

**TOWN OF STEADY BROOK
PUBLIC MEETING
AUGUST 9th, 2018**

ATTENDANCE:

Mayor Donna Thistle
Julie Morgan, Acting Clerk

Councillors:

C. Pike
C. Wells
C. Howlett
C. Austin
C. Dawe (7:20)

ABSENT:

C. Sutherland

DELEGATIONS/GUESTS:

The meeting was called to order at 7:00 p.m.

Agenda Item

1) Call Meeting to Order: Mayor Thistle called the meeting to order by welcoming everyone present.

The Mayor called for any additions/amendments to the agenda.

Additions: 4.1.2 – Quotes – Electrical lighting for chlorine building.
4.7.5 – Townsuite Training.

RESOLUTION #2018/078: HOWLETT/AUSTIN:

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE
AGENDA FOR AUGUST 9TH, 2018 AS AMENDED.**

IN FAVOUR: (5) Thistle, Wells, Howlett, Pike, Austin

OPPOSED: (0) RESOLUTION CARRIED

Minutes of Previous Meeting: Minutes of July 5th, 2018 public meeting were presented for review. The Mayor called for any errors or omissions to previous meeting. There were no errors or admissions.

RESOLUTION #2018/079: HOWLETT/AUSTIN:

**BE IT RESOLVED TO ADOPT THE MINUTES AS PRESENTED FOR THE
PUBLIC COUNCIL MEETING OF JULY 5TH, 2018.**

IN FAVOUR: (5) Thistle, Wells, Howlett, Pike, Austin

OPPOSED: (0) RESOLUTION CARRIED

2) **Business Arising Action Items:** Complaint regarding rooster. C. Dawe.
C. Howlett provided an update for C. Dawe in his absence that he was still looking into the matter.

3) **Notices of Resolutions Arising of Minutes:** Nothing to report.

4) **Committee Reports:** **4.1 OPERATIONS AND PUBLIC WORKS:**

4.1.1 – Artesian Wells – The Town of Steady brook is still waiting on the parts for the pumps to be lowered in the Artesian Wells. Anderson Engineering have advised the town that the parts were sent to the wrong location. The parts are now being sent to the correct location. The parts should arrive on Monday, August 13th, 2018. The job will start on Tuesday, August 14th, 2018.

4.1.2 – Quotes – Electrical work at the chlorine building.
Pending more required information.

RESOLUTION #2018/080: WELLS/PIKE:

BE IT RESOLVED THE TOWN OF STEADY BROOK ENGAGED THE LOWEST OF THE THREE BIDDERS ON LIGHTING/ELECTRICAL WORK AT THE CHLORINATION BUILDING, ONLY UP ON CONFIRMATION THAT THE APPROPRIATE MATERIALS WILL BE USED i.e., VAPOR TIGHT FIXTURES.

IN FAVOUR: (5) Thistle, Wells, Howlett, Pike, Austin

OPPOSED: (0) RESOLUTION CARRIED

4.2 EMERGENCY MEASURES:

4.2.1 – Regional Fire Department donation request. Defer to COW.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Permit Application – Deck replacement 16 Willow Avenue.

RESOLUTION #2018/081: PIKE/AUSTIN:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE PERMIT FOR 16 WILLOW AVENUE – 8FT BY 16 FT DECK REPLACEMENT AND IS TO FOLLOW ALL OF THE TOWN’S GUIDELINES AND REGULATIONS.

IN FAVOUR: (5) Thistle, Wells, Howlett, Pike, Austin

OPPOSED: (0) RESOLUTION CARRIED

4.3.2 – Complaint – Rooster (X2)

C. Dawe will be informed of more complaints for him to look into regarding the rooster.

4.4 RECREATION AND COMMUNITY INVOLVEMENT

4.4.1 – Trails maintenance. C. Howlett updated council regarding the trail maintenance.

RESOLUTION #2018/082: HOWLETT/WELLS:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK HIRE THE CORNER BROOK STREAM TRAIL TO MAINTAIN THE COMPLETED TRAILS AS PER CONTRACT WITH ACOA FOR THE SUM OF \$2500.00 TAX INCLUDED.

IN FAVOUR: (5) Thistle, Wells, Howlett, Pike, Austin

OPPOSED: (0) RESOLUTION CARRIED

4.5 GREAT HUMBER JOINT COUNCIL

4.5.1 – Next meeting – September 2018

4.6 FINANCE

4.6.1 – Approval of invoices \$50,000.00.

RESOLUTION #2018/083: PIKE/HOWLETT:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES IN THE AMOUNT OF \$50,000.00.

IN FAVOUR: (6) Thistle, Wells, Howlett, Pike, Austin, Dawe

OPPOSED: (0) RESOLUTION CARRIED

4.7 ADMINISTRATION

4.7.1 – Appoint Julie Morgan as Acting Clerk.

RESOLUTION #2018/084: AUSTIN/HOWLETT:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE APPOINTMENT OF JULIE MORGAN AS ACTING CLERK.

IN FAVOUR: (6) Thistle, Wells, Howlett, Pike, Austin, Dawe

OPPOSED: (0) RESOLUTION CARRIED

4.7.2 – Hire Operations Manager. C. Wells informed council of the job of an Operations Manager needed in the town.

RESOLUTION #2018/085: WELLS/AUSTIN:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE HIRE OF AN OPERATIONS MANAGER AS PER THE ATTACHED JOB DESCRIPTION.

IN FAVOUR: (6) Thistle, Wells, Howlett, Pike, Austin, Dawe

OPPOSED: (0)

RESOLUTION CARRIED

4.7.3 – Hire Relief Clerk. C. Austin informed council of a much-needed Relief Clerk to be hired in the town.

RESOLUTION #2018/086: AUSTIN/HOWLETT:

BE IT RESOLVE THE TOWN OF STEADY BROOK HIRE A RELIEF CLERK IN THE TEMPORARY ABSENCE OF THE TOWN CLERK/MANAGER.

IN FAVOUR: (6) Thistle, Wells, Howlett, Pike, Austin, Dawe

OPPOSED: (0)

RESOLUTION CARRIED

4.7.4 – Job posting/resumes update. C. Austin informed council that there is much interest for the Relief Clerk job.

4.7.5 – Townsuite Training – Mayor Thistle informed council she will look into this issue.

4.8 WATERSHED AND ENVIRONMENT:

4.8.1 – Next Meeting – Tuesday, August 14th, 2018.

5. OTHER CORRESPONDENCE: Nothing to report.

6. OTHER BUSINESS:

6.1 – MNL October 4th – 6th, 2018 Gander. Deferred to COW. Acting Clerk Julie Morgan was informed by council to book hotel rooms for the MNL convention in Gander.

6.1.2 – SAM registration is completed.

7. COUNCILOR'S/MAYORS FORUM: Nothing to report.

8. ADJOURNMENT:

RESOLUTION #2018/087: MAYOR THISTLE:

ASKED FOR A MOTION TO ADJORN THE MEETING.

WELLS:

**BE IT RESOLVED THE TOWN OF STEADY BROOK ADJOURN THE
MEETING ON AUGUST 9TH, 2018 WITH THE NEXT PUBLIC MEETING
DATED FOR SEPTEMBER 6TH, 2018.**

MEETING WAS ADJOURNED AT 7:55 P.M.

Mayor Donna Thistle

Acting Clerk

