

**REGULAR MEETING**  
**TUESDAY MAY 21, 2024**  
**AGENDA**

1. Minutes of May 6, 2024
2. Business Arising
3. Application to increase/expand business at 35A Southside Road - Petty Hr. Mini Aquarium (A2024-13)
4. Application to construct a deck and fence at 82 Southside Road (A2024-22)
5. Order – Business at 10C Main Road, Petty Harbour
6. Request for change of meeting times
7. CWP - Storm Runoff Remediation & Mitigation (Swales) – Additional Paving
8. Request to pay holdback for snow clearing
9. Request to place speed bump on Main Road Lane and to change the one-way direction of the road
10. CWP – Watermain Protection- Motion Bay Road Extension – New drawings including retaining wall
11. Municipal Assessment Agency’s 2025 valuation
12. Quotes for municipal parking enforcement
13. Request from Recreation to cover cost of coordinator for the Summer Program
14. Daily Foreperson’s Log
15. Expense Claims
16. Bills
17. New Business
18. Adjourn

**BILLS**

**May 21, 2024**

Bennett's Home Hardware (Water Infrastructure Expense)	\$167.51
Bell Mobility (Cell Phone Exp.)	\$366.00
NF Power (Street Lighting)	\$2,939.78
Dynamic Engineering (Prof. Fees)	\$8,139.82
City of St. John's (Garbage Exp.)	\$2,291.04
Work Authority (Employee Clothing Exp.)	\$701.42
Orkin (Pest Control)	\$77.33
MFB Trucking (Road Maintenance)	\$1,058.00
North Atlantic Supplies (Employee Clothing)	\$162.15
TRIO (Pension Plan Exp.)	\$1,769.22
Triware (Office Exp.)	\$80.50
Brenntag (Water Infrastructure Exp.)	<u>\$3,020.02</u>
<b>TOTAL</b>	<b>\$20,772.79</b>

**TOWN OF PETTY HARBOUR/MADDOX COVE**

**REGULAR MEETING**

**TUESDAY MAY 21, 2024**

**PRESENT: Ron Doyle, Rick Raymond, Agatha Stack Balsom, Ed Dyke, Irene Stack, David Balsom and Stephanie Stack**

	<b>ITEM</b>
1	Mayor Doyle brought the meeting to order at 6:34pm
2	Minutes of May 6, 2024, were tabled. <b>Motion #123 Rick Raymond/Irene Stack</b> Proposed to accept minutes of May 6, 2024. All in favor, motion carried.
	<b>BUSINESS ARISING</b>
3	#10 A quote to purchase a traffic mirror in the amount of \$225.00 was tabled. Councillor Balsom noted that maybe the town can put it up in the summer and take it down in the winter. Councillor Stack noted that there is a lot of traffic in the area and a mirror would help. Councillor Dyke noted that the mirror did not last when it was installed before. He asked if there is another solution to this problem. Deputy Mayor Raymond stated that the town could reinforce the bracket. <b>Motion #124 Rick Raymond/Dave Balsom</b> Proposed to purchase the traffic mirror in the amount of \$225.00 and to reinforce/modify the bracket. All in favor, motion carried.
4	#11 The Chrome Books will be ordered when they go on sale again. Councillor Stack is looking after this.
5	#19 The town did not receive anything back from the owner of the derelict vehicle that is parked at 28 Main Road, Petty Harbour.
6	#20 The Inspection and Development Committee inspected the town roads throughout the community to see what work can be completed within the budget. Councillor Dyke noted that there are a few areas in Maddox Cove that need to be repaired. The rest of the roads are not too bad except for Southside Road. Councillor Dyke stated that Southside Side Road is in bad condition. The town foreman is going to get pricing on a section of pavement between 46 Southside Side Road and the Fisherman's Centre.
7	St. Kevin's stated they do not require anyone from council to present the scholarships.
	<b>TONIGHT'S AGENDA</b>
8	Application to increase/expand business at 35A Southside Road - Petty Hr. Mini Aquarium (A2024-13). This application went out to the public for comment. There were no letters received.  Councillor Balsom noted that he had some concerns over parking and congestion in this area. Councillor Dyke noted that council did have a meeting with the applicant and they stated that they would be putting up some new signage and that there would only be an increase of approximately 7- 10 people per visit. Deputy Mayor Raymond noted that there are new crab fishermen in the area that will cause more traffic. He stated that he is concerned and on the fence with the application as there is so much activity in the area. Councillor Stack noted that traffic in general is an issue in the area. She stated that she felt that this application would not have a big impact on traffic in the area as it is only a 612 sq. ft extension with approximately an increase of 6-7 clients. Councillor Dyke stated that the applicant would try not to book the Carton Loft out the same time as the Mini Aquarium is operating. Mayor Doyle noted that they did not receive any comments from residents even the residents in the general vicinity of the Mini Aquarium.  <b>Motion #125 Irene Stack/Ed Dyke</b> Proposed to approve the application to increase/expand the Petty Harbour Mini Aquarium at 35A Southside Road - Petty Hr. Mini Aquarium (A2024-13). All in favor, motion carried.
9	Application to construct a deck and fence at 82 Southside Road (A2024-22). The Inspections and Development Committee inspected the area. Deputy Mayor Raymond noted that he may be doing some work for the applicant and may be in a

	<p>conflict of interest.</p> <p><b>Motion #126 Ed Dyke/Irene Stack</b>  Proposed that Deputy Mayor Raymond was in a conflict of interest when discussing this application. All in favor, motion carried.  Deputy Mayor Raymond left chambers at 6:58pm.</p> <p>Councillor Dyke along with the foreman visited the site on two occasions. He noted that there were a few issues with the application. The first issue was the proposed location of the deck is where the town's contractor normally pushes off snow in the winter. He stated he did not think there was a lot the town could do about this as it is private property. The second issue was the proposed fence on the left-hand side of the property has a guide wire and a pole in the area. The applicant may have to get permission from Newfoundland Power to complete work in this area. There was also an issue with the fence parallel with Southside Road. Councillor Dyke stated that he has concerns over the location of the fence being so close to this narrow road during snow clearing. He stated that if it was in the proposed location, it would get damaged during snow clearing. Councillor Dyke noted that #5 of the town's fencing by-law states "No person, accept with the approval of Council in writing, shall erect any fence at a distance of less than 4.8 meters (16 feet) from the center of any street or road under the Council's jurisdiction."  Councillor Dyke noted that he would like for the Inspections and Development Committee to inspect the area again to see where the appropriate distance from the road the fence could be located.</p> <p><b>Motion #127 Ed Dyke/Irene Stack</b>  Proposed to defer the application to the next meeting so that the Inspections and Development Committee can inspect the area again. All in favor, motion carried.  Deputy Mayor Raymond returned at 7:06pm</p>
10	<p><b>Motion #128 Ed Dyke/Irene Stack</b>  Proposed to send an order to English's Enterprises for an unauthorized business. All in favor, motion carried.</p>
11	<p>A request by Councillor Dyke to change meeting times.</p> <p><b>Motion #129 Ed Dyke/Irene Stack</b>  Proposed to change the following meeting dates:  July 29<sup>th</sup> meeting to change to July 30<sup>th</sup>  August 12<sup>th</sup> meeting to change to August 13<sup>th</sup>  August 26<sup>th</sup> meeting to change to August 27<sup>th</sup>  It was also noted that meetings would continue to take place every two weeks over the summer. All in favor, motion carried.</p>
12	<p>Capital Works Project Storm Runoff Remediation &amp; Mitigation (Swales) – Additional Paving</p> <p>The engineer, the foreman and the contractor met on site for the initial meeting for this project. Councillor Dyke noted that the asphalt from 2 Motion Bay Road Extension to the intersection of Motion Bay Road and Motion Bay Road Extension is in terrible condition. Everyone at the meeting agreed that it does not make a lot of sense to complete the swales in the area without replacing the asphalt. The engineer noted there may be some cost savings in the project that could cover some of the cost of having this paving completed. The engineer presented two quotes for asphalt. One to complete paving for a 10 M section that is in the worst shape in the amount of \$3,661.14 and one to complete the full 45M section in the amount of \$16,373.70.</p> <p>These prices are based on tender prices for the project and the engineer noted that the town may be able to get better pricing from the contractor. The town should be able to use some of the funds allocated in the budget for Southside Road asphalt repairs. They will complete some work on Southside Road but will allot approximately \$5000-\$6000 for this asphalt. Deputy Mayor Raymond noted that the town cannot put the swales on this road without upgrading the asphalt.</p> <p><b>Motion #130 Ed Dyke/Dave Balsom</b>  Proposed to move forward with the extra 45M of additional asphalt for this project. All in favor, motion carried.</p>
13	<p>Request from T &amp; D Enterprises to pay holdback for snow clearing in the amount of \$13,074.96.</p> <p><b>Motion #131 Irene Stack/Ed Dyke</b>  Proposed to pay holdback to T &amp; D Enterprises for snow clearing in the amount of \$13,074.96. All in favor, motion carried.</p>
14	<p>Request to have speed bump placed on Main Road Lane and to change the one-way direction of the road. There was some discussion that if the one-way direction is changed it could cause a blind turn in the other direction causing other issues.</p>

		<p>Deputy Mayor Raymond noted that there is not a lot of traffic on this road.</p> <p><b>Motion #132 Ed Dyke/Dave Balsom</b>  Proposed to defer the request until the next meeting. Council will ask the person that put in the request to attend the next meeting to discuss the issue. Council will also send a notice out to residents on Main Road Lane asking for their input on the issue. All in favor, motion carried.</p>
15		<p>New engineered drawings including retaining wall for the Capital Works Projects – Watermain Protection- Motion Bay Road Extension were tabled. Councillor Dyke noted that they looked good to him, but he is not an engineer. There was some discussion about consulting the residents in the area before the project commences. Councillor Stack asked who would be answering residents’ questions with regard to the drawings as professional engineers did the drawings. The CAO Stephanie Stack noted that she would be unable to answer residents’ direct questions about the drawings. Mayor Doyle noted that residents could possibly meet with the engineer on site if they had questions. It was noted that would be at a cost to the town as those engineering costs would not be covered under the project.</p> <p><b>Motion #133 Ed Dyke/Rick Raymond</b>  Proposed to approve the engineered drawings for Capital Works Projects – Watermain Protection- Motion Bay Road Extension and to send out a notice to area residents that the project will be commencing once the tender is awarded. All in favor, motion carried.</p>
16		<p>The 2025 Municipal Assessment Agency’s valuation was tabled and reviewed by council.</p>
17		<p>Three quotes for municipal parking enforcement were tabled as follows:  GardaWorld - \$36.48/hr  Concord - \$43.50/hr  Commissionaires - \$35.00/hr</p> <p><b>Motion #134 Rick Raymond/Dave Balsom</b>  Proposed to accept the Commissionaires quote in the amount of \$35.00 per hour. All in favor, motion carried.</p>
18		<p>Request from Recreation to cover cost of coordinator for the Summer Program. Councillor Dyke noted that the town budgeted \$6000.00 for Recreation in the 2024 budget. Mayor Doyle noted that if council was to give Recreation funds, that it would be for an operational grant and not to be specifically used for a coordinator position. Deputy Mayor Raymond noted that as per Recreation’s bank statement, they have over \$32,000.00 in the bank. He stated that is a lot of money. He asked why council would give Recreation a grant when they have this much money in the bank. He stated council has a lot of expenses themselves this year. Deputy Mayor Raymond recommended council only give a \$3000.00 grant. Councillor Dyke noted that Recreation did not have these types of funds in their account in previous years. It was noted that council should get a report on the summer program at the end of the program. It should note the revenue and expenses for the program.</p> <p><b>Motion #135 Rick Raymond/Dave Balsom</b>  Proposed to approve a \$3000.00 operational grant for Recreation. All in favor, motion carried.</p> <p>It was noted that Recreation has not contacted the council representative (Dave Balsom) yet regarding attending meetings. Staff will contact Recreation regarding this.</p>
19		<p>Foreperson’s Daily Log was tabled.</p> <p><b>Motion #136 Ed Dyke/Rick Raymond</b>  Proposed to accept the Foreperson’s Daily Log. All in favor, motion carried. It was noted by the foreman that a digital “Slow Down” sign is warranted at the intersection of Motion Bay Road and the Main Road in Maddox Cove. Staff will get a price on a new “Slow Down” sign. For a more immediate fix, council will have staff move the speed sign by John Layden Trucking down to this intersection.</p>
20		<p>Expense claim for Stephanie Stack in the amount of \$50.00 was tabled.</p> <p><b>Motion #137 Rick Raymond/Ed Dyke</b>  Proposed to pay expense claim for Stephanie Stack in the amount of \$50.00. All in favor, motion carried.</p>
21		<p>Bills in the amount of \$20,772.79 were tabled.</p> <p><b>Motion # 138 Rick Raymond/Dave Balsom</b>  Proposed to approve the bills in the amount \$20,772.79. All in favor, motion carried.</p>
	<b>NEW BUSINESS</b>	

22		The CAO noted that she has received approximately 55 resumes to date for the Part-time casual call-in position.
23		Councillor Dyke asked if the picnic tables can be put out. He noted that there is some work needed on the picnic tables that are stored at the Tourist Information Centre.
24		Deputy Mayor Raymond asked for an update on the drain work on Cribbies Road. Councillor Dyke noted the work has started but they are having difficulty funding the problem. The Inspections and Development Committee will meet next week to review with the foreman.
25		Councillor Balsom noted that there is an area on the wharf by the Co-op that is in need of repair. He noted that he thought that council sent a letter regarding this issue to the Harbour Authority a while back. Staff will look into this and contact the Harbour Authority.
26		Mayor Doyle gave an update on the St. Joseph's Storyboard Project. Mayor Doyle noted that the committee has raised \$10,630.00. The committee has also chosen a design for the storyboard (one like the current one at the War Memorial). The committee will be sending a letter to council requesting to use the location in the parking lot of the community center by the War Memorial for the storyboard.
27		Councillor Stack noted that there is a lot of gravel on Cribbies Road around the area of civic number 45 Cribbies Road.
28		<p>The town received 3 quotes for rental of equipment for street sweeping as follows:</p> <p>CBS Rentals \$320.00 per day - \$80 Delivery fee</p> <p>Battlefield - \$410.00 per day - \$170.00 Delivery fee plus 12% Rental Insurance and \$100.00 per inch for brush usage</p> <p>S &amp; S Supply - \$300 per day - \$240.00 Delivery fee plus responsible for flat tires.</p> <p><b>Motion # 139 Ed Dyke/Irene Stack</b> Proposed to accept the quote from CBS Rentals for rental of equipment for street sweeping in the amount of \$320.00 per day - \$80 Delivery fee. All in favor, motion carried.</p> <p>Staff will get a price to purchase a new street sweeper.</p>
29		<p><b>Motion #140 Rick Raymond/Ed Dyke</b> Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 8:06 pm.</p>

**Ron Doyle, Mayor** \_\_\_\_\_

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