



**TOWN OF STEADY BROOK**  
**PUBLIC MEETING**  
**November 17, 2016**

**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 7:03 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  
# 2016/170**

**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 Oct 13, 2016 Public Meeting were presented for review. The Deputy Mayor called for any errors or omissions to previous meeting. Councillor Wells would like it noted that on page 4 that he gave examples of cost savings and wanted it updated.

**RESOLUTION  
# 2016/171**

**GILLETTE/DIAMOND:**  
**BE IT RESOLVED TO ADOPT THE MINUTES AS PRESENTED FOR THE REGULAR COUNCIL MEETING OF**

OCTOBER 13, 2016 AS AMENDED.  
IN FAVOUR: (6) Howlett, Austin, Gillette, Wells, Wilton,  
Diamond  
OPPOSED: (0)  
RESOLUTION CARRIED

(2)  
Business arising  
Action items

See Town Clerk's Report

(3) Notices of  
Resolutions  
arising of minutes

TOWN CLERK'S REPORT:

- There are some councillors that are still approaching staff and suggesting to them what to be doing, it was told several times for this not to be happening but it is still continuing this needs to be addressed again. If some council members have concerns they should bring it to a council meeting and than give the Town Clerk/Manager direction and she will give maintenance direction. Just because you have seen something that has not been done does not mean that they are not aware of it or going to get to it.
- 2017 Budget (Draft) has been given to all council, finance committee need to meet to review and we need to set up a budget meeting as a whole council. Budget has to be approved at next Public Meeting ( December 8) in order to meet the deadline by Municipal Affairs.
- Issue with the PRV Chambers- Maintenance had to replace CRD Pressure Reducing Control in Chamber "B " & Chamber "C" cost of \$530.00 each, also Chamber "A" which is the Chlorine Building should be done in the very near future. Life expectancy of a CRD is 2 years.
- Commissioning of the Alternate Water Supply started on November 14, 2016. Jonathan and Alex has been a part of the commissioning. Should be on the new system before end of the week.
- Marble Mountain Development put in a insurance claim for damages that was done in May, 2016 water surge. Our Insurance company is looking into this. Claim was for \$109,694.00.
- Dustin Lovell Maintenance Personnel was given a lay off November 11, 2016.
- Toyota was fixed and was working fine for a week, however she did act up again on November 14, 2016. Maintenance is still using the truck. Do Council want to invest more money?
- Leak Finder Training will start again on November 21-22.
- Decal was ordered for podium at the community hall and has been put on podium.
- Purchased 2 detour signs for maintenance on roads.

been put on podium.

- Purchased 2 detour signs for maintenance on roads.
- Thistle Drive bridge has been completed.
- Leak on MountainVale Park was found with the new Leak finder and repaired our GPM is now around 36 GPM (when the hydrant is shut off over by George's).
- All gages in the blow off valves have been replaced on Forest Drive, Marble Drive, Dogwood Drive which helped reduce the GPM being used in the town as there were some small leaks.
- Clean -up week has been completed.
- Preparation for bonfire night.
- New Building site was cleaned up - there has been some negative feed back from a certain resident regarding the site.
- TDG Training has been completed by maintenance.
- Upcoming training for Jonathan Hillier in St. Johns, November 21-25.
- Upcoming Work Seminar Municipal Assessment Agency - Town Clerk /Manager and Councillor Wells December 8, 2016 Corner Brook -Glynmill Inn

**(4) Committee reports**

**4.1 OPERATIONS AND PUBLIC WORKS:**

- 4.1.1 Municipal Building MCW Project # 12055 - Work will commence in the spring. Councillor Howlett stated that marble Mountain may be interested in the fill that is there at the site. Town Clerk/Manager will check with Marble Mountain and tech Construction to see if this is permitted.

- 4.1.2 Artesian Wells - Pitman Enterprise/ started the commissioning of the Artesian Wells on November 14, 2016 and are hoping to be on the new system by end of the week.

Councillor Wilton stated that the town needs to have a meeting with residents & stress to them the importance of conserving/consumption of the towns water usage. Councillor Wells suggested that the Town Clerk/Manager contact Jerry Lahey with Service NL and see if they have any info/literature on how to be more conservative over water usage to present to the residents.

- 4.1.3 - Paving MountainVale Park - Quote from Evergreen Enterprises in the amount of \$1840.00 plus tax. The Town Clerk/Manager called other suppliers but they have their asphalt plants closed for the season

RESOLUTION  
# 2016/172

DIAMOND/HOWLETT:  
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE EVERGREEN ENTERPRISES TO DO THE PAVING ON MOUNTAINVALE PARK IN THE AMOUNT OF \$1840.00 PLUS TAX.  
IN FAVOUR: (6) Howlett, Wells, Austin, Gillette, Wilton, Diamond  
OPPOSED: (0)  
RESOLUTION CARRIED

- 4.1.4 - Water Meters - Rescind motion# 2016/161. Purchase water meters from Crane in the amount of \$4793.00 plus installation fee of \$1350.00 from Northridge Development.

RESOLUTION  
# 2016/173

HOWLETT/DIAMOND:  
BE IT RESOLVED TO RESCIND MOTION# 2016/161 TO PURCHASE WATER METERS FROM EMCO. THE TOWN OF STEADY BROOK WILL BE PURCHASING WATER METERS FROM CRANE IN THE AMOUNT OF \$4793.00 PLUS A QUOTE FROM NORTHRIDGE DEVELOPMENT FOR \$1350.00 FOR INSTALLATION OF THE WATER METERS.  
IN FAVOUR: (6) Howlett, Wells, Austin, Gillette, 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 - Bonfire night - Nov 5, 2016 - was another successful year. Great turn out. There was some issues with lighting something that council may want to look into the following year.

4.4.2 - Playground - Purchase a bench and garbage can from Corner Brook Stream Trail in the amount of \$2500.00 includes installation.

RESOLUTION  
# 2016/174

HOWLETTE/GILLETTE:  
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK PURCHASE A BENCH AND GARBAGE CAN FROM CORNER BROOK STREAM TRAIL IN THE AMOUNT OF \$2500.00. SAME BENCHES AND CANS AS THE TRAILS.  
IN FAVOUR: (6) Howlett, Wells, Austin, Gillette, Wilton, Diamond

**OPPOSED: (0)**  
**RESOLUTION CARRIED**

**4.5 GREAT HUMBER JOINT COUNCIL:**

4.5.1 - Christmas Social November 26, 2016 at Town of Massey Drive. All council members are invited. Free for two municipal members after that \$10.00 each per person. RSVP by November 21, 2016. Two prizes required maximum of \$25.00 per prize.

Next GHJC meeting is December 3, 2016 in Pasadena.

**4.6 FINANCE:**

4.6.1 - Approval of Invoices \$33,411.39 and \$157,307.32 Pittman Enterprise's

**RESOLUTION  
# 2016/175**

**DIAMOND/WILTON:**

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE INVOICES IN THE AMOUNT OF \$33,411.39**

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

**Diamond**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

**RESOLUTION  
# 2016/176**

**DIAMOND/WILTON:**

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK PAID CLAIM NO 1 TO PITTMAN ENTERPRISES IN THE AMOUNT OF \$157,307.32**

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

**Diamond**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

**4.7 ADMINISTRATION:**

4.7.1 - Municipal Assessment Training - Corner Brook December 8, 2016

**RESOLUTION  
# 2016/177**

**GILLETTE/HOWLETT:**

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK SEND TOWN CLERK MANAGER AND COUNCILLOR**

**DIAMOND TO MUNICIPAL ASSESSMENT TRAINING**

**DECEMBER 8, 2016 AT GLYNMILL INN.**

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

**Diamond**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

**4.8 WATERSHED AND ENVIRONMENT:**

NOTHING TO REPORT

**5. OTHER CORRESPONDENCE:**

Quotes for damages to Jonathan Hillier's truck was given to council.

RESOLUTION  
# 2016/178

**HOWLETTE/GILLETTE:**

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE WESTERN COLLISION CENTRE TO DO THE REPAIRS TO JONATHAN HILLIER TRUCK IN THE AMOUNT OF \$1135.00 PLUS TAX.**

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**

**6. OTHER BUSINESS:**

Fall leaves to be picked up - will order large dumpster from Murphy's.

**7. COUNCILOR'S / MAYOR FORUM:**

Councillor Diamond stated that the finance committee needs to meet to discuss the budget. Finance will meet November 25, 2016 at 8:00 am.

Councillor Wells noticed that in the Town Clerk's report that staff was still being approached by some councillors he asked the Town Clerk/Manager if this was the case. The Town Clerk/Manager stated yes it is true and that council who are doing this needs to stop as council are suppose to give the clerk direction and then she will give the staff direction.

Councillor Wilton stated that when the commissioning of the wells are completed that it should be announced.

Councillor Wilton was wondering if they were still going to have a staff Christmas supper. Town Clerk/Manager to look into the cost at Madison's per plate.

Councillor Howlett would like to remind everyone that Santa Visit is on December 4, 2016 from 2-4pm.

Councillor Gillette would like to know who from council will be attending the Fire Dept Gala November 19, 2016. Councillor Gillette stated that Scott Reid was going to be there and that herself would be attending. Councillor Wells stated that he would be going. Deputy Mayor Austin said that she may be attending.

Being that there is no further business to discuss the meeting was adjourned.

**RESOLUTION  
# 2016/179**

**HOWLETT/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 8:15 PM

NEXT PUBLIC MEETING WILL BE DECEMBER 8, 2016

\_\_\_\_\_  
D. Mayor Austin

\_\_\_\_\_  
Town Clerk/Manager