



TOWN OF STEADY BROOK
PUBLIC MEETING
January 19, 2017

ATTENDANCE:

T. Caines, Town Clerk/Manager

Councillors:

L. Gillette
C. Austin
M. Howlett
M. Wells
C. Wilton
M. Diamond

ABSENT:

Mayor Peter Rowsell

DELEGATIONS/GUESTS:

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

Agenda Item

(1) Call Meeting to Order

Deputy Mayor Austin called the meeting to order by welcoming everyone present.

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

**RESOLUTION
2017/001**

GILLETTE/DIAMOND:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE AGENDA .
IN FAVOUR: (6) Howlett, Austin, Gillette, Wells, Wilton, Diamond
OPPOSED: (0)
RESOLUTION CARRIED

1.1) Minutes of Previous Meeting

Minutes of December 1, 2016 Public Meeting were presented for review. The Deputy Mayor called for any errors or omissions to previous meeting.

**RESOLUTION
2017/002**

GILLETTE/DIAMOND:
BE IT RESOLVED TO ADOPT THE MINUTES AS PRESENTED FOR THE REGULAR COUNCIL MEETING OF DECEMBER 1, 2016.
IN FAVOUR: (6) Howlett, Austin, Gillette, Wells, Wilton,

Diamond
OPPOSED: (0)
RESOLUTION CARRIED

S(2)
Business arising
Action items

NOTHING TO REPORT

(3) Notices of
Resolutions
arising of minutes

Councillor Gillette stated that if there are any problems with the functioning of Town Council that the council should have a in-camera meeting and discuss the issues at hand before anyone should report any information to Municipal Affairs.

TOWN CLERK'S REPORT:

- CRD replaced in Chamber B
- Primary Water system back on line - Steve Osmond at Anderson's Engineering sent email to Public works and Town Clerk/Manager which was distributed to rest of council regarding the trouble shooting that's been going on with the Primary System.
- F350 was brought to Humber Motors Ford - no start- truck has since been fixed.
- Water Meter - trouble at Joe Dicks with main water shut off. Business owner had questions regarding water meters - this will be open for more discussion at the next meeting. (*Action*)
- Water Meter at Tim Horton's - Wall may need a bulk head installed.
- Water Meter at Ski Lodge has to wait until spring, chance that the water would become contaminated.
- Western Pump serviced Lift Station on Forest Drive - Float switch was not working properly.

Councillor Wells stated that we should also get a quote for a change order on the Municipal Garage Fire Hall regarding the Paving and any other items that can save the town money. More discussion at next meeting. (*Action*)

(4) Committee reports

4.1 OPERATIONS AND PUBLIC WORKS:

- 4.1.1 Municipal Building - Phonotech - Security System - Municipal Building/Fire Hall

**RESOLUTION
2017/003**

GILLETTE/WELLS:

BE IT RESOLVED TO APPROVE QUOTE FROM PHONETECH IN THE AMOUNT OF \$2737.00 PLUS HST FOR THE NEW SECURITY SYSTEM IN THE MAINTENANCE GARAGE/FIRE HALL PROJECT# MCW-13-12055

IN FAVOUR: (6) Howlett, Austin, Gillette, Wells, Wilton, Diamond

OPPOSED: (0)

RESOLUTION CARRIED

- 4.1.2 Artesian Wells - Additional funding for legal fees.

**RESOLUTION
2017/004**

GILLETTE/WELLS:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK REQUEST FROM MUNICIPAL AFFAIRS ADDITIONAL FUNDING FOR ANY LEGAL FEES REGARDING THE ALTERNATE WATER PROJECT # SCF-17-00012 BETWEEN THE TOWN OF STEADY BROOK AND PITTMAN ENTERPRISES THAT MAY OCCUR.

IN FAVOUR: (6) Howlett, Austin, Gillette, Wells, Wilton, Diamond

OPPOSED: (0)

RESOLUTION CARRIED

4.2 EMERGENCY MEASURES:

NOTHING TO REPORT

4.3 PLANNING AND DEVELOPMENT:

NOTHING TO REPORT

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 - Councillor Wilton stated that there should be something done with the Town's rink. Deputy Mayor Austin stated that until we have a better data base on the Artesian Wells and see what the artesian wells are capable of doing that the rink will have to be on hold for the time being.

Councillor Wells stated that the Town Clerk/Manager check with MMRD and see if the pond can be utilized as a skating rink.

4.5 GREAT HUMBER JOINT COUNCIL:

4.5.1 - Next meeting January 28, 2017 - Massey Drive

4.6 FINANCE:

4.6.1 - Approval of Invoices \$119,642.26 and Pittman Enterprises \$ 326,228.70

**RESOLUTION
2017/005**

**DIAMOND/WILTON:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
APPROVE THE INVOICES IN THE AMOUNT OF \$119,642.26
IN FAVOUR: (6) Howlett, Austin, Gillette, Wells, Wilton,
Diamond
OPPOSED: (0)
RESOLUTION CARRIED**

**RESOLUTION
2017/006**

**DIAMOND/WILTON:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
PAID CLAIM # 2 TO PITTMAN ENTERPRISE'S IN THE
AMOUNT OF \$326,228.70
IN FAVOUR: (6) Howlett, Austin, Gillette, Wells, Wilton,
Diamond
OPPOSED: (0)
RESOLUTION CARRIED**

4.6.2 - Approval of 2017 tax fees

**RESOLUTION
2017/007**

**DIAMOND/AUSTIN:
BE IT RESOLVED THAT A FEE OF \$45.00 (PER CHEQUE)
BE CHARGED ON ALL NSF CHEQUES FOR THE TAXATION
YEAR OF 2017 AS SET OUT BY THE FINANCE COMMITTEE.
IN FAVOUR: (6) Diamond, Howlett, Wells, Austin, Wilton,
Gillette
OPPOSED: (0)
RESOLUTION CARRIED**

**RESOLUTION
2017/008**

**DIAMOND/WILTON:
BE IT RESOLVED THAT THE MINIMUM PROPERTY TAX FOR
2017 BE SET AT \$300.00 AS PRESENTED BY THE FINANCE
COMMITTEE.
IN FAVOUR: (6) Diamond, Howlett, Wells, Austin, Wilton,
Gillette
OPPOSED: (0)
RESOLUTION CARRIED**

**RESOLUTION
2017/009**

WELLS/GILLETTE:

BE IT RESOLVED THAT THE BUSINESS WATER AND SEWER RATE FOR 2017 BE SET AT \$600.00 AS PRESENTED BY THE FINANCE COMMITTEE.

IN FAVOUR: (6) Diamond, Howlett, Wells, Austin, Wilton, Gillette

OPPOSED: (0)

RESOLUTION CARRIED

**RESOLUTION
2017/010**

DIAMOND/WILTON:

BE IT RESOLVED THAT THE CHARGE ON OVERSEAS DIRECT DEPOSITS FOR 2017 WILL BE SET AT \$ 25.00 PER TRANSACTION AS SET OUT BY THE FINANCE COMMITTEE.

IN FAVOUR: (6) Diamond, Howlett, Wells, Austin, Wilton, Gillette

OPPOSED: (0)

RESOLUTION CARRIED

**RESOLUTION
2017/011**

WELLS/GILLETTE:

BE IT RESOLVED THAT 2 % INTEREST WILL BE CHARGED MONTHLY ON RESIDENTIAL AND COMMERCIAL AS WELL AS BUSINESS ACCOUNTS OVERDUE BY 30 DAYS OR MORE IN THE TAXATION YEAR 2017.

IN FAVOUR: (6) Diamond, Howlett, Wells, Austin, Wilton, Gillette

OPPOSED: (0)

RESOLUTION CARRIED

**RESOLUTION
2017/012**

DIAMOND/WILTON:

BE IT RESOLVED TO APPROVE THE TOWN CLERK TO CONTINUE TO CLEAN THE OFFICE BUILDING WEEKLY AT \$35.00 PER WEEK AS PER THE FINANCE COMMITTEE IN 2017.

IN FAVOUR: (6) Diamond, Howlett, Wells, Austin, Wilton, Gillette

OPPOSED: (0)

RESOLUTION CARRIED

**RESOLUTION
2017/013**

DIAMOND/WILTON:

BE IT RESOLVED TO ADOPT AND IMPLEMENT THE 2017 TAX STRUCTURE WITH THE RESIDENTIAL PROPERTY RATE OF 5 MILS AND COMMERCIAL RATE OF 12 MILS AS PRESENTED BY THE FINANCE COMMITTEE.

IN FAVOUR: (6) Diamond, Howlett, Wells, Austin, Wilton, Gillette

OPPOSED: (0)

RESOLUTION CARRIED

**RESOLUTION
2017/014**

DIAMOND/WILTON:

BE IT RESOLVED THAT THE 2017 FEE STRUCTURE FOR THE TOWN OF STEADY BROOK BE ADOPTED AS

PRESENTED BY THE FINANCE COMMITTEE.

IN FAVOUR: (6) Diamond, Howlett, Wells, Austin, Wilton, Gillette

OPPOSED: (0)

RESOLUTION CARRIED

**RESOLUTION
2017/015**

WELLS/GILLETTE:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK SET THE BUSINESS MIL RATES FOR 2017 AS FOLLOWS.

MINIMUM BUSINESS TAX	\$450.00
PROPERTY MGMT GROUPS	10MIL RATE
LODG/CABINS/CAMPSITES/CONDO	12MIL RATE
LODGING/HOTEL/MOTEL	15MIL RATE
HOME BASED BUSINESS	FLAT RATE \$250.00
RETAIL/LIQUOR/GAS/OTHER	15 MIL RATE
DENTIST/SALONS/PROFESSIONAL	35 MIL RATE
KENNELS	50 MIL RATE
TRUCKING/LANDSCAPE/CONTRACTING	50MIL RATE
UTILITIES	2.5 %
FINGERBOARD SIGN FEES	\$50.00 EACH
WATER/SEWER LODGINGS	\$350.00

IN FAVOUR: (6) Diamond, Howlett, Wells, Austin, Wilton, Gillette

OPPOSED: (0)

RESOLUTION CARRIED

4.7 ADMINISTRATION:

4.7.1 - Drinking Water Workshop - Gander March 27-30, 2017

**RESOLUTION
2017/016**

WELLS/DIAMOND:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK SEND ALEX WHITEHORNE TO THE CLEAN AND SAFE DRINKING WATER WORKSHOP ON MARCH 27 -30, 2017 IN GANDER.

IN FAVOUR: (6) Howlett, Austin, Gillette, Wells, Wilton, Diamond

OPPOSED: (0)

RESOLUTION CARRIED

Councillor Gillette called Minister Eddie Joyce office to remind them that workshops should be on the west coast as much as central area. Most all training seems to be central.

4.7.2 - Performance Evaluation Form -

**RESOLUTION
2017/017**

DIAMOND/WELLS:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE EMPLOYEE PERFORMANCE EVALUATION FORM AS PRESENTED.

**IN FAVOUR: (6) Howlett, Austin, Gillette, Wells, Wilton,
Diamond
OPPOSED: (0)
RESOLUTION CARRIED**

4.7.3 - Mayor Peter Rowsell - Sick leave extension.

**RESOLUTION
2017/018**

**GILLETTE/WELLS:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
APPROVE EXTEND MAYOR PETER ROWSELL REQUEST
FOR SICK LEAVE FOR ANOTHER 2 MONTHS.
IN FAVOUR: (6) Howlett, Austin, Gillette, Wells, Wilton,
Diamond
OPPOSED: (0)
RESOLUTION CARRIED**

4.8 WATERSHED AND ENVIRONMENT:

4.8.1 - Councillor Wells said that he was looking at Corner Brook Pulp & Paper website and noticed that there was a section on Steady Brook's water source, he stated that it needs to be updated as they have the town noted as surface water as their water supply this needs to be updated to ground water.

Councillor Gillette said that she would bring it forward to Corner Brook Pulp & Paper Representative Barry Elkins at the next watershed meeting.

5. OTHER CORRESPONDENCE:

6. OTHER BUSINESS:

7. COUNCILOR'S / MAYOR FORUM:

Councillor Diamond - Remind maintenance to pick up Christmas tree on Falls Avenue.

Councillor Wilton - Need to watch the town's spending.

Councillor Wilton stated that the snow bank between Willow and Marble Drive needs to be removed for safety reasons.

Councillor Gillette - Roads have improved since last meeting.
Councillor Gillette stated that she would be attending the MNL meeting in February. (Motion) for next meeting.

**RESOLUTION
2017/018**

GILLETTE/WELLS:

BE IT RESOLVED TO ADJOURN THE MEETING.

**IN FAVOUR: (6) Howlett, Austin, Gillette, Wells, Wilton,
Diamond**

OPPOSED: (0)

RESOLUTION CARRIED

MEETING WAS ADJOURNED AT 7:55 PM

NEXT PUBLIC MEETING WILL BE FEBRUARY 2, 2016

D. Mayor Austin

Town Clerk/Manager