



REGULAR MEETING MINUTES January 17th, 2020

I. Call to order – 4:08pm

A regular meeting of council was held in the chambers room at the Town of Main Brook's Municipal Building. January 17th, 2020

II. Roll Call

Presiding:

*Mayor Barbara Genge
Deputy Mayor Joe Brown*

Members of the Council:

*Councillor Randy Strangemore
Councillor Ian Brenton*

Members of the Council not in attendance:

Staff Members Present:

Sherry Reid Town Clerk/Manager, Casual fill in Dana Mitchelmore, Town Clerk/Manager Ben Wiper

Additions to agenda – NIL

Guests in Attendance: N/A

III. ADOPTION OF THE AGENDA

Motion 2020 - #001

Councillor Joe Brown/ Ian Brenton
Move to adopt the agenda as presented
All in favor
motion carried

IV. ADOPTION OF THE MINUTES

Motion 2020 - #002

Deputy Mayor Joe Brown/ Randy Strangemore

Move to adopt and sign the meeting minutes of December 11th, 2019 as presented

All in favor

Motion Carried and Signed

V. BUSINESS ARISING

- **Audit** – Town Clerk Manager Wiper went over the audited fees with council members. M. Genge inquired about a fixed price and TCM Wiper explained in further detail the payment schedule and extra fees if extra work is required. The 2019 Audit from White & Abbott will cost 6750+HST. TCM Wiper also informed council that the auditor would like the 2018 bill paid for before release of the 2019 audit.

Resolution 2020 - #003

Councillor Ian Brenton/Councillor Randy Strangemore

Be it resolved that the Town Council of Main Brook appoint White & Abbott to do the Financial Annual Audit for 2019 for \$6750+HST basic rate and any extra work would cost \$125 per hour.

As well, payment of 2018 audit of \$5000 would be paid over 3 payments by the end of March

All in favor

Motion Carried

- **Fulltime/Part Time Clerk** – TCM Wiper gave an update regarding increase in wages and having the office open from Monday – Friday, whereas there will be a total of 60 hours which will be split between the 2 Town Clerk/Manager's. As well, TCM Wiper went over the remaining wage subsidy hours for Ms. Mitchelmore and the benefit to the extra funding associated with the extended program.

Motion 2020- #004

(Mayor Genge vacates seat)

Councillor Randy Strangemore/Mayor Barbara Genge

Fulltime/part time town clerk/manager 60 hours in total both Dana and Sherry agreed

They would work 30 hours each having the office open Monday-Friday 8:30 – 5pm.

Sherry Reid would work Monday -Thursday 8:30 – 5pm, Dana Mitchelmore would work

Tuesday-Friday

All in favor

Motion Carried

- **Special Assistance Fund** – Members of council discussed the damages that occurred during a tidal surge in the town that left major damages/debris throughout the community. In order for these damages to be resolved, council would need the assistance of funding through the special assistance fund. All members agreed to apply for funding.

Motion 2020- #005
(Mayor vacates seat)

Mayor Barbara Genge/Councillor Ian Brenton

Moved to approve the Town apply for the Special Assistance Grant and spend \$19,032.50 for their 10% portion of the Special Assistance Grant towards the total cost of \$165,500+HST for the clean up of the damages during the tidal waves.

All in favor
Motion Carried

- **Community Garden** – TCM Wiper informed members of council that Ms. Gillard has recommended a design and pricing for the garden boxes. As well, there will be 6-8 boxes including assembly made and they will be priced within the budget.
- **Municipal Capital Works Update** – TCM Wiper gave a brief update of his correspondence with Engineer Mike Gorman. Mr. Gorman explained that all the paperwork for the \$200,000 has been submitted and funding will be released as invoices are submitted for the scope of work completed.
- **Muster Station** – Council members discussed the importance of being prepared in case of an emergency. The town needs to find a suitable place to use for a muster station where community members can go if a state of emergency is called within the town. Deputy Mayor Brown offered to check with the school board to see if the school could be used for this purpose. Members also talked about erecting a sign to place on the building so everyone knows where to go during an emergency situation and to have an information session with the residents of Main Brook to talk about the mustered station.

Motion 2020 - #006

Councillor Ian Brenton/Councillor Randy Strangemore

Moved to have a sign made for a muster station

All in favor
Motion Carried

- **Age Friendly** – TCM Wiper gave an update on the project and spoke briefly of the information he will be gathering from seniors to see how he can benefit them in the future and make the community more user friendly to them.
- **Trio for Employee Benefits** – TCM Wiper discussed employee benefits with council members and will gather more information to present to council for next meeting.

VI. NEW BUSINESS

- **PMA 2020 Convention, Core Training and Mentorship** – TCM Reid and TCM Wiper spoke briefly about the upcoming convention and training offered by the PMA. Council agreed that training was important for all staff and approved training.

Motion 2020- #007
(Mayor Vacates Seat)

Councillor Ian Brenton/Mayor Barb Genge

PMA training/ mentor program job shadowing for Dana with other town offices Mangers.

PMA annual convention in Gander June 17-19, 2020 both Sherry Reid, Dana

Mitchelmore will attend

PMA core training when a course comes up Dana will be attending

All in Favor

Motion carried

Scotiabank Signing Authority – Council reviewed all the documents & signed as presented regarding all bank accounts, the following changes were made as Ben and Dana will be added to all accounts and Anne will be removed.

Motion 2020 - #008
(Mayor vacates seat)

Mayor Barbara Genge/Councillor Randy Strangemore

Moved to sign the resolution to borrow documents for \$15,000 overdraft protection and the resolution to borrow \$5000 for visa.

All in favor

Motion Carried

Motion 2020 - #009
(Mayor vacates seat)

Mayor Barbara Genge/Councillor Randy Strangemore

Moved that the Town Council of Main Brook remove Anne Pilgrim from all Town's Scotia Bank Accounts and add the following individuals as signing officers. Town Clerk/Manager Ben Wiper & Dana Mitchelmore.

All in favor

Motion Carried

- **2020 Tax Structure** – Ben went over the changes to the tax structure with council members and all agreed to the changes and approved the tax structure for 2020, tax structure will be attached for reference to the minutes. Deputy Mayor declared conflict due to being principal of the school and it being a monetary topic, and will abstain from motion for this reason.

Motion 2020 - #010

Councillor Ian Brenton/Councillor Randy Strangemore

Be it resolved that the following changes to the 2020 tax structure be made for the 2020
Municipal Taxes

Residential Water Tax from \$240 to \$265, WS Tax from \$365 to \$390

Commercial Water Tax from \$365 to \$390, WS Tax from \$420 to \$490

Water Hook up fee from \$300(min) to \$500 (min)

WS Tax for Fish plant from \$1750 to \$2750

School WS Tax from \$420 to \$960

Park WS Tax from \$240 to \$960

3 in favor 1 abstained 0 against

Motion Carried

- **Payroll Direct Deposit/Interac** – Ben presented the option to use direct deposit for payroll as well as install an interac for another way to pay taxes which will be beneficial for those not living in town to pay by credit card and also convenient to those who don't have a way to write checks. Council requested that Ben shop around for best cost option.

Motion 2020 - #011

(Mayor vacates seat)

Mayor Barbara Genge /Councillor Ian Brenton

Moved to approve paying no more than \$55/month for Direct deposit for payroll, &
interact/debit machine for town office

All in Favor

Motion Carried

- **Canada Post Back Taxes** – Ben informed council members that he has been talking with the Town of St. Anthony Town Manager and has learned that the Town can get back taxes from federal buildings within the town.
- **Road on Pilgrims Avenue** – Members of council were informed that snow clearing on one of the roads have not been plowed due to a resident blocking off access to it. Council discussed the safety issues around this matter as well as the right of way by council as this is council property. Council requested that TCM Reid write a letter to the resident to remove the barricade immediately.

Motion 2020 - #012

Deputy Mayor Joseph Brown/Councillor Ian Brenton

Moved to write a letter to resident to remove the barricade on Pilgrim's Avenue that is
blocking an access road.

All in favor

Motion Carried

V11. RECREATION COMMITTEE

- Council discussed their concerns with the low number of members on the recreation committee and have requested that TCM Reid write a letter to the committee inviting them to the next regular council meeting on February 11, 2020 to discuss ways to recruit new members.

V111. FINANCE REPORT

- **Bills were presented to council for review.**

Motion 2020 - #013

Deputy Mayor Joseph Brown/Councillor Ian Brenton

Moved to pay the bills as presented

All in favor

Motion Carried

Call to Close:

Motion 2020 - #014

(Mayor vacates chair)

Mayor Barbara Genge/Councillor Ian Brenton

Call to close meeting of January 17, 2020

Next meeting will be held February 11, 2020 at 4PM

Meeting adjourned 6:34 PM

VII. BUSINESS ARISING

Call to close

Motion 2019 - #198

Councillor Ben Wiper/Councillor Ian Brenton

Move to close regular meeting of **December 11th,2019**

All in favor

Motion Carried

Meeting adjourned: 5:18

Mayor Barbara Genge

Councillor

Town Clerk/Manager