

TOWN OF PETTY HARBOUR/MADDOX COVE
REGULAR MEETING
MONDAY JUNE 4, 2018

1. Minutes of May 22, 2018
2. Business Arising
3. Request from T & D Enterprises to extend the snow clearing contract.
4. Expense Claim Mandy Dinn – Mileage.
5. Expense Claim Stephanie Stack – Mileage.
6. Lawn care for Ron Weir Memorial Ball Park and Bidgood's Property
7. Re-Zoning of Cribbies Road
8. Breakdown of engineering services (fees)
9. Fees for Town wharf
10. Approval for engineering services – CWP Valve Replacement
11. Tender results for Skinner's Hill road upgrades
12. Application to demolish home and to rebuild – 74 Southside Road
12. Fence across from town office – Crab pots
13. CAO call log
14. Bills
15. New Business
16. Adjourn

BILLS

1. Bidgoods (Office Expense –Water)	\$31.42
2. Bell Aliant (Telephone Expense)	\$557.40
3. MFB Trucking (Road Maintenance, W&S, Rodent Problem)	\$1,423.13
4. Modern Paving (Road Maintenance)	\$198.87
5. McDonald's Home Hardware (R & M Building & W & S)	\$57.66
6. Newfoundland Power (Street Lighting)	\$2,387.75
7. Petty Harbour/Maddox Cove Recreation (Volunteer night)	\$1,064.58
8. Rogers (Office Expense)	\$97.67
9. S & S Crosstown (Road Maintenance)	\$383.53
10. Staples (Office Expense)	\$130.96
11. T & D Enterprises (Truck Exp.)	\$172.50
12. Stewart McKelvey (Prof. Fees)	\$1,442.10
13. Irving Oil Marketing (Gas Expense)	\$1,256.57
14. Modern Paving (Road maintenance)	\$309.35
15. Orkin (Pest Control)	<u>\$73.03</u>
 TOTAL	 \$9,586.52

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY JUNE 4, 2018

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

#		ITEM
1		Mayor Lee brought the meeting to order at 6:50pm.
2		Minutes of May 22, 2018 were read. Motion #188 Rick Raymond/Harry Chafe Proposed minutes of May 22, 2018 be approved. All in favor, motion carried.
	BUSINESS ARISING	
3		#3 Repairs to siding on Town Office have been completed.
4		#5 Speed bumps along with end caps have been ordered. Staff will check to see if signs for speed bumps are required.
5		#10 The Vehicle Nuisance Regulation/By-Law has been sent to the Minister of Municipal Affairs and Environment for approval.
6		#7 Councillor Orren asked if the portable toilet at 56 Main Road, Petty Harbour has been placed inside the building. Staff will check with the owner to see when the portable toilet will be placed inside.
7		#15 The town has not heard anything back with regard to orders that were sent out to the property owner of 49 Southside Road.
8		#21 Tax structure for buildings such as greenhouse/treehouse and other non-permanent structures - the Inspections and Development Committee would determine if a charge is warranted for smaller/non-permanent structures. There was some discussion with regard to regulations/permits for above-ground and in-ground pools. Staff will get legal advice with regard to liability and whether or not to develop a policy.
9		#24 Sewer holding tank at 62A Main Road, Petty Harbour. Motion #189 Harry Chafe/David Green Proposed to send a letter to the land owner with regard to having the temporary sewer holding tank removed. All in favor, motion carried.
10		#27 Volunteer Night – The Volunteer Night was a great success. Mayor Lee thanked Councillor Green for being the Master of Ceremonies for the night.
11		#29 The sign on Long Run Road has been fixed. Motion #190 Dave Green/Sam Stack Proposed to order an additional street sign for Long Run Road. All in favor, motion carried.
12		#35 The no parking sign by Chafe’s Landing was moved. Councillor Green noted that people are still parking in front of the no parking sign.
13		#36 Mayor Lee noted that the Dan Hynes and staff will be increasing the pressure in Maddox Cove in the coming weeks. Staff will contact Mr. Hynes to see when he is available to do this. Staff will send out a notice to residents when this will occur.
	TONIGHT’S AGENDA	
14		Request from T & D Enterprises to extend the snow clearing contract. Mayor Lee, Councillor Chafe and Councillor Hearn left chambers at 7:18pm due to a conflict of interest. The town received legal advice with regard to this matter. It is not recommended for council to extend the contract as there is no renewal option in the contract and it would be considered bad faith not to go to tender in the fall. Motion #191 Rick Raymond/David Green Proposed not to approve an extension to the snow clearing contract for T & D Enterprises as per recommendations from the town’s lawyer and due to the wording of the current contract. All in favor, motion carried.

		Mayor Lee, Councillor Chafe and Councillor Hearn returned to chambers at 7:21 pm.
15		Expense claim for Mandy Dinn in the amount of \$40.00 was tabled. Motion # 192 Sam Stack/Harry Chafe Proposed expense claim for Mandy Dinn in the amount of \$40.00 be approved. All in favor, motion carried.
16		Expense claim for Stephanie Stack in the amount of \$50.00 was tabled. Motion # 193 Rick Raymond/David Green Proposed expense claim for Stephanie Stack in the amount of \$50.00 be approved. All in favor, motion carried.
17		A quote from Enviro Masters for lawn care for the Ron Weir Memorial Ballfield and the Bidgood's Property was tabled. Council noted that Councillor Chafe was not in a conflict. Motion # 194 David Green/Sam Stack Proposed to accept the quote for lawn care in the amount of \$125.00 for the Ron Weir Memorial Ballfield and \$65.00 for the Bidgood's Property. It was also noted that the contractor will have to advise the town once 8 mows have been completed. All in favor, motion carried.
18		Cribbies Road re-zoning Council received a letter from the owner of a property on Cribbies Road stating that he is willing to pay for the cost to have Cribbies Road rezoned. The approximate cost for this amendment for rezoning would be \$4000-\$5000. Deputy Mayor Stack stated that council should notify the property owner that there are other costs associated with the development of this property. Those costs include connection to water system. There may be some issue with this considering the close proximity to the chlorine station. There are also costs associated with connection to the sewer and/or a septic field. Councillor Green asked if this road is maintained by council. Mayor Lee stated that it is maintained by council. Staff will send a letter notifying the property owner of these potential costs.
19		Request from the towns engineer to increase the engineering budget from \$8,000 - \$12,000. Motion # 195 Harry Chafe/Rick Raymond Proposed to increase the engineering budget from \$8,000 - \$12,000. All in favor, motion carried. Flow Meters – Council met with the engineer prior to the public meeting to discuss the newly installed flow meters. Greg Sheppard gave an overview of the software program used to upload the data from the flow meters. The cost for the town to have this software is \$40 per month. It was noted by the engineer that there was an issue with the antenna to the flow meter in Maddox Cove. The wire to the antenna was severed. Mayor Lee noted that the design of the antenna would not work in the area as there is too much pedestrian traffic and the potential for this to happen again is high. Council would like to install the antenna on a pole so that it would not be damaged as easily. Once the new antenna has been ordered town staff will have it installed on a pole. Mayor Lee also noted that he did not like the fact that the flow meter was hanging on the ladder in the manhole. He would prefer it mounted somewhere else in the manhole. Staff will look into installing the eye bolts for this. Motion # 196 David Green/Harry Chafe Proposed to approve the \$40.00 monthly fee for the flow meter software program. It was also proposed to have staff install the antenna on a pole for both flow meters and to install eye bolts to hang both flow meters in the manhole. This work is being completed in order to meet Federal Wastewater System Effluent Regulations. All in favor, motion carried
20		Town wharf fees. The town recently had to place some fill on the area around the town wharf due to damages to tires that were being reported. Mayor Lee noted that the town will need to spend money over the next while in order to maintain the wharf. He suggested that the town should charge berthage fees for those that are using the town wharf. The town currently has approximately 250ft of wharf. There was some discussion with regard to an agreement that the town currently has in place with regard to the berth at the Bidgood's Property. Staff will

		<p>check with the Harbour Authority to see what they charge for berthage and also the size of the berth.</p> <p>Motion # 197 Harry Chafe/David Green Proposed to charge the same berthage fees as the Harbour Authority This will be effective July 2018 prorated for the year. All in favor, motion carried.</p>
21		<p>Capital Works Project – Valve Replacement</p> <p>Motion # 198 Harry Chafe/Rick Raymond Proposed to accept CBCL’s engineering fee for the CWP – Valve Replacement in the amount of \$66,716.10. All in favor, motion carried.</p>
22		<p>The bids for the Skinner’s Hill Upgrades were tabled. The lowest compliant bid was Platinum Construction in the amount of \$89,651.70.</p> <p>Motion # 199 Sam Stack/Harry Chafe Proposed to accept Platinum Construction’s bid in the amount of \$89,651.70. All in favor, motion carried</p>
23		<p>Application to demolish and rebuild home at 74 Southside Road. Councillor Chafe noted that this was the home that was damaged in the wind and rain storm last week. It was noted that this property is a non-compliant property in the Harbour Front Zone and a house would have to be built back on the same footprint.</p> <p>Motion # 200 Sam Stack/Harry Chafe Proposed to approve application to demolish and rebuild house on the same footprint. It was also noted that council will waive the permit fee for this application. All in favor, motion carried. The Inspections and Development Committee will measure the current house before it is demolished.</p>
24		<p>There was discussion with regard to a make shift fence of crab pots at 34-36 Main Road, Petty Harbour. The town’s Fence By-Law was reviewed and it was noted that this fence does not meet a number of the requirements of the town Fence By-Law.</p> <p>Motion # 201 Lynn Hearn/Rick Raymond Proposed to send a letter to the property owner stating that he is not compliant with the town’s Fence By-Law as per sections #3, #4, #5, #7, #8, #9 and #13. It will also be noted in the letter that the property owner have 7 days to become compliant. All in favor, motion carried</p>
25		<p>The CAO phone log was tabled.</p>
26		<p>Motion #202 Harry Chafe/ Rick Raymond Proposed bills in the amount of \$9,586.52 be approved for payment. All in favor, motion carried.</p>
	NEW BUSINESS	
27		<p>Councillor Green asked about the status of the dilapidated house at 1 Long Run Road. It was noted that an order has been sent out to the property owner.</p>
28		<p>Councillor Raymond ask about having the gate by chlorine station opened for anglers. It was noted that in the past there were issues with regard to vehicles being burned and garbage being left around.</p> <p>Motion #203 Rick Raymond/Kim Orren Proposed to leave gate open until September 4, 2018 on a trial basis. If there are any issues in the area council will have the gate locked again. All in favor, motion carried. Staff will notify the Ziplines that the gate will be left open.</p>
29		<p>Councillor Raymond asked when the snow clearing contract will go out to tender. It was noted that it usually would go out in September. This item will be placed on the agenda for the next meeting.</p>
30		<p>Application to operate a convenience store at 38 Main Road, Petty Harbour.</p> <p>Motion #204 Lynn Hearn/Rick Raymond Proposed to send out public notice for new business. All in favor, motion carried.</p>
31		<p>Cassie Rideout will be doing the office cleaning while Jack is off.</p>
32		<p>Labour management meeting is scheduled for Wednesday. Stephanie will check to see if Mandy will be available as she is currently off.</p>
33		<p>Motion # 205 Lynn Hearn/Sam Stack</p>

		Proposed to give each councillor a large town flag. All in favor, motion carried. Staff will also place a notice in the newsletter that town flags are available for purchase.
34		Councillor Orren noted that the stage at Fishing for Success was demolished by the storm last week. Councillor Orren also noted that they will be rebuilding the stage and there will be some upcoming fundraisers including a Go Fund Me page.
35		Councillor Orren asked council if she could hire a consultant to help with the development of a working alone policy. Mayor Lee asked if Occupational Health and Safety could walk her through this process. It was also noted that Municipal Affairs could possibly help with the development of this policy. Motion # 206 Kim Orren/Sam Stack Proposed to hire a consultant to help with the development of a working alone policy and other labour management issues. Mayor Lee, Deputy Mayor Stack, Councillor Orren and Councillor Raymond in favor. Councillor Green, Councillor Chafe and Councillor Hearn not in favor. Motion carried.
36		Proposed amendments to the Town Plan. Motion # 207 Sam Stack/Lynn Hearn Proposed to move forward with the public consultation. All in favor, motion carried. The amendment would first have to go to the Department of Municipal Affairs & Environment for review and release.
37		Deputy Mayor Stack noted that the town had received 2 quotes for ditching on Motion Bay Road Extension and was wondering if the town will be moving forward with either of these quotes. Councillor Chafe noted that these upgrades would have to be done to engineering specifications. Stephanie Stack noted that the town would have to budget the extra cost for engineering in the next year's budget. Motion # 208 Sam Stack/Lynn Hearn Proposed that the Finance Committee take the upgrades (ditching) into consideration when preparing the 2019 budget. All in favor, motion carried.
38		Deputy Mayor Stack noted that Approval in Principles previously came back to council for final review before a permit was issued in order to determine that all stipulations were met. Council agreed that all Approval in Principles will go back to council for approval.
39		Council noted that there was a safety issue with regard to an area at the bottom of Big Hill that needs to be barricaded off to ensure vehicles do not go over the embankment in the area. Councillor Chafe noted that this is possibly private property. Motion # 209 Sam Stack/David Green Proposed that rocks be placed in this area if the property is not privately owned. All in favor, motion carried.
40		Councillor Chafe asked if there were any complaints with regard to the storm that we had on May 30, 2018. Stephanie Stack noted that she did not receive any complaints other than the river on Cribbies Road. It was noted that in the future, the grate to the culvert should be removed before any large rainfall. Mayor Lee also noted that a concrete wing wall is required at the head of the culvert on Cribbies Road next to Harold Sheppard's. Motion # 210 Harry Chafe/Sam Stack Proposed to purchase a concrete wing wall for the culvert on Cribbies Road. All in favor, motion carried. Mayor Lee notified council that the river on Cribbies Road had to be cleared. There is a bridge over the river that is privately owned and debris is lodging in the posts of this bridge and blocking the river. Council cleaned out the area and some rocks were knocked into the river. Council will have a contractor remove the rocks from the river. It was also noted that in future when debris is lodging in this area and blocking the river, it will be the owner's responsibility to clear it as it is their posts that are causing the issue. Staff has taken pictures of the area.
41		Mayor Lee noted that dye tablets were purchased and were placed on

		Motion Bay Road Extension to see where the water was travelling. Mayor Lee stated that the water in one area came down in the drain on the upper side of Mike Lee's. Water in the other area where the dye tablets were placed travelled to the drain by Jack Stack's.
42		There is an area by the town depot that is pooling and needs to be filled in. Mayor Lee will talk to staff about this.
43		Council reviewed an aerial photograph of the town's water main in comparison to the location of the rock wall on Motion Bay Road Extension. It was noted that the town's water main is very close to the retaining wall. Motion # 211 Sam Stack/Rick Raymond Proposed to send a letter to the property owner stating that the rock wall will have to be removed at the expense of the property owner. All in favor, motion carried. Staff will send the aerial photo to the property owner with the letter.
44		Mayor Lee noted there are a number of drains throughout the community that need to be cleaned out.
45		The CAO asked if council can keep the part time employee on when the foreman returns in order to sit with him to develop monthly/weekly schedules and operation manuals. It was agreed to keep the part time employee on while these items are being developed.
46		Motion #212 Rick Raymond/Harry Chafe Proposed the meeting be adjourned. All in favor, motion carried. Meeting adjourned at 9:30pm.

Samuel Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____