

***Town of Long Harbour - Mount Arlington Heights
Minutes of Regular Meeting
January 19, 2017***

In Attendance

Mayor Gary Keating - 8:05

Councillor Felix Bailey

Deputy Mayor Kevin McDonald

Councillor William Murphy

Councillor Lydia Burke - 7:52

Councillor Patricia Burke

Councillor Norma Keating

Also in Attendance: Town Manager, Juanita Gosse

It was noted that Mayor Keating was representing Council at the Vale Liaison Meeting this evening.

It was also noted that Councillor Lydia Burke called and due to unforeseen circumstances, she will be late.

CALL TO ORDER

Deputy Mayor McDonald called the regular meeting to order at 7:10 pm.

ADOPTION OF AGENDA

MOTION 01 -19-17-01 Adopt Agenda

Moved by Councillor Norma Keating, seconded by Councillor Patricia Burke;

BE IT RESOLVED THAT the agenda be adopted as presented.

In Favor: Deputy Mayor Kevin McDonald
Councillors: N. Keating, P. Burke, F. Bailey, W. Murphy

MOTION CARRIED

ADOPTION OF MINUTES, REGULAR MEETING

MOTION 01-19-17-02 Minutes of December 8, 2016

Moved by Councillor Felix Bailey, seconded by Councillor Norma Keating;

BE IT RESOLVED THAT the minutes of December 8, 2016 Regular Meeting be adopted as presented.

In Favor: Deputy Mayor Kevin McDonald
Councillors: N. Keating, P. Burke, F. Bailey, W. Murphy

MOTION CARRIED

Managers' Report – January 19, 2017

Leak Detection: Leak detection and repair was very successful. With the assistance of outside sources, town staff coordinated and executed a successful leak detection program.

The town's flowrates in mid-December ranged from 70-80 gallons per minute (daily average). Since the leak detection and repair program our flowrate have dropped to a daily average of 35-38 gallons per minute. This will result in significant savings in production costs.

Flow rates have increased again over the past week to approximately 44 gallons per minute. This could be the result of colder weather, residents keeping water running, or we could have another small waterline break. We will continue to monitor water usage.

Water Treatment Plant: The plant is producing excellent water. We are continuing to work with Cahill on technical details.

- The flow analyzer based on tank level is inaccurate during windy conditions. Cahill has submitted a quote to install a flowmeter on the distribution line. Their quote is on the agenda for discussion later in the meeting.
- Water drains from the filter when the plant is not producing resulting in an alarm each time the plants starts up. Cahill has agreed to install a solenoid on the valve to prevent drain-down. This will correct this problem.
- There were issues with VT SCADA shutting down during power outages, brown-outs and surges. VT SCADA is the computer system that allows remote access to the water treatment plant. Cahill will program the computer to reboot upon power restore. They have also agreed to add a UPS to keep the SCADA computer running for a short time after a power outage. With the UPS in place the computer will be programed to send a "power loss" alarm before shutdown.

Training Centre – The Training Centre project is progressing well. Spoke with the contractor on Thursday and he assured me their work will be completed by the end of February. I am working with Edison Security on the Audio/Visual equipment and am very impressed with their approach as well as their experience in this area. If we purchase the equipment ourselves, equipment costs will be approximately \$15,855.00 plus HST. If we retain Edison Security for installation, their quote is \$4,450.00 plus HST for a total project cost, including tax of \$23,350.75.

MOTION 01-19-17-03 Audio/Visual Equipment at Training Centre.

Moved by Councillor Norma Keating, seconded by Councillor Felix Bailey;

BE IT RESOLVED THAT the Town will purchase the audio/visual equipment and retain Edison Security for installation.

In Favor: Deputy Mayor Kevin McDonald
Councillors: N. Keating, P. Burke, F. Bailey, W. Murphy

MOTION CARRIED

2017 Annual Leave: Town Manager requesting approval for Annual Leave beginning July 4th.

- Annual Leave was approved

The town is ready for the forecasted weekend storm. Spoke with our outside maintenance staff this afternoon and we have salt & sand on hand and all equipment is fueled and ready. He also checked the chemicals for the water treatment plant and quantities are good.

BUSINESS ARISING FROM THE MINUTES

Anti-Liter Regulation

Town Manager researched the policies of other towns and have printed copies for review. Copies were provided to Council Murphy and Deputy Mayor McDonald.

Rules & Regulations Governing the Procedures of Meetings

Document was copied for all councillors.

Amendments should be noted and tabled at the next regular meeting.

NEW BUSINESS

Quote for Generator Package for Water Treatment Plant

As the town's water distribution is a pumping system, water is unavailable to residents during a power outage.

Cahill has submitted a quote to supply and install a 100 KW stand-by diesel generator with generator set controller.

Supply and install automatic transfer switch with digital controller.

Supply uninterrupted power supply package for generator control system.

Weather/Sound enclosure and 48-hour subbase fuel tank package.

Engineered concrete generator base.

System commissioning and operator training.

Revised water treatment plant shop drawing package and operation, installation and maintenance manual.

With 5 year, basic limited warranty.

Total quote: \$94,789.69 plus applicable taxes.

- It was agreed to schedule a meeting with Cahill to discuss further.

Cahill – Quote for Water Treatment Plant Flowmeter

The water treatment plant was designed with a flow calculator based on the level of the tank. The accuracy of this calculation is questionable especially during windy conditions.

To supply and install a 6-inch mag flowmeter on the main distribution line, including all piping and electrical modifications.

Revised electrical, control, and process drawings package.
- Total Quote: \$10,928.66 plus applicable taxes.

Tax Receivable Report to December 2016

Taxes outstanding for properties with unknown owners for 2012-2016 is \$7,468.22.
Amounts forwarded to collections - \$4,086.58
Taxes under payment plans - \$2,946.38
Other outstanding - \$1,093.86

Total outstanding taxes from January 2012 to December 2016 is \$15,595.04

MOTION 01-19-17-04 Tax Write Off

Moved by Councillor Patricia Burke, seconded by Councillor Felix Bailey;

BE IT RESOLVED THAT the Town Council of Long Harbour-Mt. Arlington Heights will write off \$1,041.88, taxes outstanding for more than 6 years as per municipal legislation.

In Favor: Deputy Mayor Kevin McDonald
Councillors: N. Keating, P. Burke, F. Bailey, W. Murphy

MOTION CARRIED

2017 Clean & Safe Drinking Water Workshop

The 2017 Clean & Safe Drinking Water Workshop is scheduled for March 28-30 at Hotel Gander, Gander, NL. There is no registration fee for this workshop and Matched Training Assistance is available for travel and accommodations.

Councillor Lydia Burke joined the meeting at 7:52 p.m.

MOTION 01-19-17-05 2017 Clean & Safe Drinking Water Workshop

Moved by Councillor Norma Keating, seconded by Councillor Felix Bailey;

BE IT RESOLVED THAT the Town Council of Long Hr.-Mt. Arlington Heights approves travel and accommodation expenses for one employee to attend this workshop.

In Favor: Deputy Mayor Kevin McDonald
Councillors: L. Burke, N. Keating, P. Burke, F. Bailey, W. Murphy

MOTION CARRIED

Asset Management Information Session

This is a 2-day event designed to provide support and training for municipalities and help participants understand how asset management planning will help them along the road to asset management. The training session will be held at the Capital Hotel, St. John's, on Friday March 24th to Saturday, March 25th.

MOTION 01-19-17-05 Asset Management Training

Moved by Councillor Lydia Burke, seconded by Councillor Felix Bailey;

BE IT RESOLVED THAT the Town Council of Long Hr.-Mt. Arlington Heights approves travel and accommodation expenses for the Town Manager to attend the Asset Management Training.

In Favor: Deputy Mayor Kevin McDonald
Councillors: L. Burke, N. Keating, P. Burke, F. Bailey, W. Murphy

MOTION CARRIED

MNL – Info Note: Brining High-speed Internet to Rural & Remote Communities

This document was forwarded to all councillors via email and outlines the Government of Canada’s new Federal Broadband Infrastructure Program, “Connect to Innovate”.

Connect to Innovate will invest up to \$500 million by 2021 to support new and upgraded backbone and last-mile infrastructure projects in underserved rural and remote communities across Canada to ensure that our country is drawing on the strengths of all Canadians to drive innovation, growth, and the creation of jobs. The launch of Connect to Innovate coincides with a competitive national call for applications for the program.

Auditors Contact

As per legislation, town auditors require a council member as a contact for auditing purposes. It was agreed that Councillor Norma Keating will be the auditor’s contact for the Town of Long Harbour-Mt. Arlington Heights. Her contact information will be forwarded to our auditor.

MOTION 01-19-17-05 Auditor’s Contact

Moved by Councillor Felix Bailey, seconded by Councillor Lydia Burke;

BE IT RESOLVED THAT the Town Council of Long Hr.-Mt. Arlington Heights appoints Councillor Norma Keating as contact with the town auditor.

In Favor: Deputy Mayor Kevin McDonald
Councillors: L. Burke, N. Keating, P. Burke, F. Bailey, W. Murphy

MOTION CARRIED

Mayor Keating joined the meeting at 8:05 p.m.

Request from Resident – Survey of Water Treatment Plant Site:

Residents is requesting the town provide a survey of the water treatment plant property as he requires this information to apply for crown land bounding on this property.

Councillor Norma Keating declared a conflict of interest.

MOTION 01-19-17-05 Survey Property

Moved by Councillor Felix Bailey, seconded by Councillor Billy Murphy;

BE IT RESOLVED THAT the Town Council of Long Hr.-Mt. Arlington Heights approves having the water treatment plant property surveyed.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: L. Burke, P. Burke, F. Bailey, W. Murphy

MOTION CARRIED

DEVELOPMENT

Eastern Composite – Fiberglass Service Centre Environmental Assessment

As per the document received from the Department of Environment and Climate Change, Office of the Minister, this undertaking has been released from further environmental assessment. The document outlines additional legislative requirements.

FINANCE

Cheque List

The cheque list for the period from December 9, 2016 – January 18, 2017 in the amount of \$756,097.61 was presented. It was noted that this amount includes a contract payment for the Water Treatment Plant, a contract payment for the Training Center project, as well as payment to Concord Paving for the Main Road Upgrade project.

MOTION 01-19-17-06 Cheque Log

Moved by Deputy Mayor Kevin McDonald; seconded by Councillor Patricia Burke;

BE IT RESOLVED THAT the cheque log be approved as presented.

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

MOTION CARRIED

Cash Analysis

Cash analysis was distributed to all councillors.

Note from Town Administrator Regarding the Audit Process

Town Administrator is working with our auditor to ensure all accounts are updated and accurate.

All adjustments, as per the auditor's request, have been made to our computer system and the Auditor has confirmed that our trial balance is matching the audited trial balance.

CORRESPONDENCE

Memo – Municipal Assessment Agency

Document was copied for all councillors.

The Board of the Municipal Assessment Agency held its sixth board meeting of the year on December 2, 2016. Document outlines the items addressed by the Board.

Department of Municipal Affairs – Municipal Recommendation Forms

Document was copied for all councillors.

This document outlines the Lands Act Review Report released on October 28, 2015, including an amendment whereby Crown Land applicants are no longer required to submit a completed and signed municipal recommendation form with the Crown Land application. Starting January 3, 2017, Crown Lands, Administrative Division, Lands Branch will forward registered applications to municipal councils as part of the referral process.

Department of Municipal Affairs – Market Value Pricing Policy for Municipalities

Document was copied for all councillors.

In an effort to support local governments through a strategic approach to sustainable development and the delivery of services, government reviewed land transfer options for municipalities, including long-term leasing and lease-to-own arrangements.

The Provincial Government will be offering eligible municipalities the opportunity to acquire leases for Crown Land under this new policy. The lease-to-own arrangement will be permitted for up to 10 years with varying lease options as outlined in the attached document. Municipalities can lease-to-own for economic development and residential development as well as municipal infrastructure, roads and water/sewer works.

Department of Municipal Affairs – 2017 Budget

Our 2017 Budget has been received by the Department of Municipal Affairs and is under review.

Response from Resident – Re: Door

Resident thanks Council for considering this issue and for Council's prompt response.

COMMITTEE REPORTS

Councillor William Murphy: Reported discussion with Eastern Composite regarding available emergency services for this business. He will contact Eastern Composite tomorrow and plans to get a couple of firefighters together to visit the site.

Deputy Mayor McDonald elaborated on this issue. Kevin toured the site and has concerns with the interior layout of the building.

Councillor Murphy and Deputy Mayor McDonald will have further discussion on the issue and plan a path forward.

Councillor Patricia Burke: Reported on this year's Christmas Basket Delivery. She delivered twenty-one baskets to seniors and shut-ins. Everyone was very appreciative. Due to sickness, she was unable to deliver baskets to the St. John's area.

Reported on the project, publication of town history. The cover for the publication is now complete.

The sewing group has started the scenic quilt. This quilt will go on tickets, however, the group may, depending on how this one goes, sew another quilt to be placed at the new municipal building.

Also, requested Council consider purchasing a generator for the Water Treatment Plant. Several residents reported having no water during power outages. A supply of quality drinking water was one of the top priorities listed by residents during our strategic planning. Now that we have quality water we must ensure the supply.

- This issue was considered earlier in the meeting and Council is planning to meet with Cahill to discuss adding a generator to the Water Treatment Plant Project.

Councillor Lydia Burke: First meeting was held this past Sunday to discuss the Come Home Year event. A 14-member committee was established. As a first step, they need to confirm the date for the event and are considering July 30th to August 5, 2018. They plan to create a Facebook page where information and ideas can be shared. They are also planning to request the public submit a theme and logo for the event.

Appreciation Night: Appreciating Night will be the last event held at the LHDC Community Center. Committee members are working on a theme for this event. Thinking of sending invitations with an RVSP to get an idea of how many will attend.

Reported that Transportation and Works is not snow clearing the road to Big Head.

- Town Manager will call Transportation and Works.

Reported that Bugs Green is not available for Long Harbour weekend. Will consider them for Come Home Year.

Councillor Norma Keating: Reported on Breakfast with Santa. This event was very successful. They had more than 35 children in attendance.

Reviewed the town's strategic plan. Suggested we schedule a meeting to discuss the plan, specifically the Marina Project and the Trail & Bridge Project.

Asked if the sander is working. Wondered why the backhoe was used to sand roads.

- The sander is working, however, as a maintenance process, the sander must be stored inside to ensure the salt & sand does not freeze.

Councillor Felix Bailey: Nothing to report. Inquired as to where Council will store town vehicles and equipment after the move to the new municipal building.

- Council will meet to discuss.

Deputy Mayor Kevin McDonald: Meeting was held with the Personnel Committee to discuss employee contracts. Recommendations will be tabled during the privileged session.

Regarding water infrastructure: Participated in leak detection and found several waterline breaks. Identified the need for procedures to help with leak detection. The next step is to locate all curb stops and gate valves. This information must be identified on drawings.

Mayor Gary Keating: Reported on the Vale Liaison Meeting held earlier this evening.

Slag Pile: Phase I of the Slag Pile Enhancement project is complete. There are several phases to this project, with Phase II scheduled to begin in the spring.

Construction: Construction at the site is complete and Vale has moved into production. Vale has hired a new production manager. Currently there are 839 employees on site, seventeen are from Long Harbour.

- It was agreed to schedule a meeting with Vale for February 23, 2017. Council to finalize an agenda at our next regular meeting.

ADJOURNMENT TO A PRIVILEGED SESSION

MOTION 01-19-17-07 Adjournment


Moved by Deputy Mayor Kevin McDonald; seconded by Councillor Felix Bailey;

BE IT RESOLVED THAT the meeting be adjourned to a privileged session at 9:25 p.m.

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

MOTION CARRIED

Date of the Next Meeting: February 16, 2017


Gary Keating
Mayor


Juanita Gosse
Town Manager