

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

TUESDAY OCTOBER 9, 2018

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

#	ITEM
1	Mayor Lee brought the meeting to order at 6:40 pm
2	Minutes of September 24, 2018 were read. Motion # 348 Sam Stack/Lynn Hearn Proposed minutes of September 24, 2018 be approved with changes. All in favor, motion carried.
3	<p>Justin Whitten was present in chamber to discuss the parking area on the lane by the hydro electrical plant and the Skinner’s Hill Road Upgrades project.</p> <p><u>Skinner’s Hill Road Upgrades</u> Mr. Whitten noted that there are drainage issues in the area and water will be diverted onto his property. He noted that a swale had been constructed after he had spoken to the town’s engineer. His concern is that even with this swale water may still be diverted onto his property. Mayor Lee informed Mr. Whitten that the work that has been completed on Skinner’s Hill was done as per the engineer’s specification. Mayor Lee also noted that if there is an issue beyond where the current swale ends then council will have to look into it again. Mayor Lee is meeting with the town’s engineer tomorrow and will discuss this issue with him. Mr. Whitten also noted that there is damage to his fence that has not been repaired. There have been 2 palings replaced but there are still others that need to be repaired. Mr. Whitten also brought to the attention of council that there are repairs needed to his concrete wall as the contractor has caused damage to this also. Mayor Lee noted that he did inspect the fence and noted that 2 palings had been replaced. He stated the only other damage he noticed was 1 additional paling that was cracked and needed replacing. Mr. Whitten will forward pictures of all the damages he is reporting. Mr. Whitten also noted he had concerns with the height of the guard rail in the area. He also had a concern that the catch basins are on high points on the road. Mr. Whitten noted that the contractor did not do up any accident reports for the accidents that occurred on the job site. Staff will look into this for future projects.</p> <p><u>Parking Area – Hydro-Electric Plant</u> Mr. Whitten noted that he had a number of concerns with regard to the parking area. These concerns included:</p> <ul style="list-style-type: none"> - Narrow Lane – not enough room for two vehicles - Safety concerns for residents - Congestion in the area - Drug & alcohol abuse in the area - Loitering/Littering - No lighting in the area - Proposed seasonal one-way street would be confusing to residents and tourists <p>Mayor Lee noted that all these issues could currently happen in the area even without the area being upgraded. Mr. Whitten wanted to know if there was an impact study completed on this proposal. Deputy Mayor Stack noted that all other by-roads of the community are 14 feet or less. Mr. Whitten requested that the town go out to the public for feedback on the proposed parking area. Mr. Whitten presented a petition with regard to the parking area with 15 signatures.</p>
	BUSINESS ARISING
	#9 Bus stop schedule – There are still some issues with regard to the bus

4		stop schedule in the town. Mayor Lee had scheduled a meeting with Ian Sinclair from the English School District on October 9, 2018. This meeting was postponed and will be rescheduled. Mayor Lee noted that council may not be able to do anything about this but have suggested to parents that they should go public with the issue.
5		#10 The town has not received a quote to move the water line on Motion Bay Road Ext. Council will be meeting with the engineer next week to discuss this.
6		#11 Ditching on Cribbies Road. The town received a quote for ditching on Cribbies Road in the amount of \$10,350.00. Deputy Mayor Stack noted that this quote seems to be high and would like for the town to get two additional quotes. Staff will get two more quotes to have this work completed.
7		#12 The traffic mirrors have arrived. Staff will erect one at the end of Skinner's Hill and one at the end of Motion Bay Road. The third mirror is required at the end of Weir's Lane. The Town is waiting for permission to place the mirror on Herbie's Olde Shope.
8		#19 Replacing guard rail on Southside Road is in progress.
9		#25 The Town received a quote to place boulders in the area of Motion Bay Road Extension in the amount of \$ 1,380.00. Council will look into this next Spring. Motion # 349 Harry Chafe/Sam Stack Proposed to defer this item until the spring. All in favor, motion carried.
	TONIGHT'S AGENDA	
10		The town received a letter from a resident on Skinner's Hill with regard to a drainage problem in the area. Mayor Lee noted that the engineer stated that the drainage in the area should be alleviated now that Skinner's Hill upgrades have been completed. There are large pot holes in the area that need to be filled. Motion # 350 Sam Stack/David Green Proposed to place fill in the area to fill in the pot holes. All in favor, motion carried.
11		New application (Application #A2018-70) for an approval in principle to construct a home at 41-49 Main Road, Maddox Cove. The applicant has changed his original application (Application # A2018-63) that requested a septic field to connect to the town's sewer. Motion # 351 Rick Raymond/David Green Proposed to approve the application in principle to build a home at 41-49 Main Road, Maddox Cove with the stipulations that the development meet all the development regulations and that the building be connected to the water and sewer at the Town's specifications at the applicant's expense. The development must be final approved by the Development and Inspections Committee. Application # A2018-63 will be null and void. All in favor, motion carried.
12		Tourist Accommodation Taxation – Mr. Geoff Coughlan was present in chambers and asked if council could defer this item until next meeting as the committee was not notified that this item would be discussed at this meeting. Mayor Lee noted that at the previous council meeting the committee had an opportunity to speak and present their report to council. Mayor Lee also noted that council has taken all the recommendations from the report into consideration and will make a decision at the next meeting. Motion # 352 Sam Stack/Rick Raymond Proposed to defer this item until the next council meeting. All in favor, motion carried. Councillor Chafe abstained from voting due to conflict of interest.
13		Application to construct an extension (2 washrooms) to North Atlantic Ziplines at 30 Main Road, Petty Harbour. There was some discussion that the new extension will take away a parking space for a business that already has parking issues. Councillor Chafe inspected the area and recommended that the town approve the application. Motion # 353 Sam Stack/Harry Chafe Proposed to approve the application to construct an extension (2

		washrooms) to North Atlantic Ziplines at 30 Main Road, Petty Harbour. Council recommends that the applicant connect to the sewer on his current connection not to the main sewer line across the street. Mayor Lee, Deputy Mayor Stack, Councillor Orren, Councillor Hearn, Councillor Green and Councillor Chafe in favor, Councillor Raymond not in favor. Motion carried.
14		<p>Application for an approval in principle to construct a home at 6 Motion Bay Road Extension, Maddox Cove. There was some discussion with regard to a fire exit road on this property. It was noted that the exit is no longer used. Councillor Chafe noted that a person's property cannot be taken for this fire exit. Mayor Lee noted that there is a stream that runs through this property. Councillor Chafe and staff inspected the area and discussed the stream with the applicant. The applicant agreed that he will address the issue of the stream. The CAO spoke to the applicant and he noted that he would either place a culvert in the area or construct a French drain. Mayor Lee noted that if a culvert was installed that it would have to go through the entire property and would have to include clean outs.</p> <p>Motion # 354 Harry Chafe/Rick Raymond Proposed to approve the application in principle to build a home at 6 Motion Bay Road Extension, Maddox Cove with the stipulation that the course of the stream on the property not change. Any work performed on the stream would be at the applicants cost and would have to be prior approved by the Town. All in favor, motion carried.</p>
15		<p>Expense claim for Mandy Dinn in the amount of \$30.00 was presented.</p> <p>Motion # 355 Harry Chafe/Lynn Hearn Proposed to accept the expense claim for Mandy Dinn in the amount of \$30.00. All in favor, motion carried.</p>
16		<p>Expense claim for Stephanie Stack in the amount of \$40.00 was presented.</p> <p>Motion # 356 Rick Raymond/Harry Chafe Proposed to accept the expense claim for Stephanie Stack in the amount of \$40.00. All in favor, motion carried.</p>
17		<p>The town received one tender for the 2018-2020 Snow Clearing/Ice Control Contact. Mayor Lee, Councillor Hearn and Councillor Chafe left chambers at 8:10pm due to conflict of interest. T & D Enterprises (64307 NFLD & Lab Corp.) was the only tender submission received. The submitted tender amount from T & D Enterprises was \$ 192,509.95 HST included.</p> <p>Motion # 357 David Green/Rick Raymond Proposed to accept the tender from T & D Enterprises (64307 NFLD & Lab Corp.) for the 2018-2020 Snow Clearing/Ice Control in the amount of \$192,509.95 HST included. All in favor, motion carried. Mayor Lee, Councillor Hearn and Councillor Chafe returned to chambers at 8:15pm.</p>
18		<p>Parking Power House Road</p> <p>Motion # 358 Sam Stack/Rick Raymond Proposed to defer until the next meeting. All in favor, motion carried.</p>
19		<p>Town Depot – Survey & Fencing</p> <p>A survey of the property by the Town Depot was completed. There was a concern with regard to an area on the survey that was marked as a right of way. Council was under the understanding that this was property owned by the town and not a right of way. Staff will contact the surveyor to check into this. Staff also obtained a price for the fencing. The approximate cost to erect a fence would be \$1,400.00.</p>
20		<p>Request from St. Kevin's High School for the town to support their scholarship program again this year.</p> <p>Motion # 359 Sam Stack/Rick Raymond Proposed to approve seven scholarships in the amount of \$100 each. This is as per the town's donation policy. All in favor, motion carried.</p>
21		<p>Request to increase the town's general engineering budget to cover the cost to complete flow meter work/training. Mayor Lee noted that he was under the understanding that the training was included in the cost of the flow meters.</p> <p>Motion # 360 Lynn Hearn/David Green Proposed to defer this item until council meets with the engineer. All in favor, motion carried.</p>

22		<p>October 14th to 20th is Small Business Week. The town received a request from a resident for the town to provide the community centre to small businesses in the town free of charge to showcase their businesses. This would be a good way for council to support small businesses throughout the town.</p> <p>The town agreed to provide the community centre free of charge on October 20th to business owners to showcase their businesses. The town will notify business and residents through Facebook and email of this and will also notify CBDC and the Irish Loop Chamber of Commerce. The community centre would be open for businesses to set-up at 8:00am on the 20th and then open to the public from 10:00am – 3:00pm.</p>
23		<p>Mayor Lee thanked Councillor Green for attending a meeting with the Department of Transportation & Works to discuss ongoing issues. It was noted that council could apply for a grant up to \$5000 to cover the cost of some of the work that council is requiring. Staff will send a letter to the Minister along with quotes requesting the funds to cover the following costs:</p> <p>Brush Cutting Drains - Main Road, Maddox Cove cleared out Clearing of gravel on bridge - Main Road, Petty Harbour</p>
24		<p>Retaining wall on Big Hill Road Councillor Chafe, Councillor Raymond inspected the retaining wall. There were concerns that the wall is tipping and may fall over. Councillor Chafe noted that the town could possibly place fill and armour stone to secure the wall. Mayor Lee noted that steel rods may need to be installed to keep the wall in place as armour stone has a potential to move. Mayor Lee will have the town's engineer look at this tomorrow as the Mayor is meeting with him with regard to another issue.</p>
25		<p>Water running on Hannaford's Lane – Mayor Lee noted that there should be a drain dug across the road and a pipe installed.</p> <p>Motion # 361 Harry Chafe/David Green Proposed to have staff dig a drain and place a pipe across Hannaford's Lane. Mayor Lee will meet staff to go over what needs to be done in the area. All in favor, motion carried.</p> <p>Councillor Chafe mentioned that it would be a good idea for the town to purchase a small Kubota backhoe to do some of these small jobs around the town. Mayor Lee noted that council should wait until they have all staff back in order to make that decision. Councillor Chafe wanted to note the good job that staff did cleaning out the drain on Cavell's Lane.</p>
26		<p>Bills in the amount of \$19,621.94 were presented.</p> <p>Motion # 362 Sam Stack/Rick Raymond Proposed to pay bills in the amount of \$19,621.94. All in favor, motion carried.</p>
	<p>NEW BUSINESS</p>	
27		<p>Councillor Raymond inquired when the speed bumps would be removed. Staff have been informed to remove the speed bumps when they get an opportunity to do so. Staff have ordered 6 more end caps for next spring so that the current speed bumps can be separated.</p>
28		<p>Councillor Chafe asked that the workers not winterize the ball field chalet until after November 7, 2018.</p>
29		<p>Councillor Green noted he felt that the property values that the Municipal Assessment Agency have assessed for businesses in the Town were low. He noted that they all should have a new assessment completed. Staff will check to see what the cost of these assessments would be.</p>
30		<p>Councillor Green noted that there has been a lack of interest from residents to take advantage of the Monday 12:00 – 9:00pm office hours. He inquired if the council should change the hours back to 8:00am – 5:00pm on Monday's.</p> <p>Motion # 363 David Green/Lynn Hearn Proposed to change office hours for Monday back to 8:00 am – 5:00pm</p>

		<p>with a 30 day notice to the union. All in favor, motion carried.</p> <p>Council will send out a notice to the public with the new office hours and the date they will come into effect. Staff will also include the following in this notice:</p> <p>Date of Santa Claus Parade.</p> <p>Request email addresses from residents to add to our log of emails.</p> <p>Business Week function at the Community Centre on October 20, 2018.</p>
31		Deputy Mayor Stack noted that the stop sign painted on Main Road Lane needs to be painted over. Staff will have this completed.
32		Deputy Mayor Stack noted that the shoulder of the road next to the homes on Skinner's Hill should be paved as it has a potential to wash out during heavy rain. Mayor Lee will speak to engineer when he meets with him on October 10, 2018.
33		<p>Deputy Mayor Stack noted that council would like to move forward and post the new "Lead Hand" position. A job description for the "Lead Hand" position was tabled. It would first be posted internally and if the position cannot be filled internally council will be posting externally.</p> <p>Motion # 364 Sam Stack/Rick Raymond</p> <p>Proposed to move forward and post the new "Lead Hand" position. It would first be posted internally and if the position cannot be filled internally council will be posting externally. The CAO will bring this forward to the shop steward and the union. If there are any issues that may arise with regard to this new posting it will be brought forward to council.</p>
34		The Santa Claus Parade is scheduled for December 9, 2018. Councillor Orren was inquiring about this as the business community were looking at having "Christmas in the Harbour" again this year.
35		<p>Councillor Orren stated that she will be out of Town for the next month and will miss the next 3 meetings. It was noted that the Tourist Accommodation Taxation issue is scheduled to be voted on at the next meeting and due to the fact that 3 members are in a conflict of interest there will not be a quorum. The CAO will contact the Minister to get approval for three councillors to vote on this issue. The CAO will send out a reminder of the meeting to the members of the Tourist Accommodation Committee. Councillor Orren will send the CAO the contact information for the committee. The CAO asked if the committee or members of the committee would be permitted to speak again on the issue. It was noted by members of council that the committee has already been consulted and council considered their recommendations. Council also noted that the committee has spent numerous hours on the issue and appreciates all the work that was completed. Mayor Lee noted that councillors should be careful discussing issues that they may be in a conflict with.</p>
36		Councillor Hearn noted that there are pole lights out on the Main Road toward Maddox Cove. Staff will look into this and have fixed.
37		<p>Councillor Hearn asked if there was an agenda for the Public Hearing on Thursday October 11, 2018 with regard to the Town Amendments. The CAO informed Council that there was no agenda but explained that the meeting will begin with a brief overview of the amendment from Mary Bishop then the commissioner will give any person who forwarded a submission an opportunity to speak to the commissioner with regard to their submission. Deputy Mayor Stack asked how long would take before the Commissioner would get back to council with his report. The CAO will ask Mary Bishop if she had some indication how long it would take.</p>
38		<p>A request from the War Memorial committee to have the Mayor speak and lay a wreath on behalf of the Town. There was also a request for the town to look after traffic control.</p> <p>Mayor Lee will speak at the ceremony on behalf of the Town. Deputy Mayor Stack and Mayor Lee will place a wreath on behalf of the town at the Remembrance Day Ceremony on November 11th. Staff will be contacted to see if they are willing to look after traffic control.</p> <p>Motion # 365 Sam Stack/Dave Green</p>

		Proposed to donate \$500.00 to the War Memorial Committee for the 2018 Remembrance Day Celebration. All in favor, motion carried.
39		The CAO tabled a new General Development Application Form. She noted that the old form is very cluttered and hard to read and doesn't include all the necessary information. Council will review the form. This will be placed on the agenda for the next meeting.
40		Staff have noted that there is a railing needed around the new concrete wall at the river on Cribbies Road/Skinner's Hill. Mayor Lee noted that the rail should be removable as to help with access to the culvert if there is a flood and it needs to be cleaned out. It was noted that the rail should be stainless steel or galvanized. Motion # 366 Harry Chafe/Dave Green Proposed to install a removable rail around the new concrete wall at the river on Cribbies Road/Skinner's Hill. All in favor, motion carried.
41		Mayor Lee suggested the town look into the possibility of purchasing "There but not there" silhouettes for the War Memorial. The cost is approximately \$1500.00 each. Councillor Green will bring this forward to the War Memorial Committee to discuss and bring back to the next council meeting.
42		Mayor Lee noted that the bark pot at the entrance to the Town Office has been cleaned out. He noted that water is now filling up the pot and may cause damage and is also a safety hazard. Councillor Green will bring this forward to the Museum Committee and report back to council.
43		Mayor Lee asked to have staff clean the entrance to the building as it is covered in spider webs.
44		Motion #367 Harry Chafe/David Green Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 9:57pm.

Samuel Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____

TOWN OF PETTY HARBOUR/MADDOX COVE
REGULAR MEETING
TUESDAY OCTOBER 9, 2018

1. Minutes of September 24, 2018
2. Parking Power House Road and drainage issue on Skinners Hill. Request to speak Justin Whitten
3. Business Arising
4. Letter from resident of Skinner's Hill with regard to drainage in the area
5. Revision to application for an approval in principle to build home at 41 - 49 Main Road Maddox Cove. (sewer connection)
6. Tourist Accommodations Taxation
7. Application from North Atlantic Ziplines for Extension to building – two washrooms.
8. Request for an approval in principle to build a home at 6 Motion Bay Road Ext.
9. Expense claim for Mandy Dinn
10. Expense claim for Stephanie Stack
11. Snow Clearing Contract
12. Power House Road parking area
13. Town Depot survey – Quote on fencing
14. Request for support for the St. Kevin's High School Scholarship program
15. Request from CBCL Limited to increase the budget for general engineering services
16. Small Business Week - Request to have the Community Centre free of charge on October 14, 2018 for businesses for Small Business Week
17. Report on meeting with the Department of Transportation and Works
18. Retaining wall on Big Hill Road
19. Water running onto Hannaford's Lane
20. Bills
21. New Business
22. Adjourn

BILLS

Bell Mobility (Cell Phone Expense)	\$84.52
CBCL Limited (Professional Fees)	\$1,412.18
City of St. John's (Garbage Expense)	\$1,934.02
Cassie Rideout (Cleaning Expense)	\$140.00
Envirosystems (Sewer Expense)	\$1,285.13
Eastern Siding Systems (R&M Building Expense)	\$517.50
Gregory Stokes (Professional Fees)	\$316.25
Irving Oil Marketing (Gas Expense)	\$935.48
John Layden Trucking (Road Maintenance Expense)	\$2,300.00
John F. Roil Arbitration Services (Professional Fee)	\$920.00
McDonald's Home Hardware (Sewer Expense & Miscellaneous)	\$53.09
MFB Trucking (Water & Sewer & Road Maintenance Expense)	\$1,078.13
Martin's Fire Safety (Fire Protection Expense)	\$440.45
Municipal Assessment Agency (Assessment Fees Expense)	\$4,016.25
NF Power (Street Lighting Expense & Hydro Expense)	\$4,109.59
Orkin Canada (Pest Control Expense)	\$79.35
Petty Harbour Canvas (Truck Expense)	<u>\$632.50</u>
TOTAL	\$19,621.94