

TOWN OF PETTY HARBOUR/MADDOX COVE
REGULAR MEETING
MONDAY NOVEMBER 19, 2018

1. Minutes of November 5, 2018
2. Business Arising
3. Quote for interior painting of Tourist Information Centre
4. Request from Museum Committee for air conditioning
5. Cost to have flow meters moved above ground
6. Liquor License Application- Petty Harbour Mini-Aquarium
7. Proposed sale of the town's building lot at 66 Motion Bay Road
8. Proposed Drug & Alcohol Policy
9. Resolution for to borrow from CIBC the 10% for the 2018 Capital Works Projects (sewer Extension Main Road and Water Valve Replacement Maddox Cove)
10. Request for donation from the Citizen's Crime Prevention Association of NL
11. Update on request for Delegation of Authority under the Highway Traffic Act to issue tickets
12. Request for donation from St. Kevin's High School Senior Girl Basketball Team
13. Standing offer for engineering services – SNC Lavalin and CBCL Ltd.
14. East Coast Trail MOU
15. Dept. of Transportation and Works grant
16. Bills
17. New Business
18. Adjourn

BILLS

1.	City of St. John's (Garbage Expense)	\$1,952.93
2.	Don Nolan Surveying (Town Depot)	\$400.00
3.	MSS Contracting Ltd. (R & M Building -Ballfield)	\$121.93
4.	McDonald's Home Hardware (R & M Building- Ballfield)	\$13.21
5.	Rona (Road Maintenance)	\$24.83
6.	T & D Enterprises (Snowclearing)	\$16,042.50
7.	Progressive Paving (Road maintenance)	\$2,760.00
8.	John Layden Trucking (Road Maintenance)	\$10,522.50
9.	Capital PreCast (Traffic Services)	<u>\$920.00</u>
	TOTAL	\$32,757.90

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REGULAR MEETING

MONDAY NOVEMBER 19, 2018

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

ABSENT: David Green

#		ITEM
1		Mayor Lee brought the meeting to order at 6:30 pm.
2		Minutes of November 5, 2018 were read. Motion # 404 Rick Raymond/Harry Chafe Proposed minutes of November 5, 2018 be approved. All in favor, motion carried.
	BUSINESS ARISING	
3		#3 Staff have contacted the town's lawyer to determine what would be required of the town should the retaining wall on Motion Bay Road Extension be removed.
4		#4 New traffic mirror for the Main Road at the bottom of Skinner's Hill has been ordered as the original one went missing during the wind storm.
5		#5 The town's lawyer is currently drafting a boundary agreement for the encroachment on the town's property. Council has met with the owner of the property and will be entering into a boundary agreement. Staff will send a letter to the owner of the property notify him that the cost of drafting the boundary agreement will be his cost.
6		#16 Staff will notify the contractor that installed the guard rail on Skinner's Hill that the middle section is in need of fill to level the guard rail.
7		#17 Mayor Lee, Deputy Mayor Stack and the CAO met with ACOA (Manuel Hackett and Greg Sheppard) on Friday, November 16 to discuss funding options for parking within the town. Staff will develop a short proposal for ACOA to review. This would include parking and signage for the Town. Council will wait to hear back from ACOA before moving forward with the parking area on the Power House Lane. Staff will also look into obtaining a lease agreement with Newfoundland Power for the parking area. This is needed in order to obtain funding from ACOA.
8		#19 The town has received licenses from 5 tourist accommodations and they have been issued their permit for 2019.
9		#25 The ditching on Cribbies Road should commence this week or early next week.
10		#26 Municipal Capital Works- Mayor Lee noted that there are only 5-6 valves in Petty Harbour left to replace. Currently staff is working with the engineer and the Department of Municipal Affairs and Environment to have these included in the current valve replacement Capital Works Project. The 2019 Capital Works application is for the valve replacement for Maddox Cove. CBCL Limited (Greg Sheppard) is currently working on the costing for the 2019 Capital Works Projects. This costing is being completed by CBCL Limited at no cost to the town.
11		#31 New speed signs have been erected on the Main Road in Maddox Cove. Staff will send an email to the Department Transportation and Works requesting better signage. Signage should identify that the speed zone in the area has recently changed.
12		#32 A gift and card were presented to Jackie Connolly for the work she does and continues to do in our community and also the work she does around the word with her work with Team Broken Earth.
13		#36 The Inspection and Development Committee will set a time when they will go around the community to check to see which drains in the town need to be cleaned out. They will report back to council before the

		next meeting.
14		#38 There have been some issues with regard to obtaining a permit to create a parking area across from the lift station on Old Maddox Cove Road. The Department of Transportation and Works have stated that when completing this work excavation can only go back as far as the utility pole. Staff will contact the Department of Transportation and Works to determine why this is the case.
15		#39 Recreation will purchase the flooring for the board room and the CAO office before Christmas. Flooring will be laid after Christmas. Motion # 405 Kimberly Orren/Rick Raymond Proposed for the town to pay for the flooring for the upstairs storage room also. All in favor, motion carried.
	TONIGHT'S AGENDA	
16		A quote to have the interior of the Tourist Information Centre painted was tabled in the amount of \$952.00. Councillor Orren asked if the contractor had insurance and Workers Compensation. It was noted that the contractor did not. Mayor Lee noted that the contractor could sign a waiver stating that the town would not be responsible or injuries. Councillor Orren noted that any contractors or subcontractor should have insurance and have workers compensation. It was decided that staff will complete the painting over the winter months. Staff will also develop a policy for contractor and sub-contractors.
17		A request from the PHMC Museum to have air conditioning installed at the Tourist Information Centre and the upstairs board room was tabled. Motion # 406 Sam Stack/Harry Chafe Proposed to purchase two air conditioning units – one for the Tourist Information Centre and one for the upstairs boardroom. All in favor, motion carried.
18		An estimate in the amount of \$3000 (for each unit) to have the flow meters relocated above ground was tabled. Staff will get clarification to see if this estimated quote includes the moving/extending of wires. Staff will also inquire to see if just a port for downloading capabilities can be move above ground instead of moving the complete flow meter.
19		Request from the Petty Harbour Mini Aquarium and the Petty Harbour Fishermen's Co-op for approval to move forward with a liquor license for the "Carton Loft Events Centre" of the Petty Harbour Fishermen's Co-op located at 35 Southside Road. Councillor Hearn, Councillor Chafe and Mayor Lee stated a conflict of interest. Motion # 407 Sam Stack/Rick Raymond Proposed to defer this agenda item until the next meeting as there was not a quorum. All in favor, motion carried.
20		Proposed sale of the town's building lot on 66-86 Motion Bay Road. There was some discussion on whether or not to sell this property. Councillor Chafe noted that he is not in favor of selling any of the town's properties. It was stated that if the property was sold then the proceeds should be used for a specific project. Some suggestions were the purchasing of the point, a new town depot or sewer extension on Motion Bay Road Extension. Motion # 408 Sam Stack/Lynn Hearn Proposed to sell the building lot at 66-86 Motion Bay Road and to set the minimum bid at \$75000.00. Mayor Lee, Deputy Mayor Stack and Councillor Hearn in favor, Councillor Chafe, Councillor Raymond and Councillor Orren not in favor. Motion defeated.
21		Draft Drug and Alcohol Policy – It was noted that the second bullet under the Scope of Policy should be changed to read "all outside contractors and sub-contractors working on behalf of the Town." Motion # 409 Rick Raymond/Kimberly Orren Proposed to accept the draft Drug and Alcohol Policy with changes as noted. All in favor, motion carried.
22		Request for approval to borrow \$73,128.82 from the Canadian Imperial Bank of Commerce which will cover the cost of the town's portion of 10% for the 2019-2020 Capital Works Project- Sewer Extension, Main Road Maddox Cove. It is also noted that the Mayor and Chief Administrative Officer should sign on behalf of the town for this project.

	<p>Motion #410 Sam Stack/Harry Chafe Proposed to approve to borrow \$73,128.82 from the Canadian Imperial Bank of Commerce which will cover the cost of the town's portion of 10% for the 2019-2020 Capital Works Project- Sewer Extension, Main Road Maddox Cove. It is also proposed for the Mayor and Chief Administrative Officer to sign on behalf of the town for this project All in favor, motion carried.</p> <p>Request for approval to borrow \$65,797.61 from the Canadian Imperial Bank of Commerce which will cover the cost of the town's portion of 10% for the 2019-2020 Capital Works Project- Valve Replacements – Maddox Cove. It is also noted that the Mayor and Chief Administrative Officer should sign on behalf of the town for this project.</p> <p>Motion #411 Kimberly Orren/Lynn Hearn Proposed to approve to borrow \$65,797.61 from the Canadian Imperial Bank of Commerce which will cover the cost of the town's portion of 10% for the 2019-2020 Capital Works Project- Valve Replacements – Maddox Cove. It is also proposed for the Mayor and Chief Administrative Officer to sign on behalf of the town for this project All in favor, motion carried.</p>
23	<p>Request to advertise in the Citizen Crime Prevention Guide</p> <p>Motion #412 Harry Chafe/Sam Stack Proposed not to advertise in the Citizen Crime Prevention Guide. Mayor Lee, Deputy Mayor Stack, Councillor Chafe, Councillor Hearn and Councillor Raymond in favor. Kimberly Orren not in favor. Motion carried.</p>
24	<p>Update on request for Delegation of Authority to issue tickets within the town. The town received a letter stating that they were required to submit a draft of the town's proposed Traffic Regulations to the Department of Transportation and Works. It was noted that the town previously discussed and identified the Traffic Regulations for the town. Staff will compile the list of the regulations council has already discussed. Staff will also ask the Department of Transportation and Works for an example of what they are looking for with regard to the regulations.</p>
25	<p>A request for St. Kevin's High School Girls Basketball Team was tabled.</p> <p>Motion #413 Sam Stack/Rick Raymond Proposed to not to approve a donation and to send a letter stating that the town does support St. Kevin's High School through their Scholarship/Bursary program. Council also provides financial support to individuals throughout the community travelling with sport teams.</p>
26	<p>The town received proposals from CBCL Limited and SNC Lavalin for engineering services for 2019.</p> <p>Motion #414 Harry Chafe/Sam Stack Proposed to accept the proposal from CBCL Limited for engineering services for 2019. The budget for engineering services will be set at \$20,000.</p>
27	<p>East Coast Trail Memorandum of Understanding Deputy Mayor Stack noted that he had some issues with the current MOU with the East Coast Trail. Staff will set up a meeting with the East Coast Trail in the New Year.</p>
28	<p>The Town received confirmation that they were successful in receiving a grant in the amount of \$5000.00 from the Department of Transportation and works to complete work on the Main Road. There were three quotes presented for the work to be completed. Mayor Lee, Councillor Chafe and Councillor Hearn stated they were in a conflict of interest. Due to this fact, there was no longer a quorum to deal with this agenda item.</p> <p>Motion #415 Rick Raymond/Harry Chafe Proposed to defer this item until the next meeting. All in favor, motion carried.</p> <p>Mayor Lee noted that the town received quotes to have ditching done on the Main Road next to David Doyle's as there is water that runs onto the</p>

		road in this area. Mayor Lee, Councillor Chafe and Councillor Hearn stated they were in a conflict of interest. Due to this fact, there was no longer a quorum to deal with this agenda item. Motion #416 Rick Raymond/Sam Stack Proposed to defer this item until the next meeting. All in favor, motion carried.
29		Bills in the amount of \$32,757.90 were presented. Motion # 417 Rick Raymond/Lynn Hearn Proposed to pay bills in the amount of \$32,757.90. All in favor, motion carried.
	NEW BUSINESS	
30		Councillor Hearn noted that the Finance Committee have talked about covering the cost of a coordinator for the Summer Program. The funds have been budgeted and council will look at this when it gets close.
31		Water issue on Skinner's Hill – Staff have contacted the engineer with regard to this.
32		Christmas Tree Lighting, Raffle and sing-a-long will take place on Sunday November 25.
33		Request to issue a compliance letter for 1-3 Long Run Road. This home currently has an order attached to have the property torn down or repaired. The owner has stated that the new owners plan to tear down the property at 1 Long Run Road. Motion # 417 Sam Stack/Harry Chafe Proposed to issue a compliance letter. If the property is not sold then the order will still be in place. All in favor, motion carried.
34		The Finance Committee proposed for council to purchase a new garbage truck due to the fact that the current truck is 10 years old. Councillor Raymond asked if there were any issues with the current truck. He was told that there were no major issues with the truck only the age. Councillor Chafe asked about having the garbage contracted out. He stated that this would not affect staff and there would be no layoffs. He stated that council could do this and guarantee there would be no layoffs. It was noted that there would have to be a cost analysis completed. Deputy Mayor Stack stated that if garbage was contracted out then council would only need 2 outside staff. Mayor Lee noted that there could possibly be 2 full time employees and 1 part time employee. The CAO stated that these issues should not be discussed at a public meeting and these type of changes should be discussed during union negotiations. Motion # 417 Rick Raymond/Harry Chafe Proposed to defer this item until council discusses the issue. All in favor, motion carried.
35		Motion #418 Harry Chafe/Rick Raymond Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 8:55pm.

Samuel Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____