

## Monday, April 30<sup>th</sup>, 2018

Minutes of the Regular Public Meeting of Council held on Monday, April 30<sup>th</sup>, 2018 in Council Chambers.

**Attendees:** Mayor Keith Howell (Chair)  
Councillor Shawn Budgell  
Councillor Dwight Day  
Councillor Michael Wheaton (arrived late)  
Councillor Dale Howell  
Clerk/Manager Dianne Goodyear

**Absent:** Deputy Mayor Marlene Peddle  
Councillor Gordon Blackwood

**Call to Order:** Chair @ 7:30 p.m.

**Agenda:** “Burning Garbage” was added to the Agenda under “Public Works”.  
**Motion-4236-18-Councillor S. Budgell/Councillor D. Day**  
Resolve that the Agenda be adopted as amended.

In favour: Mayor Howell Councillor S. Budgell  
Councillor D. Day Councillor D. Howell

Opposed: 0

Abstaining: 0

**Motion Carried.**

**MIN0718:** Mayor Howell asked if there were any errors or omissions to the Minutes of the Regular Public Council Meeting of April 9<sup>th</sup>, 2018 which had been circulated to all members.

**Motion-4237-18-Councillor S. Budgell/Councillor D. Howell**

Resolve that the Minutes of the Regular Public Council Meeting of April 9<sup>th</sup> 2018 be adopted as circulated.

In favour: Mayor Howell Councillor S. Budgell  
Councillor D. Day Councillor D. Howell

Opposed: 0

Abstaining: 0

**Motion Carried.**

**MIN0818:** Mayor Howell asked if there were any errors or omissions to the Minutes of the Special Meeting of Council held on Tuesday, April 24<sup>th</sup>, 2018 which had been circulated to all members.

**Motion-4238-18-Councillor D. Day/Councillor S. Budgell**

Resolve that the Minutes of the Special Meeting of Council held on Tuesday, April 24<sup>th</sup>, 2018 be adopted as circulated.

In favour: Mayor Howell Councillor S. Budgell  
Councillor D. Day Councillor D. Howell

Opposed: 0  
Abstaining: 0  
**Motion Carried.**

**Business  
Arising:**

**NAPE Negotiations**

**Motion-4239-18-Councillor D. Howell/Councillor S. Budgell**

Resolve to accept the NAPE Counterproposal as presented.

In favour: Mayor Howell Councillor S. Budgell  
Councillor D. Day Councillor D. Howell

Opposed: 0  
Abstaining: 0

**Motion Carried.**

**Revised SOP**

**Motion-4240-18-Councillor D. Day/Councillor D. Howell**

Resolve to adopt the Fire Department Standard Operating Procedures as presented.

In favour: Mayor Howell Councillor S. Budgell  
Councillor D. Day Councillor D. Howell

Opposed: 0  
Abstaining: 0

**Motion Carried.**

**Municipal Bldg./Rec. Roof**

Members were in agreement to get drone pictures of the Municipal Building Roof, Recreation Center Roof, Town Garage Roof and the Fire Hall Roof to determine priorities on repairs. Information will be brought back to the next meeting for further discussion.

**Committees  
Finance:**

**1<sup>st</sup> Quarter Financial Reports**

The first quarter Financial Reports were presented to and reviewed by members. Reports were found to be on par for this period.

**Delinquent Account**

**Motion-4241-18-Councillor D. Howell/Councillor S. Budgell**

Resolve to enter into a "Closed Session" to discuss this topic.

In favour: Mayor Howell Councillor S. Budgell  
Councillor D. Day Councillor D. Howell

Opposed: 0  
Abstaining: 0

**Motion Carried.**

Discussion

**Motion-4242-18-Councillor D. Howell/Councillor D. Day**

Resolve to enter into an “Open Session” for the remainder of the meeting.

In favour: Mayor Howell Councillor S. Budgell  
Councillor D. Day Councillor D. Howell

Opposed: 0

Abstaining: 0

**Motion Carried.**

Further research is required. Results will be brought back to the next meeting for further discussion.

**Insurance Renewal**

A detailed listing of the Insurance Renewal Premiums were circulated to and reviewed by members.

**Severance Pay**

*Clerk/Manager Dianne Goodyear left the meeting at 8:10 p.m.*

Discussion

*Clerk/Manager Dianne Goodyear was invited back to the meeting at 8:15 p.m.*

**Finance:**

**Severance Pay (continued)**

*Councillor Michael Wheaton arrived at the meeting at 8:18 p.m.*

**Motion-4243-18-Councillor D. Howell/Councillor S. Budgell**

Resolve to pay out the Severance Pay to the Town Clerk/Manager as requested. Further that there will not be any more Severance Pay accumulated for that position.

In favour: Mayor Howell Councillor S. Budgell  
Councillor D. Day Councillor M. Wheaton  
Councillor D. Howell

Opposed: 0

Abstaining: 0

**Motion Carried.**

**Public Works:**

**Water Report**

Satisfactory.

**Sewer Concerns**

Following the sewer blockage on Main Street South, Wareham and Sons were called out with their vacuum truck and sewer jet to unclog the blockage and store the material flushed through in their storage tank for proper disposal.

Members were in agreement to send a letter to Resident J. Tulk thanking him for his patience during the sewer blockage period.

Members agreed to look into the cost of sewer jet for flushing our lines in the future to prevent such blockages. Further information will be brought back to the next meeting for further discussion.

### **Screen Cleaning**

The screens at the pond were cleaned on April 11<sup>th</sup>, 2018. Pictures and the report were circulated to and reviewed by members. It was agreed that the screens should be checked again due to the amount of rain that fell over the past few days.

### **Public Works:**

#### **Wet Well Safeguarding**

#### **Motion-4244-18-Councillor S. Budgell/Councillor M. Wheaton**

Resolve to accept the Recommendation of the Safety Coordinator as presented to install a safety rail and wall hooks to safely remove the screens for cleaning. It was further stated to attach hinges to the cover and hooks to keep it open and to adjust the handle on the cover.

In favour:	Mayor Howell	Councillor S. Budgell
	Councillor D. Day	Councillor M. Wheaton
	Councillor D. Howell	

Opposed: 0

Abstaining: 0

**Motion Carried.**

### **Inspections**

Tabled to the next meeting.

### **Roads/Summer Maintenance**

Members were in agreement to complete the survey for the Department of Transportation and Works listing the following as town priorities for the summer maintenance:

1. Potholes need to be repaired up and down Main Street North and South, Howell's Avenue and Noggin Cove Road.
2. Culverts – 2 culverts need to be replaced at the beginning of Main Street South Road (top of hill, just before the houses)
3. Alders at Intersection of Howell's Avenue and Main Street South as well as at a blind turn on Main Street South need to be cut back for safety concerns.
4. Ditching is needed throughout the Community and
5. Shoulders on all roads throughout the community need repairs.

**Burning Garbage (Added to Agenda)**

Complaints were brought forward regarding burning of prohibited garbage on property next to Eastern Fish Markets. Members were in agreement to send a letter to the owner of the property asking that the burning of prohibited material cease.

**Accounts**

**Payable:**

Cal Legrow Insurance	\$29,097.30 – Insurance Premiums
NL Power	\$ 458.83 – Hydro – Fire Hall
NL Power	\$ 41.16 – Hydro – Lift Station
NL Power	\$ 208.21 – Hydro – Booster Station
NL Power	\$ 398.23 – Hydro – Mun. Bldg.
NL Power	\$ 68.20 – Hydro – Chlor. Chambers
NL Power	\$ 107.95 – Hydro – Garage
NL Power	\$ 1,744.85 – Hydro – Street Lighting
Car Quest	\$ 120.55 – FD Filters/Vehicles
Skyline Roofing	\$ 650.00 – Rec Roof Repair
Pretty SAFE Enterprise	\$ 432.79 – First Aid Training/Books
Carmanville Value Grocer	\$ 9.57 – Kitchen Supplies
TRIO	\$ 272.02 – Health Premiums
G & M Services	\$ 539.32 – Town 238.30: FD 301.02

**Motion-4245-18-Councillor M. Wheaton/Councillor D. Howell**

Resolve that the outstanding accounts be paid in full as presented.

In favour:	Mayor Howell	Councillor S. Budgell
	Councillor D. Day	Councillor M. Wheaton
	Councillor D. Howell	

Opposed: 0  
 Abstaining: 0

**Motion Carried.**

**Correspondence:**

<b>From</b>	<b>Regarding</b>	<b>Action</b>
Gander and Area SPCA	Feral cats	No longer accepting

**New Business: Permit – Shed**

A request to build a shed at 11 Army Road was approved as per Policy and Town’s Accessory Building Permit Regulations provided.

**Members**

**Business: OH&S Committee Members**

Members were advised that the OH&S Committee structure has been completed and we need to determine the members to sit on this committee. Members were in agreement that the OH&S Committee will consist of: The Mayor, Town Clerk/Manager, Outside Worker and a at least one member from the Fire Department. Fire Chief White will be asked to

recommend 2 or 3 members for consideration by Council and the remaining members will then be chosen.

**Member's  
Business:**

**Symposium**

The Municipal Symposium is scheduled in Gander for May 3 – 5, 2018. Mayor Howell, Councillor Howell and Clerk/Manager Goodyear will attend provided there are hotel accommodations available.

**SAM Conference**

The SAM Conference is scheduled in Stephenville Crossing for May 25/26, 2018. Members attending are yet to be determined.

**Kittiwake Advisory Committee**

Council was asked to nominate a member to sit on the Kittiwake Advisory Committee to represent this area. Councillor M. Wheaton is considering the option of joining. Clerk/Manager will check how often they meet and their primary focus and forward the results to Councillor Wheaton.

**Quads/Bikes**

Complaints regarding Quad/Off-Road Bikes were brought to member's attention. Members were in agreement to invite Corporal Mark Bishop to our next Council Meeting to address these concerns.

**Adjournment:**

**Motion-4246-18-Councillor D. Howell/Councillor S. Budgell**

Resolve that Council do now adjourn to meet again next Monday, May 7<sup>th</sup>, 2018 for a presentation by the Safety Coordinator of the complete package he has prepared for adoption and implementation.

In favour:        Mayor Howell                                Councillor S. Budgell  
                         Councillor D. Day                                Councillor M. Wheaton  
                         Councillor D. Howell

Opposed:        0

Abstaining:

**Motion Carried.**

Meeting adjourned at 9:10 p.m.

**Tuesday, April 24<sup>th</sup>, 2018**

Minutes of a Special Meeting of Council held on Tuesday, April 24<sup>th</sup>, 2018 in Council Chambers.

**Attendees:**        Mayor Keith Howell (Chair)  
                         Deputy Mayor Marlene Peddle  
                         Councillor Shawn Budgell  
                         Councillor Dwight Day

Councillor Gordon Blackwood  
Councillor Dale Howell  
Clerk/Manager Dianne Goodyear

**Absent:** Councillor Michael Wheaton

**Call to Order:** Chair @ 7:30 p.m.

This meeting was called to discuss the revised SOP Guidelines, NAPE Negotiations and the Sewer Problem at Main Street South.

NAPE Negotiations were discussed and members agreed upon a counterproposal to present to the Union.

Members were updated with the sewer problem on Main Street South. There seems to be a blockage in the sewer line between Manhole # 4 and 5. Outside Workers have been pumping out Manhole # 5 and 6 since Wednesday past. Resident Jim Tulk has problems with sewer coming up in his basement because of the blockage.

Musgrave Harbour has 200 ft. snake and Bobby was talking to the boys there yesterday and said they would come up with their snake and if we got the vacuum truck out to suck out the manhole, they would use their snake to try and push through the blockage. Members agreed to try this and if the boys couldn't come up, to go ahead and get the truck.

Members were informed that our Permit states that the sewer lines must be flushed and cleaned at least once annually. The Permit also states the worker must be trained as a Wastewater Operator 1 and safety measures/PPE must be adhered to. This includes a SCBA, confined space certificate, etc.

The Fire Department Revised SOP Guidelines had been given to all members to take home and review. There were no changes or concerns presented regarding the revision. Members were in agreement that the SOP Guidelines would be adopted by Council at the next Regular Public Council Meeting scheduled for April 30<sup>th</sup>, 2018. Packages will be copied to be presented to the Fire Department Members at their next meeting.

Meeting adjourned at 9:05 p.m.

## **Monday, April 9th, 2018**

Minutes of the Regular Public Meeting of Council held on Monday, April 9th, 2018 in Council Chambers.

**Attendees:** Mayor Keith Howell (Chair)  
Deputy Mayor Marlene Peddle (arrived late)  
Councillor Michael Wheaton  
Councillor Gordon Blackwood

Councillor Dale Howell  
Clerk/Manager Dianne Goodyear

**Absent:** Councillor Shawn Budgell  
Councillor Dwight Day

**Call to Order:** Chair @ 7:30 p.m.

**Agenda:** **Motion-4227-18-Councillor G. Blackwood/Councillor M. Wheaton**  
Resolve that the Agenda be adopted as circulated.

In favour: Mayor Howell Councillor M. Wheaton  
Councillor G. Blackwood Councillor D. Howell  
Opposed: 0  
Abstaining: 0  
**Motion Carried.**

**Minutes:** Mayor Howell asked if there were any errors or omissions to the Minutes of the Regular Public Council Meeting of March 26<sup>th</sup>, 2018 which had been circulated to all members.

**Motion-4228-18-Councillor M. Wheaton/Councillor D. Howell**  
Resolve that the Minutes of the Regular Council Meeting of March 26<sup>th</sup>, 2018 be adopted as circulated.

In favour: Mayor Howell Councillor M. Wheaton  
Councillor G. Blackwood Councillor D. Howell  
Opposed: 0  
Abstaining: 0  
**Motion Carried.**

**Business Arising:**

**Mutual Aid/Musgrave Hr. Fire Dept.**

In responding to an MVA, Aspen Cove Fire Department advised they will cover the area from the Branch and Route 330 to Tower Drive near Horwoods Bog. We are still waiting to hear from Davidsville Fire Department to see what area they will cover.

**Land Sales**

We are waiting on a response from the Town Lawyer regarding the Land Sale. Results will be brought back to future meeting for further discussion.

*(Deputy Mayor Peddle arrived at the meeting at 7:45 p.m.)*

**Committees**

**Finance:**

**Fire Dept. Funding Approval**

We received written approval from the Minister of Municipal Affairs that the Fire Department will receive a Special Assistance Grant, Project # 17-SAG-18-393 for PPE. The grant amount is \$5,397.89 on an 80/20 split with



the Government Portion being \$3,915.99. The town share will be \$1,481.90 which includes a GST/HST rebate of \$502.90.

**NAPE Negotiations**

**Motion-4229-18-Councillor D. Howell/Deputy Mayor Peddle**

Resolve to enter into a “Closed Session” to discuss this topic.

In favour: Mayor Howell Deputy Mayor Peddle  
Councillor M. Wheaton Councillor G. Blackwood  
Councillor D. Howell

Opposed: 0

Abstaining: 0

**Motion Carried.**

Discussion

**Motion-4230-18-Councillor D. Howell/Councillor M. Wheaton**

Resolve to enter into an “Open Session” for the remainder of the meeting.

In favour: Mayor Howell Deputy Mayor Peddle  
Councillor M. Wheaton Councillor G. Blackwood  
Councillor D. Howell

Opposed: 0

Abstaining: 0

**Motion Carried.**

**AES Summer Student Application**

Members were in agreement to apply as in previous years.

**Town Pens**

**Motion-4231-18-Councillor D. Howell/Councillor G. Blackwood**

Resolve to order 100 Town Pens as presented.

In favour: Mayor Howell Deputy Mayor Peddle  
Councillor M. Wheaton Councillor G. Blackwood  
Councillor D. Howell

Opposed: 0

Abstaining: 0

**Motion Carried.**

**Public Works:**

**Monthly Usage & Flow Data**

The average monthly water usage for March was 176,116 gal/day.

**Chlorine Readings**

Chlorine Readings for March were reviewed and found to be within guidelines.

**Extension to Chlor. Chambers**

**Motion-4232-18-Councillor D. Howell/Councillor G. Blackwood**

Resolve to grant approval to extend the Chlorination Chambers 4 ft. wider to store chlorine.

In favour: Mayor Howell Deputy Mayor Peddle  
Councillor M. Wheaton Councillor G. Blackwood  
Councillor D. Howell

Opposed: 0

Abstaining: 0

**Motion Carried.**

**Fire Dept:**

**Fire Training Grounds Proposal**

Further research is required and will be discussed further when the required information is obtained.

**Revised SOP**

A revised SOP completed by the Safety Coordinator that meets all of FES and OH&S requirements was presented to all members to take home and peruse. Members are to bring all questions/comments back to the next meeting for further discussion.

**Accounts**

**Payable:**

CNWM	\$2161.52 – Curbside Collection Fees
CNWM	\$1677.32 – Tipping Fees
Rockwater	\$1482.12 – Chlorine
NL Power	\$1744.85 – Hydro – Street Lighting
Receiver General for Canada	\$3944.49 – Payroll Remittance
Bell Mobility	\$ 36.45 – Phone - Cell
CIBC Mellon	\$ 552.26 – Pension Premiums
NAPE	\$ 79.70 – Union Dues
Carmanville Value Grocer	\$ 17.36 – Kitchen Supplies
Bell Aliant	\$ 76.70 – Phone – Fire Dept.
Stewart McKelvey	\$ 603.75 – Legal Fees
Triple T Mechanics	\$ 503.11 – Van Inspection
Tulk’s Home Hardware	\$ 33.71 – Garage Supplies
G & M Services	\$ 530.69 – Town: 337.67; FD 193.02
Municipal Assessment Agency	\$3179.25 – 2 <sup>nd</sup> Quarter Assess. Fee

**Motion-4233-18-Deputy Mayor Peddle/Councillor D. Howell**

Resolve that the outstanding accounts be paid in full as presented.

In favour: Mayor Howell Deputy Mayor Peddle  
Councillor M. Wheaton Councillor G. Blackwood  
Councillor D. Howell

Opposed: 0

Abstaining: 0

**Motion Carried.**

**Members  
Business**

**Conflict of Interest**

The Conflict of Interest/Conducting Municipal Meetings is scheduled for April 11, 2018 in Gander. Six members have been registered.

**Members  
Business:**

**Symposium**

The Municipal Symposium is scheduled for May 3-5, 2018 at the Quality Inn in Gander. Members are to contact the office within the next few days if they wish to attend this training.

**Central Regional Meeting**

The MNL Central Regional Meeting is scheduled for April 20-21 in Grand Falls-Windsor. Councillor Howell and Clerk/Manager are registered to attend.

**Recreation NL Convention**

**Motion-4234-18-Deputy Mayor Peddle/Councillor G. Blackwood**

Resolve that the Town cover the cost for 2 people to attend the RNL Convention in Gander on May 11-12, 2018.

In favour:	Mayor Howell	Deputy Mayor Peddle
	Councillor M. Wheaton	Councillor G. Blackwood
	Councillor D. Howell	

Opposed: 0

Abstaining: 0

**Motion Carried.**

**SAM Conference**

The SAM Conference is scheduled for May 25-26, 2018 in Stephenville. Councillor Howell and Deputy Mayor Peddle are the representatives on this committee and notify the office if they are available to attend.

**Quads/Bikes**

Tabled to next meeting.

**Rec Roof/Shingles**

Damage has been reported to the Shingles on the Rec. Center from the wind storm. Members agreed to contact Skyline Roofing to check and repair as soon as possible.

**Adjournment:**

**Motion-4235-18-Councillor D. Howell/Deputy Mayor Peddle**

Resolve that Council do now adjourn to meet again on Monday, April 30<sup>th</sup>, 2018 at 7:30 p.m.

In favour:	Mayor Howell	Deputy Mayor Peddle
	Councillor M. Wheaton	Councillor G. Blackwood
	Councillor D. Howell	

Opposed: 0  
Abstaining: 0  
**Motion Carried.**

Meeting adjourned at 9:30 p.m.