

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY OCTOBER 23, 2017

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

| # | | ITEM |
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| 1 | | Mayor Lee brought the meeting to order at 6:47pm |
| 2 | | Minutes of October 10, 2017 were read. There were no errors or omissions. Motion #183 Harry Chafe/Rick Raymond Proposed minutes of October 10, 2017 be approved with the change to Item # 19 to state “Motion carried”. All in favor, motion carried. |
| | BUSINESS ARISING | |
| 3 | | #3 Motion Bay Road Extension – Mayor Lee and Staff met with the engineer on site. The low and high spots of the road were assessed. The lower areas will be identified by the engineer on Thursday October 26, 2017 and then it will be determined the amount of fill that will be needed and the cost to do the work. |
| 4 | | #4 The Town’s engineer did an initial site visit to investigate the sewer extension for Motion Bay Road Ext. Council is waiting for the engineer to get back to the Town on this. The Engineer also did a site visit of Shore Lane and investigated the drainage issue. Mayor Lee and the engineer decided that a trench with a grate over it would work for this area. Council will look into this in the coming weeks/months. |
| 5 | | #7 Signage has been installed on Pancake. It was noted that there still is an issue with cars parking and littering in the area. |
| 6 | | #10 Pole Lights – The Finance Committee will look at the possibility of additional lighting in the Town. Members of Council were asked to notify staff or members of Finance Committee of any recommendations of low lite areas in the Town. |
| 7 | | # 19 There was some discussion with regard to conflict of interest. The CAO presented the steps in order to start the process of a conflict of interest, as there was some question with regard to if a conflict of interest had occurred. |
| | TONIGHT’S AGENDA | |
| 8 | | Labour Management Committee – It was determined that the Labour Management Committee will consist of 2 Councillors and 2 employees. Mandy Dinn and Edward Maher will be the representatives for employees. Kimberley Orren will be one of the representatives from Council. The other representative from the town will be determined at the next meeting. Staff will check to see if overtime would have to be paid to employees if the meeting was to happen after work hours. |
| 9 | | Request from the Remembrance Day Committee for the Town to place a wreath and for the Mayor to speak at the service on behalf of the Town. The Committee is also requesting a \$300 donation to cover costs such as bus, social, flags, etc. It was also requested if the town can look after traffic services from 10:30 – 12:00. Motion #184 Harry Chafe/David Green Proposed that the Town will place a wreath on behalf of the Town and donate \$300 to the Committee. Motion #185 Sam Stack/David Green Proposed that Council pay staff to conduct traffic service from 10:30 – 12:00 on Remembrance Day. CAO will check with employees to see if they are interested in this overtime. All in favor, motion carried. |
| 10 | | Municipalities Newfoundland and Labrador have increased their fees by |

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| | | 10%. |
| 11 | | Request from Sunshiners Club for a donation or gift. Motion #186 Harry Chafe/Rick Raymond Proposed to approve a donation in the amount of \$50. All in favor, motion carried. |
| 12 | | Travel Expense Policy – The draft copy of the travel expense policy was reviewed. Council was unanimous about having a per day rate for all Councillors if they travel on behalf of the Town. Motion #187 Kimberly Orren/Dave Green Proposed to defer this item until the next meeting. All in favor, motion carried. |
| 13 | | Paul Doyle’s Retirement – Paul will be retiring on November 8, 2017. Staff will have a social on November 8, 2017 at 6:30 pm. Staff will also purchase a gift for Paul in the amount of \$150-\$200. Staff will invite staff and the previous 2 councils. |
| 14 | | The results from the 2017-2018 Capital Works Projects were tabled. Council was unsuccessful in acquiring funding. It was stated in the letter that it was due to a limited program budget. |
| 15 | | 2018-2019 Capital Works Projects Priority list. The Finance Committee recommended that the 2018-2019 Capital Works Projects Priority list will be as follows: #1 Sewer Extension – Main Road Maddox Cove #2 Valve Replacement throughout the Town Motion #188 Sam Stack/Harry Chafe Proposed that the 2018-2019 Capital Works Projects Priority list will be as follows: #1 Sewer Extension – Main Road Maddox Cove #2 Valve Replacement throughout the Town All in favor, motion carried. It was also noted that once the application for the 2018-2019 Capital Works Projects has been completed that the Town will set up a meeting with Seamus O’Regan and another meeting with Keith Hutchings. There was also some discussion with regard to the condition of Skinner’s Hill. Staff will get the Town’s engineer to look at this and get a cost for Council to review. |
| 16 | | The 2016-2017 Municipal Assessment Agency Annual Report was tabled. |
| 17 | | Regional Governance- Councillor Orren brought forward this issue and was inquiring if Council will be developing a policy with regard to this. Councillor Orren and Mayor Lee gave an overview of regional governance to the rest of council. Staff will re-send the link with regard to regional governance. |
| 17 A | | Traffic calming – There was some discussion with regard to speeding traffic in the Town especially on the Main Road. Staff will set up a meeting with the Department of Transportation and Works to discuss the issue of speeding in the town. |
| 18 | | A letter from a resident requesting Council snow clear his driveway due to the fact that he has a child with a disability. This has been done in previous years. Motion #189 Harry Chafe/David Green Proposed to snow clear his driveway due to the fact that he has a child with a disability. Staff will send a letter stating that the roads have to be cleared first before the driveway can be snow cleared. All in favor, motion carried. |
| 19 | | Interviews for Labourer position – The position was posted internal as this was a unionized position. Council received one application from Cyril Whitten. The interview was conducted and it was recommended to Council that Cyril move into this position upon Paul Doyle’s retirement on November 8, 2017. Motion #190 Sam Stack/Harry Chafe Proposed to hire Cyril Whitten in the Labourer’s full time permanent position upon Paul Doyle’s retirement on November 8, 2017. All in favor, motion carried. It was noted that Mr. Whitten will be on a probationary period of 40 days. Council will meet with Mr. Whitten from time to time to check in with his progress and training. The CAO |

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| | | in conjunction with the Foreman will develop a checklist for review during the probationary period. |
| 20 | | Council met with the NAPE Union representative along with the Shop Steward to discuss the collective agreement. Present at the meeting were Lynn Hearn, Rick Raymond, Kimberly Orren, Sam Lee, Sam Stack, Mandy Galway and Mandy Dinn. There was discussions with regard to changing office staff hours and the possibility of each office employee working every second Monday from 1 – 9 pm. It was stated that this would eliminate overtime along with making the office available to residents after hours. It was also noted by CAO that if an employee is working alone at night, handling money, that there are processes under the Provincial Occupational Health and Safety Regulations that Council would have to implement before an employee could work alone. Council asked staff to check with Occupational Health and Safety to see if this applies to two employees working at night. There was also some brief discussions with regard to other issues that arose from the meeting such as job security and contracting out, mandatory retirement, new employees joining the union and the CAO and Administrative Assistant being union members. |
| 21 | | Bills in the amount of \$3,274.04 Motion #191 Rick Raymond/Lynn Hearn Proposed to pay the bills in the amount of \$3,274.04 All in favor. Motion carried. |
| | NEW BUSINESS | |
| 22 | | Request from Petty Harbour/Maddox Cove to pay for ½ the cost of the auditor’s fee for the Recreation Commission in the amount of \$603.75. Motion #192 Rick Raymond/Sam Stack Proposed to pay for ½ the cost of the auditor’s fee for the Recreation Commission in the amount of \$603.75. All in favor, motion carried. |
| 23 | | The CAO tabled all the permits that were issued since the last meeting. There was some discussion with regard to the ongoing excavation at 15-19 Main Road, Maddox Cove. It was noted that the resident currently has a permit to repair septic lines, ditch and driveway. Motion #193 Rick Raymond/Sam Stack Proposed to send a letter to property owner at 15-19 Main Road, Maddox Cove stating that he has to notify the town before any further excavation is to commence on the hill behind his property and the work has gone beyond the scope of the permit. All in favor, motion carried. |
| 24 | | The results from the tender for the Flow Meter for the Town’s septic were tabled Ecoguard Systems \$14,938.50 tax included Avensys Solutions \$18,681.75 tax included Emco-Waterworks \$28717.14 tax included BioMaxx \$31,015.50 tax included |
| 25 | | Motion #194 Harry Chafe/Rick Raymond Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 9:35pm |

Samuel Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____