



# The Town of Fortune

P. O. BOX 159  
Temple Street  
Fortune, NJ  
A0E 1P0

TELEPHONE: (709) 832-2810  
FAX: (709) 832-2210

## Minutes of a Regular Meeting of Council Of the Town of Fortune On October 6, 2020 at 6:00 p.m.

*Members Present:*

Mayor	Charles Penwell
Deputy Mayor Smith	Frazer Smith
Councillors:	Terry Fleming Roy Kendell Patrick Parsons

*Also Present:*

CAO Collier	Linda Collier
Town Clerk	Lacey Symes
Public Works Supervisor	Chris Caines

### Additions/Adoption to Agenda:

Mayor Penwell asked if there were any additions to the agenda of October 6, 2020 Council Meeting.

- 12) Donation- Burin Peninsula Health Care Radiothon
- 13) Truck Tender
- 14) 2020 MNL Virtual Conference

**Motion 2020-10-06-01: Deputy Mayor Smith/Councillor Kendell**

**Resolved that the Agenda for October 6, 2020 be adopted as presented along with the additions.**

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillors: Fleming, Kendell & Parsons

Opposed: 0  
Motion carried.

### Adoption of Minutes:



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Mayor Penwell asked if there were any errors or omissions to the Minutes from the Regular Council meeting held on September 2, 2020 as presented.

**Motion 2020-10-06-02: Deputy Mayor Smith/Councillor Fleming**

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillors: Fleming, Kendell & Parsons

Opposed: 0  
Motion carried.

**Delegation Fire Chief Peach Fortune Fire Department**

Mayor Penwell welcomed Fire Chief Peach to the Council Meeting at 6:02 p.m.

Fire Chief Peach advised Council that the Fire Department is still trying to complete training while following Covid-19 protocols.

Fire Chief Peach also advised Council that the Fire Department is in need of new bunker suits, there are approximately 12-13 suits that are need of replacement as they are 15 years or older & the recommended time frame to be replaced is a maximum of ten years.

Each suit is approximately \$1799 each.

**Motion 2020-10-06-03: Deputy Mayor Smith/Councillor Fleming**

**Resolved to purchase six new bunker suits & new hose with two nozzles as per recommended by Fire Chief Peach.**

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillors: Fleming, Kendell & Parsons

Opposed: 0  
Motion carried.

Council agreed to reallocate the Fire Department budget to arrange for the bunker suits at the next finance meeting.

Fire Chief Peach left the Council Meeting at 6:18 p.m.



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## GENERAL BUSINESS:

### 1. Public Works

- French Drain- Temple Street- Public Works Supervisor Caines advised Council that the Public Works Staff were in the process of installing a french drain on Temple Street because of the water build up had previously created issues throughout the winter with ice buildup, CAO Collier had advised the Public Works Staff to get approval from Council before finishing.

It was the consensus of Council for the Public Works Staff to complete the french drain on Temple Street.

Public Works Supervisor Caines suggested the possibility of not completing french drains for personal property as of 2021.

**Motion 2020-10-06-04: Deputy Mayor Smith/Councillor Kendell**

**Resolved to stop the installation of french drains on personal property in 2021, as of 2021 french drains will be the responsibility of the property owner.**

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillors: Fleming, Kendell & Parsons

Opposed: 0  
Motion carried.

- Curb- Logwood Road- Received a request from property owner located on Logwood Road, since the new pavement in the area resident is experiencing water in garage and under house as the new pavement installed is higher.

**Motion 2020-10-06-05: Deputy Mayor Smith/Councillor Parsons**

**Resolved for Public Works Staff to install a curb at the requested area on Logwood Road.**

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillors: Fleming, Kendell & Parsons

Opposed: 0  
Motion carried.



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- **Butterfly Valve Replacement** - Received notification that the Town of Grand Bank is willing to cost share. CAO Collier to follow up with MHA Haley.
- **OCI Notification Request**- CAO Collier received a call from Hughie Crewe from Ocean Choice International (OCI) advising they have been receiving low chlorine levels, Mr. Crewe stated that the protocol in the past was for the Town's Public Works Employees to contact OCI when chlorine readings were low, Mr. Crewe advised CAO Collier that there used to be correspondence written from the Town of Fortune stating the above & was wondering if it was possible to get a revision of the correspondence updated with the current date.

It was a consensus of Council to revise the correspondence between the Town of Fortune & Ocean Choice International regarding the chlorine level notification process.

- **Communication System- Water Issues**

Public Works Supervisor Caines advised Council that they are experiencing issues with the communication system, normally when the chlorine levels are low Caines will receive a notification on his phone & this is no longer operating correctly. The issue started when the Town of Grand Bank moved their Municipal Office, resulting in the tower not picking up the Town of Fortune's system.

CAO Collier to contact the Town of Grand Bank to coordinate a Water Committee Meeting & Public Works Supervisor Caines to consult with Cahill to see if their technician will be able to be included on the meeting via telephone to advise of the issues.

- **Gaultois Place**- Receiving complaints at the Town Office from a resident on Bunkerhill Road regarding vehicles blocking their secondary driveway located on Gaultois Place, Public Works Staff installed a "No Parking" sign located at the opposite side of the driveway in question on Gaultois Place.

Three other residents from Gaultois Place had met with CAO Collier who are affected by the "No Parking" sign advising that the driveway in question is no way impacted by visitors parking on Gaultois Place & requesting for the sign to be removed as the resident who expressed concerns main driveway is located on Bunkerhill Road.

It was a consensus of Council to leave the no parking sign located on Gaultois Place as is & to erect an additional "No Parking" sign on the other side of the road as well.

Public Works Supervisor Caines left the Council Meeting at 7:06 p.m.



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## 2. Capital Works 2021- Awaiting Cost Estimates

CAO Collier advised Council that we are currently awaiting cost estimates for the Bunkerhill Phase I & Bunkerhill Phase II 2021 Capital Works projects.

The cost of the Arena Confederation Street Sewer was well under what was actually budgeted.

**Motion 2020-10-06-06: Deputy Mayor Smith/Councillor Fleming**

**Resolved to request for the surplus from the Arena Confederation Storm Sewer project to be applied to the Butterfly Valve project.**

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillors: Fleming, Kendell & Parsons

Opposed: 0  
Motion carried.

## 3. Gas Tax Application Approval- Road Upgrades Phase 2

CAO Collier advised Council that the Town of Fortune received approval for the Phase 2 Paving Gas Tax Application; however, the deadline for surface paving is October 15th.

Public Works Supervisor Caines to contact Farrell's Excavating to see if it will be possible to get completed before the deadline.

## 4. Downtown Development

**Letter of Concern-** Received a letter of concern from a resident regarding a safety concern. Resident advised with the new downtown development in progress they were told there will be a fence going up directly in front of their property & driveway (Community Street/Harbour Drive), making it risky to pull safely into their driveway.

Council discussed this concern & stated that the blueprints for the downtown development are designed by the engineer; however, the building committee agreed to inspect the area in question.

## 5. Department of Environment, Climate & Municipalities- Correspondence re: Business Taxation

CAO Collier received a call & correspondence from the Department of Environment, Climate & Municipalities regarding a complaint that was brought to them about businesses within the Town of Fortune not being properly taxed (Airbnb's).

There are no regulations at this point in time, defer for now.



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## 6. FCM Municipal Asset Management Program

CAO Collier advised Council that Jeffrey Elford who was hired on through an Easter Seals Funding project has familiarized to identify the process; however, the Town hasn't instated an actual program yet.

Defer, put on radar for 2021 budget.

## 7. Arena Guidelines/Start Up

CAO Collier in the process of getting quotes from Keep Cool & Cimco for start up.

Once confirmation is received from United Towns Minor Hockey regarding the amount of hours they will require CAO Collier will schedule an emergency arena meeting with Council to move forward with the arena opening.

## 8. Lighthouse Trail/Trail Development

Defer until Councillor Woodland in attendance.

## 9. Hornhouse Road- Quarry Update

CAO Collier received correspondence from the Department of Natural Resources regarding the Hornhouse Quarry Road advising that the permit will not be reissued, permit applications for that specific area will no longer be accepted by the Department.

## 10. Container- Town Property ( OCI)

CAO Collier contacted the owners of the container located on OCI/Town property to advise the container needs to be moved as soon as possible.

## 11. Site Specific Health & Safety Plan

Motion 2020-10-06-07: Deputy Mayor Smith/Councillor Fleming

Resolved to approve the 2020-2021 Site Specific Health & Safety Plan.

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillors: Fleming, Kendell & Parsons

Opposed: 0  
Motion carried.



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## 12. Burin Peninsula Health Care Radiothon Donation

**Motion 2020-10-06-08**                      **Councillor Kendell/Councillor Parsons**

**Resolved to donate \$100 to the Burin Peninsula Health Care Foundation Radiothon.**

In favour:        Mayor Penwell  
                     Deputy Mayor Smith  
                     Councillors: Fleming, Kendell & Parsons

Opposed:        0  
Motion carried.

## 13. Truck Tender

**Motion 2020-10-06-09**                      **Deputy Mayor Smith/Councillor Fleming**

**Resolved to accept the dump truck tender from Mary Boland in the amount of \$3200.**

In favour:        Mayor Penwell  
                     Deputy Mayor Smith  
                     Councillors: Fleming, Kendell & Parsons

Opposed:        0  
Motion carried.

## 14. Municipalities Newfoundland & Labrador Virtual Conference

Mayor Penwell is registered.

### FINANCIAL TRANSACTIONS:

➤ Payables                      September 2nd - September 23rd, 2020

**Motion 2020-10-06-10**                      **Deputy Mayor Smith/Councillor Fleming**

**Resolved to approve the financial transaction for September 2- September 23, 2020.**

In favour:        Mayor Penwell  
                     Deputy Mayor Smith  
                     Councillors: Fleming, Kendell & Parsons



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Opposed: 0  
Motion carried.

## PERMITS/EXEMPTIONS/ADJUSTMENTS:

### **Building Permits:**

FITZL003 66 Bayview Street Porch

BRIDE001 Horsebrook Trailer Park

**Motion 2020-10-06-11 Councillor Parsons/ Deputy Mayor Smith**

**Resolved to approve the building applications for account #FITZL003 & BRIDE001.**

In favour: Mayor Penwell

Deputy Mayor Smith  
Councillors: Fleming, Kendell & Parsons

Opposed: 0  
Motion carried.

### **Business Permit Applications:**

Stage Head Cafe (Homestyle Catering)  
Rosalind Boland- Mary Kay Cosmetic Consultant

**Motion 2020-10-06-12 Deputy Mayor Smith/ Councillor Parsons**

**Resolved to approve the Business Permit Application for Stage Head Cafe (Homestyle Catering).**

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillors: Fleming, Kendell & Parsons

Opposed: 0  
Motion carried.





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**Motion 2020-10-06-13**

**Deputy Mayor Smith/ Councillor Kendell**

**Resolved to adjust the Business Tax for Rosalind Boland- Mary Kay Cosmetic Consultant as it was agreed it wasn't necessary to apply for a Business Permit for "Direct Sales Companies" (i.e. Mary Kay, Scentsy, Epicure, etc).**

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillors: Fleming, Kendell & Parsons

Opposed: 0  
Motion carried.

## **Non- Compliance Permits:**

CHAUB001  
POIRA001

Council agreed to defer this item.

## **Poll Tax Exemption:**

BARTY001

**Motion 2020-10-06-14**

**Councillor Parsons/Deputy Mayor Smith**

**Resolved to approve the poll tax exemption request for account #BARTY001 based on the fact that the individual is paying property tax within the Town of Grand Bank.**

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillors: Fleming, Kendell & Parsons

Opposed: 0  
Motion carried.



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## CORRESPONDENCE:

### **Kids Eat Smart Program:**

**Motion 2020-10-06-15          Deputy Mayor Smith/Councillor Kendell**

**Resolved to donate \$200 to the Kids Eat Smart Program with Lake Academy identified.**

In favour:        Mayor Penwell  
                     Deputy Mayor Smith  
                     Councillors: Fleming, Kendell & Parsons

Opposed:        0  
Motion carried.

**Burin Peninsula RCMP:** For Councillors' information.

**Department of Environment, Climate & Municipalities:** For Councillors' information.

**Department of Transportation & Infrastructure- Vehicles/Equipment Disposals:** For Councillor's information.

## COUNCILLOR'S FORUM / COMMITTEE REPORTS:

Mayor Penwell: Advised Council that there is a Burin Peninsula Joint Council Meeting AGM in November & due to Covid-19 is limited to one Councillor per Council. Mayor Penwell to attend as he is on the committee.

Deputy Mayor Smith: Suggested for Staff to bring back ideas for the Christmas Dinner to the next Council Meeting.

Councillor Fleming: N/A

Councillor Kendell: N/A

Councillor Parsons: N/A



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## CAO REPORT:

CAO Collier & Finance Committee scheduled a Finance Meeting for Thursday, October 15th at 6:15 p.m.

## ADJOURNMENT / Next Meeting:

Motion 2020-10-06-16

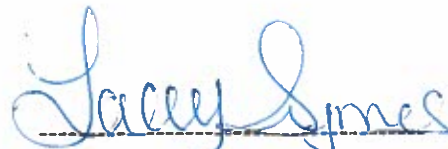
Deputy Mayor Smith/Councillor Kendell

Resolved to adjourn the Regular Council Meeting at 8:34 p.m. & schedule the next Council Meeting for October 27th at 6:15 p.m.

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillors: Fleming, Kendell & Parsons

Opposed: 0  
Motion carried.

  
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Mayor Penwell

  
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Lacey Symes- Town Clerk



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**AGENDA - Council Meeting**  
**Fortune Fire Hall**  
**October 6, 2020 @ 6:00 p.m.**

## Additions/Adoption to Agenda

**Adoption of Minutes:** September 2, 2020  
**Delegation:** 6:15 p.m. Fire Chief Paul Peach

## GENERAL BUSINESS

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>1. Public Works           <ul style="list-style-type: none"> <li>➤ French Drain- Temple Street</li> <li>➤ Butterfly Valve Replacement</li> </ul> </li> <li>2. Capital Works 2021- Awaiting Cost Estimates</li> <li>3. Gas Tax Application Approval- Road Upgrades Phase</li> <li>4. Downtown Development- Defer           <ul style="list-style-type: none"> <li>➤ Resident Letter of Concern</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>5. Department of Environment, Climate &amp; Municipalities<br/>Correspondence Re: Business Taxation</li> <li>6. FCM- Municipal Asset Management Program</li> <li>7. Arena Guidelines</li> <li>8. Lighthouse Trail/Trail Development</li> <li>9. Hornhouse Road Quarry Update</li> <li>10. Container -Town Property (OCI)</li> <li>11. Site Specific Health &amp; Safety Plan</li> </ul> |
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## FINANCIAL TRANSACTIONS:

- Payables September 2- September 23, 2020

## PERMITS/EXEMPTIONS/ADJUSTMENTS:

- **Building Permit Application**  
FITZL003 66 Bayview Street Porch  
BRIDE001 Horsebrook Trailer Park
- **Business Permit Application**  
Stage Head Cafe (Homestyle Catering)  
Rosalind Boland- Mary Kay Cosmetic Consultant
- **Non- Compliance**  
CHAUB001  
POIRA001
- **Poll Tax Exemption**  
BARTY001

## CORRESPONDENCE:

From	Particulars	Anticipated Action
Kids Eat Smart Foundation	Radiothon- November 4, 2020	Donation Request
Burin Peninsula RCMP	Mayor's Reports- April to August 2020	Councillor's Information
Department of Environment, Climate & Municipalities	2020 Fall Municipal Training Circular	Councillor's Information
Department of Transportation & Infrastructure	Vehicles/Equipment Disposal	Councillor's Information

## COUNCILLOR'S FORUM / COMMITTEE REPORTS:

### CAO REPORT

### ADJOURNMENT / Next Meeting: