

***Town of Long Harbour - Mount Arlington Heights
Minutes of Regular Meeting
January 23, 2020***

In Attendance

Mayor Gary Keating

Councillor Kevin McDonald

Deputy Mayor Isadore Gambin

Councillor Patricia Burke

Councillor Merrill Norman

Councillor Kathleen Griffiths

Absent: *Councillor John Turner*

Also, in attendance: Juanita Gosse, Town Clerk/Manager

CALL TO ORDER

ADOPTION OF AGENDA

MOTION 01-23-20-01 Adopt Agenda

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

BE IT RESOLVED THAT the agenda be adopted as presented.

In Favor: Mayor Gary Keating

Deputy Mayor Isadore Gambin

Councillors: K. McDonald, P. Burke, M. Norman, K. Griffiths

MOTION CARRIED

ADOPTION OF MINUTES

MOTION 01-23-20-02 Adoption of Minutes of December 5, 2019

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

BE IT RESOLVED THAT the minutes of December 5, 2019, Regular Meeting, be adopted as presented.

In Favor: Mayor Gary Keating

Deputy Mayor Isadore Gambin

Councillors: K. McDonald, P. Burke, M. Norman, K. Griffiths

MOTION CARRIED

BUSINESS FROM THE MINUTES

Meeting with Cahill, December 9, 2019 – Re: Water Treatment Plant Direct Discharge

Notes from this meeting were distributed to all councillors. The next step moving forward is to approve the data collection plan for input into the design. Total cost for all sampling is \$1,380.75.

MOTION 01-23-20-03 – Data Collection

Motion made by Councillor Kathleen Griffiths; seconded by Deputy Mayor Isadore Gambin;

BE IT RESOLVED that the Town of Long Harbour-Mt. Arlington Heights will move forward with the data collection as recommended by Cahill.

In favor: Mayor Gary Keating
Deputy Mayor Isadore Gambin

Councillors: K. McDonald, M. Norman, P. Burke, K. Griffiths

MOTION CARRIED

Town Managers Report

Redirect Discharge from the Water Treatment Plant

I spoke with Mr. Smith owner of property at civic address 344 Main Street. He has agreed to grant Council a 10-12ft easement crossing this property. He will forward this decision in writing along with his land grant. Once I have these documents, I can begin the process of surveying for the legal easement.

Sound System: We are working on obtaining a price quote and should have something for the next meeting.

Handheld Chlorine sensor: Occupational Health & Safety recommended we install a fixed chlorine sensor inside the WTP or equip the operators with personalized chlorine sensor. Personal devices are more cost effective than a fixed sensor.

EnviornMed carried two types of personal gas detectors:

1. Chlorine Toxirae Pro – Personal Wireless Monitor for Toxic gases and oxygen - total price \$1,893.50 plus HST
2. Solo single gas detector for Chlorine – \$1,515.00 plus HST.

According to the Department of Environment, regulation does not require the plant to have a chlorine sensor as we are not using chlorine gas; however, if it's recommended by OH&S we should comply.

- It was agreed to obtain a cost estimate for a fixed sensor.

Town Pickup

Outside maintenance operator reported a problem with the vehicle steering. The truck is under warranty and was floated to Bay Roberts today by Roadside Assistance for an assessment.

Regional Emergency Management Planning - Re: Snowstorm

Email received from Regional Emergency Management Planning today that provided information about Disaster Financial Assistance. It has not been officially announced that Disaster Financial Assistance program will be activated. If it is an application form will be forwarded to start the formal process. In the meantime, Regional Emergency Management Planning would like to be proactive and offer a list of eligible expenses. All costs associated to this event must be tracked separate from your town's other operations. Documentation must be kept for all costs.

- Municipal inventory or stockpiled material used in the event, salt/sand
- Mitigative enhancements
- Equipment costs including fuel, oil, lubricants, and related maintenance and repair costs
- Overtime costs for municipal employees
- Wages paid to temporary staff hired specifically for the adverse event
- Rental cost of equipment required to deal with the adverse event
- Contract costs for eligible repair work
- Engineering costs associated to adverse event

At this moment, just an email with your estimated expenditures is necessary as well as the comparison. Once they have officially announced whether or not the DFAA program will be activated they will send out applications forms.

DELEGATIONS - None

NEW BUSINESS

Employees Salary Packages for 2020

In a meeting of January 13, 2020, the Human Resource Committee recommends salary increases for all employees at 2.5%.

MOTION 01-23-20-04 Employees Salary Packages for 2020

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

BE IT RESOLVED THAT the Town Council of Long Harbour-Mt. Arlington Heights approves a salary increase for all employees in the amount of 2.5%.

In Favor: Mayor Gary Keating

Deputy Mayor Isadore Gambin

Councillors: K. McDonald, P. Burke, M. Norman, K. Griffiths

MOTION CARRIED

Policy and Protocol Manual

Recommend changes to the wording of our Policy and Protocol Manual, 12.0 Sick Leave - Section 12.4 reads:

Sick leave is to be viewed as protection for employees in the event of legitimate illness and is not to be viewed as an entitlement. All sick leave expires on December 31 each calendar year and is not to be carried forward from one year to the next. Once an employee uses the 12 days sick leave accumulated each year, there is no other "paid" entitlement available from the employer.

Recommended change:

Sick leave is to be viewed as protection for employees in the event of legitimate illness and is not to be viewed as an entitlement.

Sick leave can be carried forward from one year to the next, however, the amount of sick leave available in any given year is 12 days. Once an employee uses the 12 days sick leave accumulated each year, there is no other "paid" entitlement available from the employer.

Recommended change for 5.0 Hours of Work, Overtime, and Paid Holidays, Section 5:03 reads

Under normal circumstances, there is no provision for overtime pay for office employees. Normally, when office employees work additional time they are given "time off in lieu" at straight time for time worked, at a time that is mutually agreed upon by the employee and the Town Manager.

Recommended change:

Under normal circumstances, there is no provision for overtime pay for office employees. When office employees work additional time, they are given "time off in lieu" at 1 ½ times, for time worked, at a time that is mutually agreed upon by the employee and the Town Manager.

MOTION 01-23-20-05 Policy and Protocol Manual

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

BE IT RESOLVED THAT the Town Council of Long Harbour-Mt. Arlington Heights approves changes in our Policy and Protocol Manual, 12.0 Sick Leave - Section 12.4 and 5.0 Hours of Work, Overtime, and Paid Holidays, Section 5.03, as recommended by the Human Resources Committee.

In Favor: Mayor Gary Keating

Deputy Mayor Isadore Gambin

Councillors: K. McDonald, P. Burke, M. Norman, K. Griffiths

MOTION CARRIED

Crescent Collegiate

The students and staff of Crescent Collegiate thanks Council for their kind contribution to the school's Annual Awards Program. They are pleased to announce that each year they have increased the number of awards to students. This would not be possible without your support.

2020 Clean & Safe Drinking Water Workshop

The Department of Municipal Affairs and Environment will be hosting the 2020 Clean and Safe Drinking Water Workshop, March 24th to the 26th, at the Quality Hotel & Suites, Gander. This workshop will be of interest to water system operators, municipal administrators, and elected officials.

MOTION 01-23-20-06 2020 Clean & Safe Drinking Water Workshop

Moved by Deputy Mayor Isadore Gambin; seconded by Councillor Merrill Norman;

BE IT RESOLVED THAT the Town Council of Long Harbour-Mt. Arlington Heights approves one outside maintenance operator to attend the workshop.

In Favor: Mayor Gary Keating
Deputy Mayor Isadore Gambin
Councillors: K. McDonald, P. Burke, M. Norman, K. Griffiths

MOTION CARRIED

Cahill Quotation for WTP – Preventative and Corrective Maintenance

The Quotation submitted by Cahill was copied to all councillors. Cahill provided an updated quote that included the cost to replace the pH probe \$1,011.31 and an additional \$573.43 to replace the distribution motor.

Budgetary Material - \$4,243.39 plus HST
Budgetary Labour – \$4,080.00 plus HST
Cost to date for WTP support - \$1,742.50

Total Cost: \$10,065.89 plus HST

MOTION 01-23-20-07 Preventive and Corrective Maintenance

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

BE IT RESOLVED THAT the Town Council of Long Harbour-Mt. Arlington Heights approves the price quote on the preventative and corrective maintenance as supplied by Cahill.

In Favor: Mayor Gary Keating
Deputy Mayor Isadore Gambin
Councillors: K. McDonald, P. Burke, M. Norman, K. Griffiths

MOTION CARRIED

Canadian Red Cross

Requesting donation.

MOTION 01-23-20-08 Donation to Canadian Red Cross

Moved by Deputy Mayor Isadore Gambin; seconded by Councillor Patricia Burke;

BE IT RESOLVED THAT the Town Council of Long Harbour-Mt. Arlington Heights approves a donation to the Canadian Red Cross in the amount of \$ 200.00.

In Favor: Mayor Gary Keating
Deputy Mayor Isadore Gambin
Councillors: K. McDonald, P. Burke, M. Norman, K. Griffiths

MOTION CARRIED

Department of National Resources - Quarry Review

The Department of National Resources invites you to a discussion regarding the review of the legislation that regulates quarry activity in Newfoundland and Labrador. This is an opportunity to provide comment on how to develop modernized legislation that supports the development of the province's quarry resources in a manner that is responsible, sustainable, and supportive of private-sector investment and job growth.

- It was agreed not to participate in the review.

12 Newtown Road

Email from Daryl King was distributed to all councillors. It summarizes a telephone conversation and includes requests based on this conversation.

Requests to be updated on our meeting with Deneen Spracklin, Department of Environment and Gordon Breen, Cahill. This meeting was held to discuss diverting the water treatment backwash water to the ocean.

Asks if there was any discussion about remediation of 12 Newtown Road and if there was what was discussed. Also asks if there is now a plan in place to initiate this remediation, and what this plan is anticipated to entail.

- The notes from the meeting were forwarded to Mr. King.

Regarding the recommendation received from SNC Lavalin stating that an environmental assessment of 12 Newtown Road is not necessary or required since the filter backwash water and supernatant are not harmful to the environment. Mr. King requests a copy of this recommendation.

- The email from SNC Lavalin was forwarded to Mr. King

Mr. King asks Council to accept this email as a formal request to have an environmental assessment completed, and a reclamation plan developed for the land at 12 Newtown Road.

They are requesting the environmental assessment be completed as soon as possible on the land in its current condition, prior to the initiation of any diversion works identified in the SNC report as this will provide an accurate assessment of the current condition of the land.

They are also requesting the reclamation plan be issued to them for review and approval prior to the initiation of any work on the private land.

SNC Lavalin can provide a cost estimate to complete an environmental assessment. There would be a cost associated with the site visit.

MOTION 01-23-20-09 Environmental Assessment of 12 Newtown Road

Moved by Deputy Mayor Isadore Gambin; seconded by Councillor Patricia Burke;

BE IT RESOLVED THAT the Town Council of Long Harbour-Mt. Arlington Heights approves obtaining a cost estimate to complete an environmental assessment at 12 Newtown Road.

In Favor: Mayor Gary Keating
Deputy Mayor Isadore Gambin
Councillors: K. McDonald, P. Burke, M. Norman, K. Griffiths

MOTION CARRIED

DEVELOPMENT

Proposed Development- Cannabis Production

This initiative is no longer required for civic address 1-23 Church Road. This property has been sold and the new owner does not require a zoning change.

FINANCE

Cheque List

The cheque list was presented for the period from December 6, 2019 to January 23, 2020, in the amount of \$164,012.03.

MOTION 01-23-20-10 Cheque List

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

BE IT RESOLVED THAT the cheque log for period of December 6, 2019 to January 23, 2020, in the amount of \$164,012.03 has been approved for payment.

In Favor: Mayor Gary Keating
Deputy Mayor Isadore Gambin
Councillors: K. McDonald, P. Burke, M. Norman, K. Griffiths

MOTION CARRIED

Cash Analysis

Cash analysis was copied to all councillors.

CORRESPONDENCE

Email from Resident – Re: - Sea Levels

Resident is concerned about sea levels around civic address 346 Main Street and down in the lower bottom before the brook. Earlier this week the tides were very high. With winter storms, the road in this area will be vulnerable to washout.

- Issue was taken under advisement

Municipal Assessment Agency – Memo

Document was copied to all councillors for information purposes - The Municipal Assessment Agency has approved a change in our supplemental policy. Currently, the Agency applies a minimum value of \$2,500 to supplemental assessments. Effective January 1, 2020, the Agency will not product supplemental notices where the change in value is less than \$5,000. Only supplemental notices and rolls will be impacted by this change.

Department of Municipal Affairs and Environment – Information Circular

The Department of Municipal Affairs and Environment has implemented a new Procurement Policy for Professional Services. The Procurement Policy for Professional Services was copied to all councillors for review.

NOTICE OF MOTION - None

COMMITTEE REPORTS

Councillor Kevin McDonald:

Attended the Vale liaison meeting on Dec 19th and met the new project director. Received an update on Vale operations. Thirty-five people from Long Harbour are working on site.

The Boxing Day and New Year's dance were well attended as well as breakfast with Santa.

Councillor Patricia Burke:

Quilting has started again. We are making quilts for cancer patients who are undergoing chemotherapy. These patients normally feel cold after their treatment so these quilts will be much appreciated. There is a notice gone out to each household inviting residents to help with the initiative, not only with sewing, but other tasks such as ironing, cutting material etc. Also, requests residents to give a donation to help offset costs.

Councillor Burke also reported that the Church parking lot needs to be sanded.

- Deputy Mayor Gambin volunteered to do this work.

Councillor Merrill Norman: Asked if we could have a designated driver for residents attending community functions. This would encourage residents to attend.

Deputy Mayor Isadore Gambin: Some issues with HR. Other than that, things seem to be ok. Regarding the water invoices, inquired as to what is deemed capable of being serviced.

- Town Manager reported that if a resident feels they are not capable of being serviced, they should write Council and their reasoning will be considered.

Councillor Kathleen Griffiths: Inquired about a generator for the Water Treatment Plant.

- It was noted that Council discussed generator options some time ago and made a decision on the issue.
- Town Manager to gather the information.

Councillor John Turner: *Absent*

Mayor Gary Keating:

DATE FOR NEXT MEETING – February 20, 2020

ADJOURNMENT

MOTION 01-23-20-11 Adjournment

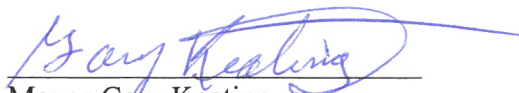
Moved by Councillor Kevin McDonald, seconded by Councillor Patricia Burke;

BE IT RESOLVED THAT the meeting be adjourned to a privileged session at 8:10 p.m.

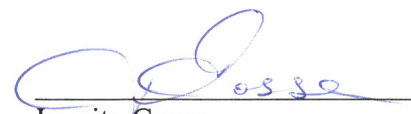
In Favor: Mayor Gary Keating
Deputy Mayor Isadore Gambin
Councillors: K. McDonald, P. Burke, M. Norman, K. Griffiths

MOTION CARRIED

Meeting adjourned to a privileged session at 8:10 p.m.



Mayor Gary Keating
Mayor



Juanita Gosse
Town Clerk/Manager