

REGULAR MEETING
MONDAY MAY 6, 2019

1. Minutes of April 24, 2019
2. Business Arising
3. Request from owner of 57 Main Road, Maddox Cove for tax exemption – Re: Water & Sewer extension
4. Application for driveway at 47 Cribbies Road – Culvert placement (Request to speak Matthew Stack and Jerry Doyle)
5. Application for approval in principle to build shed on Harbour Authority property-North Side waterfront
6. Application to replace patio, windows, siding and door at 88 Southside Road
7. Application to build a platform and step at 11 Main Road, Petty Harbour
8. Request for septic at 41-49 Main Road, Maddox Cove
9. Final payment/holdback- Skinner's Hill upgrades
10. Quotes for insurance appraisals
11. Gas Tax – Motion Bay Road Extension
12. Quote for structural liner for lift station – Main Road
13. Letter from resident regarding 1-21 Hannaford's Lane
14. Letter from property owner regarding re-zoning of land on Cribbies Road
15. Application from property owner of 56-58 Main Road, Petty Harbour to construct a fence
16. Application from property owner of 10 Motion Bay Road Extension to construct a fence
17. Application to repair deck and raise level of deck at 146 Main Road, Maddox Cove
18. Respectful Workplace Training
19. Parking Area- Planter removal
20. Expense claims for Foreman & CAO
21. Warm room – Generator start-up
22. Bills
23. New Business
23. Adjourn

BILLS

Brenntag Canada (Water & Sewer Expense)	\$1,115.98
Bidgood's (Office Expense)	\$22.38
Crotty Diving (Water & Sewer Expense)	\$3,521.87
Cassie Rideout (Cleaning Expense)	\$140.00
Cal LeGrow (Insurance Expense)	\$24,567.44
Dicks & Company (Office Expense)	\$47.83
Eastchem (Water & Sewer Expense)	\$285.78
Geomatics Services (GIS Mapping Expense)	\$931.50
John Layden Trucking (Road Maintenance)	\$7,590.00
Irving Energy (Propane Expense)	\$405.38
Irving Oil Marketing (Gas Expense)	\$1,198.65
McDonald's Home Hardware (Cleaning & Misc. Expense)	\$825.29
MSS Contracting (Generator Expense)	\$22,418.87
MFB Trucking (Road Maintenance)	\$1,035.00
MSS Contracting (R&M Building)	\$1,232.14
NF Power (Street Lighting Expense)	\$5,604.06
Rogers (Office Expense)	\$97.67
Staples (Office Expense)	\$72.47
Kent (R & M Building)	\$1,224.05
Xylem (Water & Sewer Expense)	<u>\$2,849.26</u>
TOTAL	75,185.62

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY MAY 6, 2019

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

ABSENT: David Green

#	ITEM
1	Mayor Lee brought the meeting to order at 6:30pm.
2	Mr. Eric Healey was present in chambers to present a painting by Emma Healey of the town of Petty Harbour/Maddox Cove. The painting is a depiction of Petty Harbour in 1948. Emma is 12 years old and is Mr. Healey's granddaughter.
3	Motion #128 Sam Stack/Harry Chafe Proposed to move #4 on the agenda to #2. All in favor, motion carried.
4	Minutes of April 24, 2019 were read. Motion #129 Kimberly Orren/Rick Raymond Proposed minutes of April 24, 2019 be approved. All in favor, motion carried.
5	<p>Application to construct a driveway at 47 Cribbies Road and culvert placement on Cribbies Road. Deputy Mayor Stack removed himself from chambers at 6:35pm due to a conflict of interest.</p> <p>Culvert placement Mr. Jerry Doyle was present in chambers to discuss the drainage/culvert placement on Cribbies Road. Mr. Doyle noted that he does not agree with the town placing an open drain in the area in front of his property. His concern is that his lawn/property could potentially be washed out. Mr. Doyle would like to see culverts placed in the area and covered. There was some discussion with regard to encroachment on Mr. Doyle's property in order to widen the drain. Mayor Lee noted that the town has a road easement in the area and they would not go beyond that. Mayor Lee also noted that there are issues with placing culverts in the area as there is a lot of rock in the area and it could get very expensive to have to bust the drains to accommodate the culverts. It was noted that the culverts are 24" and they would require 18" of cover on top of the culvert. Councillor Chafe noted that council has already agreed to place 5 culverts in the area. Mr. Doyle also noted that there is an area between his property and the neighbouring property where water runs. Mayor Lee stated that this would also have to be addressed when looking at placing culverts in the area. There was some discussion with regard to running the drain across the street as it has always been. It was noted that there is an issue with this culvert as it runs onto private property.</p> <p>Mr. Matthew Stack was also present in chambers and noted that he thought that council would be placing culverts along the front of Mr. Doyle's property to the end of his property and then he would install a culvert for his proposed driveway.</p> <p>Motion #130 Lynn Hearn/Harry Chafe Proposed to place the culvert placement in the area on hold until council does a more detailed site visit with the contractor. All in favor, motion carried.</p> <p>Application to construct a driveway at 47 Cribbies Road Mayor Lee noted that there is currently a curb stop in the area of the proposed driveway. He stated that the depth of the water line would need to be determined before excavation. It was noted that the culvert that Mr. Stack installs for his driveway would have to have an angle so that it enters the drain in the right direction to avoid water being deposited onto the neighbouring property. Mr. Stack noted that he would have an angle on the culvert to direct the water into the drain.</p>

		<p>Motion #131 Rick Raymond/Harry Chafe Proposed to defer the application until the culvert/drainage in the area is determined. All in favor, motion carried.</p> <p>Deputy Mayor Stack returned to chambers at 7:10pm.</p>
	BUSINESS ARISING	
6		#7 The town is still waiting for the owner of 11 Main Road, Petty Harbour to have a grease catcher put in place. The owner will be notified that he has until May 21 to have this installed.
7		#8 When the Capital Works Project – Valve Replacement gets closer to completion the CAO Stephanie Stack will resubmit the request to repurpose the funds from the Capital Works Project – Valve Replacement to replace the three lift station in the town.
8		#9 Staff and committees have completed the inventory list for the contents of all the town’s buildings for insurance purposes. The insurance company has been informed to increase the contents insurance on the Town Hall/Community Centre from \$98,000 to \$216,000.
9		#13 Parking Area – Skinners Hill The town should be receiving the drawing and the scope of work from the engineer this week.
10		#14 Volunteer night There are 80 people confirmed for the volunteer night. Meals and music have been booked. Motion #132 Rick Raymond/Lynn Hearn Proposed for staff to pick up four \$25 gas gift cards for door prizes for the event. All in favor, motion carried. Staff will invite Clergy, MHA Keith Hutchings and MP Seamus O’Regan. Staff will also do up placemats for the event.
11		#16 Representatives from the Senior’s Club have asked to attend the next council meeting.
12		#18 The foreman is still waiting to hear back from the Department of Transportation & Works.
13		#23 Garbage in the river – This is on the staff list of things to do.
14		#25 Insurance Coverage – Town Wharf The CAO informed council that the town does have liability insurance on the town wharf. If anyone is hurt on the section of town wharf due to negligence they would be covered under the town policy. With regard to a boat being damaged by the town wharf, the insurance company informed the town that they would have to be covered under the boat owner’s insurance. Wharf Repairs Mayor Lee noted that that the Harbour Authority are doing some repairs to their wharf. They will be going out to tender for this work. Mayor Lee noted that it would be a good time for the town to approach the successful contractor to see if they will give the town a price to have the repairs to the town wharf completed. Mayor Lee will look after this. Deputy Mayor Stack wanted the CAO to check with staff to ensure they were okay with this work being contracted out. Motion #133 Kimberly Orren/Lynn Hearn Proposed for staff to purchase the materials to complete the wharf repairs. Mayor Lee will check with the Harbour Authority’s contractor to get a quote on the labour. All in favor, motion carried. Mayor Lee asked that the foreman check with him before purchasing the materials.
15		#33 Mayor Lee met with the town’s engineer Greg Sheppard on Wednesday May 1 to discuss Motion Bay Road Extension road upgrades. When Mayor Lee met with Mr. Sheppard he also asked why tenders for the Water Valve Replacement came in so much under budget compared to the costing that he prepared. Mr. Sheppard informed Mayor Lee that the unit cost for items were the same as other projects he costed for the town. He also stated that the tender prices are very dependent on how busy the contractors are and the time of year we go to tender. Mr. Sheppard said that he would send a letter to Department of Municipal Affairs and Environment stating the reasons why the tender were so much under budget.

		<p>Motion Bay Road Extension Road Upgrades Mayor Lee and Greg Sheppard visited the area and discussed the drainage issue in the area. Mayor Lee noted that Mr. Sheppard will look at all the ditching in the area and he will do up a scope of work that could be done in phases.</p> <p>Water pressures issues Mr. Sheppard also met with the foreman to discuss some issue with fluctuating pressures in the chlorine station. It was determined that there was air travelling up the line due to the work that was being completed on the water valves throughout the town. Mayor Lee also noted that there is some issues with dirty water. The Foreman is keeping a close watch on this and may need to have a camera placed in the intake pipe if this continues.</p>
	TONIGHT'S AGENDA	
16		<p>Request from owner of 57 Main Road, Maddox Cove for tax exemption – Re: water and sewer extension A letter from the property owner along with the invoices for the work that was completed to extend the water and sewer to 57 Main Road, Maddox Cove were tabled in the amount of \$42,359.37. Deputy Mayor Stack requested that staff verify the quantities/material on the invoice and if the invoice pertains to just the sewer main extension or if it includes to bring the water & sewer to the home. Mayor Lee noted that it would take approximately 10 years to pay off the cost to the water & sewer. Councillor Orren asked if council had a consistent policy with regard to this as it may be opening up for other residents to do the same. Mayor Lee noted that these would have to be looked at on a case by case basis. Councillor Chafe noted that he feels this invoice includes the cost to bring the water and Sewer up to the properties home. He stated the town should not exempt taxes for the section from the water and sewer main to his home. It should only look at exempting taxes for the water and sewer main extension.</p> <p>Motion #134 Kimberly Orren/Lynn Hearn Proposed to defer this request until the town verifies the invoice quantities and charges. All in favor, motion carried.</p>
17		<p>Application for approval in principle to build shed on Harbour Authority property – North Side Mayor Lee noted that he inspected the area with staff and there are no issues. He stated that it should be noted on his application that he has to be 5ft. from adjoining properties.</p> <p>Motion #135 Rick Raymond/Kimberly Orren Proposed to approve the application in principle under the condition a permit is granted from the Department of Municipal Affairs and Environment. All in favor, motion carried.</p> <p>It was noted that this application would not have to go back to council. If a permit is acquired from the Department of Municipal Affairs and Environment then a permit can be issued.</p>
18		<p>Application to replace patio, windows, siding and door at 88 Southside Road. Mayor Lee noted that he inspected the area with staff and there are no issues.</p> <p>Motion #136 Kimberly Orren/Harry Chafe Proposed to approve the application to replace patio, windows, siding and door at 88 Southside Road. All in favor, motion carried.</p>
19		<p>Application to build a platform and step at 11 Main Road, Petty Harbour. Mayor Lee noted that he inspected the area with staff. Mayor Lee noted that there is only 8' from the top landing. Staff spoke with Mr. Chafe and he noted that he will put a turn in the steps so that they do not extend over too far. This adjustment was made to his application. Mr. Chafe will have to sign the change to his application.</p> <p>Motion #137 Rick Raymond/Kimberly Orren Proposed to accept the application with the change as per conversation with the property owner. All in favor, motion carried.</p>
20		<p>Request/application for septic at 41-49 Main Road, Maddox Cove. Deputy Mayor Stack noted that a home was already approved at 41-49 Main Road, Maddox Cove with the owner connecting to the sewer. He noted that now that there has work been done the owner wants to change</p>

		<p>the application. Mayor Lee noted that the property owner first applied for a septic system then withdrew his application and applied for sewer connection, now he is asking for a septic system again. Mayor Lee noted he had some concerns with a septic system in the area as there is a lot of cliff in the area. He noted that if council approves the property would have to be approved by Service NL for a septic system. There was some discussion if the owner would be interested in sewer hook-up if tax exemption was an option for him.</p> <p>Motion #138 Kimberly Orren/Rick Raymond Proposed to defer the application until staff speaks with the property with regard to the sewer. All in favor, motion carried.</p>
21		<p>Final payment/holdback- Skinner's Hill upgrades</p> <p>Motion #139 Harry Chafe/Rick Raymond Proposed to pay the final holdback for Skinner's Hill upgrades project. All in favor, motion carried.</p>
22		<p>The town received three quotes to have the town's buildings appraised in order to determine the replacement value of the buildings.</p> <p>Neil Tedstone \$4,925.00 Kirkland Balsom \$4,950.00 Provident \$7,500.00</p> <p>The CAO recommended Kirkland Balsom for this job</p> <p>Motion #140 Sam Stack/Kimberly Orren Proposed to accept the quote from Kirkland Balsom for the appraisals in the amount of \$4,950.00. All in favor, motion carried. Councillor Orren noted the town should check to see if the replacement cost would include replacement at current building code.</p>
23		<p>Gas Tax – Motion Bay Road Extension</p> <p>At the meeting of April 24, 2019 council made a motion to reallocate funds from the Big Hill Road upgrades project to the Motion Bay Road Extension upgrades. There was some confusion with regard to this as the town has not applied to the Gas Tax Secretariat for Motion Bay Road Extension upgrades, they applied for Motion Bay Road Extension sewer upgrades.</p> <p>Motion #141 Sam Stack/Lynn Hearn Proposed to rescind Motion # 123 of the minutes of April 24, 2019. All in favor, motion carried.</p> <p>It was noted that the town will get a scope of work for Motion Bay Road upgrades. Once this is completed the town will apply to the Gas Tax Secretariat for the Motion Bay Road Extension upgrades.</p>
24		<p>Quote for structural liner for lift station – Main Road</p> <p>The town received a quote to have the lift station cleared of debris and a liner installed in the amount of \$3,950.00. Mayor Lee noted that he would like to have the pipe cleaned out and a camera view the entire pipe. The foreman will get a price on this. Staff will also get a price to replace the overflow pipe.</p>
25		<p>Request from resident to write off taxes for 1-21 Hannaford's Lane. Council reviewed the engineering report from the property owner stating that the property could not be developed.</p> <p>Motion #142 Rick Raymond/Kimberly Orren Proposed to write off 2018 and 2019 taxes plus interest for 1-21 Hannaford's Lane. Deputy Mayor Stack, Councillor Chafe, Councillor, Orren, Councillor Raymond and Councillor Hearn in favor. Mayor Lee not in favor. Motion carried.</p>
26		<p>Request from property owner to re-zone a parcel of land on Cribbies Road. The property owner sent a letter to the town stating that he will cover all the costs/fees associated with the re-zoning of land situated on Cribbies Road.</p> <p>Motion #143 Sam Stack/Rick Raymond Proposed to start the process of re-zoning a parcel of land on Cribbies Road. All in favor, motion carried. The town will get a couple of quotes from town planners to complete this process.</p>
27		<p>Application from property owner of 56-58 Main Road, Petty Harbour to construct a fence. Drawings of the area with the fence mapped on the property were tabled. Mayor Lee and staff inspected the area and there are no issues.</p> <p>Motion #144 Sam Stack/Rick Raymond</p>

		Proposed to approve the application to construct a fence at 56-58 Main Road, Maddox Cove. All in favor, motion carried.
28		Application from property owner of 10 Motion Bay Road Extension to construct a fence. Mayor Lee and staff inspected the area and there are no issues. It was noted that the fence by-law for the town is 6'. The applicant noted that he is looking to erect an 8ft fence. Motion #145 Sam Stack/Harry Chafe Proposed to approve the application with the fence under the condition that the applicant has to change the height of the fence to 6' as per the town's by-law. All in favor, motion carried.
29		Application to repair deck and raise level of deck at 146 Main Road, Maddox Cove. Mayor Lee and staff inspected the area and there are no issues. Motion #146 Rick Raymond/Kimberly Orren Proposed to approve the application repair deck and raise level of deck at 146 Main Road, Maddox Cove. All in favor, motion carried.
30		Respectful Workplace Training. Council is considering staff and council participating is Respectful Workplace Training. The training is 2 1/2 hours in length. The CAO will check with staff to see who is interested in this training.
31		Parking – Town Office There was some discussion with regard to having the planter at the front of the building removed to allow for more space for parking. Motion #147 Rick Raymond/Lynn Hearn Proposed to have staff remove the planter at the front of the building. All in favor, motion carried. The plant will be transplanted to Bidgood's Cove or Cribbies Park. Mayor Lee noted that the park bench at the community centre is broken and needs to be repaired.
32		Expense claim for Stephanie Stack was presented in the amount of \$40.00. Motion #148 Harry Chafe/Rick Raymond Proposed to approve the expense claim for Stephanie Stack in the amount of \$40.00. All in favor, motion carried.
33		Expense claim for Matthew Chafe was presented in the amount of \$74.66. Motion #149 Rick Raymond/Harry Chafe Proposed to approve the expense claim for Matthew Chafe in the amount of \$74.66. All in favor, motion carried.
34		Warm room – Generator start-up The electrician will be visiting the town hall on Tuesday May 7, 2019 at 8:00am to do a start-up of the generator. The electrician will also put new outdoor light fixtures at the community centre that will turn off and on automatically. The switches will also be taken down so that the lights will not be turned off by mistake.
35		Bills in the amount of \$75,185.62 were tabled. Deputy Mayor Stack noted that he may be in a conflict of interest due to the fact that his brother works for one of the companies. Council voted, all in favor that Deputy Mayor Stack was not in conflict. Motion #150 Rick Raymond/ Harry Chafe Proposed to pay bills in the amount of \$75,185.62. All in favor, motion carried.
	NEW BUSINESS	
36		The town received two quotes for the repairs to the roof of the town hall and community centre. The town has been waiting for the last two weeks for the third quote but it was not in for the meeting. Rigid Contracting \$30,245.00 Centre City Roofing \$34,500.00 Rigid Constructing did not include the cost of having the garbage taking away. Council took this into consideration and noted that Rigid would still be the best price even with the town covering the cost of garbage removal. Motion #151 Rick Raymond/ Harry Chafe Proposed to accept the quote from Rigid Contracting in the amount of \$30,245.00.

		<p>Motion #152 Rick Raymond/ Harry Chafe Proposed to rescind Motion #150. All in favor, motion carried. Council will first confirm that Rigid Contracting are providing a warranty on the labour.</p>
37		<p>Canada Summer Jobs – The town received 1 position for the Canada Summer Jobs for a parking attendant. Staff will advertise this position.</p>
38		<p>The Foreman's report was tabled. There was some discussion with regard a hydrant that is out of order on Skinner's Hill. Staff received a quote for parts to repair the hydrant and the cost of a new hydrant. Parts to repair - \$3031.76 New hydrant - \$2,900.00 It was noted by the foreman that there are a lot of additional cost related to a new hydrant. The line would have to be dug up and the new hydrant connected. If the town went with repair of the hydrant then staff could do the repairs. Motion #153 Lynn Hearn/Rick Raymond Proposed to order the parts to have the hydrant repaired in the amount of \$3,031.00. All in favor, motion carried. Motion #154 Kimberly Orren/Harry Chafe Proposed to accept the foreman's report as tabled. All in favor, motion carried.</p>
39		<p>Councillor Raymond – The Cribbies Park sign has fallen down and needs to be put back in place. Staff will place it on their list and place back up when they get an opportunity.</p>
40		<p>Councillor Raymond asked if the town is going to do anything with Cribbies Park. It was noted that to the town's knowledge this park is still being looked after by the Cribbies Park Committee. The town has not received any official request from the committee for plans for the park. It was further noted that the committee is not very active. The CAO will contact the head of the committee for an update.</p>
41		<p>Councillor Hearn noted that recreation has received 10 positions with the Canada Summer Jobs. The town will cost share the wages for a coordinator.</p>
42		<p>Deputy Mayor Stack noted the road sign on Main Road Maddox Cove still needs to be fixed.</p>
43		<p>Deputy Mayor Stack asked if the town would be going out to the public when they try to determine if they will be making Motion Bay Road Extension a one way street. Mayor Lee noted that the town would need to wait on the scope of work from the engineer before this is determined.</p>
44		<p>Mayor Lee noted that the fireplace that was installed in the board room in the town office for a warm room will no longer be needed now that the generator has been installed in the community centre. Mayor Lee asked what the town would like to do with the fireplace as it is not being used. Motion #155 Kimberly Orren/Rick Raymond Proposed to gift the fireplace to the recreation commission as a fundraiser to help with the costs of a multi-purpose surface for the town. All in favor, motion carried.</p>
45		<p>Motion #156 Rick Raymond/Kimberly Orren Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 10:25pm.</p>

Samuel Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____