

REGULAR MEETING
MONDAY SEPTEMBER 13, 2021

AGENDA

1. Minutes of August 30, 2021
2. Business Arising
3. Request to speak – Jerry Hearn – Speed Bumps
4. Application to operate a vinegar manufacturing business at 35B Southside Road(A2021-32)
5. Application to operate an online mindfulness & meditation instruction and coaching business at 52 Southside Road (A2021-52)
6. Application for an approval in Principle to build at house at 134 Main Road, Maddox Cove
7. Application for an approval in Principle to build at house at 132 Main Road, Maddox Cove
8. Application to bust area for driveway at 69 Main Road, Petty Harbour(A2021-55)
9. Application to move container – 56-58 Main Road (A2021-56)
10. Adopt the Emergency Preparedness Plan
11. Request to change location of right of way at 54-56 Cribbies Road
12. Request for donation – Citizen’s Crime Prevention Association
13. Foreperson’s Report
14. Expense Claims
15. Bills
16. New Business
17. Adjourn

Bills

1. Stewart McKelvey (Prof. Fees)	\$662.40
2. Rogers (Office Exp.)	\$110.77
3. Orkin (Pest Control)	\$60.38
4. Newfoundland Power (Hydro Exp. & Street Lighting)	\$3,684.59
5. Municipalities NL & Labrador (Elections Exp.)	\$51.54
6. Petty Harbour/Maddox Cove Recreation (Canada Day Exp)	\$1,500.00
7. Irving Oil Marketing (Gas Exp.)	\$1,424.71
8. Eastern Siding (R & M Building)	\$1,386.90
9. Cassie Rideout (Cleaning exp.)	\$165.00
10. CIBC Visa (R & M Building)	\$197.57
11. Bell Mobility (Cell Phone Exp.)	\$275.14
12. Impact Signs (Road Signs)	\$105.80
13. Bennett's Home Hardware (R & M Building)	\$56.33
14. City of St. John's (Garbage Exp.)	\$2,506.74
15. Bidgood's (Office Exp.)	\$15.93
16. MFB Trucking (Road Maintenance)	\$632.50
17. CIBC Mellon (Pension Exp.)	<u>\$3,314.12</u>
TOTAL	\$16,150.42

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY SEPTEMBER 13, 2021

PRESENT: Sam Lee, Sam Stack, David Green, Kim Orren, Lynn Hearn, Rick Raymond and Stephanie Stack

ABSENT: Harry Chafe

#	ITEM
1	Mayor Lee brought the meeting to order at 6:34pm.
2	<p>Minutes of August 30, 2021 were tabled. Councillor Raymond arrived late at 6:41pm.</p> <p>Councillor Orren noted that she would like an addition to #26 of the minutes. She stated that she questioned his relationship between the author of the letter and a petition that was tabled to council with regard to a fence at 10D Main Road, Petty Harbour and the response from Councillor Raymond at the last meeting was “none of her ___ business”. Councillor Orren stated that she would like this added to the minutes. Councillor Orren stated that she brought this up at the last meeting as she had a concern over a conflict of interest. Mayor Lee stated that at the last meeting the conversations became heated and he tried to keep order as the discussions were becoming personal. Mayor Lee also stated that he did not realize that Councillor Orren brought this issue up because of conflict of interest because at the time the discussion was not about the fence at 10D Main Road, Petty Harbour. It was agreed that if Councillor Orren had an issue with regard to this, that she bring it up under new business.</p> <p>Motion #255 Sam Stack/Lynn Hearn Proposed minutes of August 30, 2021 be approved. Mayor Lee, Deputy Mayor Stack, Councillor Raymond, Councillor Green, Councillor Hearn in favor. Councillor Orren not in favor. Motion carried.</p>
	BUSINESS ARISING
3	#3 The fence and guard rail at the parking area off Skinner’s Hill has not been completed but is on the list for staff to complete.
4	#4 The sand underneath the guard rail by the Co-op is not completed yet.
5	#5 Paving – There are a few small patches left to complete.
6	<p>#6 The Commissionaires - ticketing</p> <p>Deputy Mayor Stack asked how much notice is required to hire the Commissionaires for ticketing. Staff will check into this. Mayor Lee noted that if they were hired in advance for the month of July then there should be no issue. Councillor Green asked if the town could hire two ticketing/traffic enforcement officers over the summer. Mayor Lee stated that town staff can issue tickets when needed and should be issuing a few random tickets in order to deter people from parking illegally. It was noted that the next council can look into this.</p>
7	#7 The sewer overflow will be repaired once the storage container in the area is removed.
8	#10 Councillor Hearn noted that the rodent issue at 33 Motion Bay Road is still an issue. Staff will send a letter to the property owner.
9	#11 The town’s part-time staff will look after the security for the municipal election on September 28, 2021.
10	#12 The gravel/crush stone has been shoveled out of the culverts.
11	#17 Councillor Green noted that the minutes of August 30, 2021 had a typo in # 17 line 8. The “the” should be replaced with “he”.
12	<p>#19 Condition of property at 36B Long Run Road, Petty Harbour</p> <p>The town received an email from the property owner stating that because of Hurricane Larry his plans to have the property cleaned up were delayed. He asked council for an extension to the order. Councillor Orren stated that maybe council should give the 30 days from the date of the order since there was a recent hurricane. Mayor Lee noted that the property owner has had two weeks and nothing has been done.</p> <p>Motion #256 Sam Stack/Kim Orren</p>

		Proposed to give an extension to the order until the morning of September 20, 2021. All in favor, motion carried.
13		#21 Repair to guard rail on Skinner's Hill This is on the list to have completed. Deputy Mayor Stack noted that the guard rail had to be fixed but is not an immediate priority at this time.
14		#27 A letter was sent to businesses regarding garbage around the community.
	TONIGHT'S AGENDA	
15		Request to speak from Jerry Hearn with regard to speed bumps on the Main Road. Mr. Hearn was present in chambers to speak. Mr. Hearn stated that there is high volume traffic in the area from the bridge to the point on the Main Road. He stated that he was speaking to the town of Logy Bay-Middle Cove and they informed him that they had hired a consultant (Harbour Side Consulting) that completed a study on traffic in their area. Logy Bay -Middle Cove then contacted the Department of Transportation and Infrastructure to request speed bumps in their area. Mr. Hearn stated that they were approved for speed bumps. Mr. Hearn also stated that Logy Bay – Middle Cove are looking at increasing the number of speed bumps. Councillor Green noted that he brought up the topic of speed bumps a couple of years ago and the Department of Transportation and Infrastructure were contacted. At that time, the town was told that the department would not be placing speed bumps on the main road throughout the community. Councillor Green suggest that the CAO contact the town of Logy Bay-Middle Cove to investigate this.
16		Application to operate a Vinegar Manufacturing Business at 35 Southside Road (A2021-32) Mayor Lee and Councillor Hearn left chambers due to a conflict of interest at 7:12pm. A letter from the business owner with points regarding parking was tabled. Deputy Mayor Stack noted that he inspected the original parking spaces that were noted on the application and stated that these spaces were not sufficient because they were on the shoulder of the road. Councillor Orren stated that the business owner lives in the town and would be walking to work and would not need a parking space for herself. Deputy Mayor Stack stated that he did not see an issue with this business using a few of the spaces at the Co-op but noted that these spaces were allotted for another business. Motion #257 David Green/Rick Raymond Proposed to send a public notice out to the public for comment. The notice will note the following: -that the business is primary a manufacturing business -it is only 240 sq. ft. -it will not be open regular business hours -it is artisan studio -the owner/operator will be walking to work and not requiring a parking space - there is one designated parking space allotted at the Co-op All in favor, motion carried. Mayor Lee and councillor Hearn returned at 7:25pm
17		Application to operate a home-based online mindfulness & meditation instruction and coaching business at 52 Southside Road (A2021-52). Councillor Green left chambers at 7:26pm due to a conflict of interest. This application was sent out to the public for comment. No comments were received. Motion #258 Kim Orren/Lynn Hearn Proposed to approve the application to operate a home-based online mindfulness & meditation instruction and coaching business at 52 Southside Road (A2021-52). All in favor, motion carried. Councillor Green returned at 7:27pm
18		Application to bust area for driveway at 69 Main Road, Petty Harbour(A2021-55). Mayor Lee left chambers at 7:27pm due to a conflict of interest. This application was inspected by the Inspections and Development Committee and staff and signed off on. It was noted by the Inspections and Development Committee that the applicant be careful not to let debris go into the manhole in the area. Motion #259 Rick Raymond/David Green Proposed to approve the application to bust area for driveway at 69 Main Road, Petty Harbour. The property owner will be notified to ensure that no debris goes into the manhole in the area. All in favor, motion carried. Mayor Lee returned to chambers at 7:29pm.

19		<p>Application to move container – 56-58 Main Road (A2021-56) Motion #260 Kim Orren/David Green Proposed to approve the moving of the container as noted on the application. The permit will be issued for 6 months or before if the home renovations is completed before the 6 months. All in favor, motion carried.</p>
20		<p>Adopt the Municipal Emergency Management Plan Motion #261 Sam Stack/Lynn Hearn Proposed to adopt the Municipal Emergency Management Plan as tabled and for the Mayor to sign on behalf of council. All in favor, motion carried.</p>
21		<p>Request to change location of right of way at 54-56 Cribbies Road Motion #262 Sam Stack/Kim Orren Proposed to accept the change to the right of way at 54-56 Cribbies Road with the conditions that the survey is deeded and registered and a copy forwarded to the town. The town also request that the right of way/footpath be cut out for pedestrians to access the area. All in favor, motion carried.</p>
22		<p>Request for donation – Citizen’s Crime Prevention Association Motion #263 Lynn Hearn/Sam Stack Proposed not to donate to the Citizen’s Crime Prevention Association at this time. All in favor, motion carried.</p>
23		<p>Foreperson’s Report The Foreperson’s Report was tabled. Motion #264 Lynn Hearn/David Green Proposed to send a donation and a sympathy card for the late Jerry Whitten as he is the brother of two employees with the town. All in favor, motion carried.</p>
24		<p>Expense Claims Expense claim in the amount of \$80.16 for Matthew Chafe was tabled. Motion #265 Rick Raymond/Sam Stack Proposed expense claim in the amount of \$80.16 for Matthew Chafe be approved. All in favor, motion carried.</p> <p>Expense claim in the amount of \$20.00 for Stephanie Stack was tabled. Motion #266 Rick Raymond/Kim Orren Proposed expense claim in the amount of \$20.00 for Stephanie Stack be approved. All in favor, motion carried.</p> <p>Expense claim in the amount of \$55.25 for Mandy Dinn was tabled. There was a question regarding two trips to Canada Post on September 1 (One for the Matthew Chafe and one for Mandy Dinn). Staff will get clarification on this. Motion #267 Kim Orren/Lynn Hearn Proposed expense claim in the amount of \$55.25 for Mandy Dinn be approved. All in favor, motion carried.</p>
25		<p>Bills in the amount of \$16,150.42 were tabled. Motion #268 Rick Raymond/ Kim Orren Proposed to pay bills in the amount of \$16,150.42. All in favor, motion carried.</p>
	NEW BUSINESS	
26		<p>Councillor Green note that the guard rail on Southside Road is not completed yet.</p>
27		<p>Councillor Hearn noted that recreation received a bill from Bidgood’s Wholesale that may be the towns. Councillor Hearn will send this bill to the CAO to investigate.</p>
28		<p>Councillor Hearn noted that recreation had to get the cleaner in to clean the centre before it was booked out. She was wondering if the town would cover this cost as the town had been using the community centre for meetings for the last year or more. Deputy Mayor Stack asked if the rental cost would cover the cost of the cleaning. Motion #269 Sam Stack/Rick Raymond Proposed to cover a one-time cost to have the community centre cleaned. All in favor, motion carried.</p>
29		<p>Councillor Hearn asked if there was any news on the Capital Works Project. The CAO noted that she received an email from the Department of Transportation and Infrastructure - Municipal Infrastructure Division stating that the town’s Capital Works Application requires a climate lens to be completed to be considered for funding under the ICIP program. There were a number of questions and information that needs to be collected for this climate lens. Dynamic engineering will be contacting the department to have these questions answered.</p>

30		Deputy Mayor Stack noted that the Tidy Towns sign is Maddox Cove was blown down in the storm. Staff will look after this										
31		Deputy Mayor Stack asked if the part-time laborer was finished for the summer. Mayor Lee noted that he is finished for the summer and will only be in on a call-in basis when other staff are off.										
32		<p>Mayor Lee asked council if they thought a purchase of a cell phone for the Mayor is needed. He stated that this phone would be passed in when the Mayor's term was up. Councillor Green agreed that this would be a good idea for the town. Deputy Mayor Stack stated that most people have cell phones now so a new phone would not be required. Deputy mayor Stack suggested that the town cover half the cost of the Mayor's cell phone bill. Councillor Hearn agreed with purchasing a cell phone. She noted that when the Mayor is out of town it can be passed on to the Deputy Mayor. The CAO noted that communication between the town office and the Mayor is a regular daily occurrence. She noted that the Mayor is contacted several times a day.</p> <p>Motion #270 Kim Orren/David Green Proposed to purchase a cell phone for the Mayor position for town business to be returned to the town when their term is up. Mayor Lee, Councillor Raymond, Councillor Green, Councillor Hearn and Councillor Orren in favor. Deputy Mayor Stack not in favor. Motion carried.</p>										
33		<p>Councillor Orren noted that at the last meeting of August 30, 2021, she brought forward an issue with regard to letter and a petition that was tabled at this meeting. Councillor Orren said that she asked at the last meeting the relationship between the author of the letter and petition and Councillor Raymond. She noted that she was asking this because of a potential conflict of interest for Councillor Raymond and she wanted to make council aware of this. Mayor Lee noted that when this was brought up in the last meeting it was brought up during a discussion on a different matter and it did not register to him what Councillor Orren was trying to say. Councillor Orren stated that she asked about this relationship and the discussion became heated and the issue was dropped. Councillor Orren noted that she done her duty of care by bringing it forward. It was noted to Councillor Orren that if she wanted to move forward with a conflict of interest complaint that she would have to forward a written complaint either to the council of the Department of Municipal and Provincial Affairs.</p>										
34		<p>Top-Up Gas Tax Funding</p> <p>Motion #271 Rick Raymond/David Green Proposed to accept the new amended Gas Tax funding in the amounts as follows:</p> <table> <tr> <td>2019-2020</td> <td>\$100,757.00</td> </tr> <tr> <td>2020-2021</td> <td>\$48,186.00</td> </tr> <tr> <td>2021-2022</td> <td>\$98,562.00</td> </tr> <tr> <td>2022-2023</td> <td>\$50,376.00</td> </tr> <tr> <td>2023-2024</td> <td>\$52,566.00</td> </tr> </table> <p>All in favor, motion carried.</p> <p>Deputy Mayor Stack wanted to know how much gas tax funds would be left once the Old Maddox Cove Road project is paid for. The CAO will confirm the numbers and get back to council.</p>	2019-2020	\$100,757.00	2020-2021	\$48,186.00	2021-2022	\$98,562.00	2022-2023	\$50,376.00	2023-2024	\$52,566.00
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2022-2023	\$50,376.00											
2023-2024	\$52,566.00											
35		Skinner's Hill will switch back to two-way traffic at the end of September.										
36		<p>Application from the Department of Fisheries to demolish and replace slipway and to reconstruct two cribs on the waterfront on Southside Road. (A2021-59).</p> <p>Motion #272 Rick Raymond/Lynn Hearn Proposed to approve the application to demolish and replace slipway and to reconstruct two cribs on the waterfront on Southside Road (A2021-59). All in favor, motion carried.</p>										
37		<p>Motion #273 Rick Raymond/Kim Orren Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 8:32pm.</p>										

Sam Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____