

REGULAR MEETING
MONDAY MARCH 11, 2019

1. Minutes of February 25, 2019
2. MOU East Coast Trail Association
3. Letter from Harbour Authority Re: Lease of parking spaces to Co-op/Mini-Aquarium
4. Application for extension to Mini Aquarium – 35A Southside Road
5. Business Arising
6. Application for an Approval in Principle to build extension to home at 47 Cribbies Road
7. Abandoned Vehicles
8. Quotes- Switch for Chlorine Station
9. Review of Disclosure Statements
10. Letter from Resident Re: Speed bumps on Southside Road
11. Epilepsy NL Purple Day Proclamation
12. Write-Offs Non Profits
13. Amendment-St. John's Urban Regional Plan
14. Expense claim - Cyril Whitten & Stephanie Stack
15. Bills
16. New Business
17. Adjourn

BILLS

Big Erics (Cleaning Supplies Expense)	\$571.00
Brush & Trowel Ltd. (R&M Building Expense)	\$345.00
Belbin's Grocery (Miscellaneous Expense)	\$48.97
City of St. John's (Garbage Expense)	\$1,545.33
CBCL Ltd. (Professional Fees)	\$4,639.74
Cal LeGrow (Insurance Expense)	\$234.60
Cassie Rideout (Cleaning Expense)	\$140.00
GTC Training (Training Expense)	\$299.00
Irving Oil Marketing (Gas Expense)	\$976.72
Keith's Plumbing (R&M Building Expense)	\$261.23
McDonald's Home Hardware (R&M Building Expense)	\$251.36
Kent (R & M Building)	\$48.76
NF Power (Street Lighting & Hydro Expense)	\$6,195.72
Acklands – Grainger (W & S Expense)	\$21.79
Afonso Group (W & S Expense)	\$845.25
Orkin Canada (Pest Control Expense)	\$79.35
Staples (Office Expense)	<u>\$524.37</u>
TOTAL	\$17,028.19



TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY MARCH 11, 2019

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

#		ITEM
1		Mayor Lee brought the meeting to order at 6:33pm.
2		Minutes of February 25, 2019 were read. Motion #58 Sam Stack/Rick Raymond Proposed minutes of February 25, 2019 be approved. All in favor, motion carried.
3		Motion #59 David Green/Rick Raymond Proposed to move item # 6 of the agenda to item # 5. All in favor, motion carried.
4	TONIGHT'S AGENDA	
5		Madeleine Florent and Randy Murphy with the East Coast Trail Association were present in council chambers to sign the MOU between the Town and the East Coast Trail Association.
6		Mayor Lee, Councillor Hearn and Councillor Chafe left chambers due to a conflict of interest at 6:33pm. Application for a liquor license for the Mini Aquarium/Co-op – Parking agreement between the Mini Aquarium/Co-op and the Harbour Authority. An email from the Harbour Authority stating that the Harbour Authority of Petty Harbour will be providing parking spaces to the Petty Harbour Mini Aquarium/Fishermen's Co-op as outlined in their application to the NL Liquor Corporation for a Recreational Facility Liquor License to be located at the Carton Loft Events Centre in the Fishermen's Co-op. These spaces will be leased on a yearly basis with the option for the leaser to renew annually. Motion #60 David Green/Rick Raymond Proposed to accept the parking lease between the Harbour Authority of Petty Harbour and the Mini Aquarium/Fishermen's Co-op and to issue the permit for the Recreational Facility Liquor License with the stipulation that if the parking lease is not renewed by the Harbour Authority for the parking space then the permit for the liquor license will be revoked. All in favor, motion carried.
7		Application to build extension (13' x 19.5') to the Mini Aquarium/Fishermen's Co-op. The Inspections and Development Committee and staff have inspected the area and have signed off on the application. There was originally some concern over some overhead wires in the area of the extension. The Inspections and Development Committee and staff have confirmed that this is not a Newfoundland Power wire and have received a letter from the contractor that will be constructing the extension stating that during and after construction the cable will be secured and installed in compliance with Canadian Electrical Code and Service NL regulations. Motion #61 Kimberly Orren/David Green Proposed to approve the 13' x 19.5' extension to the Mini Aquarium/Fishermen's Co-op. All in favor, motion carried. Mayor Lee, Councillor Hearn and Councillor Chafe returned to chambers at 6:43pm.
8		Application for an approval in principle to build an extension to a home at 47 Cribbies Road. Deputy Mayor Stack left council chambers due to a conflict of interest at 6:43 pm. The Inspections and Development Committee and staff have inspected the area and have signed off on the application. There is a power line in the area where the extension will take place and this will have to be moved before construction. The current home has a setback of 18.8 ft.

		<p>The regulation for this zone is 19.685ft. The extension to the home will be in line with the current home and will not add to the non-conformance of the lot. The property meets all other regulations for the zoning in the area.</p> <p>Motion #62 Harry Chafe/Rick Raymond Proposed to approve in principle the application to build an extension to 47 Cribbies Road with the stipulation that the overhead wires be removed. All in favor, motion carried. Deputy Mayor Stack returned to chambers at 6:47 pm.</p>
	BUSINESS ARISING	
9		#3 The propane inspection for the warm room will take place on April 26. Councillor Chafe would like to meet with town's electrician to clarify some of the electrical breakers in the community centre.
10		#4 Staff will contact the insurance company to find out about the town's insurance claim for the roof.
11		#5 Staff are expecting to start measuring the movement of the retaining wall on Southside Road in the coming week.
12		#6 Grease catchers for restaurants – Staff will perform a site visit to inspect the restaurants to confirm there are control methods in place. If there is nothing in place, the restaurants will be informed they must have something to catch the grease properly before entering the town's waste system. If the owners refuse to co-operate in a timely manner then the town will contact Service NL to investigate the problem.
13		#9 The CAO has confirmed that ACOA will not cover the cost to pave the laneway at the powerhouse. They will only cover the costs of the paving for the parking spaces only.
14		#10 Town staff have investigated new commercial traffic mirrors. Staff will have a commercial mirror installed at the foot of Skinner's Hill.
15		#11 The town has discovered that they may be able to use some of the funds from the Capital Works Project Valve Replacement to have the 3 lift stations in the town replaced. The reason there are funds left over from this project is due to the fact that the tender came in under budget. The town's engineer will issue a letter to the government to re-purpose these funds to the lift stations.
16		#12 Staff investigated the cost for an engineering firm to perform leak detection throughout the town. The estimated hourly cost for this service is \$180.00.
17		#14 The "Main Road" sign across from Layden's garage will be fixed in the spring. The foreman will place this item on his to-do list.
18		#15 Staff will check to see if the drain has been cleared out on Main Road, Maddox Cove.
19		#18 The appeal for the proposal at 56-58 Main Road, Petty Harbour took place on March 8 th , 2019 at 9:00am at Mt. Pearl City Hall. The CAO gave a brief summary of the appeal and felt the appeal went very well. Mayor Lee stated that Stephanie Stack did a very good job on the appeal and felt she was very well prepared.
20		#22 The town's Emergency Preparedness Plan has been sent to Department of Municipal Affairs and Environment - Emergency Services Division.
21		#23 The town has not heard back from the property owner with regard to the Boundary Agreement. Staff will contact the property owner.
22		<p>#32 The Petty Harbour/Maddox Cove Recreation Commission held their annual AGM on February 27th. There were a total of 11 members elected. They are as follows:</p> <p>Harry Chafe - Chair Linda Doyle -Vice-Chair Lynn Hearn – Treasurer Melissa Lee – Secretary Janie Doyle – Member at large Gladys Hutchings - Member at large Perry Stack - Member at large Tina Layden - Member at large Jeana Chafe - Member at large Shauna Best Kieleley - Member at large (New member) Tracey Hutchings - Member at large (New member)</p>
23		#37 Volunteer Week is April 7 th – 13 th . Council will book the community

		centre for a dinner and dance the first week of May. There is a small Volunteer Week grant in the amount of \$100 that the town will apply for.
24		#39 The CAO tabled the revised Traffic regulations. Council will review and have on the next agenda to discuss.
	TONIGHT'S AGENDA Continued	
25		Abandoned vehicles – There was some discussion with regard to vehicles being parked that are not being used. Council will address this issue on a case by case basis. Councillor Chafe noted that he knew of a couple of vehicles on Southside Road. Councillor Chafe will notify staff of any abandoned vehicles that he is aware of.
26		The town received three (3) quotes to install an on/off switch for the fan and the mixer at the chlorine station. MSS Contracting Ltd. \$558.41 DC Electrical Ltd. \$546.25 McGrath's Electrical \$506.00 Motion #63 Harry Chafe/Rick Raymond Proposed to accepted the quote from MSS Contracting in the amount of \$558.41 due to the fact that they are our regular contractor and very familiar with the town's electrical system and have been readily available to the town when needed.
27		Disclosure Statements for Council were presented Motion #64 David Green/Kimberly Orren Proposed to accept the disclosure statements for council. All in favor, motion carried.
28		A letter from a resident requesting that speed bumps not be placed on Southside Road was tabled. There was some discussion if speed bumps in this area are necessary. The CAO noted that she had not received any complaints with regard to speeding on Southside Road. Council will take this into consideration when placing the speed bumps out in the spring.
29		Motion # 65 Sam Stack/Rick Raymond Proposed to proclaim March 26, 2019 as Purple Day for Epilepsy to promote epilepsy awareness. All in favor, motion carried. Staff will send out an email with regard to epilepsy awareness.
30		Write off's for non-profits Councillor Orren asked for her name to be removed as a contact on the town's account for Fishing for Success. Councillor Orren suggested that there should be a policy in place to write off property tax and business tax for non-profit organizations. Councillor Orren also noted that non-profit organizations bring a lot of value to the community. She noted that with a policy all non-profit organization could be treated the same. Motion # 66 Sam Stack/Lynn Hearn Proposed to develop a draft of a Non-Profit Policy and place on the agenda for the next meeting for review. All in favor, motion carried. Motion # 67 Kimberly Orren/Rick Raymond Proposed to write off the business tax from Jan – June for Fishing for Success and the St. John's Mini Aquarium (Petty Harbour Mini-Aquarium). Deputy Mayor Stack, Councillor Orren, Councillor Green, Councillor Raymond and Councillor Chafe in favor. Mayor Lee and Councillor Hearn not in favor. Motion carried. Motion # 68 Sam Stack/Harry Chafe Proposed not to write of the property tax from Jan –June for the Nature Conservancy. Mayor Lee, Deputy Mayor Stack, Councillor Hearn, Councillor Chafe in favor. Councillor Raymond, Councillor Orren and Councillor Green not in favor. Motion carried.
31		Proposed amendment to the St. John's Urban Region Regional Plan with regard to 47 Heavy Tree Road was table. Council noted they have no issue with the proposed amendment.
32		Expense claim for Stephanie Stack in the amount of \$40.00 was presented. Motion #69 Sam Stack/Harry Chafe Proposed to approve the expense claim for Stephanie Stack in the amount of \$40.00. All in favor, motion carried.

33		Expense claim for Cyril Whitten in the amount of \$20.00 was presented. Motion #70 Dave Green/Harry Chafe Proposed to approve the expense claim for Cyril Whitten in the amount of \$20.00. All in favor, motion carried.
33		Motion #71 Sam Stack/Lynn Hearn Proposed to approve the expense claim for Harry Chafe in the amount of \$40.00. All in favor, motion carried.
34		Bills in the amount of \$17,028.19 were presented. Motion #72 Rick Raymond/David Green Proposed to pay bills in the amount of \$17,028.19. All in favor, motion carried.
	NEW BUSINESS	
35		Councillor Green wanted some clarification on the Expense Claim form with regard to mileage.
36		Councillor Chafe noted that a resident on Main Road, Maddox Cove is having trouble with water being froze. A plumber has been on site and he speculated that the freeze up of the line was beyond the town's curb stop. Staff excavated the town's curb stop as the curb stop was not functioning properly. Councillor Chafe noted that the property owner still has no water. Staff will investigate this first thing tomorrow morning. There was also some discussion with regard to water freezing on Big Hill Road.
37		Councillor Orren noted that there were a number of activities throughout the town over the past few weeks. There were 20 Memorial University Social Work graduate students that visited the town. They had a tour of the Mini Aquarium and the Museum. They met with Fishing for Success at the Watershed Coffee Shop to discuss and review social programs such as Choices for Youth. There was also a group of business students from Memorial University that visited the Mini Aquarium, the Museum and Town Office on March 8 th , 2019.
38		Deputy Mayor Stack asked staff to follow up with the request for a traffic light at the intersection of Petty Harbour Road and the Main Road in the Goulds.
39		Deputy Mayor asked if staff could review the town's web page and update anything that need to be updated. Deputy Mayor Stack noted that he will let staff know what issues he had with the web page.
40		The bi-weekly report from the foreman was tabled. Councillor Chafe noted that inside staff and outside staff are doing a great job and he would like to send them a thank you for their hard work. The CAO noted that the new foreman is doing a great job and making a number of positive changes.
		Motion #73 David Green/Sam Stack Proposed to approve the expense claim for Matthew Chafe in the amount of \$22.99. All in favor, motion carried.
40		Motion #74 Rick Raymond/Harry Chafe Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 8:08pm.

Samuel Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____