

**REGULAR MEETING**  
**MONDAY JUNE 7, 2021**  
**AGENDA**

1. Minutes of May 25, 2021
2. Business Arising
3. Application to build a shed at 30 Cribbies Road A2021-24
4. Regional Wayfinding – Update from Councillor Orren
5. Request to have business tax wrote-off for second half of 2021
6. Re-opening of town facilities
7. Sewer overflow – northside beach area
8. Foreperson's Report
9. Expense Claims
10. Cheque Register
11. Bills
12. New Business
13. Adjourn

## BILLS

1. Staples (Office Expense)	\$188.37
2. Sage 50 (Office Expense – Accounting Software)	\$1,074.10
3. Stewart McKelvey (Professional Fees)	\$64.40
4. McDonald's Home Hardware (Tools)	\$75.61
5. NF Power (Street Lighting)	\$2,510.71
6. Construction Signs (Road signs)	\$172.50
7. Cassie Rideout (Office Cleaning)	\$190.00
8. CIBC Visa (Cell phone Exp. & fee)	\$123.49
9. Ace Locksmithing (Accessibility Grant)	\$7,834.28
10. CIBC Mellon (Pension)	\$3,314.12
11. NF Power (Hydro Expense)	\$2,249.22
12. City of St. John's (Garbage Expense)	\$2,770.78
13. Bell Mobility (Cell Phone Expense)	\$345.03
14. Irving Oil Marketing (Gas Expense)	<u>\$1,614.99</u>
	<b>\$22,527.60</b>

**TOWN OF PETTY HARBOUR/MADDOX COVE**

**REGULAR MEETING**

**MONDAY JUNE 7, 2021**

**PRESENT: Sam Lee, Sam Stack, Kimberly Orren (arrived at 6:46pm), David Green, Rick Raymond and Stephanie Stack**

**ABSENT: Harry Chafe and Linda Hearn**

#		ITEM
1		Mayor Lee brought the meeting to order at 6:34 pm.
2		Minutes of May 25, 2021 were tabled. <b>Motion #133 Rick Raymond/David Green</b> Proposed minutes of May 25, 2021 be approved. All in favor, motion carried.
	<b>BUSINESS ARISING</b>	
3		#5 The property at 36B Long Run Road has been demolished.
4		#7 The town received two quotes to have the drains in the community cleaned-out. This cost included 2 flag persons. MFB Trucking       \$225.00 per hour- Backhoe & Dump Truck & 2 Flag persons ForMac 2002 Ltd    \$385.00 per hour- Backhoe & Dump Truck & 2 Flag persons  Deputy Mayor Stack suggested that the town do one area of the community to see what the cost would be. Deputy Mayor Stack stated that he would like to see Motion Bay Road subdivision done as these drains have never been cleaned out. <b>Motion #134 Rick Raymond/David Green</b> Proposed to accept the hourly quote in the amount of \$225.00 from MFB to clean out the drains in the community. All in favor, motion carried.  <b>Motion #135 Sam Stack/David Green</b> Proposed to clean the drains on Motion Bay Road first to see what the cost comes in at. All in favor, motion carried.  Mayor Lee noted that any fill that comes out of the drains should be dumped at the look out on the Main Road.
5		#8 Mayor Lee asked for the minutes of the Development Corp. meetings be forwarded to council. The CAO noted that the minutes were already being sent to council via email.
6		#11 Parking Area off Skinner's Hill The chain link fence at the parking area off Skinner's Hill will be removed and replaced with a wooden fence. Newfoundland Power will reimburse the town the cost of the chain link fence in the amount of \$6,342.00 plus tax. Mayor Lee asked if the town could ask NL Power if the town could erect guard rail all along the river side and then wooden fence across the back.  Councillor Orren arrived at the meeting at 6:46pm.
7		#15 Proposed walking trail on Main Road. The CAO was speaking to ACOA with regard to this proposed project. ACOA informed the town that they felt that this would not be a project that they could fund. Deputy Mayor Stack stated that it is a little late in the current council's term to start this project.
8		Kennedy's Lane – Guardrail Mayor Lee, Deputy Mayor Stack and staff inspected the area. There is a section of guardrail that is hanging off that needs to be repaired. Mayor Lee noted that there is approximately 100ft of guardrail that needs to be installed. Mayor Lee also noted that the guardrail needs to be moved in from the shoulder of the road. Permission has been received from the property owner to move the guardrail in from the shoulder. Mayor Lee also noted that the town will install snow fence at the bottom of the guardrail in the winter to try to prevent any rocks from going onto the property owner's house. <b>Motion #136 Sam Stack/Rick Raymond</b> Proposed to install guardrail on Kennedy's Lane as per inspection. All in favor, motion carried.

9		<p>#31 Beautification Project The CAO brought forward the plan for the beautification project. A mural will be painted on the front of the Town Office and two sheds on the Main Road will be painted.</p> <p><b>Motion #137 David Green/Sam Stack</b> Proposed to increase the beautification budget to \$7,000.00. All in favor, motion carried.</p> <p>Deputy Mayor Stack noted that the money to fund most of this project came a cash prize that the town won.</p>
10		<p>#32 Councillor Orren will check with the person she knows that may fix the fence at the Ron Weir Memorial Ball Field. Outside Staff have agreed for someone else to complete this work.</p>
	<b>TONIGHT'S AGENDA</b>	
11		<p>Application to build a shed at 30 Cribbies Road. This application meets all the regulations for accessory buildings in the Residential Zone. The Inspections and Development Committee have inspected the area and signed off on the application.</p> <p><b>Motion #138 Rick Raymond/David Green</b> Proposed to approve the application to build a shed at 30 Cribbies Road. All in favor, motion carried.</p>
12		<p>Regional Wayfinding – Update from Councillor Orren Councillor Orren attended a zoom meeting at the end of May. Eleven other municipalities are participating in this Regional Wayfinding Strategy. She noted that the RFP have gone out for the wayfinding plan but they have not heard anything back to date. Councillor Orren noted that the cost to the town for this plan would be \$1,097.00.</p>
13		<p>Request to have business tax wrote off for Home away from Home due to the fact the apartments are being used as full-time residential properties since March of 2020.</p> <p><b>Motion #139 Sam Stack/Kim Orren</b> Proposed to write off business taxes for Home away from Home in the amount of \$398.20. All in favor, motion carried.</p>
14		<p>Discussion about the re-opening of town facilities Mayor Lee noted that as of July 1<sup>st</sup> the province will be opening the province to increased social and economic activity and welcome travellers to the province. He stated the town needs to look at what they will be doing with town facilities. Mayor Lee also noted that if recreation is willing to take on the responsibility of re-opening the centre, while following Covid protocols, then it is something the town can look at. Otherwise it may not be able to be re-opened. The CAO informed council that the museum committee will not be requesting to open the Museum or the Tourist Information Centre this summer as they did not receive enough Canada Summer Jobs. The CAO also noted that the Recreation Commission will not be moving forward with the Summer Program as they did not receive enough Canada Summer Jobs either. Councillor Orren noted that it would be difficult to open the community centre without recreation being on board. The CAO suggested that the town develop a list of protocols to be followed to give to community groups such as recreation and the museum. Mayor Lee noted that he will set up a meeting with recreation to see what their plan is moving forward. Councillor Orren stated the town may have to look at a different way to manage recreation and the community centre. She stated that the town may have to look at funding a part-time position that would look after community centre events and program planning following covid protocols.</p> <p>Council agreed that the town could move forward with the research assistant summer position as he would work out of the town office.</p>
15		<p>Overflow at lift station on Northside (beach area) The town received a quote to have the debris removed from the overflow at the lift station on Northside (beach area) in the amount of \$1,475.00.</p> <p>Mayor Lee asked would the town be better off just replacing the entire pipe. Mayor Lee also stated that he would like to know what the condition of the entire pipe is not just to the section where the debris is lodged.</p> <p><b>Motion #140 Sam Stack/Kim Orren</b> Proposed to accept the quote to have the debris removed from the overflow at the lift station on Northside (beach area) in the amount of \$1,475.00. All in favor, motion carried.</p>
16		<p>Foreperson's Report was tabled <b>Motion #141 David Green/Rick Raymond</b> Proposed to accept the Foreperson's Report. All in favor, motion carried.</p>

17		<b>Motion #142 Rick Raymond/David Green</b> Proposed to approve the expense claim for Stephanie Stack in the amount of \$50.00. All in favor, motion carried.
18		The cheque register was tabled. <b>Motion #143 Rick Raymond/Sam Stack</b> Proposed to approve the cheque register. All in favor, motion carried.
19		Bills in the amount of <b>\$22,527.60</b> were tabled. <b>Motion #144 Rick Raymond/Sam Stack</b> Proposed to pay bills in the amount of <b>\$22,527.60</b> . All in favor, motion carried.
	<b>NEW BUSINESS</b>	
20		Councillor Raymond stated that the gate by the chlorine station was locked and needed to be unlocked for the summer. The CAO noted that the gate was not locked just closed.
21		Councillor Green wanted a refresher on the issue with the dams at Beer Pond. Back in 2019 the town meet with representatives of the City of St. John's. The City of St. John's wanted the town to take over the maintenance schedule of the dams and associated costs. It was noted in the meeting that if the town was to agree to this then ownership of the Beer Pond would have to be turned over to the town. The City of St. John's stated they would get back to the town. To date, there has been no response from the city.
22		Councillor Orren stated that the town received an email with regard to the condition of the grass at the Ron Weir Memorial Ball Field. Mayor Lee noted that the ball field is currently not open to the public. Council Raymond noted that activities can happen outdoors safely and the town should be maintaining the area. Councillor Raymond asked if mowing the ballfield can be contracted out. <b>Motion #145 Rick Raymond/Kim Orren</b> Proposed to have the grass mowed at the Ron Weir Memorial Ball Park, War Memorial and Bidgood's Property by a contractor. All in favor, motion carried.
23		Deputy Mayor Stack asked if there was any news on the Capital Works Projects application. The CAO noted that there was no news to date.
24		Deputy Mayor Stack asked if staff can notify resident of Motion Bay Road that drains in their area will be cleaned out.
25		Councillor Green noted that Long Run Road is in bad condition and asked if staff can contact the Department of Transportation and Infrastructure. Councillor Orren also noted that the bridge needs road work done and gravel swept off.
26		Mayor Lee noted that the manhole by the Co-op is down in the pavement about 3" and this is causing gravel to enter the sewer system. He stated that the manhole needs to be raised up level with the pavement. Staff will investigate this.
27		Mayor Lee asked if staff can check the guardrail by the Co-op to see if the sand underneath it needs to be removed.
28		Staff received a complaint with regard to speeding on the laneway to the parking area on Skinner's Hill. Mayor Lee noted that he can't see how anyone can speed in this area. Council will monitor the issue.
29		Garbage truck received some damage due to a rock flying up at the dump and hitting the truck. Staff received 4 quotes to have the repairs completed. Harry Summers - \$1,500.00 Avalon Ford - \$4000.00 Advanced Auto - \$2,201.15 Council agreed not to fix the truck at this time.
30		Vote by mail <b>Motion #146 Rick Raymond/David Green</b> Be it resolved that the town of Petty Harbour/Maddox Cove authorize residents to vote by mail in the 2021 Municipal Election pursuant to Section 54 of the Municipalities Act. All in favor, motion carried.
31		Request from the Harbour Clinic to have two designated parking spaces at the depot parking. Council agreed that they would not be providing parking spaces for the clinic because if they did it for this business they would have to do for all businesses in the area.

32		<b>Motion #147 Rick Raymond/Kim Orren</b> Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 8:29pm.
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**Sam Lee, Mayor** \_\_\_\_\_

**Stephanie Stack, Chief Administrative Officer** \_\_\_\_\_