



**TOWN OF STEADY BROOK**  
**PUBLIC MEETING**  
**October 13, 2016**

**ATTENDANCE:**

T. Caines, Town Clerk/Manager

**Councillors:**

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

**ABSENT:**

Mayor Peter Rowsell  
Councillor Diamond

**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  
# 2016/156**

**HOWLETT/WILTON:**  
**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE AGENDA .**  
**IN FAVOUR: (5) Howlett, Austin, Gillette, Wells, Wilton**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

**1.1) Minutes of Previous Meeting**

Minutes of Sept 8, 2016 Public Meeting were presented for review. The Deputy Mayor called for any errors or omissions to previous meeting.

**RESOLUTION  
# 2016/157**

**HOWLETT/GILLETTE:**  
**BE IT RESOLVED TO ADOPT THE MINUTES AS PRESENTED FOR THE REGULAR COUNCIL MEETING OF AUGUST 4, 2016.**  
**IN FAVOUR: (5) Howlett, Austin, Gillette, Wells, Wilton**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

Minutes of Sept 13, 2016 Privileged Meeting were presented for review. The Deputy Mayor called for any errors or omissions to previous meeting.

**RESOLUTION  
# 2016/158**

**HOWLETT/WILTON:  
BE IT RESOLVED TO RATIFY THE MINUTES AS  
PRESENTED FOR THE PRIVILEGED COUNCIL MEETING OF  
SEPTEMBER 13, 2016.  
IN FAVOUR: (5) Howlett, Austin, Gillette, Wells, Wilton  
OPPOSED: (0)  
RESOLUTION CARRIED**

**(2)  
Business arising  
Action items**

NOTHING TO REPORT

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

**TOWN CLERK'S REPORT:**

- Backhoe - Brakes were leaking into rear differential/ Alternator had to be replaced
- Loader - Replaced Cutting edge and installed new shoes
- All attachments were painted for Heavy Equipment
- Toyota - oil changed
- Toyota wouldn't start put in Menieke for repairs/ starter
- Toyota still having issues had to be put in Toyota as Meineke couldn't diagnose the problem.
- Toyota replaced battery and starter worked fine , brought machine back to town, started acting up again sent back to garage. **Councillor Howlett would like to know when do you draw the line on cost of repairs, will be brought to next meeting to discuss further.**
- Fire Hydrants - gaskets had to be ordered and a fire hydrant tool to replace the gaskets - work will start soon on the Hydrants
- Need new gages for blow off's on Marble, Dogwood and Forest
- Intake - screens were cleaned- brush was trimmed back
- Signage - brush was trimmed around signs
- Signage on trail installed use at own risk
- Post put in ground by walking trails on Musgrave and Wilton Street to prevent ATV's and vehicles from using the area
- Northridge was in and regulated pressure now holding at 87PSI
- Confined Space Training - Alex completed 2 day course
- Trenching Training - Jonathan and Alex completed trenching
- Leak Finder - 1 day Classroom Training - out in field discovered there was issues with Leak finder had to send for a new one- will come back and do training out in field
- Speed Bumps taken up
- Eyewash stations installed at Fire Dept
- Lumber picked up for Thistle Drive Bridge
- Oil Changes on Blowers and the Lagoon disinfected with pressure washer
- Compost yard being cleaned up- attachments moved

- Debris in place for bonfire night
- Grass cutting and painting
- Guardrails fixed- still more work to be done next year need to allocate money in budget
- Met with Anderson Engineering / Gerry Lahey and Northridge regarding Artesian Wells- 75% completed- Waterlines installed-Tank is completed- Building extension put on not completed- New Power supply has been ran to building from Marble Mtn - Finish in 2 - 3weeks.
- Pittman's ,Andersons, Town Maintenance and Northridge will be there when switch is over being done- however Pittman's is responsible for any issues.
- 6" Line not working - Fire Department has been informed. Northridge will be looking at it in the morning
- Suggested that the town invest in a Battery Backup for the PRV Chamber so when power goes out it won't affect the water supply/ will give maintenance time to hook up generator if need be.
- Maintenance worker had damage done to his personal vehicle doing work for the town, council stated that he needs to get two quotes to bring back to the town.
- Town Clerk/Manager notified council that she will have to take some family leave within the next two weeks for personal reasons possibly up to 5 days.

**(4) Committee reports**

**4.1 OPERATIONS AND PUBLIC WORKS:**

- 4.1.1 Municipal Building MCW Project # 12055 - Met with Tech Construction, Anderson Engineering and Municipal Affairs on October 11, 2016 for signing of the awarded contract. Councillor Gillette stated that council should have been informed in case they would have wanted to attend. Town Clerk/Manager stated that Anderson's suggested that only two people with signing authority was required. Town clerk /Manger job is to report back to council which was what was being done.

- 4.1.2 Municipal Building - Revise motions 2016/152 and 2016/153 from September 13, 2016 as they need to be reworded as per request of Municipal Affairs.

**RESOLUTION  
# 2016/159**

**GILLETTE/HOWLETT:**

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK REVISE MOTION# 2015/152 OF THE PRIVILIGED MEETING HELD ON SEPTEMBER 13, 2016 AS IT SHOULD READ AS FOLLOWS:**

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK BORROW 3 SEPERATE LOANS FROM BANK OF MONTREAL FOR MCW PROJECT 12055 MUNICIPAL MAINTENANCE GARAGE/FIRE HALL.**

**1. LOAN IN THE AMOUNT OF \$300,000.00 TO BE REPAYED UP TO A 10 YEAR AMORTIZATION AT 2.68% ONE YEAR TERM AT A MONTHLY PAYMENT OF \$2850.68 FOR THE MCW PROJECT # 12055**

**2. FLOATING RATE DEMAND LOAN IN THE AMOUNT OF \$150,000.00 TO COVER THE HST REBATE LOAN DUE IN 1 FULL YEAR AFTER DRAWDOWN AT A FLOATING RATE OF PRIME + 2.50 PAID MONTHLY FOR MCW PROJECT 12055**

**3. FLOATING RATE DEMAND LOAN IN THE AMOUNT OF**

**\$52,111.00 TO COVER THE GAS TAX LOAN 2 1/2 YEAR TERM AT PRIME + 2.50 PAID MONTHLY FOR 30 MONTHS FOR MCW PROJECT 12055.**

**IN FAVOUR: (4) Howlett, Austin, Gillette, Wilton**

**OPPOSED: (1) Wells**

**RESOLUTION CARRIED**

Councillor Wells questioned that at a previous meeting there was discussion that they would make work order changes to reduce the cost of the new municipal building and that he was asked to go to Municipal Affairs for additional funding, which he done and had gotten verbal confirmation from Municipal Affairs with a good chance that council would get the additional funding. Councillor Wells would like to know what changed. Councillor Wells gave examples of cost saving to the town if they eliminated the \$7500.00 Security System and a 20% cost saving on the pavement if the town would have directly hired the contractor. Councillor Wilton stated that at the privileged meeting and after discussion that council stated that they did not agree with Municipal Affairs taking away a lot of the items that they had needed such as the storage shed, fencing, pavement, siding etc...council wanted to see a finish project not going back at later dates and putting pavement out to tenders or have to put storage shed, fencing out to tenders they wanted a finish project when it was all said and done. A motion was brought to the table and a decision of council to keep what was in the original plan was decided. The town's debt service ratio will remain much the same.

**RESOLUTION  
# 2016/160**

**HOWLETT/GILLETTE:**

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK REVISE MOTION# 2016/153 OF THE PRIVILEGED MEETING HELD SEPTEMBER 13, 2016 AS IT SHOULD READ AS FOLLOWS:**

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK USE THE GAS TAX FUNDING IN THE AMOUNT OF \$109,317.60 TOWARDS MCW PROJECT # 12055 MUNICIPAL MAINTENANCE GARAGE/FIRE HALL**

**IN FAVOUR: (5) Howlett, Wells, Austin, Gillette, Wilton**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

- 4.1.3 Artesian Wells - Project is 75% completed, Anderson Engineering stated that it may come in over budget, council may have to request additional funding from Municipal Affairs.

- 4.1.4 Water Meters - Town to order water meters from Emco at a price of \$2540.69 + tax and a fee of \$1350.00 + tax for installation

**RESOLUTION  
# 2016/161**

**HOWLETT/WILTON:**  
**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK PURCHASE 5 WATER METERS FROM EMCO IN THE AMOUNT OF \$2540.69 PLUS TAX AND A FEE OF \$1350.00 PLUS TAX FROM NORTHRIDGE FOR INSTALLATION.**  
**IN FAVOUR: (5) Howlett, Wells, Austin, Gillette, Wilton**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

**4.2 EMERGENCY MEASURES:**

4.2.1 - Fire Dept - Project #FES - SA0010. This is a 90/10 Provincial / Municipal cost shared funding project in the amount of \$9660.00. Fire dept will be purchasing 15 turn-out suits.

Fire Department budget has been revised and needs to be signed of by Deputy Mayor- Increase in fees.

**4.3 PLANNING AND DEVELOPMENT:**

4.3.1 - 8 Up River Road - Prebuilt shed 16x20 . This was approved by Town Clerk/Manager but needs approval by council as well.

**RESOLUTION  
# 2016/162**

**WILTON/GILLETTE:**  
**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVED A PERMIT FOR 8 UPRIVER ROAD TO PUT A PRE-BUILT SHED ON THEIR PROPERTY, PERMIT WAS DATED FOR SEPTEMBER 26,2016 . PERMIT MUST MEET THE DEVELOPMENT AND REGULATIONS OF THE TOWN OF STEADY BROOK.**  
**IN FAVOUR: (4) Austin, Gillette, Wells, Wilton**  
**OPPOSED: (0)**  
**OBSTAINED (1)**  
**RESOLUTION CARRIED**

**4.4 RECREATION AND COMMUNITY INVOLVEMENT:**

4.4.1 - Bonfire night - Nov 5, 2016 - Halloween treats accepted for donations.

4.4.2 - Trails - Waiting on funding for Phase 2 of the project. There were issues with people using their ATV's on the walking trails, council would like to note that theses trails were not made for this purpose. Maintenance staff have put post in places on the trails to stop this from happening. Appropriate reflective markers to be put on post.

Councillor Wilton commented saying that when he went to Labrador to the SAM meeting there were communities that were impressed with the trails and were inquiring about how we got the funding

**4.5 GREAT HUMBER JOINT COUNCIL:**

4.5.1 - Next meeting is in McIver's October 29,2016

4.5.2 - Waste Management meeting Oct 20, 2016 at Civic Centre, possibly 4 councillors attending.

**4.6 FINANCE:**

4.6.1 - Approval of Invoices \$77,373.20

**RESOLUTION  
# 2016/163**

**WILTON/GILLETTE:**

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE INVOICES IN THE AMOUNT OF \$77,373.20 IN FAVOUR: (5) Howlett, Austin, Gillette, Wells, Wilton  
OPPOSED: (0)  
RESOLUTION CARRIED**

4.6.2 - Bank Reconciliation - \$110,227.70. - Town Clerk/Manager stated that monies will have be transferred over to chequing account for operational cost that was put in GIC earlier this year. Council gave consensus to do so when needed.

**4.7 ADMINISTRATION:**

4.7.1 - Jonathan Hillier training in St. John's Nov 22-24, 2016

**RESOLUTION  
# 2016/164**

**WELLS/WILTON:**

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK SEND JONATHAN HILLIER TO WASTEWATER TREATMENT CLASS 1&2 IN ST.JOHN'S NOVEMBER 22-24, 2016  
IN FAVOUR: (5) Howlett, Austin, Gillette, Wells, Wilton  
OPPOSED: (0)  
RESOLUTION CARRIED**

4.7.2 - Town Clerk Manager - Monies owed for overtime.

**RESOLUTION  
# 2016/165**

**WELLS/HOWLETT:**

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK PAY THE TOWN CLERK/MANAGER 158.15 HRS AT A AVERAGE RATE OF \$21.21 IN TIME OF LIEU THAT THE CLERK/MANAGER NEVER GOT PAID FOR. THE REASON FOR PAYOUT IS THE TOWN CLERK/MANAGER IS NOW SALARY NOT HOURLY.**

**IN FAVOUR: (5) Howlett, Rowsell, Austin, Gillette**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

4.7.3 - Town Clerk/Manager training in Deer Lake - Land Use Planning October 19, 2016 - Municipal Law Module 1 October 27 & 28, 2016

**RESOLUTION  
# 2016/166**

**WELLS/ HOWLETT:**  
**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK SEND THE TOWN CLERK/MANAGER TO TRAINING IN DEER LAKE ON OCTOBER 19, 2016 FOR LAND USE PLANNING AND MUNICIPAL LAW MODULE 1 TRAINING ON OCTOBER 27 & 28, 2016.**

**IN FAVOUR: (5) Austin, Howlett, Gillette, Wilton, Wells**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

4.7.4 - Alex Whitehorne - Probation Period August 8, 2016 Increase \$1.00 per hour.

**RESOLUTION  
# 2016/167**

**WELLS/HOWLETT:**  
**BE IT RESOLVED THAT ALEX WHITEHORNE PROBATION PERIOD WAS UP OCTOBER 4, 2016 AND HIS INCREASE OF \$1.00 HAS BEEN IMPLEMENTED AS PER CONTRACT THAT HE SIGNED.**

**IN FAVOUR: (5) Austin, Howlett, Gillette, Wilton, Wells**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

4.7.5 - Mandatory Training - Councillor Wells stated that at the MNL it was stated that in the near future MNL will be mandating/lobbing that councilor's be obligated to attend MNL's workshops and training/information sessions that is provided to councillors.

There was some discussion on the cost if a spouse was to attend at a price of \$200.00 per person council thought this is a bit extreme.

Councillor Wells stated that a lot of administrators do attend the MNL as well and that we should be looking into sending our administrator. Councillor Howlett said the town's administrator is the front line and the one constance that is in the town.

Councillor Gillette stated that you may not be able to afford to send the administrator.

Councillor Wells stated that all councillors and administrator should be attending - allow in the budget 7 + 1 not saying that all

have to go but should be budgeted for in case all councilor's want to attend.

This will have to be looked at in the budget as there will have to be increases implemented

Councillor Wilton stated that we spend too much money in training, Deputy Mayor stated that we do not put nearly enough in the budget for training compared to what other towns are putting in their budget based on numbers given from other towns.

Will be discussed further at the next council of the whole meeting.

#### **4.8 WATERSHED AND ENVIRONMENT:**

4.8.1 - Meeting October 18, 2016

4.8.2 - Councillor Howlett stated that there is a cabin for sale in the water shed area. Councillor Gillette stated that there should be a buyer beware notification and Councillor Gillette stated that a permit don't have to be issued for repairs or maintenance as it is in the towns water shed area if anyone came looking for a permit it does not have to be issued.

#### **5. OTHER CORRESPONDENCE:**

**NOTHING TO REPORT**

#### **6. OTHER BUSINESS:**

Mayor Rowsell -Sick Leave - Motion

**RESOLUTION  
# 2016/168**

#### **GILLETTE/HOWLETT:**

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK GRANT MAYOR ROWSELL 3 MONTHS SICK LEAVE DATED FROM SEPTEMBER 13, 2016.**

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**

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

Councillor Wells said that a staff member stated that he felt like he was being stocked and felt uncomfortable by a councillor.

Councillor Wells will not single anyone out, but he will be approaching Municipal Affairs and suggest to see what can be done about this. Will be keeping track of times and dates that they



are being approached by councillors.

**As per Section 2.5** in our Councillor Handbook it states that **DO NOT INTERFERE "Council ensures senior staff performs their duties but an individual councillor must not interfere with staff responsibilities or routine administrative issues"**

Councillor Wilton said that he was not treated well by one of the employees in this town said he was approached by one of the employees and the employee stated why are you following me all morning. Councillor Wilton was insulted by the employee by his remarks and feels that the employee should be brought in and be reprimanded. Councillor Wilton feels that he cannot even drive around town anymore because a staff member might feel that he is following him.

Councillor Wells stated that the employee should not be brought in by council as this would be reverting to the old way of council, we now have a Town Clerk/Manager in place and it should be taken care of inside chambers as a human resources administrative committee issue and council should not be approaching staff on the side of a road or anywhere else.

Please note that the Deputy Mayor had to say point of order numerous times before anyone listened.  
Deputy Mayor stated that this will have to be brought to a COW meeting.

Councillor Wilton stated that Council should be aware of the time that Jerry Lahey has spent helping out the Town and that council should show appreciation by some sort of contribution/donation.

Councillor Wilton stated that the Stewardship Association had given the town a sign in 2012 to Mayor Thistle, however the sign is nowhere to be found. Previous Mayor Thistle stated that she did not receive the sign when questioned by the Town Clerk/Manager.

Councillor Howlett said that the town should have a logo on the podium in the town hall. Town Clerk/Manager will call speedpro signs and get a sign made.

Councillor Wells commented on overtime with staff and that staff is requesting that instead of all being paid out in time of lieu can they get paid out monies in straight time but time in lieu would be time and half. There would be a cap on how much overtime to be paid out in monies and maybe a pay out twice a year up to a

maximum number. To be discussed further at a COW meeting

Councillor Wilton stated that we soon have to meet to discuss the budget, Town Clerk/Manager stated that she is waiting on Town Suite to upgrade the accounting package before they can upload the electronic version from Municipal Assessment, as soon as that is done the Town Clerk/Manager will be working on the budget.

**RESOLUTION  
# 2016/169**

**WELLS/HOWLETT:  
BE IT RESOLVED TO ADJOURN THE MEETING.  
IN FAVOUR: (5) Howlett, Austin, Gillette, Wells, Wilton  
OPPOSED: (0)  
RESOLUTION CARRIED**

MEETING WAS ADJOURNED AT 8:30 PM

NEXT PUBLIC MEETING WILL BE NOVEMBER 3, 2016

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

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







