



TOWN OF STEADY BROOK
PUBLIC MEETING
May 12, 2016

ATTENDANCE:

Mayor Peter Rowsell

T. Caines, Town Clerk

Absent L. Gillette

Councillors:

C. Wilton

C. Austin

M. Diamond

M. Wells

M. Howlett

DELEGATIONS/GUESTS:

The meeting was called to order at 7:00 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.

4.1.2 - In camera Meeting

4.7.9 - Occupation Health & Safety Committee

4.7.1 - In camera Meeting

4.7.2 - In camera Meeting

**RESOLUTION
2016/065**

HOWLETT/DIAMOND:

**BE IT RESOLVED TO APPROVE THE AGENDA AS
AMENDED**

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

OPPOSED: (0)

RESOLUTION CARRIED

**(1.1) Minutes of
Previous Meeting**

Minutes of April 7, 2016 Public Meeting were presented for review. The Mayor called for any errors or omissions to previous meeting. Councillor Wilton stated that motion # 2016/048 needed to be corrected and that he was not in favor of the motion. Town Clerk to fix motion# 2016/048

**RESOLUTION
2016/066**

**HOWLETT/AUSTIN:
BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE REGULAR COUNCIL MEETING OF
APRIL 7, 2016 AND MAKE CHANGE TO RESOLUTION
#2016/048**

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

**(2)
Business arising
Action items**

**(3) Notices of
Resolutions
arising of minutes**

**(4) Committee
reports**

4.1 OPERATIONS AND PUBLIC WORKS:

- 4.1.1 Municipal Building - The Town of Steady Brook received the structural details from Anderson Engineering and gave the Town Clerk permission to let the Engineers to proceed with the Municipal Building.
- 4.1.2 Artesian Wells - In Camera Meeting.
- 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..
- 4.1.4 Speed Signs - Purchase 1 Speed sign from ACES in the amount of \$4094.00 plus tax

**RESOLUTION
2016/067**

**WELLS/WILTON:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
PURCHASE A SPEED SIGN WITH ACES INC IN THE
AMOUNT OF \$4094.00 PLUS TAX.
IN FAVOUR: (6) Diamond, Howlett, Rowsell, Wells, Austin,
Wilton
OPPOSED: (0)
RESOLUTION CARRIED**

- 4.1.5 Signage - Regarding Thru Truck Traffic on Marble Drive is a issue. The Town Clerk spoke with Service NL they will be sending application to the town so the town of Steady Brook can

put up better signage on the off ramps coming into Steady Brook. Once we receive application and permission from Service NL, Dept of Transportation has to install. The Town of Steady Brook will be ordering the proper signs.

- 4.1.6 Lift Station Thistle Drive - The pump in the Lift Station on Thistle Drive is in need of repairs the quote from Western Pump is in the amount of \$4327.00 plus tax.

**RESOLUTION
2016/068**

WELLS/WILTON:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK REPAIR THE PUMP ON THISTLE DRIVE IN THE AMOUNT OF \$4327.00

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

OPPOSED: (0)

RESOLUTION CARRIED

- 4.1.7 Parking Floating Dock - Mayor Rowsell anticipate there will be parking problems again this year by the Town Office. Council is up for suggestions on how to alleviate this problem. Council will have more discussion on the matter at the next meeting.

4.2 EMERGENCY MEASURES:

4.2.1 Councillor Austin and the Town Clerk went to the Emergency Preparedness meeting in Gander on May 4, 5, 2016 they will be bringing the info that they learned to the Emergency Preparedness Committee and will be implementing what they learned. Councillor Austin stated that she would like to table top a mock disaster so everyone on council knows what to do in an emergency type situation.

Councillor Wilton made a statement regarding open fire pits and that they should not be permitted in the Town and that we should have a by-law in place. The Town Clerk will check with other towns to see if they have such a bylaw in place and the Town of Steady Brook will adopt the bylaw as well. In the mean time the Town clerk will send a email out to residents letting them know to keep their fire pits covered.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 - 97 Marble Drive - To develop a garage structure size is 28 x30 homeowner to provide the town with the height of the building before permit is issued.

**RESOLUTION
2016/069**

DIAMOND/WILTON:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE 97MARBLE DRIVE DRIVE TO CONSTRUCT A GARAGE 28 X 30 AND THAT IT MUST FOLLOW THE

DEVELOPMENT AND REGULATIONS OF THE TOWN OF STEADY BROOK.

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

OPPOSED: (0)

RESOLUTION CARRIED

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

New Playground Equipment to be installed Councillor Howlett will be in touch with maintenance staff. Right now the ground has to dry up a little bit more before this can happen.

4.5 GREAT HUMBER JOINT COUNCIL:

4.5.1 - June 4, 2016 GHJC meeting Norris Point also the Town will be hosting a meeting on June 25, 2016 in Steady Brook. Councillor Wilton suggested that the town let Marble Inn be the Venue for the GHJC Meeting. Will discuss more at councils next meeting.

4.6 FINANCE:

4.6.1 - Approval of Invoices \$44,061.48

**RESOLUTION
2016/070**

DIAMOND/WILTON:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE INVOICES IN THE AMOUNT OF \$44,061.48

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

OPPOSED: (0)

RESOLUTION CARRIED

4.6.2 - Bank reconciliation - \$466,895.69

4.7 ADMINISTRATION:

4.7.1 - Employee Contracts - In camera Meeting

4.7.2 - Town Clerk - Increase pay - In camera Meeting

4.7.3 - Occupational Health and Safety Student - Motion

**RESOLUTION
2016/071**

AUSTIN/HOWLETT:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK HIRE A OCCUPATIONAL HEALTH AND SAFETY STUDENT FROM ACADEMY CANADA, THIS IS A ON-THE-JOB TRAINING POSITION

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

OPPOSED: (0)

RESOLUTION CARRIED

4.7.4 - Proper Handling of Chlorine - Training June 28, 2016 - send Both workers to Stephenville afternoon session.

**RESOLUTION
2016/072**

WELLS/AUSTIN:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK SEND JONATHAN HILLIER AND ALEX WHITEHORNE TO THE PROPER HANDLING OF CHLORINE TRAINING IN STEPHENVILLE ON THE AFTERNOON OF JUNE 28, 2016 MAY 5-7, 2016.

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

OPPOSED: (0)

RESOLUTION CARRIED

4.7.5 - Gas Detection Training - Corner Brook May 19, 2016 cost of \$125.00

**RESOLUTION
2016/073**

WELLS/WILTON:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK SEND JONATHAN HILLIER TO GAS DETECTION TRAINING IN CORNER BROOK ON MAY 19, 2016 COST OF \$125.00

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

OPPOSED: (0)

RESOLUTION CARRIED

4.7.6 - MCW Financial Evaluation Training- Corner Brook CONA on May 12, 2016

**RESOLUTION
2016/074**

AUSTIN/GILLETTE:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK SEND THE TOWN CLERK TO TRAINING IN CORNER BROOK ON MAY 12, 2016 REGARDING MCW FINANCIAL EVALUATIONS.

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

OPPOSED: (0)

RESOLUTION CARRIED

4.7.7 - Public Tender Act Training - Deer Lake - May 31, 2016

**RESOLUTION
2016/075**

WELLS/AUSTIN:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK SEND THE TOWN CLERK, MAYOR ROWSELL AND COUNCILLOR WELLS TO TRAINING IN DEERLAKE FOR PUBLIC TENDER ACT TRAINING MAY 31, 2016.

IN FAVOUR: (7) Diamond, Howlett, Rowsell, Wells, Austin, Wilton, Gillette

OPPOSED: (0)
RESOLUTION CARRIED

4.7.8 - Fort McMurray Donation

**RESOLUTION
2016/076**

DIAMOND/WELLS:
**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
MAKE A \$1000.00 DONATION TO THE RED CROSS FOR THE
FORT MCMURRAY DISASTER.**

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

OPPOSED: (0)
RESOLUTION CARRIED

4.7.9 - Occupational Health & Safety Committee - Councillor wells stated that the committee will be starting up in the next week or so and that Jamie Robertson will be chair of the committee and Alex Whitehorne will be sitting on the committee, both people have certified training. Councillor Wells mentioned this will be perfect timing with the hiring of a student at the end of June and all will be able to come up with a safety environment protocol for the town.

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 one 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

TOWN CLERK'S REPORT:

Town clerk stated that the two maintenance workers are working very well together from what she can see, work is getting done in a very timely matter.

The Town clerk also stated that she would like to see from council some way to boost the moral with the staff.

Councillor Wilton agreed that council should boost the moral with the staff and Councillor Wells was in agreement as well.

5. OTHER CORRESPONDENCE:

Water Committee - Councillor Wells read a email out to council from Service NL - Jerry Lahey - this was regarding the great work that the maintenance staff has been doing with the water system and how they avoided a boil order by their quick actions and how they handled the situation. Their understanding of the system and their actions in response to finding the faulty

regulator prevented an unplanned Boil Water Advisory from having to be put in place. Hopefully things continue to go well with these staff as we both know the Town has had trouble with staff turnover the last few years.

In the near future the Department is planning on conducting fire hydrant maintenance and pipe location/leak detection training with the staff.

May 16, 2016 the Town will be flushing the Fire Hydrants with the help of Jerry Lahey at Service NL. Town Clerk will send out a email to the residents notifying them that the flush will take two days to complete.

6. OTHER BUSINESS:

7. COUNCILOR'S / MAYOR FORUM:

Councillor Austin - yellow lines have to be painted in the Town the roads that need to be done are: Thistle Drive, Dogwood Drive, Marble Drive and Forest Drive. The town Clerk will ask the persons whom give a quote to the Town if the paint they use have reflective properties. two quotes to come in one from Areco and the other from True Lines.

Mayor Rowsell stated that there are towns that have major water issues and have no solutions to fix them. Our town got a solution to fix the water problems but seems like forever to get the problem fixed

**RESOLUTION
2016/077**

HOWLETT/AUSTIN:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK GO INTO A IN CAMERA MEETING AT 8:15 PM REGARDING PUBLIC WORKS AND ADMINISTRATION.

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

OPPOSED: (0)

RESOLUTION CARRIED

**RESOLUTION
2016/078**

HOWLETT/WILTON:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK RETURN TO THE PUBLIC MEETING ON MAY 12, 2016 AT 8:37 PM

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

OPPOSED: (0)

RESOLUTION CARRIED

4.1.2 - Artesian Wells - Request for additional funding. tenders came in higher than what government funded the town, Council will be requesting additional funding from Municipal Intergovernmental Affairs

**RESOLUTION
2016/079**

HOWLETT/WILTON:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK REQUEST ADDITIONAL FUNDING FROM MUNICIPAL INTERGOVERNMENTAL AFFAIRS IN THE AMOUNT OF \$265,303.06 AT 90/10 COST SHARE.

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

OPPOSED: (0)

RESOLUTION CARRIED

4.7.1 - Employee Contracts

**RESOLUTION
2016/080**

AUSTIN/HOWLETT:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE EMPLOYMENT AGREEMENT CONTRACT FOR EMPLOYEES WITH THE TOWN OF STEADY BROOK EFFECTIVE IMMEDIATELY

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

OPPOSED: (0)

RESOLUTION CARRIED

4.7.2 - Town clerk - Increase Pay

**RESOLUTION
2016/081**

HOWLETT/WILTON:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK INCREASE THE TOWN CLERKS WAGE \$1.16 ADDITIONAL AN HOUR AND THAT TO BE PAID RETRO TO JANUARY 1, 2016 TOTAL WAGE \$23.00 PER HOUR.

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

OPPOSED: (2) Wilton, Diamond

RESOLUTION CARRIED

**RESOLUTION
2016/082**

HOWLETT/AUSTIN:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ADJOURN THE MAY 12, 2016 MEETING.

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

OPPOSED: (0)

RESOLUTION CARRIED

NEXT PUBLIC MEETING WILL BE JUNE 2, 2016

Mayor Rowsell

Town Clerk

