

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY NOVEMBER 6, 2017

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

#	ITEM
1	Mayor Lee brought the meeting to order at 6:37pm
2	Minutes of October 23, 2017 were read. There were no errors or omissions. Motion #195 Harry Chafe/David Green Proposed minutes of October 23, 2017 be approved. All in favor, motion carried.
	BUSINESS ARISING
3	#3 Motion Bay Road Extension – The Town’s engineer was on site and marked the road. Mayor Lee noted that the whole road was marked instead of the low areas. Mayor Lee met with the engineer again and had only the low areas on the road identified. Mayor Lee then requested quotes from John Layden Trucking, MFB Trucking and T & D Enterprises. To date the town only received one (1) quote from John Layden Trucking in the amount of \$6,900.00 tax included. This quote also included the placement of 8-10 large rocks on the edge of the embankment on Pancake. Motion #196 Sam Stack/David Green Proposed to accept the quote from John Layden Trucking in the amount of \$6900.00 tax included and to have work completed. Sam Lee, Sam Stack, Lynn Hearn, Kim Orren, David Green and Rick Raymond in favor. Harry Chafe not in favor. Motion carried.
4	#6 Pole Lights. The Finance Committee discussed the possibility of some extra lighting throughout the town. The recommendation from the Finance Committee is as follows: 1. Fishermen’s Center – There are two poles near the Fishermen’s Center. Council would like to switch the arms of both of these poles. 2. Close to 204 Main Road, Maddox Cove 3. Close to 85 Main Road, Petty Harbour 4. Close to 7 Shore Lane, Maddox Cove 5. Close to 40 Long Run Road Motion #197 Sam Stack/Harry Chafe Proposed to have these 4 new lights installed and to switch the arms of two poles. All in favor, motion carried.
5	#8 Labour Management Committee will consist of Mandy Dinn, Edward Maher, Lynn Hearn and Kimberly Orren.
6	#12 Staff will draft a Travel Expense Policy as per the Municipal Councillor Remuneration and Reimbursement Regulations, <i>Municipalities Act, 1999</i> and will bring forward at the next meeting.
7	#17A Staff spoke with Transportation and Works. The department will set up a time for Council to meet with officials of the department.
8	#18 Sam Lee, Lynn Hearn and Harry Chafe left the chambers at 7:05pm due to a conflict of interest. There was some discussion with regard to a request to have a driveway snow cleared due to the fact that the resident has a child with a disability. The snow clearing contractor had some questions for Council. They wanted to know will this lane be considered a "regular" laneway to be treated in a similar fashion as the others included in the contract (i.e. their responsibility to monitor conditions throughout the day and then both clear and/or salt & sand accordingly) or if it will simply need to be completed only when there is a significant snowfall or other inclement weather. Staff will contact the contractor and get a price to clear the lane only during significant

		snowfalls and also a price to treat the lane as a regular laneway. Sam Lee, Lynn Hearn and Harry Chafe returned to chambers at 7:11pm
9		#19 Cyril Whitten will fill the position of labourer on Wednesday November 8, 2017. A check list was developed to be reviewed during the probationary period of this position.
	TONIGHT'S AGENDA	
10		A request for a donation from Devin and Darcie Burt who will be travelling to Toronto for the 4H Royal Agricultural Fair. Motion #198 Kimberly Orren/Harry Chafe Proposed to approve a donation for Devin and Darcie Burt in the amount of \$100 each. Staff will confirm that they meet the age criteria of the donation policy. All in favor, motion carried.
11		Disconnection of sewer services to 31A Main Road, Petty Harbour Motion #199 Harry Chafe/Kimberly Orren Proposed to disconnect sewer services to 31A Main Road, Petty Harbour. Any cost associated with the disconnection of sewer will be billed back to the owner/resident. Staff will send a registered letter to the owner/resident notifying them of the disconnection and the deadline date of November 22, 2017. All in favor, motion carried.
12		The notification to residents with regard to the senior's exercise classes will be placed in the newsletter that will be going out on Friday November 10, 2017.
13		Request from resident to add link for composting to the town's website. Motion #200 Harry Chafe/Rick Raymond Proposed not to add this link to the Town's website. All in favor, motion carried.
14		Request from AE Cash Sales & Services to use electricity from Lift station next to the convenience store to run their ATM. Staff will contact the business to set up a meeting to discuss.
15		The Town received their ballot from the Municipal Assessment Agency for the Avalon Director. Motion #201 Lynn Hearn/Sam Stack Proposed to vote for Betty Moore – Clarke's Beach. All in favor, motion carried.
16		General repairs to Community Center. Motion #202 Sam Stack/Rick Raymond Proposed to have staff completed the following repairs to the Community Center: <ul style="list-style-type: none"> - Main Door repairs (lock and spring on top of door) - Step for emergency door next to coat check room - New sink for laundry room - Problem with toilet in women's washroom (one to the right) - Plumbing -- Pipes changed over to PVC All in favor, motion carried.
17		Shore Lane drainage issues. Council received a quote from John Layden Trucking to supply and install 14" steel culvert for a catch basin with corrugated grate across bike path and to remove excess material and install appropriate ditch to go into existing drain in the amount of \$2,185 tax included. Motion #203 Lynn Hearn/David Green Proposed to accept the quote from John Layden Trucking to supply and install 14" steel culvert for a catch basin with corrugated grate across bike path and to remove excess material and install appropriate ditch to go into existing drain in the amount of \$2,185.00 tax included. The Inspections and Development Committee and staff will investigate if a drain is needed to go across the road. This would be an extra cost in addition to the cost of \$2,185.00. Staff will contact the owner of the property at 16-18 Shore Lane to notify the resident of the work to be completed. All in favor, motion carried.
18		Donation Policy – It was recommended by the Finance Committee to increase the donation/bursaries to St. Kevin's High School starting in 2018. It was recommended that Council add \$100 (1 bursary) each year for the next four years to a maximum of \$1000. Sam Stack will

		<p>speak with the principal of St. Kevin's High School to find out the criteria for the bursaries.</p> <p>Motion #204 Sam Stack/David Green Proposed to add \$100 (1 bursary) each year for the next four years to a maximum of \$1000 starting in 2018. This will be added to the Donation Policy. All in favor, motion carried.</p>
19		<p>Flow Meters – The Town's engineer presented the bids for the sewer flow meters. The Bids were as follows: Ecoguard Systems \$14,938.50 Avensys Solutions \$18,681.75 Emxo-Waterworks \$28,717.14 BioMaxx \$31,015.50</p> <p>The Town's engineer completed a technical review of the submissions and found that the low bidder's submitted product is technically acceptable for this project. The engineer recommends that the Town award the tender for the flow meters to Ecoguard Systems for the tendered price of \$14,938.50, including HST.</p> <p>Motion #205 Harry Chafe/Kimberly Orren Proposed to accept the tender from Ecoguard Systems in the amount of \$14,938.50 as per the engineer's recommendation. All in favor, motion carried.</p>
20		<p>First Aid Training</p> <p>Motion #206 Dave Green/Kimberly Orren Staff will check to see when employees First will/has expired. The CAO will contact staff and other community groups to see who is interested in the First Aid Training. The list will be presented at the next council meeting. All in favor, motion carried.</p>
21		<p>Staff Christmas Bonus</p> <p>Motion #207 Sam Stack/Lynn Hearn Proposed to change staff Christmas bonuses as follows: Part time employee or employee full time for less than a year \$100.00 1 -9 years of service (Full time) \$200.00 10- 14 years of service (Full time) \$300 15 – 24 years of service (Full time) \$400 25 + years \$500 Maximum All in favor, motion carried.</p>
22		<p>Bills in the amount of \$31,826.50</p> <p>Motion #208 Rick Raymond/Harry Chafe Proposed to pay the bills in the amount of \$31,826.50 All in favor. Motion carried.</p>
	NEW BUSINESS	
23		<p>Council was given last year's Tax Schedule for review. There was some discussion with regard to property owners using water hose connected from other properties. There was also discussion with regard to properties wasting water, cost of permits and extra garbage. Council will have a separate meeting to discuss current and new policies and the Tax Schedule on Wednesday November 15 at 7:00 pm.</p>
24		<p>Council will notify residents in the newsletter that there will be a Town Hall meeting on February 1st at 7:00pm at the Community Center. It was also noted that the town add the CAO's number for calls after hours to the newsletter and to the Town's website.</p>
25		<p>Excavation at 15-19 Main Road, Maddox Cove. Mayor Lee was speaking to the resident with regard to a letter the resident received from council. Council will send an additional letter to the resident stating that Council has no issue with the resident landscaping his property and planting trees but if there is any future excavation the resident would have to fill out an application to apply for a permit.</p>
26		<p>The Mayor got a price on materials to have repairs completed to the Town's wharf. The 4 x 6 x 16 cost is \$48.00, it would take approximately 40 pieces. It is estimated that it will cost approximately \$5000-\$6000 to have this work completed.</p> <p>Motion #209 Sam Stack/Kimberly Orren Proposed to get a quote on the repairs to the wharf. Staff will contact</p>

		Small Craft Harbours to see if there is any type of funding that the Town could avail of. All in favor, motion carried.
27		<p>Cell phone for Labourer position. There was some discussion with regard to keeping the cell phone or cancelling the contract for the phone. There was also some discussion with regard to keeping the cell phone for the CAO for after hour calls.</p> <p>Motion #210 Kimberly Orren/Harry Chafe Proposed to defer this item and to discuss at the policy meeting. Kimberly Orren and David Green in favor, Lynn Hearn, Sam Stack, Sam Lee, Rick Raymond and Harry Chafe not in favor. Motion defeated.</p> <p>Motion #211 Sam Stack/Rick Raymond Proposed to cancel the contract for the Labourer's cell phone. Lynn Hearn, Sam Stack, Sam Lee, Rick Raymond and Harry Chafe in favor. Kimberly Orren and David Green not in favor. Motion carried.</p>
28		The CAO tabled all the permits that were issued since the last meeting. It was noted that in future that the Inspections and Development Committee and staff will have to do a follow-up visit when approving sheds.
29		<p>Group Insurance for Cyril Whitten.</p> <p>Motion #212 Harry Chafe/David Green Proposed to waive the three month waiting period for Cyril Whitten to join the group insurance. Lynn Hearn, Sam Lee, Rick Raymond, Harry Chafe, Kimberly Orren and David Green in favor, Sam Stack not in favor. Motion carried.</p>
30		<p>Motion #213 Harry Chafe/Kimberly Orren Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 9:59pm</p>

Samuel Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____

TOWN OF PETTY HARBOUR/MADDOX COVE
REGULAR MEETING
MONDAY NOVEMBER 6, 2017

1. Minutes of October 23, 2017
2. Business Arising
3. Request for donation from Devin and Darcy Burt
4. Disconnection of sewer services at 31A Main Road, Petty Harbour
5. Mail out for Senior's Exercise classes
6. Request to place link for composting on the Town's website
7. ATM – Request to use electricity
8. Municipal Assessment Agency – Ballot for Avalon Director
9. General repairs to Community Center
10. Shore Lane road repairs
11. Donation Policy
12. Recommendations for Tender for Flow Meters
13. First Aid Training
14. Staff Christmas Bonus
15. Bills
16. New Business
17. Adjourn

BILLS

1. T& D Enterprises (Snowclearing)	\$16,042.50
2. T & D Enterprises (Truck Exp.)	\$201.25
3. Royal Canadian Legion (Remembrance Day Wreaths)	\$267.75
4. NF Power (Street Lighting)	\$2,324.13
5. McDonald's Home Hardware (W & S Exp.)	\$28.58
6. Irving Oil (Gas Exp.)	\$1,028.67
7. Hiscock Rentals (Misc.)	\$39.05
8. NF Power (Hydro Exp.)	\$1,999.09
9. Emco (W & S Exp.)	\$160.08
10. Bell Mobility (Cell Phone Exp.)	\$122.18
11. Orkin (Pest Control)	\$73.03
12. EastChem (W & S Exp.)	\$285.78
13. CBCL (Professional Fees – Long Run Road/GIS/Flow meters) (Motion Bay Road Ext.)	\$9,023.30
14. Bidgood's (Social Paul's retirement)	<u>\$231.11</u>
 TOTAL	 \$31,826.50