



MEETING MINUTES

July 10th, 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 4:00pm.

II. Roll Call

Presiding:

Mayor Barbara Genge

Members of the Council:

Councillor Randy Strangemore

Councillor Ben Wiper

Councillor Adele England

Members of the Council not in attendance:

Councillor Beverly Pilgrim

Deputy Mayor Joe Brown

Staff Members Present:

Nikita Randell, Town Clerk

Guests in attendance: N/A

III. ADOPTION OF THE AGENDA

Motion 2018-180

Councillor Ben Wiper/Councillor Adele England

Move to adopt the agenda

All in favor

motion carried

IV. ADOPTION OF THE MINUTES

Motion 2018-181

Councillor Ben Wiper/Councillor Adele England

Move to adopt and sign the meeting minutes of **June 14th, 2018**

All in favor

Motion Carried

V. BUSINESS ARISING

Gas Tax – Clerk Randell advised council that an additional 7,406.22 had been allocated into the general account and was received from Provincial Gas Tax. There was some confusion where the funds were concerned therefore all agreed that the clerk contact the Gas Tax Secretariat to verify if the funds are for a project already allocated or if it is a partial allocation. (To update on the status of the funds at next regular meeting of council). In addition to this, there was some discussion regarding the watershed and its pending completion. Plywood to complete the walls was already purchased and maintenance is to start the work sometime this week. Clerk Randell to call the electrician upon completion of this work so he can come in and complete the remainder of the work required under his contract.

Chlorination System and Special Assistance Fund – Clerk Randell informed council that the application for the Special Assistance Fund has been completed and submitted to Municipal and Intergovernmental Affairs and is being reviewed and processed by Chris Power, Engineer.

Fire Hydrant Flush – The current update on the fire hydrant flush is that there will be no flush until all work is completed at the pumphouse/water shed.

Edge – Councillor Ben Wiper had requested an update regarding the status of the application for the Town of Main Brook to become an EDGE Municipality. Clerk Randell advised that there was a motion approved on May 16, 2018 in a regular meeting of council to submit the application but the motion and letter was not sent to Mr. Stack in the Department of Tourism, Culture, Industry and Innovation, but before the meeting Clerk Randell prepared both and submitted it to Mr. Stack.

Asset Management – Clerk Randell provided council with an update on the training session that took place on June 27th in St. Anthony regarding asset management. Clerk Randell discussed the information that was provided during the training session and more importantly regarding the funding that was available in order to start the process of asset management within our municipality. A suggestion made by the facilitators of the training was to combine with other towns to complete an application in order to cost share then in turn AIM network would arrive and complete all of the towns covered in the application during the same time frame proving to be beneficial to all involved. Councillor Ben Wiper and Mayor Barbara Genge to suggest the idea at the upcoming joint council meeting.

Audit – Gregory stokes informed Clerk Randell that the audit is soon complete and the financial statements will be sent to the town office over the next few days. In addition to this, he requested a financial statement from the Fire Department and the Recreation Committee. Both of the year end statements were provided by both the Fire Department and Recreation Committee and was submitted by Clerk Randell. Councillor Ben Wiper requested to be informed once the financial statements were received into the office so the process of transferring everything over to quickbooks could begin.

VI. NEW BUSINESS

Addition to the Fire Hall/White Bay Central – Clerk Randell discussed the idea of an addition to the fire hall and training/meeting area that was brought forth by White Bay Central and the Fire Department as part of an upcoming CEEP application. While the idea of the addition is something the council would like to consider, at this time it is not possible with multiple pending applications under JCP and other departments where the municipal building is concerned. In addition to this, maintenance man Stevens completed the measurements of the land and does not believe there is adequate space to place this new addition. There was a suggestion that the addition be placed on the back of the building but maintenance is not 100% sure as to whether or not this is possible. In the mean time, council advised Clerk Randell to respond to White Bay Central Development Association’s request and inform them that while not possible at this time, the possibility of the addition in order to provide adequate space for the ambulance and as well as a training area will be reconsidered in the future pending finding the correct space and location to do so.

Motion 2018-182

Councillor Adele England/Mayor Barbara Genge

Move to write a letter to White Bay Central in response to CEEP proposal

All in favor

Motion Carried

CEEP and deadline – Clerk Randell advised council that the deadline to submit a CEEP application is July 27, 2018. Much discussion took place around the table regarding possible options to submit an application. Council decided to submit three applications. One to be submitted for a Museum and Heritage Research Coordinator in order to initiate the process of a museum/heritage centre for the Town of Main Brook. This position will conduct research and other administrative duties where the history of the Town of Main Brook is considered. The second application will be submitted for a Recreation Coordinator in order for the community center to be open on a more regular basis and to provide social events to meet the needs of all ages within our community. Thirdly, as the town will be switching to a new computer program in the near future, it was also suggested that an application be submitted for a Financial Data Entry Clerk. Clerk Randell to prepare applications.

As the financial data of the town was in discussion, council agreed that a review of the past due accounts take place and initiate a plan of action (as per the Tax Recovery Plan and the Municipal Act) take place in order to expedite the retrieval of outstanding balances.

Motion 2018- 183

Councillor England/Mayor Barbara Genge

Move to activate tax recovery plan on past due accounts

All in favor

Motion Carried

Fall Training – The fall training schedule was received into office from the Department of Municipal Affairs and Environment and was presented to council by Clerk Randell. Clerk Randell noted that there is an upcoming budget training taking place in Plum Point and council agreed to send the clerk along with Councillor Wiper.

Motion 2018-184

Councillor Randy Strangemore/Councillor Adele England

Move to send Clerk Randell and Councillor Wiper to budget training on September 26, 2018

All in favor

Motion Carried

Highway Potholes – There is several large sized potholes located on the highway from Main Brook to Roddickton and beyond and the council has agreed that this has created a safety issue especially for motorcyclists traveling in the area. Therefore, it was decided that a letter be sent to Department of Transportation and Works addressing these issues.

Scotiabank online access – Clerk Randell informed council that the town office now has online access to monthly statements.

Rebel – Clerk Randell raised a question on what exactly Rebel was as they had been trying to contact the town office regarding the acquisition of domain name mainbrook.ca and council advised that they had submitted a request through Rebel. Councillor Wiper to follow up with Rebel to confirm.

VII. CORRESPONDENCE

There were no new correspondences received during this time however council reviewed previous correspondence provided on chart 1.0 (attached with minutes).

VIII. RECREATION COMMITTEE REPORT

Councillor England provided an update on upcoming events including Main Brook Days and said preparations were taking place and partially completed which included selling tickets for the pork loin supper as well as preparing the games for Family Fun Day. In addition to this, council discussed the Canada Day event and suggested that in the future, the purchasing of the fireworks and any additional supplies needed for these events, happen within our town to support our small businesses.

IX. FIRE DEPARTMENT REPORT

Councillor Strangemore provided council with an update regarding the Fire Hall: wires/cables have been successfully installed in the Fire Hall as well as the computer. Maintenance installed new shelving and the office was cleaned. Addition to the firehall as already discussed under NEW BUSINESS

X. FINANCE REPORT

Clerk Randell presented to council the financial statement for the month of June, as well as invoices paid along with a 2018 budget overview as of May 31, 2018. Clerk Randell provided a break down of amounts spent under expenditures and the percentages used. A correction was made to general maintenance and Clerk Randell noted that the correct percentage is 72.4% rather than 87.5% and the adjusted amount is 10,503.42 rather than 12,699.54. Councillor Wiper requested for the budget to be placed on next month's agenda as well. Clerk Randell raised the question as to whether or not SMS equipment had been in the area to perform maintenance as this information would need to be inputted under vehicle and fleet maintenance with a budget of 2,000.00. Councillor England conducted a review of previous minutes and found that they had completed a servicing and it took place in March 2018 with a total of 1,213.07. Clerk Randell to update the 2018 budget overview.

Mayor Genge requested for Clerk Randell to contact the leasing company for the generator to advise them that the town will be making a one-time payment with the funds that were raised from chase the ace.

(In-camera)

Council has agreed to submit a letter to Main Brook Research and Development regarding the repairs required to be completed on the Government Wharf as well as a request for information regarding their stakeholders and their AGM.

Motion 2018-185

Councillor England/Councillor Wiper

Move to write a letter to Main Brook Research and Development to request repairs to the Government Wharf and to request information regarding their Stakeholders and their AGM.

All in favor
Motion Carried

CALL TO CLOSE

Motion 2018-186

Councillor Wiper/Councillor England

No further business call to close Regular Meeting of Council of **July 10, 2018**

All in favor

Motion Carried

Meeting Adjourned: 6:02pm

Mayor

Councillor

Town Clerk