

Town of Burin Public Council Meeting – May 21, 2024

**TOWN OF BURIN
Public Council Meeting Minutes
May 21, 2024**

Members Present:	Kevin Lundrigan	Mayor
	Howard Lundrigan	Deputy Mayor
	Shane Foote	Councillor
	Betty Francis	Councillor
	Rhonda Isaacs	Councillor
	Mary Myles	Councillor
	Everett Farwell	Councillor (via telephone)

Also Present:	Leo Hartson	Town Manager
	Troy Hollett	Director of Public Works
	Joanne Jackman	Town Clerk

The meeting was called to order by Mayor Lundrigan at 5:10 p.m.

ADOPTION OF AGENDA

The following items were added to the agenda for discussion:

- Permit Applications – Application #MAY2024-02
- Correspondence – Resident of Juniper Lane
- Correspondence – Tenders for Café Roof

Motion #202405-088

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Francis

Be it resolved that the agenda of the May 21, 2024 Public Meeting, with noted additions, be adopted as circulated.

Motion Carried Unanimously.

ADOPTION OF MINUTES

Adoption of Minutes of Regular Public Meeting – April 23, 2024

Motion #202405-089

There were no errors or omissions noted.

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Moved By: Councillor Foote
Seconded By: Councillor Myles

Be it resolved that minutes of a regular public meeting held April 23, 2024 be adopted as circulated.

Motion Carried Unanimously.

DELEGATIONS OR VISITORS

There were no delegations or visitors in attendance.

BUSINESS ARISING OUT OF THE MINUTES

The Town Manager updated Council on a list of items actioned since the last regular meeting of April 23, 2024:

- ***Issue – Greenhill Crescent*** – The issue with dog waste and rodents on Greenhill Crescent is being dealt with. Orkin Pest Control currently has a three month contract to clear up the area and make recommendations. Staff is in contact with the resident and the Animal Control Officer visits the property weekly.
- ***Soccer Field Dugouts*** – Construction of the two new dugouts at the soccer field is ongoing and completion is expected late next week.
- ***Dilapidated Buildings*** – Letters have been issued to property owners with dilapidated buildings to have them removed within 90 days.
- ***Augustus Drive Booster Station*** – Wally Drake's Trucking is the Contractor for this project. A kick off meeting of all parties was held earlier today and work will commence on May 23, 2024.

COMMITTEE REPORTS

Public Works Committee

Councillor Foote, Chairperson, advised that the Public Works Committee met on May 13, 2024 and presented the following recommendations:

- ***Car Wreck Removal*** – The process of cleaning up the car wrecks is ongoing with 10 vehicles removed so far.
- ***Public Works Sand Removal*** – The Public Works Director advised that the street sweeper that was available for purchase in the Grand Bank area has been sold.

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- ***Long Pond Chlorination Alarm*** – The chlorination alarm is non-operational at the Long Pond chlorination building. The Public Works Director will source pricing for an appropriate alarm.
- ***Big Pond Strainers*** – In a step toward improving the water quality for the Big Pond water supply, the Town is looking at a design that will provide more filtration for the pump house. The Public Works Director will engage our engineers and the contractor on guidance moving forward. Funding for this improvement would come from the Building Canada Fund.
- ***Greenhill Crescent*** – The situation with rodents and dog waste at a property on Greenhill Crescent continues to be monitored by Animal and Pest Control.
- ***Greenhill Water Quality Concern*** – A resident of Woody Lane has been experiencing dirty water in residence for a long period of time. Preliminary efforts by the Public Works staff to alleviate the issue have been unsuccessful. The Committee recommends that dig up work commence in the near future in order to identify the source of the dirt that is entering his home through the water.

As this resident is a direct relative of the Deputy Mayor, Council then determined, in accordance with Section 207 of the Municipalities Act, that because there is no monetary gain for him or his family, the Deputy Mayor would not be in a conflict of interest.

Motion #202405-090

Moved By: Councillor Foote

Seconded By: Councillor Francis

Be it resolved that in accordance with Section 207 of the Municipalities Act, the Town of Burin determines that Deputy Mayor Lundrigan is not in conflict of interest regarding a water quality concern of a resident on Woody Lane.

Motion Carried Unanimously.

Motion #202405-091

Moved By: Councillor Foote

Seconded By: Councillor Isaacs

Be it resolved that the Town of Burin Public Works staff commence dig up work in the near future in order to identify the source of dirt entering a residence through the water at Woody Lane.

Motion Carried Unanimously.

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- **Procurement Audit** – Government has identified the Town of Burin to be subject to a procurement audit in order to identify strengths and weaknesses in our procurement process.

Planning & Development Committee

Councillor Isaacs advised that the Planning & Development Committee met on May 13, 2024 and presented the following recommendations:

- **Shalloway Drive** – Outstanding items have now been corrected and as per the recommendation of the Innovative Engineering, the Committee recommends approval for the Town to take over ownership of Shalloway Drive.

Motion #202405-092

Moved By: Councillor Isaacs

Seconded By: Deputy Mayor Lundrigan

Be it resolved that as per the recommendation of the Town's Engineers, the Town of Burin take over ownership of Shalloway Drive from the developer.

Motion Carried Unanimously.

- **Request for Proposals** – Staff has obtained a detailed sample of a Request for Proposals and will be preparing the document for the Town of Burin Strategic Plan next week. There will be a call for at least three proposals and once the successful proponent is identified, funding will be applied for from CBDC.
- **Former Hickman Property** – The Committee provided clarification on the process of requesting that ownership of the former Hickman property be transferred over from the Dept. of Transportation & Infrastructure to the Department of Crown Lands. Once this process is complete, it will be published in the King's Gazette and available to the public for development purposes.
- **Scrapped Vehicles** – Letters have been issued regarding car wrecks and a three phase approach will be used in the removal of the vehicles.
- **Remote Access** – The work to design, source and install the equipment required to allow for remote access in the Council Chamber has been contracted to Pittman's Electrical.

Motion #202405-093

Moved By: Councillor Isaacs

Seconded By: Deputy Mayor Lundrigan

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Be it resolved that the Town of Burin engage the services of Pittman's Electrical to design, source and install the equipment required to allow for remote access in the Town's Council Chambers.

Motion Carried Unanimously.

- *Town Website* – The Committee recommends that more time be invested in the maintenance of the Town's website to ensure that it is more current and user friendly.

Motion #202405-094

Moved By: Councillor Isaacs

Seconded By: Councillor Foote

Be it resolved that the Town of Burin invest more time in the maintenance of the Town's website to ensure that it is current and user friendly.

Motion Carried Unanimously.

Finance Committee

Deputy Mayor Lundrigan advised that the Finance Committee met on May 14, 2024 and presented the following recommendations:

- *Hollett Building Chairs* – The Committee recommends the purchase of 80 chairs for the Hollett and Hollett & Sons building project at an individual cost of \$45.00 each, plus shipping.

Motion #202405-095

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Myles

Be it resolved that the Town of Burin purchase 80 chairs for the Hollett and Hollett & Sons building project at a cost of \$45.00 each, plus applicable shipping.

Motion Carried Unanimously.

- *Big Pond Filtration Upgrade* – The Committee concurs with the efforts to improve water quality on Big Pond water supply and recommend moving forward with the planning, engineering and repairs necessary using the Building Canada Fund for financing of the project.

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Motion #202405-096

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Isaacs

Be it resolved that in an effort to improve water quality on the Big Pond water supply, the Town of Burin move forward with the planning, engineering and repairs necessary using the Building Canada Fund for financing of the project.

Motion Carried Unanimously.

Motion #202405-097

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Francis

Be it resolved that the Town of Burin engage the engineering services of Innovative NL for the Big Pond Filtration Upgrade project based on their knowledge of the most recent project dealing with the Big Pond water supply.

Motion Carried Unanimously.

- **Café Roof Repairs** – The Committee concurs that the roofing materials on the Café need replacement and recommend seeking pricing from three sources to complete the repairs.

Motion #202405-098

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Francis

Be it resolved that the Town of Burin seek pricing from three sources for the replacement and repairs on the roof of the Café located in Heritage Square.

Motion Carried Unanimously.

Asset Management Committee

The Asset Management Committee met on May 14, 2024 and advised of the following:

- ***Museum Ramp*** – The Town Manager advised that the homeowners located adjacent to Heritage II have granted permission for the Town to use the street side portion of the easement to construct a temporary removable structure to allow access at the side door of Heritage II. An acknowledgment of the terms of the agreement has been provided to the homeowners.

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PERMIT APPLICATIONS

The Town Manager recommended approval of the following permit applications:

Application #MAY2024-01 – Construction of a 20 x 24 residential shed at 267 Main St.

Motion#202405-099

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Myles

Be it resolved that Application #MAY2024-01 to construct a 20 x 24 residential shed at 267 Main Street be approved subject to Council's regulations & stipulations.

Motion Carried Unanimously.

Application #MAY2024-02 – To construct a 4 x 16 extension to shed at 2 Pike's Lane

Motion #202405-100

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Foote

Be it resolved that Application #MAY2024-02 to construct a 4 x 16 extension to shed at 2 Pike's Lane be approved subject to Council's regulations & stipulations.

Motion Carried Unanimously.

CORRESPONDENCE

The following correspondence was reviewed and discussed:

- **RCSCC Zaandam** – Invitation to 44th Annual Ceremonial Review – Mayor Lundrigan will be attending.
- **VOCM News** - Article regarding the province receiving federal funding to expand access to childcare spaces. Councillor Farwell referred to recent applications submitted to operate childcare spaces in the Town and suggested that this information be made available to them.
- **MUN – Distributed Medical Education** – Invitation to attend a Coffee and Connection Break, June 11, 2024. Council agreed to provide the venue space and refreshments at the Oldest Colony Trust for this event. Those interested in attending can RSVP by June 7, 2024. Councillor Isaacs advised that she will be attending.

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Motion #202405-101

Moved By: Councillor Foote

Seconded By: Councillor Isaacs

Be it resolved that the Town of Burin provide the venue space and refreshments at the Oldest Colony Trust for the Memorial University Distributed Medical Education Community Connection Visit on Tuesday, June 11, 2024.

Motion Carried Unanimously.

- **Residents of Juniper Lane** – Two letters requesting that Council consider relocating the fire hydrant on Juniper Lane to a location that would not interfere with traffic. Council discussed possible ways to make the hydrant more visible to traffic and agreed that the request be referred to the Public Works Committee for further discussion & investigation.
- **Resident** – Proposal to operate the Café. Deadline for submissions is May 24, 2024.
- **Dept. of Transportation & Infrastructure** – Approval to award contract for Augustus Drive Booster Pump Project to Wally Drake's Trucking Ltd. – Information.

ACCOUNTS PAYABLE / INVOICES

Attached as Appendix "A"

A list of payments (Cheque # 048881 – 048951) totalling \$141,479.36 was presented for review and approval.

Motion #202405-102

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that a list of payments, attached as Appendix "A", totalling \$141,479.36 be approved as presented.

Motion Carried Unanimously.

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NEW BUSINESS

Request for Proposals - Roof Repairs – Café

The Public Works Director advised that the deadline for Requests for Proposals for Roof Repairs at the Café closed on May 17, 2024 and two bids were received.

1. **S & E Property Restoration - \$21,900.00 + HST**
2. **CASA Construction - \$18,416.61 + HST**

Council discussed the importance of the timeline to complete the repairs. They agreed to defer awarding the contract until staff can meet with the successful bidder to discuss the timeframe, availability of work crews and ensuring that it does not impact other ongoing projects in Heritage Square.

MOTION OF ADJOURNMENT

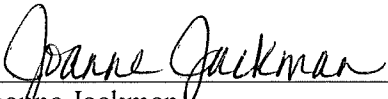
Motion #202405-103

Moved By: Councillor Myles

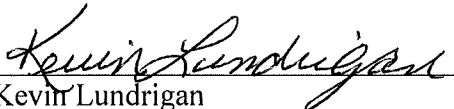
Seconded By: Councillor Isaacs

Be it resolved that the regular public meeting adjourn at 6:25 p.m.

Motion Carried Unanimously.



Joanne Jackman
Town Clerk



Kevin Lundrigan
Mayor