

REGULAR MEETING
TUESDAY MAY 21, 2019

1. Minutes of May 6, 2019
2. Cribbies Road Park – Request to speak Vonda Wareham
3. Application for driveway at 47 Cribbies Road. Request to speak if needed.
4. Business Arising
5. Request from owner of 55 Main Road, Maddox Cove for tax exemption – Re: Water & Sewer extension
6. Application to replace siding and windows at 23 Old Maddox Cove Road
7. Application for fill placement at 23 Old Maddox Cove Road
8. Application to build two decks at 13 Southside Road – Fisherman's Centre
9. Application to install 2 windows and storm door at 26-28 Cribbies Road
10. Application for septic for home at 41-49 Main Road, Maddox Cove
11. Application to replace shingles at 96 Motion Bay Road
12. Quotes to replace roof Town Office and Community Centre
13. War Memorial & Museum update
14. Write offs
15. Thank you – Eric Healey/Emma Healey
16. Quotes for consulting fees for the re-zoning of land on Cribbies Road
17. Respectful Workplace Training
18. Request to have taxes wrote off for Art Studio no longer in business at Civic # 16-18 Old Maddox Cove Road.
19. NEAJC meeting report – Deputy Mayor Stack
20. Letter from property owner of 69A Main Road, Petty Harbour with regard to water tax
21. Expense claims
22. Bills
23. New Business
23. Adjourn

BILLS

Bell Mobility (Cell Phone Expense)	\$194.39
Eastchem (Water & Sewer Expense)	\$1,460.50
NF Power (Hydro Expense)	\$21.20
Orkin (Pest Control)	\$79.35
Rideout Tool & Machine (Misc. tools)	\$202.74
City of St. John's (Garbage Expense)	\$1,830.59
Trio (Pension Plan Exp.)	\$1,093.76
T & D Enterprises (Pick- up Truck Exp.)	\$68.94
T & D Enterprises (Garbage Truck Exp.)	\$235.75
Bell Aliant (Telephone Exp.)	\$520.62
Hiscock Rentals (W & Sewer Exp.)	\$39.04
Rogers (Office Exp.)	\$97.67
White & Abbott (Professional Fee - Auditor)	<u>\$6,152.50</u>
TOTAL	\$11,997.05

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

TUESDAY MAY 21, 2019

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

#	ITEM
1	Mayor Lee brought the meeting to order at 6:30pm.
2	Minutes of May 6, 2019 were read. Motion #157 Harry Chafe/Rick Raymond Proposed minutes of May 6, 2019 be approved. All in favor, motion carried.
3	Cribbies Road Park Committee Update Vonda Wareham-Hayes was present in chambers to give an update on Cribbies Park. Mrs. Wareham-Hayes noted that this would be the 4 th year for the community garden and the committee plans to continue with the community garden. Mrs. Wareham-Hayes also noted that the committee has received some funding for the drainage that needs to be completed in the park but it would not cover the total cost of the drainage which would be approximately \$25,000. Currently the committee has secured funding for the drainage in the amount of \$10,000 and for a swing set in the amount of \$3,000. The committee currently has \$15,020.00 in the bank. Mrs. Wareham-Hayes stated that the committee is struggling to get volunteers but also noted that there is still a lot of interest in the park from residents and tourists. The sign to Cribbies Park has currently come down. Council will have the sign put back up. Mayor Lee noted that if the Cribbies Park Committee disbands all funds and documentations must be transferred back to the town. Councillor Chafe noted that Recreation is looking at placing a multi-purpose surface at the Maddox Cove ballfield but are willing to consider placing it at Cribbies Park. It was noted that Recreation will discuss and get back to the Cribbies Park Committee.
4	Application to construct a driveway at 47 Cribbies Road Deputy Mayor Stack removed himself from chambers at 6:57pm due to a conflict of interest. Irene Stack was present in chamber to discuss the application. Mrs. Stack asked council if there was an update with the culvert placement for drainage in the area. Council informed Mrs. Stack that there would be 5 culverts placed in the area. 4 culverts will be placed down from her property and one will be placed in the area of her driveway. Mrs. Stack also asked if the culvert across her driveway would have to be kept back a couple of feet or would there be an elbow placed on the culvert. Mrs. Stack was told that council would not know this until the placement of the culverts begin. Mrs. Stack noted that she would be willing to put an elbow on the culvert to avoid the culvert having to be kept back a few feet from her boundary. Councillor Chafe noted that during construction the contractor may be able to take out a section of the turn in the drain to avoid having to place an elbow on the culvert or moving the culvert back. Motion #158 Rick Raymond/David Green Proposed to approve the application to construct a driveway at 47 Cribbies Road. All in favor, motion carried. Deputy Mayor Stack returned at 7:00pm.
	BUSINESS ARISING
5	# 6 The town will call the Department of Environment with regard to the grease catcher at 11 Main Road, Petty Harbour.
6	#7 The CAO - Stephanie Stack has resubmitted the request to repurpose the funds from the Capital Works Project – Valve Replacement to replace the three lift station in the town. She will meet with representatives with the Department of Municipal Affairs and Environment on Wednesday May 22.
7	#9 Skinner’s Hill – Parking Area The town should be receiving the survey, drawing and the scope of work from the engineer by May 24.
8	#12 The foreman is still waiting to hear back from the Department of

		Transportation & Works.
9		#14 The CAO will check to see if the materials for the wharf have been purchased.
10		#15 The CAO has contacted the engineer to enquire about the scope of work for Motion Bay Road Extension upgrades and is waiting to hear back from him.
11		#24 The town received a quote to have the outfall at the northside beach replace and moved. The cost for this would be \$15,237.50. This project will be looked at during the 2020 budget.
12		#34 The generator for the Community Warm Room has been testing and is working well. The electrician has also completed work to the lights around the outside of the community centre.
13		#42 The road sign on Main Road Maddox Cove has been fixed. Staff have also fixed the Tidy Towns sign in Maddox Cove.
	TONIGHT'S AGENDA	
14		Request from owner of 55 Main Road, Maddox Cove for tax exemption –Re: water and sewer extension Staff have discussed the original invoice (\$35,079.23) for the water and sewer that was presented to council with the contractor. The contractor revised the invoice to isolate the cost for the extension to the sewer main only and not the cost to bring services up to the home. The revised cost is \$29,134.13. There was some discussion if there was potential for the water & sewer to be extended by other property owners further up Main Road, Maddox Cove and if this should be discussed before a decision was made on this request. Motion #159 Sam Stack/Rick Raymond Proposed to accept the request from 55 Main Road, Maddox Cove to have municipal taxes temporarily exempted until such time that the cost of the water & sewer extension installation (paid by the current homeowners) is recovered in the amount of \$29,134.13. The length of time for the proposed exemption and dollar amount per year will depend on the Municipal Assessment Agency's (MAA) property tax assessment. The property owner would have to sign over the ownership rights of the proposed water and sewer extension infrastructure to the Town of Petty Harbour – Maddox Cove before the agreement will take effect. It will be noted in the agreement that if the property is sold, the town would not be responsible to pay the seller any remaining tax credits in the form of a payout to the property owner(s) and the agreement is non-transferrable. All in favor, motion carried.
15		Application to replace siding and windows at 23 Old Maddox Cove Road. Motion #160 Kimberly Orren/Sam Stack Proposed to approve application to replace siding and windows at 23 Old Maddox Cove Road. All in favor, motion carried. There was some discussion with regard to council having to approve applications for sidings, windows, doors and shingles and any application that do not affect the footprint of a property. Motion #161 Kimberly Orren/Sam Stack Proposed that any applications that do not change the footprint of a property can be approved by staff and do not have to be presented at a council meeting. Staff will send a daily report to council of any of these type of applications. All in favor, motion carried.
16		Application to place fill at 23 Old Maddox Cove Road. The Inspections and Development Committee inspected the area and noted that if fill is placed in the area it will be very close to the river. Council noted that the applicant would have to provide a copy of the survey for the property and copy of original plan. Council would also need an approval from the Department of Municipal Affairs and Environment to place fill in the area as it is very close to the river. Staff will also call the Department of Municipal Affairs and Environment to discuss this application. Motion #162 Harry Chafe/Rick Raymond Proposed to defer this application until the town receives more information. All in favor, motion carried.
17		Application to build two decks at 13 Southside Road – Fisherman's Centre. It was noted that one of the decks have already been built without a permit being

	<p>obtained. This area has a sewer overflow pipe that possibly runs underneath the deck that has been constructed without a permit. Council currently is having issues with this overflow pipe and it has to be dug up and repaired. Council noted that they cannot issue a permit for this deck as the deck may have to come down during the repairs to the sewer overflow.</p> <p>Motion #163 Rick Raymond/Kimberly Orren Proposed to send the Harbour Authority a stop order for the deck on side of the Fisherman's Centre by the post office boxes and to approve the deck on the side of the Fisherman's Centre by the slipway.</p>
18	<p>Application to install 2 windows and storm door at 26-28 Cribbies Road.</p> <p>Motion #164 Sam Stack/David Green Proposed to approve application to install 2 windows and storm door at 26-28 Cribbies Road. All in favor, motion carried.</p>
19	<p>Application for septic for home at 41-49 Main Road, Maddox Cove.</p> <p>Motion #165 Rick Raymond/David Green Proposed to approve the application in principle with the stipulation that is approved for septic by Service NL. A copy of the septic field design would have to be submitted to council. All in favor, motion carried.</p>
20	<p>Application to replace shingles at 96 Motion Bay Road.</p> <p>Motion #166 Rick Raymond/Kimberly Orren Proposed to approve the application to replace shingles at 96 Motion Bay Road. All in favor, motion carried.</p>
21	<p>Quotes to replace roof of the Town Office and Community Centre were tabled as follows: Rigid Contracting - \$30,245.00 Center City Roofing - \$34,500.00</p> <p>Motion #167 Kimberly Orren/Harry Chafe Proposed to accept the quote from Rigid Contracting in the amount of \$30,245.00. All in favor, motion carried.</p>
22	<p>War Memorial & Museum update Council received an email from the War Memorial Committee. The committee would like to move the Barking Pot to the Bidgood's Cove property. Council will contact the committee to see where they would like to place this on the Bidgood's Cove property. The committee also noted that the steps to the museum need to be painted. Staff will add this to their summer work list. The committee would also like to know where the "There but not there" silhouettes will be placed on the War Memorial. Staff will discuss this with the committee to determine where and how the silhouettes will be placed.</p>
23	<p>Write offs</p> <p>Motion #168 Sam Stack/Lynn Hearn Proposed to write off property taxes for July – December 2019 for 51-59 Motion Bay Road Extension. All in favor, motion carried.</p> <p>Motion #169 Sam Stack/Harry Chafe Proposed to write off property taxes for July – December 2019 for 41-45 Motion Bay Road Extension. All in favor, motion carried.</p> <p>Mayor Lee, Councillor Hearn and Councillor Chafe left chambers due to a conflict of interest at 8:17pm</p> <p>Motion #170 Rick Raymond/Kimberly Orren Proposed to write off business taxes for July – December 2019 for the Mini Aquarium. All in favor, motion carried. Mayor Lee, Councillor Hearn and Councillor Chafe returned to chambers at 8:18pm.</p> <p>Motion #171 Sam Stack/Lynn Hearn Proposed not to write off property taxes for July – December 2019 for the Nature Conservancy. Mayor Lee, Deputy Mayor Stack, Councillor Hearn, Councillor Chafe and Councillor Green in favor. Councillor Raymond and Councillor Orren not in favor. Motion carried.</p> <p>Councillor Orren left chambers due to a conflict of interest at 8:19pm</p> <p>Motion #172 Sam Stack/David Green Proposed to write off business taxes for July – December 2019 for Fishing for Success. All in favor, motion carried.</p> <p>Motion #173 Sam Stack/Lynn Hearn Proposed not to write off property taxes for July – December 2019 for Fishing</p>

		<p>for Success. Mayor Lee, Deputy Mayor Stack, Councillor Hearn, Councillor Chafe and Councillor Raymond in favor. Councillor Green not in favor. Motion carried.</p> <p>Councillor Orren returned at 8:22pm</p>
24		<p>Council would like to send a thank you to Eric Healey and Emma Healey for the painting that was donated to the town.</p> <p>Motion #174 Harry Chafe/David Green Proposed to purchase a \$50 gift card for Emma Healey and a thank you card along with a town flag for Eric Healey. All in favor, motion carried.</p>
25		<p>Quotes for consulting fees for the re-zoning of land on Cribbies were tabled as follows: Baird Planning Associates - \$1,300 Boundridge Planning and Development Services - \$2,500</p> <p>Motion #175 Kimberly Orren/Rick Raymond Proposed to defer this item until the town receives more information from Baird Planning Associates for the hourly rate and the kilometer rate. All in favor, motion carried.</p>
26		<p>Respectful Workplace Training</p> <p>Motion #176 David Green/Kimberly Orren Proposed staff and council to attend Respectful Workplace Training on Tuesday May 28, 2019 at 6:00. Staff will be paid overtime. Mayor Lee, Deputy Mayor Stack, Councillor Orren, Councillor Hearn, Councillor Green and Councillor Raymond in favor. Councillor Chafe not in favor. Motion carried.</p>
27		<p>Request to have taxes wrote off for Art Studio no longer in business at Civic # 16-18 Old Maddox Cove Road.</p> <p>Motion #177 Kimberly Orren/David Green Proposed to cancel business permit and to have taxes wrote off for Art Studio no longer in business at Civic # 16-18 Old Maddox Cove Road. All in favor, motion carried.</p>
28		<p>NEAJ Council meeting update. Deputy Mayor Stack attending a meeting with the NEAJ Council on Wednesday May 15, 2019. The major topic of the meeting was concern over Eastern Waste Management collection services. The NEAJ Council will be sending a draft letter for all municipalities to review.</p>
29		<p>Letter from property owner of 69A Main Road, Petty Harbour with regard to water tax. The property owner would like to know why he has to pay for a full year water tax when he has his water shut off for 6 months. He would also like to know why the person connected to his service only has to pay for 6 months. There was some discussion with regard to this and council considered charging the property owners of all stages for 2 water services if they are providing water to someone else. Council also discussed charging the shed owners a full year along with the person that is connected to the service by a hose a full year.</p> <p>Motion #178 David Green/Kimberly Orren Proposed not to write off water taxes for 69A Main Road, Petty Harbour. Councillor Orren, Councillor Hearn, Councillor Green, Councillor Chafe and Councillor Raymond in favor. Mayor Lee and Deputy Mayor Stack not in favor. Motion carried.</p> <p>Council will draft a policy for water taxes to stages and present at the next meeting of council.</p>
30		<p>Expense Claims Deputy Mayor Stack removed himself from chambers at 9:10pm due to a conflict of interest.</p> <p>Motion #179 Harry Chafe/Lynn Hearn Proposed to approve expense claim for Deputy Mayor Stack in the amount of \$40.00. All in favor, motion carried. Deputy Mayor Stack returned to chambers at 9:11pm.</p> <p>Motion #180 Harry Chafe/Kimberly Orren Proposed to approve expense claim for Stephanie Stack in the amount of \$50.00. All in favor, motion carried.</p> <p>Motion #181 Sam Stack/Lynn Hearn Proposed to approve expense claim for Matthew Chafe in the amount of \$100.00. All in favor, motion carried.</p> <p>Motion #182 David Green/Harry Chafe</p>

		Proposed to approve expense claim for Stephanie Stack in the amount of \$21.00. All in favor, motion carried.
35		Bills in the amount of \$11,997.05 were tabled. Motion #183 Kimberly Orren/Sam Stack Proposed to pay bills in the amount of \$11,997.05. All in favor, motion carried.
	NEW BUSINESS	
36		Councillor Orren noted that the driveway to the slipway on the Northside is dangerous when exiting and needs a traffic mirror. Mayor Lee requested the town send a letter to the Harbour Authority to see if they will install a traffic mirror. Staff will send a letter to the Harbour Authority requesting this mirror be installed before the food fishery starts on June 29.
37		Councillor Orren noted that there is a lot of trees cut down behind Peerless Fish Co. Councillor Chafe noted that this is Arnold Chafe's property and he had cut down some of these trees. Councillor Chafe noted that he will clean up the trees in the area.
38		Traffic Mirror – Skinner's Hill Motion #184 Sam Stack/Kimberly Orren Proposed to purchase industrial grade mirror and to ensure it is mounted to the pole securely. All in favor, motion carried.
39		Recreation presented a bill for the bar at the volunteer night in the amount of \$461.00. Motion #185 Sam Stack/Kimberly Orren Proposed to approve the bill for the bar at the volunteer night in the amount of \$461.00. All in favor, motion carried.
40		The drain on Long Run Road is block due to wash out in the area. Staff will contact the Department of Transportation and Works again with regard to this.
41		Councillor Chafe noted that there are people living in stages on the harbour front. There were 2 stages, one on the southside and one on the northside. Motion #186 Lynn Hearn/David Green Proposed for staff to inspect the sheds to see if there are people living in them. If this is the case water is to be shut off to the properties. All in favor, motion carried.
42		Application to demolish duplex at 1-3 Long Run Road. Motion #187 Harry Chafe/Kimberly Orren Proposed to approve the application to demolish duplex at 1-3 Long Run Road. All in favor, motion carried.
43		There will be a film crew in Petty Harbour/Maddox Cove on Sunday, July 7 th and possibly Monday, July 8 th . There would be no disruption to traffic.
44		The monthly cheque log was tabled. Motion #188 Sam Stack/David Green Proposed to accept the cheque log. All in favor, motion carried.
45		The foreman's report was tabled. There were 2 quotes tabled to replace a culvert at the intersection of Long Run Road and Southside Road. Cutting Edge Excavating (current contractor for valve replacement - \$3,800.00 John Layden Trucking - \$3,725.00 There was some discussion with regard to having Cutting Edge perform this work as they will be doing the paving for the valves and could also pave this area. Council will also check to see if this cost can be included as a cost for the Valve Replacement Project. Motion #189 Harry Chafe/Sam Stack Proposed to accept the quote from Cutting Edge Excavating in the amount of \$3,800.00. Staff will check with the engineer to see if this cost can be included in the Valve Replacement Project. There was a quote from John Layden Trucking in the amount of \$2,760.00 to place armour stone on the look-out in Maddox Cove. The CAO will check the budget to see if there are funds available to do this project. The CAO noted that there is some concern over residents/tourists using this look-out. Currently this look-out is still being filled in and the area is not secure as there is no perimeter around the edge to stop vehicles/people from going over the edge. Mayor Lee noted that there is currently loads of fill placed around the perimeter and staff can get the contractor to leave in the area and not push off. It was also noted that the area would have to be secured so that traffic is unable to access the

		<p>area. Staff will have a snow fence erected to the entrance so that traffic cannot access the area. Staff will also place a "Construction Zone-No Entry" sign on the site.</p> <p>Motion #190 Kimberly Orren/David Green Proposed to accept the foreman's report. All in favor, motion carried.</p>
46		<p>Councillor Chafe noted that Harbour Authority had started paving an area on the northside waterfront without a permit. The Inspection and Development Committee inspected the area and have no issue with it but a permit cannot be issued until the Harbour Authority receives approval from the Department of Municipal Affairs and Environment. Council will send a letter to the Harbour Authority stating that they are required to get a permit from the town before they do any work within the town.</p>
47		<p>Motion #191 Kimberly Orren/David Green Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 10:05pm.</p>

Samuel Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____