



# The Town of Fortune

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

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## AGENDA Council Meeting November 7, 2016 6:30 p.m.

### Additions to Agenda

Adoption of Minutes: October 17, 2016

### GENERAL BUSINESS:

1. Harassment
2. Properties
3. Water System - quotes
4. Clerk Receptionist
5. Delinquent Accounts
6. Arena
  - Operators Schedule
  - Pre Design Report
7. Pre-Budget Consultation – November 21<sup>st</sup>
8. Poll Tax Exemption Request
9. Bills
  - October 17, 2016
  - November 4, 2016
10. 2015 Audited Financial Statements

### COMMITTEE REPORTS

#### CORRESPONDENCE

1. Heritage Run
  - Tourism Levy \$576.80
  - Membership Renewal \$125
2. Fortune Volunteer Fire Department 47th Annual Ball – November 26<sup>th</sup>

#### PERMITS

#### BILLS

#### CHIEF ADMINISTRATIVE OFFICER REPORT

#### COUNCILLORS FORUM



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Minutes of a regular meeting of council  
Of the Town of Fortune, held at the  
Fortune Municipal Center,  
November 7, 2016 at 6:30 p.m.

*Members Present*

Mayor  
Deputy Mayor

Charles Penwell  
Frazer Smith

Councillors:

James Dunne  
Patrick Parsons  
Dave Holloway (via telephone)

*Also Present*

Chief Administrative Officer

Corey Parsons

**Adoption of Agenda of October 17, 2016**

Mayor Penwell asked if there were any additions to the agenda & approval of the October 17, 2016 agenda.

Motion 2016-11-7-01          Deputy Mayor Smith/Councillor Dunne

Resolved that the agenda of November 7, 2016 be adopted as presented.

In favour:    Mayor C. Penwell  
                 Deputy Mayor F. Smith  
                 Councillors: J. Dunne, D. Holloway & P. Parsons

Opposed:     0.

Motion carried.



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## Adoption of Minutes October 17, 2016

Mayor Penwell asked if there were any errors or omissions to the minutes of the regular meeting of October 17, 2016 as presented.

Motion 2016-11-7-02 Deputy Mayor Smith/Councillor Parsons

Resolved to adopt the minutes of the regular council meeting of October 17, 2016.

In favour: Mayor C. Penwell  
Deputy Mayor F. Smith  
Councillors: J. Dunne, D. Holloway & P. Parsons

Opposed: 0.  
Motion carried.

## General Business

### 1. Harassment

CAO Parsons advised there been a number of occurrences where administrative staff, in particular himself, has been verbally assaulted regarding issues around Town.

On October 29, 2016 there was an incident at Walmart in Marystown where one of the public works employee's was verbally abused regarding a Town issue 3-4 years ago.

Motion 2016-11-7-03 Councillor Parsons/Councillor Holloway

Resolved that a letter be written to the individual acknowledging the incident, indicating that it is unacceptable and that if there is another similar incident, criminal charges will be laid.

In favour: Mayor C. Penwell  
Councillors: J. Dunne, D. Holloway & P. Parsons

Against: Deputy Mayor Smith

Opposed: 0.  
Motion carried.



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## 2. Properties

CAO Parsons advised Council that property at 1 & 1A Hillier Street was in arrears and was eligible for the start a tax sale process if Council desired. It was consensus that staff would continue the tax collection efforts on this property rather than pursue a tax sale.

Property Owner on Bunkerhill Road was requesting to have the interest deducted from their account because he did not receive the original invoice because of a change in mailing address. CAO Parsons advised Council that it is the property owners responsibility to update the mailing address with the Council office.

Motion 2016-11-7-04      Councillor Dunne/Deputy Mayor Smith

Resolved that the request to deduct interest from an account on Bunkerhill Road is denied, as it is the property owners responsibility to update the mailing address with Council.

In favour:      Mayor C. Penwell  
                    Deputy Mayor Smith  
                    Councillors: J. Dunne, D. Holloway & P. Parsons

Opposed:      0.  
Motion carried.

## 3. Water System Quotes

For Council's information, there were 2 quotes received from Cahill Technical Services.

To have the SCADA monitoring system upgraded so that the Town of Fortune has our own server, it would cost \$29,908.99 plus applicable taxes.

To have electronic flow meter installed on the OCI water line so that it reads into the SCADA online system, it would cost \$21,533.75 plus application taxes.

Considering the high cost, Council agreed to keep the information on hand and may pursue in the future.



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## 4. Clerk Receptionist

There was consensus from Council for the CAO to designate times for the Clerk Receptionist to carry out ECO Friends business.

There is a request from the Financial Clerk to continue after Christmas with doing an educational course online requiring her to be out of the office. There was consensus from Council to support this training request.

CAO Parsons advised Council that he was very pleased with the work performance of the Clerk Receptionist after the recent restructuring of the office duties. She has been very well organized and effective in assisting with the collection of delinquent accounts. He thought it was important that her work be acknowledged back to Council.

## 5. Delinquent Accounts

CAO Parsons is recommending that there be a surcharge or administration fee applied to delinquent accounts when staff is required to send letters, perform water shut offs, etc.

Motion 2016-11-7-05 Deputy Mayor Smith/Councillor Holloway

Resolved that effective immediately the Town of Fortune would implement an Administration Fee of \$10 for every time a staff member is required to carry out follow up activities on delinquent accounts, for example writing letters, etc.

In favour: Mayor C. Penwell  
Deputy Mayor F. Smith  
Councillors: J. Dunne, D. Holloway, & P. Parsons

Opposed: 0.  
Motion carried.

It was also suggested to have this sent out through the Towns mass email list to advise account holders.



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## 6. Arena

CAO Parsons advised Council that there has been some changes to the arena employees schedules. Rather than 40 hours per week, there was agreement to have the 80 accumulated over the 2 week pay period. This assist with scheduling as the arena's bookings fluctuate from week to week. As well, this new arrangement will have cost savings as there is an opportunity schedule now to avoid overtime.

There was discussion regarding the priorities for capital project in the arena.

Motion 2016-11-7-06 Deputy Mayor Smith/Councillor Parsons

Resolved that under the Arena Capital Project, 17-SCF-17-00032, the following will be priority for Phase 1, as per the estimates out of the Pre-Design Assessment Report dated October 21, 2016:

1. Full Replacement of the Existing Ice Rink Slab Surface estimated at \$650,000
2. Supply and Install Rink Board estimated at \$150,000
3. Energy Recovery for Re-Use estimated at \$40,000

In favour: Mayor C. Penwell  
Deputy Mayor F. Smith  
Councillors: J. Dunne, D. Holloway, & P. Parsons

Opposed: 0.  
Motion carried.

## 7. Pre Budget Consultation

It was agreed to scheduled the Pre-Budget Public Consultation for Monday, November 21, 2016 at 6:30 in the Geology Centre.



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## 8. Poll Tax Exemption Request

Received a poll tax exemption request for account #'s BISHF001, BISHF002 and BISHL002 based on income and had property during a period charged for poll tax.

Motion 2016-11-07-07                      Councillor Parsons/Deputy Mayor Smith

Resolved to approve the poll tax exemption request for account #' BISHF001, BISHF002 and BISHL002 based on income and owning property.

In favour:     Mayor C. Penwell  
                  Deputy Mayor F. Smith  
                  Councillors: J. Dunne, D. Holloway & P. Parsons

Opposed:     0.  
Motion carried.

## 9. Bills

Motion 2016-11-7-08                      Deputy Mayor Smith/Councillor Holloway

Resolved to approve bills dated October 17, 2016 as presented.

In favour:     Mayor C. Penwell  
                  Deputy Mayor F. Smith  
                  Councillors: J. Dunne, D. Holloway & P. Parsons

Opposed:     0.  
Motion carried.

Motion 2016-11-7-09                      Deputy Mayor Smith/Councillor Holloway

Resolved to approve bills dated November 4, 2016 as presented.

In favour:     Mayor C. Penwell  
                  Deputy Mayor F. Smith  
                  Councillors: J. Dunne, D. Holloway & P. Parsons

Opposed:     0.  
Motion carried.



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## 10. 2015 Audited Financial Statements

Council reviewed the 2015 Audited Financial Statements as presented by Byron Smith Chartered Professional Accountants dated September 30, 2016.

Motion 2016-11-7-10 Deputy Mayor Smith/Councillor Dunne

Resolved to approve the Town of Fortune's 2015 Audited Financial Statements as presented by Byron Smith Chartered Professional Accountants dated September 30, 2016, as presented.

In favour: Mayor C. Penwell  
Deputy Mayor F. Smith  
Councillors: J. Dunne, D. Holloway & P. Parsons

Opposed: 0.  
Motion carried.

## CORRESPONDENCE

### 1. Heritage Run Tourism Association

Motion 2016-11-7-11 Deputy Mayor Smith/Councillor Parsons

Resolved to approve the 2 invoices from the Heritage Run Tourism Association. \$576.80 for the Tourism Levy and \$125 Membership Renewal.

In favour: Mayor C. Penwell  
Deputy Mayor F. Smith  
Councillors: J. Dunne, D. Holloway & P. Parsons

Opposed: 0.  
Motion carried.

### 2. Fortune Fire Departments Annual Dinner – Saturday, November 26, 2016





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## PERMITS

Springhill Road

Motion 2016-11-7-12          Councillor Dunne/Councillor Parsons

Resolved to approve the ramp and step permit as per the application.

In favour:      Mayor C. Penwell  
                    Deputy Mayor F. Smith  
                    Councillors: J. Dunne, D. Holloway & P. Parsons

Opposed:      0.  
Motion carried.

## CHIEF ADMINISTRATIVE OFFICER REPORT

CAO reiterated his comments from earlier regarding the positive performance from the Clerk Receptionist. CAO advised Council that he is meeting with Newfoundland Power this week regarding the energy audit on the Towns facilities. Will keep Council updated as it progresses. CAO advised Council that as part of the collection efforts on the delinquent accounts, a number of water shut offs has occurred. CAO advised that 3 days prior to shut off, the property stand pipe will be marked with orange spray paint.

## COUNCILLOR'S FORUM

*Councillor Dunne*

-Raised concerns with the delay from Molloy's auto salvage in retrieving vehicles when requested. CAO to follow up with Molloy's.

*Councillor Holloway*

-Inquired regarding the date of the Town's Christmas Dinner. CAO will confirm with staff.  
-Raised the issue of getting a teleconference machine, as the quality over the speaker phone is poor. This was explored last year and the cost were high. CAO will continue looking for an affordable machine.



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## *Councillor Parsons*

-Questioned the status of a Water Committee Meeting. CAO will follow up with Grand Bank again.  
-Brought to Council's attention that the Fire Department garage heaters are on the Council building electrical meter.

## *Deputy Mayor Smith*

-Extended an invitation from the Fella From Fortune International Festival Committee to Council to attend a volunteer social taking place at his residence on November 18<sup>th</sup> at 6pm.

## *Mayor Penwell*

Inquired regarding status of the meeting with Ocean Choice International. CAO is continuing to speak with Paula Kieley at OCI regarding a meeting date.

## **ADJOURNMENT**

Motion 2016-11-07-13                      Councillor Dunne/Councillor Parsons

Resolved to adjourn the regular council meeting at 7:26 p.m.

In favour:     Mayor C. Penwell  
                   Deputy Mayor F. Smith  
                   Councillors: J. Dunne, D. Holloway & P. Parsons

Opposed:     0.  
Motion carried.

  
\_\_\_\_\_  
Mayor Penwell

  
\_\_\_\_\_  
Chief Administrative Officer Parsons