

REGULAR MEETING
TUESDAY MARCH 18, 2025
AGENDA

1. Minutes of March 3, 2025
2. Business Arising
3. Application (A2025-13) to construct covered pergola at 50 Main Road, Petty Harbour
4. Application (A2025-14) to relocate walk-in cooler at 11 Main Road, Petty Harbour
5. Request to rescind approval in principle for Application (A2024-87) to pave at 56 Main Road, Petty Harbour
6. Required safety equipment for job sites
7. 2024 Draft Financial Statements
8. Quote from Triware for protection services
9. Quote from Action to have light bar supplied and installed on garbage truck
10. Daily Foreperson's Log
11. Expense Claims
12. Bills
13. New Business
14. Adjourn

BILLS

March 18, 2025

Allnorth (CWP-Motion Bay Road Extension Phase II Expense)	\$3,180.90
Bennett's Home Hardware (Cleaning & Hardware Expense)	\$69.31
CIBC Visa (Office, Cleaning, Water Infrastructure & RM Building Expense)	\$1,124.33
Canoe (Office Expense)	\$71.76
BioMaxx (Sewer Expense)	\$3,450.00
Bell Mobility (Cell Phone Expense)	\$325.17
Access (Office Expense)	\$24.01
City of St. John's (Garbage Expense)	\$1,563.81
Emco (Water Infrastructure Expense)	\$44.53
Eastern Ventures (Training Expense)	\$143.75
Emco (Water Infrastructure Expense)	\$1,402.74
Grainger (Safety Equipment Expense)	\$981.90
John Layden Trucking (Road Maintenance Expense)	\$862.50
Grainger (Safety Expense)	\$444.07
NF Power (Hydro & Street Lighting Expense)	\$6,524.47
Weir's Construction (Road Maintenance Expense)	\$969.85
Reprographics (Office Expense)	\$138.58
Brian Scammell Assurance (Professional Fees Expense)	<u>\$2,429.47</u>
Total	\$23,778.15

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

TUESDAY MARCH 18, 2025

PRESENT: Rick Raymond, Ed Dyke, Irene Stack, David Balsom, Agatha Stack-Balsom, Kayla Parsons and Mandy Dinn

ABSENT: Ron Doyle

		ITEM
1		Acting Mayor Raymond brought the meeting to order at 6:30pm.
2		Minutes of March 3, 2025, were tabled. Motion #66 Agatha Stack Balsom/Ed Dyke Proposed to accept minutes of March 3, 2025. All in favor. Motion carried.
	BUSINESS ARISING	
3		#3 Staff were notified that the final inspection of Motion Bay Road Phase I will be completed in the spring when the snow cover clears on Motion Bay Road. Staff will get an update from the engineer on how quickly this can be completed. Staff will also get an update from the engineer regarding Motion Bay Road Extension Phase II.
4		#14 Council met with the new Recreation Committee, and it was a very productive meeting. Recreation still needs a council member liaison. Councillor Stack asked councillors to consider taking on this role.
	TONIGHT'S AGENDA	
5		Application (A2025-13) to construct a covered pergola at 50 Main Road, Petty Harbour. Councillor Dyke declared himself in a conflict of interest as he prepared a quote for the job. Motion # 67 Irene Stack/Agatha Stack Balsom Proposed that councillor Dyke was in a conflict of interest. All in favor. Motion carried. Councillor Dyke removed himself at 6:34pm. The Inspections and Development Committee inspected the area and signed off on the application. Motion #68 Agatha Stack Balsom/Kayla Parsons Proposed to approve application (A2025-13) to construct a covered pergola at 50 Main Road, Petty Harbour. All in favor. Motion carried. Councillor Dyke rejoined meeting at 6:35pm.
6		Application (A2025-14) to relocate walk-in cooler 11 Main Road, Petty Harbour. There is currently a stop work order issued for this development. The development is in the flood risk area. The Inspections and Development Committee inspected the area and signed off on the application. Motion # 69 Ed Dyke/Irene Stack Proposed to approve the application (A2025-14) in principle with the stipulation that it is approved by the Department of Environment. All in favor. Motion carried.

7		Request to rescind approval in principle letter for application (A2024-87) to pave at 56 Main Road, Petty Harbour due to flooding risk in area. There was previous flooding in the area and washouts. The applicant noted that the risk of paving the area is high with regard to the area washing out. The Department of Environment requires that town rescind its approval in principle letter before they can deny the application. Motion #70 Ed Dyke/Kayla Parsons Proposed to rescind the approval in principle letter for application (A2024-87). All in favour. Motion carried.
8		Quotes from Grainger for staff safety equipment. Motion #71 Agatha Stack Balsom/Kayla Parsons Proposed to approve the quote from Grainger up to \$2000 plus HST for safety equipment. All in favor. Motion carried.
9		2024 Draft Financial Statements. The 2024 Draft Financial Statements and Auditor's Letter was presented. Motion # 72 Ed Dyke/Agatha Stack Balsom proposed to accept the 2024 Draft Financial Statements and Auditor's Letter. All in favor. Motion carried.
10		Quote from Triware for computer protection services. The quote was \$625.00 for 1 year, \$1095.00 for 2 years, and 1495.00 for 3 years. Motion # 73 Irene Stack/Agatha Stack Balsom Proposed to approve quote for 2-year plan in the amount of \$1095.00. All in favor. Motion carried.
11		Quote from Action to have lightbar supplied and installed for garbage truck. Staff will get 2 more quotes, and council will revisit once they have 3 quotes.
12		Foreman's Log Councillor Parsons noted that she will be making a few changes to the reporting form. She will also be contacting the foreman to discuss any changes. Motion #74 Irene Stack/Agatha Stack Balsom Proposed to accept the foreman's log. All in favor. Motion carried.
13		Expense claim in the amount of \$50.00 for Mandy Dinn Motion #75 Agatha Stack Balsom/Ed Dyke Proposed to pay expense claim for Mandy Dinn in the amount of \$50.00. All in favor. Motion carried.
14		Bills in the amount of \$23,778.15 were presented. Motion #76 Ed Dyke/Kayla Parsons Proposed to pay bills in the amount of \$23,778.15. All in favor. Motion carried.
	NEW BUSINESS	
15		Councillor Parsons noted that HR meetings with staff will begin once a new CAO is hired. Councillor Parsons also enquired about staff safety training. Acting CAO noted that all safety training is up to date.
16		Councillor Stack Balsom noted that water is running down Long Run Road to the stand area. It was advised that this issue is due to a blockage under a private residence. Councillor balsom also noted that potholes on Southside Road need attention. Staff will fill potholes with cold patch on Southside Road and any other areas that need immediate attention.
17		Councillor Balsom noted that a manhole on Old Maddox Cove Road is filled with sand and requires clearing.
18		Councillor Dyke requested that staff remove the old Capital Works Project signage at the bottom of Motion Bay Road as it is damaged and in disrepair.
19		Acting CAO noted that reflective rain jackets are \$80-\$100 at Work Authority. Motion #77 Dave Balsom/Kayla Parsons Proposed to purchase 2 rain jackets. All in favor. Motion carried.
20		Motion #78 Ed Dyke/Agatha Stack Balsom Proposed meeting be adjourned. All in favor. Motion carried. Meeting

		adjourned at 7:00 pm.
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Rick Raymond, Acting Mayor _____

Mandy Dinn, Acting Chief Administrative Officer _____