



TOWN OF STEADY BROOK
PUBLIC MEETING
June 2, 2016

ATTENDANCE:

Mayor Peter Rowsell

T. Caines, Town Clerk

Absent C. Wilton

Councillors:

L. Gillette

C. Austin

M. Diamond

M. Wells

M. Howlett

DELEGATIONS/GUESTS:

The meeting was called to order at 7:04 p.m.

Agenda Item

(1) Call Meeting to Order

Mayor Rowsell called the meeting to order by welcoming everyone present.

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

**RESOLUTION
2016/083**

GILLETTE/HOWLETT:

BE IT RESOLVED TO APPROVE THE AGENDA

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

OPPOSED: (0)

RESOLUTION CARRIED

(1.1) Minutes of Previous Meeting

Minutes of May 12, 2016 Public Meeting were presented for review. The Mayor called for any errors or omissions to previous meeting.

**RESOLUTION
2016/084**

GILLETTE/DIAMOND:

BE IT RESOLVED TO ADOPT THE MINUTES AS

PRESENTED FOR THE REGULAR COUNCIL MEETING OF MAY 12, 2016.

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

OPPOSED: (0)

RESOLUTION CARRIED

(2)
Business arising
Action items

NOTHING TO REPORT

(3) Notices of
Resolutions
arising of minutes

(4) Committee
reports

4.1 OPERATIONS AND PUBLIC WORKS:

- 4.1.1 Municipal Building - Email from Steve Osmond and Municipal Affairs few questions that council and the Fire Department have to address they will meet next Wednesday at 9:30 to address these questions.

- 4.1.2 Artesian Wells - Letter from Department of Municipal Affairs regarding Alternate Water Supply. The Town has to make a motion to accept funding in the amount of \$456,366.00

RESOLUTION
2016/085

DIAMOND/AUSTIN:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE TOTAL FUNDING OF \$456,366.00 FROM THE SMALL COMMUNITIES FUND 17-SCF-17-00012 FOR MCW PROJECT ALTERNATE WATER SUPPLY. THE TOWN OF STEADY BROOK IS RESPONSIBLE FOR PAYING THE TAX COST OF THIS PROJECT. MCW PROJECT IS A 90/10 COST SHARE MUNICIPAL CONTRIBUTION \$43,617.00 EXCLUDING TAXES.

DATED JUNE 2, 2016 WHEREBY THE MAYOR & CLERK ARE AUTHORIZED TO ENTER INTO THIS AGREEMENT ON BEHALF OF COUNCIL

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

OPPOSED: (1) Rowsell

RESOLUTION CARRIED

RESOLUTION
2016/086

DIAMOND/AUSTIN:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE MUNICIPAL CAPITAL WORKS AGREEMENT PROJECT#17-MCW-14-14058 AMENDMENT #1 WHEREAS THE MINISTER AND COUNCIL HAVE AGREED TO ENTER INTO A MUNICIPAL CAPITAL WORKS AGREEMENT FOR THE FINANCING OF AN ALTERNATE WATER SUPPLY, AND HAVE AGREED TO COST IN EXCESS OF \$35,126 WHICH AMOUNTS TO \$33,572.00 AFTER THE GST REBATE CALCULATION.

DATED JUNE 2, 2016 WHEREBY THE MAYOR & CLERK ARE AUTHORIZED TO ENTER INTO THIS AGREEMENT ON

BEHALF OF COUNCIL

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

OPPOSED: (1) Rowsell

RESOLUTION CARRIED

- 4.1.3 Town Mapping -Outstanding Issues - Widths of the road right-of-ways, Locate curb-stops. The Town Clerk sent email to Yates and Woods for quote on right-of-ways on May 30, 2016

- 4.1.4 PRV Chamber - Northridge Development Limited to repair the PRV Chamber

**RESOLUTION
2016/087**

WELLS/AUSTIN:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE NORTHRIDGE DEVELOPMENT TO SUPPLY AND INSTALL ALL LABOR AND DEVELOPMENT TO THE PRV CHAMBER DUE TO THIS BEING A EMERGENCY REPAIR SITUATION WITH THE TOWN AT A PRICE OF \$8408.00 PLUS TAX.

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

OPPOSED: (0)

RESOLUTION CARRIED

- 4.1.5 Water Meters for five business - In Camera

- 4.1.6 Tripod - Quote - In Camera

**RESOLUTION
2016/088**

HOWLETT/GILLETTE:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ENTER A IN-CAMERA MEETING AT THE END OF THE PUBLIC MEETING TO DISCUSS 4.1.5 AND 4.1.6. COUNCILLOR WELLS WILL EXCUSE HIMSELF FROM THE IN-CAMERA MEETING.

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

OPPOSED: (0)

RESOLUTION CARRIED

- 4.1.7 Yellow Lines - Two quotes came into the town - one from True lines and the other from Areco . The town decided to go with Yellow lines as their quote was lower. Councillor Austin will speak with True Lines and let them know to start the yellow lines after J&J Paving are finished paving in the town.

**RESOLUTION
2016/089**

WELLS/AUSTIN:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK HIRE TRUE LINES TO DO THE YELLOW LINES FOR THE TOWN OF STEADY BROOK IN THE AMOUNT OF \$2200.00

PLUS TAX.

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

OPPOSED: (0)

RESOLUTION CARRIED

- 4.1.8 J&J Paving - Will be starting work around mid June.

4.2 EMERGENCY MEASURES:

4.2.1 Councillor Austin and Councillor Howlett are upgrading the Battle Box for Emergency purposes. They are hoping in the near future to meet with council and have a mock practice run to prepare for a real life emergency situation.

4.3 PLANNING AND DEVELOPMENT:

NOTHING TO REPORT

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 - Trails - Corner Brook Stream Trail Development will be starting Phase 1 again and hoping to have it finished in August. Application has been submitted for Phase 2.

4.5 GREAT HUMBER JOINT COUNCIL:

4.5.1 - June 4, 2016 GHJC meeting Norris Point at 10:00 am at the Town Hall Premier Dwight Ball guest speaker.

4.5.2 - June 25, 2016 meeting in Town of Steady Brook at 10:00 am at Community Hall. Mayor Rowsell to attend.

4.6 FINANCE:

4.6.1 - Approval of Invoices \$21,516.37

DIAMOND/GILLETTE:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE INVOICES IN THE AMOUNT OF \$21,516.37

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

OPPOSED: (0)

RESOLUTION CARRIED

4.6.2- Bank reconciliation - \$353,889.85

4.6.3 - Transfer Funds \$33,992.00 to Fire Department as per

**RESOLUTION
2016/090**

audit done by Brian Hillier Chartered Accountant.

Note: Mayor Rowsell stepped out for a minute not feeling well.

**RESOLUTION
2016/091**

DIAMOND/WELLS:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK TRANSFER \$33,992.00 TO THE FIRE DEPARTMENT ACCOUNT FOR MONIES OWED FOR THE 2014 AND 2015 YEAR AS PER AUDIT DONE BY CHARTERED ACCOUNTANT BRIAN HILLIER

IN FAVOUR: (5) Diamond, Howlett, Wells, Austin, Gillette

OPPOSED: (0)

RESOLUTION CARRIED

4.7 ADMINISTRATION:

4.7.1 - Gas Detection - Training June 9, 2016 Corner Brook - Jonathan Hillier to Attend.

**RESOLUTION
2016/092**

WELLS/DIAMOND:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK SEND JONATHAN HILLIER TO GAS DETECTION TRAINING IN CORNER BROOK JUNE 9, 2016 COST \$125.00.THERE WAS TRAINING IN MAY BUT IT GOT CANCELLED SEE MOTION # 2016/073

IN FAVOUR: (5) Diamond, Howlett, Wells, Austin, Gillette

OPPOSED: (0)

RESOLUTION CARRIED

4.7.2 - Tax Recovery Plan - Motion to adopt the Tax Recovery Plan.

**RESOLUTION
2016/093**

HOWLETT/WELLS:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE TAX RECOVERY PLAN FOR ACCOUNTS RECEIVABLE FOR 2015/2016 AS REQUIRED BY DEPARTMETN OF MUNICIPAL AND INTERGOVERNMENTAL AFFAIRS.

IN FAVOUR: (5) Diamond, Howlett, Wells, Austin, Gillette

OPPOSED: (0)

RESOLUTION CARRIED

Note: Mayor Rowsell returned to the meeting.

4.7.3 - Premiers Forum on Local Government- Motion to nominate Councillor Wells as a candidate to attend the forum.

**RESOLUTION
2016/094**

HOWLETT/DIAMOND:

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
HEREBY NOMINATE COUNCILLOR MATTHEW WELLS TO
REPRESENT THE WESTERN REGION AT THE 2016
PREMIERS FORUM ON LOCAL GOVERNMENT ON
WEDNESDAY OCTOBER 5TH, 2016 AT THE DELTA HOTEL
IN ST. JOHNS, NL.**

Date of Motion: June 2, 2016

IN FAVOUR: (4) Diamond, Howlett, Austin, Rowsell

OPPOSED: (1) Gillette

Abstained: (1) Wells

RESOLUTION CARRIED

4.8 WATERSHED AND ENVIRONMENT:

4.8.1 - Councillor Wells will be going to make a visit to the watershed area this will be a full day job he will be taking two of the maintenance persons with him, this will take place on a weekend as Councillor Wells works all week the maintenance person will be taking time off in lieu. New Signs have arrived and they will be putting these up in appropriate places. Corner Brook Pulp and Paper will be doing a spot check. Councillor Wells stated that there is one area where ATV's can cross the brook this needs to be looked into and a stop put to it.

TOWN CLERK'S REPORT:

Town Clerk reported that the Colorimeter is broken and that they had to order a new one. The Town has a loan of one from Service NL.

Jonathan will be taking June 16, 17 and the 24th, 2016

5. OTHER CORRESPONDENCE:

6. OTHER BUSINESS:

7. COUNCILOR'S / MAYOR FORUM:

Councillor Howlett - Preparing for Canada Day

Councillor Gillette - Pleased with the two Developments on Dominion Drive keeping the area clean/ However they work early on the weekends.

Councillor Diamond - Maintenance need to start mowing grass.

Councillor Wells - Grass needs to be taken care of on the easement on Mountain Vale Park.

Councillor Wells stated that there is water build up in two areas of the town one on Marble Drive and another on Mountain Vale. Public Works Committee will be meeting with the Public works staff and will address these problems.

Councillor Wells mentioned about parking and the issues that we have will be approaching soon and wanted to know if anyone has any suggestions on parking. A letter will be going out to the public and setting up a meeting at the Town Hall to see if they have any suggestions on how to alleviate the congested parking around the Town Office/ Floating Dock area.

Councillor Wells suggested that the Town Clerk check with other Towns and see if they have any similar problems and what they done to remedy the situation.

COUNCIL WILL BE GOING INTO A IN-CAMERA MEETING
COUNCILLOR WELLS LEFT THE MEETING AT 7:52PM

**RESOLUTION
2016/095**

**HOWLETT/DIAMOND:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK GO
INTO A IN CAMERA MEETING AT 7:55 PM REGARDING
PUBLIC WORKS 4.1.5 AND 4.1.6
IN FAVOUR: (5) Diamond, Howlett, Rowsell, Austin, Gillette
OPPOSED: (0)
RESOLUTION CARRIED**

**RESOLUTION
2016/096**

**HOWLETT/DIAMOND:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
RETURN TO THE PUBLIC MEETING ON JUNE 2, 2016 AT
8:10 PM
IN FAVOUR: (5) Diamond, Howlett, Rowsell, Austin, Gillette
OPPOSED: (0)
RESOLUTION CARRIED**

4.1.5 - Water Meters - Previous discussion was that however many business water meters were hooked up that council would do the same residentially that being said and seeing the cost with

the quotes that were given and that there was no money put in this year's budget that they decided to still look at the quotes and budget for it in the new year.

**RESOLUTION
2016/097**

GILLETTE/DIAMOND:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK DEFER FROM INSTALLING WATER METERS UNTIL 2017 AS MONEY WAS NOT ALLOCATED IN THE 2016 BUDGET AND COUNCIL FEELS THAT MORE RESEARCH NEEDS TO BE DONE

IN FAVOUR: (5) Diamond, Howlett, Rowsell, Austin, Gillette

OPPOSED: (0)

RESOLUTION CARRIED

4.1.6 - Tripod - Quotes on tripod - Council reviewed the quotes and had some discussion, they felt it would be better to go with National Safety as they will waive all fees for the equipment that they have inspected and will provide free training on the use of the Tripod and that they are a local based company.

**RESOLUTION
2016/098**

HOWLETT/DIAMOND:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK PURCHASE A TRIPOD SYSTEM FROM NATIONAL SAFETY IN CORNER BROOK IN THE AMOUNT OF \$4007.45 PLUS TAX.

IN FAVOUR: (5) Diamond, Howlett, Rowsell, Austin, Gillette

OPPOSED: (0)

RESOLUTION CARRIED

**RESOLUTION
2016/099**

GILLETTE/HOWLETT:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ADJOURN THE JUNE 2, 2016 MEETING AT 8:20 PM

IN FAVOUR: (5) Howlett, Rowsell, Diamond, Austin, Gillette

OPPOSED: (0)

RESOLUTION CARRIED

NEXT PUBLIC MEETING WILL BE JULY 7, 2016

Mayor Rowsell

Town Clerk

