

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY SEPTEMBER 25, 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 6:30pm
2	Minutes of September 12, 2017 were read. There were no errors or omissions. Motion #163 Harry Chafe/Kim Orren Proposed minutes of September 12, 2017 be approved. All in favor, motion carried.
	BUSINESS ARISING
3	#3 Paving on the Main Road in Maddox Cove near Ocean View Boulevard has been completed.
4	#4 Upgrading of Motion Bay Road Extension. This is on tonight's agenda
5	#5 Walkway to Maddox Cove Beach has been completed.
	TONIGHT'S AGENDA
6	Request from Dennis Doyle to speak with regard to sewer on Motion Bay Road Extension and upgrades to Motion Bay Road Extension. Mr. Doyle read a letter that he presented to council back in 2014 with regard to a request to have sewer main extended in order for him to access to the sewer for his home and surrounding homes. Mr. Doyle stated that he would like to see sewer extended before any upgrades to the road is considered. Council told Mr. Doyle that they will look into the cost of the sewer extension and if it is something Council can finance. Council also told Mr. Doyle that they are a new Council and the upgrades to Motion Bay Road Extension is something that they have to investigate further before any decision is made.
7	Cost estimate and report from the Town's engineer for upgrades to Motion Bay Road Extension was tabled. The cost was \$10,000. The report stated that the minimum amount of cover material on the Motion Bay Road Ext. watermain is approximately 4.5 feet. This amount of cover is adequate to prevent freezing because of the size of this watermain and because water is constantly moving in this watermain. There was some discussion with regard to the cost estimate and the fact that it did not make any allowances for ditching. Staff will set up a meeting with the Town's engineer to discuss Motion Bay Road Extension and the cost estimate. Council also mentioned that they will visit the area so that they will be more familiar with this before they meet with the engineer.
8	The tender documents for the flow meters for the Town's sewer system were tabled. This is a requirement from the Federal Government. Motion #164 Harry Chafe/Kim Orren Proposed to approve the tender documents for the flow meters and to go out to tender. All in favor, motion carried
9	Request from the Petty Harbour Heritage Museum to apply for summer staff in 2018 through Advanced Education and Skills Summer Student Employment Program. Motion #165 Sam Stack/David Green Proposed to approve that the Town apply for a summer student through the Advanced Education and Skills Summer Student Employment Program. All in favor, motion carried.
10	Request for donation from the RNC for the 27 th Annual Community Guide. Motion #166 David Green/Kimberly Orren

		Proposed to defer this request until the next meeting. All in favor, motion carried.
11		Community Capacity Building Proposal. Mayor Lee and Deputy Mayor Stack met with Natalie Falk of Department of Tourism, Culture, Industry and Innovation. It was suggested that Council wait a couple of months before applying for the Community Capacity Building, then Council will have a better idea of their goals moving forward. Council will look into applying for this funding early in the new year.
12		Email from resident with regard to an issue with number of residential rentals and the condition of one rental property. There was a discussion with regard to a residential rental property being considered a business or not. There was also discussion with regard to the need for a Residential Density Policy. Motion #167 David Green/Kim Orren Proposed to send a letter to resident stating that Council does not feel the need to develop a residential density policy. Council will also notify the resident that if he feels that there is a property in disrepair then he can notify the Town Office of the address and the Town will look into the issue. All in favor, motion carried.
13		Email from resident with regard to the Town offering a discount for residents who pay their taxes early. Motion #168 David Green/Sam Stack Proposed to defer this until after the budget process is complete. Council will look into and discuss at a meeting after the budget. Staff will get back to resident after that meeting. All in favor, motion carried.
14		Application from Chafe's Landing for an extension to the roof. Staff and the Inspections and Development Committee visited the site and have signed off on the application but recommend that Council place a stipulation on the permit that there be no seating in this new area. There was also some discussion with regard to parking issues in the area. Motion #169 Harry Chafe/David Green Proposed to approve the application for an extension to the roof of Chafe's Landing with the stipulation that there be no seating in this new area. Also Council is requesting a current seating plan. A permit will only be issued once this seating plan is provided to the Town. All in favor, motion carried.
15		The Town's Account Receivable aging was tabled for Council's review. Council may look into the Tax Collection Policy to see if there are any changes they may want to make moving forward.
16		Bills in the amount of \$32,094.03 Motion #170 Harry Chafe/Rick Raymond Proposed to pay the bills in the amount of \$32,094.03 All in favor. Motion carried.
	NEW BUSINESS	
17		Jackie Williams-Connolly will be stepping down as Chair of Tidy Towns. The Town will send Jackie Williams-Connolly a thank you letter for all her hard work over the past 10 years.
18		It was mentioned that there was a shed removed at 6B Main Road, Petty Harbour. After the shed was removed there were sticks left in the water that Council feels is a safety issue. Council will send a letter to the owner and will cc the Harbour Authority with regard to this issue.
19		Ann Payne has offered the Town a tour of the museum. Council will set up a time to do a tour.
20		An issue with regard to the condition of the section of the waterfront/Wharf owned by the Town. There are areas in need of repair. There was some discussion with regard to signing over the Town's wharf to Small Craft Harbours. There was also some discussion with regard to the agreement that the Town has with regard to a berth at Bidgood's Cove property. The Building and Improvements Committee will inspect the area to see what repairs are needed to be completed. Mayor Lee will meet with the Harbour Authority to see if

		Small Crafts Harbour would be interested in taking over this section of Wharf.
21		Pre-Budget meeting will take place on Thursday October 5, 2017 at 7:30.
22		There was some discussion with regard to cars parking and littering on Pancake. The previous council had discussed placing a chain across the road but there are issues with regard to access to residents and property owners. Motion #171 Kimberly Orren/Rick Raymond Proposed to purchase signage for the area. All in favor, motion carried.
23		New Councillor Handbook will be issued over the next while. Staff will forward this to Council when they receive it.
24		Motion #172 Harry Chafe/Kimberly Orren Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 8:35pm

Samuel Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____

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REGULAR MEETING
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1. Minutes of September 12, 2017
2. Business Arising
3. Request from resident to speak with regard to Sewer on Motion Bay Road Extension and with regard to possible upgrades to Motion Bay Road Extension.
4. Cost estimate for Motion Bay Road Extension.
5. Invitation to tender – Flow Meters.
6. Request from the Heritage Museum to apply for Summer Student – Research Assistant for the 2018 season.
7. Request for donation from the RNC – 27th Annual Community Guide
8. Community Capacity Building Proposal
9. Letter from resident with regard to residential rentals
10. Letter from resident with regard to applying a discount to residents if taxes are paid early.
11. Application from Chafe's Landing for extension to roof for storage area.
12. Accounts Receivable review
13. Bills
14. New Business
15. Adjourn

Bills

1.	Bell Aliant (Telephone Exp.)	\$544.04
2.	City of St. John's (Garbage Exp.)	\$1,956.34
3.	MFB Trucking (Road Maintenance)	\$1,911.88
4.	Dicks & Company (Office Exp.)	\$39.09
5.	Modern Paving (Road Maintenance)	\$374.41
6.	Printer Tech Solutions (Office Exp.)	\$225.40
7.	John Layden's Tucking (Road Maintenance & M/C Park)	\$20,470.00
8.	City Tire & Auto (Truck Exp)	\$4,077.54
9.	Beaver Paving (Road Maintenance)	\$2,242.50
10.	Big Erics (Cleaning Supplies)	\$131.04
11.	Rogers (Office Exp.)	<u>\$121.79</u>

Total

\$32,094.03