

October 4, 2022

A regular meeting of the Burin Town Council was held on the above date and called to order by Mayor Lundrigan at 4:57 p.m.

<b>Members Present:</b>	Mayor	Kevin Lundrigan
	Deputy Mayor	Howard Lundrigan
	Councillor	Everett Farwell
	Councillor	Rhonda Isaacs
	Councillor	Betty Francis
	Councillor	Shane Foote

<b>Also Present Were:</b>	Town Manager	Leo Hartson
	Town Clerk	Amy Cross
	Director of Public Works	Troy Hollett

<b>Regrets:</b>	Councillor	Mary Myles
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**APPROVAL OF AGENDA**

<b>Motion #1</b>	<b>H. Lundrigan / Isaacs</b> Be it resolved that the agenda of a regular meeting October 4th, 2022, be adopted as circulated.
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Motion Carried Unanimously.

**APPROVAL OF MINUTES**

<b>Motion #2</b>	<b>Isaacs / Francis</b> Be it resolved that the minutes of a regular meeting September 13, 2022 be adopted as circulated. With noted changes.
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Motion Carried Unanimously.

**DELEGATIONS OR VISITORS**

N/A

**BUSINESS ARISING OUT OF THE MINUTES**

**Salt Pond Trail Adjacent Property**

The property owner provided a survey of the property at the intersection of Winterland Road and Salt Pond Drive. The Property owner owns land to the trail and the high water mark near the trail. No further action at this time.

**Ross Lane**

New Sign will be installed in near future. Update: Sign has been installed.

**Hurricane Larry**

Tender will be awarded this week with direction to commence the boardwalk as soon as possible. Additional funding has been approved, waiting on official letter. Town of Burin would like priority placed on this project.

**Town office Exterior Renovations**

Two tenders were received with a motion to come forth at the council meeting to award the lowest bidder.

**COMMITTEE REPORTS**

***Planning and Development Committee***

Councillor Farwell advised that the Planning and Development Committee met on September 26, 2022 and presented the following recommendations:

**Municipal Infrastructure**

A member of the Committee voiced concern over municipal infrastructure on the road to Central Park and its ability to handle heavy water volumes that were experienced during Hurricane Igor. Staff advised that new larger piping is on site and waiting to be installed by the Public Works at an angle to the brook with anticipated armour stone or block to secure the new pipe. The Committee will refer to the Public Works Committee for follow up.

**Penny's Pond Heights**

Staff advised that the deadline date of September 30<sup>th</sup>, 2022 for the clean up at Penny's Pond Heights will have passed by the time of Council Meeting. A registered letter was sent plus a Clean-up order Letter was delivered and received by the property owner. The Committee

suggests moving forward to hire a contractor to knock the concrete structure and step into the basement and have it filled in if the deadline has passed. As the Town will pay the initial cost and seek recovery from the property owner, the issue will be referred to Finance for consideration.

### **Burin Business Park**

Discussion was had again about the two inquiries that were made for land in the Burin Business Park in which both were seeking Lot No. 6.

The Committee recommends rescinding Motion No. 3 from the September 13, 2022 meeting seeking further clarification from the lawyers.

**Motion  
#3**

**Farwell / H. Lundrigan**

Be it resolved that Motion #3 from the September 13, 2022 meeting seeking further clarification from the lawyers be rescinded.

Motion Carried Unanimously.

The Committee recommends contacting both parties to see if there is still interest in Lot No. 6. If interested, they should submit a plan for the lot within a given period of time to be reviewed by Council.

**Motion  
#4**

**Farwell / H. Lundrigan**

Be it resolved that Town of Burin contact both parties to see if there is still interest in Lot No. 6. And if interested, they should submit a plan for the lot within a given period of time to be reviewed by council.

Motion Carried Unanimously.

### **Strategic Plan**

The Committee discussed the need to have a new strategic plan done for the Town of Burin. The Committee recommends that Budget 2023 should include the cost of having a new strategic plan completed in 2023. There will be someone brought in to assist as was done in previous years.

**Motion  
#5**

**Farwell/Isaacs**

Be it resolved that a new strategic plan be done for the Town of Burin and the cost of having the strategic plan should be included in the budget of 2023.

Motion Carried Unanimously.

## ***Recreation***

Councillor Isaacs advised that the Recreation Committee met on September 26, 2022 and presented the following recommendations:

### **Recreation Commission**

The Committee was advised that potential members are currently going through the Recreation Constitution and the names will be brought forward to Council for approval in the near future.

### **Playground Road Signage**

The Committee discussed the need for proper playground road signage for Winterland Road, Central Park and the playground in Bulls Cove. Public Works will order six new signs for installation. These will be the provincial general signage.

## ***Public Works***

Councillor Foote advised that the Public Works Committee met on September 27, 2022 and presented the following recommendations:

### **Truck Tenders**

Staff advised that they received only one submission for a new 4500/5500series truck which did not meet the specs requested.

The Committee was advised that a couple of trucks have entered the vehicle market since the closing of the original tender. The Committee recommends to re-tender for a new vehicle again with a closing date of Wednesday October 5, 2022.

**Motion  
#6**

**Foote/ H. Lundrigan**

Be it resolved that the Town of Burin re-tender for a new vehicle again with closing date of Wednesday October 5, 2022.

Motion Carried Unanimously.

### **Municipal Capital Works – Augustus Drive**

The Committee advised that the drawings for the new booster station on Augustus Drive have been completed. The estimate provided by Innovative Engineering is between \$260,000 and \$270,000. As this is over the budget amount for 2022, the Committee recommends that this

would be the number one priority for a 2023 Municipal Capital Works application. The deadline date for application submissions is October 28, 2022.

**Motion**  
**#7**

**Foote/H. Lundrigan**

Be it resolved that the Town of Burin go ahead with the application to Municipal Capital Works for Augustus Drive Booster Station and make this a number one priority for 2023.

Motion Carried Unanimously.

**Land Purchase – Augustus Drive**

In order to locate a new booster station on Augustus Drive, the Town will have to obtain land from a property owner in the area. The Committee recommends that the Town Manager reach out to the identified property owner to commence the process of purchasing a section of land to have clear title for when construction starts.

**Motion**  
**#8**

**Foote / Farwell**

Be it resolved that the Town of Burin reach out to the identified property owner to commence the process of purchasing a section of land to have a clear title for when construction starts.

Motion Carried Unanimously.

**Bonfire Tree Drop Off**

The Committee recommends that the Bonfire site be opened effective immediately to allow residents and businesses to drop trees and plain lumber off for the bonfire up until November 5, 2022. The Whale Cove Tree Drop Off site will be closed during this period of time.

**Motion**  
**#9**

**Foote/ H. Lundrigan**

Be it resolved that the Bonfire site at Central Park be opened effective immediately to allow residents and business to drop trees and plain lumber off for the bonfire up until November 5, 2022.

Motion Carried Unanimously.

**Hurricane Larry**

Two bids were received for the Hurricane Larry Project. Lowest Total Project Cost estimated for this project is \$1,158,592.57 which is \$474,406.97 short of the approved funding of \$684,185.60. The Committee recommends that the Town Manager will reach out to Municipal Affairs and infrastructure to seek further funding.

**Motion  
#10**

**Francis/ Isaacs**

Be it resolved that the Town Manager will reach out to Municipal Affairs and infrastructure to seek further funding.

Motion Carried Unanimously.

**Public Works Workload**

The Public Works Director advised the Committee of work scheduled for the near future which includes water and sewer upgrades for Coady’s Lane, guardrail installation on Main Street and culvert installation on the road to Central Park.

**Letter from Resident**

The Committee discussed a letter from a resident regarding costs that she incurred as a result of a sewer blockage at her property. The Town Manager will respond appropriately to the resident regarding her concerns.

**Call from Resident - Compliment**

Councillor Foote added that he received a phone call from a resident praising Public Works for their continuous great work within the town.

**Cell Phone Towers**

Councillor Farwell requested information on the progress of the Cell Phone Towers to be erected in the Town of Burin. Town Manager updated indicating an email was received from Michael Kirkgood with update and start of construction October 2022.

## ***Finance Committee***

Councillor Francis advised that the Finance Committee met on September 27, 2022 and presented the following recommendations:

### **Augustus Drive – Property Acquisition**

The Committee concurs with the Public Works Committee and recommends commencing the process to purchase land from a resident of Augustus Drive in order to construct a water booster station.

**Motion  
#11**

**H. Lundrigan / Francis**

Be it resolved that the Public Works Committee commence with the process to purchase land from a resident of Augustus Drive in order to construct a water booster station.

Motion Carried Unanimously.

### **Hurricane Fiona Relief Fund**

The Committee recommends that the Town donate \$1000.00 to the Canadian Red Cross so it will be matched by the Government of Canada.

**Motion  
#12**

**H. Lundrigan / Isaacs**

Be it resolved that the Town of Burin donate \$1000.00 to the Canadian Red Cross.

Motion Carried Unanimously.

## ***Special Events Committee***

### **Trunk or Treat**

The Committee reviewed a request from a resident to have Trunk or Treat in Burin. Recreation Chairperson Councillor Rhonda Isaacs will bring the idea to the Recreation Commission for consideration. Councillor Isaacs has a poster to proceed with advertising tomorrow.

### **Christmas Staff Party**

Tentative dates for the Council/Staff Christmas Party in order of preference are Saturday November 26, 2022, Saturday November 19, 2022, Friday, November 25, 2022 or Friday November 18, 2022 to be hosted at the Burin 50 plus building with music by Ron Flannigan if all available. Council agreed – November 26, 2022.

**Christmas Parade**

Christmas Parade is normally scheduled for the first Saturday in December. Staff will check with Town of Marystown and their dates as we did in previous years of planning.

**Inaugural Christmas Parade of Lights – Christmas in the Square**

The first annual Christmas Parade of Lights – Christmas in the Square is scheduled for the first Sunday Night in December.

**Motion  
#13**

**Francis/Isaacs**

Be it resolved that the first annual Christmas Parade of Lights – Christmas in the Square be scheduled for Sunday December 4<sup>th</sup>, 2022.

Motion Carried Unanimously.

**Christmas Tree Light Up**

Tentative Date is Thursday, November 24, 2022.

**PERMIT APPLICATIONS**

The Town Manager recommended approval of the following permit applications:

**Residential**

**Application #Oct2022-01** Residential – Construction of residential shed at 543 Main Street. All in order.

**Motion  
#14**

**Foote / Isaacs**

Motion Carried Unanimously.

**Application #Oct2022-02** Residential – Construction of small residential shed at 13 Penney’s Pond Road. All in order.

**Motion  
#15**

**Foote / H. Lundrigan**

Motion Carried Unanimously.



**CORRESPONDENCE**

**Discussion**

<b>From</b>	<b>Regarding</b>	<b>Action</b>
1. Jordan Baird (Teacher, Pearce Junior High School).	Pearce Project Positivity. Donation request.	Refer to Finance
2. Email Greg Ruttgaizer	Temporary Ramp	Remove Block and write response letter. <b>Motion #16</b>
3. Email Chris Hollett.	Penny’s Pond Heights property and Outstanding Taxes.	Send 30 day notice. <b>Motion #17</b>
4. Email Janice Brushett.	Penny’s Pond Heights	Acknowledged.
5. Email Audrey Parres.	Heritage House visitor	Acknowledged.
6. Email Big Pond Piping Project.	Big Pond Chlorination piping	Replace Piping rather than painting. <b>Motion #18</b>
7. Letter – Disability Employment Awareness month	Proclamation	Proclaimed <b>Motion #19</b>

**Motion #16**

**Francis / H. Lundrigan**

Be it resolved that the block on the Ruttgaizer’s property be removed and the Town of Burin write a letter in response to residents email.

Motion Carried Unanimously.

**Motion  
#17**

**H. Lundrigan / Farwell**

Be it resolved that the Town of Burin send a 30 day notice to Chris Hollett regarding going ahead with a contractor to clean up the property at Penny's Pond Heights.

Motion Carried Unanimously.

**Motion  
#18**

**H. Lundrigan / Foote**

Be it resolved that Town of Burin will absorb the \$30k additional cost to replace the Chlorination piping that was initially quoted at \$30k total to paint the piping.

Motion Carried Unanimously.

**Motion  
#19**

**Farwell / Francis**

Be it resolved that October be proclaimed Disability Employment Awareness Month.

Motion Carried Unanimously.

**CORRESPONDENCE**

**Review**

<b>From</b>	<b>Regarding</b>	<b>Action</b>
1. Megan Dawe	Trunk or Treat	Reviewed in Special Events
2. Municipal Assessment Agency	Update on the Municipal Assessment Agency. Meeting to develop a strategic Plan.	Acknowledged.

**INVOICES**

Attached as Appendix “A”  
(#047457 - 047518)

**Motion  
#20**

**Foote / H. Lundrigan**

Be it resolved that the invoices, attached as Appendix “A”, be paid as presented.

Motion Carried Unanimously.

**NEW BUSINESS**

**Town Hall Exterior Renovations**

The lowest tender for the Town Hall Exterior Renovations came in at \$38,000 from CASA. Due to the time frames, the lowest bidder was unable to commence work until Oct 24, 2022. The tender is withdrawn and will be re-tendered in spring 2023.

**Motion  
#21**

**H. Lundrigan / Foote**

Be it resolved that the Town Hall Exterior Renovations tender be withdrawn due to lowest bidder unable to commence work until October 24, 2022, and re-tendered in spring of 2023.

Motion Carried Unanimously.


**MOTION OF ADJOURNMENT**

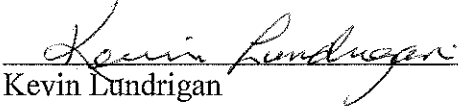
**Motion  
#22**

**H Lundrigan / Isaacs**

Be it resolved that the meeting adjourned at 5:56 p.m.

Motion Carried Unanimously.

  
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Amy Cross  
Town Clerk

  
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Kevin Lundrigan  
Mayor