

Council Meeting
AGENDA
Feb 21, 2024

1. Calling of Meeting to Order
2. Adoption of Agenda Feb 21, 2024
3. Adoption of minutes of the Regular meeting of Jan 17, 2024
4. Business arising from minutes (action report)
5. Appointments
6:30 pm Resident 1
6. General Business:
 - (a) Correspondence (See Attached List)
 - (b) Permits see attached list
 - (c) Finances see attached list
 - (d) Bank Balance \$50,512.60
 - (e) Committee Reports
 - (a) Finances
 - (b) Building and Planning
 - (c) Beautification/Conservation
 - (d) Waste Management
 - (e) Policy Committee
 - (f) World Energy
 - (g) Sewage Treatment
 - (h) Fire Dept
 - (i) Parks and Rec
 - (j) Special Events
 - (k) HR Committee
7. Exemptions
8. Unfinished Business
9. Round Table
10. Notice of Motion
11. Privileged
12. Next Council Meeting March 20, 2024
13. Adjournment

Town of Stephenville Crossing

PUBLIC COUNCIL MEETING

January 17, 2024, 6 PM

Council Chambers

The regular meeting of the Stephenville Crossing Town Council was held on Nov 15, 2023

Members Present

Mayor Lisa Lucas

Deputy Mayor Cynthia Downey

Regrets

Councillor Anna Brake-Blanchard

Councillor Sharon Bennett

Councillors:

Brian Joy

Sean King

Brian Downey

Also Present

Yvonne Young Clerk Manager

Carolyn Brake Adm Assistant

Mayor Lisa Lucas called regular meeting to order at 6:00 Pm.

Motion 06/24 Downey /King

Be it resolved that the agenda of January 17, 2024, be adopted as presented.

In Favour 5 Opposed 0 Abstaining 0

Motion 07/24 DM Downey/Joy

Be it resolved that the minutes Dec 13, 2023, be adopted as presented.

In Favour 5 Opposed 0 Abstaining 0

Motion 08/24 King/Downey

Be it resolved that the minutes of the special meeting held on January 4th,2024 be adopted as presented.

In Favour 5 Opposed 0 Abstaining 0

Motion 09/24 Downey/DM Downey

Be it resolved that the resident who requested that his two parcels of land be made into one be approved as to give him a larger parcel of land.

In Favour 5 Opposed 0 Abstaining 0

Motion 10/24 Joy/Downey

Be it resolved that a resident who is operating a pet grooming business on Main Street without proper permits from Council and approval from the landlord. That the landlord be sent a letter that all business cease and desist until proper paperwork is completed and presented to and approved Council.

In Favour **5** **Opposed** **0** **Abstain** **0**

Motion 11/24 DM Downey/Downey

Be it resolved that a resident who is operating an eye lash business without proper permits from council and approval from the landlord. That the landlord be sent a letter that all business cease and desist until proper paperwork is completed and presented to and approved by Council.

In Favour **5** **Opposed** **0** **Abstaining** **0**

Motion 12/24 Downey/Joy

Be it resolved that a resident operating a business selling merchandise on Main Street without proper permits from council or approval from the landlord and not following regulations will be sent a letter from Town's lawyer to cease and desist business.
Until such time as the proper permits and approvals are given.

In favour **5** **Opposed** **0** **Abstaining** **0**

Motion 13/24 DM Downey/Joy

Be it resolved that the engagement letter presented to council from Janice Kennedy CPA. to complete the 2023 Audit be signed by Mayor Lucas.

In favour **5** **Opposed** **0** **Abstaining** **0**

Motion 14/24 DM Downey/King

Be it resolved that the council accepted the newly elected executive for the fire dept.
Chief Garrick - McLaughlin, Captain - Scott Fillatre, Lieutenant - Sean Alexander

In favour **5** **Opposed** **0** **Abstaining** **0**

Motion 15/24 Joy/Downey

Be it resolved that when there is a heavy rainfall and property owners are running their sump pumps and dumping on to the road the property owners be written a letter explaining the dangers of such activity, and they will have to redirect the water from the road right of way.

In favor **5** **Opposed** **0** **Abstaining** **0**

Motion 16/24 DM Downey/Joy

Be it resolved that the key for the recreation building be signed out to the chair of the Stephenville Crossing Recreation Committee.

In favor **5** **Opposed** **0** **Abstaining** **0**

Permits

Motion 17/24 Joy/Downey

Be it resolved that the following permit #9545 for demolition of 77 West Street, due to a fire be approved.

In favor **5** **Opposed** **0** **Abstaining** **0**

Motion 18/24 DM Downey/King

Be it that resolved permit to construct a building on Crown land in Black Duck be approved.

In favor **5** **Opposed** **0** **Abstaining** **0**

Finances

Motion 19/24 DM Downey/ Downey

Be it resolved that the tax receivable summary tax collection for 2024 submitted be to government at the rate of 90%.

In favour **5** **Opposed** **0** **Abstaining**

Motion 20/24 DM Downey/Joy

Be it resolved that the National Building Code be adopted.

In favor **5** **Opposed** **0** **Abstaining** **0**

Motion 21/24 DM Downey/ King

Be it resolved that the Nation Fire Code be adopted.

In favor **5** **Opposed** **0** **Abstaining** **0**

Motion 22/24 Joy /King

Be it resolved that ATV Regulation Road signs be purchase and erected.

In favor **5** **Opposed** **0** **Abstaining** **0**

Motion 23/24 Downey /King

Be it resolved that 4 speed bumps be purchases.

In favor **5** **Opposed** **0** **Abstaining** **0**

Motion 24/24 DM Downey /Downey

Be it resolved that a municipal assessment review Commissioner be assigned for the 2025 assessment year.

In favor **5** **Opposed** **0** **Abstaining** **0**

Motion 25/24 Downey /DM Downey

Be it resolved that the following accounts be paid General \$126,628.32, Fire Dept \$7,140.83, Library \$683.28, Parks & Recreation \$4,728.52.

In favor **5** **Opposed** **0** **Abstaining** **0**

Motion 26/24 DM Downey / King
Be it resolved that a leaf blower be purchased.

In favor **5** **Opposed** **Abstaining** **0**

Motion 27/24 DM Downey / Joy
Be it resolved that a donation to the Rotary Music Festival (March19-23) the sum of \$150.00.

In favor **5** **Opposed** **Abstaining** **0**

Motion 28/24 DM Downey / Downey
Be it resolved that an employee from public works attend the Gov. NL Water Wastewater workshop in Gander March 25-28, 2024.

In favor **5** **Opposed** **Abstaining** **0**

Motion 29/24 DM Downey/Joy
Be it resolved that the office staff attend PMA Regional meeting and training January 31-February 1,2024 in Deer Lake.

In favor **5** **Opposed** **0** **Abstaining** **0**

Motion 30/24 DM Downey/Joy
Be it resolved that office staff attend PMA Convention in Gander April 8-12,2024.

In favor **5** **Opposed** **0** **Abstaining** **0**

Motion 31/24 DM Downey/Downey
Be it resolved that membership fees be paid the amount of \$2,514.90 to MNL for 2024 membership.

In favor **5** **Opposed** **0** **Abstaining** **0**

Motion 32/24 DM Downey/Joy
Be it resolved that membership fees be paid in the amount of \$425.00 to PMA for 2024 membership.

In favor **5** **Opposed** **0** **Abstaining** **0**

Motion 33/24 DM Downey/Joy
Be it resolved that the amount of \$290.00 be paid to the fire dept from an October fundraiser.

In favor **5** **Opposed** **0** **Abstaining** **0**

Motion 34/24 DM Downey/Downey
Be it resolved that the amount of \$300.00 be paid to a firefighter in lieu of tax exemption letter.

In favor **5** **Opposed** **0** **Abstaining** **0**

Motion 35/24 DM Downey/Downey
Be it resolved that the amount of \$159,405.34 be paid to Marine Contractors for Phase 4. Claim 5,S Seal Cove Rod upgrade.

In favor **5** **Opposed** **0** **Abstaining** **0**

Motion 36/24 Downey/King

Be it resolved that no further business the meeting adjourned 7:30pm.

In favor **6** **Opposed** **0** **Abstaining** **0**

Date Feb 21, 2024

Mayor _____

Clerk/Manager _____

Administrative Assistant _____

**Town of Stephenville Crossing
Action Report
Jan 17, 2024**

Motion	Action	Action taken by	Status
09/24	Join two parcels of land	Office	Work in progress
10/11/12/23	Letters Sent	Yvonne	Work in progress
13/24	Engagement Letter Audit	Yvonne	March 5, 24 start date
15/24	Sup pumps	Yvonne	Work in Progress
22/24	Signs ATV Regs	Yvonne	Work in progress
26/24	Leaf blower	Yvonne	Completed
27/23	Donation RMF	Yvonne	Completed
33/24	Refund FD	Yvonne	Work in Progress
34/24	Firefighter	Yvonne	Completed

**Town of Stephenville Crossing
Council Meeting
Feb 21, 2024
Correspondence list
Monetary**

Date received	Article	From
Jan. 30, 24	Donation	BEST Bus
Jan 22,24	Donation	Stephenville Taekwondo
Feb 13,24	Donation	SPCA
Feb 14,2023	Donation	Safe Prom, Bayview Academy

General

Date Received	Article	From
Feb 6,24	Environmental Assessment	Environmental Assessment Division
Feb 7, 2024,	2024 Budget Approval	Municipal Affairs
Feb 7,2024	Support	Town of Harbor Grace
Feb 12,24	Regional Health Council Opportunities	Western Health

PERMITS

General Repairs

Construction Permit

Resident on Seal Cove Rd. garage 30 x 37 = 1110 sq ft. structure is over by 77 Sq Ft. However, with the 10% variance of 105.5 ft. he can have his permit.

Crown Land

Resident of Kippens

Crown land Black Duck siding

Black Duck

Town of Stephenville Crossing
Accounts for Payment General
Feb 21,2024

Ck. Number	Company Name	Item	Amount
050754	MNL	MNL Membership Fees, PMA membership fees	\$2,940.30
050755	FCM	Membership fees	\$663.77
050757	NFLD Power	HoganCrescent \$2,071.33 Garage\$785.54, Pumping \$3,589.48, Bayview \$25.65, Phase III \$234.09, Power for office \$92.77 Area lighting Seal Cove, West Street \$58.94	\$6,807.80
050759	Bell Aliant	Cell Phones	\$123.86
050760	Bell Aliant	Fax \$143.34, Office Phones 426.35	\$569.69
050761	Parts for Trucks	Exhaust stack for loader	\$224.87
050764	Johnson Controls	Labor for filling fire Extinguishers	\$852.91
050767	Paddy's Plumbing & heating	Service call for furnace and new nozzle for furnace	\$124.19
050768	Salt wire Network	PO books, 2024 Tax Rates	\$1,080.49
050771	Sheas Pharmacy	C Batteries	\$27.57
050773	Stephenville Office supply	Paper, envelopes, fasteners, stock paper correction tape, labels	\$300.83
050775	Sheas Building Supplies	Caution Tape	\$22.98
050776	Waterworks	24x4" sewer caps	\$701.32
050777	Canoe Procurement (Staples)	Supplies	\$162.13
050778	TNT Sales Ltd	Service call, labor, KMS, to repair tire on loader supplies 10x flex tube 35" aluminum joi	\$863.21
050779	Western Hydraulics & Mechanical Limited	Carbide cutting edge x3 steel cutting edge	\$2,932.50
050780	Coastal Glass	2 tubes of U 418 urethane	\$50.60
050781	Backyard Liquidation	2 Trailer Lights	\$43.67
050782	Central Office equipment	Meter Usage	\$189.58
050783	Paddys Plumbing & heating	Zone valve labor /mechanic for furnace in Garage	\$414.00

050784	Rideout tools & Machine	5/8 Prentice drill bit x2 ¾	\$202.98
050785	Salt Life	Pipe thread seal	\$59.65
050786	Sheas Pharmasave	D Batteries	\$27.57
050787	Yellow Pages	Yellow Pages	\$51.75
050791	Petty Cash	Supplies for Piero ways Lane	\$725.86
050792	NFLD Power	Streetlights	\$3,042.95
050794	KC Reid	Chlorine	\$2,539.20
050797	Master Card	FCM 2024	\$1,962.38
050798	All stream	Long distance	\$47.22
050799	Bell Aliant	Office Phone \$426.35 Fax \$143.34	\$569.69
050800	Bell Mobility	Cell Phones	\$123.86
050801	Master Card	FCM 2024	\$3,499.65
050802	North Atlantic	Garage oil \$432.88 Office \$149.39 Search & Rescue \$894.59 \$3,093.28 Diesel	\$4,570.14
Total			\$36,519.17

Fire Dept

CK Number	Company Name	Item	Amount
050756	Fire dept	Monies from fund raiser in October	\$290.00
050757	NFLD Power	Power for Fire Dept	\$109.85
050764	Johnsons Controls	Fire extinguishers filled up and labor to them	\$1038.83
050802	North Atlantic	Oil for FD	\$176.91
TOTAL			\$1,615.59

Library

CK Number	Company Name	Item	Amount
050757	NFLD Power	Power for Library	\$41.50
050802	North Atlantic	Oil for Library	\$66.83
Total			\$108.33

Parks and Recreation

Ck Number	Company Name	Item	Amount
004324	NFLD Power	Power for Rink \$141.09, Stage \$53.95	\$195.05
004325	Rotary Music Festival	Donation	\$100.00
004326	Eastlink	Internet for conservation Area	\$126.44
004327	Sheas Building supplies	1 lock two pairs of gloves, spray paint	\$158.96
004328	Petty Cash	Plates for winter Carnival	\$40.25
004329	Petty Cash	Supplies for Winter Carnival	\$160.20
Total			\$780.90