

***Town of Long Harbour - Mount Arlington Heights
Minutes of Regular Meeting
April 30, 2020***

In Attendance

Mayor Gary Keating

Councillor Kevin McDonald

Deputy Mayor Isadore Gambin

Councillor Patricia Burke

Councillor Kathleen Griffiths

Councillor Merrill Norman

Councillor John Turner

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

CALL TO ORDER

Mayor Keating called the teleconference meeting to order at 7:05 p.m. and welcomed everyone.

ADOPTION OF AGENDA

MOTION 04-30-20-01 Adopt Agenda

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

BE IT RESOLVED THAT the agenda be adopted as presented.

In Favor: Mayor Gary Keating
Deputy Mayor Isadore Gambin

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

MOTION CARRIED

ADOPTION OF MINUTES

MOTION 04-30-20-02 Adoption of Minutes of March 19, 2020

Moved by Councillor Merrill Norman; seconded by Councillor Kathleen Griffiths.

BE IT RESOLVED THAT the minutes of March 19, 2020 Regular Meeting be adopted as presented.

In Favor: Mayor Gary Keating
Deputy Mayor Isadore Gambin

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

MOTION CARRIED

BUSINESS FROM THE MINUTES

Redirect Runoff from Newtown Road

Spoke with property owner of civic address 348 Main Street. He is willing to sell this property. According to the owner the property bounds on the ballfield parking lot at the rear, and fronts Main Street. He has provided the documentation on the property. The next step is to settle on a price, then visually inspect the property to ensure it meets our needs. After that we can send the documentation to legal to certify clear title and have our lawyer draft a purchase agreement. Once clear title is assured, initiate the purchase agreement and have the property surveyed and transferred to the town. We may also have the option of expropriating the land. This would not affect the purchase price but may be the best approach.

- General agreement to do site visit to ensure the property meets the needs of Council before moving forward. Town Manager and Councillors will meet with the owner at the site at 3 pm tomorrow.

Town Managers Report

Watermain Break: Our outside staff located a waterline break in the vicinity of Councillor McDonald's property at civic address 739 Main Street. Councillor McDonald gave a report.

Water from the break was running across his property and onto the neighbor's property. His neighbor was concerned about the water flooding her basement. Town staff determined it was a waterline break and had to do some digging to determine its location. Staff worked diligently and located several breaks in the line. Instead of patching the old line, they replaced a length of waterline.

Gas Tax Project- ATV Bridge: I am currently gathering information for the Environmental permit to Alter a Body of Water. This provincial permit is required before the start of the project. This application requires proof of ownership of the property. I spoke with Joe Bennett with LHDC last week and he will speak with their lawyers and get back to me on transferring the ATV bridge location property to the town.

My goal is to get this project started this construction season.

Statistics Canada: The town is requested to provide Statistics Canada with a Statement of Operations, Balance Sheet and Income Statement for the first quarter of 2020. I am currently working on these financial statements. The information for these financial statements can be obtained directly from our accounting system; however, it is time consuming to arrange the information in the format required by Statistics Canada.

Canada Summer Jobs: There are temporary flexibilities being introduced for Canada Summer Jobs in response to the economic challenges facing employers due to the COVID-19 pandemic.

In response to the COVID-19 situation, the following flexibilities have been introduced to respond to the needs of employers and youth:

- All funded employers will be eligible to receive a wage subsidy reimbursement of up to 100% of the provincial minimum hourly wage.

- All funded employers may offer part-time placements in addition to full-time placements.
- All funded employers may offer job placements between May 15, 2020 and February 28, 2021.
- All funded employers will be provided with flexibility to amend project and job activities to support the delivery of critical services.

This flexibility provides Council with an opportunity to increase student employment this year. I will be working with Canada Summer Jobs over the next week or so to amend our projects timelines and job activities so we can take advantage of additional funding for our youth.

Funding for Heritage Projects:

There will also be funding available for Heritage projects, again to get people back to work, to revive local economies and to consider new economic futures after COVID-19. Preference will be given to project that are shovel ready. Please give this some thought and if you have an idea for a heritage project, let me know.

DELEGATIONS - None

NEW BUSINESS

2019 Audited Financial Statements and Management Letter

The 2019 Audited Financial Statements and Management Letter were reviewed by the Finance Committee and copied to all councillors to review. You will notice in the management letter there is a section about training and another entitled Proposal. In reference to these sections, I would like to note that Council was not invoiced for any additional accounting or bookkeeping work for 2019. This can be attributed to the excellent work by our office administrator.

The letter also recommends that wages for employees be split between the departments before year-end. This is not an issue and will be done for year 2020.

If there are no questions on the Financial Statements, I require the following motions:

MOTION 04-30-20-03 Adoption of 2019 Audited Financial Statements

Moved by Councillor Kevin McDonald; seconded by Councillor Merrill Norman.

BE IT RESOLVED THAT the Town Council of Long Harbour-Mt. Arlington Heights adopts the 2019 Financial Statements as presented.

In Favor: Mayor Gary Keating

Deputy Mayor Isadore Gambin

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

MOTION CARRIED

MOTION 04-30-20-04 Adoption of 2019 Management Letter

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

BE IT RESOLVED THAT the Town Council of Long Harbour-Mt. Arlington Heights adopts the auditors Management Letter as presented.

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

MOTION CARRIED

Recommendation from the Human Resource Committee

The Human Resource Committee held a meeting via teleconference on Monday, March 23rd. The committee discussed wage parity for our outside maintenance employees. The Human Resource Committee recommended a \$2.00 wage increase to help close the gap.

It was also agreed to create a pay scale to further bridge the gap over a specific period. The town manager will do this work and present it to the Human Resource Committee for their approval before presenting it to Council.

MOTION 04-30-20-05 Increase in wage for Outside Maintenance Employee

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

BE IT RESOLVED THAT the Town of Long Harbour-Mt. Arlington Heights approves a \$2.00 wage increase for one of our outside maintenance staff. The increase will be retroactive to April 16, 2020.

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

MOTION CARRIED

The Human Resources Committee also discussed the lunch allowance for employee travel. They recommend an increase the amount from \$13.45 to \$20.00, an increase of \$6.55.

MOTION 04-30-20-06 Increase in Meal Allowance for Employees

Moved by Councillor Patricia Burke; seconded by Councillor Merrill Norman.

BE IT RESOLVED THAT the Town of Long Harbour-Mt. Arlington Heights approves increasing the lunch allowance to \$20.00.

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

MOTION CARRIED

Building Damage – Fitness Centre Shower

There is damage to the men’s shower at the Fitness Centre. Some of the tiles have dislocated from the shower walls. We also noticed water running down the doorframe of the boardroom door and some damage to the flooring behind the door to the boardroom. I called Can-am Platforms and sent photos of the damaged shower. The project manager for Can-am dropped by the town office to investigate the problem.

In an email, Can-am suggested the damage is caused by a waterline leak. The warranty on the building has expired however, he is willing to do the work at a discounted rate. He says it is a bit difficult to provide a quote because the damage cannot be fully assessed until walls are removed. He does note the shower itself will require new tile.

He offers repairs at \$80.00 per hour for a two-man crew plus costs of materials to remove the walls, investigate and reinstate. He expects this will take 4-5 trips as there is ceramic work to consider. He would normally charge \$130.00 per hour plus 15% on the price of materials.

- It was agreed to request quotes from local residents.

DEVELOPMENT

ATV Bridge Development

The ATV Bridge project is located in the Town zone and the project is compliant with the development regulations and is a permitted use, “Recreational Space and Trails” as outlined for this zone.

MOTION 04-30-20-07 ATV Bridge Development

Moved by Councillor Kevin McDonald seconded by Councillor Merrill Norman.

BE IT RESOLVED THAT the ATV Bridge development at Middle Pond conforms to municipal zoning and is approved by Council.

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

MOTION CARRIED

FINANCE

Cheque and Visa List

The cheque list was presented for the period from March 20, 2020 to April 28, 2020 in the amount of \$82,720.36 and the Visa statement due for payment May 6, 2020 was presented in the amount of \$1,266.75.

MOTION 04-30-20-08 Cheque and Visa List

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

BE IT RESOLVED THAT the cheque log for period of March 20, 2020 to April 28, 2020, in the amount of \$82,720.36, and the Visa Statement in the amount of \$1,266.75 are approved for payment.

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

MOTION CARRIED

Cash Analysis

Cash analysis was copied to all councillors.

CORRESPONDENCE

Trinity-Placentia Stadium

The Stadium Commission expresses sincere gratitude for the donation made to the Trinity-Placentia Stadium. The committee invites us to visit the Trinity-Placentia Facebook page for the most current information on fundraising efforts.

NOTICE OF MOTION - None

COMMITTEE REPORTS

Councillor Kevin McDonald:

Attended MNL video conference about COVID-19. There will be student grants this summer. We must consider ways to proceed with town work while adhering to the restrictions outlined by the Chief Medical Officer. We should hear something soon about capital works projects.

Attended a video conference with Eastern Regional Service Board. They are trying to get the Drop off Depots open.

Councillor Patricia Burke:

Received an email from Anne Marie Keating. She said if we wanted a list of Canadian Peacekeepers and those honorable discharged, we should check with Services Canada at 1 800 622-6232.

Quilting – The quilting group has not met during the pandemic, although quilters are continuing to work. We have 32 quilts made and ready to donate. We will donate them at the end of the pandemic. Seventeen people gave monetary donations to the group and nine gave fabric. The group will send thank you letters to all who donated. The sewing group is requesting Council pay the postage for the thank you letters.

- Council agreed to pay the postage.

Community Cleanup – This is the time of year community residents would get together to clean up the community. This year the cleanup will be postponed until after the pandemic.

Councillor Merrill Norman:

Fire Department are active during the pandemic and will respond if called. They would, however, like to have some N-95 masks on hand.

- Town Manager will work on getting the masks.

Deputy Mayor Isadore Gambin: Nothing to report other than the meeting with Human Resource Committee to discuss wage parity.

Councillor Kathleen Griffiths: Reported the OneCall for water disruption today did not give much notice to residents. She was glad to have gotten another OneCall to explain the emergency.

Bulk Garbage – Will Council provide bulk garbage containers this year? Residents are cleaning up around their properties but have nowhere to bring the garbage. This year's Bulk Garbage collection scheduled in April was cancelled.

- Town Manager will request information and quotes for containers.

Councillor John Turner: Nothing to report.

Mayor Gary Keating: Asked if there was a need for office staff to continue to work from home? Town offices are considered essential work and therefore we are not obligated to work from home under Health Authority restrictions.

- Town Manager added that she feels confident office staff can keep physical distancing while working from the town office.

Through the Mayor's weekly OneCall mass message, Council offered to assist residents during the pandemic should the need arise. Mayor Keating asked if any residents reached out to council for assistance.

Councillor McDonald reported receiving three or four requests for assistances and he helped when requested. He picked up groceries and prescriptions for residents who needed them.

Requested to schedule a Human Resource meeting Tuesday, May 5, 2020 at 7:30 p.m.

- Human Resource meeting was scheduled.

DATE FOR NEXT MEETING – May 21, 2020

ADJOURNMENT

MOTION 04-30-20-09 Adjournment

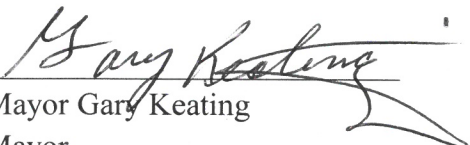
Moved by Councillor Kevin McDonald, seconded by Councillor Kathleen Griffiths.

BE IT RESOLVED THAT the meeting be adjourned at 8:10 p.m.

In Favor: Mayor Gary Keating
Deputy Mayor Isadore Gambin

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

MOTION CARRIED



Mayor Gary Keating
Mayor



Juanita Gosse
Town Clerk/Manager