

**Town of Winterton
P.O. Box 59
Winterton, NL
A0B 3M0**

Phone: (709) 583 2010

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Regular Meeting with Council June 15, 2017

Members Present: Mayor Mark Sheppard
Deputy Mayor David Reid
Councilors: Linda Cole
Hilda Green
Roger Green
Gary Hiscock
Charlie Reid

Also Present: Town Clerk: Suzanne Coates
Maintenance Man: Kevin Piercey

Mayor Sheppard called the meeting to order 7:23 pm.

Adopt Minutes: Motion #17 101—G. Hiscock/R. Green

Resolved that the Minutes from Regular & Special Meeting May 25, 2017 be adopted.

In favor: 7 Mayor M. Sheppard
Deputy Mayor D. Reid
Councilors: L. Cole
H. Green
R. Green
G. Hiscock
C. Reid

Opposed: 0

Abstained: 0

Motion Carried.

Adopt Agenda: Motion #17 102--H. Green/D. Reid

Resolved that the Agenda with the additions noted be adopted.

In favor: 7	Mayor	M. Sheppard
	Deputy Mayor	D. Reid
	Councilors:	L. Cole
		H. Green
		R. Green
		G. Hiscock
		C. Reid

Opposed: 0

Abstained: 0

Motion Carried.

Maintenance Man Report:

Kevin explained that he has been cleaning the trail around Outside Pond Park. The trail is completed about half way out to long point.

The booster pump for the Chlorine House had to be replaced, currently the old one is being repaired to use for a backup.

Council discussed the issues of discolored water in the Town. Kevin explained that all screens have been cleaned and hydrants have been flushed. While Kevin was attending training in Victoria this past week the issue was brought up and according to Dept. of Municipal Affairs discolored water has been reported all over the island since about Thanksgiving weekend.

**Kevin left the meeting at 7:43 pm

BUSINESS ARISING:**Park Electrical:**

Mayor M. Sheppard explained that we have all of the approval letters from Municipal Affairs to start the process on the Park upgrades for Electrical. Mayor Sheppard would like to ask Crosbie Engineering who did the initial proposal if the RFP process is included in the fees quoted.

Motion #17 103—R. Green/C. Reid

Resolved that Mayor M. Sheppard contact Crosbie Engineering to start the RFP/Tender process.

In favor:	7	Mayor	M. Sheppard
		Deputy Mayor	D. Reid
		Councilors:	L. Cole
			H. Green
			R. Green
			G. Hiscock
			C. Reid

Opposed: 0

Abstained: 0

Motion Carried.

Overtime Hours:

Council discussed implementing an overtime policy/guidelines for the Maintenance Department. The Town Clerk is to draft a set of guidelines and bring back to council for approval.

NEW BUSINESS:**Town Report:**

The Town Clerk brought forward the following items in connection with the upcoming Memorial Day Service:

- Mayor M. Sheppard will do the welcome address on behalf of the Town
- Councilor H. Green will lay the wreath on behalf of the Town
- Council will pay for a drink ticket for the legionnaires at the Rec. Centre following the service
- Council will pay for the license for minors at the Rec. Centre in case the cadets show up

Sign for War Memorial: An email was presented asking if council would cover the costs to replace the sign in front of the War Memorial.

Motion #17 104—G. Hiscock/R. Green

Resolved to cover the costs to replace the sign in front of the War Memorial for \$240.00

In favor:	7	Mayor	M. Sheppard
		Deputy Mayor	D. Reid
		Councilors:	L. Cole
			H. Green
			R. Green
			G. Hiscock
			C. Reid

Opposed: 0

Abstained: 0

Motion Carried.

Mill Lane: The Town Clerk explained that she has found the letter that was initially sent on July 15, 2011 to the resident informing him that the lane in question was never considered to be a public lane therefore the Town will not be offering any maintenance to that area. The Town Clerk is to write a letter informing the resident that the letter previously sent remains in effect.

The Town Clerk presented council with an advertisement asking if the Town would be interested in distributing a brochure about Outside Pond Park the cost to do this would be \$795.00 plus HST. Council decided to not do this at this time.

There was some pictures presented pertaining to the damage that was done to the rhino. Council asked that the Town Clerk show the pictures to Lorraine for review when she returns back off holidays.

There was an email presented explaining to council that on the May long weekend there was a camper booked who had to cancel due to illness and it was not within the seven days required to receive their 80% refund. They were wondering if they could get a full refund or book into the park at a later date for no charge. Council decided that the policy that is currently in place remains in effect.

As well, there is an individual who has his name on the waiting list and would like to remove it. They have already paid the waiting list fee and were wondering if they could book for a few days this summer at no cost. The current policy states that when you place your name on the waiting list you pay a \$100 non-refundable fee and once you receive a site the \$100 gets deducted from your seasonal site. If you choose to take your name off the list then you will not receive a refund. Council decided that the current policy remains in effect.

The Town Clerk presented council with the invoices for equipment for the Fire Dept. The Fire Dept. has to pay 50% of these costs and the Town will pay the remaining 50% as was approved at an earlier council meeting. The Fire Dept. has already paid \$2,373.83. The Town will pay \$4,522.29 and the Fire Dept. will reimburse the Town for the remaining \$1,074.23. The total amount of the invoices is \$6,896.12 the Town's portion is \$3,448.06.

Motion #17 105—G. Hiscock/R. Green

Resolved to pay the remaining of the invoices for \$4,522.29 and the Fire Dept. will reimburse the Town in the amount of \$1,074.23.

In favor:	7	Mayor	M. Sheppard
		Deputy Mayor	D. Reid
		Councilors:	L. Cole
			H. Green
			R. Green
			G. Hiscock
			C. Reid

Opposed: 0

Abstained: 0

Motion Carried.

**Recreation
Building
Upgrades:**

The Town Clerk submitted the full invoice package for the upgrades to the Rec. Centre. The Town agreed to pay for the costs associated with installing the kitchen door as was previously approved. The total cost of this is \$970.48.

Motion #17 106—R. Green/D. Reid

Resolved to pay the invoices for replacing rot around the kitchen door, siding & the door itself in the kitchen for \$970.48.

In favor:	7	Mayor	M. Sheppard
		Deputy Mayor	D. Reid
		Councilors:	L. Cole
			H. Green
			R. Green
			G. Hiscock
			C. Reid

Opposed: 0

Abstained: 0

Motion Carried.

The Town Clerk provided council with the provincial regulations on open fires and the public advisory that the Government uses to make residents aware. Council decided that the Town Clerk is to refer the public to the Government website for the regulations and the public advisory.

CORRESPONDENCE:

- Letter from Municipal Affairs:** A letter was received informing council that they are given approval to borrow from ACOA for the Outside Pond Park Electrical upgrades.
- Letter from Judy Piercey:** A letter was received informing council of the condition of Piercey's Cove. The Town decided that the Town Clerk will write a letter to the resident explaining that the clean-up of the area will be added to the summer student's work order. However, installing a historic board explaining about the liver & canning factory owned by the Lewis family would be a heritage issue and currently the heritage committee in the Town has recently been dissolved.
- Invitation from Royal Canadian Legion:** An invitation was received inviting council to their Memorial Day service on July 1st. Councilor H. Green will attend if her work commitments allow.
- Invitation from Municipal Assessment Agency:** An invitation was received inviting councilors and staff to their meet & greet breakfast in Carbonear on July 21st. Mayor M. Sheppard, Councilor R. Green & Special Project Manager Lorraine will attend.
- Email from Eastern Regional Service Board:** An email was received in response to the Town Clerk writing them to discuss the possibility of the Eastern Regional Service Board collecting fire protection fees on the Town's behalf.
- Motion #17 107—R. Green/D. Reid**
Resolved to write a letter to Municipal Affairs & Environment requesting approval to have the Eastern Regional Service Board collect fire protection fees on the Town's behalf.
- | | | | |
|-----------------|---|--------------|-------------|
| In favor: | 6 | Mayor | M. Sheppard |
| | | Deputy Mayor | D. Reid |
| | | Councilors: | L. Cole |
| | | | H. Green |
| | | | R. Green |
| | | | G. Hiscock |
| Opposed: | 1 | | C. Reid |
| Abstained: | 0 | | |
| Motion Carried. | | | |

The Town Clerk is to write a letter to Eastern Regional Service Board asking what their costs are, recovery status and particulars of the potential contract.

BILLS:**Motion #17 108—R. Green/H. Green**

Resolved to approve the bills for the ambulance, park & town

In favor:	7	Mayor	M. Sheppard
		Deputy Mayor	D. Reid
		Councilors:	L. Cole
			H. Green
			R. Green
			G. Hiscock
			C. Reid

Opposed: 0

Abstained: 0

Motion Carried.

OTHER BUSINESS:

**Mayor M. Sheppard explained that he has met with the engineers from Municipal Affairs pertaining to the upgrades to the Fire Hall. He was informed that the costs of the project would need to be revised. The revision will be completed by the engineers and still submitted with this year's round of applications.

**Councilor L. Cole asked that the Town Clerk contact the Town's insurance company to see if groups who hold events at the Rec. Centre are covered under our insurance or do they need to purchase their own insurance.

**Councilor C. Reid inquired into what options the town has pertaining to dilapidated buildings. The Town Clerk will check with Municipal Affairs and let council know at the next council meeting.

**The Town Clerk is to add placing the speed bumps out to Kevin work order.

ADJOURNMENT:**Motion #17 109—G. Hiscock/L. Cole**

Resolved that the meeting do now adjourn at 9:40 p.m. to meet again on June 29, 2017 at 7:00 pm.

In favor:	7	Mayor	M. Sheppard
		Deputy Mayor	D. Reid
		Councilors:	L. Cole
			H. Green
			R. Green
			G. Hiscock
			C. Reid

Opposed: 0

Abstained: 0

Motion Carried.

Mayor **Mark Sheppard**

Town Clerk **Suzanne Coates**

Town of Winterton			
Vendor Aged Summary As at 12/06/2017			
Code	Name		Current
Approved Vendor	Dicks & Company	Floor Charges for Copier	\$ 156.98
Needs Motion	Byron D. Smith	Audit Services Town (\$7,250 Plus HST), Recreation (\$1,000 plus HST), Outside Pond Park (\$1,750 plus HST), Fire Dept. (\$1,000 plus HST) & Ambulance (\$1,750 plus HST)	\$ 14,662.50
Approved Vendor	Nat & Jane Ann's General Store	Cleaning Supplies	\$ 15.59
Approved Vendor	Mike's Auto Repair	Brake Switch, Diagnostic Scan & Labour (Town Truck) (\$114.88), & Labour for tightening belts on Backhoe (\$34.50), Maintenance on Fire Truck (\$610.92), Diesel Antifreeze (Fire Dept.) (\$26.39) & Repairs to leak on Fire Truck (\$76.99)	\$ 863.68
Approved Vendor	Penney's Transport & Courier	Courier Costs	\$ 21.39
Approved Vendor	Orkin	Pest Control at the Rec. Centre	\$ 89.13
Approved Vendor	Bell Aliant	583-2010/0752/2001/2099/2777 & Internet	\$ 397.86
Needs Motion	Hickman Motors	Cab Brake Light	\$ 93.35
Approved Vendor	North Atlantic	Furnace Oil	\$ 75.50
Approved Vendor	Avalon Industrial	Hydr. Oil, Pad Lock, Tri Blade, Brush Blade, Work Gloves, Keys Cut, Key Tags & Two Days Rental for Dump Trailer	\$ 564.88
Approved Vendor	Hindy's Home Hardware	General Maintenance Supplies (\$345.05), Gas for Town's Truck (\$330) & Gas for Fire Truck (\$115)	\$ 790.05
Approved Vendor	NL Power	Fire Hall (\$564.62), War Memorial (\$118.77), Chlorine House (\$135.45), Recreation Centre (\$78.33), Town Office (306.45), Rec. Centre Furnace (\$409.88) & Street Lighting (\$1,890.31)	\$ 3,503.81
Total Outstanding			\$ 21,234.72

Paid Invoices Not Tabled at Council Meeting			
Account #	Name		Amount
Approved Under Insurance Motion	Belfor	Deductible for Rec. Centre	\$ 2,000.00
Approved Under ACOA Funding	Strainers Mash Farm	Machine Work on Trail (ACOA Funding)	\$ 8,222.50

Approved Vendor	Winterton Ambulance	HST Rebate	\$ 1,298.47
Approved Vendor	Winterton Ambulance (Fundraiser Account)	HST Rebate	\$ 1,000.00
Approved Vendor	Winterton Recreation Commission	HST Rebate	\$ 499.49
Approved Vendor	Perlwin Elementary	Donation to Awards Ceremony 2017	\$ 100.00
Total			\$ 13,120.46

Outside Pond Park			
Vendor Aged Summary As at 12/06/2017			
Code	Name		Current
Approved Monthly Vendor	NL Power	Heat & Light Bills	\$ 2,166.76
Not Approved Needs Motion	Audrey Piercey	Janitorial Supplies, Kids Kamp Prizes, Vehicle Maintenance & Travel to Carbonear	\$ 410.26
Not Approved Needs Motion	Melvin Pinhorn	Battery	
Approved Vendor	Hindy's Home Hardware	General Maintenance Supplies (\$945.44) & Gas (\$94.29)	\$ 1,039.73
Approved by Previous Motion to Purchase Tires	Mike's Auto Repair	Tires Installed, Parts Cleaner & Labour for Side by Side	\$ 145.99
	Total Outstanding		\$ 3,762.74

Ambulance Outstanding Invoices June 15- 2017			
Code	Name	Description	Amount
Needs Motion	Tony's Superette	2 Deli Trays	\$ 56.20
Approved Vendor	K & D Pratt	Pair Gloves	\$ 69.00
Approved Vendor	Legge's Autotech Ltd	Oil, Oil Filter, Sensor, freight, Engine Scan Heating 6 Month Inspection & Labor	\$ 393.76
Approved Vendor	Bell Mobility	Monthly Network Access	\$ 11.50
Approved Vendor	Dicks & Company	Record Book, Correction Fluid, Pens, Paper Clips, Binders and Index	\$ 92.67
Approved Vendor	Hindy's	Fuel	\$ 454.00
Approved Vendor	Easter Medical Supplies	10 Collars S & H	\$ 241.50
Needs Motion	Debbie Coates	Linksys AE 2500 Braun Covers	\$ 59.76
		TOTAL	\$ 1,378.39