

**REGULAR MEETING**  
**MONDAY MAY 11, 2020**  
**AGENDA**

1. Minutes of April 27, 2020
2. Business Arising
3. Application to construct drain at 59 Main Road, Maddox Cove (Application # A2020-17)
4. Ratify Motion to send Stop Work Order – 41 Skinner’s Hill
5. Ratify Motion to send Restoration Order – 41 Skinner’s Hill
6. Letter regarding work completed at 41 Skinner’s Hill
7. Ratify Motion to send Stop Work Order – 10B Main Road, Petty Harbour
8. Garbage Truck Tender specifications
9. Application to construct an extension to house at 49 Cribbies Road (Application # A2020-16)
10. Request to temporarily park trailer next to Cribbies Park
11. Update on Canada Summer Jobs
12. Inquiry –Tourist accommodations switching to permanent residential rentals
13. Letter with regarding Doggie Bag Dispensers
14. Letter from property owner of 51-59 Motion Bay Road Ext. – Re: washouts
15. Updates on Skinner’s Hill Parking Area, Old Maddox Cove Road, engineering work for Motion Bay Road Ext. and Ticketing
16. Foreperson’s Report
17. Expense Claims
18. Bills
19. New Business
20. Adjourn

## BILLS

City of St. John's (Garbage Expense)	\$1,879.97
North Atlantic Supplies (Employee Clothing Expense)	\$117.30
Bell Mobility (Cell Phone Expense)	\$265.56
Irving Oil Marketing (Gas Expense)	\$683.02
Impact Signs (Road Maintenance Expense)	\$228.28
NF Power (Street Lighting & Hydro Expense)	\$5,428.80
T&D Enterprises (Garbage Truck Expense)	\$2,438.30
CIBC Mellon (Pension Expense)	\$1,179.38
CBCL (Professional & Sewer Expense)	\$589.38
SNC Lavalin (Professional Fees Expense)	\$5,304.66
Orkin (Pest Control Expense)	\$86.25
Modern Paving (Road Maintenance Expense)	<u>\$398.08</u>
	\$18,598.98

**TOWN OF PETTY HARBOUR/MADDOX COVE**

**REGULAR MEETING**

**MONDAY MAY 11, 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 and Stephanie Stack**

**ABSENT: Harry Chafe**

#		ITEM
1		Mayor Lee brought the meeting to order at 6:37pm.
2		Minutes of April 27, 2020 were read. <b>Motion #124 Rick Raymond/Lynn Hearn</b> Proposed minutes of April 27, 2020 be approved. All in favor, motion carried.
	<b>BUSINESS ARISING</b>	
3		#3 The town received the drafted Nape Union Contract and are reviewing this week.
4		#4 The town received the new credit card.
5		#5 Finance meeting was held on May 5 at 4:00 pm. The CAO Stephanie Stack gave an overview of the meeting and the town's finances. She noted that the town is currently in good shape financially. All areas of the budget were reviewed and are in line for this part of the year. She noted that the garbage truck expense was almost over budget and that was due to a lot of repairs having to be done on the garbage truck. The finance committee moved around a few things on the budget to accommodate. It was noted that with the new garbage truck coming on stream soon this expense should level off. It was also noted that the Insurance cost has increased slightly. The finance committee will adjust this in the next budget. Deputy Mayor Stack noted that the grants for the Museum and for Recreation will be on hold due to the pandemic and the absence of programming. These grants will stay in the budget and council will review the necessity of these grants for 2020 later in the year.
6		#6 This will be discussed at a private meeting.
7		#7 The cost to increase the town's Employee Dishonesty Coverage (as recommended by the auditor) from \$50,000 to \$100,000 is an extra \$197.00. The town is currently paying \$53.00. To increase the coverage to 100,000 the total cost would be \$250.00. <b>Motion #125 Lynn Hearn/ Rick Raymond</b> Proposed to leave the Employee Dishonesty Coverage at \$50,000. Mayor Lee, Councillor Hearn, Councillor Raymond, Deputy Mayor Stack and Councillor Green in favor. Councillor Orren not in favor. Motion carried.
8		#8 Maddox Cove Beach Area/Old Road Maddox Cove SNC Lavalin will have a report to the town this week.
9		#9 Outside staff is back to work on regular schedule. Office staff will return to regular hours in two weeks provided all the appropriate PPE is in place and provided to staff.
10		#11 The Department of Transportation and Works were contacted with regard to the road conditions. They informed the town that they are waiting on the asphalt plants to re-open as they have to do some resurfacing work in the town.
11		#12 The town received a report from CBCL with regard to the drainage and upgrades to Motion Bay Road Extension. Council will meet on Thursday May 14 at 6:30pm to discuss the report.
12		#17 Waiting on the asphalt plants to re-open.
13		#18 Lawn extended to edge of pavement at 39 Motion Bay Road. The property owner has restored a section of the shoulder of the road. Council was asked to visit the site before the meeting. Council agreed that the work that was completed was sufficient. Staff will send a letter to the owner notifying him that the work is sufficient. The letter will also note that the town is not responsible for any damages that may occur to any section of the lawn in the area that is not within the property owner's boundary.

14		#20 Condition of a vacant lot at 16 O'Brien's Lane. There has been work done on this site since the last meeting. Council agreed that the work completed was sufficient. Staff will send a letter to the property owner.
15		#26 RNC have been making frequent trips up Cribbies Road over the past couple of weeks. Deputy Mayor Stack noted that the "No Parking" sign in the area seems to be working.
16		#30 Avalon FUNDamentals request to erect a batting cage at the Ron Weir Memorial Ball Park. Members of council and recreation meet with members of Avalon FUNDamentals to discuss this request and to obtain more information about the project. It was noted that there was some concern of liability of the batting cage. Staff will check into this. Mayor Lee noted that Recreation and Avalon FUNDamentals will try to work out an agreement and then present to council.
	<b>TONIGHT'S AGENDA</b>	
17		Application to construct drain at 59 Main Road, Maddox Cove (Application # A2020-17). Councillor Green and staff inspected the area and noted that he approved the application. There was some discussion regarding the exact location of the drain. It was noted that the drain is 90% on the adjoining property at 3 Oceanview Boulevard. The applicant has a letter from the property owner stating that he approves the installation of a drainpipe on his property. It was noted that the letter should read the installation of a drain as there is no pipe being installed. <b>Motion #126 Sam Stack/David Green</b> Proposed to approve the application to construct a drain at 59 Main Road, Maddox Cove with the stipulation that the applicant obtain a new signed letter from the owner of 3 Oceanview Boulevard stating the approval of a drain being constructed on his property. All in favor, motion carried.
18		Ratify Stop Work Order for 41 Skinner's Hill. <b>Motion #127 David Green/Rick Raymond</b> Proposed to approve the issuance of a Stop Work Order for 41 Skinner's Hill. All in favor, motion carried.
19		Ratify Restoration Work Order for 41 Skinner's Hill. <b>Motion #128 Rick Raymond/David Green</b> Proposed to approve the issuance of a Restoration Order for 41 Skinner's Hill. All in favor, motion carried.
20		A letter from a resident regarding the excavation and the blocking of a drain at 41 Skinner's Hill was tabled. It was noted that this is a legal matter and will be discussed at a private meeting.
21		Ratify Stop Work Order for construction to a shed 10B Main Road, Petty Harbour. <b>Motion #129 Lynn Hearn/Kimberly Orren</b> Proposed to approve the issuance of a Stop Work Order for 10B Main Road, Petty Harbour regarding the construction of an extension to a shed. All in favor, motion carried. It was noted that the property owner has stopped construction and has applied for a permit. Staff informed council that the proposed extension to the shed is not on the property owner's land. The property owner has informed staff that the property belongs to NL Power and he will try to get permission from them to construct the extension to the shed.
22		Specification for new garbage truck were tabled. Deputy Mayor Stack asked if purchasing a four-door garbage truck would be of benefit to the town due to Covid-19. It was noted that a four-door garbage truck would be much more expensive than a two door. The CAO noted if staff are permitted to travel in the same vehicle once some of the restrictions are lifted, they could wear masks if it is required. <b>Motion #130 Sam Stack/Rick Raymond</b> Proposed to accept the tender specifications as tabled for the new garbage truck and to go to tender. All in favor, motion carried.
23		Application to construct an extension to house at 49 Cribbies Road (Application # A2020-16). Deputy Mayor Stack noted that he was in a conflict of interest on this item and muted his mike at 7:24pm. Councillor Chafe and Staff have inspected the area and have signed off on the application. <b>Motion #131 Lynn Hearn/Rick Raymond</b> Proposed to approve the application to construct an extension to house at 49 Cribbies Road (Application # A2020-16). All in favor, motion carried. Deputy Mayor Stack returned at 7:26pm.
24		Request to park RV at Cribbies Park temporarily until July. Councillor Green noted that there may be issues regarding liability. Councillor

		<p>Orren noted concerns over setting a precedent for these types of requests. Deputy Mayor Stack noted that the town can note in the letter that the Camper/RV has to be moved if the town deems it necessary. Councillor Orren noted that there should be insurance on the vehicle,</p> <p><b>Motion #132 Sam Stack/Lynn Hearn</b>  Proposed to approve the request to park a RV/Camper at Cribbies Park. The approval will state that the owner would have to move it at any time at the towns request and that the town accepts no liability with any damages that may occur. The vehicle will be parked in the area at the owner's risk. Mayor Lee, Deputy Mayor Stack, Councillor Green, Councillor Raymond and Councillor Hearn in favor. Councillor Orren not in favor. Motion carried.</p>
25		<p>Update on Canada Summer Jobs</p> <p>Recreation – Recreation has decided not to move forward with this year's Summer Program due to the Covid-19 pandemic. Councillor Hearn noted that they have also postponed the Canada Day Celebrations but are able to use the grant money up until the end of January. If the restrictions are lifted later in the year recreation may move forward with some type of celebration.</p> <p>Museum &amp; Tourist Information Centre – The Museum committee have also decided not to move forward with the Canada Summer Jobs for the Museum and the Tourist Information Centre this year due to Covid-19.</p> <p>The CAO noted that the town has applied for the two traffic attendants as she feels social distancing can be attained for these positions. The CAO also noted that the town may find it difficult to get students to apply as students are being offered a Canada Emergency Response Benefit (<b>CERB</b>) package.</p>
26		<p>Inquiry from a tourist accommodations operator at Big Hill Road to switch her business from a tourist accommodation to a permanent residential rental and then switch back again once Covid-19 restrictions are over.</p> <p>Councillor Green and Councillor Hearn were in a conflict of interest on this topic, as noted in the minutes of the previous meeting. Councillor Green and Councillor Hearn abstained from commenting in this topic. Deputy Mayor Stack noted some concern of having to change this for all these types of businesses and the financial implications for the town. He noted that if council moved forward with this then they would have to budget for it and take the money from somewhere else. Mayor Lee agreed and said approving this request would start a snowball effect for all businesses. He suggested the town not approved this request and if the business owner changes the usage of her property and reverts back to residential then she would have to reapply to council to start a tourist accommodation again in the new year. Deputy Mayor Stack also noted that there may be assistance from either the Provincial or Federal government. Mayor Lee noted that some of these accommodations may pick up local tourist this summer as local will hopefully be travelling within their own province. Councillor Orren noted that she felt that tourism will not pick up this summer. The CAO noted that council has already deferred tax payments until the end of August and suggested council could look again at that time.</p> <p><b>Motion #133 Sam Stack/Kim Orren</b>  Proposed to send a letter back to the business owner stating that council will not be making a decision on this issue at this time as taxes have been deferred until August 31, 2020. They will look at this issue later in the year.</p>
27		<p>Letter from resident with regard to the town placing Doggie dispensers around the community.</p> <p>Council will have staff price these dispensers and place this item on the next agenda to discuss.</p>
28		<p>A letter and videos from property owner (51-59 Motion Bay Road Extension) regarding flooding to his property. Council noted that they had reviewed the videos. Mayor Lee noted that he was up today and there was very little water. He stated that the water is coming out through the middle of the road. Mayor Lee noted that the town is actively pursuing ways to ditch this road. Mayor Lee stated that as far as water going onto this property owner's property, the property owner needs to place a ditch along his property to stop his property from being flooded. Deputy Mayor Stack noted that the town needs to do ditching on the road. He stated that council needs to do its due diligence and review the report that the town recently received from the engineer with regard to Motion Bay Road Extension first. Council will be meeting on Thursday May 14, 2020 to discuss this report. Mayor Lee again noted that the town will look at the report but the property owner needs to take steps to mitigate the flooding onto his property such as constructing</p>

	<p>a ditch on his property to bring the water away from his property. He noted that it is not the town's responsibility. Deputy Mayor Stack noted that it is council's responsibility and the town need to fix the drainage issue on Motion Bay Road Extension. Councillor Orren noted that to her recollection the town was only looking into maintaining the road to protect the water line. She stated the town can not afford to do anything else. She reiterated that the property owner needs to construct a ditch or plant trees or shrubs to stop the flooding to his property. She noted that other property owners are having flooding issues due to the spring thaw. She ended with saying this is going to be a huge cost to the town. Mayor Lee noted that the town has a lot of expenses and other project that need to take precedence. It was agreed for council to send a letter to the property owner stating that council is continuing to look into the drainage and the upgrades to Motion Bay Road but they need to gauge the cost and timelines for this proposed project.</p>
29	<p>Updates from CAO</p> <p><b>Skinner's Hill Parking Area</b> The Skinner's Hill Parking Area is in good shape after the winter. There is still a lot of work to complete to get this up and running this summer. The majority of the work involves signage. These signs include one-way signage, parking space numbering signs, the main parking sign and directional signs to get to the parking area. Staff will be working on this in the coming weeks. It was agreed that the one-way traffic for Skinner's Hill will come into effect as of June 1, 2020. Staff will add this to the newsletter and send a letter to the residents of Skinner's Hill.</p> <p><b>Old Maddox Cove Road Repairs</b> Staff is waiting on a report from SNC Lavalin regarding the work to repair Old Maddox Cove Road. The report should be in this week.</p> <p><b>Motion Bay Road Extension</b> – The town received a report regarding Motion Bay Road Extension drainage and upgrades today. Council will be meeting on Thursday May 14, 2020 to discuss the report.</p> <p><b>Ticketing</b> Staff are actively working on getting the parking tickets printed. The CAO informed council that she recently received a letter from the Department of Transportation and Works stating that the town has been approved to ticket for non-moving violations on the Main Road throughout the community. It was also noted that Fines Administrations will look after the collection of the fines. They charge a fee of \$9 per ticket with the remainder of the fine being issued back to the town. The town now needs to investigate who will be issuing the fines. Staff will check with the City of Mt. Pearl as they have previously mentioned that they may have traffic enforcement officer that may be able to schedule a few days for the Town of Petty Harbour/Maddox Cove. Staff will also check with the Canadian Corps of Commissionaires to get a quote on these services.</p>
30	<p>The Foreperson's Report was tabled</p> <p><b>Shore Lane wash-outs</b> – Mayor Lee noted that a suggestion he had at the last meeting with regard to placing pavement in the area will not work as he visited the site with the town's foreperson. He stated that 99% of the problem stems from the water that runs down the bike trail and bypasses the drain. The foreperson suggests the town construct a wide drain in the area so that the ATV users can still access the path. Mayor Lee noted that if the drain gets filled in because of the ATV's then the town would have to look at blocking access to the trail by ATV's. Staff will have this drain constructed.</p> <p>Mayor Lee also wanted to make noted that the culvert that was placed on Cribbies Road last year is causing the area to wash-out. He stated he voiced his concern over this when this project was proposed. He said that council may need to open up the culvert a little to alleviate the problem. He asked for all councillors to go to the area to look at the problem.</p> <p><b>Hydrant Flushing</b> Meeting with Dennis Patey and Foreperson regarding the purchase of a diffuser. Matthew noted that he would meet with Mr. Patey once the restrictions of the pandemic were over. Deputy Mayor Stack asked why they could not meet before this. It was noted that Mr. Patey may be working from home and unable to meet staff at this time. Mayor Lee asked if staff could use a fire hose instead of a diffuser. The CAO will check with staff to see if this is possible.</p>

		<p>Picnic tables The picnic tables have been placed around the community. Deputy Mayor Stack asked to have staff check to ensure the tables are at least 6ft apart. He also asked for staff to place a sign on the tables asking individuals not to move as they are a certain distance apart due to Covid-29 restrictions.</p>
31		<p>Expense claim Stephanie Stack for in the amount of \$50.00 was tabled. <b>Motion #134 Sam Stack/David Green</b> Proposed expense claim for Stephanie Stack in the amount of \$50.00 be approved. All in favor, motion carried.</p>
32		<p>Bills in the amount of <b>\$18,598.98</b> were tabled. <b>Motion #135 Rick Raymond/Sam Stack</b> Proposed to pay bills in the amount of <b>\$18,598.98</b>. All in favor, motion carried.</p>
	<b>NEW BUSINESS</b>	
33		<p>Councillor Raymond asked to have a garbage barrel placed at Cribbies Park. <b>Motion #136 Rick Raymond/Sam Stack</b> Proposed to purchase a garbage barrel for Cribbies Park. All in favor, motion carried.</p>
34		<p>Deputy Mayor Stack asked when the speed bumps will be put down. It was noted that it is on the list for staff. It was noted that it is a little early and we may still get snow.</p>
35		<p>Application to demolish house at 94 Southside Road (Application # A2020-19). <b>Motion #137 David Green/Lynn Hearn</b> Proposed to approve the application to demolish house at 94 Southside Road. All in favor, motion carried.</p>
36		<p><b>Motion #123 Rick Raymond/Kimberly Orren</b> Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 8:43pm.</p>

Mayor, Sam Lee \_\_\_\_\_

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