital Works Project- Motion Bay Road Extension Phase II. The engineer provided 3 options for drainage. Option 1 and Option 3 did not interfere with private property. Option 2 would involve private property. Motion # 25 Irene Stack/Kayla Parsons Proposed to recommend Option 3 to the engineer on the condition that it can be completed within the scope of funding for the project. Council is requesting costing from the engineer before committing to Option 3. Option 1 will be the alternative if Option 3 does not meet the project funding specifications. All in favor. Motion carried.
10		Invoice from the auditor in the amount of \$2429.47 for work completed on reviewing Recreation's financial statements. Motion #26 Dave Balsom/ Kayla Parsons Proposed that Recreation pay the invoice from the auditor in the amount of \$2429.47 and for Recreation to submit all their 2022, 2023 and 2024 financial documents to the town before their AGM at the end of February. All in favor. Motion carried.
11		Request from Recreation Commission for council approval to place a food pantry either in the community centre parking lot or attached to the community centre building. Council discussed the request and noted that it was a very worthwhile initiative. Motion #27 Dave Balsom/ Irene Stack proposed to approve the food pantry in principle until such time that Recreation submits a plan on how it will be operated and maintained. A location will be decided upon once this plan is received. All in favor. Motion carried.

12		<p>Short-term temporary loan CIBC Motion# 28 Irene Stack/ Dave Balsom Proposed that the Town of Petty Harbour-Maddox Cove apply for a 6-month loan with the Canadian Imperial Bank of Commerce at a rate of Prime plus 1 per annum to cover a temporary cash flow shortfall in the amount of \$100,000. All in favor. Motion carried.</p>
13		<p>Request to write-off taxes for property at 78-86A Motion Bay Road. The property owner claims that the land cannot be accessed or developed. Motion #29 Irene Stack/ Dave Balsom Proposed to not write-off taxes for 78-86A Motion Bay Road. All in favor. Motion carried.</p>
14		<p>Request from Resident at 53 Motion Bay Road for the town to cover costs associated with water damage to the home. Motion #30 Irene Stack/ Kayla Parsons Proposed for the town to not cover costs associated with water damage to the home at 53 Motion Bay Road. Any liability for the town should be dealt with through insurance companies. All in favor. Motion carried.</p>
15		<p>Storage container for town depot. Motion# 31 Irene Stack/Dave Balsom Proposed to defer this item until staff receives a third quote on a storage container. All in favor. Motion carried.</p>
16		<p>Foreman's Log There was no foreman's log to present.</p>
17		<p>Expense claim in the amount of \$50.00 for Mandy Dinn. Motion #32 Irene Stack/ Dave Balsom Proposed to approve expense claim for Mandy Dinn in the amount of \$50.00. All in favor. Motion carried.</p> <p>Expense Claim in the amount of \$265.88 for Matthew Chafe Motion #33 Irene Stack/ Dave Balsom Proposed to defer the expense claim for Matthew Chafe until clarification is received regarding expense. All in favor. Motion carried.</p>
18		<p>Bills in the amount of \$12,795.44 were presented. Motion #34 Dave Balsom/ Kayla Parsons Proposed to pay bills in the amount of \$12,795.44. All in favor. Motion carried.</p>
	NEW BUSINESS	
19		<p>The town is in the process of recruiting a new CAO. Councillor Stack presented 3 quotes for consultants for the hiring process. The quotes were as follows: JW Consulting \$2500-\$3000 Morrissey Consulting \$2800 LW Consulting \$3500 Motion #35 Irene Stack/ Kayla Parsons Proposed to approve the quote for Morrissey Consulting in the amount of \$2800 as the quote was all inclusive of fees. All in favor. Motion varied.</p>
20		<p>Councillor Parsons noted that she has a template that she could distribute to council for a new foreperson's report.</p>
21		<p>Councillors were given updated Disclosure Statements to have completed by the end of February.</p>
22		<p>Motion #36 Irene Stack/Dave Balsom Proposed meeting be adjourned. All in favor. Motion carried. Meeting adjourned at 7:21 pm.</p>

Rick Raymond, Acting Mayor _____

Mandy Dinn, Administrative Assistant _____