



MEETING MINUTES

June 14th, 2018

I. Call to order

A regular meeting of council was held in the chambers room at the Town of Main Brook's Municipal Building. The meeting convened at 6:30pm.

II. Roll Call

Presiding:

Mayor Barbara Genge
Deputy Mayor Joe Brown

Members of the Council:

Councillor Randy Strangemore
Councillor Ben Wiper
Councillor Adele England

Members of the Council not in attendance:

Beverly Pilgrim

Staff Members Present:

Nikita Randell, Town Clerk
Anne Pilgrim, Town Clerk

Guests in attendance: N/A

III. Adoption of the Agenda

Motion 2018-168:

Deputy Mayor Joe Brown/Councillor Randy Strangemore

Move to adopt the agenda

All in favor

motion carried

IV. Adoption of the minutes

Motion 2018-169

Councillor Adele England/Deputy Mayor Joe Brown

Move to adopt and sign the meeting minutes of **May 16th, 2018**

All in favor

Motion Carried

V. Business Arising

Code of Conduct – Town Clerk Randell and Pilgrim advised council that the Commissioner of Oaths was unavailable for tonight’s meeting and advised council to make personal arrangements with the commissioner to have documents signed and then submitted to the office.

Canada Day – Councillor England brought council up to speed on what will be happening for Canada Day and advised that the committee will be responsible for the planning this year. Clerk Randell and Councillor England to connect later in the week to determine a checklist of who needs to be called for donations and other duties that will be required.

Motion 2018-170

Deputy Mayor Joe Brown/Councillor England

Move to pay 50% of the cost of Fireworks for Canada Day

All in Favor

Motion Carried

Chlorination System – Councillor Wiper informed council that the Gas Tax application for the Chlorination System is currently on hold. The reasoning for the hold is that, after communication with Chris Power from Municipal Affairs, he was advised that there is other funding available rather than using Gas Tax funds for the system. Council agreed that the Gas Tax Application should be put on hold in order to try and obtain funding from another source before proceeding.

Motion 2018-171

Councillor Ben Wiper/Deputy Mayor Joe Brown

Move to submit an application to Municipal Affairs for Special Funding

All in favor

Motion Carried

Date for Fire Hydrant Flush – Clerk Randell and Clerk Pilgrim passed along the message from the Maintenance man that a date is needed to flush the hydrants as Genge’s Electrical will need to be on site for the flushing. Councillor Strangemore advised he will get in contact with the Fire Department, the Maintenance Man, and Genge’s Electrical to formally set a date.

Crosswalk and Reduced speed zone on Route 432 – Clerk Pilgrim advised council that the application for the signage for route 432 has been submitted. Clerk Pilgrim tried to contact the Department of Transportation and Works for an update on the status of the application however received no response. Will update council when additional information becomes available.

Email items to forward to council – Council advised the clerks that publicity and sale items/emails be excluded from the list on what to send to council members.

Ad for Northern Pen Grad Supplement – Clerk Randell informed council that the application to support the local newspaper for the Graduation Edition has been submitted.

Asset Management - Clerk Randell and Clerk Pilgrim advised council to make a decision on who will be attending the Asset Management Training as the organizers of the event are waiting for our reply. Council agreed that Clerk Randell should attend the training and agreed to pay the \$99 fee plus travel related costs in order for Clerk Randell to attend.

Motion 2018-172

Councillor Ben Wiper/Councillor Strangemore

Move to pay \$99 Asset Management Fee plus travel related costs for Clerk Randell to attend Asset Management Training on June 27th.

All in favor

Motion Carried

VI. New Business

Day of action for a ban on single use plastic bags in NL – Clerk Randell discussed the motion that was brought forward at the AGM for a day of action for a ban on single use plastic bags in NL. Mayor Genge noted that she was present at the event when the motion was brought forward. Council agreed, along with other municipalities, to submit a letter of support, for this day of action, to Andrew Parsons, the Minister of Municipal Affairs and Environment.

Motion 2018-173

Councillor Strangemore/Deputy Mayor Joe Brown

Move to submit a letter of support to Municipal Affairs and Environment calling for a day of action for a ban on single bag use in NL

All in favor

Motion Carried

New Horizons for Seniors Program – The application deadline for the New Horizons for Seniors Program is June 22nd. Clerk Randell was aware that there were applications submitted the previous year but were not successful due to surpassing the deadline date. Clerk Randell requested for council to advise as to whether or not last years applications would be resubmitted and council agreed that 2 out of the 3 applications will not be submitted. **(In-Camera)**. The application that will be resubmitted to the New Horizons for Seniors Program is the Senior Led Recreation Committee Technology Foundation.

Signing Authority – Clerk Randell presented the documentation that needed to be signed in order for Clerk Randell to have signing authority with the General account and Gas Tax account. Clerk Pilgrim to be added following the approval of Clerk Randell to the account. Only one office can be added at a time. In addition, Mayor Genge suggested that it would be proactive to have Clerk Pilgrim signed on as a representative with the Canada Revenue Agency. All in agreeance with the suggestion.

Motion 2018-174

Deputy Mayor Joe Brown/Councillor Strangemore
Move to add Clerk Anne Pilgrim as a representative with Canada Revenue Agency
All in favor
Motion Carried

GCOS Grants and Contributions Online – Clerk Randell informed council that the online registration to submit applications through Service Canada is complete.

Tax Recovery Plan – Clerk Randell brought council up to speed on the Tax Recovery Plan and Summary that has to be submitted by June 30th of every year in order to be eligible to receive our Municipal Operating Grants. Discussion about The Tax Recovery Plan and Summary took place and Clerk Randell read and reviewed the plan which was deemed satisfactory by the council.

Motion 2018-175

Councillor Ben Wiper/Councillor Adele England
Move to accept and submit the Tax Recovery Plan and Receivables Summary as Presented to the Department of Municipal and Intergovernmental Affairs
All in favor
Motion Carried

Students to deliver flyers to houses – In an effort to ensure that every resident receives the newsletter/flyers which is issued by the town and contains important information, it was decided to give the youth of the area the opportunity to deliver the newsletters/flyers to houses.

Motion 2018-176

Mayor Barb Genge/Deputy Mayor Joe Brown
Move to have youth of the area deliver newsletters/flyers for \$30
All in favor
Motion Carried

New Printer – Clerk Randell and Clerk Pilgrim discussed with council the issues they are facing with the current printer. It is not printing right and having to scan large documents is becoming a challenge. Council along with the clerks agreed to have quotes ready for a new printer to be presented at the next regular meeting of council.

VII. Correspondence

Letter from Mr. Schnare – Clerk Randell and Clerk Pilgrim provided council with a copy of the letter from Mr. Schnare which was a request for a commitment from the town regarding blast freezer repairs and installation of new ones at Northern Lights Seafoods. His question was if we had obtained any funding towards this and if the Town of Main Brook did obtain funding, was it a repayable loan or funding received that was non-payable? After much discussion, the town decided that while it is important to support our resources for a sustainable future, Northern Lights Seafoods falls under Main Brook Research and Development as they are the plant owners. In addition to this, while his current lease status is that it is valid until 2029, council agrees there is no urgency to make a high cost commit with a current lease already in place. Council suggested a response letter to be drafted and sent to Mr. Schnare stating the above.

Letter from Minfocus – Council reviewed the response letter from MinFocus that discussed the round plant project and they advised council they would be able to sit with council when they are in the area to discuss the future of this project.

Letter from resident (1) and (2) – Council received into the town office two letters surrounding the same issue. The issue is the rock and boulders that the park owner has put in place which barricades the gravel road therefore permitting access to residents. After much discussion around the issue whether or not the rocks fall within the owner's boundary line, council decided two letters be written to inform the residents that submitted the letter, that the council will collaborate with the business owner to ensure proper boundary line markers are displayed in order to create less confusion for the residents of the area. Clerk Randell to write response letters to the two residents who submitted a letter as well as write a letter to the business owner requesting proper signage.

Municipal Affairs (MTF) for training – Clerk Pilgrim presented the letter to council which showed that the matched training funding for training was approved.

VIII. Recreation Committee Update

As discussed under Canada Day in Business Arising.

IX. Public Works Committee Report

Councillor Strangemore informed the council that the roads have been graded but it rained immediately after so he will go again as soon as the weather permits.

X. Fire Department Update

Clerk Randell and Clerk Pilgrim gave a brief update regarding the application to the IGA for breathing apparatuses. The required additional paperwork in order to receive the funding has been submitted and the grant should be received into office soon.

XI. Finance Report

Council reviewed the financial report which included an overview of invoices, and accounts payable and receivable, and current balances for the general account and gas tax account. Clerk Randell and Clerk Pilgrim also informed council that the wage subsidy agreements for the maintenance position as well as the clerk position have now expired and are no longer in effect. Mayor Genge requested for Clerk Pilgrim to stay an extra week in order for both clerks to continue the filing of old land and history documents.

Motion 2018 – 177

Deputy Mayor Joe Brown/Councillor Randy Strangemore

Move for Clerk Pilgrim to be employed full for an additional week

All in favor

Motion Carried

Motion 2018-178

Councillor Ben Wiper/Councillor Adele England

Move to pay bills as presented

All in favor

Motion Carried

Call to close

Motion 2018-179

Deputy Mayor Joe Brown/Councillor Adele England

Call to close regular meeting of council of June 14th, 2018

All in favor

Motion Carried

Meeting adjourned: 8:18PM

Mayor

Councillor

Town Clerk