

***Town of Long Harbour & Mount Arlington Heights
Minutes of Regular Meeting
January 23, 2014***

IN ATTENDANCE:

Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillor Patricia Burke
Councillor Lydia Burke
Councillor Madonna Murphy
Councillor Norma Keating

Absent: Councillor Edward Bruce

Staff:

Town Manager Juanita Gosse
Town Clerk Kathleen Griffiths
Andrea Cooper, President, TACT MARKETING INC.

Presentation on Town Branding:

Andrea Cooper, president of Tact Marketing Inc. gave a presentation on branding before our regular meeting. She presented the Council with different versions of the proposed Logo. The Council agreed on the overall concept of the logo, however, requested revisions of font type, color and layout. TACT will make the necessary revisions and submit the document for the next regular meeting.

CALL TO ORDER

Mayor Gary Keating called the regular meeting to order at 6:50pm.

ADOPTION OF AGENDA

MOTION 12-16-13-01 Adopt Agenda

Moved by Councillor Patricia Burke and seconded by Councillor Lydia Burke

BE IT RESOLVED THAT The agenda be adopted as presented.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, L. Burke, D. Murphy, N. Keating

MOTION CARRIED

ADOPTION OF MINUTES, REGULAR MEETING

MOTION 12-16-13-02 Adopt Minutes

Moved by Councillor Patricia Burke and seconded by Councillor Norma Keating

BE IT RESOLVED THAT the minutes of December 16, 2013 Regular Meeting be adopted as presented.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, L. Burke, D. Murphy, N. Keating

MOTION CARRIED

Managers' Report – January 2014

Capital Works Application for 2014: Application is submitted for Waterline Upgrade Phase II. A copy of the application was forwarded to MHA Felix Collins with a request for his support. Received email from Municipal Affairs noted the receipt of our application. The application and accompanying documentation was said to be in order.

Crown Land Applications for Capital Works Project – Water Treatment Plant: All government department referrals have been returned to the Crown Land office. This piece usually takes six months, however, by working with each government department I was able to get all referrals returned within five weeks. The next step is to get the approval from the Department of Crown Land and then have the land surveyed. I am keeping in touch with Department of Crown Land in an effort to expedite this process.

Received email from Keith Bartlett – Water Treatment Project Request for Qualifications (RFQ) has been submitted to Municipal Affairs for review. This document was copied to the town and is on file for Council review.

Meeting with Auditor – Met with the auditor in early January to discuss the additional charges to our yearly auditing fee. In 2011 the auditor invoiced an additional \$5,000.00. In 2012 the additional invoice was \$2,500.00. He explained that these charges are for additional bookkeeping work that has to be done before the audit. We agreed that the best approach to eliminating these charges is training. Quote for training and the quote for auditing fees for 2013-2015 is on the agenda and will be reviewed later in the meeting.

Crown Land Application for Big Head Walking Trail: Submitted a crown land application for property for trail parking and the trail itself. John Doyle had the trail mapped with GPS location. Mapping was distributed to all Councillors for review.

Generator for Fire Hall– Met with an Electrician today to discuss price quotes to supply the Fire Hall with automatic generator power. Because the fire hall is a commercial building with 400 amp service, the cost would be approximately \$20,000 to install an automatic switch, and a Honda Generator.

We could go with a smaller generator to run some heaters and lights at a cost of approximately \$1,200.00 plus the purchase of the generator. With this option, the electrician would install a panel that would have to be manually switched.

The third option is Generlink. This option is approved by NL Power. We would purchase a generator large enough for our needs. The generator would be connected to the panel with specific breakers connected to it. When the power goes out the generator will start and supply power to only the breakers connected. This option gives us the ability to choose what will be run from the generator and for insurance purposes NL Power will ensure the installation process. There is only one supplier of Generlink in Newfoundland, Wind Solutions in Clarendville. Wasn't able to make contact today so I left my information and requested a return call.

Walking Trail around Maturin Pond: Spoke with Dave Davis last week and he is waiting for an improvement in the weather before resuming the project. He had hoped that the ground would freeze to allow for a cleaner work area. He couldn't say for sure when work would resume on the trail.

Employment Opportunities with Vale Emergency Response: The office forwarded five resumes to Vale from residents of Long Harbour-Mount Arlington Heights.

Training Centre: Participated in a brainstorming session with Project Manager Steve Norman and LHDC Director Joe Bennett last week to discuss the training centre repairs. The project is still in the investigative/reporting stage therefore it's not too late for the Town to incorporate some building design changes within the repair process. How to accomplish this is the question for discussion. Several ideas were tossed out for consideration, however nothing concrete to report as yet. I will be meeting with Mr. Norman again in a week or so for further discussion.

AED (Automated External Defibrillator) – Received our AED from the Heart & Stroke Foundation. This equipment will be added to our Fire Truck. The Heart & Stroke Foundation also offers the necessary training with this equipment. Working on scheduling this training with our fire department.

The town also won an AED with the Big Heart Award. This AED was delivered today. A representative of the Heart & Stroke Foundation would like to present this equipment to the Town Council. Recommending we schedule the presentation on the evening of our next regular meeting, and also, at that time, have the Council's official photo taken.

Invoicing for 2014: As the town is not invoicing 2014 residential property tax based on the 5.5 mil rate we need a motion to outline the invoicing process.

2014 Tax Invoicing

MOTION 12-16-13-04 - 2014 Tax Invoicing for Residential Property Tax

Motion made by Deputy Mayor Kevin McDonald and seconded by Councillor Donna Murphy

BE IT RESOLVED THAT the town of Long Harbour-Mount Arlington Heights invoice 2014 Residential Property tax at the same amounts as 2013. Any increase in property value from 2013 to 2014 shall be calculated on a 5.5 mil rate and added to the invoice.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, L. Burke, D. Murphy, N. Keating

MOTION CARRIED

Minutes of Meeting with Fire Department
November 21, 2013

In attendance: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Fire Chief Paul Acheson
Town Manager Juanita Gosse

Meeting got underway at 6:30 p.m.

Fire Services Report was reviewed. Several points were considered.

Training for the Department is crucial. The liability rests with Council. Fire Chief to ensure that all members have met minimum training requirements before participating in firefighting emergencies. The challenge is scheduling training to accommodate the members of the department.

There are currently 17 members on the Roster.

Also discussed meeting attendance. Good attendance is sporadic. This is mainly due to work commitments.
- will consider ways to encourage attendance.

Fire Chief reported that the Fire Department is a defensive fire unit only. They are not trained as an offensive unit. Some members may have the necessary training; however, training records does not indicate such. Records were not kept in the early days of the fire department.

There will be regional training offered throughout the province with Jim Barry. Fire Chief is interested in hosting training here in Long Harbour. Fire Chief is gathering the information and details.

Fire Chief reported that all members are trained in the use of the fire truck. He also reported that every fire fighter has their own training record in the form of a folder. He will forward the information to the Town Manager for Council's record.

Building Inspections: Chief reported that three members attended this training.

Cub Van: Fire Chief reported that according to Andy's Auto, the van will not pass inspection, therefore unless absolutely necessary the van is not in use. Fire Department needs a new truck to transport members and equipment.
- To be discussed further.

Fire Chief purchased six walkie/talkies. These are the over-the-counter type that will provide some communication ability at an emergency scene. He also purchased a rotary dial phone so they will not be affected by power outages.

Fire Department is having difficulty getting someone to take the minutes of the meetings.
- Council will consider ways to assist in this.

Pager System: The pagers given to the Fire Department by Vale are not working.

- Deputy Mayor McDonald will discuss the issue with Vale.

Pager Dispatch System: Town Manager spoke with the manager of the Long Harbour Lodge. They will discontinue this service in the very near future; therefore we need to ensure we have another system in place. Town Manager spoke with Vale's Emergency Planning Coordinator, John Taylor, about this. He will request that the dispatch be given to the security office at Vale or the Emergency Services at Vale.

Signage: Fire Chief requested a Fire Department warning sign to be placed at the top of the hill before the Fire Hall. Also requested a Fire Department location sign be placed on route 202 at the entrance to the community.

Pumping Station: Station needs to be dug deeper. Also requires ground work so the truck can easily access the pumping station. It was noted that our maintenance employee will do this work and will repair the top of the well.

Spending Limit: It was noted that all purchases over \$500.00 require three price quotes. Fire Chief is having difficulty getting quotes on fire equipment.

- Town staff can assist in getting the required quotes.

Generator for Fire Hall: A generator is required for the Emergency Management Command Centre.

- It was decided to purchase a 5000 KW generator.

Firefighter Gear left from Project: Vale promised that all extraction equipment left after the project completion will be given to our Fire Department.

Town Manager spoke with John Taylor and his response was that there won't be much equipment left from the project except some SCBA units. He plans to give these to our fire department as a permanent loan.

- Town Manager to write letter reminding Vale of their promise to our Fire Department.

Air Quality at Fire Hall: Discussion was that there is a foul smell at the Fire Hall. Cause is unknown at this time. It could be caused by drying traps, however, the fire department would like to be sure there is no mold present. Vale is having air quality testing done at the Training Centre.

- Deputy Mayor McDonald will request they include samples at the fire hall.

Fire Department Budget: The Fire Department needs several sets of bunker gear. The older equipment is losing its fire resistance.

Also discussed jurisdiction and where our town boundaries are. Fire Chief was comfortable with the outlined boundaries.

Mayor Keating thanked Fire Chief and the members of the Fire Department on behalf of Council for their dedication, efforts and interest in the community.

Town Manager stressed that she and the office staff will assist the Fire Department in any way possible.

Fire Department Requesting Equipment and Supplies

The Fire Department requesting to purchase some new equipment and supplies. They are required to use their budget for these items.

NEW BUSINESS

Price Quotes for Auditor

Presented price quote from Harris Ryan for 2014,2015 and 2016 Audit as well as the additional quote for staff training.

2013 - \$6,200 plus HST
2014 – \$6,675.00 plus HST
2015 – \$7,150 plus HST

Training - \$2,500.00 plus HST

Town Manager was authorized to obtain price quotes for auditing services.

MOTION 12-16-13-03 - Price Quotes for Auditing

Motion made by Councillor Lydia Burke and seconded by Councillor Norma Keating

BE IT RESOLVED THAT the Town Manager obtain price quotes for auditing services for 2013 audit.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, L. Burke, D. Murphy, N. Keating

MOTION CARRIED

DEVELOPMENT

Crown Land Recommendation – 586 Main Street

MOTION 09-17-13-13 – 586 Main Street.

Moved by Councillor Lydia Burke and seconded by Councillor Norma Keating.

BE IT RESOLVED THAT the Town of Long Harbour & Mount Arlington Heights approves the crown land application as submitted.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, L. Burke, D. Murphy, N. Keating

MOTION CARRIED

General Application – Residential

MOTION 09-17-13-13 – 578 - 580 Main Street.

Moved by Councillor Donna Murphy and seconded by Councillor, Lydia Burke.

BE IT RESOLVED THAT the Town of Long Harbour & Mount Arlington Heights approves a permit for residential development at 578-580 Main Street pending proof of ownership, and all permits are submitted to the office from all other government agencies having jurisdiction.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, L. Burke, D. Murphy, N. Keating

MOTION CARRIED

CORRESPONDENCE

MNL Regional Meeting

Municipalities Newfoundland and Labrador Regional Meeting will be held on March 21-22, 2014 for the Avalon Region at the Capital Hotel, St. John's.

MOTION 12-16-13-03 - MNL Regional Meeting

Motion made by Deputy Mayor Kevin McDonald and seconded by Councillor Patricia Burke

BE IT RESOLVED THAT the Town of Long Harbour & Mount Arlington Heights approves two members of Council to attend the MNL Regional Meeting in St. John's.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, L. Burke, D. Murphy, N. Keating

MOTION CARRIED

Green Team Application

MOTION 12-16-13-03 - Approval of Green Team Application

Motion made by Deputy Mayor Kevin McDonald and seconded by Councillor Norma Keating

BE IT RESOLVED THAT the town of Long Harbour-Mount Arlington Heights approves the submission of application to Conservation Corp. Newfoundland and Labrador for a 2014 Green Team Project and to contribute \$3,000 to Conservation Corp. Newfoundland and Labrador as required.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, L. Burke, D. Murphy, N. Keating

MOTION CARRIED

Administrative Course/ Training

MOTION 12-16-13-03 - Approval for Training

Motion made by Councillor Lydia Burke and seconded by Deputy Mayor Kevin McDonald

BE IT RESOLVED THAT the Town of Long Harbour & Mount Arlington Heights approves \$250.00 for the Town Administrator to complete an Administrative Writing Course.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, L. Burke, D. Murphy, N. Keating

MOTION CARRIED

FINANCE

1. Cheque Log

Cheque Log was presented in the amount of \$59,529.13 for Dec 16, 2013 to Jan 22, 2014.

MOTION 12-16-13-06 Cheque Log

Moved by Councillor Norma Keating and seconded by Councillor Lydia Burke

BE IT RESOLVED THAT the cheque log for December 16, 2013 to January 22, 2014 be accepted as presented.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, L. Burke, D. Murphy, N. Keating

MOTION CARRIED

2. Cash Analysis

Cash analysis was approved as presented.

COMMITTEE REPORTS

Deputy Mayor Kevin McDonald:

Earlier in the evening Deputy Mayor McDonald indicated that moral is pretty good with the Fire Department.

Regarding Fire Department issues, Deputy Mayor McDonald reported that the Fire Department representative from the Vale Site is confident that Security will assist in directing our emergency call system.

Deputy Mayor McDonald also remarked on the condition of the pavement near the Look-Out Site. The washout is a result of the weather conditions we have been experiencing.

- Mayor Keating remarked that we need a gutter in that area to direct the water.

Councillor Patricia Burke:

Councillor Burke updated Council on the activities of the Age-Friendly. The Committee will be hosting a meeting on Monday January 27, 2014.

Councillor Burke acknowledged that the Sewing Group is still interested and active but the Library is not being utilized as expected.

Councillor Burke commented that during an emergency situation we have to reach out to seniors. She remarked that we may have to prepare food and bring it to them because most seniors are reluctant to leave their homes.

Councillor Burke also voiced concerns about traffic entering the wrong way at the Church Parking Lot. New signs have been posted.

Councillor Lydia Burke:

Councillor Burke requested that dates be set for the Long Harbour Appreciation Night and Long Harbour Days Celebration. She is in the process of booking entertainment and scheduling events.

Councillor Burke also suggested that a Committee be formed to respond to emergency situations by supplying residents with assistance, food or heat at the Fire Hall.

Appreciation Night scheduled for April 26th, 2014.

Councillor Burke would also like to set up a committee to assist during an emergency situation when using the Fire Hall as a warming station.

Councillor Burke commented on the success of the Mummer's Parade and that everyone enjoyed it.

Councillor Norma Keating:

Councillor Keating reported that she contacted the Stadium Committee and they will notify her of the scheduled time for the next meeting.

Councillor Donna Murphy:

Councillor Murphy and Councillor Keating will attend the next Stadium meeting.

Mayor Gary Keating:

Mayor Keating gave an update on his meeting with the Vale Liaison Committee, which meets every three months.

Mayor Keating reported that the Slag Pile work is expected to start on Feb 20th, 2014. He gave a description of the work to be completed.

Mayor Keating asked to have a meeting scheduled with Vale for later this month. The meeting should include Jeff McLaughlin, Don Stevens, and Robert Simmons. Permanent employment for town residents will be addressed.

Town Manager tabled a document from the Government of NL Motor Registration Division regarding new legislation for slow moving vehicles. The document will be kept on file for councils review.

ADJOURNMENT:

MOTION 12-16-13-10 - Adjournment

Motion made by Deputy Mayor Kevin McDonald and seconded by Councillor Lydia Burke

BE IT RESOLVED THAT the meeting be adjourned at 8:55 p.m.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: N. Keating, P. Burke, L. Burke, D. Murphy

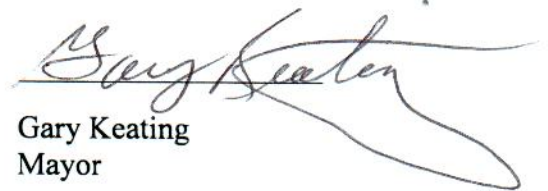
MOTION CARRIED

Meeting adjourned to a Privileged Meeting

Date of the Next Meeting: February 19th, 2014



Kathleen Griffiths
Town Clerk



Gary Keating
Mayor