



**TOWN OF STEADY BROOK**  
**PUBLIC MEETING**  
**SEPTEMBER 12, 2019**

**ATTENDANCE:**

Mayor Matthew Wells  
  
Renee Burden (Town Clerk)  
Chuck Pinksen  
Steve Norman

**Councilors:**

C. Dawson  
C. Diamond  
C. Rose  
C. Austin

**ABSENT:**

C. Sutherland

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

**Agenda Item**

**1) Call Meeting to Order**

Mayor Wells called the meeting to order at 7:00 p.m. and asked if there were any additions or omissions to the September 12, 2019 Agenda.

There were no additions or omissions to the Agenda.

Mayor Wells asked for a motion to adopt the September 12, 2019 Agenda.

**RESOLUTION  
# 2019/117**

**DAWSON/AUSTIN:**

**BE IT RESOLVED TO APPROVE THE AGENDA AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF SEPTEMBER 12, 2019.**

**IN FAVOUR: (5) Dawson, Diamond, Rose, Austin, Wells**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Mayor Wells asked if anyone would like to speak to the motion.

No one spoke to the motion.

**1.1) Minutes of Previous Meeting**

Mayor Wells then proceeded onto the adoption of the August 15, 2019 Minutes. He asked if there were any errors/omissions to note. Councillor Austin noted an error on page 6, item 4.6.2. Resolution #2019/110 indicates Councillor Austin seconded the Motion. Resolution #2019/110 should read Dawson/Diamond not Sutherland/Austin.

Councillor Dawson also noted an error on page 4. The sentence should read "are inconsistencies" and not "were inconsistencies".

Mayor Wells asked for a motion to adopt the August 15, 2019 Amended Minutes.

**RESOLUTION  
# 2019/118**

**DAWSON/ROSE:  
BE IT RESOLVED TO ADOPT THE MINUTES AS  
PRESENTED FOR THE REGULAR PUBLIC COUNCIL  
MEETING OF AUGUST 15, 2019 AS AMENDED.  
IN FAVOUR: (5) Dawson, Diamond, Rose, Austin, Wells  
OPPOSED: (0)  
RESOLUTION CARRIED**

Mayor Wells asked if anyone would like to speak to the motion.

No one spoke to the motion.

**(2) Business  
Arising  
Action Item**

NOTHING TO REPORT.

**(3) Notices of  
Resolutions  
Arising of  
Minutes**

NOTHING TO REPORT.

**Delegations &  
Guests**

NOTHING TO REPORT.

**(4) Committee  
Reports**

**4.1 OPERATIONS AND PUBLIC WORKS:**

**4.1.1 – Lagoon Outfall Monitoring/Lagoon Study**

The Town is considering changing service providers. The new option would be more economical and could save the Town possibly around \$2000.00. Currently, the Town is in the process of extracting the data from our current provider Biomaxx. Once completed, the Town will notify Biomaxx they are no longer the vendor and the Town will switch to the new provider.

Lagoon Study – Currently preparing a Capital Estimate for a study regarding the Lagoon. The Town has recognized the need for a study concerning the Lagoon regarding issues surrounding capacity, probability of failure, and age factor.

Mayor Wells mentioned the possible upcoming plans surrounding Marble Mountain could also be a factor concerning the Lagoon. He further explained the Federal requirements regarding Wastewater outflow monitoring and the recent media coverage surrounding the issue and noted that the Town is compliant with these Federal Regulation. There is a new Contractor in Corner

Brook which also offers the same services provided by Biomaxx but at a reduced cost. This switch will save the Town some money while still receiving the same level of service required by the Federal Regulations.

#### 4.1.2 – Filtration Project

Operations Manager stated Town representatives attended an official meeting with Municipal Affairs regarding the Water Filtration Upgrade Application. The next step is to ensure Municipal Affairs received all other required signed documents by September 23, 2019.

Mayor Wells addressed Councillor Dawson and informed him the Operations Manager provided a power point presentation to Council outlining the details in the application submitted for the Water Filtration System Upgrade Project. He indicated the Operations Manager will forward the information to Councillor Dawson so he can review.

#### 4.1.3 – Capital Works Funding

Operations Manager explained the Town has decided to submit a Capital Works Funding Application regarding replacing/upgrading the Lift Station and on Musgrave Drive. It has been discovered this particular Lift Station costs the Town extra money in repairs and maintenance so therefore the Town is applying for Government funding to resolve this issue and eliminate the operational costs.

Mayor Wells asked if the Capital Works Application is specifically for the Musgrave Drive Lift Station? Operations Manager confirmed the Application is specifically referencing the Musgrave Drive Lift Station and the Dogwood Drive Lift Station which feeds to the Lagoon. Operation Manager explained the Musgrave Drive Lift Station is a single pump unit unlike the other Lift Stations in Town which are dual pump stations. Due to Musgrave Drive Lift Station only having a single pump, if the pump ceases to work, the whole Lift Station stops working which has an increased risk of sewage back up into homes. Repair cost and maintenance cost for Musgrave Drive Lift Station is increasing due to the single pump.

**RESOLUTION  
# 2019/119**

**DIAMOND/AUSTIN:**

**WHEREAS THE TOWN OF STEADY BROOK COUNCIL IS IN SUPPORT OF SUBMITTING A CAPITAL WORKS FUNDING APPLICATION FOR A SANITARY SEWER FORCE MAIN UPGRADE; BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPLY FOR CAPITAL WORKS FUNDING TO UPGRADE THE SANITARY SEWER FORCE MAIN PRIOR TO SEPTEMBER 30, 2019.**

**IN FAVOUR: (5) Dawson, Diamond, Rose, Austin, Wells**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Mayor Wells asked if anyone would like to speak to the motion. No one spoke to the Motion.

#### 4.1.4 – Manhole Inspections – Dominion Drive Manhole Cover

Maintenance Operator informed Council of a cracked manhole cover on Dominion Drive. Operations Manager explained staff has spent a significant amount of time inspecting the manholes around Town and many of these manholes have not been looked at for many years.

Council directed staff to fix the cracked manhole on Dominion Drive.

#### 4.1.5 – Fire Hydrant – Line Flushing

Maintenance Operator indicated the Fire Hydrant -Line Flushing went well and is completed. Operations Manager added staff uncovered an issue during general maintenance. Staff discovered no water at the end of Forest in the fire hydrants. Working back through the system, staff did not find water in the hydrant line until Marble Drive. Operations Manager speculates during the last system shut down left a crack in the system which then left no water. He reiterated due to the recent maintenance work this problem was identified and staff was able to fix the issue.

Operations Manager suggested for hydrant flushing to be done at least once a year. Mayor Wells stated he thinks line flushing should be scheduled twice a year and asked for it to be brought to the Public Works Committee to discuss.

Operations Manager pointed out the importance of staff knowing the water system and how to properly execute schedule maintenance to avoid air-locking the system and other potential complications.

### **4.2 EMERGENCY MEASURES:**

NOTHING TO REPORT.

### **4.3 PLANNING AND DEVELOPMENT:**

#### 4.3.1 – Parcel ID 160-502 Building Application

Mayor Wells explained Council discussed changing the process of identifying properties by using street address instead of parcel ID. Council decided to change this process.

Mayor Wells asked the Operation Manager if this application complies with the Town's Building and Development Regulations. Operation Manager confirmed the Building Application complies.

Mayor Wells asked for a motion.

**RESOLUTION  
# 2019/120**

**DAWSON/AUSTIN:**  
**BE IT RESOLVED THE TOWN OF STEADY BROOK  
APPROVE THE 15 M X 11.6 M BUILDING EXTENSION  
APPLICATION FOR 15 WILTON STREET.**  
**IN FAVOUR: (5) Dawson, Diamond, Rose, Austin, Wells**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

Mayor Wells asked if anyone would like to speak to the motion.

No one spoke to the motion.

**4.3.2 – Boat Launch Lease Agreement**

Mayor Wells asked for a motion.

Councillor Dawson explained the Lease Agreement is for the boat launch wharf. Town Clerk explained the Town of Steady Brook pays a \$25.00 fee per year for the lease. The required Lease Agreement is with the Department of Fisheries and Oceans and is required to be renewed every 5 years.

**RESOLUTION  
# 2019/121**

**DAWSON/DIAMOND:**  
**BE IT RESOLVED THE TOWN OF STEADY BROOK  
APPROVE THE BOAT LAUNCH LEASE AGREEMENT WITH  
THE DEPARTMENT OF FISHERIES AND OCEANS.**  
**IN FAVOUR: (5) Dawson, Diamond, Rose, Austin, Wells**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

Mayor Wells asked if anyone would like to speak to the motion.

No one spoke to the motion.

**4.4 RECREATION AND COMMUNITY INVOLVEMENT:**

**4.4.1 – Draft ATV Policy**

Mayor Wells informed the public the Town is currently looking to incorporate a Policy regarding ATVs. Town meeting would be scheduled at a later date to get residents feedback on this topic. The Town decided to start considering a ATV policy as other surrounding communities are starting to incorporate ATV policies.

Councillor Dawson pointed out this Policy is available to the Public due to its discussion during a Public Meeting.

Mayor Wells and the Operations Manager pointed out the Policy is only in draft form and has not been thoroughly vetted to apply to the Town of Steady Brook.

**4.5 GREAT HUMBER JOINT COUNCIL:**

4.5.1 – MEETINGS TENTATIVELY SET FOR SEPTEMBER 28, 2019.

Town Clerk informed Mayor Wells all contact information has been updated and given to GHJC and explained GHJC does not allow an alternate member. However, the Town can have multiple members listed to attend the meetings.

Town Clerk explained the current members listed on GHJC representing Steady Brook is the following:

Mayor Matt Wells  
Councillor Donald Diamond  
Councillor Candace Austin

**4.6 FINANCE:**

4.6.1 – Approval of Invoices - \$31,822.51

Mayor Wells asked for a motion to approve the invoices.

**ROSE/DAWSON:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES PRESENTED TO COUNCIL IN THE AMOUNT OF \$31,822.51**

**IN FAVOUR: (5) Dawson, Diamond, Rose, Austin, Wells**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Mayor Wells asked if anyone would like to speak to the motion.

No one spoke to the motion.

**4.7 ADMINISTRATION:**

4.7.1 – Operation Manager Training – Asset Management

Mayor Wells asked for a motion regarding the Operation Manager's Training.

**AUSTIN/DIAMOND:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK SEND THE OPERATIONS MANAGER TO AIM NETWORK NL AWARENESS DAY CONFERENCE IN ST. JOHN'S, SEPTEMBER 4-6, 2019.**

**IN FAVOUR: (5) Dawson, Diamond, Rose, Austin, Wells**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

RESOLUTION  
# 2019/122

RESOLUTION  
# 2019/123

Mayor Wells asked if anyone would like to speak to the motion.

Operations Manager explained his registration and expenses at the Conference were subsidized by the organizers. He explained he was invited to speak at the Conference detailing Steady Brook's experience with the Town's Asset Management Program.

#### 4.7.2 – Town Clerk Contract

Mayor Wells called for a motion on the Town Clerk's contract.

#### RESOLUTION # 2019/124

##### AUSTIN/DIAMOND:

**WHEREAS THE TOWN CLERK'S CONTRACT HAS BEEN REVIEWED BY THE ADMINISTRATION COMMITTEE AND COUNCIL, BE IT RESOLVED THE TOWN OF STEADY BROOK RATIFY THE TOWN CLERK'S CONTRACT.**

**IN FAVOUR: (5) Dawson, Diamond, Rose, Austin, Wells**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Mayor Wells asked if anyone would like to speak to the motion.

No one spoke to the motion.

#### 4.7.3 – Maintenance Operator Contract

#### RESOLUTION # 2019/125

##### AUSTIN/ROSE:

**WHEREAS THE MAINTENANCE OPERATOR'S CONTRACT HAS BEEN REVIEWED BY THE ADMINISTRATION COMMITTEE AND COUNCIL, BE IT RESOLVED THE TOWN OF STEADY BROOK RATIFY THE MAINTENANCE OPERATOR'S CONTRACT.**

**IN FAVOUR: (5) Dawson, Diamond, Rose, Austin, Wells**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Mayor Wells asked if anyone would like to speak to the motion.

No one spoke to the motion.

#### 4.7.4 – Maintenance Operator Fall 2019 Training – Wastewater/Water

Mayor Wells called for the motion.

Operations Manager explained it is training offered by Municipal Affairs every year and it is offered at no cost to municipalities.

**RESOLUTION  
# 2019/126**

**DIAMOND/AUSTIN:  
BE IT RESOLVED THE TOWN OF STEADY BROOK SEND  
THE MAINTENANCE OPERATOR TO THE FOLLOWING  
OPERATOR EDUCATION SEMINARS FALL 2019:**

- 1. WASTEWATER TREATMENT LEVEL ½  
CORNER BROOK – SEPTEMBER 30; OCTOBER 1-3;**
- 2. PROPER HANDLING OF CHLORINE AND CHLORINE  
CONTRAINERS  
SPRINGDALE – OCTOBER 9, 2019;**
- 3. WATER DISTRIBUTION SYSTEM BASICS; HYDRAULICS  
AND WATER QUALITY ISSUES  
DEER LAKE – NOVEMBER 5-8, 2019; AND**
- 4. WASTEWATER COLLECTION BASICS  
PORT AUX BASQUES – NOVEMBER 26-28.**

**IN FAVOUR: (5) Dawson, Diamond, Rose, Austin, Wells  
OPPOSED: (0)  
**RESOLUTION CARRIED****

Mayor Wells asked if anyone would like to speak to the motion.  
No one spoke to the motion.

4.7.5 – By-Election – Notice of Nominations – Monday September  
16, 2019.

Town Clerk informed the public of the upcoming Notice of  
Nominations taking place on Monday, September 16, 2019 from  
8am – 8 pm for the position of Councillor. By-Election is scheduled  
for October 8, 2019.

**4.8 WATERSHED AND ENVIRONMENT:**

4.8.1 – Update – Scheduled Intake Water Check

There is an Intake Water Check scheduled before September 30,  
2019 by the Dept of Municipal Affairs and Environment.

Councillor Rose indicated a Watershed Meeting will be taking  
place in the next couple weeks as well.

**5. OTHER CORRESPONDENCE:**

5.1.1 - Letter to Minister of Municipal Affairs

Mayor Wells indicated Council wrote a letter to Municipal Affairs  
on August 6, 2019 asking about the status of Municipal Affairs  
investigation of 4-10 Willow. He outlined this issue has  
budgetary implications for the Town. The Town has asked  
Municipal Affairs for answers surrounding this issue.



5.1.2 - Letter to Minister of Finance

Mayor Wells explained Council wrote a letter to the Minister of Finance regarding the current RFP situation at Marble Mountain. He added the Town of Steady Brook and Marble Mountain infrastructure is intertwined and stated in the letter the Town of Steady Brook would appreciate being updated on any information regarding this issue with Marble Mountain.

**6. OTHER BUSINESS:**

NOTHING TO REPORT.

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

Councilor Dawson – Nothing to Report.

Councilor Austin – Nothing to Report.

Councilor Diamond – Nothing to Report.

Council Rose – Nothing to Report.

Mayor Wells – Nothing to Report.

Mayor Wells called for a motion to adjourn.

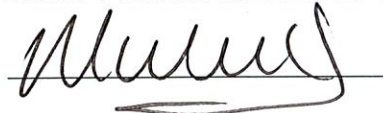
**DAWSON:**

**RESOLUTION  
# 2019/127**

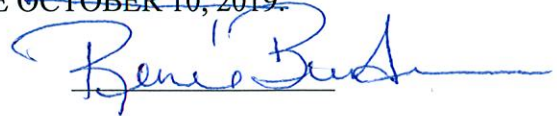
**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK  
ADJOURN THE MEETING ON SEPTEMBER 12, 2019 AT  
7:28PM.**

MEETING WAS ADJOURNED AT 7:28 PM.

NEXT PUBLIC MEETING WILL BE ~~OCTOBER 10, 2019.~~



Mayor Matthew Wells



Town Clerk