

***Town of Long Harbour - Mount Arlington Heights
Minutes of Regular Meeting
January 25, 2018***

In Attendance

Deputy Mayor Isadore Gambin

Councillor John Turner

Councillor Patricia Burke

Councillor Kathleen Griffiths

Councillor Kevin McDonald

Councillor Felix Bailey

Absent: Mayor Gary Keating

Also in Attendance: Town Clerk/Manager, Juanita Gosse

CALL TO ORDER

Deputy Mayor Gambin called the regular meeting to order at 7:00 p.m.

ADOPTION OF AGENDA

MOTION 01-25-18-01 Adopt Agenda

Moved by Councillor Kevin McDonald, seconded by Councillor Patricia Burke;

BE IT RESOLVED THAT the agenda be adopted as presented.

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

MOTION CARRIED

ADOPTION OF MINUTES, REGULAR MEETING

MOTION 01-25-18-02 Minutes of December 7, 2017

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

BE IT RESOLVED THAT the minutes of December 7, 2017, Regular Meeting be adopted as presented.

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

MOTION CARRIED

ADOPTION OF MINUTES, SPECIAL MEETINGS

MOTION 01-25-18-03 Minutes of December 13, and December 21, 2017

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

BE IT RESOLVED THAT the minutes of December 13, and December 21, 2017, Special Meetings be adopted as presented.

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

MOTION CARRIED

Paul Keating – Provincial Road Snow Clearing

Mr. Keating distributed a written list of issues to be discussed:

- The road to Big Head and the road to the Cold Storage: He reported that the Department of Highways has not cleared this road on a regular basis in the past few years. He reported this to the Town Manager and the Town Manager requested Work Services plow the road regularly. The road was cleared once after her request; however, Mr. Keating feels it should be cleared on a regular basis. Mr. Keating is concerned that Works Services will, over time, fail to acknowledge the road as their responsibility. He asked that we remember the big washout in that area and the cost to repair.
- There was a fire hydrant situated around the corner from James Bruce's lawn and the driveway from the church. This hydrant was damaged and removed a couple of years ago and has not been replaced.
- The pine trees on the ball field need to be braced and supported. This was reported to the Town Manager.
 - o The Town Manager said she had the outside staff look at the trees some time ago. They will wait for the ground to soften before straightening them. If they do the work now, with the ground frozen, they may damage the trees.
- Mr. Keating reported that there is a tree at the Mill Site that is planted directly under the electrical wires. This tree should be removed while the tree is small enough to transplant.
 - o This work can be done in the spring.
- Another light top has blown off the poll fixture at the ball field. Town staff should check the rest of the lights to ensure the tops are secure.
 - o Town Manager will talk to staff about this.
- Mr. Keating reported guardrail toward the cove that is washed out. This was reported to Works Services last summer.
 - o Town Manager had barriers placed earlier this week to ensure the public is aware of the washout. Photos were taken and sent with a report to Works Services.
- Reported streetlights out at the intersection to the Long Harbour Access Road.
 - o Town staff are aware that these streetlights are out and have reported them to NL Power.

- Reported light damaged on the Lookout Site.
 - o Town Manager will add this to our work list.
- Mr. Keating also questioned the pink tint left behind after our treated water is left in a fixture for some time.
 - o Town Manager will forward this question to Cahill.

Managers' Report – January 25, 2018

CEEP Grant: Applied for additional funding through the CEEP project. Was successful in getting funds to hire one additional resident.

Received a call last week from another resident who was recently laid off and needs an additional 70 hours to qualify for EI benefits. I am working with Mark Browne's office and Municipal Affairs to, once again, increase our CEEP funding for an additional 70 hours.

Fire Flow: Spoke with Steve Lundrigan at SNC Lavalin about fire hydrants and fire flow throughout Long Harbour-Mt. Arlington Heights. Steve is willing to meet with Council and our firefighters to discuss our water system infrastructure and the cost to upgrade it to accommodate fire flow. Steve is certain that our fire hydrants will lose pressure if used for firefighting as our system was not built to sustain the pressure for fire flow.

Steve is available for an evening meeting at councils' convenience, however, consideration should be given to the availability of the fire department to attend.

Capital Works Application: Spoke with Montasir Mamun several times over the past week about our capital works applications. Mr. Mamun works with Municipal Affairs and his job is to rate the capital works application. He called several times requesting additional information on our proposed projects. At the end of our conversations Mr. Mamun said that he is rating our application for waterline replacement phase II as "very high".

- Town Manager to question when Municipal Affairs allocates capital works projects.

2018 Community Calendars: The outline was sent to Cansel Printing before Christmas with a promise that the calendars would be completed by the first week in January. Cansel ran into problems and were shorthanded in their print shop and could not get the work completed as promised. I'm told printing will be completed tomorrow.

Come Home Year: The office staff continues to work on the Come Home Year event. We have mailed out 85 letters to businesses offering the opportunity to advertise in our Schedule of Events Booklet. We have also confirmed borrowing the scaffolding from Vale for the Stage. Vale will supply the scaffolding and will have their scaffolders assist in putting the stage together. We have submitted the online application to Vale seeking a donation for Come Home Year.

Door to the Town Office: I have contacted CanAm again, about the seam between the double doors. The door is under warranty and should be repaired under the warranty.

Vale Liaison Meeting: The Vale liaison meeting is scheduled for Thursday, February 15, 2018. Mayor Keating represents the town at these meetings and therefore will not be available for our regular meeting in February.

General agreement to schedule the February meeting for Monday, February 19, 2018.

NEW BUSINESS

2018 Revised Budget

A copy of the revised budget was given to all councillors to review.

MOTION 01-25-18-04 2018 Revised Budget

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

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

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

MOTION CARRIED

Tax Write Off

MOTION 01-25-18-05 Write Off of Tax Arrears

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

BE IT RESOLVED THAT the town of Long Harbour-Mt. Arlington Heights approves the following taxes be written off:

2018 Poll Tax Invoices generator in error - \$450.00
Property Tax outstanding for more than six years – \$814.00
Property Tax for LHDC - \$2,600.49
Uncollectable Poll Tax - \$4,002.02
Account Error – \$47.72
Property Tax for properties with unknown owners - \$2,828.00

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

MOTION CARRIED

Properties with Unknown Owners/Unknown Addresses:

General agreement that the Town Manager will present Council with all available information on the properties having unknown owners/unknown addresses, so Council can consider the lots for tax sale.

ECHO Student Summer Employment Program

Council has an opportunity to apply for an ECHO student for seven weeks. The total cost to Council would be \$845.00. The student would work from July 3rd to August 17th. The hourly rate for students hired under the ECHO program is \$12.00 per hour. The deadline date to apply is January 28, 2018.

MOTION 01-25-18-06 ECHO Student Employment Program

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

BE IT RESOLVED THAT the town of Long Harbour-Mt. Arlington Heights will apply for one ECHO Student for the seven weeks beginning July 3, 2018. Council approves their contribution of \$845.00.

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

MOTION CARRIED

2018 Clean & Safe Drinking Water

The Department of Municipal Affairs and Environment will be hosting the 2018 Clean and Safe Drinking Water Workshop, March 27-29, at the Quality Hotel in Gander. This workshop will be of interest to water system operators, municipal administrators and elected officials.

There is no registration fee for this workshop. Municipalities, will however, be responsibility for arranging their own transportation, meals and accommodations.

MOTION 01-25-18-07 2018 Clean & Safe Drinking Water Workshop

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

BE IT RESOLVED THAT the town of Long Harbour-Mt. Arlington Heights approves one person to attend the 2018 Clean & Safe Drinking Water Workshop.

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

MOTION CARRIED

Avalon North Wolverines Guatemala Mission

In February of 2019, sixteen members of the Avalon North Wolverines Search and Rescue group are planning to travel to Guatemala with the Arms of Jesus Children's Mission Inc. to build four houses for the community and participate in a foot washing/shoe presentation ceremony for the local school children. They will be in Guatemala for seven days and will complete miscellaneous jobs around the school and participate in various community activities.

- It was agreed that Council would not donate to the mission this year.

Committee Structure 2018

The revised document was copied for all councillors.

Municipalities NL Regional Meeting

The Municipalities NL Avalon/Eastern Regional Meeting is scheduled for January 26 & 27, 2018 at the Holiday Inn, Portugal Cove Road, St. John's. The agenda is attached.

MOTION 01-25-18-08 Municipalities NL Regional Meeting

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

BE IT RESOLVED THAT the town of Long Harbour-Mt. Arlington Heights approves travel, meals and accommodations for one councillors to attend the Municipalities NL Regional Meeting.

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

MOTION CARRIED

DEVELOPMENT

Homebased Business Application

Hire Calibre Recruitment Consulting has submitted an application to operate a homebased business at 481 Main Street, Long Harbour. Business type is online recruitment.

- No additional parking is required as this business will be strictly an online operation.
- The application was submitted by the person renting the property. We do not have the approval from the owner of the property. This will be forwarded to the town office when received.
- The applicant is seeking approval in principal subject to council receiving the owner's approval.

MOTION 01-25-18-09 Approval to Operate Homebased Business

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

BE IT RESOLVED THAT that Hire Calibre Recruitment Consulting is approved in principal to operate a homebased business from 481 Main Street. The approval is subject to receiving the required approval from the property owner.

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

MOTION CARRIED

FINANCE

Cheque Log

MOTION 01-25-18-10 Cheque Log

Moved by Councillor Patricia Burke, seconded by Councillor Kathleen;

BE IT RESOLVED THAT the cheque log for period December 8, 2017 to January 25, 2018 in the amount of \$342,027.75 be approved as presented. It was noted that this cheque log included the final payment for the Water Treatment Plant project.

In Favor: 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

Age Friendly NL – bridging generations

The Placentia Area Chamber of Commerce will be hosting the sixth annual Age Friendly Expo and Trade Show on May 11th and 12th of 2018. During this event various individuals and groups are given awards which recognize a deep commitment to their communities. These include a youth award, senior award, adult award, and a business/organization award.

The Placentia Area Chamber of Commerce are welcoming nominations for these award categories. The deadline date for submissions is April 13, 2018.

Deputy Mayor Isadore Gambin nominated Councillor Patricia Burke for the senior award. Councillor Kathleen Griffiths seconded the nomination. Councillor Burke thanked the councillors for the nomination.

J.W. Consulting Associates – Organizational Reviews and Restructuring

J.W. Consulting Associates are offering their services in Organizational Reviews and Restructuring.

Having the right staffing allocations and structures in place to properly meet your needs as a municipality cannot be overstated. Circumstances change. Demands for services vary. New trends emerge. As a municipal government we occasionally need to look at what we are doing and how we are doing it and make the necessary adjustments. This is critically important for every municipality – from the very smallest to the very largest.

Municipal Assessment Agency – Elected Board of Directors

The Municipal Assessment Agency is pleased to announce the result of the recent election for six municipal representatives to its Board of Directors.

Avalon – Mayor Betty Moore, Clarke’s Beach

Other Business

Council received a Christmas Card from Kevin & Doreen Greene, a thank you card from sister Brenda Phelan for the invitation to the Christmas Dinner, and a thank you letter from Crescent Collegiate for our contribution to their Awards Program.

COMMITTEE APPOINTMENTS

Councillor John Turner: Spoke on local employment on the Vale site. Recommended Council engage a professional consultant to make a presentation to Vale about the potential cost savings in hiring local, especially for onsite firefighting.

Discussed Vale’s hiring process. It is very difficult for locals to secure employment under this High-Performance Work Model.

- It was agreed that Councillor Turner will gather information pertaining to local employment.

It was suggested that the Long Harbour Development Corporations and the Town Manager assist with the presentation once the local employment information is obtained.

Councillor Turner asked about the wharf in the cove.

- There was a lengthy discussion covering several issues. It was established that the existing wharf in the cove is controlled by the Harbour Authority. The Long Harbour Development Corporation is working with ACOA and Greig Seafarms to build a second wharf at the lower section of the Cove. This wharf for Greig will be isolated and used only for the salmon fishery.

Councillor Kevin McDonald: Reported on a meeting with the Eastern Regional Service Board. The Eastern Regional Service Board manages the garbage collection through Eastern Waste Management. They also provide shared fire protection services and disaster planning. The board continues to consider how municipalities across the eastern region can share services.

Vale Tax Agreement: Reported there’s been a change in Vale staff. Our negotiations will continue with Vale’s legal representative. Vale’s goal is to have the tax agreement signed during the first quarter of 2018.

Emergency Management Plan with Vale: We need to have this discussion with Vale and work towards creating a document that outlines a joint emergency management plan.

Water Treatment Plant: Councillor McDonald spoke with the Town Manager about the water treatment plant. She reported that staff are working through some operational issues, however, the plant is working well overall.

Human Resources: One of the outside staff was laid off in early January. He is, however, covering some weekends for snow clearing and water testing.

The committee will meet soon to discuss ongoing human resource issues.

Social Activities: There's been an overwhelming response to the exercise classes offered at the new community center. It's great to see this new space utilized, and it's great to see such a positive response to this fitness program.

Councillor Patricia Burke: Reported that 21 poinsettias were distributed to seniors and shut-in's this holiday season under our Christmas outreach program.

The Parish Finance Committee has asked that council approach the Long Harbour Development Committee about donating the speaker system from the old Community Center, to the parish.

Come Home Year Committee: Reported some concert event costs. The sign for the highway is approved. Committee is considering having Bugs Green do a drone video of the event. Tickets on the quilt were distributed to the committee members to sell. The Come Home Year executive committee are meeting again tomorrow. Our book of memories is being printed. There's been a change in the book cover material; the Hub will provide a silk grade cover at no additional cost.

Councillor Felix Bailey: Fire Department: The Fire Department had their official meeting Tuesday evening, January 23, 2018, with six members in attendance. They discussed water access in the cove; Small Crafts and Harbours approved the pipe at the community wharf. This will provide the Fire Department easy access to water in this area. They also discussed the storage container. Two firefighters may look at the storage container over the weekend.

Training and Attendance Records: The fire chief is in the process of putting together the training log for each fire member. They are also working on the attendance records.

Firefighters continue to question connecting to the fire hydrants to fight fire.

- Steve Lundrigan, SNC Lavalin, has agreed to meet with the Fire Department and Council to discuss fire flow and fire hydrants. The meeting will be scheduled for Tuesday, February 6, 2018 at 7:00 p.m.

Fire Department Budget: Fire Department is requesting a quarterly financial report showing their remaining budget.

Requesting to have the fire hydrant behind the pumphouse cleared and sanded.

- This will be forwarded to our outside staff.

Councillor Kathleen Griffiths: Thanked Council for their donation to the Community Christmas Party. The next event is the St. Patrick's Day Dance. The 50+ Club will meet to consider plans for this event.

Gave a short report on the 50+ Club. Very few people attending darts. It's getting more difficult to get members out.

Deputy Mayor Isadore Gambin: Human resources issues are ongoing. The committee will schedule a meeting next week.

ADJOURNMENT

MOTION 01-25-18-11 Adjournment

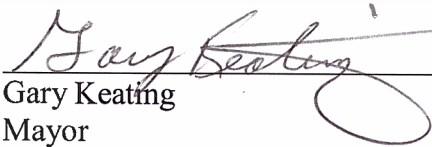
Moved by Councillor Kevin McDonald, seconded by Councillor Felix Bailey;

BE IT RESOLVED THAT the meeting be adjourned at 9:40 p.m.

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

MOTION CARRIED

Date of the Next Meeting: February 19, 2018



Gary Keating
Mayor



Juanita Gosse
Town Manager