

TOWN OF PETTY HARBOUR/MADDOX COVE
REGULAR MEETING
MONDAY NOVEMBER 5, 2018

1. Minutes of October 9, 2018
2. Business Arising
3. Review of licensed Tourist Accommodations.
4. Liquor License Application- Petty Harbour Mini-Aquarium.
5. Proposed Drug & Alcohol Policy.
6. Request for Donation- Sunshiners' Club
7. Request from Mini-Aquarium to sponsor a tank for 2019.
8. Flow Meters-Sewer Outfall- Antennas.
9. Quote for ditching on Cribbies Road.
10. Municipal Capital Works 2019.
11. Expense Claim- Stephanie Stack
12. Bills
13. New Business
14. Adjourn'

BILLS

1. T & D Enterprises (Truck Expense)	\$1,423.50
2. S & S Supply (Traffic Services & Road Maintenance)	\$444.94
3. Sweet Stems (Funeral Arrangement)	\$74.75
4. North Atlantic Supplies (Employee Clothing)	\$368.00
5. NF Power (Street Lighting)	\$4,689.90
6. Mary Bishop Consultant (Public Hearing)	\$517.50
7. McDonald's Home Hardware (Misc. Expense)	\$29.97
8. Modern Paving (Road Maintenance)	\$141.63
9. John Layden Trucking (Road Maintenance – Hannaford's Lane)	\$1,437.50
10. CBCL Ltd. (Skinner's Hill)	\$3,241.45
11. Orkin (Pest Control)	\$79.35
12. Irving Oil (Gas Expense)	\$974.49
13. Royal Canadian Legion (Wreaths)	\$267.75
14. Bell Mobility (Cell Phone Expense)	\$84.52
15. Hiscock Rentals (Rail for Culvert Cribbies Road)	\$59.87
16. Atlantic Technical Services (Water & Sewer Exp.)	<u>\$12,970.29</u>
TOTAL	\$26,805.41

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REGULAR MEETING

MONDAY NOVEMBER 5, 2018

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

#	ITEM
1	Mayor Lee brought the meeting to order at 6:30 pm
2	Minutes of October 22, 2018 were read. Motion # 384 Rick Raymond/Lynn Hearn Proposed minutes of October 22, 2018 be approved. All in favor, motion carried. Councillor Orren abstained from voting due to the fact that she was absent for the meeting of October 22, 2018.
	BUSINESS ARISING
3	#4 The town received a quote in the amount of \$103,330.89 from CBCL Limited to have a section of the water line by the retaining wall on Motion Bay Road Extension moved. Mayor Lee noted that council could request quotes to have the retaining wall moved instead of removing the water line to determine which option would be less expensive. Staff will contact the town's lawyer before quotes are requested to determine what the town will be required to do with the area if the retaining wall is removed. The property owner will be notified once a decision is made with regard to the area.
4	#5 The Town has received some positive feedback on the new traffic mirrors that have been installed.
5	#9 Council has met with the owner of the property and will be entering into a boundary agreement.
6	#11 The town is still waiting to hear back from the Department of Transportation and Works with regard to the grant to have work done on the Main Road.
7	#12 The town is waiting to hear from the engineer with regard to the retaining wall at the bottom of Big Hill Road. Council should get a report this week. The town has recently placed concrete barriers in the area for safety concerns. The concrete barriers were given to the town on a temporary basis from the Petty Harbour Co-op. The Town will send a thank you letter to the Co-op. Staff will get a price to purchase these concrete barriers.
8	#13 The drain and pipe on Hannaford's Lane has been completed. Barriers were placed in the area where fill/rock had to be placed. Staff will check to see if this fill/rock has been placed in the area.
9	#16 Staff has sent out a notice to the public with regard to the change in office hours. The CAO asked if a sign can be purchased to place on the door with the office hours. It was agreed to have a sign purchased.
10	#17 The stop sign on the road on Main Road Lane will be added to the "spring to-do list".
11	#18 The town has hired JW Consulting (John Walsh) to take care of the new lead hand position with regard to job description and hiring of the position. Motion # 385 Sam Stack/Harry Chafe Proposed to accept JW Consulting as the consultant for the hiring of the lead hand position. All in favor, motion carried.
12	#19 The "There but not There" silhouettes for the War Memorial have been ordered.
13	#20 Petty Harbour Heritage Museum have been draining the bark pot outside the town office. It was noted that the bark pot should be turned over to avoid any damage. Councillor Green will bring this forward at the next museum meeting.
14	#23 The Site Specific Safety Plan for the Department of Transportation and Works has been completed.

15		#30 Application for excavation – 51-53 Main Road, Maddox Cove. Applicant will meet with the Inspections and Development Committee on site on December 6, 2018.
16		#33 The guard rail on Skinner’s Hill has been installed. Deputy Mayor Stack stated that he thought the guard rail is low in sections and up and down in areas. The Inspections and Development Committee will inspect the guard rail.
17		#34 Power House Road Parking area – Staff is still waiting on a permit from the Department of Municipal Affairs and Environment for infilling in the flood risk area. Staff recently discussed this area with Seamus O ’Regan’s office and they will be looking into this further for the Town. Motion # 386 Sam Stack/David Green Proposed to defer this until we hear back from Seamus O ’Regan’s office. All in favor, motion carried.
18		#38 The Canada Day grant application has been sent in.
	TONIGHT’S AGENDA	
19		Review of licensed/non-licensed tourist accommodations Councillor Hearn, Councillor Chafe and Councillor Green left due to a conflict of interest at 6:55pm. Council will send a letter to all tourist accommodations informing them of the new Tourist Accommodations Policy and what is expected of them as a tourist accommodations operator. It was noted that if tourist accommodations are not licensed by January 1, 2019 then they will be issued a stop order to cease operations. Councillor Hearn, Councillor Chafe and Councillor Green returned at 7:02pm. Motion # 387 Rick Raymond/David Green Proposed to move Item # 7 on the agenda to Item # 5. All in favor, motion carried.
20		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 left the chambers due to a conflict of interest at 7:03pm. It was noted that this would have to go out to the public. Deputy Mayor Stack noted that there could possibly be an issue with parking in the area. Deputy Mayor Stack noted that council would need to know if the parking for the Co-op and the mini aquarium will be used for this proposal. Councillor Orren noted that the town would need confirmation that the proposal for the micro-brewery is no longer moving forward. Council would also need to know the capacity for this area. Motion # 388 Kim Orren/David Green Proposed to defer this proposal until council receives more information. All in favor, motion carried.
21		A request from the Petty Harbour Mini Aquarium for the town to sponsor a tank for the 2019 season. Motion # 389 Rick Raymond/Kim Orren Proposed to approve a tank sponsorship for the mini aquarium’s 2019 season in the amount of \$300.00. All in favor, motion carried. It was noted that Council will use the free family season passes in a contest in the next newsletter. Council also noted they would like to have a tour of the mini aquarium when it opens for the 2019 season. Councillor Hearn, Councillor Chafe and Mayor Lee returned to chambers at 7:14pm.
22		A draft Drug & Alcohol Policy was tabled. There were some changes noted. The CAO will make the changes and forward to council for review for the next meeting.
23		A request for a donation from the senior’s Sunshiner’s Club was tabled. Motion # 390 Rick Raymond/Harry Chafe Proposed to make a donation to the Sunshiner’s Club in the amount of \$50.00. All in favor, motion carried.
24		Antenna’s for sewer flow meters. The antennas that were first installed for the sewer flow meters were

	<p>damaged. The new style antenna's still protrude from the manhole approximately 1 ½ inches. Mayor Lee noted that this still potentially could cause an issue with them being damaged. The engineer recently informed the town that there will be a cost associated with transferring the data from the manhole to the software at the town office. The cost for this transfer of data would be \$120.00 per month per outfall. It was noted that the data can be manually transferred by staff entering the manhole and transferring the data onto a laptop. Councillor Chafe asked if it would be possible to extend the cable for the flow meter so that the flow meter box would be above ground. Staff will ask the engineer about this.</p>
25	<p>A revised quote for the ditching on Cribbies Road in the amount of \$9,430.00 tax included was tabled. There was some discussion with regard to the town hiring a backhoe by the hour to do this work. There was also some discussion with regard to the necessity of 5 culverts that were noted on the quote. Councillor Green noted that he was not familiar with the area and would like to look at the area before voting on the issue.</p> <p>Motion # 391 Dave Green/ Rick Raymond Proposed to defer voting on the quote until a time Councillor Green became familiar with the area. Councillor Green and Councillor Raymond withdrew Motion #391 due to the fact that council was going to adjourn the meeting and visit the site and then bring the meeting back to order. Members of the public that were present in chambers were notified that the meeting would be adjourned for approximately 15-20 minutes.</p> <p>Mayor Lee adjourned the meeting at 7:57 pm</p> <p>Mayor Lee brought the meeting back to order at 8:13pm There was some discussion with regard to the need to place culvert the entire length of Civic # 43-45 Cribbies Road. Mayor Lee noted that he did not see any reason why council should place a culvert along the entire length of the property at 43-45 Cribbies Road. Mayor Lee stated that he felt a culvert was only necessary along the driveway/entrance to the property. Councillor Hearn noted that there would need to be a clean-out between the properties at 47 Cribbies Road and 41-43 Cribbies Road.</p> <p>Motion # 392 Sam Stack/Harry Chafe Proposed to accept the quote for ditching on Cribbies Road in the amount of \$9,430.00 tax included. Council will place the culvert along the entire property at 43-45 Cribbies Road and one along the property at 47 Cribbies Road with a clean-out in between. The maximum number of culverts to be used would be 5 culverts. It was also noted that this quote does not include any busting that may be required in the area. Deputy Mayor Stack, Councillor Orren, Councillor Raymond, Councillor Chafe and Councillor Green in favor. Mayor Lee and Councillor Hearn not in favor. Motion carried.</p>
26	<p>2019-2020 Municipal Capital Works priority list. There was some discussion on various projects that are in need of being completed throughout the town. Sewer Extension Main Road Maddox Cove Valve replacement throughout the remainder of the Town Ditching on Motion Bay Road Extension Upgrades to paved roads Paving of unpaved roads Sewer extension on Motion Bay Road Extension Mayor Lee noted that council did talk about selling a building lot owned by the town to help cover the cost of the sewer extension on Motion Bay Road Extension.(Staff will check with Municipal Affairs to determine what council would need to do to move forward with selling this building lot) Councillor Raymond noted that Cribbies Road (towards the catholic cemetery) is in need of repair. Councillor Orren noted that sewer is needed to the stages on the harbour front. Deputy Mayor Stack left chambers at 8:40 due to a conflict of interest.</p>

		<p>Motion # 393 Harry Chafe/Dave Green Proposed to set the priority list for the 2019-2020 Municipal Capital Works as follows: #1 Sewer Extension – Main Road Maddox Cove #2 Valve Replacement remainder of the Town All in favor, motion carried. Deputy Mayor Stack returned at 8:52pm.</p>
27		<p>An expense claim for Stephanie Stack in the amount of \$40.00 was tabled. Motion # 394 Harry Chafe/Rick Raymond Proposed to approve the expense claim for Stephanie Stack in the amount of \$40.00. All in favor, motion carried.</p>
28		<p>Bills in the amount of \$26,805.41 were presented. Motion # 395 Rick Raymond/Harry Chafe Proposed to pay bills in the amount of \$26,805.41. All in favor, motion carried.</p>
	NEW BUSINESS	
29		<p>It was noted that there was some brush cutting on the Main Road in Maddox Cove. Council stated that it was not council that did this brush cutting.</p>
30		<p>A quote to have asphalt placed on the shoulder of the road at Skinner's Hill in the amount of \$2,400.00 plus tax was tabled. Council previously received a quote from the current contractor working on Skinner's Hill in the amount of \$4,500.00 plus tax. Motion # 396 Harry Chafe/Rick Raymond Proposed to accept the quote to have asphalt placed on the shoulder of the road at Skinner's Hill in the amount of \$2,400.00 plus tax. All in favor, motion carried Motion # 397 Sam Stack/Harry Chafe Proposed that if the pavement in front of the town office is not repaired when the Skinner's Hill project starts then council will pave this area also and bill the cost back to the business owner that had the road dug up. All in favor, motion carried. Staff will contact the business owner when they determine when the asphalt will be completed.</p>
31		<p>It was noted that the speed signs along Maddox Cove Road past the Town limits have changed from 80km to 50km. Staff will notify residents of this change in the next newsletter.</p>
32		<p>It was noted that Jackie Connolly has recently received a Senate 150 Anniversary Medal. These medals were awarded to Canadians that are actively involved in their communities who, through generosity, dedication, volunteerism and hard work, make their hometowns, communities, regions, provinces or territories a better place to live. Mrs. Connolly is most deserving of this award not only for the work she does and continues to do in our community but also the work she does around the word with her work with Team Broken Earth. Council would like to send a small token of their appreciation of all of her work. Motion # 398 Lynn Hearn/Dave Green Proposed to send a card and small token of appreciation along with the town flag to Mrs. Connolly. All in favor, motion carried.</p>
33		<p>Motion # 399 Rick Raymond/Lynn Hearn Proposed to pay severance for foreman who has maxed out on his severance pay. This helps the town with budgeting for 2019.</p>
34		<p>Deputy Mayor Stack noted that the town should send a card and a \$50 gift card to an employee who has been off sick for an extended period of time. Motion # 400 Sam Stack/Kim Orren Proposed to send a card and a \$50 gift card to an employee who has been off sick for an extended period of time. All in favor, motion carried.</p>
35		<p>Deputy Mayor Stack asked that the town's building lot on Motion Bay Road be placed on the agenda for the next meeting.</p>
36		<p>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. It was noted that there is a tree in the river by Mr. John Bartlett's that need to be removed.</p>

37		The town is currently waiting on a report from the engineer with regard to the retaining wall at the foot of Big Hill. A quote to have this work completed was tabled in the amount of \$19,895.00 tax included. Council will wait to get the engineer's report to see if there is anything else required to be added to the quote.
38		There was some discussion with regard to creating a parking area across from the lift station on Old Maddox Cove Road. It was noted that there would be very little work required. There would be some grubbing off and levelling of the area. Councillor Green asked if we would require permission from the Department of Transportation and Works. Mayor Lee noted that he did not think that was necessary. Motion # 400 Sam Stack/Rick Raymond Proposed to get a quote to have this work completed. If the quote comes in at under \$5000.00 tax included then have contractor move forward with the project. Mayor Lee, Deputy Mayor Stack, Councillor Orren, Councillor Green, Councillor Hearn and Councillor Raymond in favor, Councillor Chafe not in favor. Motion carried.
39		Motion # 401 Lynn Hearn/Dave Green Proposed for Recreation to replace the floor in the upstairs board room and the CAO's office. Council will cover the cost of the flooring. All in favor, motion carried.
40		The tourist chalet needs to be painted inside. The chairs that are in the tourist chalet need to be thrown out. Recreation has agreed to give the town some chairs to place in the tourist chalet. Motion # 402 Dave Green/Kim Orren Proposed to have a contractor paint the tourist chalet inside. All in favor, motion carried. Council will inspect the chalet to see if the current desk can be removed and replaced with a small desk.
41		Councillor Chafe asked if the town should have the fishing stages reassessed as there are stages being sold for large amounts. It was noted that the stages were recently assessed and the price that a property is sold for does not necessary reflect their assessed rate and that is determined from assessment two years prior.
42		Councillor Green asked if staff can sweep the area by North Atlantic Ziplines where the pavement is cut for the Remembrance Day Service on Sunday.
43		Staff will get a price on 6ft concrete barricades.
44		Motion #403 Rick Raymond/David Green Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 9:30pm.

Samuel Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____