

TOWN OF TROUT RIVER

P.O. Box 89

Trout River, NL A0K 5P0

Email: townclerk@townoftroutriver.com

Telephone: (709) 451-5376 Facsimile: (709) 451-2127

Minutes of the regular meeting held on May 8th, 2018

Present:	Mayor:	Horace Crocker
	Deputy Mayor:	Gloria Barnes
	Councillors:	Rosie Crocker
		Tina Crocker
		Marsha Crocker
Absent:		Tom Sheppard
Also, Present:	Town Clerk:	Lorraine Barnes-Gushue
	Town Assistant:	Sharrel Mclean

Call meeting to order

Meeting called to order at 7:06 PM

Adoption of the Agenda

Resolution 18-128

G. Barnes/ M. Crocker

Motion to adopt the agenda as presented.

In favor: Mayor H. Crocker, Deputy Mayor G. Barnes, Councillors R. Crocker, T. Crocker, M. Crocker

Opposed: 0

Abstaining: 0

Absent: Councillor, T. Sheppard

Adoption of the Minutes

Resolution 18-129

T. Crocker/ R. Crocker

Motion to adopt minutes as presented, dated:

- April 6th, 2018 - Special Meeting
- April 6th, 2018 - Privileged Meeting
- April 10th, 2018 - Regular Public Council Meeting

In favor: Mayor H. Crocker, Deputy Mayor G. Barnes, Councillors R. Crocker, T. Crocker, M. Crocker

Opposed: 0

Abstaining: 0

Absent: Councillor, T. Sheppard

Business Arising from Minutes

- Councillor R. Crocker inquired into resolution **18-102** to see when work would commence. She was informed that the town office had sent correspondence informing the contractor that the tender was awarded to their company on April 24th, 2018 and that work was required to commence 30 days from notification date.
- Municipal Awareness Day 2018 is unclear; the Town Clerk had received an email informing her that the earlier specified dates were incorrect; inquire into correct dates.

Delegations

- No Delegate

Public Works

Water/Sewer

- An earlier request to send correspondence to the contractor who was responsible for installing the new force main was reviewed; Council agreed that there was not enough proof that the contractor was responsible for the blockage; therefore, do not send correspondence requesting compensation of Partys services.
- Councillor, T. Crocker questioned whether or not the Maintenance Man had picked up the candlesticks that Department of Transportation and Works had placed around town after our recent flooding; The Town Clerk would inquire with the Maintenance Man.
- There has been ongoing issues with lift station #1, maintenance has informed council that the new thrash pump has been going non-stop for a week; Council suspects that after our recent flooding residents have purchased extra sub pumps and have been pumping extra water into our system, causing overload; Council requested to send a spring Newsletter to residents asking them to refrain from pumping unnecessary water into the system, and instead direct the excessive water back outside on their properties.
- Maintenance have inquired into purchasing a second thrash pump for backup, as the old ones are completely worn out and we currently only have one to rely on; Council has asked the Office to inquire into funding from Capital Works for a new pump; they also requested quotes on all sizes of thrash pumps.

Garbage

- Our annual Spring Clean Up will take place on Thursday May 24th, 2018 & Friday May 25th, 2018.
- There will be a small fee from the eight towns for Deer Lake to do the tender process; dumpsters and commercial garbage will not be included in the tender process; some business may be included if they agree to separate their garbage according to code; the tender process in Deer Lake will close on June 20th, 2018 at 2:00pm; possibility of a two tier truck to separate garbage/recyclables; new truck will have built in scales to record the weight of each municipalities garbage, as cost will be associated with weight.
- Our garbage disposal that will be rerouted from Deer Lake dump site to Hampton will commence on October 17th, 2018.

Roads

- Maintenance has done appropriate repairs to the road on Hillcrest with cold patch.
- Crushed stone is on site for Maintenance to do necessary repairs to the shoulders of the bi-roads.
- Department of Transportation & Works have been contacted repeatedly concerning many issues of our roads, there have been no reply
- Make another request to Department of Transportation and Works to have "YEILD" painted on the road at the intersection by the town office.

Permits

****Deputy Mayor, G. Barnes declared conflict; Immediate Family Involved****

****Councillor, T. Crocker declared conflict; Councillors Employer****

****Both exited at 7:30pm****

- 223 Main Street ~ Renovations on existing building to open a Deli.

Resolution 18-130

R. Crocker/ M. Crocker

Motion to approve permit application for 223 Main Street with one stipulation; Applicant must adhere to heritage style and proceed using wooden clapboard on the exterior walls.

In favor: Mayor H. Crocker, Deputy Mayor G. Barnes, Councillors R. Crocker, T.

Crocker, M. Crocker

Opposed: 0

Abstaining: 0

Absent: Deputy Mayor, G. Barnes; Councillor,

T. Crocker & T. Sheppard

****Deputy Mayor, G. Barnes and Councillor, T. Crocker returns at 7:33pm****

- 124A Main Street ~ Request for water and sewer services to be installed; Permit deferred pending more information.
- 190 Main Street ~ Relocation of shed on property.

Resolution 18-131

M. Crocker/ G. Barnes

Motion to approve permit application for 190 Main Street; Relocate shed on property.

In favor: Mayor H. Crocker, Deputy Mayor G. Barnes, Councillors R. Crocker, T.

Crocker, M. Crocker

Opposed: 0

Abstaining: 0

Absent: Councillor, T. Sheppard

- 26 Mountain Drive ~ Construct a shed/greenhouse on property.

Resolution 18-132

R. Crocker/ T. Crocker

Motion to approve permit application for 26 Mountain Drive; Construct a shed/greenhouse 18ft.(W) x 14ft.(L) x 10ft.(H).

In favor: Mayor H. Crocker, Deputy Mayor G. Barnes, Councillors R. Crocker, T.

Crocker, M. Crocker

Opposed: 0

Abstaining: 0

Absent: Councillor, T. Sheppard

- 13 Hillcrest Road ~ Add an extension to existing building.

Resolution 18-133

T. Crocker/ G. Barnes

Motion to approve permit application for 13 Hillcrest Road; Add an extension of 28ft.(W) x 40ft.(L) x 8ft.(H) to existing building.

In favor: Mayor H. Crocker, Deputy Mayor G. Barnes, Councillors R. Crocker, T. Crocker, M. Crocker

Opposed: 0

Abstaining: 0

Absent: Councillor, T. Sheppard

- 300 Main Street ~ Add an extension to existing building.

Resolution 18-134

M. Crocker/ T. Crocker

Motion to approve permit application for 300 Main Street; Add an extension of 6ft.(W) x 5ft.(L) x 7ft.(H) to existing building.

In favor: Mayor H. Crocker, Deputy Mayor G. Barnes, Councillors R. Crocker, T. Crocker, M. Crocker

Opposed: 0

Abstaining: 0

Absent: Councillor, T. Sheppard

- 293 Main Street ~ Renovations; extend on patio; install a fence

Resolution 18-135

T. Crocker/ M. Crocker

Motion to approve permit application for 293 Main Street with one stipulation; Applicant must adhere to heritage style and proceed using wooden clapboard on the exterior walls.

In favor: Mayor H. Crocker, Deputy Mayor G. Barnes, Councillors R. Crocker, T. Crocker, M. Crocker

Opposed: 0

Abstaining: 0

Absent: Councillor, T. Sheppard

- 241 Main Street ~ Add an extension to existing building and convert type of building to a residence.

Resolution 18-136

M. Crocker/ R. Crocker

Motion to approve permit application for 241 Main Street with two stipulations; (1). Applicant must adhere to heritage style and proceed using wooden clapboard on the exterior walls. (2). Must remain 6ft. from neighbouring property.

In favor: Mayor H. Crocker, Deputy Mayor G. Barnes, Councillors R. Crocker, T. Crocker, M. Crocker

Opposed: 0

Abstaining: 0

Absent: Councillor, T. Sheppard

Finance & Administration

Resolution 18-137

G. Barnes/ T. Crocker

Motion to pay April #1 Outstanding Invoices:

ACCOUNTS PAYABLE TOWN – APRIL 2018 #1

SUPPLIER NAME	SERVICES PROVIDED	INVOICE AMOUNT	NOTES
K.C. Reid Enterprises Ltd.	Chlorine	\$1214.87	Chlorine Purchased/Exit Signs
Municipal Assessment Agency	Professional Services	\$3543.75	Second Quarter Assessment Fees
Trout River Lions	Services Provided	\$518.00	Volunteer Appreciation Supper
Alliant	Services Provided	Paid Upon Receival	
Hydro	Services Provided	Paid Upon Receival	
Williams Building Supplies	Supplies	\$241.57	Pressure Treated Lumber
Municipalities Newfoundland & Labrador	Meetings	\$275.00	Registration for Tina for the Municipal Symposium in Gander
Staples	Supplies	\$1017.69	Ink Toner, paper, colored ink, etc.
Town of Deer Lake	Services Provided	\$844.71	Tipping Fee
Dennis GM	Services Provided	\$862.50	Town portion of the installation of the Plow Prep Package on town truck
C & R Contractors	Garbage Service	\$1932.00	Garbage Service for April 2018
Newfoundland Exchequer Account	Services	\$1.15	Pasture license
Phone Tech Voice & Data Ltd.	Services Provided	\$57.38	Town Office and Fire Department Alarm System
Pardy's Waste Management	Services Provided	\$2233.77	Blockage in Force Main between Feeder Bridges
Brandon Harris	Supplies	\$191.94	National Shoe/Yearly Allowance
TOTAL		\$12,934.33	
FIRE DEPARTMENT			
United Rentals	Supplies	\$523.25	Sup Pump & Hose
TOTAL		\$523.25	

In favor: Mayor H. Crocker, Deputy Mayor G. Barnes, Councillors R. Crocker, T. Crocker, T. Sheppard

Opposed: 0

Abstaining: 0

Absent: Councillor, M. Crocker

**** Councillor, M. Crocker exits the Council Chambers at 7:43 P.M. due to conflict of interest; Councillor is the payee****

Resolution 18-138

G. Barnes/ T. Crocker

Motion to pay April #2 Outstanding Invoices:

ACCOUNTS PAYABLE – APRIL 2018 #2

SUPPLIER NAME	SERVICES PROVIDED	INVOICE AMOUNT	NOTES
Marsha Crocker	Supplies	\$65.81	Volunteer Appreciation Supper Supplies
Total		\$65.81	

In favor: Mayor H. Crocker, Councillors, T. Sheppard, R. Crocker, T. Crocker

Opposed: 0 Abstaining: 0 Absent: Deputy Mayor G. Barnes, Councillors, M. Crocker

****Councillor, M. Crocker returns to the Council Chambers at 7:44 P.M.****

Arms of Council Committee Reports

Fire Department

- Councillor, T. Sheppard, the Fire Department liaison, is absent
- Southside Fire Chief, Glynn Anderson contacted the Town Office to commend the Trout River Fire Department on their efforts concerning a recent residential fire at 20 Rose Avenue. He stated that without our response the family would have certainly lost a lot more than they did.
- Councillor, M. Crocker requested a new Permanent Fire Chief be appointed as soon as possible.
- Mayor, H. Crocker stated that there was no rush to appoint a new Fire Chief, the Fire Department have begun to run rather smoothly; But right now, there is still a divide within the Department members; all members are not complying to their agreements; Members who have recently claimed to be “active” members still have not shown up to any monthly meetings, as well as members showing up to fight fires without their proper gear on.
- Council have agreed to send the 17 active members of the Fire Department a letter informing them that they have an opportunity to drop by the town office and anonymously suggest their opinion for a new permanent Fire Chief, and council will review the responses at the next monthly meeting, providing all 17 members have voted.

Recreation

- No report; No meeting has occurred

Heritage

- Two resumes have been received for the host/curator position. Interview will be scheduled
- After posting online for interested parties to contact the town office concerning the creation of the Capelin Sanctuary, Lobster Sanctuary and Blue Whale Signs for the boardwalk, we had little response; One individual inquired; The duties have been delegated to the said individual to see what they can create for the Heritage Committee.

Correspondence

#1. Jakeman All Grade ~ Bus Stop Signage ~ Pass on the email to Department of Transportation and Works, as they are responsible for this signage; The Town of Trout River will also attach a letter of support to the letter from Jakeman All Grade.

**** Councillor, R. Crocker declares conflict and exits the Council Chambers at 8:04 P.M.;
Councillors Employer****

#2. Allens Fisheries Ltd. ~ Credit Request ~ Requires a formal request from their office.

****Councillor, R. Crocker returns to the Council Chambers at 8:06 P.M.****

**** Councillor, M. Crocker exits the Council Chambers at 8:06 P.M. due to conflict of interest; Councillor is Executive of Harbour Authority****

#3. Harbour Authority ~ Re: River Dredging Information

****Councillor, M. Crocker returns to the Council Chambers at 8:07 P.M****

#4. Asset Management ~ Mandatory Workshop Schedules

Resolution 18-139

R. Crocker/ G. Barnes

Motion to send Councillors, and Office Staff to Asset Management Workshops; Town Office will be closed on June 21st 2018 for Staff Workshops.

In favor: Mayor H. Crocker, Deputy Mayor G. Barnes, Councillors R. Crocker, T.

Crocker, M. Crocker

Opposed: 0

Abstaining: 0

Absent: Councillor, T. Sheppard

#5. Workplace NL ~ Information on OHS Training ~ Lorraine Barnes- Gushue is now certified for three years.

#6. Heritage Committee ~ Annual Grant Approval

#7. Connors ~ Service Technician Dismissal

**** Councillor, M. Crocker exits the Council Chambers at 8:15 P.M. due to conflict of interest; Councillors son is a graduate****

#8. Municipal Assessment Agency ~ Clar Simms Scholarship opportunity for graduates of municipal councillors and staff. Mayor will provide appropriate letter should either graduate apply for this scholarship.

****Councillor, M. Crocker returns to the Council Chambers at 8:16 P.M****

#9. Southside Fire Department ~ Requesting a letter of support; Council agreed to support Southside as long as they reciprocate support should we apply.

Regulations

- Rules of Procedures – Carried over to next meeting

New Business:

- The Trout River Trail Committee has been established and the executives have been elected as of May 7th, 2018.
- Councillor, T. Sheppard will be liaison for the Trail Committee
- They need materials for the Lighthouse Trail; The Town has accumulated some building materials that can be used at the Lighthouse Trail.
- Pikes Service Station have donated two loads of crushed stone for the Lighthouse Trail.

- Our yearly budget has allotted \$1500.00 for community development; they requested a start up fund from the community development budget.
- The Trail Committee intends to host a Trails and Tunes Festival in August month as a fundraiser; There will be an Ice Cream Blitz at Barnes Store in later May as a fundraiser.
- Two members of the Trail Committee will walk the trail and record the necessary materials needed.
- They have requested to use the Interpretation Building if need be to conduct their necessary business.

Resolution 18-140

M. Crocker/ R. Crocker

Motion to adopt the Trout River Trail Committee as an Arm of Council.

In favor: Mayor H. Crocker, Deputy Mayor G. Barnes, Councillors R. Crocker, T.

Crocker, M. Crocker

Opposed: 0

Abstaining: 0

Absent: Councillor, T. Sheppard

Resolution 18-141

G. Barnes/ T. Crocker

Motion for a spending cap of \$500.00 for the Trail Committee from the Community Development Funds.

In favor: Mayor H. Crocker, Deputy Mayor G. Barnes, Councillors R. Crocker, T.

Crocker, M. Crocker

Opposed: 0

Abstaining: 0

Absent: Councillor, T. Sheppard

Resolution 18-142

G. Barnes/ R. Crocker

Motion for The Trails Committee to use the Interpretation Building when not in use by The Heritage Committee.

In favor: Mayor H. Crocker, Deputy Mayor G. Barnes, Councillors R. Crocker, T.

Crocker, M. Crocker

Opposed: 0

Abstaining: 0

Absent: Councillor, T. Sheppard

Notice of Motion

- Ongoing from a previous monthly meeting; Deputy Mayor, G. Barnes presented a notice of motion to change By-Laws and Rules of Procedure

Roundtable

Deputy Mayor, G. Barnes ~ No additional business

Councillor, T. Crocker ~ A resident had inquired concerning the materials from the burnt house; All burnable materials would be placed in the pit for the Fire Department to use as a training exercise; All un-burnable materials is to be separated and placed in a dumpster for garbage disposal.

Councillor, R. Crocker ~ No additional business

Councillor, M. Crocker ~ No additional business

Mayor, H. Crocker ~ No additional business

Action Items from April 10th, 2018

No.	Action	Dept.	In Progress, Ongoing or Done
# 1	Student for Town of Trout River	Town Clerk	Applied for a student through Lampss. Ongoing
# 2	Sign for Town Entry	Town Clerk & Town Assistant	Posted on Facebook. No one interested. Contacted Jakeman All Grade School to see if the Arts class would take the project on. Ongoing
# 3	Christmas Tree	Deputy Mayor Gloria Barnes	Deferred until Spring 2018. Ongoing
# 4	Streetlighting/ Electricity on Boardwalk	Town Clerk & Town Assistant	Checking into solar lighting for boardwalk / Quote for Electricity on boardwalk Emailed Deer Lake for information, Waiting on response. Ongoing
# 5	Trails	Town Clerk & Town Assistant	Discussion Meeting occurred on April 30 th 2018. Facebook Page created for Trout River Trails. Sent Brian Hillier an email regarding to register the Trail Committee. Left voicemail as well. Waiting on response. Ongoing
# 6	Pasture	Town Clerk	Waiting on response on the lease papers. Ongoing
# 7	IPads (10)	Town Clerk	Applied through gas Tax, waiting to hear back. Ongoing
# 8	Boardwalk Signs	Town Clerk	Quotes from Western Signs but still trying to find original photos for the sign. Contacted Jakeman All Grade and Glenis Pye. Posted for interested people to draw a Lobster Sanctuary, Capelin & Whale Sign. Deadline to submit names: May 4 th 2018 Ongoing
# 9	Policies for Animals	Town Clerk & Town Assistant	Working Progress. Suggesting to Council to have a joint Animal Control Policy for GBS, Woody Point and us than the cost can be split. Ongoing
# 10	By Election	Town Clerk	1-day Election Day 8 am to 8pm. Wages for Poll Clerk? & Alternate Returning Officer? Ongoing

- The Town Clerk brought forward that we would need an alternate Returning Officer in place in the event that the actual Returning Officer should be unavailable on Election Day; The Town Clerk requested the wage amount of the election for the Returning Officer, the Alternate Returning Officer and the Poll Clerk.

Resolution 18-143

G. Barnes/ R. Crocker

Motion to appoint the Town Assistant, Sharrel Mclean as the alternate Returning Officer for Election Day, in the event that the Returning Office, Lorraine Barnes be un-available.

In favor: Mayor, H. Crocker, Councillors R. Crocker, T. Crocker, T. Sheppard

Opposed: 0 Abstaining: 0 Absent: Deputy Mayor G. Barnes, Councillor, M. Crocker

Resolution 18-144

T. Crocker/ M. Crocker

Motion to pay the Returning Officer her regular wages; the Alternate Returning Officer her regular wages, if called in; and the Poll Clerk will be paid a onetime payment of \$150.00 for the day.

In favor: Mayor H. Crocker, Deputy Mayor G. Barnes, Councillors R. Crocker, T. Crocker, M. Crocker

Opposed: 0 Abstaining: 0 Absent: Councillor, T. Sheppard

Resolution 18-145

G. Barnes/ M. Crocker

Motion to hold the Bi-Election on May 29th, 2018.

In favor: Mayor H. Crocker, Deputy Mayor G. Barnes, Councillors R. Crocker, T.

Crocker, M. Crocker

Opposed: 0

Abstaining: 0

Absent: Councillor, T. Sheppard

- Town Clerk requested approval of a letter written to send to the Minister concerning dredging of the river; There would need to be some changes made to the document before sending.

****Deputy Mayor, G. Barnes declared conflict and exited the Council Chambers at 8:57 pm; the following company is her husbands employer****

- It was brought to the Town Clerks attention that the Elephant Head R.V. Park had been issued a "Stop Work Order" by Carla Hayes, an Environment Officer. The environment office had been informed with false information regarding the location of the R.V. Park, contamination of soil being used for fill in the R.V. Park, as well as the permits that Long Range Construction had in place concerning the development of the Park. After some clarification from the Town Office on the false issues presented to Environment concerning the Elephants Head R.V. Park, the Elephants Head R.V. Park will continue with the required work and will open as planned.
- We have applied for a Summer Reading and Tutoring Program and have been successful in obtaining the program, as well as obtaining funding to hire a Student Tutor for a total of seven weeks during the summer, thirty-five hours a week at a wage of \$11.15 per hour.
- There is Municipal Training on Conducting Council Meetings and Conflict of Interest on May 23rd, 2018.

Resolution 18-146

R. Crocker/ T. Crocker

Motion to send the Office Staff and Councillors to Municipal Training for Conducting Council Meetings and Conflict of Interest.

In favor: Mayor H. Crocker, Deputy Mayor G. Barnes, Councillors R. Crocker, T.

Crocker, M. Crocker

Opposed: 0

Abstaining: 0

Absent: Councillor, T. Sheppard

Schedule of next meeting

Next regular monthly meeting scheduled for Tuesday June 12th, 2018.

Adjournment

Resolution 18-147

T. Crocker/

Motion to adjourn the meeting.

In favor: Mayor H. Crocker, Deputy Mayor G. Barnes, Councillors, R. Crocker, T.

Crocker, M. Crocker

Opposed: 0

Abstaining: 0

Absent: Councillor, T. Sheppard

Approved On:

June 12th / 2018

Signed:

James Cook

Position:

Mayor