

REGULAR MEETING
MONDAY JUNE 8, 2020
AGENDA

1. Minutes of May 25, 2020
2. Business Arising
3. Minutes of May 27, 2020
4. Old Maddox Cove Road – Gas Tax and SAG applications
5. Garbage Truck Tender Results
6. Quote for traffic enforcement – Canadian Corps of Commissionaires (schedule of work times to be determined)
7. Request from Vonda Wareham for the town to purchase two Basketball backboards
8. Request to write off taxes for 41-45 Motion Bay Road Ext.
9. Request to write off taxes for 51-59 Motion Bay Road Ext.
10. Application to build storage shed at 59 Main Road Maddox Cove (Application # A2020-37)
11. Application to build storage shed at 22 Old Maddox Cove Road (Application #A2020-34)
12. Application to build storage shed at 16 Old Maddox Cove Road (Application #A2020-43)
13. Application to operate a walk-in medical clinic at 8 Main Road Maddox Cove (Application #A2020-46)
14. Follow-up of letter that was sent to owner of property on the corner of Old Maddox Cove Road and Shore Lane regarding the removal of rock on Shore Land
15. Summer Meeting Schedule
16. Town Wharf – Berths
17. Speed Limit Signs
18. Foreperson's Report
19. Expense Claims
20. Bills
21. New Business
22. Adjourn

BILLS

Dick's & Company (Office Expense)	\$481.85
Big Erics (Miscellaneous Expense)	\$154.84
CBS Rentals (Road maintenance Expense)	\$96.32
Eastchem (Water Expense)	\$580.75
Irving Oil Marketing (Gas Expense)	\$1,333.12
Irving Energy (Propane Expense)	\$115.18
JW Consulting (Professional Fee Expense)	\$172.50
Impact Signs (Road maintenance Expense)	\$177.10
Kent (Parking Area Expense)	\$613.78
NF Distributors (Employee Clothing & Road Maintenance Expense)	\$71.24
The Printing Place (Parking Tickets Expense)	\$441.60
MSS Contracting (R&M Building Expense)	\$559.82
NF Power (Street Lighting Expense)	\$2,498.13
CIBC Mellon (Pension Plan Expense)	\$1,179.38
Practica (Miscellaneous Expense)	\$684.94
S&S Supply (Road Maintenance Expense)	\$288.08
Stewart McKelvey (Professional Fees Expense)	\$4,084.23
Xylem (Sewer Expense)	\$387.55
Staples (Office Expense)	\$341.08
Sage (Office Expense)	\$994.75
CIBC (Credit Card)	\$40.00
The Business Post (Advertising Expense)	\$238.05
MFB Trucking (Road Maintenance Expense)	\$345.00
NF Power (Hydro Expense)	\$2,260.32
S&S Supply (Traffic Services Expense)	\$52.33
Bell Mobility (Cell Phone Expense)	\$205.72
City of St. John's (Garbage Expense)	\$2,493.10
NL Exchequer (Advertising Expense)	<u>\$671.56</u>
Total	\$21,562.32

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY JUNE 8, 2020

This meeting took place remotely via Zoom. (The meeting was open to the public)

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

#		ITEM
1		Mayor Lee brought the meeting to order at 6:31pm.
2		Minutes of May 25, 2020 were read. Motion #151 Rick Raymond/David Green Proposed minutes of May 25, 2020 be approved. All in favor, motion carried.
	BUSINESS ARISING	
3		#3 Pylons have been replaced on the Main Road in Maddox Cove. The Department of Transportation and Works have been contacted again with regard to this repair work. They have informed staff that may be down this week to do some of the road work.
4		#8 Darren Patey will meet with the foreperson this week to discuss the town purchasing a diffuser and to check into the chlorine issue.
5		#13 A meeting with CBCL to discuss Motion Bay Road Extension upgrades took place on May 27. Councillor Chafe, Deputy Mayor Stack, Mayor Lee and Councillor Green met with Greg Sheppard and Riley Tanner of CBCL. Deputy Mayor Stack noted that the engineer had stated that the costing that CBCL had completed for the road was only preliminary and is up for discussion (ie. Concrete wall, culverts, acquisition of land etc.) Mayor Lee noted that currently money is the stumbling block. Mayor stated that the town must wait for the next round of capital works projects and apply for funding. Mayor Lee also noted that it seems to be cheaper to run the drainage down Oceanview Blvd. He stated they discussed placing 2 culverts across the road at the end of Oceanview Blvd. instead of one large one so that the water and sewer lines would not have to be disturbed. Councillor Chafe noted that the town could use some of the old armour stone on the beach on Old Maddox Cove Road.
6		#19 The Doggie Bag Dispensers have been purchased and will be placed around the community when staff has the time to have them erected.
7		#22 The town received a follow-up letter from the property owner of 42 Long Run Road. The property owner stated that she has started some of the clean-up and will continue to make improvements to the property in the coming weeks.
8		#25 The CAO and the Foreman met and have compiled a list of priority jobs for the summer.
9		Minutes of May 27, 2020 were read. Motion #152 Sam Stack/Rick Raymond Proposed minutes of May 27, 2020 be approved. All in favor, motion carried.
	TONIGHT'S AGENDA	
10		Old Maddox Cove Road Repairs Staff have applied to the Department of Municipal Affairs and Environment for a Special Assistant Grant (SAG) to help cover the cost of the road repairs to Old Maddox Cove Road. The maximum amount that is usually awarded for the SAG is \$30,000. Staff have also applied to use the funds from the Gas Tax account for the next five years to help cover the cost of this project. The town will have to borrow the funds from the bank and then the loan will be paid back with Gas Tax funds over the next five years.
11		Garbage Truck Tender The town received 2 tenders for the new garbage truck: Cabot Ford Lincoln – \$67,492.00 Hickman Chrysler Dodge Jeep - \$66,192.85 Both tenders met all the requirements/specifications of the tender. Motion #153 Sam Stack/Harry Chafe Proposed to award the contract for the new garbage truck to Hickman Chrysler Dodge Jeep in the amount of \$66,192.85 and to borrow this amount from CIBC

		<p>for a period of 10 years. Deputy Mayor Stack and Councillor Chafe rescinded this motion.</p> <p>Deputy Mayor Stack asked if we could get a better interest rate if we financed the vehicle from the dealer. Staff will check into this.</p> <p>Motion #154 Sam Stack/Rick Raymond Proposed to award the contract for the new garbage truck to Hickman Chrysler Dodge Jeep in the amount of \$66,192.85. All in favor, motion carried.</p>
12		<p>Traffic Enforcement Officer - Schedule</p> <p>Motion #155 David Green/Lynn Hearn Proposed to set the schedule for the traffic enforcement office as follows: Saturday and Sunday from 2pm – 6pm. All in favor, motion carried.</p> <p>New Parking Area Fees – Council agreed that the fee for parking in the new parking area would be \$5.00 daily.</p>
13		<p>A request for the town to purchase 2 basketball backboards for Cribbies Park. Mayor Lee noted that there is currently no committee in place and they will only be having their AGM this week. He felt council should wait until after the committee is formed before the town spends money in the area. Councillor Orren noted that there will be no summer camp due to the Covid-19 and having a place for kids to play basketball would be a good thing. Deputy Mayor Stack noted that the basketball nets are already there and the town would only be replacing the backboards. He stated that it would be a good gesture considering there is no summer program.</p> <p>Motion #156 Rick Raymond/Harry Chafe Proposed to approve for Cribbies Park to purchase 2 backboards. All in favor, motion carried.</p>
14		<p>Request to have taxes wrote off for Civic # 41-45 Motion Bay Road Extension. Mayor Lee noted that there are other property owners that do not have access to their properties that the town has decided not to write off their taxes. He stated that this property is no different. Mayor Lee stated that the town has been spending a lot of money on this road trying to get the upgrades done and property owners on this road should have to pay taxes. Deputy Mayor Stack noted that there was a motion made back in August of 2016 to write off any balance and future property taxes for 41-45 Motion Bay Road Ext and 51-59 Motion Bay Road Extension until road is upgraded and land can be developed. Councillor Orren noted that just recently council made a property owner of a parcel of land that was not accessible pay back taxes for the past 10 years.</p> <p>Motion #157 Sam Stack/Kim Orren Proposed to approve the request to write off taxes for Civic #41-45 Motion Bay Road Extension in the amount of \$300.00. Deputy Mayor Stack and Councillor Hearn in favor. Mayor Lee, Councillor Chafe, Councillor Raymond, Councillor Orren and Councillor Green not in favor. Motion defeated.</p>
15		<p>Request to have taxes wrote off for Civic # 51-59 Motion Bay Road Extension.</p> <p>Motion #158 Sam Stack/Lynn Hearn Proposed to approve the request to write off taxes for Civic #51-59 Motion Bay Road Extension in the amount of \$300.00. Deputy Mayor Stack and Councillor Hearn in favor. Mayor Lee, Councillor Chafe, Councillor Raymond, Councillor Orren and Councillor Green not in favor. Motion defeated.</p>
16		<p>Application to build a shed at 59 Main Road, Maddox Cove (Application #A2020-37). This application has a 6.6% lot coverage for accessory buildings and meets the regulations in the Residential Zone. It has been inspected and signed off on by staff and the Inspections and Development Committee</p> <p>Motion #159 Harry Chafe/David Green Proposed to approve the application to build a shed at 59 Main Road, Maddox Cove (Application #A2020-37). All in favor, motion carried.</p>
17		<p>Application to build a shed at 22 Old Maddox Cove Road, Maddox Cove (Application #A2020-34)</p> <p>This application has a lot coverage of less than 1% for accessory buildings and meets the regulations in the Residential Zone. It has been inspected and signed off on by staff and the Inspections and Development Committee.</p> <p>Motion #160 Rick Raymond/Harry Chafe Proposed to approve the application to build a shed at 22 Old Maddox Cove Road, Maddox Cove (Application #A2020-34). All in favor, motion carried.</p>
18		<p>Application to build a shed at 16 Old Maddox Cove Road (Application #A2020-43)</p>

		<p>This application has a 7% lot coverage for accessory buildings and meets the regulations in the Residential Zone. It has been inspected and signed off on by staff and the Inspections and Development Committee</p> <p>Motion #161 Harry Chafe/Kim Orren Proposed to approve the application to build a shed at 16 Old Maddox Cove Road (Application #A2020-43). All in favor, motion carried.</p>
19		<p>Application to operate a walk-in clinic at 2-8 Main Road, Maddox Cove. Councillor Green noted that the town should turn down the application due to the fact that as per the Town Plan this civic address is recognized as a non-conforming use with the Open Space Conservation Use Zone. The dwelling may be used as tourist accommodation or other commercial use that caters to the tourist trade, but shall not be altered to increase the building footprint. Deputy Mayor Stack stated that the town could look at changing the town plan to accommodate this application. The CAO noted that council would have to decide if changing the town plan is something that they would be interested in doing before this option is brought forward to the applicant. All councillors agreed that having a walk-in clinic in the town would be a benefit to the town and its residents but any application must meet the regulations of the town plan. Councillor Green noted that this is a great idea and a good location, but it should not cost the town money to change the town plan.</p> <p>Motion #162 Kim Orren/David Green Proposed to not approve the application to operate a walk-in clinic at 2-8 Main Road, Maddox Cove due to the fact that it does not comply with the town plan. The applicant will be notified that if he would like to cover the cost to have the town plan amended then council will move forward with the process of amending the town plan. All in favor, motion carried.</p>
20		<p>The town received a follow-up letter the property owner of Civic # 16 Old Maddox Cove Road regarding the removal of a rock on the corner of Old Maddox Cove Road and Shore Lane. The property owner stated that he does not have a problem with the town removing this rock. Mayor Lee noted that the rock is not a major concern at this time. He noted if the rock moves or shifts it will only go in the drain below. Council agreed to leave as is unless it becomes an issue.</p>
21		<p>Summer Meeting Schedule will be as follows: Tuesday June 23, 2020 Wednesday July 8, 2020 Wednesday July 29, 2020 Monday August 10, 2020 Monday August 31, 2020</p>
22		<p>Town Wharf – Berths The Petty Harbour Harbour Master brought forward to council the possibility of the town charging for berths on the town section of the wharf. It was noted that the town would not have anyone to look after this as outside staff is very busy. Mayor Lee suggested that the town allow the Harbour Authority to look after charging for berths and collecting and retaining the fees. Mayor Lee noted that the Harbour Authority does a lot for the community. Deputy Mayor Stack agreed with Mayor Lee's suggestion and noted that maybe once the Harbour Authority starts collecting fees and the town does some repairs to the wharf then the Harbour Authority may be interested in taking over the wharf.</p> <p>Motion #163 Sam Stack/Kim Orren Proposed to allow the Petty Harbour Harbour Authority to look after charging for berths and collecting and retaining the fees for the town wharf. Mayor Lee, Deputy Mayor Stack, Councillor Orren, Councillor Hearn in favor. Councillor Chafe, Councillor Green and Councillor Raymond not in favor, motion carried.</p>
23		<p>Speed Limit Signs – Town Roads Deputy Mayor Stack noted that there are a few of the town roads that do not have speed signs. Staff will have speed signs erected on any town roads that do not have any speed signs. Councillor Green noted that a speed sign is broken off on the Main Road in Maddox Cove. Staff will contact the Department of Transportation and Works regarding this.</p>

24		<p>The Foreperson's Report was tabled</p> <p>Shore Lane – The culvert on Shore Lane has been removed and the drain has been enlarged. After the last large rainfall there were no washouts in the area. The new drain is working very well.</p> <p>Signs – Skinner's Hill – Councillor Green noted that the fasteners that are holding the new signs do not seem to be sufficient. He noted that they should be secured with lag bolts or carriage bolts with washers.</p> <p>Removal of rock on Big Hill The rock alongside of Big Hill that the town planned on moving is working in our favor now. Staff constructed a berm, and this directed the water into a channel and directed away from the house at 82 Southside Road. This is working excellent and the rock that was supposed to be removed is helping keep the water in this channel. Staff checks this area regularly and even more so on rainy days. Staff has recommended to leave the rock as it is currently helping the drainage in the area.</p> <p>Staff requested to purchase a Hilti drill at a cost of \$750.00. Currently the town pays \$70.00 to rent this piece of machinery when installing the speed bumps. Council agreed that the town does not use this piece of equipment enough to warrant purchasing one.</p> <p>Water The town had a couple of issues with the water over the past couple of weeks. The first issue was discolored water. This was caused by a large buildup of sludge getting caught in the filter. This happened last year around the same time. Staff monitors the filter regularly, but this large amount of sludge had to happen in a very short period of time. The filter was cleaned, and water was back to normal the following day. Staff have also noticed that the chlorine residuals are low over the past week. Staff have been keeping a very close eye on this and have called Dennis Patey with the Department of Municipal Affairs and Environment to come out and investigate this issue with the foreperson. Mr. Patey should be out this week. Staff will also have some regular yearly maintenance done on the system over the next couple of days.</p> <p>Backhoe rental The foreman noted that some members of council had been discussing the possibility of the town renting a backhoe and having staff operate it. The foreperson noted that he does not agree with this. He stated it will limit what work will get done especially if staff are working close to or on the street as they would need two people as flag persons in some cases. This would leave no one to be a spotter or to do any work needed in the ditch. He also noted that staff are regularly getting pulled from jobs to do other tasks throughout the day, this would pretty much put the job at hand with the backhoe on hold while staff returned. He stated the town needs an experienced operator when dealing with water breaks and working on or around the main lines, as with one wrong move infrastructure could be damaged. The foreman noted that the cost to rent a backhoe for a week compared to the rental from our current contractor would be close to the same amount. Mayor Lee noted that the town was just looking into the cost to see if it would be a benefit to the town. He noted that if there is no benefit then we should continue with hiring a contractor. Deputy Mayor Stack stated that this could be a topic for the future discussion.</p> <p>Motion #164 Rick Raymond/David Green Proposed to accept the foreperson's report. All in favor, motion carried.</p>
25		<p>Expense claim for Mandy Dinn in the amount of \$10.00 was tabled. Motion #165 Harry Chafe/Rick Raymond Proposed expense claim for Mandy Dinn in the amount of \$10.00 be approved. All in favor, motion carried.</p> <p>Expense claim for Stephanie Stack in the amount of \$40.00 was tabled. Motion #166 Rick Raymond/Harry Chafe Proposed expense claim for Stephanie Stack in the amount of \$40.00 be approved. All in favor, motion carried.</p>
26		<p>Bills in the amount of \$21,562.32 were tabled. Motion #167 Rick Raymond/Kim Orren Proposed to pay bills in the amount of \$21,562.32. All in favor, motion carried.</p>

	NEW BUSINESS	
27		Deputy Mayor Stack asked if the next public meeting on June 23, 2020 could be an in-person meeting at the community centre. The CAO noted that the town would have to have several protocols in place for the safety of staff, council and the public before an in-person meeting could take place. She noted that there would have to be separate entrances for the exit and the entrance. There would have to be a list of attendees and screening protocols in place. She also noted that there would have to be a cleaning of the building after the meeting. Councillor Orren suggested that the CAO develop these protocols and forward to council for review. Once these protocols are in place and council is confident that they meet the requirements to help mitigate the spread of Covid-19 then the in-person public meetings can resume.
28		Councillor Green noted that there are a lot of cars parked on the shoulder of the road on Old Maddox Cove Road. He stated that some cars are parked very close to the intersection of Old Maddox Cove Road and the Main Road. This is making it difficult when exiting Old Maddox Cove Road. He suggested that the town erect no parking signs close to the intersection. Staff will have these signs erected.
29		Request from Fishing for Success to have an extension to their approval in principle letter dated June 5, 2019 to build a 20' x 28' X 17' twine loft, a 16' x 30' flake, a 16' X 30' X 10" stage, a wheelbarrow runway, a fence and to repair a slipway at Civic No. 10D Main Road, Petty Harbour. Councillor Orren stepped out due to a conflict of interest at 8:53 pm. Motion #168 Sam Stack/David Green Proposed to give Fishing for Success a 3 month extension to their approval in principle letter. All in favor, motion carried. Councillor Orren returned at 8:56pm. Mayor Lee noted to Councillor Orren that future construction on this property must be constructed so that they do not end up floating the in harbour. Councillor Orren agreed and stated that future construction would have cribbing, and the structures would be made more sturdy.
30		Motion #169 Rick Raymond/Harry Chafe Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 9:58pm.

Sam Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____