



The Town of Fortune

P. O. BOX 159
Temple Street
Fortune, NJ

A0E 1P0

AGENDA - Council Meeting
Fortune Town Council Chambers
June 18th, 2018 @ 6:30 p.m.

TELEPHONE: (709) 832-2810
FAX: (709) 832-2210
EMAIL: fortune@nf.aibn.com

Additions/Adoption to Agenda

Adoption of Minutes: June 4, 2018

GENERAL BUSINESS:

1. Hornhouse Road / RIG Deposit
2. CEEP Payment
3. Business Tax Exemption (ATLAN002)
4. Small Communities Fund (Hayter Street Water & Sewer)
5. Arena: (a) Donation (Lump Sum Payment on Loan) (b) Rental Volunteers for Bar Services/Security (c) Rates
6. Fire Department Funding Applications (Emerg. Vehicle \$240,000; Bunker Suits \$9085, Breathing Apparatuses \$32, 177)
7. Eldon Property Cleanup Request (awaiting Contractor – demolition permit issued)
8. Water Rates/ Apartment Rentals
9. Commercial Property Inquiry (Town Land)
10. Cleanup Contest (update)
11. Arena Operators Course – Aug. 27-30 (refrigeration/refocus as per BC incident/Exam component)
12. Inside Sewer Repairs/Public Works Resources
13. CRA Authorization "new" Town Clerk
14. Financial Authorization for VISA
15. Human Resources Evaluation Processes
16. ATIPPA Coordinator
17. Consultation on Municipal Legislation (June 19th – Marystown)
18. Website Update
19. Eastern Health BBQ Sponsorship
20. Summer Social
21. Eastern Regional Wellness Coalition- Explanation

BILLS: (June 4th to June 15th, 2018)

PERMITS:

Business:

SYMES004 17 Bayview Street Business

Development/Demolition:

BENNE001 97-103 Eldon Street Demolition Permit
ROSEH001 23 Logwood Road Shed Extension & Driveway Extension

COMMITTEE REPORTS

1. Finance Meeting (June 11th) - Arena Rates 2018/19 (\$100 MH; \$120 Birthday Party; \$120 Private Ice Rentals)
2. Public Works & Infrastructure (June 11th) -



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COUNCILLOR'S FORUM

CORRESPONDENCE (Listing Attached)

Dated	From	Date Received	Particulars	Anticipated Action
June 15, 2018	Grand Bank Regional Theatre	June 15, 2018	Sponsorships	Looking for sponsorship
June 9, 2018	Atlantic Chamber of Commerce	June 9, 2018	Meeting Notes & Rate mitigation	For Councillor's Information

CHIEF ADMINISTRATIVE OFFICER'S REPORT

ADJOURNMENT



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Minutes of a regular meeting of Council
Of the Town of Fortune, held at the
Fortune Municipal Center.
June 18, 2018 at 6:30p.m.

Members Present: Deputy Mayor Frazer Smith
Councillors: Levi Curtis
James Dunne
Matthew Woodland

Also Present: Chief Administrative Officer Linda Collier
Town Clerk Lacey Symes
Municipal Clerk Tammy Mullins
Southern Gazette Reporter Colin Farrell

Delegation: Chris Caines, Public Works Foreman

At 6:30 p.m. Deputy Mayor Smith welcomed the Public Works Foreman (Chris Caines) to the Council meeting.

The hours of work & lunch breaks had been discussed at a meeting of the Planning and Infrastructure Committee held on June 11th with all public works employees to which they agreed to take one hour rotating lunch breaks, which would leave two employees on the worksite at all times. Employees later identified this as a concern, and the Public Works Foreman was seeking reconsideration on their behalf. Apparently, the current Employment Contract states the hours of operation during the "summer hours" which runs from June 1st - September 30th to be 8:00 a.m. - 4:30 p.m. with ½ hour lunch break.

Deputy Mayor Smith asked Chris if it was beneficial for all four employees to go for lunch at the same time and with it being a duration of thirty minutes as opposed to an hour to which Chris advised that it would indeed be more beneficial thus resulting in less time lost for work.

After some discussion, Council came to the agreement to leave the hours & lunch hours as is until the expiration of the current Contract (December 2018). The hours will be revisited upon negotiations for the new Contract.

Adoption of Agenda:

Deputy Mayor Smith asked if there were any additions to the Agenda of June 18, 2018. Items identified were as follows:

- # 22 (a) Business Permit Application
- (b) Business Tax Exemption Inquiry

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Adoption of Agenda (cont'd):

Motion 2018-06-18-01: Councillor **Curtis**/ Councillor **Dunne**

Resolved that the Agenda for the June 18, 2018 meeting be adopted as presented with the noted additions.

In favour: Deputy Mayor Smith
Councillors: Curtis, Dunne and Woodland

Opposed: 0.
Motion carried.

Adoption of Minutes:

Deputy Mayor Smith asked if there were any errors or omissions to the Minutes from the Regular Council meeting held on June 4th, 2018 as presented.

Motion 2018-06-18-02: Councillor **Curtis** / Councillor **Woodland**

Resolved to adopt the Minutes of the Regular Council meeting of June 4th, 2018 as presented.

In favour: Deputy Mayor Smith
Councillors: Curtis, Dunne and Woodland

Opposed: 0.
Motion carried.

General Business:

1. Hornhouse Road/RJG Deposit – A discussion regarding the condition of the Hornhouse Road bridge was discussed and Council came to the agreement to return RJG's deposit of \$7500.

Motion 2018-06-18-03: Councillor **Curtis** / Councillor **Woodland**



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General Business (cont'd):

1. Hornhouse Road/RJG Deposit (cont'd):

Resolved to return RJG Construction's deposit of \$7500 & for any future agreements regarding this matter a contract is to be documented and filed at the Town Office.

In favour: Deputy Mayor Smith
Councillors: Curtis, Dunne and Woodland

Opposed: 0.
Motion carried.

2. CEEP Payment - Linda received confirmation from the Manager of Municipal Finance and Employee Support that an overpayment occurred on the Community Enhancement Project- project #17-CEEP-18-040 in the amount of \$12,555.07.

Motion 2018-06-18-04: Councillor Woodland / Councillor Curtis

Resolved to pay back the overpayment for the CEEP project #17-CEEP-18-040 in the amount of \$12,555.07.

In favour: Deputy Mayor Smith
Councillors: Curtis, Dunne and Woodland

Opposed: 0.
Motion carried.

3. Business Tax Exemption (ATLAN002) – Received a letter from a business within the Town of Fortune, account #ATLAN002 confirming the closure of the business as of April 27, 2018.

Motion 2018-06-18-05: Councillor Curtis / Councillor Woodland

Resolved to make an adjustment on account #ATLAN002 to reflect the closing date, April 27th 2018.

In favour: Deputy Mayor Smith
Councillors: Curtis, Dunne and Woodland

Opposed: 0. Motion carried.



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General Business (cont'd):

3. Business Tax Exemption (cont'd):

Councillor Dunne wanted to bring to Council's attention that there are businesses around the Town who submitted correspondence stating their business was closed however they are still doing business. Linda to follow up with Councillor Dunne & send a letter to the individuals/businesses.

4. Small Communities Fund (Hayter Street) – Linda advised that she will need Mayor Penwell's signature on the Small Communities Fund's project approval letter to move forward with the processes.

Arena:

- (a) Donation (Lump Sum Payment on Loan)- Agreed to defer until next Council meeting.
- (b) Rental Volunteers for Bar Services/Security- Linda to direct the outside workers to get the stage out for Deputy Mayor Smith to install. Volunteers for the bar will meet next Tuesday, June 26th for particulars.
- (c) Rates- Linda advised Council that when the finance committee met they came to the agreement for the following rates for the upcoming 2018/2019 season:
 - \$100.00 United Towns/Cutting Edge/Marystown Minor Hockey
 - \$120.00 Birthday Parties
 - \$120.00 Private Ice Rentals

Motion 2018-06-18-06:

Councillor Dunne / Councillor Woodland

Resolved to accept the following ice rental rates for the 2018-2019 season: \$100.00 United Towns/Cutting Edge/Marystown Minor Hockey, \$120.00 Birthday Parties & \$120.00 Private Ice Rentals

In favour: Deputy Mayor Smith
Councillors: Curtis, Dunne and Woodland

Opposed: 0.
Motion carried.

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General Business (cont'd):

6. Fire Department Funding Applications- Linda to arrange a meeting with the Fire Chief & Council to discuss.
7. Eldon Property Cleanup- Linda advised Council that the demolition of the structure on the property located on Eldon Street is complete. Council asked Linda to send another letter to the owner to address concerns with the remaining structure located on the property which is also in deplorable state.
8. Water Rates/Apartment Rentals- Linda sought clarification from Council pertaining to household apartments and charges applicable. Council advised that the resident will be charged two water rates if they have an apartment rental.
9. Commercial Property Inquiry- Defer until next meeting, Lacey to identify town property that is available.
10. Cleanup Contest (Update)- Lacey advised Council that the Recreation Commission is willing to partner with the Town by donating prizes for the Cleanup Contest. Council discussed suitable prizes, and suggested. Lacey to create a poster regarding the Cleanup Contest for distribution through mass email.

Motion 2018-06-18-07: Councillor Curtis / Councillor Dunne

Resolved to allocate \$100.00(combine with \$100.00 Rec Comm) for the 1st prize, \$50.00 gift certificate from Mary Browns' for the 2nd prize & \$25.00 gift certificate from Dog House for the 3rd prize.

In favour: Deputy Mayor Smith
Councillors: Curtis, Dunne and Woodland

Opposed: 0. Motion carried.

11. Arena Operators Course- Linda advised Council that the Recreation NL's Arena Operators Course will be going ahead on August 27-30 in Mount Pearl & is requesting approval for the Arena Manager & Part Time Arena Operator to attend, the cost is \$550/participant.

Motion 2018-06-18-08: Councillor Curtis / Councillor Woodland

Resolved to approve the Arena Manager & Part Time Arena Operator attend the Recreation NL's Arena Operators Course on August 27-30 at a cost of \$550/participant.

In favour: Deputy Mayor Smith
Councillors: Curtis, Dunne and Woodland

Opposed: 0. Motion carried.

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12. Inside Sewer Repairs/Public Works Resources- Council discussed the risk of the Public Works Employees doing repairs inside of the standpipe-which is outside of the normal scope of work they used to do. Council agreed that the Public Works Employees will only do water/sewer repairs from the standpipe out only.

Motion 2018-06-18-09: Councillor **Dunne**/ Councillor **Woodland**

Resolved that the Public Works Employees complete water/sewer repairs as far as the standpipe only and if the standpipe is close to the property, it will be moved back to the outer edge of the property.

In favour: Deputy Mayor Smith
Councillors: Curtis, Dunne and Woodland

Opposed: 0.
Motion carried.

13. CRA Authorization- Linda advised Council that Lacey as the new Town Clerk needs to be identified as a primary business holder with the Canada Revenue Agency in order to obtain access to a *my business account*.

Motion 2018-06-18-10: Councillor **Curtis**/ Councillor **Dunne**

Resolved to appoint Town Clerk Lacey Symes as a primary business holder for the Town of Fortune to obtain access to CRA's my business account.

In favour: Deputy Mayor Smith
Councillors: Curtis, Dunne and Woodland

Opposed: 0.
Motion carried.

14. Financial Authorization for VISA- Linda advised Council that they need to approve her for financial authorization to obtain a Town VISA.

Motion 2018-06-18-11: Councillor **Curtis**/ Councillor **Dunne**

Resolved to approve CAO Linda Collier for financial authorization to obtain a VISA under the Town of Fortune.

In favour: Deputy Mayor Smith
Councillors: Curtis, Dunne and Woodland

Opposed: 0.
Motion carried.



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15. Human Resources Evaluation Processes- Defer for human resources committee.
16. ATIPPA Coordinator

Motion 2018-06-18-17: Councillor Curtis/ Councillor Woodland

Resolved to appoint Chief Administrative Officer Linda Collier as the ATIPPA Coordinator.

In favour: Deputy Mayor Smith
Councillors: Curtis, Dunne and Woodland

Opposed: 0.
Motion carried.

17. Consultation on Municipal Legislation- Linda looking for approval for Lacey and herself to attend. Council agreed for the Town Clerk & CAO to attend the Municipal Legislation Consultation on June 19th.
18. Website Update- Defer until next meeting
19. Eastern Health Sponsorship BBQ- Donation request from Eastern Health/Blue Crest to sponsor a BBQ this summer. Sponsorship includes paying all supplies used to host a BBQ as well as volunteering on site. Supplies costs approx. \$650.

Motion 2018-06-18-18: Councillor Curtis/ Councillor Dunne

Resolved to sponsor the Eastern Health BBQ Fundraiser at Blue Crest in the amount of \$650.

In favour: Deputy Mayor Smith
Councillors: Curtis, Dunne and Woodland

Opposed: 0.
Motion carried.

20. Summer Social- Linda to check with Staff & see what dates are best.
21. Eastern Regional Wellness Coalition- Lacey to represent the Town of Fortune on the Eastern Regional Wellness Coalition Committee.



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22. Business Permit Application -

(a) New Business- Glamour Cuts & Color as a home base business.

Motion 2018-06-18-14: Councillor Curtis/ Councillor Woodland

Resolved to approved the new business Application for Glamour Cuts & Color & Linda to state in the approval letter that because it is a residential area Council would like to advise such approval is granted under the condition that there will be no vehicular traffic issue adjacent to the residence that would impact the Town operators for snow removal/clearing or impending regular thoroughfare.

In favour: Deputy Mayor Smith
Councillors: Curtis, Dunne and Woodland

Opposed: 0.
Motion carried.

22. (b) Resident Concern- Deputy Mayor Smith was approached by a former business owner who was paying a peddler tax for a fitness/nutrition business. This individual advised Deputy Mayor Smith that there is currently another resident conducting the same type of business and they aren't paying any type of Business Tax to the Town. In addition, he had told her that the Town is also paying for the insurance.

Linda to follow up the individual regarding this matter and report back to Council.

BILLS: (June 4th- June 15th)

Motion 2018-06-18-15: Councillor Dunne/ Councillor Curtis

Resolved that the bills be approved for payment as submitted.

In favour: Deputy Mayor Smith
Councillors: Curtis, Dunne and Woodland

Opposed: 0.
Motion carried.



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PERMITS:

Development:

BENNE001 97-103 Eldon Street Demolition Permit
ROSEH001 23 Logwood Road Shed Extension & Driveway Extension

Motion 2018-06-18-16: Councillor **Curtis**/ Councillor **Dunne**

Resolved that the permits be issued for the noted development applications, as submitted & inspected.

In favour: Deputy Mayor Smith
Councillors: Curtis, Dunne and Woodland

Opposed: 0.
Motion carried.

COUNCILLOR'S FORUM

Councillor Woodland:

-Asked if the Town received the signs for the dog park yet. Linda advised Council that we haven't received the signs for the dog park yet but Corey is supposed to bring them out this coming weekend.

-Asked Council if it would be okay for the Public Works Employees to set up the old fire hydrants in the dog park, Council agreed it would be okay to do so.

- Suggested not printing the Minutes of Council meetings and using the projector instead.

Councillor Dunne:

- Councillor Woodland & Town Clerk Symes left the Council Meeting at 8:10 p.m. due to a conflict of interest.

- Advised Council that there is a cabin located on Lamaline Highway that is in deplorable condition. Council agreed for Linda to send a letter to the owner of the cabin & ask to have their property cleaned up or the Town's Public Works Employees will clean up the property & will be charged to the property owner.

- Councillor Woodland & Town Clerk Symes returned to the Council Meeting at 8:13 p.m.

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COUNCILLOR'S FORUM (cont'd):

Councillor Curtis:

-Advised Council that a property located on Bayview Street which used to be business is also in deplorable condition. Council agreed for Linda to send a letter to the owner of the cabin & ask to have their property cleaned up or the Town's Public Works Employees will clean up the property & will be charged to the property owner.

Deputy Mayor Smith:

-Stated that there is a property located on Eldon Street with multiple scrap vehicles. Linda advised Council that she had previously sent a letter to the resident regarding this matter. It was agreed to defer until next Council meeting to see if the Town receives notification from the resident.

CORRESPONDENCE:

- Grand Bank Regional Theatre- looking for sponsorship - Defer until next Council Meeting.
- Atlantic Chamber of Commerce- Meeting Notes & Rate Mitigation - For Councillors' information.

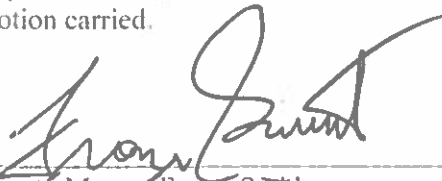
ADJOURNMENT:

Motion 2018-06-18-14: Councillor Curtis/ Councillor Dunne

Resolved to adjourn the regular meeting of Council at 8:31 p.m. & to schedule the next Council Meeting for July 16th.

In favour: Deputy Mayor Smith
Councillors: Curtis, Dunne and Woodland

Opposed: 0.
Motion carried.


Deputy Mayor, Frazer Smith


Town Clerk, Lacey Symes


Chief Administrative Officer, Linda Collier