

***Town of Long Harbour - Mount Arlington Heights
Minutes of Regular Meeting
December 7, 2017***

In Attendance

Mayor Gary Keating

Councillor John Turner

Deputy Mayor Isadore Gambin

Councillor Kathleen Griffiths

Councillor Patricia Burke

Councillor Felix Bailey

Councillor Kevin McDonald

Also in Attendance: Town Manager, Juanita Gosse

CALL TO ORDER

Mayor Gary Keating called the regular meeting to order at 7:05 p.m.

ADOPTION OF AGENDA

MOTION 12-07-17-01 Adopt Agenda

Moved by Councillor Kathleen Griffiths, seconded by Councillor Felix Bailey;

BE IT RESOLVED THAT the agenda be adopted as presented.

In Favor: Mayor Gary Keating

Deputy Mayor Isadore Gambin

Councillors: K. McDonald, P. Burke, F. Bailey, K. Griffiths, J. Turner

MOTION CARRIED

ADOPTION OF MINUTES, REGULAR MEETINGS

MOTION 12-07-17-02 Minutes of November 16, 2017

Moved by Councillor Patricia Burke, seconded by Councillor Kathleen Griffiths;

BE IT RESOLVED THAT the minutes of November 16, 2017, Regular Meeting be adopted as presented.

In Favor: Mayor Gary Keating

Deputy Mayor Isadore Gambin

Councillors: K. McDonald, P. Burke, F. Bailey, K. Griffiths, J. Turner

MOTION CARRIED

Managers' Report – December 7, 2017

Capital Works Applications: Submitted two capital works applications under the Provincial Capital Works Program 90/10 cost share. Both applications were for waterline replacement. Cost estimate for Phase II is \$1,615,036.00, and for Phase III the cost estimate is \$672,088.00. Both applications were copied to our MHA Mark Browne with a request for his support.

CEEP Grant: The project is going well. The three employees were working on the walking trail, ditching the sides of the trail and building up the trail to allow for better drainage. This work is complete, and work has begun on the trail going to our wet wells. On bad days the employees are painting at the old pumphouse and the maintenance depot. Each workday is started with a safety meeting with both the CEEP employees and our outside staff. We have a safety talk and consider any workplace risks. We also note needed supplies and plan the workday.

Vale Negotiations: According to Vale representative, negotiations will resume in the New Year.

Vale has had a new CEO since June of 2017. The new CEO is reviewing the base metal industry and Vale globally. Vale Negotiating Committee feels it doesn't make sense to bring negotiations forward until after this review is complete.

Mayor Gary Keating declared a conflict of interest.

MOTION 12-07-17-03 Invoice Vale

Moved by Councillor Kevin McDonald, seconded by Councillor Kathleen Griffiths;

BE IT RESOLVED THAT the Town of Long Harbour-Mt. Arlington Heights will invoice Vale for the agreed upon amount that was to be transferred with the Training Centre building. Invoice is payable when rendered. Compound interest at 2% monthly will be applied if full payment is not received within 30 days.

In Favor: Deputy Mayor Isadore Gambin
Councillors: K. McDonald, P. Burke, F. Bailey, K. Griffiths, J. Turner

MOTION CARRIED

Backhoe Maintenance: Cec King is doing some maintenance on our backhoe. Cec will reinforce the bucket plates, replace the boom pin, and some bucket teeth. We will soon have to replace the hydraulic hoses.

Come Home Year: Judy and I met with Lydia and Bev for preliminary discussions on the Come Home Year event. Funding was discussed, and we have submitted a funding application to Culture & Heritage. The grant amount is \$500 – \$1000 depending on the budget for the event.

From our first meeting we have created a very long “to do” list.

Committee is asking where council would like to place the new time capsule.

- It was agreed to place the new time capsule just outside the town office.

Water Treatment Plant Project: The invoice is in for WTP project holdback in the amount of \$266,123.95. This is the final invoice for this project.

Outside Maintenance: Met with the Human Resources Committee to discuss the winter work schedule for outside maintenance. The committee proposed a schedule is 10 on and 5 off. This would allow all staff to continue employment and the town would save as there would be minimum overtime paid out for weekend water treatment and snow-clearing.

Met with our outside staff and they are in favor of the winter work schedule.

The work schedule was discussed, and it was agreed to lay off one employee after Christmas.

MOTION 12-07-17-04 Town Maintenance Employee

Moved by Councillor Kevin McDonald, seconded by Councillor Felix Bailey;

BE IT RESOLVED THAT the Town of Long Harbour-Mt. Arlington Heights will lay-off one employee for the winter season. The employee will be offered temporary employment as call-in for winter snow-clearing.

In Favor: Mayor Gary Keating

Deputy Mayor Isadore Gambin

Councillors: K. McDonald, P. Burke, F. Bailey, K. Griffiths, J. Turner

MOTION CARRIED

Annual Leave. Approval was given for the Town Manager to take Dec. 14th, Dec. 27, 28 and 29th vacation leave.

Tender Sale of 2012 Ford F-350

There were no sealed bids received for the Ford F-350.

- General agreement to tender again in January.

BUSINESS FROM PRIVELEGED MEETING

Municipal Administrator

The Final Review was copied for all councillors.

- It was agreed that Council would meet in a privileged session in January to discuss the report. Town Manager to supply each Councillor with a copy of our Strategic Plan.

NEW BUSINESS

2018 Budget

The 2018 Budget was presented in the amount of \$1,338,096.00.

MOTION 12-07-17-05 2018 Budget

Moved by Councillor Felix Bailey, seconded by Councillor John Turner;

Regular Meeting December 7, 2017

BE IT RESOLVED THAT the town of Long Harbour-Mt. Arlington Heights approves the budget as presented.

In Favor: Mayor Gary Keating
 Deputy Mayor Isadore Gambin
 Councillors: K. McDonald, P. Burke, F. Bailey, K. Griffiths, J. Turner

MOTION CARRIED

2018 Tax Structure

The following Tax Structure was presented for 2018.

**Town of Long Harbour-Mt. Arlington Heights
 2018 Tax Structure**

Property Tax - Residential	3.5 mils
Property Tax - Commercial	5.5 mils
Minimum Property Tax	\$175.00
Poll Tax (non-property owners)	\$150.00
<u>Water Tax</u>	
Bait Depot	\$300.00
Harbour Authority (flat rate)	\$100.00
Residential Water Rate	\$168.00
Commercial Water Rate	\$300.00
Hotel/Motel/B&B/Efficiency Units/Other Accommodations (4 units or less)	\$360.00
(Each Additional Unit)	\$50.00
<u>Business Tax</u>	
Minimum Business Tax	\$200.00
Retail Establishments	12. mils
Takeout / Restaurant	23.0 mils
General Commercial	12.0 mils
Manufacturing	10 mils
Business Tax (Mining Quarry)	80.0 mils
Hotels / Motel/Efficiency Units	12.0 mils
B&B	10 mils
Professional Offices	20.0 mils
Oil & Liquefied Petroleum Gas	125.0 mils
Business (where no assessed value)	¾ of 1% of gross revenue
Business (utility companies)	2.5% of gross revenue
<u>Permits & Other Fees</u>	
Residential (New Construction)	\$100.00
Residential (repairs, maintenance, extension & other buildings)	\$25.00
Commercial (new construction)	\$200.00
Commercial (repairs, extension, renovations)	\$100.00
Business Permit to Operate	\$100.00

Road Side Vendors (30 day permit)	\$50.00
Road Side Vendors (1 day permit)	\$25.00
Quarry Permit	\$1,500.00
Industrial (new construction)	\$0.15 per square foot
Industrial (extensions)	\$0.12 per square foot
Industrial (repairs & renovations)	\$0.08 per square foot
Industrial (demolition & other structures)	2% of gross costs of demolition
Other Fees	
Tax Certificate/Compliance Letter	\$50.00
NSF cheques	\$35.00
Water on/off (by request)	\$30.00
Water on/off (if for nonpayment of taxes)	\$75.00
Amendment to Municipal Plan	\$400.00 plus costs
Road Excavation Permit	\$25.00
Road Excavation Security Deposit	\$600.00
Dog Control – First Impoundment in any 12-month period	\$150.00 for first day/ \$50.00 for every day thereafter
Second Impoundment in any 12-month period	\$150.00 for first day/ \$75.00 for every day thereafter
Third Impoundment in any 12-month period	\$150.00 for the first day/\$100.00 for every day thereafter
2% interest will be charged monthly on all accounts not paid in full by June 30, 2018. A 30% discount will be applied to 2018 residential property and residential water tax accounts paid in full by June 30, 2018.	

The Due Date for all Taxes is June 30, 2018

2% simple interest will be charged monthly on all accounts not paid in full by June 30, 2018.

A 30% discount will be applied to 2018 residential property and residential water tax accounts paid in full by June 30, 2018.

MOTION 12-07-17-06 2018 Tax Structure

Moved by Councillor Felix Bailey, seconded by Deputy Mayor Isadore Gambin

BE IT RESOLVED THAT the town of Long Harbour-Mt. Arlington Heights approves the 2018 Tax Structure as presented.

In Favor: Mayor Gary Keating
Deputy Mayor Isadore Gambin
Councillors: P. Burke, F. Bailey, K. Griffiths, J. Turner

Contrary Minded: K. McDonald

MOTION CARRIED

Resilient Business Continuity Management

Email received from Pat Curran was copied to all councillors.

One of Council's roles is to ensure your town can operate when it is faced with interruptions such as human made emergencies and natural disasters. Even though we have a disaster plan there are other threats that can disrupt service delivery such as equipment failure, cyber breaches, loss of data or loss of key staff. Resilient Business Continuity Management Inc. builds continuity, recovery and resumption capacity, enabling organizations to identify, plan for and respond to, business interruptions. They can help plan and define our continuity goals and prepare effective continuity plans.

Letter from the Auditor – Re: Year End 2016

Auditors letter was copied to all councillors and states:

- Accounts Receivables should be considered for write off by Council at year end.
- Effective internal controls require an adequate staff to allow for a proper segregation of duties.
- The opening balance of our trial balance in our accounting system did not agree with the town's audited financial statements.
- Council should be provided with accurate financial information throughout the year.
- Control accounts in our accounting system are in error.
- Town's chart of accounts does not conform with budget and financial statement presentation.

Christmas Social/Christmas Gifts

The Christmas Social will be held at Monty's Place, Sunday, December 10th at 6:00.

Council agreed that Christmas Gifts would be given in the same amounts as last year.

DEVELOPMENT

Crown Land Referral – Application No. 134055 – File 1-39028

Crown Land Referral for property at the rear of Eastern Composite Services property on route 202 Long Harbour Access Road. The property is zoned commercial.

MOTION 12-07-17-07 Crown Land Referral

Moved by Councillor Felix Bailey, seconded by Mayor Gary Keating;

BE IT RESOLVED THAT the town of Long Harbour-Mt. Arlington Heights approves the crown land referral application no. 134055, file 1-39028 as presented.

In Favor: Mayor Gary Keating

Deputy Mayor Isadore Gambin

Councillors: K. McDonald, P. Burke, F. Bailey, K. Griffiths, J. Turner

MOTION CARRIED

FINANCE

Cheque Log

MOTION 12-07-17-08 Cheque Log

Moved by Councillor John Turner, seconded by Councillor Kevin McDonald;

BE IT RESOLVED THAT the cheque log for period November 17, 2017 to December 7, 2017 in the amount of \$ 46,888.12 be approved as presented.

In Favor: Mayor Gary Keating
Deputy Mayor Isadore Gambin
Councillors: K. McDonald, P. Burke, F. Bailey, K. Griffiths, J. Turner

MOTION CARRIED

Cash Analysis

Cash analysis was distributed to all councillors.

CORRESPONDENCE

2018 Community Calendar

The 2018 Community Calendar was reviewed and approved by Council.

PMA – Professional Development

The Professional Municipal Administrators is a professional organization composed of Town/City Managers/Clerks, CAO's and department heads who are committed to advancing excellence in municipal administration in Newfoundland and Labrador.

It is PMA's mission to enhance and promote professional management and leadership excellence in local government through the provision of professional development, fostering the exchanging of ideas and information, and for the continued recognition of PMA as an authority on municipal government.

As you develop your 2018 budget please consider the importance of professional development and training for your administrative staff.

Thank You Card from the Smith Family

Thanking Council for their kind donation in memory of Lee Smith.

COMMITTEE APPOINTMENTS

Deputy Mayor Isadore Gambin: Reported he attended an education session on marijuana in the workplace given by Steward McKelvey law firm. Legislation around the use of marijuana will be handled

much the same as alcohol. Talked about driving under the influence of marijuana and how to test drivers. Nothing concrete on these processes.

Councillor Kevin McDonald: Water treatment is going well. Distribution is at approximately 50 gal./minute. We expect this will increase as residents begin continuously running water during cold weather.

Received an ERT document for Dam failure from Vale. As the response would affect the EPCM Building and Eastern Composite as well as the Vale site, the guideline was forwarded to our Fire Department.

Eastern Service Board: Very interesting meeting. Their main objective is planning and implementing municipal shared services such as the regional garbage collection and firefighting. The board is considering all services that can be shared.

Councillor Felix Bailey:

Nothing to report on snow-clearing.

Reported on his meeting with the Fire Department. The Fire Department decided they don't want the storage shipping container for storage. They would prefer a wooden structure, something that would complement the fire hall building. Discussed if flammables are to be stored. If so, the metal container would better suit their needs.

Asked if Council could schedule a meeting with SNC Lavalin, Keith Bartlett or Steve Lundrigan, to discuss our fire hydrants and fire flows.

It was agreed to:

- Schedule a meeting in January with SNC Lavalin.
- Return T.V. to the Fire Hall.
- Install eyewash station in the Fire Hall.
- Council approved a \$500.00 cheque for the Fire Dept. Christmas Social.

Also discussed installing a pipe by the wharf for easier access to water from the ocean. Small Crafts & Harbours has approved the installation.

Fire Department will display 911 signs to promote and advertise the 911 Service.

Councillor John Turner: Councillor Bailey reported on the Fire Department. Nothing additional to report.

Councillor Patricia Burke: The Come Home Committee meets monthly. Event planning is ongoing. The committee will meet again in January.

Councillor Burke suggested the town's Committee Structure be modified so that she is noted to be the Council liaison with the Come Home Year Committee rather than the Chair of the Come Home Committee.

Christmas Outreach Program:

- Council will gift fruit baskets or flowers to our resident shut-in's again this year. Approximately 20 gifts will be purchased. Councillor Patricia Burke will oversee the program.

Councillor Kathleen Griffiths: Committees are getting together tomorrow to decorate the community center for Christmas.

Sports and Recreation will host a breakfast with Santa on Sunday, December 17th. Everyone is welcome.

Christmas Bingo will also be held on Sunday, December 17th.

Sports and Recreation will host a New Year's Eve potluck party. Admission is \$5.00. Music by Pius Green.

Mayor Keating:

Finance: Audit is complete. Town Manager will work with our auditor to address any issues with the computer system.

Public Relations: Nothing to report.

Reported on Greig Seafarms: Greig is moving forward to resolve issues around their Environmental Impact Study. They are perusing Long Harbour -Mt. Arlington Heights as part of their overall farming site. Greig will schedule a meeting with council in the new year to discuss development and commercial activity.

ADJOURNMENT

MOTION 12-07-17-09 Adjournment

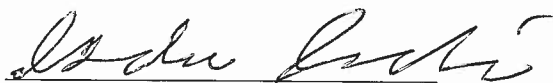
Moved by Councillor Kevin McDonald, seconded by Deputy Mayor Gambin;

BE IT RESOLVED THAT the meeting be adjourned to a privileged session at 9:20 p.m.

In Favor: Mayor Gary Keating
Deputy Mayor Isadore Gambin
Councillors: K. McDonald, P. Burke, F. Bailey, K. Griffiths, J. Turner

MOTION CARRIED

Date of the Next Meeting: January 25, 2018



Isadore Gambin
Deputy Mayor



Juanita Gosse
Town Manager