

**TOWN OF PETTY HARBOUR/MADDOX COVE**

**REGULAR MEETING**

**MONDAY JULY 30, 2018**

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

**ABSENT: Kimberly Orren arrived late at 7:05pm**

#		ITEM
1		Mayor Lee brought the meeting to order at 6:32pm.
2		Fred Hollett with the Rovers Search and Rescue was present in chambers to accept a donation from the Town to purchase a UAV. Mr. Hollett thanked the town for the generous donation and gave an overview of their fundraising initiative. Mr. Hollett noted that the UAV should be purchased this fall.
3		Minutes of July 16, 2018 were read. <b>Motion #283 Lynn Hearn/Rick Raymond</b> Proposed minutes of July 16, 2018 be approved. All in favor, motion carried.
	<b>BUSINESS ARISING</b>	
4		#3 Holding Tank at 62A Main Road, Petty Harbour – Mayor Lee noted that the Harbour Authority controls this property and they are responsible for removing the holding tank. Councillor Chafe noted that Council did approve the tank and issued a permit for the tank. Councillor Chafe noted that it should be the responsibility of the person that installed the tank. He stated he could see the Harbour Authorities point of stating they are not responsible. Councillor Raymond noted that the town could remove it and send the Harbour Authority the bill. The CAO noted that if the concern is more holding tank being request then council could possibly develop a policy moving forward that there are to be no more holding tanks permitted.  <b>Motion #284 Harry Chafe/Rick Raymond</b> Proposed for send an order to the property owner to have the sewer holding tank removed. Mayor Lee, David Green, Rick Raymond, Harry Chafe and Lynn Hearn in favor, Deputy Mayor Stack not in favor. Motion carried.
5		#6 Council will discuss the retaining wall on Motion Bay Road Extension at a privileged meeting as this is a legal issue.
6		#8 The laptop at the Tourist Chalet is now working fine.
7		#9 Staff sent a follow up email to the Department of Transportation and Works with regard to the issue of fences being placed on the road right of way. The town has not received a response. Staff will send a letter/email and will cc the Minister and Keith Hutchings.
8		#10 The Town has been notified that they are not permitted to place boots on vehicles that are parked illegally. Council did meet with the RNC and they will be making extra patrols in the area and issue tickets to any vehicles that are parked illegally.
9		The speed bumps are ready to be installed. The Inspections and Development Committee will set up a time to identify the areas where they will be placed.
10		#15 The Tourist Accommodation Committee have met. Councillor Green noted that at the meeting there were 2 licensed owners along with 1 non-TAP owner and 2 other persons that had no interest in the tourism accommodation business present.
11		#16 There are 7 residents interested in hosting travelers from Ireland for the Irish Connection. Mayor Lee will contact the Irish Connection and inform them of the number of residents that are interested.
12		#17 Staff will pick up sealer and seal the parking lot in front of the Town Office.

13		#32 Staff will measure the area around the town depot in order to get quotes on a fence for the area.
14		#35 Councillor Green contacted the Department of Transportation and Works with regard to traffic calming initiatives. Councillor Green stated that the department representative will get back to him as to when the traffic monitor will be installed again. Councillor Green will follow up on this.
15		#36 Staff will follow up with siding company with regard to repairing the siding on the Town Office. Mayor Lee noted that this may be an issue with staff and contracting out. The CAO will check this with staff. Councillor Orren arrived in chambers at 7:05pm
16		Mayor Lee met with a contractor with regard to getting a quote to make the Town Office wheel chair accessible. The contractor noted that there may be an issue in getting the proper grade for a wheelchair ramp in the area. Staff will investigate to determine what the standard grade is for a wheelchair accessible ramp.
	<b>TONIGHT'S AGENDA</b>	
17		An expense claim in the amount of \$20 for Mandy Dinn was tabled. <b>Motion #285 Sam Stack/Harry Chafe</b> Proposed to approve the expense claim for Mandy Dinn in the amount of \$20. All in favor, motion carried.
18		An expense claim for Stephanie Stack in the amount of \$70 was tabled. <b>Motion #286 Harry Chafe/Rick Raymond</b> Proposed to approve the expense claim for Stephanie Stack in the amount of \$70. All in favor, motion carried
19		Snow Clearing Contract – There was a committee set up to review the snow clearing contract. The committee consists of Deputy Mayor Stack, David Green and Lynn Hearn. <b>Motion #287 Harry Chafe/David Green</b> Proposed to defer the snow clearing contract until the committee meets to review the contract. All in favor, motion carried.
20		The town received an email with regard to a possible septic system leak at 189 Main Road, Maddox Cove. Staff will contact the owner to inform him of the issue. Staff will also contact the Department of Environment to perform testing on the leak.
21		The town received an email with regard to a safety issue of traffic on Cavell's Lane. Councillor Hearn noted that there was a guard rail installed in the area for safety. There was some discussion with regard to some of the properties on Cavell's Lane not having access to parking and causing issues. Councillor Chafe noted that there should be a guard rail installed further up the lane. Deputy Mayor Stack noted that when this lane was paved it was understood by the property owners that it was not to be used as a road. Councillor Hearn noted that the sign stating No should be removed. Councillor Green noted that the sign is posted to limit the town's liability. Mayor Lee noted that there were precautions taken when a guard rail in the area was installed to protect the home at the bottom of the lane. Councillor Orren suggested asking the town planner to review the issue. <b>Motion #288 Sam Stack/Kim Orren</b> Proposed to send a letter acknowledging the residents concern and to reiterate that the town had installed a "No Vehicles Beyond This Point" sign along with installing a guard rail to deal with the safety concern. All in favor, motion carried.
22		Request for donation from Jordan Hamilton who will be travelling to Ontario for the Fast Pitch Nationals. <b>Motion #289 Rick Raymond/Harry Chafe</b> Proposed to approve a donation for \$100 for Jordan Hamilton. All in favor, motion carried.
23		The phone log for the CAO was tabled.
24		<b>Motion #290 Rick Raymond/Harry Chafe</b> Proposed bills in the amount of \$4,058.44 be approved for payment. All in favor, motion carried.
	<b>NEW BUSINESS</b>	

25	Councillor Raymond noted that there was a hole in the pavement at the intersection of Cribbies Road and Skinner's Hill that needs to be repaired. Staff will have this repaired.
26	Councillor Raymond brought forward a name of a company that does wharf repairs – Wharf Doctor. Councillor Raymond emailed the CAO the telephone number.
27	The Town received a letter from NF Power with regard to the use of the power house road for parking. NF Power has agreed for the town to use the area for parking with conditions. Council noted that there would need to be a long term lease (25 years or more) in place before work was to be done in the area. The CAO will contact NF Power to see if they are willing to sign a long term lease with the town. The CAO will inform NF Power that a long term lease would be a condition for the town to receive funding from ACOA for this project. If the NF Power are willing to sign a long term lease council will get a cost from Platinum Construction for the work to be completed. CAO will also inquiry about a survey for the area.
28	Councillor Orren noted that the Tourism Accommodations Committee met. There were concerns over a fair Tax Schedule for tourist accommodations. The committee would also like to see new tourist accommodations offered assistance to become TAP certified. The committee also noted that other business throughout the community should be TAP certified. The Committee will meet again in two weeks.
29	Councillor Orren noted that the Merb'ys were at the Island Rooms to do a photo shoot for their new calendar. She also noted that Ford and GMC will be in town to do a photo shoot to promote the new 2019 models. It was also noted that The Watershed and Fishing for Success will be showcased in the en Route magazine.
30	<p>Councillor Orren noted that staff had recently attended confined space training but there is concern that there is more training needed for outside staff. Mayor Lee noted that they are in the process of developing a job description and they are waiting on the supervisor to return from sick leave. Mayor Lee noted that they need to know when the supervisor would be back from sick leave and that they may require a note from the doctor stating when he will be returning. Councillor Orren asked that the name of the employee not be used. The CAO noted that there is a note in the supervisor's file of when he will be returning to work. The CAO stated that council should not be discussing the supervisor's sick time at a public meeting. Councillor Green noted that as per Occupational Health and Safety, every employee should be trained. Councillor Orren noted that if something happened council would be liable.</p> <p><b>Motion #291 Kim Orren/David Green</b>  Proposed that all outside staff have the following training:  Trenching/Ditching  Powerline Hazards  Fall Protection  Flag Person  WHIMIS  Transportation of Dangerous Goods  Confined Space  Mayor Lee, Deputy Mayor Stack, Councillor Green, Councillor Orren, Councillor Raymond and Councillor Hearn in favor, Councillor Chafe not in favor. Motion carried.</p>
31	<p>Minutes of a privileged meeting of July 26, 2018 were tabled.</p> <p><b>Motion #292 Harry Chafe/Rick Raymond</b>  Proposed to approve the minutes of a privileged meeting of July 26, 2018. All in favor, motion carried.</p> <p>Councillor Orren abstained from voting as she was not present at the privileged meeting.</p>
32	<p>Mayor Lee wanted to send along a congratulations to Avalon Fundamentals on the fast pitch program being held on the Ron Weir Memorial ballfield in Maddox Cove. Mayor Lee noted it was an excellent program and was the best thing ever in the community. Mayor Lee asked that staff send along a congratulations to the board and</p>

		<p>note to the board that if there is some way the town could help out the program to let them know.</p> <p>There was also some discussion with regard to the area down from the main gate at the ballfield. This area could potentially be used for parking if the drain was filled in. Mayor Lee asked councillors to visit the area and bring back their comments to council. This will be placed on the agenda for the next meeting.</p>
33		Deputy Mayor Stack asked if staff could contact the City of St. John's with regard to the possibility of a traffic light being installed at the intersection of Petty Harbour Road and Main Road, Goulds.
34		Deputy Mayor Stack noted that since the town is looking into having more parking on the power house lane off Skinner's Hill that council should look at possibly making Skinner's Hill a one way road. This will be placed on the agenda for the next meeting. Staff will also send a notice to residents asking if they would have an objection to making Skinner's Hill a one way road.
35		Deputy Mayor Stack noted that culvert and rock wall on the beach in Maddox Cove is in need of repair. This will be looked at when council reviews the 2019 Capital Works Projects.
36		<p>Council received a letter from the Department of Municipal Affairs and Environment stating they have reviewed the amendments to the town plan and are releasing the documents from Provincial review. Councillor Orren noted that she would like to review the amendments again before they are adopted.</p> <p><b>Motion #290 Sam Stack/Kim</b>  Proposed to adopt the town amendments and to move forward with the process of the public hearing. Mayor Lee, Deputy Mayor Stack, Councillor Green, Councillor Chafe, Councillor Raymond and Councillor Hearn in favor, Councillor Orren not in favor. Motion carried.</p>
37		An email was presented to council with regard to rocks falling in the river behind the houses at the beginning of Motion Bay Road Extension. Staff investigated the issue and noted that the rocks are coming from the house above that has erected a rock wall/embankment in the area. Staff will send a letter to the owner notifying them that rocks are coming from their embankment and falling into the river. The owner will be asked to have the rocks removed from the river.
38		Mayor Lee wanted to apologize to Councillor Orren for the letter she received with regard to Fishing for Success not being compliant with the Restroom Policy. It was noted that Fishing for Success is compliant with the Restroom Policy.
39		<p><b>Motion #291 Rick Raymond/Harry Chafe</b>  Proposed the meeting be adjourned. All in favor, motion carried.  Meeting adjourned at 8:30pm.</p>

Samuel Lee, Mayor \_\_\_\_\_

Stephanie Stack, Chief Administrative Assistant \_\_\_\_\_

---

**TOWN OF PETTY HARBOUR/MADDOX COVE  
REGULAR MEETING  
MONDAY JULY 30, 2018**

1. Minutes of July 16, 2018
2. Business Arising
3. Rovers Search and Research – Thank you
4. Expense claim for Mandy Dinn
5. Expense claim for Stephanie Stack
6. Snow Clearing Contract
7. Email from resident with regard to possible septic leak draining onto Hannaford's Lane
8. Email from resident with regard to concern over vehicular traffic on Cavell's Lane
9. Request for donation for Jordan Hamilton
10. CAO Call log
11. Bills
12. New Business
13. Adjourn

---

## BILLS

1. Xylem (Sewer Expense)	\$250.70
2. Rogers (Office Expense)	\$97.67
3. Orkin Canada (Pest Control)	\$79.35
4. MFB Trucking (Road Maintenance)	\$948.75
5. John Layden Trucking (Road Maintenance)	\$1,495.00
6. Hiscock Rentals (Misc. Exp – Chain for chain saw)	\$27.54
7. Bell Aliant (Telephone Exp.)	\$546.62
8. Big Eric' s (Cleaning Supplies)	\$87.26
9. Alarm Services Inc. (Fire Alarm)	<u>\$525.55</u>
 TOTAL	 <b>\$4,058.44</b>