

PARISH COUNCIL OF MANCHESTER

AGENDA

REGULAR MONTHLY MEETING OF COUNCIL TO BE HELD ON DECEMBER 11, 2014

1. NOTICE CONVENING THE MEETING
2. PRAYER
3. APOLOGIES FOR ABSENCE
4. CONFIRMATION OF MINUTES OF REGULAR MONTHLY MEETING OF COUNCIL HELD ON **NOVEMBER 13, 2014**
5. MATTERS ARISING
6. REPORTS FROM AGENCIES
7. ANNOUNCEMENTS
8. ACCOUNTS
9. CORRESPONDENCE
  - I. From Government Ministries & Departments
  - II. OTHER PARISH COUNCILS

Clarendon Parish Council: Forwarding for support, Resolution to have the Government declares Sink Holes as Properties of National Interest, and seeks to acquire these properties for the National Good.
  - III. OTHER SOURCES
    - (a) Report from the President, ALGAJ
  - IV. DEPARTMENTAL
10. REPORTS FROM COMMITTEES
  1. Finance & Planning Committee held 4/11/14
  2. Disaster Preparedness and Emergency Management held 6/11/14
  3. Civic Affairs & Brooks Park held 11/11/14
  4. Municipal & Commercial Services held 18/11/14
  5. Physical Planning & Environment held 20/11/14
  6. Poor Relief held 26/11/14

7. Agriculture held 26/11/14
8. Local Board of Health and Environmental Sanitation 27/11/14
  
11. MATTERS REFERRED FROM COMMITTEES  
  
Physical Planning & Environment
  - (a) Subdivision with lots below ¼-acre size
  
  - (b) Recommendation for affixing the Council's Common Seal to approved subdivision applications
  
  - (c) Recommendation for issuance of Certificate of Completion
  
12. PRESENTATIONS
  
13. COUNCILLORS' GREETINGS
  
14. NOTICE OF MOTION
  
15. PRAYER
  
16. ADJOURNMENT

BY ORDER

David Parkes  
Secretary/Manager  
Parish Council, Manchester

**MINUTES OF THE REGULAR MONTHLY MEETING OF THE PARISH COUNCIL  
OF MANCHESTER HELD ON NOVEMBER 13, 2014**

The Regular Monthly Meeting of the Parish Council of Manchester was held in the Council's Chamber, 32 Hargreaves Avenue, Mandeville on Thursday, November 13, 2014, commencing at 10:10 a.m.

**MEMBERS PRESENT**

**Her Worship the Mayor  
Councillor Brenda Ramsay, Presiding**

Councillors: - Ervin Facey, Deputy Mayor  
                  Jones Oliphant  
                  Cleon Francis  
                  Faith Sampson  
                  Muriel Swaby  
                  McArthur Collins  
                  Burton Wright  
                  Fairbourne Maxwell  
                  Desmond Harrison  
                  Donovan Mitchell  
                  Iceval Brown  
                  Anthony Bryce  
                  Darlton Brown  
                  Omar Miller

**ELECTORAL DIVISION**

**Bellefield**  
  
Spur Tree  
Mandeville  
Knockpatrick  
Johns Hall  
Porus  
New Green  
Walderston  
Mile Gully  
Christiana  
Royal Flat  
Grove Town  
Newport  
Alligator Pond  
Craighead

**ENTERED DURING THE MEETING**

Councillors:	Anthony Bryce	Newport
	Darlton Brown	Alligator Pond
	Omar Miller	Craighead
Mrs.:	Vivinne Grant	Matron, Infirmary
Mr.:	Geoff Brown	Technical Assistant, Jamaica Public Service Co. (JPSCo)
Ms.	Andrewnette Henzil	Customer Care Manager, Jamaica Public Service Co.

**OFFICERS IN ATTENDANCE**

Messrs:	David Parkes	-	Secretary/Manager – Clerk to the Committee
	David Harris	-	Director of Finance
	Doyen Johnson	-	Superintendent, Roads & Works
	Dewaine Larmond	-	Director of Planning
	Von-Dane Lambert	-	Website Development Officer
Mesdames:	Darcia Roache	-	Director of Administration
	Vivinne Grant	-	Matron, Infirmary
	Judith Thompson	-	Acting Inspector of Poor
	LaJean Powell-Richards	-	Disaster Preparedness Coordinator
	Cordelia Ashley	-	Acting Community Programmes Coordinator
Misses:	Sharon Walker	-	Internal Auditor
	Janice Mundle	-	Municipal & Commercial Services Manager
Miss:	Isoline C. Blair	-	Recording Secretary

**ALSO IN ATTENDANCE**

Mr. Neville Bennett	-	Deputy Superintendent, Jamaica Fire Brigade
Mr. Geoff Brown	-	Technical Assistant, Jamaica Public Service Co. (JPSCo)
Ms. Andrewnette Henzil	-	Customer Care Manager, Jamaica Public Service Co.

Miss Beverley Boothe - Parish Manager, Social Development Commission

**MEETING CALLED TO ORDER**

The meeting was called to order at 10:10 a.m. by Her Worship the Mayor, Councillor Brenda Ramsay.

**NOTICE CONVENING THE MEETING** – was taken as read.

**PRAYER** – Devotion was conducted by Rev. Dr. Adlyn White, Chaplain who wished for all God’s blessings.

**WELCOME**

Her Worship the Mayor extended a warm welcome to all the Members. She extended a special welcome to the Youth Councillors who would be observing the proceedings.

At this juncture, Councillor Mitchell said that he was a little perturbed in that he only received the Minutes on November 12, 2014 which was a little less than twenty-four (24) hours. He added that the Standing Order of Council requires that the Notice and Agenda be circulated at least three (3) days before the meeting. He further said that at the time of receipt of the Minutes he was unable to go through the entire Minutes. He noted that there were some matters in the Minutes itself which he required some legal opinion on. He pointed out that he was not really able to give his full input at the meeting. He suggested that for future meetings the Minutes be circulated at least three (3) days before the meeting.

Her Worship the Mayor asked the Secretary/Manager to respond to the aforementioned remarks.

In responding, the Secretary/Manager said that there were challenges in delivering the Minutes. He mentioned that the able Recording Secretary was under supreme work pressure. He stated that some of the Officers were doing multiple tasks, but he hoped to improve the situation. He went on to say that notwithstanding, the Minutes were sent out within reasonable time frame for reading.

Her Worship the Mayor asked Councillor Mitchell whether the explanation was reasonable.

Councillor Mitchell replied that the time frame in which the Minutes were circulated was reasonable to the Secretary/Manager, but not to him.

Her Worship the Mayor recommended that going forward the Standing Order be observed. She added that she understood the workload that the Recording Secretary was under. She stated that she would not go any further, as she did not know whether the Minutes were prepared, but not vetted in time to be sent out. As a result, she would not place blame on any one individual. She then directed that going forward the Council would wish to have the notification of Minutes sent out in accordance with what governs the rules and regulations.

The Secretary/Manager replied in the affirmative.

**APOLOGIES FOR ABSENCE**

There was no apology for absence.

**CONFIRMATION OF MINUTES**

**Corrections:**

Page 6 Under the Caption ‘Jamaica Public Service Company Report’, sub-caption ‘Councillor Ervin Facey, Deputy Mayor’

Para 2, line 2, the first bullet should read ‘... replacement of poles on Gabby Street, Greenvale of which the holes have been dug for a number of years’

Page 9 Under the sub-caption 'Financial Report'  
Para 1, line 2, the figure '\$2,085,078.425' should read '\$2,085,078,425'  
  
Para 1, line 3, the figure '\$2,073,119.358' should read '\$2,073,119,358'  
  
Para 2, line 3, the figure '\$948,000,000' should read '948,362,424'

Page 16 Under the sub-caption 'Public/Private Partnership Project'  
  
Para 5, line 1, the word 'that' should be omitted

**Entered the meeting: Mr. Geoff Brown, Technical Assistant, and Ms. Andrewnette Henzil, Customer Care Manager, Jamaica Public Service Co. (JPSCo)**

On page 19 under the caption 'Petitions', paragraph 8, Councillor Mitchell sought clarification, based on the way the information was recorded. He said that Minutes record what persons said and not how they feel about others. He mentioned that he saw in the Minutes where it referred to Councillor D. Brown as 'hesitant and uncertain'. He further said that he did not think that it should be a line that should be in the Minutes. He stated that looking at the matters discussed there was a dissention, and the Parliamentary Rules states that persons who voted for or against or abstained, their names should be recorded to show how the divide went.

Continuing, he said that he is not Councillor D. Brown, and he was not at the meeting, and he did not know whether Councillor Brown wished to speak on the matter. He also expressed his concern on how the information was written in the Minutes.

Her Worship the Mayor expressed her concern about how the information was captured in the Minutes as well.

Councillor D. Brown remarked that in truth and in fact what he said and how it was captured in the Minutes was not the correct format for Council's Minutes because of the following reasons:

1. When a motion is moved in the Council, the motion is taken. The name of the person who takes it to say moved by and another line to say seconded by. He added that how it was structured gave the impression that Her Worship the Mayor was at some measure of mendicancy when she asked for someone to second the motion which was not the case.
2. To clarify as well what Councillor Mitchell said about how the motion was structured, Rule 28 of Council's Bye-law speak specifically to naming the persons. He also pointed to the motion being described as verbal. He stated that he spoke in the meeting; therefore the entire section would have to be corrected based on what took place.

Her Worship the Mayor directed that the Minutes be amended in accordance with what took place at the meeting.

Page 19 Under the caption 'Petitions'  
  
Para 9, line 1, the word 'Verbal' should be omitted

'The motion should read –

- The Secretary/Manager's inability to coalesce the Senior Managers and Officers of the Manchester Parish Council to effectively implement the policies of the Council.
- The Secretary/Manager's nonchalant approach to sensitive Council matters, which may result in a collapse of our operations.
- I am hereby requesting that the Parish Councils Services Commission remove the Secretary/Manager from this Council on, or before October 31, 2014.

The following Councillors were for the motion:

Her Worship the Mayor - Brenda Ramsay  
Deputy Mayor - Ervin Facey  
Jones Oliphant  
Faith Sampson  
Muriel Swaby  
McArthur Collins  
Burton Wright  
Fairbourne Maxwell  
Anthony Bryce  
Darlton Brown

The following Councillors abstained:

Omar Miller  
Cleon Francis

Moved by : Councillor Darlton Brown

Seconded by : Councillor Burton Wright and agreed-

“that the No Confidence motion in the Secretary/Manager be carried.”

Moved by : Councillor Ervin Facey, Deputy Mayor

Seconded by : Councillor McArthur Collins and agreed-

“that the Minutes of the Regular Monthly Meeting of the Council  
“held on October 9, 2014 be and are hereby confirmed as amended.

At this juncture, Councillor Mitchell stated that the Minutes having been confirmed and a motion taken at the last Council meeting with respect to the No Confidence motion in the Secretary/Manager, stated that based on his recollection of a No Confidence motion if so carried, such an Officer should not be in a meeting. He further said that the law states that the Secretary/Manager advises the Council on important matters, and if he as a Councillor has No Confidence in that person it would be bad for him to sit and take advice from such a person. He sought advice from Her Worship the Mayor on the matter.

Councillor D. Brown suggested that in light of the questions asked by Councillor Mitchell, the matter with regard to the No Confidence motion on Page 19 should be taken, to facilitate a brief discussion on same under Matters Arising, and then proceed with the rest of the meeting. He added that it might also necessitate the meeting going into Caucus.

Continuing, he said that he was a bit taken aback, as to how he was described in the Minutes. He added that the Minutes are supposed to reflect discussions that took place at the meetings. He mentioned that he was uncomfortable with Members being embellished with the adjectives that were used to describe him. He also said that the Secretary/Manager had no right to say whether he was hesitant or uncertain. He expressed his disgust at the adjectives being in the Minutes toward him. Finally, he asked whether there was a response from the Parish Councils Services Commission as it relates to the matter.

Councillor Brown further commented that a motion was raised in the Minutes, and among other issues the operations of the Manchester Parish Council are being severely hampered and retarded by the management structure which is being operated and headed by the Secretary/Manager. He also said that the Bye-laws state that no decision of Council can be rescinded until after six (6) months after the decision has elapsed. He also said that the No Confidence motion in the Secretary/Manager was carried, and the Council was in a stalemate situation where the operations are concerned, and the Council still has the business of the people to carry out. He asked for a response from the Parish Councils Services Commission on the matter.

In responding, Her Worship the Mayor said that there was no formal response in writing from

the Parish Councils Services Commission. She added that after calling the Parish Councils Services Commission to find out whether they had received the letter, she was advised that the matter was being dealt with, and the Council would be advised at a later date. She stated that the Members are at the meeting and still the Council was not in receipt of anything as to the way forward. She went on to say that the concerns were real, and she agreed with the statement that was made that if a decision was taken it would still be difficult to continue along the path the Council is going. She said that she would throw a suggestion out to the Members, based on her own opinion. She remarked that the Secretary/Manager had leave to his credit and he should proceed on his leave pending the decision of the Parish Councils Services Commission until the matter is settled. She added that the Members may or may not accept the suggestion.

Councillor Wright remarked that as the seconder to the motion, he sat and listened very carefully, and he was very uncomfortable. He mentioned that like the two (2) other Councillors who spoke before him, he was very troubled. He went on to say that he could not sit as someone who is to be advised and he moved a motion and he did not know whether the advice he is receiving would be correct. He said that he represents the people of the Walderston Division and he could not sit knowing that the person who is supposed to advise him he has no confidence in the person.

Councillor Bryce commented that he would not accept the Minutes. He stated that he shared the sentiments of his fellow Councillors. He pointed out that he had just received a copy of the Minutes, and he looked at page 19 and he wondered whether the Minutes were vetted before same was released. He added that some apology should have gone to Councillor D. Brown. He further said that he was at the meeting, and Councillor D. Brown never hesitated at all when he was moving the No Confidence motion, but he sought clarification from Her Worship the Mayor, and she gave him and he proceeded.

Her Worship the Mayor replied that as Chairman of the Committee, before the Minutes are sent out officially, a discussion takes place between the Secretary/Manager and herself, but no discussion took place on the matters contained in the Minutes prior to the meeting. She added that she did not know if it was the lateness of the Minutes, or the Secretary/Manager did not want to discuss the matter with her.

Councillor Harrison remarked that it was a week before the meeting, if his memory served him right, that the Councillors had Caucus as it relates to matters pertaining to the Secretary/Manager who was also present at that meeting. He mentioned that issues were put forth and he accepted, and promised to make some changes. He continued to say that to find the matter with regard to the No Confidence motion in the Secretary/Manager; he wondered whether there had been anything different that came about that led the able Councillors to have arrived at that decision.

Her Worship the Mayor replied in the affirmative.

At this juncture, she went on to say that some of the rules governing the Council meeting were being broken, as some Councillors were being allowed to speak more than three (3) times. She stated that the Council should meet as a Committee.

Councillor Mitchell expressed his agreement for the Council to meet as a Committee, because of the nature of the discussion and for the matter to be dealt with accordingly.

Moved by : Councillor Ervin Facey, Deputy Mayor

Seconded by : Councillor Muriel Swaby and agreed –

“that the Council meeting be resolved into  
“a Committee meeting to discuss matters pertaining  
“to the No Confidence motion in the Secretary/Manager,  
“Mr. David Parkes.

Councillor Harrison stated that if it was a Committee meeting, he did not think that the cameras should be there.

In responding, Her Worship the Mayor asked that the cameras be cut.

Councillor Mitchell remarked that if it was a Committee meeting all Officers would have to move from where they were seated, including Her Worship the Mayor.

The Secretary/Manager in explaining why the adjectives were used to describe Councillor D. Brown said that it was a descriptive occurrence of what took place. He further said that it was a Greenfield area. He stated that he is a Civil Servant. He pointed out that there is an entity that stands and its own that reviews positions. He noted that his daily actions are monitored by the Contractor General, the Auditor General and even the Public Defender. He also said that his Office is an open office which is not transferrable, and he has a moral regulatory responsibility within the confines of Government to do his job. In directing his attention to the Councillor D. Brown from the Alligator Pond Division, the Secretary/Manager said that he started the process and he should know how to finish it.

Councillor Miller asked why the Council had to wait until the Council meeting to address the matter with respect to the Secretary/Manager, and the matter had been ongoing for one (1) month. He stated that another way could be found to address the matter.

Her Worship the Mayor remarked that if it had to do with Matters Arising it could be addressed in the meeting.

Councillor D. Brown remarked that the premise on which the No Confidence motion was made had been captured in the Minutes. He added that if the Parish Councils Services Commission had not responded it was difficult to separate the persons and the Office. He further said that it was uncomfortable that the Secretary/Manager said that he started the matter of the No Confidence motion and he should know how to finish same. He also said that the matter was between the Manchester Parish Council and the Parish Councils Services Commission, and the Secretary/Manager was not on trial. Finally, he said that he would not be taking any further word from the Secretary/Manager as it relates to the issue.

Councillor Mitchell commented that he listened to what the Secretary/Manager said with regard to him being a Civil Servant. He further stated that Staff Order of 2004 Chapter 10 v 10.1 states how a Civil Servant is to be dealt with. He presented and read from the document as follows:-

- “i) The authority to impose disciplinary measure is vested in the Governor General acting on the advice of the appropriate Service Commission.*
- ii) The procedures to be followed are in accordance with the Public Service Regulations”.*

He stated that the Council took the decision in having a discussion of the Secretary/Manager, and he did not want the Officer to think that his colleagues took a frivolous attempt with regard to the No Confidence motion. Finally, he said that he was not comfortable to sit in the meeting with the Secretary/Manager.

Councillor Miller remarked that the matter was before the Parish Councils Services Commission, and the Council should allow the process to vent out.

Councillor Maxwell stated that he would speak his truth. He said that he was very uncomfortable with the situation, as they had given the Secretary/Manager some time to improve. He added that there is not infallibility of any human being. He asked that the Secretary/Manager be given a chance.

At this juncture, Councillor Harrison remarked that the meeting was in a Committee setting, and guidance was needed. He asked who was there to guide them at that point. He said that as far as he was concerned there was nobody to guide them. He added that the matter was opened, but they were not getting any further. He suggested that the matter be referred back to the Parish Councils Services Commission for some guidance.

Her Worship the Mayor asked the Councillors how they felt about the matter being referred back to the Parish Councils Services Commission.

Further discussion ensued, and Councillor Mitchell stated that it was a work in progress. He



suggested that there be a ten (10) minutes recess for Her Worship the Mayor to call the Parish Councils Services Commission for some advice, after which the meeting be reconvened. He stated that the Committee was in grid lock.

Moved by: Councillor Ervin Facey, Deputy Mayor

Seconded by: Councillor McArthur Collins and agreed-

“that there be a ten (10) minutes recess to allow  
“Her Worship the Mayor to call the Parish Councils  
“Services Commission for an update on the status of  
“the transfer of the Secretary/Manager, Mr. David Parkes.

**Exited the Meeting at 11:04 a.m. – Her Worship the Mayor, Councillor Brenda Ramsay,**

**Left the Chair: Mr. Doyen Johnson – Superintendent, Roads and Works**

**Assumed the Chair: Mr. Dewaine Larmond – Director of Planning**

**Returned to the meeting at 11:18 a.m.: Her Worship the Mayor, Councillor Brenda Ramsay**

Moved by : Councillor Ervin Facey – Deputy Mayor

Seconded by : Councillor Omar Miller and agreed –

“that the meeting be reconvened to continue the Standing  
“Orders.

Her Worship the Mayor remarked that the meeting was still in Committee. She informed the Members that she spoke with the people at the Parish Councils Services Commission and she told them what was happening. She mentioned that she was asked to convey to them that the matter was being dealt with and they would hear from them very soon. Continuing, she asked that the meeting be continued and that she would follow-up with the Parish Councils Services Commission to see the development before coming to another meeting.

## **MATTERS ARISING**

### **Re: Development of Roxborough**

Councillor Collins asked whether there was any time line for the works to commence with regard to the captioned project.

The Secretary/Manager replied that building application forms, and drawings were lodged at the Council and they were being processed. He added that the necessary approvals were being sought with regard to the directional signs for the Roxborough project.

Her Worship the Mayor asked the Secretary/Manager to explain further what the building plans entailed.

The Secretary/Manager indicated that the building plans entailed improving the bathroom facilities among other things through the Jamaica National Heritage Trust and the Tourism Enhancement Fund.

Her Worship the Mayor asked the Director of Planning how far along was the processing of the building applications.

In responding, the Director of Planning stated that he was aware that an application was also made for waiver of fees, and that approval was granted. He further said that as it relates to the status of the application he would have further discussion with the Superintendent, Roads and Works.

Her Worship the Mayor commented that she hoped that the applications were not languishing on someone's desk. She asked that the matter be expedited.

Councillor Collins asked whether there was a timeline to address the matter.

Her Worship the Mayor responded that the applications were before the Council, and a Physical Planning and Environment Committee meeting was scheduled for Thursday, November 20, 2014, and she hoped that the matter would be presented at that Committee meeting for approval.

**Re: Council's Citizens' Charter**

Her Worship the Mayor requested an update on the captioned matter.

The Secretary/Manager replied that hard copies of the Citizens' Charter could be obtained from the Office of the Director of Administration. He promised that soft copies would be put on the Council's Website.

**Re: Council's Website**

Her Worship Mayor requested an update on the captioned matter.

The Secretary/Manager responded that the website is a key communication tool which had evolved considerably since he came to the Council. He said that access to the Website could be tracked.

At this juncture, Mr. Von-Dane Lambert, Website Development Officer asked the Members to direct their attention to the screen. He showed the Members what the Website looks like by outlining the following:-

- There is a Board that displays significant information, and scenic spots within the Parish.
- There is a feature that depicts news and updates – which is a publication of what the Council does.
- There is Quick Links – which are linked to various Government sites that the public could use. He said that this feature was built according to what the Ministry of Local Government and Community Development wants, and what the Technology Minister asked Government entities to put on their Websites.
- There is a Project Tab – He asked the Councillors to submit information on any projects that are happening in their Divisions.
- He mentioned the Profile Tab for Councillors which was disabled. He said that he wanted a profile for each Councillor, but not all Councillors submitted their information. He stated that the Tab was disabled because they did not want a situation where some Councillors had a profile up, and others did not, and that might appear to the public as favouritism or lack of information.

Her Worship the Mayor asked who took the decision to disable the Profile Tab.

In responding, the Website Development Officer said that the directive to disable the Profile Tab was from the Ministry of Local Government and Community Development, because they monitor the site as well.

Her Worship the Mayor appealed to the Councillors who have not submitted their profile to do so within one (1) week. She said that if that was not done, a letter could be written to the Ministry of Local Government and Community Development to indicate that the other Councillors did not wish for their profiles to be posted on the Website. Hence, the Profile Tab should be enabled with the profiles of those who have submitted the relevant information.

Continuing, she said that the Councillors at the local level must have a say in such matters, and she did not believe in Central Government telling Local Government what they ought to do. She added that if there were Councillors who were negligent in not sending in a profile that should not affect the Councillors who have taken the time out to submit their profiles.

The Website Development Officer remarked that the information for the profiles should not be

more than three hundred (300) words.

Her Worship the Mayor replied that the Councillors could provide the information on their profiles in six hundred (600) words, and the Website Development Officer could review same. She asked the Councillors to submit the information within one (1) week, and they should seek help if they need same.

The Website Development Officer informed the Members of additional features on the site as follows:-

- There is a Resources Tab – This entails what the Council wants to get out to the public. He said that the Website should be an information hub, so that the public would not necessarily have to come into the Council's Office. He mentioned that the following forms could be downloaded from the Website:-
  - GIS Brochure
  - Subdivision and Building Application Forms
  - Application for Street lights (new and repairs)
  - Chikungunya Virus Brochure
  - Property Tax Discretionary Relief Form
  - Disaster Plan in Drought Preparedness Brochure
  - Minutes of Meetings – archived from January 2014
  - Approved Building Plans

Her Worship the Mayor asked how the public would know that the information is available. She mentioned that the media could help in advertising the Website.

The Website Development Officer replied that the public could access the Council's Website at: <http://manchesterpc.gov.jm>, which is also linked to social media sites, such as facebook. He gave the facebook page as manchesterpc.ja.

- Analytical Findings Tab – The Website Development Officer said that this feature analyze persons who come to the Website and what they download. He added that the number of hits to the Website and the regions from which persons visit the site are also captured.

Further discussion ensued, and Her Worship the Mayor commended the Website Development Officer on the vast difference seen since he had been assigned to do the upkeep of the Website.

### **Re: ALGAJ's Report**

With regard to the captioned matter, Councillor Mitchell informed the Members that he was advised that the Constitution - Amended Local Government Act was tabled on September 30, 2014, as a first reading so the process had started.

Her Worship the Mayor remarked that she tried to forward the ALGAJ report to the Councillors, and she hoped that they received same.

### **Re: Property Tax Discretionary Relief Committee**

The Deputy Mayor requested an update on the captioned matter.

The Secretary/Manager replied that all the applications that came in to date were reviewed. He added that by review he meant that all the letters were acknowledged, and the necessary advice given that preliminary steps must be taken by the applicants to pay up the necessary sums. He pointed out that twenty-three (23) applications were reviewed to date, and it was an ongoing exercise. He mentioned that he was seeking legal clarity on the issue relating to accrued pensionable payment as there is a little dark cloud surrounding that matter.

Her Worship the Mayor asked whether the Committee was in place and a meeting was convened.

In replying, the Secretary/Manager said that a meeting was held within the frame work, but he did not receive the necessary approval letter for the establishment of that Committee.

Her Worship the Mayor suggested that the Secretary/Manager seeks advice, as she did not think that it was necessary to obtain an approval by letter for the establishment of the Committee. She stated that she might be wrong on that matter. She pointed out that when Mr. Christopher Powell, former Secretary/Manager was at the Council, he did not have any difficulty in putting that Committee together. She then recommended that guidance be sought by the Secretary/Manager to determine whether the Committee has a term of office, and he should be guided by same.

The Secretary/Manager replied that there was a small stipend for such activity, and that was the reason why it is necessary for the approvals to be obtained.

Her Worship the Mayor commented that it had been nearly one (1) year, and the process was taking too long. She mentioned that persons have been calling daily to find out what is happening with regard to the Property Tax Discretionary Relief. She added that many of the persons involved are elderly and sick and they were stressed because the Council is pursuing people who have outstanding balances on their property tax. She said that the Council could not have those persons languishing like that. She went on to say that it was not as difficult as the Secretary/Manager made it seem.

In responding, the Secretary/Manager said that there were some ambiguity as it relates to pensioners with regard to the matter. He informed the Members that he knew that any pensioner who makes an application should not be taken to Court. He added there is a process that has to be followed, and persons had to be patient at times.

Her Worship the Mayor enquired whether the lists with those persons who made applications had been forwarded to the Inland Revenue Department.

The Secretary/Manager replied that the Inland Revenue Department is part of the Property Tax Discretionary Relief Committee. He mentioned that that the moment that an application is received direct contact is made with the Inland Revenue Department.

Her Worship the Mayor asked whether the Inland Revenue Department had the names of all the persons who applied for discretionary relief.

The Secretary/Manager replied in the affirmative. He also said that the moment that persons are deemed to be legitimate owners of properties, the Council should not take anyone to Court concerning their tax obligations.

Her Worship the Mayor mentioned that she wanted to know that a listing of those persons who had applied for discretionary relief was at the Inland Revenue Department, so that no officer in over exuberance could do and say that I am pursuing this individual because of lack of knowledge. She then directed that a listing be obtained from the Inland Revenue Department with the names of all the persons who have applied for discretionary waiver for their property taxes, so that there could be no mistakes, and the persons are not pursued.

The Secretary/Manager replied in the affirmative.

Councillor Collins remarked that there are a number of pensioners in the New Green Division. He stated that one (1) lady in that Division who handed in an application did not hear anything. He asked whether the letters or requests that are received are being acknowledged.

Her Worship the Mayor replied that the letters were acknowledged after almost nine (9) months.

Councillor Maxwell asked whether there was a list of properties which are exempt from property taxes through charities. He mentioned that he suspects that there could be such properties in the Parish. He then requested that a listing be obtained of all the properties in Manchester that are exempted from property taxes.

The Secretary/Manager replied that he did not have that data available. He noted that it is not the land that is exempted, but the ownership structure around the land. He added that if a Church owns a particular property so classified as a charitable organization then the tax could be waived on that basis.

Councillor Maxwell asked that a listing of the charitable organizations in the Parish be provided to all the Councillors.

The Secretary/Manager replied in the affirmative.

**Re: Public Private Partnership Project**

With regard to the captioned matter, Councillor Mitchell quoted from the Minutes where the Secretary/Manager said that - "*Her Worship the Mayor should not view his response in that light, as at that level it was a buy in of the Management Team so prescribed by the DBJ and the MLGCD*". He went on to say that his understanding of the Public Private Partnership is that it is a process and it emanates from policy to management and then move to the various steps. He then requested an update on the matter.

In responding, the Secretary/Manager said that the Public Private Partnership initiative was introduced at the last sitting of Council, about one (1) month ago. He went on to say that the question arises as to where the Council was at. He added that at the Finance and Planning Committee meeting the matter was discussed at full length, and the formal blessings of the Council received. He pointed out that the Public Private Partnership is simple a method of how to finance a particular project.

Continuing, he said that the Council took the initiative to revitalize the town of Mandeville as the Council has property interest at the township. He added that the Council owns over three (3) acres of land, that is, prime real estate sitting within the Parish, and the issue is how best to transfer from a Market into another operational activity and to get the best use of that particular land owned by the Council. He went on to say that there was a technical workshop with his management team to discuss the technical nitty gritty of the project. He also said that on November 7, 2014 a meeting was convened ~~to~~ with sitting Members of Parliament; and two (2) of them were in attendance, and the others were unable to attend. He pointed out that the general consensus coming out of that was that the engagement with another arm of the political directorate is crucial.

He went on to say that the dialogue revealed that it was a positive project for the people of Manchester, to be broadened to include St. Elizabeth, Clarendon, Southern Trelawny, and St. Ann. He further said that the issue arises as to whether there is the competence to guide, manage and execute that sizeable investment. He clarified that the sizeable investment is \$16.5M for the Parish and it would speed up economic development which is well needed. He noted that on a technical side of the project there was a need for One Hundred Thousand square feet of space (\$100,000 sq ft). He pointed out that it was agreed that the going rate for an institutional building development is One Thousand Five Hundred Dollars (\$1,500.00) per square foot.

He continued to report on some of the project proposals as follows:

- Construction is projected for two (2) years;
- The concept is to put in place a modern Market, to create public order;
- For a Transportation Centre. He pointed out that Mandeville is a transportation hub, and there is fluidity on the road based on the traffic that comes into the town. He added that the reference point is to do something similar to what is at the Half Way Tree Transportation Centre.
- There is a need for a new Tax Office.
- Other commercial space needed to include a food court.

The Secretary/Manager advised the Members that the Members of Parliament who were present at the meeting held on November 7, 2014 bought into the concept. He reported that they had indicated that the Council needed to have discussions with the local private sector and the general private sector organization of Jamaica, and other stakeholders. He also mentioned that

the Members of Parliament indicated that the money resides in Jamaica to undertake such a project, and he believed that it was a profound statement.

Her Worship the Mayor thanked the Secretary/Manager for the update. She re-emphasized the point that the project was at the sensitizing stage. She stated that the Secretary/Manager had outlined some of the things he would like to see with respect to the project, but it was not signed off on. She stated that as the sensitization takes place the public should have a say. She added that the Council was trying to get the buy in from other stakeholders and partners, as the Council could build a white elephant.

Her Worship the Mayor asked Councillor Mitchell whether the update of the Secretary/Manager answered his question.

Councillor Mitchell replied in the affirmative.

Her Worship the Mayor stated that Councillor Mitchell was part of the Committee, and she encouraged him to continue to attend those meetings.

## **REPORTS FROM AGENCIES**

### **The Jamaica Fire Brigade**

Her Worship the Mayor invited Mr. Neville Bennett, Deputy Superintendent, Jamaica Fire Brigade (JFB) to update the meeting accordingly.

The Deputy Superintendent reported that for the month of October 2014 the Department responded to 68 fire calls broken down as follows:

- 41 genuine, 21 malicious false alarms, and 13 special services.
- Summary – Mandeville 54 and Christiana 14
- Estimated value of property at risk was \$558,770,000.00
- Estimated loss was \$6,875,000.00
- Estimated value saved - \$551,895,000.00

### **Major Fires**

October 13	Five apartment dwelling house at Brokenhurst, Manchester. Number of jets used: One medium. Loss \$1,500,000.00. Risk: \$2,000,000.00. Homeless: 8 - 7 adults and 1 child. Injury: None. Origin: Unknown.
October 17	Six apartment dwelling house and bar at Frank Hall, St. Ann. Number of jets used: One medium. Loss \$3,500,000.00. Risk \$1000,000.00. Homeless: 5-5 Adults and 0 child. Injury: None. Origin: Suspected arson.
October 25	Shop at New Green Road, Mandeville, Manchester. Number of jets used: One medium. Loss \$200,000.00. Risk \$2,000,000.00. Homeless: 0 – 0 Adult and 0 child. Injury: None. Origin: Careless use of fire
October 27	Two apartment grocery shop at Scotts Pass District, Clarendon. Number of jets used: Nil. Loss \$350,000.00. Risk \$600,000.00. Homeless: nil –0 Adult and 0 child. Injury: None. Origin: Suspected arson.
October 31	Eight apartment dwelling house at Battersea St. Ann. Number of jets used: One medium. Loss \$3,500,000.00. Risk \$0.00. Homeless: 3-3 Adults and 0 child. Injury: None. Origin: Children playing with matches.

Homeless: 15 – 14 adults and 1 child

## Updates from the Jamaica Fire Brigade

### Fire Hydrants in the Glencoe area

With regard to the captioned matter, the Deputy Superintendent reported that:

- There were three (3) fire hydrants at Glencoe and they were never able to ascertain whether they were connected, as there was no water at the time of the visit.
- A backhoe would be loaned to them whenever they are ready to do the works at Glencoe for a fee.

### Fire Hydrants - Midway, Knockpatrick Division

With regard to the captioned matter, the Deputy Superintendent reported that:

- There were some hydrants along the roadway, and perhaps they were knocked over due to constant maintenance of the roadway.
- Debris had been thrown on the road bank.
- The valve box could not be located.
- It would require a large amount of work and time to locate the valve box.
- Persons were not giving thought to the fire hydrants when cleaning the road.

### Fire Hydrants between 21D & E Brumalia Road

The Deputy Superintendent reported that he checked on the hydrants on Brumalia Road and some were in need of painting. He advised that there was a problem with the one in the vicinity of Brumalia House, as the hydrant swindle is about four (4) feet and it is unable to reach that hydrant.

### Fire Hydrant in the vicinity of Ward Avenue and Wint Road

The Deputy Superintendent reported that a thorough search was conducted and they came up with evidence to indicate that there was a hydrant at the location. He added that the areas where they suspect the hydrant would be planted had been concreted over. So excavation would have to be done with regard to where the hydrant would be placed in the future. He pointed out that the hydrant was on their critical list to be done. He mentioned that there was a large gap between hydrants on that stretch of road based on where they think a hydrant should be.

### Fire Hydrants at Ingleside

The Deputy Superintendent informed the Members that a survey was done, and it was established that nineteen (19) hydrants were in that area, of which fifty percent (50%) were functional and the rest were in need of repairs/rehabilitation.

### Fire Hydrants at Battersea

The Deputy Superintendent reported that some fire hydrants in Battersea are not functioning as they should.

At this juncture, the Deputy Superintendent remarked that he covered all the concerns given to him, but it was not to say that they had finished the drive, as there were lots of hydrants to be addressed.

## Questions/Requests for the Jamaica Fire Brigade

*Councillor Collins* remarked that the Deputy Superintendent confirmed that there was a hydrant at that particular location and he was happy to know that the necessary research was done, and he was satisfied. He also said that he supported the Deputy Superintendent that persons need to take more care of the hydrants. He said that sometimes work is done in the communities and workers do not take care to see that the hydrants are cleared of the debris. He also thanked the Deputy Superintendent for the research done, as it indicated that he did not mislead the Council. He stated that a hydrant is needed at the location and requested that a replacement be made.

Her Worship the Mayor stated that Councillor Collins was born in Mandeville, and he knows the place like the back of his hand. She added that if Councillor Collins says anything in relation to happenings in the Parish it is so.

*Councillor Miller* commented that sometimes ago he asked for a hydrant to be placed in the Craighead community and it was not done. He mentioned that the water line was pressure tested more than a year ago, and he was not seeing anything done to have the hydrant installed. He pointed out that the distance from Christiana to Craighead is very wide. Hence he believed that the hydrant should have been installed in short order. He then requested that an investigation be carried out to look at the feasibility of installing a hydrant in the Craighead community.

*Councillor Miller* asked whether a curling iron could ignite a fire in a house.

Her Worship the Mayor replied in the affirmative.

Councillor Miller remarked that those matters relating to curling iron should be highlighted.

*Councillor Oliphant* thanked the Deputy Superintendent for the research done on the hydrants. He then requested that cleaning be carried out on the valves of hydrants in the Mandeville Division, so that in the event of a fire, the valves could be accessed easily.

The Deputy Superintendent replied in the affirmative.

*Councillor Wright* stated that he was happy that the Deputy Superintendent got a chance to visit Glencoe. He suggested that the next site visit be a joint venture between the Jamaica Fire Brigade and the National Water Commission (N.W.C), as the N.W.C is able to turn the water on or off in certain areas. He further suggested that if representatives of the Jamaica Fire Brigade would be going into the area, he would like for them to inform him.

The Deputy Superintendent in responding to an earlier comment of Councillor Collins, stated that at first representatives from his Agency could not locate the hydrant at the intersection of Ward Avenue and Wint Road so easily, as the area was covered over with concrete. Hence the location looked like the normal sidewalk. He added that it was because extra scrutiny was done why they were able to locate the area where the hydrant used to be. He promised to replace the hydrant at that location.

The Deputy Superintendent in responding to an earlier comment of Councillor Miller, stated that research was carried out in the Craighead area where the hydrant should have been installed, and research was carried out in that area, but it was discovered that there was insufficient water flowing in the area. He noted that normally a hydrant should be placed near the water main. He added that he did not know whether the water system had improved. He promised to return to the area to see what could be done.

The Deputy Superintendent in responding to an earlier comment of Councillor Wright, stated that he contacted Mr. Ellis at the National Water Commission and told him that there was no water flowing in the hydrant at Glencoe. He further said that Mr. Ellis told him that if the hydrant is not connected to the main something would have to be put in place. He reported that the Jamaica Fire Brigade did not have the equipment to do that sort of work.

Continuing, the Deputy Superintendent stated that he would be writing a letter to the Council seeking assistance in ensuring that when work is being carried out on the road the workers are instructed to see to it that the debris are not thrown on the valve boxes and the hydrants. He also suggested that hydrants be adopted by persons, and they could ensure that they are painted and the surroundings are bushed.

He further said that persons were taking off the blind caps from the hydrants and stuffing them with all kinds of debris and it erodes the whole integrity of the hydrants which are made from cast iron, and they start to rot and not able to turn. He added that the Councillors could educate their constituents about how to take better care of those facilities.



With regard to the adoption of fire hydrants, Councillor Wright stated that he wanted to make sure that the hydrants are in working order before persons could adopt them. He requested that the Jamaica Fire Brigade carry out an audit on the fire hydrants and a list prepared of those that are working before he could make a commitment.

Her Worship the Mayor stated that the Deputy Superintendent having mentioned that the location of the hydrant was identified at the intersection of Wint Road and Ward Avenue remarked that there is a need for a database to know where the hydrants are located, and which are working. She added that at the joint Parish and Security meetings with the Social Development Commission when the representatives attend from the Jamaica Fire Brigade, they could give talks about the hydrants. Continuing, she said that she hoped that the funds were not exhausted for the repairs of the hydrants. She then requested a list of the hydrants to be repaired or replaced.

The Deputy Superintendent replied that some grant was received, but it only took care of a certain number of hydrants. He also said that they had to pay for the services of a backhoe out of that grant.

Her Worship the Mayor commented that a critical listing of the hydrants would be needed. She then thanked the Deputy Superintendent for the report.

### **Re: Jamaica Public Service Company Report**

Her Worship the Mayor asked Mr. Geoff Brown, Technical Assistant to update the meeting accordingly.

The Technical Assistant introduced his colleague as Ms. Andrewnette Henzil, Customer Care Manager. He stated that Mr. Shelton Thomas, Operations Manager should be in attendance, but he was attending another meeting.

The Technical Assistant reported as follows:-

- During the month of October 2014, One Hundred and Forty-eight (148) street lights were repaired. He added that up to November 12, 2014, Forty-seven (47) were repaired bringing the total to Two Hundred and Five (205).
- Some stolen lights were located at various geographical locations within the Parish. He mentioned that he received the assistance of the Police to carry out that activity.
- Street lights were installed at Roundabouts as follows:
  - Greenvale
  - Two (2) would be installed at the New Green on November 13, 2014
  - Three (3) would be installed at Williamsfield on November 14, 2014
- The loss of electricity was still a challenge for the Company, although some activities are curtailed. He added that a new partnership was established on November 12, 2014 which would result in curtailing the loss of electricity across Manchester.
- The Management and Staff of the Jamaica Public Service continue to commit to quality service to the people of Manchester. He asked the Council to partner with them especially during the month of December when persons apply for special events permit as soon as possible, for their status to be verified for electricity usage, and to minimize the opportunity for illegal usage.

The following were recommendations/requests/comments from the under mentioned Councillors:

*Councillor Ervin Facey, Deputy Mayor* – stated that he heard the number of malfunctioning street lights that were repaired. He added that he was still not happy with what obtains with regard to street lights which are to be repaired in the Spur Tree Division.

Continuing, he made a special appeal for the following to be addressed:

- That streetlights be repaired at Kingsland in the vicinity of the Morgan's premises, and at Fairfield Mountain in the vicinity of the entrance to Mountain View Subdivision.
- That repairs be carried out on defective poles at Gabby Street, Greenvale, for which holes have been dug for a number of years.
- That further patrols be done in the Spur Tree Division to capture more of the malfunctioning street lights.
- That a defective guy wire in the vicinity of the new Fairfield Road be addressed;
- That bushing be carried out on the lines in the Spur Tree Division, as there are some areas where tree branches are touching the lines.

*Councillor McArthur Collins* – thanked the Technical Assistant for the repairs that were carried out to the street lights at the three (3) Roundabouts. He added that lots of accidents happened in those areas. He then requested the following:-

- That patrols be carried out in the New Green Division at nights to better see some of the street lights that are dim or not working.
- That repairs be carried out before the Christmas season on a number of street lights that are not working in the New Green Division at the following locations:
  - Scott Town, Greenvale
  - 14<sup>th</sup> Street, Greenvale
  - Bethel Street, Greenvale
  - William Drive
  - Fairbanks Park
  - New Green, Barker
  - Battersea, Clarkstown
  - Wint Road

*Councillor Muriel Swaby* – remarked that at the last Committee meeting she thanked the Acting Parish Manager for the work undertaken in the Porus Division, but to her surprise not one light was fixed. She stated that it was a false report. She mentioned that she tried to call Mr. Shelton Thomas but she did not get through to him. She asked that the listing previously submitted be reviewed.

Her Worship the Mayor directed that a review be done on the street light repairs listing, and adjustment made with respect to the information submitted for the Porus Division, and a report submitted to the next Committee meeting.

*Councillor Bryce* –requested the following:-

- That patrols be carried out in the Newport Division, as a number of street lights in need of repairs. He suggested that the citizens be asked to show which lights are out if the representatives from the Jamaica Public Service are unable to locate them.
- He stated that a light was lost at Swaby's Hope, and he asked that all stolen street lights be returned to their original locations when found.

*Councillor Sampson* –requested the following:-

- That repairs be carried out on defective street lights in the Johns Hall Division.
- That an investigation be carried out to ascertain the reason for frequent power outages on the stretch of road from Mile Gully to Maidstone.
- That a report be made on the poor service at the Customer Service Centre, as when calls are made to the Jamaica Public Service Company persons are told to hold for 4 or 10 minutes then the calls are disconnected.
- That patrols be carried out in the Johns Hall Division to identify the street lights that are not working. He mentioned that if the Officers are having a challenge in identifying the street lights, then contact could be made with her at telephone No. 326-0850. She asked that the street lights be repaired before the Christmas season.

*Councillor Darlton Brown* – requested the following:

- That patrols be carried out in the Alligator Pond Division to look at street lights that are in need of repairs.

*Councillor Maxwell* – requested the following:

- A listing of the number of street lights that were repaired in the Mile Gully Division.
- That an investigation be carried out to look at a pole in the vicinity of the Antioch Basic School and Church at Cowich Park, as about ¾ of the post nearing the earth had been eroded.
- That the tags on posts which have been destroyed be replaced, so that the light posts could be identified more easily.

*Councillor Burton Wright* – requested/or reported the following:-

- Thanked the Jamaica Public Service Company for fixing the street lights at the Chudleigh Housing Scheme and Walderston Square.
- He asked what could have caused the unscheduled power outage in the North Western Belt on the evening of November 11, 2014.

*Councillor Jones Oliphant* – expressed his appreciation for the street lights that were repaired in the Mandeville Division. He promised to provide him with a listing of the other street lights that are out at other locations.

Continuing, he requested that the following be done:

- That overgrown braches be trimmed from power lines.
- That patrols be carried out in the town of Mandeville and a little beyond to see the overgrown trees that are affecting the power lines.

*Councillor Cleon Francis* – requested that repairs be carried out on a street light in the vicinity of the Knockpatrick Post Office.

*Councillor Omar Miller* – stated that he did not receive a single street light in his Division since he became a Councillor.

He requested that repairs be carried out on a rotten pole in Craighead Square, about three (3) light posts on the left.

Continuing, he asked for an explanation on how meter reading is carried out, as he noticed the speed which the Officers read the meters. He asked whether it was just a case of them just writing down a number. He added that sometimes the Officers did not even stop the vehicle. He asked whether there could be errors as a result of the Officers not observing properly. He stated that for example, he would see where the Officers would drive up to a meter at a distance of One Hundred Meters (100 M) away without coming out of the vehicle.

He further requested that patrols be carried out in the Malton and Robins Hall areas to identify street lights that are not working.

*Councillor Iceval Brown* – stated that in 2013 she brought in three (3) applications for persons who needed extension of electricity. She went on to say that the applications were submitted to the Jamaica Public Service, and when it was queried, there was no record to show that they were received. As a result, one of the ladies who did the submission had to write another letter, which was not good, as the application should be on the file so that in the event of an Officer leaving the Company, the information is there. She mentioned that she had another application for someone who is really in need of electricity.

Continuing, she requested that patrols be carried out in the Grove Town Division to identify and address the high incidence of electricity theft.

*Councillor Desmond Harrison* – asked the Technical Assistant to convey his appreciation to the Acting Parish Manager for the repairs of the malfunctioning street lights in the Christiana Division.

*Her Worship the Mayor* – requested the following:-

- That repairs be carried out on street lights in the Bellefield Division as follows:
  - Bottom Coffee Grove to Clarkes Town, going towards Hope Village
  - Winston Jones Highway, as many of the lights along that stretch of road had been stolen. She also asked that efforts be made to find some of the others which were removed from their original locations.

#### Updates/Response from the Jamaica Public Service Company Limited

##### *Outstanding Applications for Electricity*

In responding to Councillor I. Brown remarks, the Customer Care Manager said that with regard to the three (3) applications that were submitted to the Company, there is a process where once the applications comes in they are entered into their application system, after which it goes to the Engineers and all the necessary checks would be done. She added that if it was a case where they have to respond to a customer, an estimate is done and they would respond.

Continuing, she stated that she was not sure what happened to the three (3) applications that were previously submitted. She requested the one that Councillor I. Brown had in her possession, so that it could be put on their system.

##### *Meter Reading*

With regard to concerns from Councillor Miller about how speedily the meters are read by the Officers, the Customer Care Manager said that generally meter reading is done in geographic clusters on a daily basis. She mentioned that there are twenty-one (21) cycles across the Parish, and there are the large accounts. Additionally, she said that there is a device that the data is keyed into, but the eyes do the reading and the data is keyed into the device by the Officer, and this process takes out the manual paper work. She said that the reading is then uploaded to the accounts for billing.

Her Worship the Mayor asked from what distance from the meter it could be legible for a person to sit in a vehicle and read the data.

The Customer Care Manager replied that it would be difficult to say. She pointed out that there are the digital and the analog devices. She noted that the digital device would be more easier to read. She went on to say that as a trained meter reader a person would not have to go face to face to look at the meter. She reinforced the point that reading has always been done by the eyes. She suggested that persons could write down the numbers and compare the readings to what the Officer records, as displayed on the bills.

##### *Un-scheduled Power Outage – North East Manchester*

With regard to the captioned matter, the Technical Assistant informed the Members that there were loose conductors that resulted in the power outage on the evening of November 11, 2014, but the matter was resolved the following day.

##### *Bushing of Power lines*

With regard to the captioned matter, the Technical Assistant reported that the services of two (2) Contractors were engaged to carry out bushing at Royal Flat, Porus and the Melrose Hill areas. He mentioned that another Contractor would be undertaking bushing at Marlie Hill in the Grove

Town area. He also said that the Company was trying its best to get rid of trees that are close to the power lines.

Continuing, he stated that bushing would be carried out on power lines at Gabby Street. He added that the contractor was identified, and he hoped to have same done before Christmas.

Repairs to Street lights

The Technical Assistant promised that patrols would be done in all the Divisions to get repairs done for the Christmas season.

Defective Pole – Craighead

The Technical Assistant remarked that the defective pole at Craighead should have been changed, but it was not done. He advised that the pole was scheduled to be changed in the new Financial Year. He pointed out that a total of One Hundred and Fifteen (115) poles are to be changed between Coleyville and Troy.

In responding, Councillor Miller said that the light pole could not wait until the next Financial Year, as he was not sure that the pole would withstand another month or two. He added that it was very dangerous, and it was hazardous to peoples' lives. He asked that the matter be dealt with as a matter of urgency. He further said that at the last Council meeting, Mr. Shelton Thomas had promised that it would be dealt with.

Replying, the Technical Assistant stated that to take out that pole, the lines from Coleyville to St. Vincent right back to Albert Town would have to be removed. He stated that another pole could be place beside the damaged pole to strengthen it.

Councillor Miller replied that he felt more comfortable with the aforementioned statement.

At this juncture, Her Worship the Mayor thanked the representatives from the Jamaica Public Service for their report.

**Exited the meeting: Mr.: Geoff Brown, Technical Assistant and Ms. Andrewnette Henzil, Customer Care Manager, Jamaica Public Service Company**

**Re: National Water Commission Report**

Her Worship the Mayor remarked that there was no representative from the National Water Commission. She added that a suggestion was made at the last meeting to send a letter to that Agency pointing out there non attendance at Council's meetings. She then directed that a letter be written to the Parish Manager at the National Water Commission noting their non attendance at the Infrastructure and Traffic Committee and Council meetings. She asked that Council's dissatisfaction be highlighted, as Council is not satisfied with regard to what is happening with water in the communities.

The Secretary/Manager replied in the affirmative.

**MOTION TO EXTEND THE TIME**

The Deputy Mayor remarked that it was 1:00 p.m. and he sought a motion to extend the time to discuss the Council's business.

Moved by: Councillor Ervin Facey, Deputy Mayor

Seconded by: Councillor Burton Wright

and agreed –

“that the Time be extended to  
“discuss Council's business.

At this juncture, Councillor D. Brown asked whether the Junior Councillors could leave for lunch.

Her Worship the Mayor replied that the Junior Councillors could excuse themselves if they were desirous of having lunch. She wished them all the best until they come to their session.

**Exited the meeting: Junior Councillors**

**Re: Social Development Commission Report**

Her Worship the Mayor invited Miss Beverley Boothe, Parish Manager, Social Development Commission to update the meeting accordingly.

The Parish Manager reported for the month of October 2014 as follows:

- On behalf of the team she thanked fourteen (14) of the fifteen (15) Councillors who continued to work closely with the Social Development Commission in their communities. She added that they were grateful for the support given. She then presented her report as follows:-

**Exited the meeting: Councillor Cleon Francis**

***“Governance***

*Strengthening the PGF: One CDC was formed in the Grove Town community. One was merged namely Good Intent to Harry Watch.*

*Three (3) were strengthened: Grey Ground, Asia and Fairfield.*

*Fifteen(15) Councillors were engaged re upcoming Community Month activities. Councillor Omar Miller engaged re: a special Safety and Security Meeting in Craighead.*

*One full council meeting and one sub -committee meeting was attended.*

*One emergency Vector control meeting was organized by the Manchester Parish Council to address the spread of the Chikungunya Virus in the Parish. The Parish Manager was also invited to attend the Local Health Board meeting which also focused on the Chikungunya Virus. All four M.Ps. were engaged re upcoming Community Month Activities.*

***Inter Agency Network***

*A Town Hall meeting was attended at Alligator Pond. Twenty-eight (28) persons attended the meeting. Presentation was done by Dr. Beverley Wright Medical Officer from Manchester Health Department. She gave an update of Chikungunya and Ebola in Jamaica. Chik-V Training was conducted by the Manchester Health Department on September 29, 2014 at SDC's Office. The objective of the training was to sensitize SDC's officers about Chik-V in order to assist with the dissemination of information in communities.*

***Staff attended one Policy Forum at MIND.***

*The Launch of Forestry Week/National Tree Planting Day Ceremony was held on October 3, 2014 at Church Teachers' College. This activity was hosted by the Forestry Department and the objective of the forum was to assist with the sustenance of life within the environment. Guest Speaker was Hon. Robert Pickersgill, Minister of Water, Land, and Environment & Climate Change. Officer planted one of the designated trees on the Church Teachers' College compound to highlight the significance of the day.*

***Community Research and Database***

*Asset mapping completed for the communities of Cobbla, Evergreen and Coleyville.*

- household survey for Rose Hill 80% completed and French Park is completed
- Snowdon household surveys have started. There are 5 districts in the community and the two (2) data collectors are conducting a 50% household survey, which would be 170 household surveys. Presently, they have completed one (1) district, Woodstock; which covers 18% data collected.

Household surveys were cleaned and submitted for Huntley and Hatfield.

School audits were completed for Evergreen and Oxford Basic schools

### **CDP**

Grove Place CPP was updated. Richmond CDC was assisted in completing two Proposals to submit to Courts For Kids to get Multi Purpose Court & JSIF to assist with perimeter fencing for the Richmond Primary school.

### **Community Action for the Improvement in Education**

- Continue to assist Richmond Primary with their school feeding program. A school garden is now being developed.
- Porus High School was assisted with the planning and execution of 6k Health Walk/Run; this is in collaboration with Jamalco and SDC. The purposes of the Health Walk: fundraising activity for the maintenance of the Science lab that will be built by Alcoa Foundation and also, promoting a healthy lifestyle among individuals. Based on the involvement of the Jamalco workers in the 6K Health Walk, the school will be getting \$US2, 500.00. Therefore, overall the school will be getting \$US 42,500.00 which will be used to build and furnish a state of the art Science Lab for the institution.  
158 persons participated

**OTHER PARISH LED Sports:** Facilitated the Porus Sports Complex Solar Lighting Installation Ceremony on October 28, 2014 at Porus Community Centre. This activity was sponsored by the Porus Under-15 Football Organizing Committee to assist with enhancing security at the centre and to allow for residents to conduct exercise sessions on the hard court after dark. Partners present were; Porus U-15 Organizing Committee, Porus Centre Management Committee, Ministers Fraternal, SDC & TVJ.

The Central Manchester Netball Rally (Second Phase) & Finals were held on October 5, 2014 at Comfort playfield. From the resulting games Mandeville All-Stars retained the Championship over Waltham United by 7 goals to 6. The top three teams from the two groups received cash prizes along with the overall champion. The football competition also started with a double header at the same venue. Twenty-seven (27) teams are participating.

### **Local Economic Development Strategy Programme**

The Pike CDC now boast a Sorrel and Bottled water project. They are currently designing their Business Plan.

The SDC Quiz competition has started with eighteen communities participating. The finals will be on Nov. 19<sup>th</sup> at the SDC office.

I would also like to use this opportunity to inform the council that Mrs. Hermentude Wilson Daley our Finance Manager who served the Commission for 44 years has left us to go on her well earned retirement. Miss Nadine Forrester is now the Actg. Finance Manager".

Continuing, the Parish Manager reported on events that the Social Development Commission also participated in or would participate in as follows:-

- The Local Government and Community Development Month Church Service at the New Testament Church of God in Cobbla.
- On November 19, 2014 the Social Development Commission would be partnering with the JBDC at an exhibition to be held at the Rural Agricultural Development Authority's Office.
- The exhibition to be held at the Council starting on November 17, 2014.
- Their Community Awards Ceremony to be held at the Battersea Community Centre on November 20, 2014, where they would be honouring sixteen (16) community persons, stakeholders, and Her Worship the Mayor. She noted that Her Worship the Mayor would be honoured at that function for her work with the Commission. She invited all the Members.

Councillor Mitchell asked for the time of the Community Awards Ceremony.

The Parish Manager replied that it would be 2:00 p.m., and the four (4) Members of Parliament would also be honoured, as whenever they are called on they would assist financially.

Her Worship the Mayor acknowledged the Report from the Parish Manager. She also commended the Social Development Commission (SDC) as they are always willing to partner with the Council. She added that the communities are benefitting from the work being done by the SDC. She mentioned that she would be leaning on the Parish Manager a little further, as the matter on the education of Chikungunya and Ebola are needed by the public. She promised to get back to the Parish Manager on what that entails.

In responding, the Parish Manager said that the SDC had plans for a meeting, and the schedule was emailed to Her Worship the Mayor and the relevant agencies that sit on the Safety and Security Committee, and for the first meeting that was planned, no representatives from the Agencies turned up. She added that her Officers were getting frustrated, as they were doing their part and the other agencies were not doing so.

Her Worship the Mayor suggested that tentative dates be sent out, and the agencies could get back to her. She said that the matter should be pursued to see how best to work it out, as the meetings are very valuable.

Further discussion ensued, and Councillor Bryce commended the SDC for the work that they are doing. He stated that the Parish Manager forgot to mention the aerobics dancing, as the Officers worked hard on that area. He pointed out that Two Thousand Five Hundred United States Dollars (US\$2,500.00) was received between the SDC and JAMALCO who hosted the aerobics dancing. He noted that the Officers worked very hard to get that money.

Continuing, he suggested that that the CDC for Newport be looked at, as it was just not coming off the ground. He asked whether it could be combined with something else. He added that persons from Newport just did not like to attend meetings.

In replying, the Parish Manager said that as it relates to the Newport CDC the wider area should be looked at. She mentioned that the last Annual General Meeting that was held it was not constitutionally done. She further said that a letter was written to them advising that the SDC no longer recognized them. As a result, they were trying to pull a true representation of Newport to meet.

Her Worship the Mayor thanked the Parish Manager for the report.

### **ANNOUNCEMENTS**

*Councillor McArthur Collins* announced the following:-



- That Mr. H. Cous-White who used to be the driver for former Mayor, the honourable Dean Peart had died. He advised that the funeral service would be held on Saturday, November 15, 2014 at the Open Bible Church at Dunrobin.
- That Ms. Inez Melbourne who was One Hundred and Four (104) years old had died, and the Funeral Service would be held at the Seventh Day Adventist Church, Mandeville on Saturday, November 22, 2014.
- That a past co-worker, Stewart (Stewie) had died.

*Her Worship the Mayor* announced the following:-

- That there would be a Business Expo in the Park on November 14, 2014, from 10:00 a.m. to 3:00 p.m., and a number of companies would be there.
- Local Government Month was underway and there were a lot of activities so far. She mentioned that Councillor Wright had hosted them for the Church Service and Repass, and it was good.
- She hoped that the public would join the Council during the Exhibition, as there would be quite a lot of information on what the Council is about.
- That the Parish of Manchester would be Two Hundred (200) years old on December 13, 2014. She added that there have been plans which have not been executed due to lack of funds. She stated that she had dialogue with the Northern Caribbean University (NCU) and they would like to do something, as they did not believe that the 200<sup>th</sup> Anniversary should come and go without some excitement. As a result, NCU had proposed a float for November 26, 2014, and the plans were taking shape. She promised to get back to Mrs. Wignall to see how the plans were going. She added that she would like to see how the Council fits into that parade, and to participate. She advised that the town centre is small to accommodate the parade; hence, plans were in place to have the parade terminate at Manchester Shopping Centre where there would be a short ceremony. She advised that she would be getting back to the Councillors with more information and to seek their co-operation.

*Councillor Mitchell* announced that the Funeral Service for former relief Water Truck Driver, Mr. Kevin Vidal would be held on Sunday, November 16, 2014 at the Seventh Day Adventist Church at Royal Flat, commencing at 12:00 noon. He added that a wake would be held on the night of November 13, 2014 by some Taxi Operators, and on Saturday, November 15, 2014 there would be a Set-up on the Royal Flat Playfield in the afternoon.

## **ACCOUNTS**

### **Financial Report**

With regard to Property Tax, the Director of Finance reported that for the month of October 2014 the Council collected \$59,781,423.00 bringing the year-to-date total to \$469,731,330.00, and that represented 49% of target. He said that the target is \$948,362,424.00 for this Financial Year. He mentioned that the target at the end of October would be 58% and the Council was behind.

Continuing, he reported that for the period April 1, 2014 to September 30, 2014 the Council collected a total of \$335,313,314.00 and had a corresponding expenditure of \$333,948,546.00 and ended the month with \$1.364M surplus.

Her Worship the Mayor thanked the Director of Finance for his report.

## **CORRESPONDENCE**

### **From Government Ministries and Department**

#### **Ministry of Finance and Planning**

Letter dated October 14, 2014 from Mrs. Lorris Jarrett copied to the Secretary/Manager with regard to Establishment of Bank Account – Manchester Parish Council. The letter stated in part that – “... Approval is granted for the Manchester Parish Council to establish and operate a bank account at the Bank of Nova Scotia Jamaica Limited. The account is to facilitate the receipt and management of the Parochial Revenue Fund (PRF) Road Maintenance receipts from

*the Ministry of Local Government and Community Development...As soon as you have finalised arrangements with the bank, please advise the Ministry in writing of the account number and the date on which the account was opened”.*

Her Worship the Mayor remarked that the signatures were being obtained for the establishment of the account.

The Secretary/Manager commented that the Account is a stand-alone account. He went on to say that there would be some sizeable financial obligations on the Account which are to be addressed in the Final Accounts. He mentioned that the letter would be to formalize and manage the road maintenance and to avoid any deemed embarrassment.

Her Worship the Mayor asked whether there was a mismanagement of the account. She said that the way the Secretary/Manager put that information out in the public domain suggested that the Account had been mismanaged.

In responding, the Secretary/Manager said that the funds were co-mingled in the past, and it presented a challenge, and the new account would stop that from happening. He added that the financial obligation in the region of One Hundred and Twenty Million Dollars (\$120M) must be addressed, and it should not go unaddressed.

Councillor Mitchell asked that the letter from the Ministry of Finance and Planning with regard to the establishment of the Bank Account at the Bank of Nova Scotia to manage the Parochial Revenue Fund be brought to the next Finance and Planning Committee meeting for discussion.

The Secretary/Manager replied in the affirmative.

#### **Office of the Services Commission**

There was no correspondence.

#### **Other Parish Councils**

There was no correspondence.

#### **From Other sources**

##### ALGAJ's Report

Her Worship the Mayor reported that the ALGAJ report was forwarded to Members of the Committee.

#### **DEPARTMENTAL**

There was no correspondence.

#### **REPORTS FROM COMMITTEES**

Moved by : Councillor Ervin Facey, Deputy Mayor  
Seconded by : Councillor Desmond Harrison and Agreed-

“that the following reports of Committees as laid on the Table  
“be and are hereby accepted:-

1. Finance & Planning Committee held 4/11/14
2. Civic Affairs & Brooks Park held 11/11/14
3. Municipal & Commercial Services held 18/11/14
4. Physical Planning & Environment held 20/11/14
5. Poor Relief held 26/11/14
6. Agriculture held 26/11/14
7. Local Board of Health and Environmental Sanitation held 27/11/14

### Community, Civic & External Affairs & Brooks Park

The Chairman, Councillor Darlton Brown reported on some activities coming out of the Committee as follows:-

- Councillor Cleon Francis was nominated to serve on the Brooks Park Committee.
- The Committee requested an update on the pieces of equipment at the Park.
- Plans were being made for the annual Tree Lighting Ceremony in the Park.

### Municipal & Commercial Services

The above report was presented by Councillor Ervin Facey, Chairman of the Committee as under:

- *“Registration of vendors – The Committee directed that this matter be tidied up as early as possible.*
- *Illegal electricity were disconnected in the Markets. Actions have been put in place to deal with guilty vendors.*
- *Traffic Spike quotations were received. Priority Parks would be the Central and Nashville Car Parks.*
- *There has been a decrease in the collections from the Car Parks due mainly to not having full support from the Police. A meeting would be arranged with the Police to address the matter.*
- *Plans would be put in place for the Christmas season to deal with street vending and the increase of vendors to the town”.*

Her Worship the Mayor thanked the Chairman for the report.

### Physical Planning & Environment

The Chairman, Councillor Darlton Brown presented report from the captioned Committee as follows:-

- *“Glenrock Hotel on Greenvale Road –The National Environment and Planning Agency reported that they were in receipt of the requisite drawings and would expedite the approval process.*
- *The Committee was advised that a letter was done advising that the sum of \$12.8M would be paid for the maintenance cost of Perth – Phase One.*
- *Approval given for the operations of a Block Factory in the Three Chains area.*
- *There were twenty-four (24) Single-family Residential Building Plans.*
- *There were six (6) Commercial Building Plans.*
- *There was no approval for any Subdivision Plan as no Technical Officer was present to provide the necessary guidance; hence the subdivision approval was deferred”.*

With regard to the Perth Development, Her Worship the Mayor asked the Director of Planning to address the meeting on same.

Replying, the Director of Planning said that the Perth Development was an outstanding matter between the Council and the National Housing Trust as it relates to development funds for the maintenance of the Subdivision. He added that there was some disagreement in relation to the total amount of \$12.8M, but they had arrived at an amicable solution. He informed the meeting that with regard to the takeover of the Subdivision the matter was at the Physical Planning and Environment Committee for further discussion.

Her Worship the Mayor thanked the Chairman for the report.

## Poor Relief

The above report was presented by Councillor Faith Sampson, Chairman of the Committee as under:

- *“At the end of the month, 88 residents were at the Infirmary – 47 males and 41 females, as against 92 for the corresponding period last year.*
- *Eleven (11) residents went to Clinic appointments at the Mandeville Regional Hospital.*
- *Three (3) residents received ophthalmic surgery at the MRC. One reported improved vision another had his sight restored.*
- *The Medical Officer visited and attended to ten (10) residents.*
- *The Mental Health Officer visited and treated fifteen (15) residents.*
- *Religious guidance and visits continued during the month by the St. Pauls of the Cross Roman Catholic Church, Universal Church of God, Wesley Methodist Church, Church of God of Prophecy Maranatha and Blue Mountain Seventh Day Adventist Church.*
- *The month ended with 510 persons on the outdoor roll as against 491 for the corresponding period last year.*
- *The Officers made 49 home visits.*
- *Four (4) temporary poor were assisted.*
- *Two (2) children were registered in their own names.*
- *The Committee approved four (4) new cases.*
- *The revision of the roll has been completed. The attendance was very good.*
- *Home visits were done, and the Infirmary was visited.*
- *The Committee thanked all the Councillors who joined whilst they were in their Divisions”.*

Her Worship the Mayor thanked the Chairman for the report.

### **Re: Update on the new Female Ward to be Constructed at the Infirmary**

Her Worship the Mayor requested an update on the captioned matter.

Replying, the Secretary/Manager said that the Council had entered into an arrangement through the National Housing Trust and Food for the Poor for the construction of a new Female Ward at the Infirmary, and those agencies are the main contractors. He mentioned that he needed clarity in terms of the replacement of the residents, as temporary accommodation would be needed for them. He added that the main contractor is Food for the Poor and the National Housing Trust would do the financing for the Project.

Her Worship the Mayor asked whether all the documents had been submitted as requested.

The Secretary/Manager replied that the Boundary Survey was prepared by the Surveyor and it was submitted under courier service to the Ministry of Local Government and Community Development. He mentioned that the Council carried the expense for the survey.

Her Worship the Mayor commented that the registered Title was required to show proof of ownership.

The Secretary/Manager responded that based on his understanding, he was told that there is no established title for the property.

Her Worship the Mayor replied that there is a registered Title for the property, and she had a copy. She advised the Secretary/Manager that he could obtain a copy from her. She added that Food for the Poor did not build without proof of ownership. She directed that the Title for the property at the Manchester Infirmary be forwarded within the day, or the next day to the Ministry of Local Government and Community Development.

The Secretary/Manager replied in the affirmative.

**MATTERS REFERRED FROM COMMITTEES**

a) Planning & Development

Subdivisions with lots below ¼ - acre size.

There was none.

b) Recommendation for affixing the Council's  
Common Seal to Approved Subdivision Applications

There was none.

c) Recommendation for Issuance of Certificate of Completion –

Her Worship the Mayor remarked that based on the recommendation of the Superintendent, Roads and Works, the under-mentioned Certificates of Completion were recommended for approval.

i) Recommendation for Issuance of Certificate of Completion –  
Part of Newark & Hope, Manchester for Rusal Alpart, Jamaica

The Secretary/Manager presented and read report of the Superintendent, Roads and Works, dated November 7, 2014, recommending for the Council's approval, the issuance of Certificate of Completion of development works in respect of subdivision located at part of Newark & Hope, Manchester for Rusal Alpart, Jamaica as all the required conditions of approval have been complied with.

Moved by : Councillor Ervin Facey, Deputy Mayor  
Seconded by : Councillor Jones Oliphant and Agreed-

“that a Certificate of Completion of development works be issued to  
“the Registrar of Titles in respect of subdivision, part of Newark & Hope  
“Manchester for Rusal Alpart, Jamaica.

ii) Recommendation for Issuance of Certificate of Completion –  
Part of Waltham, Manchester for Patrick McDowell

The Secretary/Manager presented and read report of the Superintendent, Roads and Works, dated October 19, 2014, recommending for the Council's approval, the issuance of Certificate of Completion of development works in respect of subdivision located at part of Waltham, Manchester for Patrick McDowell as all the required conditions of approval have been complied with.

Moved by : Councillor Ervin Facey, Deputy Mayor  
Seconded by : Councillor Jones Oliphant and Agreed-

“that a Certificate of Completion of development works be issued to  
“the Registrar of Titles in respect of subdivision, part of Waltham  
“Manchester for Patrick McDowell.

iii) Recommendation for Issuance of Certificate of Completion –  
Part of Bloomfield, Manchester for Estate Basil Curtin

The Secretary/Manager presented and read report of the Superintendent, Roads and Works, dated October 24, 2014, recommending for the Council's approval, the issuance of Certificate of Completion of development works in respect of subdivision located at part of Bloomfield, Manchester for Estate Basil Curtin as all the required conditions of approval have been complied with.

Moved by : Councillor Ervin Facey, Deputy Mayor  
Seconded by : Councillor Jones Oliphant and Agreed-

“that a Certificate of Completion of development works be issued to  
“the Registrar of Titles in respect of subdivision, part of Bloomfield  
“Manchester for Estate Basil Curtin.

Her Worship the Mayor asked whether all the Certificate of Payment of Taxes were up to date.

The Secretary/Manager replied in the affirmative.

Her Worship the Mayor stated that based on the report given to the Council the aforementioned subdivisions were approved.

### **QUESTIONS**

*Councillor Donovan Mitchell* asked the Secretary/Manager whether he was in receipt of a letter from the Lay Magistrates Association requesting that street lights for the Williamsfield Round-about.

The Secretary/Manager replied that the letter was received on November 12, 2014, and it was acknowledged and the forms would be completed and forwarded to the Jamaica Public Service Company.

Her Worship the Mayor remarked that based on the report from the Jamaica Public Service Company the request for the street lights at the Williamsfield Round-about was addressed. Therefore she did not know if the request from the Lay Magistrates Association was still relevant.

### **PETITIONS**

*Councillor I. Brown* stated that although it was not Local Board of Health and Environment Sanitation Committee, she urgently needed a matter to be addressed. She then requested that a letter be written to the Manchester Health Department highlighting the lack or limited supply of contraceptives at some of the Health Departments.

*Councillor Sampson* requested that a letter be written to the Manchester Health Department asking that a representative from that Agency be in attendance at the next sitting of the Local Board of Health Committee meeting to discuss the new strain of Chikungunya Virus.

The Secretary/Manager replied in the affirmative to the above requests.

### **NOTICE OF MOTION**

Her Worship the Mayor asked whether there was any other notice of motion.

There was none.

### **ADJOURNMENT**

Her Worship the Mayor thanked everyone for coming and participating in the Committee meeting, and for their patience.

There being no other matter for discussion, the meeting was adjourned at 1:43 p.m. on a motion by Councillor Anthony Bryce seconded by Councillor Ervin Facey, Deputy Mayor after closing prayers by Councillor Jones Oliphant.

CONFIRMED

A handwritten signature in black ink, appearing to read "B. H. Dawson", written in a cursive style.

CHAIRMAN