

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY SEPTEMBER 10, 2018

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

ABSENT: Rick Raymond

#		ITEM
1		Mayor Lee brought the meeting to order at 6:40 pm
2		Minutes of August 27, 2018 were read. Motion # 321 Lynn Hearn/Harry Chafe Proposed minutes of August 27, 2018 be approved. All in favor, motion carried. Councillor Orren abstained from voting due to the fact that she was absent from the last meeting.
	BUSINESS ARISING	
3		#3 Staff will contact Keith Hutchings again for a follow up on the issue of fences being erected near the roadway.
4		#6 The Town Depot property has been surveyed. Staff will check with surveyor to obtain survey.
5		#8 Siding on the Town Office was repaired on August 29.
6		#9 Mayor Lee contacted the contractor to get proper grade for wheelchair accessible ramp. The grade is for every 1ft a 1" rise is required. It was determined that a wheelchair ramp on the side of the town office is not feasible.
7		#11 The contractor completing Skinner's Hill road upgrades will fix the hole that is forming in pavement at intersection of Cribbies Road and Skinner's Hill. A section of pavement will be cut out and re-paved.
8		#14 Staff was speaking with the City of St. John's regarding the request for a traffic light to be installed at the intersection of Petty Harbour Road and Main Road, Goulds. The City of St. John's will be looking into this issue. They will be conducting a count on the traffic and then an analysis will be performed. If a traffic light is warranted, it will go on a list to get completed once funds become available. The city noted that this is a lengthy process.
9		#15 SNC Lavalin has been awarded the consulting/engineering services for the Capital Works Project – Water Valve Replacement.
10		#26 The request for tenders for snow clearing has been advertised in the Telegram on Saturday September 8, 2018.
	TONIGHT'S AGENDA	
11		Application for an approval in principle to build a house at 41-49 Main Road, Maddox Cove. Deputy Mayor Stack noted that his brother's name was noted in the deed of conveyance. His brother had sold the property to the current owner back in 2015. Council voted that Deputy Mayor Stack was not in conflict due to the fact that his brother is not the current owner of the property. There was some discussion with regard to the applicant hooking onto the water line on Motion Bay Road Extension at the back of the property. It was noted that the neighboring home is already hooked onto the water on Motion Bay Road Extension and it should not be a problem. Councillor Chafe had some concerns with regard to a septic in the area. He noted that there should be a drain for the septic seepage that runs across the Main Road. Mayor lee stated that Service NL would have to approve the septic field and any issues would be addressed during their review/inspection of the septic field. Motion # 322 Harry Chafe/David Green

		Proposed to approve in principle the application to build a house at 41-49 Main Road, Maddox Cove subject to the approval from Service NL to install a septic field. Council also requires a copy of the septic design for review and approval. The town shall also be involved in the process of the installation of the septic field. All expenses with regard to hooking onto the town's water will be at the expense of the applicant. The curb stop for the water connection shall be located at the applicant's boundary on Motion Bay Road Extension. All in favor, motion carried.
12		Expense claim for Stephanie Stack in the amount of \$40.00 was presented. Motion # 323 David Green/Harry Chafe Proposed to accept the expense claim for Stephanie Stack in the amount of \$40.00. All in favor. Motion carried.
13		Order to clean debris at 49 Southside Road – There has been improvement to the area and debris removed but there is still more debris in the area that needs to be cleaned up. Pictures of the area were tabled. Motion # 324 David Green/Harry Chafe Proposed to give the property owner another extension of 30 day extension to have all debris removed. All in favor, motion carried.
14		Order to clean debris at 82 Southside Road – The area has been cleaned to council's satisfaction. Staff will send a letter to the owner advising that the area is compliant. Council would like noted in the letter that they are actively working on other properties in the area that are in need of having their properties cleaned of debris.
15		A letter from owner of property at the end of Cribbies Road with regard to re-zoning was tabled. The owner of the property was asked to present a proposal as to the purpose of the request for re-zoning this area. The property owner noted the plan for the property is to build a family home. Motion # 325 Sam Stack/David Green Proposed to move forward with the re-zoning of Cribbies Road from Rural to Residential under the condition that all expenses related to the re-zoning is covered by the property owner. The town will have their lawyer draft an agreement between the Town and the property owner to cover any costs associated with the re-zoning process. All in favor, motion carried.
16		Request for donation from St. John's Fire Fighters Association to place an ad in the 2018 Fire Prevention Guide. Motion # 326 Sam Stack/David Green Proposed to place a business card ad in the amount of \$245.00 in the 2018 Fire Prevention Guide. All in favor, motion carried.
17		Quotes for review – guard rail Southside Rd, parking area Power House Road and parking area Ron Weir Memorial Ball Park. 1. Guard rail Southside Road (Estimate # 63) in the amount of \$5,865.00– Mayor Lee, Deputy Mayor Stack and staff inspected the area and noted that the guard rail needs to be replaced. Deputy Mayor Stack noted that town staff does not do this type of work. Councillor Chafe noted that there is a parking spot in this area that is not in good shape and needs to be either repaired or removed. Deputy Mayor Stack noted that this is not town property and would need to be addressed by the property owner. Motion # 327 Lynn Hearn/Sam Stack Proposed to send a letter to the property owner to have the parking area repaired or removed. All in favor, motion carried. It was noted that the quote for the guard rail replaced is not detailed enough. Council will request that the quote have the # of lengths of guard rail, # of posts and distance to be covered. The contractor will also be asked if all the guard rail in the area will be replaced with new guard rail. Councillor Chafe noted that there is a retaining wall on Big Hill that is tipping out and requires some fill to secure it. The Inspections and Development Committee will inspect the area and report back to council Motion # 328 Harry Chafe/Sam Stack

		<p>Proposed to defer this item until the quote is revised with more detail. All in favor, motion carried.</p> <p>2. Parking Area – Power House Rd. (Quote # 62) in the amount of \$3,680.00. It was noted by Mayor Lee that if council was going to do something in this area that this time of year would be the best so that it would be ready for the next year’s tourist season.</p> <p>Motion # 328 Sam Stack/Kimberly Orren Proposed to accept the quote for the grading of the parking area on Power House Road in the amount of \$3,680.00. Staff will contact the Newfoundland Power to inform them and get approval for the work to be completed. All in favor, motion carried.</p> <p>Mayor Lee noted after the vote that he may be in a conflict of interest due to the fact that his son in law’s father is the owner of the company that presented the quote. It was noted to Mayor Lee that as per the Municipalities Act his son in law’s father would not constitute a conflict of interest.</p> <p>3. Parking Area at Ron Weir Memorial Ball Park (Quote #61) in the amount of \$2,300.00. This area is located to the right of the Main Gate. The drain in the area will be filled in to accommodate the parking. Mayor Lee noted that he inspected the area and there is no water that runs through the drain. Councillor Orren asked if there was any funds budgeted for these projects in the budget. Deputy Mayor Stack and the CAO noted that there were funds available in Road Maintenance portion of the budget that would cover these expenses.</p> <p>Motion # 329 Lynn Hearn/Sam Stack Proposed to accept the quote for the parking area at the Ron Weir Memorial Ball Park in the amount of \$2,300.00. All in favor, motion carried.</p> <p>The CAO will send council YTD budget analysis for their review.</p>
18		<p>Letter from resident with regard to water running onto Hannaford’s Lane. Service NL visited the site and performed a dye test and a glow test on the water. Service NL informed the Town that the water is not sewage. Council will have staff take a sample of the water to have tested.</p>
19		<p>Municipalities Newfoundland & Labrador Annual General Meeting will take place in Gander from October 4-6, 2018. There were no members of council available to attend.</p>
20		<p>Mary Bishop has recommended Mr. Stan Clinton as the Commissioner for the Public Hearing with regard to the amendment to the Town Plan. Deputy Mayor Stack asked why Keith Warren was not recommended. Mayor Lee noted that Mr. Warren may be in a conflict due to the fact that he is currently doing work for the Town.</p> <p>Motion # 330 Harry Chafe/David Green Proposed to appoint Mr. Stan Clinton as Commissioner for the Public Hearing with regard to the amendment to the Town Plan. All in favor, motion carried.</p> <p>The Public Hearing should take place the week of October 8, 2018. A final date will be set in the coming days.</p>
21		<p>Bills in the amount of \$14,937.08 were presented.</p> <p>Motion # 331 Harry Chafe/David Green Proposed to pay bills in the amount of \$14,937.08 All in favor. Motion carried.</p>
	NEW BUSINESS	
22		<p>Councillor Hearn presented an invoice from Petty Harbour/Maddox Cove Recreation in the amount of \$876.87 to cover half the cost of the auditor’s report.</p> <p>Motion # 332 Sam Stack/Harry Chafe Proposed to pay half the cost of Recreation’s auditor’s report in the amount of \$876.87. All in favor, motion carried.</p>
23		<p>Councillor Hearn noted that there have been a number of complaints with regard to the height of the speed bumps and that people have to</p>

		stop to go over them. Councillor Hearn also noted that the shoulder of the road is in need of repair. Mayor Lee noted that the speed bumps have been bought and paid for and seem to be working for the most part. It was noted by Councillor Green that if council has to order more speed bumps that they could possibly order speed bumps that are lower. It was also noted that on Motion Bay Road traffic is going around the speed bumps. Mayor Lee stated that when the speed bumps go down next year they should be staggered so that traffic cannot avoid both speed bumps. It was also noted that the speed bumps signs will be moved back from the speed bump so to notify traffic of the beep bump ahead. They are currently too close to the speed bump.
24		There was some discussion with regard to bushes that need to be cut on the Main Road in Maddox Cove due to safety issues. The bushes are creating a blind spot for pedestrians and traffic. Staff have already contact the Department of Transportation and Works with regard to this. Councillor Chafe asked if volunteers can cut the bushes. Councillor Green noted that this would be considered union work for the Department of Transportation and Works. Staff will set up a meeting with the Department of Transportation and Works to discuss all the issue in the Town. The CAO will develop a list and send to council to make any additions.
25		Councillor Hearn noted that there are problems with regard to a new bus stop schedule in the town. It was noted that this is a safety issue due to the fact that the town does not have any sidewalks. There was some conversation with regard to the current location of the stops. Staff will set up a meeting with the school board to discuss the concerns of residents in the community.
26		Councillor Orren informed council that the Tourist Accommodations Committee is finalizing the recommendations for council. The committee will have their recommendations ready for the next council meeting.
27		Deputy Mayor Stack wanted to confirm that the area across from Stan and Linda Doyle's (on the shoulder of the road) will be paved when Skinner's Hill is paved. The CAO noted that the Town's engineer had confirmed that the area would be paved. The CAO also noted that she did leave a message for the engineer before the meeting to confirm that this area will be paved.
28		Deputy Mayor Stack inquired about the Rock Wall on Motion Bay Extension. Deputy Mayor Stack wanted to know what council will be doing with regard to the water line that is underneath or very close to the rock wall. Staff will ask the engineer for a price on moving the water line across the road. This expense will be reviewed in the 2019 budget.
29		Deputy Mayor Stack asked if the ditching on Cribbies Road will be moving forward. Staff will get a price on having the ditching completed.
30		Speeding on Main Road, Maddox Cove – Council meet with the RNC and they noted that they have a large digital speed sign that the town could borrow. Staff will contact the RNC to inquire about borrowing this speed sign.
31		There was some discussion with regard to the temporary storage trailer located at 58 Main Road, Petty Harbour which belongs to Ocean Quest. Motion # 333 Harry Chafe Proposed that the trailer be removed. Councillor Chafe withdrew his motion.
32		Councillor Chafe asked if a business could be changed to a residence on the waterfront. He also asked if council could change the mil rate for properties on the waterfront. Councillor Chafe was informed that due to the fact that the waterfront is in the flood risk area that they would not be approved for residential.
33		Councillor Green noted that the museum recently had a meeting. It was noted at the meeting that the number one question that is asked at the museum is "Where is Alan Doyle's house?" Councillor Green stated that there should be a sign welcoming people to the town and stating that it is the home of Alan Doyle. This expense will be reviewed in the 2019 budget.

34		<p>Traffic Safety Mirrors – There are 3 areas of the town that are in need of a Traffic Safety Mirrors:</p> <ol style="list-style-type: none"> 1. Bottom of Weir’s Lane 2. Motion Bay Road/Main Road 3. Skinner’s Hill/Main Road <p>Motion # 334 Lynn Hearn/Sam Stack Proposed to order three (3) - 26” Traffic Safety Mirrors. All in favor, motion carried.</p>
35		<p>Town Pins – Staff received a quote in the amount of \$1.10 plus tax per pin for town pins. This quotes was based on a quantity of 500. Staff will get a price on 750 and 1000.</p>
36		<p>Motion #335 David Green/Harry Chafe Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 9:25pm.</p>

Samuel Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____

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REGULAR MEETING
MONDAY SEPTEMBER 10, 2018

1. Minutes of August 27, 2018
2. Business Arising
3. Application for an approval in principle to build home at 41 - 49 Main Road Maddox Cove.
4. Expense claim for Stephanie Stack.
5. Update on order for 49 Southside Road to have debris removed.
6. Update on order for 82 Southside Road to have debris removed.
7. Letter from owner of property at the end of Cribbies Road with regard to re-zoning.
8. Request for donation from St. John's Fire Fighters Association.
9. Quotes for review – guard rail Southside Rd., parking area Power House Rd., parking area Ron Weir Memorial Ball Park.
10. Letter from resident with regard to water running onto Hannaford's Lane.
11. Municipalities NL AGM & 2018 Premier's Forum on Local Government.
12. Appoint Commissioner for the Public Hearing with regard to the Town Plan Amendment.
13. Bills
14. New Business
15. Adjourn

BILLS

Bell Mobility (Cell Phone Expense)	\$87.14
CBCL (Professional Fees Expense – GIS Mapping & sewer testing)	\$4,167.60
Irving Oil Marketing (Gas Expense)	\$1,096.05
McDonalds Home Hardware (Miscellaneous)	\$29.52
NF Power (Hydro Expense)	\$3,841.21
Orkin (Pest Control)	\$79.35
Staples (Office Expense)	\$161.74
Shaw Service Station (Truck Expense)	\$121.88
Rogers (Office Expense)	\$73.33
MFB Trucking (Road Maintenance)	\$1,164.38
EnviroMasters (Lawn Care)	\$586.50
City of St. John's (Garbage Removal)	\$2,035.43
CBCL Limited (Skinner's Hill – Gas Tax Account)	\$1,412.18
Hiscock Rentals (Road maintenance Expense)	<u>\$80.77</u>
TOTAL	\$14,937.08