

REGULAR MEETING
TUESDAY JUNE 23, 2020
AGENDA

1. Minutes of June 8, 2020
2. Business Arising
3. Minutes of June 10, 2020
4. Request from Matthew Williams to clear old pinnacle trail in Maddox Cove
5. Follow up letter Re: 36A and 36B Long Run Road
6. Gas Tax – Old Maddox Cove Road
7. Application to build garage at 6 Oceanview (App #A2020-49)
8. Application to build kid's clubhouse at 23 Hamlyn Heights (App #A2020-57)
9. Application to build an extension garage at 12 Oceanview (App # A2020-48)
10. Opening of Community Centre and Ron Weir Memorial Ball Park. Request from Avalon Wave to use the ballfield this summer – Covid Protocols in place.
11. Garbage around properties (56-58 Main Road, 60 Main Road, 60C Main Road)
12. Email from property owner of 51-59 Motion Bay Road Extension
13. Engineer quotes – Capital Works Project (Lift Stations)
14. Foreperson's Report
15. Expense Claims
16. Bills
17. New Business
18. Adjourn

BILLS

Bell Aliant (Telephone Expense)	\$566.85
Government NL (Snow Clearing Expense)	\$8,652.60
Brenntag Canada (Water Expense)	\$1,154.58
Impact Signs (Road Maintenance Expense)	\$384.68
Emco (Water & Sewer & Accessible Picnic Area Expense)	\$2,364.71
Formac 2002 (Accessible Picnic Area Expense)	\$4,820.80
JW Consulting (Professional Fees Expense)	\$1,150.00
McDonald's Home Hardware (Accessible Picnic Area & Water Expense)	\$29.65
Orkin Canada (Pest Control Expense)	\$86.25
Rogers (Office Expense)	\$97.67
Rodco Mechanical (Sewer Expense)	\$6,871.25
S&S Supply (Water Expense)	<u>\$740.47</u>
Total	\$26,919.51

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

TUESDAY JUNE 23, 2020

This meeting took place at the community centre and all Covid protocols were in place. (The meeting was open to the public)

PRESENT: Sam Lee, Sam Stack, David Green, Kimberly Orren, Linda Hearn and Stephanie Stack

ABSENT: Rick Raymond and Harry Chafe

#	ITEM
1	Mayor Lee brought the meeting to order at 6:30 pm.
2	Minutes of June 8, 2020 were read. Motion #174 Lynn Hearn/David Green Proposed minutes of June 8, 2020 be approved. All in favor, motion carried.
	BUSINESS ARISING (June 8, 2020)
3	#4 Darren Patey visited the town and met with the Foreman to discuss the use of a diffuser when completing hydrant flushing. It was determined that the town requires a different type of fitting. Mr. Patey will get the fitting and schedule another visit to the town.
4	#6 The Doggie Bag Dispensers have arrived. Staff will get them erected around the town in the coming weeks.
5	#11 Garbage Truck Loan - The town received the approval to borrow from the Department of Municipal Affairs. Staff will check the status on the new garbage truck and when it should be delivered.
6	#12 Traffic Enforcement – The town is waiting for the “no parking” signs to be erected in order to move forward with traffic enforcement.
7	#13 The basketball nets at Cribbies Park have been installed by volunteers.
8	#19 The town has not heard back from the applicant of the walk-in clinic at 2-8 Main Road, Maddox Cove to see if they are interested in moving forward with an amendment to the town plan to allow for this development.
9	#22 The Harbour Authority are not interested in charging for berths on the town's wharf.
10	#23 Atlantic Technical were out and did a major overhaul of the chlorine station.
11	#28 Staff will be placing no parking signs close to the intersection of Old Maddox Cove Road and Main Road Maddox Cove.
12	Minutes of June 10, 2020 were read. Motion #175 Sam Stack/David Green Proposed minutes of June 10, 2020 be approved. All in favor, motion carried.
	TONIGHT'S AGENDA
13	Request from Matthew Williams to clear the old pinnacle trail in Maddox Cove. Staff have checked to ensure that Mr. Williams would be covered under the town's insurance. Mr. Williams would be covered under the town's insurance if he was to move forward with this project. Motion #176 Sam Stack/David Green Proposed to approve this project with a maximum budget of \$300.00. Staff will have Mr. Williams forward an estimate of the materials and rentals. All in favor, motion carried.
14	Follow up letter Re: Condition of 36A and 36B Long Run Road The town received two letters from the owners of 36A and 36B Long Run Road. These letters provided a timeline and plan of what the owners will be doing with the properties. As these properties are a duplex, both property owners have to collaborate what the plan will be for the property. They noted that they may complete renovations but also noted that if renovations are too expensive, they will need to demolish the property. Both owners stated they should know what they will be doing with the properties by the end of July. Staff will send a letter to owners stating that council accepts their plan and timelines for the properties.

15		<p>Road repairs – Old Maddox Cove Road Motion #177 Sam Stack/David Green Proposed that the town cancel the Gas Tax Project “Sewer Extension – Motion Bay Road Extension and to increase the Gas Tax Application for repairs to Old Road Maddox Cove to \$334,727.00. All in favor, motion carried.</p> <p>Motion #178 Sam Stack/Lynn Hearn Proposed that the Town of Petty Harbour/Maddox Cove apply for a loan to cover the cost of repairs to Old Maddox Cove Road in the amount of \$99,898.79 with the Canadian Imperial Bank of Commerce. Loan Amortization Period: 36 months Fixed Loan Term: 3 years Interest Rate: Prime plus 1.00% It was also approved for the Mayor and Chief Administrative Officer to sign on behalf of the town for this loan. All in favor, motion carried.</p> <p>Motion #179 David Green/Lynn Hearn Proposed to send a request to the Department of Municipal Affairs to borrow \$99,898.79 from the Canadian Imperial Bank of Commerce for repairs to Old Maddox Cove Road. All in favor, motion carried.</p>
16		<p>Application to build garage at 6 Oceanview (App #A2020-49). There is currently an accessory building on this property. With the new garage the lot coverage for accessory buildings will be over the 7% requirement. The applicant is asking to keep this shed on his property just until the new garage is built. He will store his building materials and equipment in it while he is building his garage. Once the garage is built the shed will be dismantled or removed. The Inspections and Development Committee have inspected the area and signed off on the application.</p> <p>Motion #180 Sam Stack/Kim Orren Proposed to approve the application to build a garage at 6 Oceanview Boulevard (App #A2020-49) with the stipulation that the current shed be removed or dismantled immediately after the new garage is built. All in favor, motion carried.</p>
17		<p>Application to build children’s clubhouse at 23 Hamlyn Heights (App #A2020-57) The Inspections and Development Committee have inspected the area and signed off on the application.</p> <p>Motion #181 David Green/Lynn Hearn Proposed to approve the application to build a clubhouse at 23 Hamlyn Heights (App #A2020-57). All in favor, motion carried. The fee for this application will be waived as it is a children’s clubhouse.</p>
18		<p>Application to build an extension to garage at 12 Oceanview Boulevard (Application # A2020-48) The Inspections and Development Committee have inspected the area and signed off on the application.</p> <p>Motion #182 Lynn Hearn/David Green Proposed to approve the application to build an extension to garage at 12 Oceanview Boulevard (App #A2020-48). All in favor, motion carried.</p>
19		<p>Community Centre/Ron Weir Memorial Ball Park Re-Opening. Request from Avalon Wave to start their fast pitch program.</p> <p><u>Community Centre</u> There was some discussion on this. Deputy Mayor Stack noted that he felt the town should leave the community centre closed to the end of August at the earliest. Mayor Lee noted that if it opened it would have to go back in the hands of recreation and recreation would have to come up with a plan.</p> <p>Motion #183 Sam Stack/David Green Proposed that the community centre remained closed until the end of August. Council will revisit this at the end of August. All in favor, motion carried.</p> <p><u>Ron Weir Memorial Ball Park</u> Deputy Mayor Stack noted he had some concerns over opening the ball field this summer. He asked who will be responsible to ensure the field and the area meet the Covid protocols. Councillor Hearn noted that recreation or council does not have anyone to monitor/police the facility to ensure the Covid protocols are being met. She stated that recreation should not be given this responsibility as they are a volunteer group. It was also noted that the town does not have enough staff to monitor/oversee this facility during Covid. It was noted that Avalon Fundamentals presented a detailed plan on how to deal with the Covid protocols, but the town is responsible to monitor this. This is where the problem arises.</p>

		<p>Motion #184 Sam Stack/David Green Proposed that the Ron Weir Memorial Ball Park remained closed until the end of August. Council will revisit this at the end of August. All in favor, motion carried.</p>
20		<p>Garbage around properties (56-58 Main Road, 60 Main Road, 60C Main Road). Recent pictures of the properties were presented. It was noted that there is a big difference in the before and after pictures in these areas. Council was happy with the progress and will send a letter to the owners.</p>
21		<p>An email from the property owner of 51-59 Motion Bay Road Extension was tabled. The Property owner is looking for an approval to build. The CAO noted that late 2018 early 2019 council started the process to move forward with amendments to the town plan to allow for development on Motion Bay Road Extension. The process started around March 2018. After council agreed to move forward with an amendment, they also issued an "Approval in Principle" letter to Mr. Clarke. The letter at that time stated that he was approved in principle but the town would only upgrade the road as necessary in order to protect the waterline. The town continued with the amendment process and the commissioner gave his final report. When the amendment was sent to Municipal Affairs for approval, they had concerns over approving it due to the commissioner's report and issues with the road being publicly maintained. Municipal Affairs informed council that in order for the department to approve the amendment that council would have to send a letter to them stating that "the town would not issue any building permits until Motion Bay Road Extension is brought up to town standards". A letter was sent to Municipal Affairs stating that the town "will not allow any development along Motion Bay Road Extension until the road is brought up to the town's standard.Once Motion Bay Road Extension is upgraded to accommodate all town services, the Town will allow for development along this road".</p> <p>Deputy Mayor Stack noted that the garbage truck does not go down Shore Lane and residents bring their garbage out to the end of the road. Deputy Mayor Stack also noted that the town will be applying for a Capital Works Project to upgrade Motion Bay Road Extension. Deputy Mayor Stack also noted that the property owner will look after snow clearing the road. Mayor Lee noted that the town has spent a lot of money on this road with engineers and the town needs to move forward with it. Mayor Lee noted that the Approval in Principle that the property owner was issued back in March of 2018 is now expired and the property owner must reapply to the town.</p>
22		<p>Capital Works Project – Lift Stations (Northside) The town received 3 quotes for the engineering services for the Capital Works Project – Lift Stations (Northside) CBCL Limited - \$16,200.00 SNC Lavalin - \$19,082.50 Dynamic Engineering - \$13,450.00 Councillor Hearn noted that SNC Lavlin is completing the engineering work for the lift station on the Southside. She stated that may be better for them to do the 3 lift stations as they would be familiar with the infrastructure. Mayor Lee noted that the contractor will be doing the actual work not the engineer.</p> <p>Motion #185 Sam Stack/Kim Orren Proposed to award the engineering quote from Dynamic Engineering in the amount of \$13,450.00. All in favor, motion carried.</p>
23		<p>The Foreperson's Report was tabled</p> <p>The foreperson requested the hiring of the part-labouer for a couple of consecutive weeks to complete time sensitive jobs. Deputy Mayor Stack noted that he is not in favor if this. He stated that the part time labourer should only be called in when the town is down a man due to annual leave or sick, etc.</p> <p>Motion #186 Kim Orren/Lynn Hearn Proposed to accept the foreperson's report. All in favor, motion carried.</p>
24		<p>Expense claim for Stephanie Stack in the amount of \$20.00 was tabled. Motion #187 Lynn Hearn/Sam Stack Proposed expense claim for Stephanie Stack in the amount of \$20.00 be approved. All in favor, motion carried.</p>
25		<p>Expense claim for Matthew Chafe in the amount of \$64.74 was tabled. Motion #188 Lynn Hearn/David Green Proposed expense claim for Matthew Chafe in the amount of \$64.74 be approved. All in favor, motion carried.</p>

26		Expense claim for Vonda Hayes (Cribbies Park Committee) for Basketball backboards in the amount of \$694.53 was tabled. Motion #189 Sam Stack/David Green Proposed expense claim for Vonda Hayes (Cribbies Park Committee) for Basketball backboards in the amount of \$694.35 be approved. All in favor, motion carried.
27		Bills in the amount of \$26,919.51 were tabled. Motion #190 David Green/Lynn Hearn Proposed to pay bills in the amount of \$26,919.51 All in favor, motion carried.
	NEW BUSINESS	
28		Deputy Mayor Stack noted that he visited the new Wheelchair Accessible Picnic Area at the Bidgood's Cove. He stated that the area looks very good.
29		Deputy Mayor Stack noted that the town should investigate going electronic. He stated that councillors should be provided with laptops to perform council duties. The CAO noted that this would have to be something that the town budgets for as there is a big cost associated with providing all councillors with a laptop. Staff will get a quote on 7 laptops.
30		Councillor Green noted that the wash-out on the Main Road in Maddox Cove is getting worse. Staff will contact Transportation and Works regarding this.
31		Mayor Lee noted that he was in discussion with the foreperson and the CAO with regard to paving beyond the last house on Cribbies Road. He stated that the rocks that were protruding up through the pavement are now removed. He stated that staff have informed him that vehicles should have no problem using this road now that the rocks have been removed. Mayor Lee noted that the paving of these sections of the road could wait until next year. Mayor Lee also noted that there needs to be a strip of pavement at the entrance/exit of powerhouse road as when cars are exiting the area. They are spinning their tires. Staff will get a quote on this when they get a quote on the paving for the rest of the town.
32		Mayor Lee noted that council should have a list of all the jobs that outside staff have to do. The CAO noted that the list that staff has is a list that came from council from previous meetings. She stated that these jobs/projects are reviewed under business arising at each meeting and are reviewing by her on a daily basis. They should not have to go back to council again. Councillor Orren noted that reviewing staff's work lists/schedules is not councils' job. It was noted that councils' job is to develop and implement policies. The CAO noted that it is her job to ensure that the jobs/projects that council approves are completed.
33		The CAO noted that Michael Hayes was the successful candidate for the part-time labourer position. The town would like to welcome Michael to the team.
34		A finance committee meeting will take place on Thursday July2, 2020.
35		Shed/building for Parking Area – Skinner's Hill The CAO presented 2 quotes to have a shed supplied and installed for the parking area off Skinner's Hill. Shed City – \$3,227.00 Backyard Contractors - \$3,394.00 There was some discussion about having a concrete slab/foundation installed on the shed. Staff will get a quote on the concrete slab. Motion #191 David Green/Lynn Hearn Proposed to purchase a 6 x 8 shed for the parking area. All in favor, motion carried.
36		A letter from a resident at 31A Main Road regarding excess water running down from Skinner's Hill. Mayor Lee noted that he visited the area and this drain and the water/run off always ran down through this area. He noted that the property owners in the area always cleaned out the runoff drain in the area. Mayor Lee stated that the owner of 24 Skinner's Hill only removed a few rocks from the drain in the area. Council agreed to send a letter to the resident of 31A Main Road informing him that it is the responsibility of the property owners to rectify any issue with regard to water runoff.
37		Motion #192 David Green/Lynn Hearn Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 9:06pm.

Sam Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____