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

Phone: (709) 583 2010 **Fax: (709) 583 2099**

Regular Meeting with Council September 23, 2021

Members Present:	Mayor:	Mark Sheppard
	Deputy Mayor:	David Reid
	Councilors:	Zoe Doucet
		Hilda Green
		Gary Hiscock
		Lori Hiscock
		Charlie Reid
Also Present:	Town Clerk:	Suzanne Coates
	Special Projects Manager:	Lorraine LaFitte

Mayor M. Sheppard called the Meeting to order at 7:30 pm.

Adopt Minutes: **Motion #21 0125 – C. Reid/H. Green**
Resolved to adopt the minutes of the Regular Meeting held on August 26, 2021.

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

Opposed: 0
Abstained: 0
Motion Carried.

Adopt Agenda: **Motion #21 0126– Z. Doucet/H. Green**
Resolved to adopt the agenda with the noted additions.

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

Opposed: 0
Abstained: 0
Motion Carried.

Errors and Omissions: No errors or omissions.

BUSINESS ARISING

On page 9 of the minutes, the Gazebo has been painted. The brush will be done in the new year.

Building Permits have been issued.

Action Report

Motion #21 0127- L. Hiscock/Z. Doucet
Resolved to change the policy regarding RVs hooking into town Water and Sewer to read "If a resident is intending to build a home on their property, they will be able to hook into the Town's services".

In favor:	2	Councilors:	Z. Doucet
			L. Hiscock
Opposed:	5	Mayor:	M. Sheppard
		Deputy Mayor:	D. Reid
		Councilors:	H. Green
			G. Hiscock
			C. Reid

Abstained: 0
Motion Defeated.

Due to not being able to agree on the wording of the motion, Councilor Gary Hiscock suggested we put this on the agenda for the next meeting.

Recreation Centre Tender – One bid received from Stephen Duffett in the amount of $46,000.00.

Motion #21 0128- C. Reid/H. Green
Resolved to sell the building to Stephen Duffett for the tender price of $46,000.00.

In favor:	5	Mayor:	M. Sheppard
		Deputy Mayor:	D. Reid
		Councilors:	H. Green
			L. Hiscock
			C. Reid
Opposed:	2	Councilors:	Z. Doucet
			G. Hiscock
Abstained:	0		

Motion Carried.

Motion #21 0129- L. Hiscock/D. Reid
Resolved to seek Ministerial Approval to sell the building to Stephen Duffett for the tender price of $46,000.00.

In favor:	6	Mayor:	M. Sheppard
		Deputy Mayor:	D. Reid
		Councilors:	Z. Doucet
			H. Green
			L. Hiscock
			C. Reid
Opposed:	1	Councilor:	G. Hiscock
Abstained:	0		

Motion Carried.

Pickup/Plow Tender

Councilor C. Reid left the meeting at 8:06 pm as one tender received was from his step-son.

Two tenders received for Truck and Plow. One from Legge's Autobody in the amount of $2,650.00 and one from A1 Glass in the amount of $6,550.00.

Motion #21 0130—G. Hiscock/L. Hiscock
Resolved to sell the truck and plow to Al Glass in the amount of $6,550.00.

In favor:	6	Mayor:	M. Sheppard
		Deputy Mayor:	D. Reid
		Councilors:	Z. Doucet
			H. Green
			L. Hiscock
			G. Hiscock
Opposed:	0		
Abstained:	0		
Motion Carried.			

New Building Update

Flooring – Five contractors contacted to provide price on Vinyl Tile flooring and Vinyl Plank flooring. Three quotes received. All three priced the Vinyl Tile flooring cheaper than Vinyl Plank flooring. Quotes received from The Carpet Factory – Vinyl Floor Tile - $11,921.95 plus HST, Victoria Carpet – Vinyl Floor Tile - $12,252.17 plus HST, Baker Flooring – Vinyl Floor Tile - $15,285.00 plus HST.

Motion #21 0131—G. Hiscock/D. Reid
Resolved to accept the quote from The Carpet Factory in the amount of $11,921.95 for Vinyl Tile Flooring.

In favor:	5	Mayor:	M. Sheppard
		Deputy Mayor:	D. Reid
		Councilors:	H. Green
			L. Hiscock
			G. Hiscock
Opposed:	1	Councilor:	Z. Doucet
Abstained:	0		
Motion Carried.			

Vinyl Baseboard – It was discussed what kind of baseboard to go with. It was decided to go with vinyl for the ease of installation and cleaning.

Quote received from The Carpet Factory for approximately 3,000 linear feet at $1.75 per linear foot for a total of $5,250 plus HST.

Motion #21 0132—G. Hiscock/Z. Doucet
Resolved to accept the quote from The Carpet Factory in the amount of $5,250.00 plus HST for approximately 3,000 linear feet of Vinyl baseboard at $1.75 per linear foot.

In favor:	5	Mayor:	M. Sheppard
		Deputy Mayor:	D. Reid
		Councilors:	H. Green
			L. Hiscock
			G. Hiscock
Opposed:	1	Councilor:	Z. Doucet
Abstained:	0		
Motion Carried.			

Vehicle Exhaust – leave until end of project.

Roof Repairs – Several leaks in the roof, concentrated in one area of the building approximately 1000 square feet. A couple of options were reviewed. Patching the area with waterproof patching is a short term solution that should last a couple of years. Four contractors were contacted, three quotes received. One from Crane Services Ltd. in the amount of $3,570.00 plus HST, one from Borealis Consulting Inc. in the amount of $9,035.16 plus HST, and one from Tri-Pen Roofing in the amount of $ 3,700.00 plus HST.

Motion #21 0133—L. Hiscock/D. Reid
Resolved to accept the quote from Crane Services Ltd. in the amount of $3,570.00 plus HST to patch 4,000 square feet of roof with waterproof patching.

In favor:	6	Mayor:	M. Sheppard
		Deputy Mayor:	D. Reid
		Councilors:	Z. Doucet
			H. Green
			L. Hiscock
			G. Hiscock
Opposed:	0		
Abstained:	0		
Motion Carried.			

Kitchen Cabinets – Four contractors were contacted and asked to provide quotes on the Kitchen Cabinets as were outlined in the prepared architectural drawings. There were three quotes received: one from R & R Cabinets in the amount of $17,043.48 plus HST, one from Custom Cabinets in the amount of $18,269.00 plus HST, and one from Bill Reid in the amount of $30,000.00 plus HST.

Motion #21 0134—Z. Doucet/L. Hiscock
Resolved to accept the quote from R & R Kitchens in the amount of $17,043.48 plus HST for the kitchen layout as per the drawings, with adjustments being made for on-site conditions.

In favor:	6	Mayor:	M. Sheppard
		Deputy Mayor:	D. Reid
		Councilors:	Z. Doucet
			H. Green
			L. Hiscock
			G. Hiscock

Opposed: 0
Abstained: 0
Motion Carried.

Concrete Sidewalk and Curb – Five contractors contacted, two quotes received. One from Ace Cement Finishing in the amount of $7,700.00 plus HST and one from Borealis Consulting Inc. in the amount of $13,848.84 plus HST.

Motion #21 0135—L. Hiscock/H. Green
Resolved to accept the quote from Ace Cement Finishing in the amount of $7,700.00 plus HST to install concrete sidewalk and curb.

In favor:	6	Mayor:	M. Sheppard
		Deputy Mayor:	D. Reid
		Councilors:	Z. Doucet
			H. Green
			L. Hiscock
			G. Hiscock

Opposed: 0
Abstained: 0
Motion Carried.

Miscellaneous Work – Replace damaged and missing insulation in ceiling – various locations throughout the building at a cost of $9.21 square foot, approximately $3,000.00 plus HST, Install furring and casing around three office windows, $778.68 plus HST, and install trims, furring and counters for Clerk's window, Bar Window and access doors for electrical panel and hatch over main entrance, $3,986.10 plus HST.

Motion #21 0136—Z. Doucet/L. Hiscock
Resolved to the accept the three quotes from Borealis Consulting Inc. to do the noted miscellaneous work in the amounts of $9.21 square foot to repair insulation, Install furring and casing around three office windows, $778.68 plus HST, and install trims, furring and counters for Clerk's window, Bar Window and access doors for electrical panel and hatch over main entrance, $3,986.10 plus HST.

In favor:	6	Mayor:	M. Sheppard
		Deputy Mayor:	D. Reid
		Councilors:	Z. Doucet
			H .Green
			L. Hiscock
			G. Hiscock

Opposed: 0
Abstained: 0
Motion Carried.

Pharmacy – It was suggested to eliminate the existing door between the pharmacy and the community centre by converting the existing office to a washroom, and relocate the office to the existing aluminum entranceway. The estimate to do these changes is approximately $15,000.00 plus HST. Council agreed to wait on making any decision to make these changes. Instead it was suggested to look at installing a secure door where the current double doors are.

Interior Painting – Seven contractors contacted, two quotes received. One from Borealis Consulting Inc. in the amount of $27,532.15 plus HST and one from Mount Pearl Painting in the amount of $38,885.00 plus HST.

Motion #21 0137—G. Hiscock/H. Green
Resolved to accept the quote from Borealis Consulting Inc. in the amount of $27,532.15 plus HST to do the interior painting of the building.

In favor:	6	Mayor:	M. Sheppard
		Deputy Mayor:	D. Reid
		Councilors:	Z. Doucet
			H. Green
			L. Hiscock
			G. Hiscock

Opposed: 0
Abstained: 0
Motion Carried.

Councilor C. Reid rejoined the meeting at 8:44 pm.

NEW BUSINESS

Name for New Building- Clerk to send out a notice to residents asking for suggestions for the name of the new Town Hall building, and a design for a Town Flag.

Emergency Plan – The Emergency plan has been approved by the Director of Fire and Emergency Services and needs a motion to adopt.

Motion #21 0138—G. Hiscock/Z. Doucet
Resolved to formally adopt the Municipal Emergency Management Plan for the Town of Winterton.

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

Opposed: 0
Abstained: 0
Motion Carried.

MNL Annual Meeting – Meeting will be held both in person and virtually from November 4-6, 2021. Any Councilor interested in attending is to let the Clerk know.

Budget Training – Training for Administrators and Councilors to be held in St. John's on October 15, 2021. Anyone wishing to attend must let the Clerk know.

Councilor Orientation Training – Trainings to be held during November 2021 in various locations across the Eastern Region. Anyone wishing to attend should let the Clerk know.

PMA – Regional Professional Development Session and Membership Meeting to be held in St. John's on October 21 and 22, 2021.

Motion #21 0139—D. Reid/G. Hiscock
Resolved to allow the Town Clerk and Special Projects Manager to attend training and meeting in St. John's on October 21 and 22, 2021.

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

Opposed: 0
Abstained: 0
Motion Carried.

14 Coates Lane – The original Right of Way known as "Poor Bill's Lane" is currently going straight through a garage structure on the property located at 14 Coates Lane. In 2017, the Town agreed to re-direct this Right of Way around the current garage structure. The property is currently being sold and the purchaser was inquiring as to whether or not "Poor Bill's Lane" could be unclassified as a Right of Way.

Motion #21 0140—L. Hiscock/G. Hiscock
Resolved to de-classify "Poor Bill's Lane" as a Right of Way under the Town's records. Clerk to follow the proper procedures to put this in place.

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

Opposed: 0
Abstained: 0
Motion Carried.

Residential Development – 306 Main Road

Motion #21 0141—Z. Doucet/L. Hiscock
Resolved to approve the residential development permit for 306 Main Road.

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

Opposed: 0
Abstained: 0
Motion Carried.

CORRESPONDENCE

Email from Joint Mayors- for Council's information purposes.

Letter from Joint Mayors – The Health Accord for Newfoundland and Labrador will be very active over the new few months. Councils are encouraged to speak out and become involved.

Email from Roger Andrews – Inquiry regarding 200 Main Road. Mr. Andrews wanted to know if Council had given consideration to selling the property. He would be interested in submitting a bid if the property were to go on public tender. Currently there is a motion on the books that the building will be demolished and the property used for snow clearing. Council is not prepared to change this motion at this time. Clerk to inform Mr. Andrews of same, and thank him for his interest.

Circular from Municipal and Provincial Affairs – September 30, 2021 has been set aside as a National Day for Truth and Reconciliation. The Government of Newfoundland and Labrador and its entities will observe this holiday. Municipalities are not required but may wish to observe it this year, but the province will undertake a review on how this day will be adopted next year on a province wide basis.

Motion #21 0142—Z. Doucet/L. Hiscock
Resolved to observe September 30, 2021 as National Day for Truth and Reconciliation.

In favor:	4	Councilors:	Z. Doucet
			H. Green
			L. Hiscock
			G. Hiscock
Opposed:	3	Mayor:	M. Sheppard
		Deputy Mayor:	D. Reid
		Councilor:	C. Reid
Abstained:	0		

Motion Carried.

Email from Steve Thomas – Retaining Wall at 5 Pitcher's Hill – Mr. Thomas was asking that the Town complete the retaining wall on his property. Clerk to contact Mr. Thomas and tell him that the Town replaced the pre-existing wooden structure with rock and in their opinion the work is completed.

BILLS

The bills were presented for payment. Clerk to write a letter to Tristar asking for reimbursement. The Park Manager is not to use personal Visa or cash for any expenses relating to the Park. Clerk to write a letter explaining the procedures to be followed.

Motion #21 0143—Z. Doucet/L. Hiscock
Resolved to approve payment of the bills as submitted.

In favor:	7	Mayor:	M. Sheppard
		Deputy Mayor:	D. Reid
		Councilors:	Z. Doucet
			H.Green
			L. Hiscock
			G. Hiscock
			C. Reid
Opposed:	0		
Abstained:	0		

Motion Carried.

OTHER BUSINESS

Deputy Mayor Reid asked about the progress of the water and sewer on Tucker's Lane. Councilor Doucet said the 1st house looks to be connected.

Councilor Doucet left the room at 9:48pm and returned at 9:52pm.

Councilor L. Hiscock noted that Scott will not be returning next season. The park committee will meet to discuss the past season.

Councilor G. Hiscock asked clerk to contact Jim Dempsey and inquire as to why the community museum was not open to the public this past summer. He also noted that residents told him of a rodent problem in the Town. Council is unsure as to what can be done. Councilor G. Hiscock also noted that the Maintenance Man needs to submit a report or attend the meetings.

Councilor C. Reid asked about the quotes for the snow plows. If we are getting additional quotes, it needs to be reviewed at the next meeting. Council looked at the existing three quotes: one from Western Hydraulic 2000 Ltd in the amount of $8,500.00 plus HST, one from Turbo Tech Auto in the amount of $9,063.12 plus HST and one from H & H Auto for $11,595.00 plus HST.

Motion #21 0144—Z. Doucet/D. Reid
Resolved to accept the quote from Western Hydraulic 2000 Ltd. in the amount of $8,500.00 plus HST.

In favor:	4	Mayor:	M. Sheppard
		Deputy Mayor:	D. Reid
		Councilors:	Z. Doucet
			G. Hiscock
Opposed:	3	Councilors:	H. Green
			L. Hiscock
			C. Reid
Abstained:	0		

Motion Carried.

There being no further business, meeting adjourned at 10:33 pm.

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Mark Sheppard, Mayor

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Suzanne Coates, Town Clerk

Town of Winterton			
Vendor Aged Summary As at 09/14/2021			
Account #	**Name**		**Current**
Approved Vendor	NL Power	Street Lighting ($2,026.17), Town Office ($167.83), Rec. Centre Furnace ($22.84), Rec. Centre ($32.10), Chlorine House ($115.24), War Memorial ($25.65), Fire Hall ($300.06), Maintenance Garage ($31.96) & New Building ($555.98)	$ 3,277.83
Approved Vendor	Mike's Auto Repair	Inspection and Repairs to Fire Truck	$ 1,421.98
Approved Vendor	Orkin	Pest Control	$ 132.25
Approved Vendor	Andrews Graphics and Signs	Door Signs for Truck	$ 69.00
Approved Vendor	Brenda French	Reimburse Cleaning Supplies	$ 71.93
Approved Vendor	Hickman Automotive Group	Cleaners	$ 54.89
Approved Vendor	A, St, George & Sons Ltd.	Class A Stone - New Building and SUF	$ 678.50
Approved Vendor	Napa	Hardware Clamps	$ 25.19
Approved Vendor	Hindy's General Store	Fuel ($ 666.00) Supplies ($96.44)	$ 762.44
Approved Vendor	Carbonear Home Hardware	General Maintenance Supplies	$ 370.46
Approved Vendor	Button's Marine Inc.	Maintenance Supplies	$ 20.49
Approved Vendor	Modern Business Equipment Ltd.	Photocopier charges	$ 94.28
Approved Vendor	Avalon Industrial & Marine Supply Ltd	Makita Impact Driver ($195.44) Maintenance Supplies ($125.44)	$ 320.88
Approved Vendor	MNL	Election Supplies	$ 75.35
Approved Vendor	Bell Aliant	Telephone/Internet 709-583-2010/0752/2001/2099/2782/2777	$ 540.21
Approved Vendor	Mark Sheppard	Council Remuneration	$ 250.00
Approved Vendor	David Reid	Council Remuneration	$ 250.00
Approved Vendor	Hilda Green	Council Remuneration	$ 250.00
Approved Vendor	Zoe Doucet	Council Remuneration	$ 250.00
Approved Vendor	Lori Hiscock	Council Remuneration	$ 250.00
Approved Vendor	Gary Hiscock	Council Remuneration	$ 250.00
Approved Vendor	Charlie Reid	Council Remuneration	$ 250.00
Total Outstanding			**$ 9,665.68**
Invoices for the New Building Project			
Account #	**Name**		**Amount**
Gas Tax	Carbonear Home Hardware	Insulation (TF-1029, TF-1032)	$ 720.22
Gas Tax	Button's Marine Incl	Insulation (TF-1016)	$ 1,885.77
Total Outstanding			**$ 2,480.29**

Paid Invoices Not Tabled at Council Meeting			
Account #	**Name**		**Amount**
Total			**$ -**

Outside Pond Park			
Vendor Aged Summary As at 09/14/2021			
Code	**Name**		**Current**
Approved Vendor	NL Power	Heat and Light	$ 4,025.80
Approved Vendor	Hindy's General Store	Fuel	$ 320.00
Approved Vendor	Carbonear Home Hardware	Maintenance Supplies	$ 4.64
Approved Vendor	Mike's Auto Repair	Repairs to Rhino	$ 992.08
Approved Vendor	Button's Marine Inc.	Maintenance Supplies	$ 20.01
Approved Vendor	T2 Ventures	August Garbage Collection	$ 1,006.25
Total Outstanding			**$ 6,368.78**
Paid Invoices Not Tabled at Council Meeting			
Account #	Name		Amount
Total			

Winterton Ambulance			
Vendor Aged Summary As at 09/14/2021			
Code	**Name**	**Description**	**Amount**
Approved Vendor	Bell Aliant	Telephone	$ 190.55
Approved Vendor	Bell Mobility	Network Access	$ 11.50
Approved Vendor	Complete Transport Services (2004) Ltd.	Service Call Ambulance	$ 1,355.09
Approved Vendor	Hindy's Home Hardware	Fuel	$ 466.23
Approved Vendor	Darlene Delaney	Travel - 2 trips to St. John's with Ambulance	$ 259.20
Approved Vendor	Jennifer Hiscock	Reimburse Cleaning Supplies	$ 12.64
Approved Vendor	Robert G Andrews	Heat and Light 244 Main Road - August 2021	$ 78.83
	Total		**$ 2,374.04**

Paid Invoices Not Tabled at Council Meeting			
Account #	**Name**		**Amount**
Total			**$ -**

Paid Invoices from Fundraising Account Not Tabled at Council Meeting			
Account #	**Name**		**Amount**
Total			**$ -**