

***Town of Long Harbour - Mount Arlington Heights  
Minutes of Regular Meeting  
February 20, 2020***

**In Attendance**

Mayor Gary Keating

Councillor Kevin McDonald

Deputy Mayor Isadore Gambin

Councillor Patricia Burke

Councillor Kathleen Griffiths – 7:05

Councillor John Turner

*Absent: Councillor Merrill Norman*

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

**CALL TO ORDER**

**ADOPTION OF AGENDA**

**MOTION 02-20-20-01 Adopt Agenda**

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

**BE IT RESOLVED THAT** the agenda be adopted as presented.

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

**MOTION CARRIED**

**ADOPTION OF MINUTES**

**MOTION 02-20-20-02 Adoption of Minutes of January 23, 2020**

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

**BE IT RESOLVED THAT** the minutes of January 23, 2020 Regular Meeting be adopted as presented.

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

**MOTION CARRIED**

## **BUSINESS FROM THE MINUTES**

### **Quotation for a Fixed Chlorine Sensor for WTP**

Cahill has supplied a price estimate of \$7,348.40 plus HST, to install a Fixed Gas Detection System in the Long Harbour Water Treatment Plant. The quotation was copied to all councilors for review.

- General agreement to obtain another price quote.

### **Redirect Runoff from Newtown Road**

Following a conversation with his legal representative, the owner of civic address 344 Main Street has rescinded his offer to allow Council an easement crossing his property. He is offering to sell the property for \$28,000. The survey was copied to all councillors to review.

- General agreement to assess other accesses to Main Street, including 67 Newtown Road and 346 Main Street.

## **Town Managers Report**

**Disclosure Statements:** On your desk you will find a Disclosure Statement form. Please complete and return it on or before March 1<sup>st</sup>. Municipal legislation requires councillors submit a Disclosure Statement on or before March 1<sup>st</sup> of each year.

**Generator for the Water Treatment Plant:** At the January 23<sup>rd</sup> meeting, I was asked to provide information pertaining to Council's discussions on installing a generator at the Water Treatment Plant. The purchase of a generator was discussed several times prior to February 16, 2017. Price quotes were tabled, and options discussed. At the regular meeting of February 16, 2017, the following was entered in the minutes:

***Meeting with Cahill – Re: Generator for Water Treatment Plant:** Council met with Cahill on Feb. 1 to discuss installing a generator at the Water Treatment Plant. To ensure continued production and distribution, the plant would require a 100-kw generator at a cost of \$95,000.00 plus HST. A 40-kw generator would allow continued distribution from one pump. Cost estimated for this is \$20,000 plus HST.*

*A much smaller generator would be required to ensure adequate heat and light in both buildings.*

*All options were discussed. It was determined that our water storage tank would not service the town for an extended power outage. During an extended outage, more residents would keep water running so their waterpipes wouldn't freeze. The amount in the tank would be depleted in a very short time.*

*Council decided that the main priority is to keep both buildings heated during a power outage.*

**Fire Truck Inspection:** To ensure the safe operation of fire department vehicles, the municipal authority that operates fire departments must ensure all commercial vehicles receive an annual commercial vehicle inspection by an authorized inspection station.

It's proven difficult to find someone to drive the pumper to Dodd's Service Station in Blaketown. Apparently, the driver requires a valid driver's license with airbrake endorsement. With council's approval, I can request someone outside the fire department to drive the pumper to Blaketown. This may have a cost attached. I spoke with the Fire Chief and he has no issue with it.

- General agreement to check with K&L Auto in Chapel Arm.

**OH&S Recommendations:** Continuing to work on carrying out OH&S recommendations:

- The backup alarm on the town pickup is repaired.
- We are in the process of replacing the panic bar on the door to the Water Treatment Plant.
- The Fire Extinguisher at the Water Treatment Plant was noted as checked by our outside maintenance operator.
- Operations and Maintenance manuals at the WTP are accessible.
- All bins are labeled and chemical drums containing different chemicals are clearly marked.
- Chemicals are stored separately inside the plant.
- Employees are wearing high visibility vests at all times.

Davis Industrial Hygiene Consulting can offer workplace safety training as well as fit-test the outside maintenance operators for all-in-one respirator. The quoted cost for this training is \$1,980.00 plus HST. This training was not a recommendation of OH&S; however, I think our operators would benefit from it.

**MOTION 02-20-20-03 Approval for OH&S Training/Fit Testing**

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

**BE IT RESOLVED THAT** the Town Council of Long Harbour-Mt. Arlington Heights approves retaining Davis Industrial Hygiene Consulting at the quoted price to provide OH&S training.

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

**MOTION CARRIED**

OH&S also recommended we install cameras at the Water Treatment Plant. The estimate cost for installation provided by Edison Security is \$1,856.41.

- General agreement to purchase cameras at Costco and have our outside maintenance install them.

**12 Newtown Road:** SNC Lavalin responded to Council's request for a cost estimate to complete an environmental assessment on 12 Newtown Road. SNC Lavalin can put together a price over the next few weeks but says Council should be advised that work cannot begin until full snow melt. If this meets Council's approval, SNC Lavalin will work with Council to develop a scope of work.

- General agreement to obtain another cost estimate for this work.

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

**Marina Project:** LHDC is continuing to work on this file. Joe reported he is compiling the information requested by ACOA.

**Office Administration:** We are currently preparing for our 2019 Audit. Our office administrator reported our 2019 banking expenses were reduced by \$1,644.00 from 2018. She contributes this savings to payments made through direct deposit. Using direct deposit also saves on postage, so it's fair to say there are more savings that can be contributed to this method of payment. She also reported that the Business Investment account earned \$4,341.27 in interest income for 2019. This is a substantial amount.

**Quarterly Meeting with Vale:** Vale has requested to schedule the quarterly meeting in early March. Monday's, during regular working hours is best for them. We need to provide an agenda, so please forward agenda items to me.

**DELEGATIONS** - None

**NEW BUSINESS**

**Harassment Prevention Plan 2020**

A draft policy was copied to all councillors for review.

**RESOLUTION 02-20-20-04 Harassment Prevention Plan 2020**

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

**BE IT RESOLVED THAT** the Town Council of Long Harbour-Mt. Arlington Heights adopts as policy, The Harassment Prevention Plan 2020.

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

**MOTION CARRIED**

## **Drug and Alcohol Policy 2020**

A draft policy was copied to all councillors for review.

### **RESOLUTION 02-20-20-05 Drug and Alcohol Policy 2020**

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

**BE IT RESOLVED THAT** the Town Council of Long Harbour-Mt. Arlington Heights adopts the Drug and Alcohol Policy 2020.

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

**MOTION CARRIED**

## **Water Service Connection Regulations 2020**

A draft policy was copied to all councillors for review.

### **RESOLUTION 02-20-20-06 Water Service Connection Regulations 2020**

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

**BE IT RESOLVED THAT** the Town Council of Long Harbour-Mt. Arlington Heights adopts the Water Service Connection Policy 2020, with the following amendment:  
Section 5 (iii) to read; Council shall be responsible for having the pavement cut.

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

**MOTION CARRIED**

## **MNL Avalon/Eastern Regional Meeting**

The MNL Avalon/Eastern meeting will be held February 28 and 29, 2020 at the Capital Hotel in St. John's.

The Town is invited to be a municipal sponsor of this event. It is through municipal and corporate sponsorship that MNL is able to provide a top-tier event without top-tier registration fees.

### **MOTION 02-20-20-07 MNL Avalon/Eastern Regional Meeting**

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

**BE IT RESOLVED THAT** the Town Council of Long Harbour-Mt. Arlington Heights approves two councillors to attend the meeting and will sponsor the event in the amount of \$300.00.

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

**MOTION CARRIED**

### **Property at 510 Main Street**

Letter was copied to all councillors for review.

Letter thanks the Town of Long Harbour-Mt. Arlington Heights and Town Manager for assisting with the crown land application. This property was purchased in 2010 from a private owner. It was established that the private owner purchased the land from the Town in 2005. In attempting to sell the property, a search revealed the property as belonging to the crown.

Requesting Council' assistance in obtaining clear title to this property. Maybe an inquiry to the Government Member assigned to the Town of Long Harbour, especially considering the state of the building that needs to be removed. Also questioned as to how the land was acquired by the Town in the beginning and who constructed the building on the land.

It's been almost 10 years and they are very anxious to have title to this property resolved.

- It was agreed that the Town Manager would call the Crown Land office to inquire as to the status of the file and to assist where possible.

### **Davis Industrial Hygiene Consulting**

Document was copied to all councillors for review. Davis Industrial Hygiene was on-site at the Water Treatment Plant in Long Harbour on December 20, 2019, to conduct a visual inspection of the chemical storage inside the plant and a review of the relevant Safety Data Sheets. The inspection was due to a work refusal following an incident where two chemicals were unintentionally mixed, PAX XL6 Polyaluminium Chloride and ClearTech Sodium Hypochlorite.

Safety Data Sheets were reviewed for both chemicals.

On December 20, 2019, Davis Industrial Hygiene deemed the Water Treatment Plant a safe workplace; however, Davis Industrial Hygiene made several recommendations to ensure the unintentional mixing of chemicals does not happen again. The report outlines these recommendations.

### **Professional Municipal Administrators 2020 Annual Convention**

The Town Manager is requesting to attend the PMA 2020 Annual Convention to be held in Gander.

### **MOTION 02-20-20-08 PMA 2020 Annual Convention**

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

**BE IT RESOLVED THAT** the Town Council of Long Harbour-Mt. Arlington Heights approves the Town Manager to attend the PMA Convention in Gander.

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

**MOTION CARRIED**

### **Town of Chapel Arm**

The Town of Chapel Arm has donated \$600.00 to Holy Family Elementary School to pay for Chromebooks for the students. The total cost of the Chromebooks is \$2,400.00. The Town of Chapel Arm is challenging the Town of Long Harbour – Mt. Arlington Heights and other Towns in the catchment area to match their donation.

### **MOTION 02-20-20-09 Donation to Holy Family Elementary School**

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

**BE IT RESOLVED THAT** the Town Council of Long Harbour-Mt. Arlington Heights approves a donation to Holy Family School in the amount of \$600.00.

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

**MOTION CARRIED**

### **DEVELOPMENT**

### **FINANCE**

#### **Cheque List**

The cheque list was presented for the period from January 23, 2020 to February 20, 2020, in the amount of \$56,483.30.

### **MOTION 02-20-20-10 Cheque List**

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

**BE IT RESOLVED THAT** the cheque log for period of January 24, 2020 to February 20, 2020, in the amount of \$56,483.30 has been approved for payment.

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

**MOTION CARRIED**

## **Cash Analysis**

Cash analysis was copied to all councillors.

## **CORRESPONDENCE**

**NOTICE OF MOTION** - None

## **COMMITTEE REPORTS**

### **Councillor Kevin McDonald:**

**Vale** – Nothing to report

**Fire Department** – Nothing to report

**ERSB** – Attended monthly Governance meeting on Feb 18<sup>th</sup>, there was a lengthy discussion around regional government and amalgamation of communities and services available to residents as opposed to non-residents. Our monthly board meeting is scheduled for next week on the 26<sup>th</sup>

**HR** – Ongoing review of resumes

**Audit/Finance & Economic Development** – Nothing to report.

**Public Works/Roads** – Nothing to report

**Strategic Planning** – Nothing further to report

**Community Affairs/Recreation** – There are discussions about a St. Paddy's dance, but this has not been confirmed but it does look as if there will be something scheduled.

### **Councillor Patricia Burke:**

The 50+ Club are planning St. Paddy's Day Stew supper and Dance. Booking the Green Machine for music and will have Ray, Tom and John Keating play as well. Will meet with Kathleen to discuss details.

Quilting group has come together to make quilts for cancer patients. There are 10-12 quilts currently in production. Donations are coming in, but we could always use more funding for this project. A lady from Chapel Arm donated an extensive amount of material. This was much appreciated, as is every donation.

### **Councillor Merrill Norman:** *Absent*

**Deputy Mayor Isadore Gambin:** The Human Resource Committee is going to meet with the outside maintenance staff to discuss the required Level I and Level II water treatment operations certificate.

**Councillor Kathleen Griffiths:** Giving some thought the plans for Appreciation Night.

- Town Manager suggested she let us know if the office staff is to book the music.



Councillor Griffiths also suggested the Town Council consider developing a Warming Station at the Fire Hall. Many towns have Warming Stations to assist residents during a storm.

**Councillor John Turner:** Nothing to report.

**Mayor Gary Keating:** Received a call from the Trinity Placentia Stadium Commission. The Commission is inviting all Mayors to attend a meeting on Thursday evening, February 27<sup>th</sup>, to discuss the fate of the Stadium.

- Mayor Keating will attend this meeting.

Mayor Keating requested to add Drug and Alcohol testing to the agenda for the Vale meeting.

**DATE FOR NEXT MEETING** – March 19, 2020

### **ADJOURNMENT**

#### **MOTION 02-20-20-11 Adjournment**

Moved by Councillor Kevin McDonald, seconded by Councillor Patricia Burke

**BE IT RESOLVED THAT** the meeting be adjourned to a privileged session at 8:50 p.m.

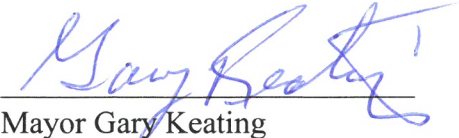
**In Favor:** Mayor Gary Keating


Deputy Mayor Isadore Gambin

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

**MOTION CARRIED**

Meeting adjourned to a privileged session at 8:50 p.m.

  
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Mayor Gary Keating  
Mayor

  
\_\_\_\_\_  
Juanita Gosse  
Town Clerk/Manager