

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

TUESDAY JULY 3, 2018

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

| # | | ITEM |
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| 1 | | Mayor Lee brought the meeting to order at 6:31pm. |
| 2 | | Minutes of June 18, 2018 were read. Motion #242 Harry Chafe/Kimberly Orren Proposed minutes of June 18, 2018 be approved. All in favor, motion carried. |
| | BUSINESS ARISING | |
| 3 | | #4 Staff has not heard anything back regarding the letter that was sent in relation to the sewer holding tank |
| 4 | | #5 The sign has been fixed on Long Run Road. Permission has been granted to place the Southside Road sign on St. George's fence. |
| 5 | | #6 The water pressure was tested in Maddox Cove. The pressures were in normal range. There was concern that increasing the pressure would damage town infrastructure so the pressure was not increased. There have been some reports of some homes getting better water pressure as of late. |
| 6 | | #10 Staff have not heard anything back from the owner of the retaining wall on Motion Bay Road Extension. Staff will contact the owner to get the name of the insurance company he deals with. |
| 7 | | #11 No work on the culvert on Cribbies Road has been done to date. Council will discuss this culvert replacement with the Town's engineer. |
| 8 | | #13 Staff was notified that 17 benches will be purchased by Tidy Towns Committee instead in 20 as to keep within the budget. |
| 9 | | #15 Council received a letter from the St. John's Regional Fire Department regarding Motion Bay Road Extension. There are no concerns from a Fire Department access perspective. |
| 10 | | #18 Council congratulated the Museum Committee on the July 1 st Wreath Laying Ceremony. |
| 11 | | #20 Council will review the snow clearing contract. |
| 12 | | #25 Council congratulated the Recreation Commission on a great Canada Day celebration. |
| 13 | | #29 Mayor Lee informed Council that the process for obtaining the approval to ticket could take years. |
| 14 | | #30 The office laptop has been loaned to the tourist information centre for the summer. |
| 15 | | #31 The garbage has been removed from 29-31 Southside Road. |
| 16 | | #39 The labour-management meeting had to be rescheduled due to unforeseen reasons. |
| 17 | | #47 Council will discuss the wing wall for Cribbies Road with the engineer when they meet for the next pre-construction meeting. |
| 18 | | #50 Staff will send a reminder to the Inspections & Development Committee to investigate the damages to the landscaping at St. Joseph's Church. |
| 19 | | #51 Staff will send another email to the Department of Transportation & Works to see how much of the shoulder of the road that they own. Clarification is needed whether fences are being constructed too close to the road. A make-shift fence has been erected around property at 56 Main Road, Petty Harbour. There was concern as to the condition of the materials used to make the fence. Motion #243 Harry Chafe/Rick Raymond |

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| | | Proposed to send a letter to the property owner requesting to have the fence removed and to obtain a permit from the town of erect a proper fence that meets the town's fence by-law. The town will accept no liability should an accident occur due to the fence. Staff will also remove its benches from the property. All in favor. Motion carried. |
| | TONIGHT'S AGENDA | |
| 20 | | Deputy Mayor Stack presented a report from the Finance Committee. It was noted that the town is in good financial standing for half way through the year. |
| 21 | | Staff were speaking to the owner of 1 Long Run Road. He requested more time to have the property removed or repaired as it may be in the process of being sold. Motion #244 Sam Stack/Rick Raymond Proposed to extend the order to September 30, 2018. All in favor. Motion carried. |
| 22 | | The issue of parking in the town was discussed. It was noted that it has become a huge problem with no easy solution. Motion # 245 Lynn Hearn/Rick Raymond Proposed that staff contact parking enforcement companies to gather information about the use of parking "boots". Staff will also draft an email for Council to send to Seamus O'Regan requesting his help with the matter. All in favor, motion carried. |
| 23 | | CAO expense claim was presented. There was discussion about staff travelling to post office in Goulds. Council request that staff choose a day of the week to travel to Canada Post. Applicants would have to have public notices paid for by this day to be included in the weekly mailing. If they do not pay by this day, they would have no choice but to wait for the following week. Motion #246 Harry Chafe/Rick Raymond Proposed to pay CAO expense claim. All in favor. Motion carried. |
| 24 | | Letter from resident regarding debris left around 82 Southside Road. Staff will send a letter and picture to owner of the property requesting that they have the area cleaned up. |
| 25 | | The town has purchased speed bumps and has been advised that signage is necessary to warn motorists. Motion #247 Rick Raymond/ David Green Proposed to purchase 3 speed bump signs. All in favor, motion carried. |
| 26 | | Application to operate a mobile vending truck at 13 Southside Road. There were no responses received from the public with regard to this application. Motion #248 Sam Stack/Lynn Hearn Proposed to approve the mobile vending truck application with the stipulations that it is not a home-based business and that it is exempt from the town's Business Restroom Facilities Policy. Sam Lee, Sam Stack, Lynn Hearn, Harry Chafe, Kimberly Orren and David Green in favor. Rick Raymond not in favor. Motion carried. |
| 27 | | Application to operate a convenience store and tourist accommodation rental at 2-8 Main Road. Maddox Cove. There were no responses received from the public with regard to this application. Motion # 249 David Green/Harry Chafe Proposed to approve application for a convenience store and tourist accommodation rental with the stipulation that the accommodations are licensed or in the process of being licensed through the Provincial Government. All in favor. Motion carried.. |
| 28 | | Application to operate a home based business at 39 Cribbies Road. There were no responses received from the public with regard to this application. Motion #250 Rick Raymond/David Green Proposed to approve the application for a home based business at 39 Cribbies Road. All in favor. Motion carried. |
| 29 | | Request from owner of 49 Southside Road for an extension to the order that he received from Council to remove garbage and repair the fishing shed. Motion #251 Kimberly Orren/Rick Raymond Proposed to extend the order to remove garbage and repair shed to |

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| | | August 30, 2018. All in favor. Motion carried. |
| 30 | | Council will be meeting with the Cribbies Park Planning Committee on July 10 th at 6:30pm to get a status report on the project. |
| 31 | | <p>Reported drainage issues at 57 Main Road, Petty Harbour were discussed. Mayor Lee was not sure if he was in a conflict of interest. Council held a vote and unanimously voted that Mayor Lee was not in a conflict of interest. The motion was proposed by Sam Stack and seconded by Kimberly Orren.</p> <p>Staff have inspected the area at 57 Main Road several times over the last 6 months and have found no correlation between any work that was completed on Motion Bay Road Extension and the reported water issues at 57 Main Road, Maddox Cove.</p> <p>Motion #252 Harry Chafe/Rick Raymond Proposed to send a letter to the property owner of 57 Main Road, Maddox Cove stating that the town does not see any correlation between the work completed by staff on Motion Bay Road Extension and water on his property. The Town performed a dye test which supported the Town's findings. All in favor, motion carried.</p> |
| 32 | | <p>The Auditor's Report was presented to Council.</p> <p>Motion #253 Sam Stack/David Green Proposed to defer this item until the next meeting to give Council time to review. All in favor, motion carried.</p> |
| 33 | | Councilor Orren gave an update on the Tourist Accommodations Committee. The first meeting will be held on July 12 th at 7:00pm at the Watershed Coffee Shop. They are hoping to make recommendations to Council regarding how to ensure that all vacation rentals are certified and taxed fairly. Councilor Orren will send the dates of any future meetings to Mayor Lee. |
| 34 | | <p>Council held a private meeting on June 21, 2018 and brought the following to a public meeting for ratification.</p> <p>Motion # 254 Rick Raymond/Harry Chafe Proposed to hire LW Consulting Firm. All in favor. Motion carried.</p> <p>Motion # 255 Rick Raymond/Lynn Hearn Proposed to hire a part-time labourer for the Town. All in favor. Motion carried.</p> <p>Motion #256 Sam Stack/Rick Raymond Proposed to send a letter to the Harbour Authority requesting that the Mayor attend their next meeting to discuss harbour facilities. All in favor. Motion carried.</p> <p>Motion #257 Rick Raymond/Kimberly Orren Proposed to move forward with the possibility of hiring a student from a local college to deal with the water systems. All in favour. Motion carried.</p> <p>Recent changes to the Public Tendering Act were discussed. The changes could delay future projects within the town. The Mayor will discuss this with the engineer along with the quote for ditching on Motion Bay Road Extension. Council would like clarification on what the quote entails.</p> |
| 35 | | <p>Review of the snow clearing contract.</p> <p>Motion # 258 Rick Raymond/Sam Stack Proposed to defer this item until the next meeting. All in favor. Motion carried.</p> |
| 36 | | <p>Motion #259 Lynn Hearn/ Rick Raymond Proposed bills in the amount of \$8,684.32 be approved for payment. All in favor, motion carried.</p> |
| 37 | NEW BUSINESS | |
| 38 | | Mayor Lee was speaking to a gentleman from Irish Connections which is a group that billets and hosts Irish travelers. They are looking to gauge the interest of Petty Harbour/Maddox Cove residents who may be interested in hosting a traveler or two. Mayor Lee will set up a meeting |

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| | | between Council and the group to get more information. Councilor Raymond left the meeting at 9:05pm. |
| 39 | | Expense claim for Mayor Lee was presented to Council. Motion #260 Sam Stack/Harry Chafe Proposed to pay the expense claim for Mayor Lee. All in favor. Motion carried. |
| 40 | | The parking lot of the ballfield in Maddox Cove has been resurfaced. |
| 41 | | Mayor Lee will get a quote on ditching for Shore Lane and Old Maddox Cove Road to Hamlyn Heights. |
| 42 | | Staff will check to see if there are extra "No Parking" signs to place on one side of the road near the ballfield. |
| 43 | | Staff will send a letter to the owner of 11 Main Road, Petty Harbour advising him that staff will no longer be taking any garbage bags that are suspected to have oil or grease inside. Staff will continue to take regular garbage but if the bags are too heavy, they will be left behind. |
| 44 | | Mayor Lee will be available for any inspections while Councilor Chafe is away. |
| 45 | | Request for a stop sign to be painted on bottom of Hamlyn Heights. As the painting of stop signs has been completed, it will be included on the list for next year. |
| 46 | | Request from the Museum Committee for the Town to cover the payroll costs for the Museum and Tourist Information summer students until the committee receives its grant from Canada Summer Jobs and reimburses the Town Motion #261 David Green/Kimberly Orren Proposed to cover the cost of payroll for the Museum and Tourist Information summer students until the committee receives its grant and reimburses the Town. All in favor. Motion carried. |
| 47 | | There will be a "Name the Newsletter" contest for children later in the summer or early fall. Details will be included in the next edition of the newsletter. |
| 48 | | Parking area in front of the Town Office was discussed. Motion #262 Sam Stack/Harry Chafe Proposed to get a quote on sealing the parking lot in front of the Town Office. All in favor. Motion carried. |
| 49 | | Staff will check into the lights flashing at the lift stations along the Main Road in Petty Harbour. |
| 50 | | Staff will email The Department of Transportation & Works to get the gravel swept from the bridge and to inquire as to why the drains were not cleared in Maddox Cove when the Main Road in Petty Harbour was completed. Staff will also inquire as to the status of the water coming onto the road near David Doyle's residence on the Main Road. The Department's engineer was supposed to look into it. |
| 51 | | Deputy Mayor Stack presented an invoice from Stewart McKelvey in the amount of \$800.40. Motion #263 Sam Stack/Lynn Hearn Proposed to pay the invoice from Stewart McKelvey in the amount of \$800.40. All in favor. Motion carried. |
| 52 | | Motion #264 Harry Chafe/ David Green Proposed the meeting be adjourned. All in favor, motion carried. Meeting adjourned at 9:52pm. |

Samuel Lee, Mayor _____

Mandy Dinn, Administrative Assistant _____

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

TUESDAY JULY 3, 2018

1. Minutes of June 18, 2018
2. Business Arising
3. Report from Finance Committee
4. Order to repair or demolish home at 1 Long Run Road.
5. Parking
6. Expense Claim- CAO
7. Letter from resident with concern of garbage left at 82 Southside Road.
8. Speed bump signs
9. Application to operate a mobile Vending truck – Southside Road
10. Application to operate a business (Convenience Store and Tourist Accommodation) at 2-8 Main Road, Maddox Cove
11. Application to operate a home office at 39 Cribbies Road
12. Town wharf fee schedule
13. Snow Clearing Contract
14. Order for removal/repair of shed at 49 Southside Road and order to remove garbage from 49 Southside Road.
15. Cribbies Park
16. Concern of drainage at 57 Main Road, Maddox Cove
17. Auditors Report
18. Update on the registered Vacation Rental Owners vs Air BNB – Committee
19. Privileged meeting of council
19. Bills
20. New Business
21. Adjourn

BILLS

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| Bell Aliant (Telephone) | \$538.85 |
| Clean Sweep (Road Maintenance Expense) | \$2,328.75 |
| Emco (Water & Sewer Expense) | \$1,513.86 |
| Irving Oil Marketing (Gas Expense) | \$975.16 |
| John Layden Trucking (Road Maintenance Expense) | \$258.75 |
| McDonald's Home Hardware (Water & Sewer Expense) | \$21.49 |
| NF Power (Street Lighting Expense) | \$2,387.75 |
| Orkin (Pest Control) | \$79.35 |
| Rogers (Office Expense) | \$97.67 |
| East Chem Inc. (Water Expense) | \$232.19 |
| Royal Canadian Legion (War Memorial Expense) | <u>\$250.50</u> |
| TOTAL | \$8,684.32 |