

# TOWN OF TROUT RIVER

P.O. Box 89

Trout River, NL A0K 5P0

Email: [townclerk@townoftroutriver.com](mailto:townclerk@townoftroutriver.com)

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

**Meeting Tuesday February 11<sup>th</sup>, 2020 @ 7 P.M**

## Call meeting to order

## Adoption of the Agenda

## Adoption of the Minutes ~ Business Arising from Minutes

- Regular Monthly Meeting ~ January 14<sup>th</sup>, 2019
- Special Meeting ~ January 21<sup>st</sup>, 2020
- Special Meeting ~ February 5<sup>th</sup>, 2020
- Public Tourism Meeting ~ February 5<sup>th</sup>, 2020

## Delegation

- No Delegate

## Public Works

- Water & Sewer
- Garbage
- Roads
- Permits

## Finance & Administration

## Arm of Council Committee Reports

- Fire Department ~ Councillor, T. Rogers
- Recreation ~ Councillor, T. Crocker
- Heritage ~ Councillor, R. Crocker
- Trails ~ Councillor, M. Crocker
- Rink ~ Deputy Mayor, G. Barnes

## Correspondence

## Regulations

## New Business

## Notice of Motion

## Round Table

- Council
- Action Item List

## Schedule of next meeting

## Adjournment



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Minutes of the regular meeting held on Tuesday February 11<sup>th</sup>, 2020

<b>Present:</b>	<b>Mayor:</b>	Horace Crocker
	<b>Deputy Mayor:</b>	Gloria Barnes
	<b>Councillors:</b>	Nelson Barnes
		Marsha Crocker
		Tanya Rogers
		Tina Crocker
		Rosie Crocker
<b>Absent:</b>	<b>Town Assistant:</b>	Sharrel Mclean
<b>Also, Present:</b>	<b>Town Clerk/Manager:</b>	Lorraine Barnes-Gushue

## Call meeting to order

Meeting called to order at 7:10 PM

## Adoption of the Agenda

### Resolution 20-016

M. Crocker/ N. Barnes

Motion to adopt the agenda as presented.

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

**T. Crocker**

**Opposed: 0**

**Abstaining: 0**

**Absent: 0**

## Adoption of the Minutes

### Resolution 20-017

M. Crocker/ T. Crocker

Motion to adopt minutes as presented

- Regular Monthly Meeting ~ January 14<sup>th</sup>, 2020
- Special Meeting ~ January 21<sup>st</sup>, 2020
- Special Meeting ~ February 5<sup>th</sup>, 2020

## Business Arising from Minutes

- Rock Barricade ~ Letter from Gudie Hutchings was forwarded to Jason Young Positive feedback
- Cell Phone Service ~ Update was received from Jason Young; more information to follow in the next couple of weeks; hoping to have all paperwork finalized by Spring.

- Councillor Tax Form Log ~ Is created and in the office
- Staff Appreciation at Jakeman All Grade ~ Fruit trays were dropped off today.

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

**T. Crocker**

**Opposed: 0**

**Abstaining: 0**

**Absent: 0**

**Delegation** ~ No Delegate

**Public Works**

**Water/Sewer**

- Ongoing issues with Lift Station #3: Awaiting a conference call with SNC Lavalin to discuss the issues and options.

**Garbage**

- Tonnage for the month of January is 10.49.

**Roads**

- Contact Department of Transportation regarding snow clearing on Riverside Drive; complaints have been received from residents regarding snow not being cleared properly or in time for people to get to work; the stop sign exiting Riverside Drive is no longer visible due to the amount of snow, request that this be cleaned up; also ask to have the snowblower widen the roads around Town;
- Policies requires updating regarding the placement of snow into the roads after the plow does the regular clearing

**Permits** ~ No Permits

**Finance & Administration**

**Resolution 20-018**

**M. Crocker/ G. Barnes**

Motion to pay Accounts Payables # 1 Ending January 2020

**ACCOUNTS PAYABLE ENDING – JANUARY 2020 #1**

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
Bell Aliant	Services	-	Paid upon Receipt
NL&LAB Hydro	Services	-	Paid upon Receipt
Hann's Confectionary	Supplies	\$300.20	Gas/ Supplies
Phone Tech Voice & Data LTD	Services	\$57.38	Office & Fire Hall Alarm System
K.C. Reid Enterprises	Supplies	\$1738.35	Chlorine/Shovels/Gloves/Pellets
NL Association of Fire Services	Services	\$402.50	Membership Fees
Staples	Supplies	\$526.31	Toners/Binders/ Folders/Envelopes/Norton
Newfoundland Exchequer	Services	\$1.15	License
Great Humber Joint Council	Services	\$100.00	Membership Fees
C&R Contractors	Services	\$4,256.11	January Garbage (10.49 Tonnes)
<b>TOTAL</b>		<b>\$7,382.00</b>	
<b>HERITAGE COMMITTEE</b>			
<b>TOTAL</b>		<b>\$0.00</b>	
<b>TRAILS COMMITTEE</b>			
<b>TOTAL</b>		<b>\$0.00</b>	
<b>RECREATION COMMITTEE</b>			
<b>TOTAL</b>		<b>\$0.00</b>	
<b>FIRE DEPARTMENT</b>			
Hann's Confectionary	Supplies	\$3.57	Gas Line Antifreeze
<b>TOTAL</b>		<b>\$3.57</b>	

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

**T. Crocker**

**Opposed: 0**

**Abstaining: 0**

**Absent: 0**

**\*\*Councillor, T. Crocker declared conflict, and exited Council Chambers at 7:40 PM;  
Employer\*\***

**\*\*Councillor, N. Barnes declared conflict, and exited Council Chambers at 7:40 PM;  
Family Business\*\***

**\*\*Deputy Mayor, G. Barnes declared conflict, and exited Council Chambers at 7:40 PM;  
Family Business\*\***

**Resolution 20-019**

**M. Crocker/ R. Crocker**

Motion to pay Accounts Payables # 2 Ending January 2020

**ACCOUNTS PAYABLE ENDING – JANUARY 2020 #2**

<b>FIRE DEPARTMENT</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
Barnes Store	Supplies	\$5.74	Paper Plates
<b>TOTAL</b>		<b>\$5.74</b>	

**In favor: Mayor H. Crocker, Councillors, M. Crocker, T. Rogers, R. Crocker**

**Opposed: 0 Abstaining: 0 Absent: Deputy Mayor, G. Barnes, Councillors, T. Crocker, N. Barnes,**

**\*\*Deputy Mayor, G. Barnes, Councillor, N. Barnes returned to Council Chambers at 7:42 PM\*\***

**\*\*Councillor, T. Rogers declared conflict, and exited Council Chambers at 7:42 PM; Employer\*\***

**Resolution 20-020**

**R. Crocker/ G. Barnes**

Motion to pay Accounts Payables # 3 Ending January 2020

**ACCOUNTS PAYABLE ENDING – JANUARY 2020 #3**

<b>FIRE DEPARTMENT</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
Arctic West	Services	\$345.00	Labour on Pump
<b>TOTAL</b>		<b>\$345.00</b>	

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

**Opposed: 0 Abstaining: 0 Absent: Councillors, T. Crocker, T. Rogers**

**\*\*Councillors, T. Crocker and T. Rogers returned to Council Chambers at 7:43 PM\*\***

**Cost Flow Analysis Report**

- Councillor, T. Rogers had questions concerning balancing of the Cost Flow Analysis; she was made aware that all numbers pertaining to the cost flow analysis is taken directly from the cheque register, town suite software and bank statements; any discrepancies would result from outstanding cheques that have yet to be cleared at the bank.

**Arms of Council Committee Reports**

**Fire Department**

- **Liaison Report:** The Fire Truck Inspection Report was not passed on to the Fire Chief, as it was not requested; when it was requested by the Chief, it was passed along.
- Atlantic Lotto was contacted concerning the rules surrounding Chase the Ace fundraisers

**\*\*Councillor, N. Barnes declared conflict, and exited Council Chambers at 7:55 PM;  
Executive Member of the Lions\*\***

- Send the Lions another letter and attach a copy of the email Councillor, T. Rogers obtained from Atlantic Lotto with the rules and regulations of the Chase the Ace Fundraiser.

**\*\*Deputy Mayor, G. Barnes exited Council Chambers at 7:57 PM; Family  
Emergency\*\***

**\*\*Councillor, N. Barnes returned to Council Chambers at 8:00 PM\*\***

- The Department is wondering if the application for the new fire truck is at a cost ratio of 80/20 or 90/10
- The office is awaiting an inventory list from the Fire Department to complete the application
- The Town Clerk/ Manager is the contact person for the application, but the Mayor has to sign the application.
- The Fire Department is under the impression that they cannot obtain help or information from the Town Office; the Office has been in contact with members of the department with regards to completing the truck application.
- They are wondering if they can purchase tires for the old truck; All requests are to be recorded in the Fire Department minutes; they are required to have a meeting with a quorum of members and make a resolution to make a purchase.
- They have some issues with properly chairing the meetings; the Town Clerk/ Manager can attend a couple of meetings to help with the proper way of conducting their meetings.
- If there is not enough members present at their meetings to make a quorum then no meetings should occur.

**Recreation**

- **Liaison Report:** No meeting; No report

**Heritage**

- **Liaison Report:** They have finally obtained their ticket license from Atlantic Lotto for the Basket of Green
- They want to remove the carpet from the theatre in the Interpretation Building and replace it with wood; they need to make a resolution at their meeting and Council can approve it at their meeting if the cost exceeds \$500.00; make inquiries about replacing it with wood prior to purchasing because the carpet was place there due to sound quality in the theatre.

**\*\*Deputy Mayor, G. Barnes returned to the meeting at 8:10 PM\*\***

**Trails**

- **Liaison Report:** No meeting; No Report

**Rink**

- **Liaison Report:** The Committee is formed and the directors has been chosen, as follows:
  - ⇒ Gary Gushue ~ President
  - ⇒ Veronica Crocker ~ Vice President
  - ⇒ Lorraine Barnes-Gushue ~ Treasurer
  - ⇒ Sharrel Mclean ~ Secretary
  - ⇒ Nelson Barnes ~ Member
  - ⇒ Brandon Harris ~ Member
  - ⇒ Sarah Brake ~ Member
  - ⇒ Joshua Barnes ~ Member
  - ⇒ Michael Crocker ~ Member
- They are wondering if it would be okay to use a Fire Hydrant to do the flooding
- They are setting up a Toonie Block at Barnes' Store as a fundraiser and are placing donation Bottles at all businesses
- Wondering if Maintenance is permitted to keep the road cleared to the rink. It is the Town's infrastructure; Maintenance will do so at his own discretion.

**Correspondence**

#1. Trout River Lions Club ~ Dealt with under Fire Department

#2. Town of Woody Point ~ Rink Donation

**Resolution 20-021**

**M. Crocker/ R. Crocker**

Motion to donate \$100.00 to the Woody Point Rink.

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

**T. Crocker**

**Opposed: 0**

**Abstaining: 0**

**Absent: 0**

#3. 2020 Town of Trout River Tax Structure ~ Information

#4. Western Health ~ Information ~ Teleconferencing has been set up at Trout River Clinic; still no word on bloodwork collection. Contact again.

#5. Resident ~ Tax Fees

**Resolution 20-022**

**M. Crocker/ N. Barnes**

Motion to send a letter stating that Council requires proof that the place is no longer a rental unit and Council will then revisit this request.

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

**T. Crocker**

**Opposed: 0**

**Abstaining: 0**

**Absent: 0**

#6. Western Regional Waste Management ~ Information

#7. Resident ~ Addition to property with a payment plan

**Resolution 20-023**

**M. Crocker/ G. Barnes**

Motion to allow the addition to the stated property and accept the payment plan for all arrears to be paid in full by December 31<sup>st</sup>, 2020.

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

**T. Crocker**

**Opposed: 0**

**Abstaining: 0**

**Absent: 0**

#8 Town of Trout River ~ Information

#9. Resident ~ Reply; not legally permitted to use the Town letterhead

#10. Woody Point Library Board ~ Volunteer/Donation ~ Post on Social Media requesting book donations to bring to the library; and if anyone would be interested in becoming a board member.

#11. Resident ~ Tax Fees

**Resolution 20-024**

**T. Crocker/ G. Barnes**

Motion to remove invoice and inform the resident that any future advertising will result in re-invoicing.

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

**T. Crocker**

**Opposed: 0**

**Abstaining: 0**

**Absent: 0**

#12. Municipal Affairs ~ 2020 Municipal Budget Acceptance

**Regulations**

- No Regulations

**New Business**

- No New Business

**Notice of Motion**

- Snow Clearing By-Laws needs completion.

**Roundtable**

**Councillor, M. Crocker ~ No Business**

**Councillor, N. Barnes ~ No Business**

**Councillor, R. Crocker ~ No Business**

**Councillor, T. Crocker** ~ No Business  
**Deputy Mayor, G. Barnes** ~ No Business

**Councillor, T. Rogers** ~

- ⇒ NL Summer Job Grant deadline is March 12, 2020
- ⇒ Possible to get a post secondary student that is studying engineering that could help with troublesome engineering areas.
- ⇒ Communities in Bloom; already forwarded to the office.

**Mayor, H. Crocker** ~ No Business

**Town Clerk/Manager & Town Assistant** ~ Action Item List:

Action Items List from January 14<sup>th</sup>, 2019 Public Meeting

No.	Action	Dept.	In Progress, Ongoing or Done
1.	CEEP 2019	Town Assistant	Employee started on Monday January 6 <sup>th</sup> , 2020 <b>Ongoing</b>
2.	Streetlighting/ Solar Lighting	Town Assistant	Order placed for Duke Street and Feeder Lane <b>Ongoing</b>
3.	River Dredging	Town Clerk/Manager	Project will commence in Spring of 2020 <b>Ongoing</b>
4.	Rezoning	Town Clerk/Manager & Town Assistant	<b>Ongoing</b>
5.	Policies ( <b>Updates</b> )	Town Clerk/Manager	<b>Ongoing</b>
6.	Western Health (Clinic)	Town Assistant	Sent several emails to Jonathan Andrews; no reply. <b>Ongoing</b>
7.	Canada Day Celebrations	Town Assistant	Application submitted. <b>Ongoing</b>
8.	Blue Whale	Town Clerk/Manager	<b>Ongoing</b>
9.	Property Beautification Contest	Town Clerk/Manager	<b>Ongoing.</b>
10.	Hunter Safety/FAC Course	Town Assistant	Mr. Major confirmed that the next session will be in March. <b>Ongoing</b>
11.	Beach Clean up	Town Assistant	Cancelled on Sept 2; will schedule another date. <b>Ongoing</b>
12.	Blood Collection	Town Clerk/Manager	Added to the Western Health requests <b>Ongoing</b>
13.	Storm Damages	Town Clerk/Manager	Report from SNC Lavalin <b>Ongoing</b>
14.	Canada Summer Jobs Town, Recreation, Heritage,	Town clerk/Manager Town Assistant	Application deadline is February 24 <sup>th</sup> , 2020. <b>Ongoing</b>
15.	TRA and Bugden Accounts	Town Clerk/Manager	Applications have been submitted. <b>Ongoing</b>
16.	Lift Station #3 Pump	Town Clerk/Manager Maintenance	Contact an Engineer for direction. <b>Ongoing</b>
17.	Fire Department Pager	Councillor, R. Crocker	Purchase one to place in the Town Office
18.	Cell Phone Service	Town Clerk/Manager	Update from Jason Young. <b>Ongoing</b>
19.	Curator Correspondence	Town Clerk/Manager	Resignation
20.	Fire Truck Inspection	Town Clerk/Manager	Inspection Report
21.			
22.			

**#1. CEEP** ~ Last pay period has ended; in the process of issuing the ROE

**#2. Streetlighting** ~ Pole number 206 has been reported several times and still hasn't been repaired.

**#3. River Dredging** ~ Contact Chris Power concerning the expiration of funds and get potential start date.

**#6. Western Health** ~ No reply ~ Recontact

**# 8. Blue Whale** ~ Contact Barb Daniels

**#14. Canada Summer Jobs** ~ Deadline is February 24<sup>th</sup>, 2020

**Resolution 20-025**

**M. Crocker/ N. Barnes**

Motion to submit the 2020 Summer Jobs Applications

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

**T. Crocker**

**Opposed: 0**

**Abstaining: 0**

**Absent: 0**

**#15. TRA and Bugden Accounts** ~ Both accounts have been set up

**#16. Lift Station #3** ~ Conference call is scheduled with SNC Lavalin

**#17. Fire Department Pager** ~ Not required at the Town Office

**#18. Cell Phone Service** ~ Update from Jason Young; Paperwork should be completed by Spring of 2020.

**#19. Letter from Curator** ~ Resignation

- Send along a Thank You
- Post for the position opening
- The Host is already hired for the 2020 season

**Resolution 20-026**

**M. Crocker/ N. Barnes**

Motion to accept the resignation and post for the job opening.

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

**T. Crocker**

**Opposed: 0**

**Abstaining: 0**

**Absent: 0**

**#20. Fire Truck Inspection** ~ the fire truck is not completely condemned, but it is no longer recommended for use; a new truck is definitely required; complete application.

**Schedule of next meeting**

**Next regular monthly meeting scheduled for Tuesday March 10<sup>th</sup>, 2020 at 7:00 PM**

**Adjournment**

**Resolution 20-027**

**N. Barnes/ M. Crocker**

Motion to adjourn meeting.

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

**Opposed: 0**

**Abstaining: 0**

**Absent: 0**

Approved On: March 10, 2020

Signed: *Harold Crocker*

Position: Mayor

**ALL ACCOUNTS PAYABLE ENDING FEBRUARY 29<sup>TH</sup>, 2020 (MARCH MEETING)**

**ACCOUNTS PAYABLE ENDING – FEBURARY 2020 #1**

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
Bell Aliant	Services	-	Paid upon Receival
NL&LAB Hydro	Services	-	Paid upon Receival
Hann's Confectionary	Supplies	\$405.45	Gas/ JCP Supplies
Cal LeGrow Insurance	Services	\$450.00	Travel Accident Insurance
Western Hydraulic & Mechanical	Supplies	\$50.20	Relay HPU Motor
Western Pump Services	Supplies	\$1,366.20	Regulator
Mic Mac Fire & Safety Services	Supplies	\$4, 308.67	Two Suits of Bunker Gear
EMCO Corporation	Supplies	\$626.76	Water Supplies
Williams Building Supplies	Supplies	\$55.68	JCP Supplies
Shears Building Supplies	Supplies	\$557.13	JCP Supplies
Phone Tech Voice & Data LTD	Services	\$57.38	Office & Fire Hall Alarm System
K.C. Reid Enterprises	Supplies	\$133.11	Water Pellets
C&R Contractors	Services	\$3,662.43	February Garbage (6.87 Tonnes)
<b>TOTAL</b>		<b>\$11,673.01</b>	
<b>HERITAGE COMMITTEE</b>			
Shears Building Supplies	Supplies	\$2033.20	Panic Door & Hardware
<b>TOTAL</b>		<b>\$2,033.20</b>	
<b>TRAILS COMMITTEE</b>			
<b>TOTAL</b>		<b>\$0.00</b>	
<b>RECREATION COMMITTEE</b>			
Hann's Confectionary	Supplies	\$9.09	Carolling Cookie Supplies
<b>TOTAL</b>		<b>\$9.09</b>	
<b>RINK COMMITTEE</b>			
<b>TOTAL</b>		<b>\$0.00</b>	
<b>FIRE DEPARTMENT</b>			
Mic Mac Fire & Safety Services	Supplies	\$4, 308.67	Two Suits of Bunker Gear
<b>TOTAL</b>		<b>\$4,308.67</b>	

**ACCOUNTS PAYABLE ENDING – FEBRUARY 2020 #2 (Gloria)**

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
Long Range Construction	Services	\$373.75	Excavating Curb Stop
<b>TOTAL</b>		<b>\$373.75</b>	

