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

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

Regular Meeting with Council February 3, 2022

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

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

Adopt Minutes: **Motion #22-001** **Z. Doucet/G. Hiscock**

Resolved to adopt the minutes of the Regular Meeting held December 13, 2021

In favor:	6	Mayor	M. Sheppard
		Councilors:	Z. Doucet
			A. Green
			G. Hiscock
			C. Reid
			D. Reid
Opposed:	0		
Abstained:	0		

Motion Carried.

Adopt Agenda: **Motion #22-002** **Z. Doucet/A. Green**

Resolved to adopt the agenda with the noted additions.

In favor:	6	Mayor	M. Sheppard
		Councilors:	Z. Doucet
			A. Green
			G. Hiscock
			C. Reid
			D. Reid
Opposed:	0		
Abstained:	0		

Motion Carried.

Deputy Mayor Lori Hiscock arrived at 7:33 pm.

BUSINESS ARISING:

Errors and Omissions: Councilor Z. Doucet questioned whether man door should have been main door, with regard to snow clearing. Clerk advised that it was in reference to the man doors.

Letter will be sent to Abe and Peggy Harnum. Clerk was waiting on clarification from the insurance company. Currently there is insurance coverage under our policy for non-employees to be in town vehicles during working hours.

Special Projects manager wishes to apply for funding for the front of the building under the Come Home Year 2022 Cultural Funding program.

Motion #22-003 **C. Reid/L. Hiscock**

Resolved to apply for funding under the Come Home Year 2022 Cultural Funding Program to update the front of the new Municipal Complex building.

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

Motion Carried.

Maintenance Man Report: Report was tabled and accepted. Councilor G. Hiscock stated he felt that the Maintenance Man should attend council meetings and noted that the ditches still need to be cleared out. Councilor Z. Doucet suggested that we ask Kevin to attend a meeting once a month.

Motion #22-004 Z. Doucet/G. Hiscock

Resolved to have the Maintenance Man meet with Council once a month during daytime regular working hours.

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

Motion Carried.

Regular Meeting closed for privileged meeting at 7:45 pm.
Regular Meeting resumed at 7:49 pm.

The following motion was ratified at the regular meeting of Council:

Motion #22-005 C. Reid/L. Hiscock

Resolved to approve the tender from Pinnacle Engineering Limited to provide Engineering services on the Fire Hydrant Repair/Upgrade project, as per the recommendation from the Department of Transportation and Infrastructure through the limited call for bids.

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

Motion Carried.

Wharf Construction Permit Application

Motion #22-006 Z. Doucet/D. Reid

Resolved to approve the Development Permit application for the Wharf demolition and repair.

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

Motion Carried.

Cell Coverage Lease

Motion #22-007 Z. Doucet/C. Reid

Resolved to approve the lease of land located at 199 Main Road to Bell Mobility Inc. to construct a Cell Tower.

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

Motion Carried.

RBC Signing Authority

Motion #22-008 L. Hiscock/C. Reid

Resolved to approve changes in Signing Authority for the Town accounts with the Royal Bank of Canada.

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

Motion Carried.

Paramedic Resumes

The HR Committee met and reviewed the resumes and recommends Darlene Delaney-Hopkins be hired for the Paramedic position as advertised commencing April 1, 2022.

Motion #22-009 L. Hiscock/G. Hiscock

Resolved to hire Darlene Delaney-Hopkins as Paramedic effective April 1, 2022.

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

Motion Carried.

Quotes for renovations to existing Town Hall building 4 Hiscock's Lane – There were two quotes received: one from R & B Construction Inc. in the amount of $8, 467.47 tax included and one from Borealis Consulting Inc. in the amount of $9,200 tax included.

Motion #22-010 L. Hiscock/G. Hiscock

Resolved to approve the quote from R & B Construction Inc. in the amount of $8,469.47 for renovations to the Town Hall building located at 4 Hiscock's Lane.

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

Opposed: 0
Abstained: 0
Motion Carried.

Year End Park Report- The following recommendations were made:

- A possible water tank at the cookhouse. In order for this to happen, a septic system would have to be looked at as well.
- Clerk will get quotes for side by side, as the old one needs to be replaced.
- Park Manager will be able to sit in on hiring meeting but will not be able to vote.
- Park Manager will not be able to use personal credit card for park expenses.
- The cut-off date for campers to retrieve their property from the park will be two weeks after the park closes for the season.
- A $100 gift card will be permitted to be given annually to those individuals who continually volunteer their time to help out with park operations as needed.
- The Park Committee will meet with all park staff at the start of the season.
- Clerk will call Service NL about the inspection for the existing septic tanks.

Job Ad

Motion #22-011 **L. Hiscock/A. Green**

Resolved to advertise for one full-time seasonal park attendant.

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

Motion Carried.

Washout at Linda Critch's house – The water issues have been reported by the Clerk to the Department of Transportation. Councilor D. Reid suggested that a ditch needs to be dug on the shop side of the road. The Roads and Lights committee will look at this when the weather becomes suitable.

Roads and Lights Committee – There is one vacancy on the Roads and Lights committee. Councilor Green agreed to join the committee.

New Building – Councilor C. Reid noted that it is a beautiful building but the Fire hall still needs to be framed out, insulated and finished with drywall, plaster and paint. Lorraine will get an estimate on the cost of finishing the Fire hall and the Clerk will check with Gas Tax to see if we can borrow funding against future years.

Motion #22-012 **G. Hiscock/L. Hiscock**

Resolved to apply for Gas Tax funding to frame the unfinished walls of the fire hall, and insulate and cover same.

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

Motion Carried.

CORRESPONDENCE:

Two News Releases from the Municipal Assessment Agency – For information purposes only. File.

Email from Wooden Boat Musuem of NL – Annual General Meeting to be held on March 12, 2022.

Letter from Kevin Harnum regarding land on 30 B Brinsons Hill – Once the property becomes the ownership of the Town, it would have to be publicly advertised before it can be sold.

Letter from Winterton Recreation Commission – Asking that the Town forgive their portion of the electricity bill for 2021 given that the building was not operational.

Motion #22-013 **G. Hiscock/L. Hiscock**

Resolved to reverse the invoice for Recreation's share of heat and light for the Recreation Centre for 2021.

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

Motion Carried.

Letter from Department of Municipal and Provincial Affairs – granting Ministerial Approval to sell the Recreation Centre.

Babb Law Office – Email from Joanne Winsor regarding cost estimate to prepare required documentation to complete the sales transactions for the Recreation Centre and Municipal Garage.

Motion #22-014 **G. Hiscock/D. Reid**

Resolved to approve the estimate from Babb Law office in the amount of $2,024.50 for each transaction.

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

Motion Carried.

BILLS: **Motion #22-015** **L. Hiscock/Z. Doucet**

Resolved to pay the bills as presented.

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

Motion Carried.

OTHER BUSINESS:

Councilor Doucet inquired about the status of Roger and Gerry. They are both laid off, but come in when needed.

Councilor D. Reid asked when we are planning of moving to the new building. Clerk responded that communication systems are supposed to be installed the week of February 14-18, so we are hoping to close the office to the public on February 10, 2022 to start packing and moving. The office in the new building should be open to the public on February 21, 2022.

There being no further business, meeting adjourned at 9:01 pm.

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Mark Sheppard, Mayor

_____

Suzanne Coates, Town Clerk

Town of Winterton			
Vendor Aged Summary As at 02/03/2022			
Account #	**Name**		**Current**
Approved Vendor	Cal Legrow Insurance Limited	Travel Accident Policy	$ 748.00
Approved Vendor	Bell Aliant	583-2010/0752/2782/2099/2777 & Internet	$ 540.68
Approved Vendor	Alphonsus St George & Sons	Delivery of 5 loads of salt and sand	$ 1,150.00
Approved Vendor	Irving Energy	Furnace Oil December and January	$ 1,443.68
Approved Vendor	Orkin	Pest Control	$ 178.25
Approved Vendor	Coish's Trucking	2 loads of garbage to dump	$ 287.50
Approved Vendor	NL Power	Town Office ($474.21), Rec. Centre Furnace ($22.84), Rec. Centre ($27.04), Maintenance Garage ($38.96), Chlorine House ($177.22), War Memorial ($22.84), Fire Hall ($659.16) & New Building ($1,783.26)Street Lighting ($2,021.82)	$ 5,227.35
Approved Vendor	Municipalities Newfoundland and Labrador	2022 MNL and PMA Membership Fees	$ 766.80
Approved Vendor	Penney's Transport and Courier	Courier changes	$ 255.71
Approved Vendor	Modern Business Equipment Ltd.	Photocopier charges	$ 230.16
Approved Vendor	Carbonear Home Hardware	Maintenance Supplies	$ 661.77
Approved Vendor	Hindy's General Store	Fuel	$ 672.74
Approved Vendor	Brenda French	Reimburse cost of Janitorial Supplies	$ 115.79
Approved Vendor	Eastern Regional Service Board	1st Quarter Payment	$ 14,750.00
Approved Vendor	Dicks & Company Ltd.	Office Supplies	$ 407.16
Approved Vendor	Municipal Assessment Agency	First Quarter Fees	$ 3,107.00
Approved Vendor	K & D Pratt	Servicing of SCBA equipment	$ 602.90
Total Outstanding			**$ 31,145.49**
Invoices for the New Building Project			
Account #	**Name**		**Amount**
Approved Vendor	Kelly's Janitorial Services	Stripping and Waxing Floors at new building	$ 2,560.00
Approved Vendor	Derek Coates	Wicket Table and Shelf for Town Office	$ 180.00
Approved Vendor	Ace Locksmithing	Lock for Automated Door	$ 217.35
Approved Vendor	Concord Paving Limited	Paving	$ 23,575.00
Approved Vendor	Churchill's HHBC	Cinder Block for Antenna's for New Bldg.	$ 224.11
Total Outstanding			**$ 26,756.46**

Paid Invoices Not Tabled at Council Meeting			
Account #	**Name**		**Amount**
Approved Vendor	Canada Post	Postage	$ 428.99
Total			**$ 428.99**

Outside Pond Park			
Vendor Aged Summary As at 02/03/2022			
Code	**Name**		**Current**
Approved Vendor	NL Power	Heat and Light	$ 205.56
Total Outstanding			**$ 205.56**
Paid Invoices Not Tabled at Council Meeting			
Account #	Name		Amount
Total			

Winterton Ambulance			
Vendor Aged Summary As at 02/03/2022			
Code	**Name**	**Description**	**Amount**
Approved Vendor	Robert G Andrews	Heat and Light Rental December 2021	$ 460.66
Approved Vendor	Martin & Levesque	Boots	$ 417.34
Approved Vendor	Bell Mobility	Cell Phone	$ 128.22
Approved Vendor	Bell Aliant	583-2040	$ 202.05
Approved Vendor	Hindy's General Store	Fuel	$ 318.66
Approved Vendor	Bell Mobility	Network Access 2 months	$ 23.00
Approved Vendor	VitalAire	Medical Oxygen	$ 338.75
Approved Vendor	Eastern Medical Supplies	Medical Supplies	$ 122.48
Approved Vendor	Cal Legrow	Ambulance Accident Policy	$ 675.00
	Total		**$ 2,686.16**

Paid Invoices Not Tabled at Council Meeting			
Account #	**Name**		**Amount**
Approved Vendor	Robert G Andrews	Heat and Light Rental November 2021	$ 246.59
Total			**$ 246.59**

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