

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

Meeting Tuesday November 10th, 2020 @ 7 P.M

Call meeting to order

Adoption of the Agenda

Adoption of the Minutes ~ Business Arising from Minutes

- Regular Monthly Meeting ~ Tuesday October 13th, 2020

Delegation

- Marie Wilton

Public Works

- Water & Sewer
- Garbage
- Roads
- Permits

Finance & Administration

Arm of Council Committee Reports

- Fire Department ~ Councillor, W. Crocker
- Recreation ~ Councillor, T. Crocker
- Heritage ~ No Liaison Appointed
- Trails ~ Councillor, M. Crocker
- Rink ~ Deputy Mayor, G. Barnes

Correspondence

Regulations

New Business

Notice of Motion

- Waterfront Building Policy

Round Table

- Council
- Action Item List

Schedule of next meeting

Adjournment

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Minutes of the regular monthly meeting held on Tuesday November 10th, 2020

Present:	Mayor:	Horace Crocker
	Deputy Mayor:	Gloria Barnes
	Councillors:	Marsha Crocker
		Tina Crocker
		Nelson Barnes
		Wade Crocker
		Brett White
Also, Present:	Town Clerk/Manager:	Lorraine Barnes-Gushue
	Town Assistant:	Sharrel Mclean

Call Meeting to Order

Meeting called to order at 7:00 PM

Adoption of the Agenda

Resolution 20-138

G. Barnes/ T Crocker

Motion to adopt the agenda as presented

In favor: Mayor H. Crocker, Deputy Mayor, G. Barnes, Councillors, M. Crocker, T. Crocker, N. Barnes, W. Crocker, B. White

Opposed: 0

Abstaining: 0

Absent: 0

Adoption of the Minutes

Resolution 20-139

M. Crocker/ N. Barnes

Motion to adopt minutes as presented

- Regular Monthly Meeting ~ September 8th, 2020

Business Arising from Minutes

- Resolution 20-119 ~ Service NL will forward Information when available.
- No movement on River Dredging: Contact Brett Langdon regarding start-up; Will inquire with Chris Power on the next scheduled meeting.
- Pictures has been sent to Department of Transportation regarding the repairs required around Town.
- Resident response; Letter has not been forwarded; on a list to do.

- The Council chambers can be used for the Fire Department meetings until fire exit is repaired at the Town Hall
- Close Town Hall until fire exit is repaired

In favor: Mayor H. Crocker, Deputy Mayor, G. Barnes, Councillors, M. Crocker, T. Crocker, N. Barnes, W. Crocker, B. White

Opposed: 0

Abstaining: 0

Absent: 0

Delegate ~ Marie Wilton

- Snow clearing on Herb Street; car sustained damages during winter of 2019
- A resident is pushing snow into the street from their garden; Send a letter asking that this be stopped immediately.
- Another resident has tires hung on the fencing, which makes snow removal difficult; Send a letter for removal of tires due to snow clearing interference.
- Fencing installed on Government property; Place a "Remove by Order of Council" sign on fencing; have maintenance remove fencing; Contact Municipal Affairs for guidance.

Public Works

Water/Sewer

- Water Break on Victoria Street; Boil Advisory is currently in effect
- Damages were sustained to a residential property during repairs; Council is responsible for property repairs.
- Half of the asphalt was damaged during repairs
- Water Tower Cleaning and inspection; Have had no luck in contacting the company for cleaning and inspection; Maintenance will clean the tank in the spring should the need arise
- Inquire concerning other companies in the area that offer the same services

Garbage

- Tonnage is extremely high, sitting at 12 tonnes; post a "Did You Know to social media

Roads

- Wash outs and holes on the Gutter are a safety hazard
- Mayor, H. Crocker will contact the Premiers Office, Joe Dunford, Cyril Hackett and Fred Hutton to help get the problem areas around Town repaired.

Permits

- No Permits

Finance & Administration

Resolution 20-140

M. Crocker/ T. Crocker

Motion to pay Accounts Payables # 1 Ending October 2020

ALL ACCOUNTS PAYABLE ENDING OCTOBER 31ST, 2020 (NOVEMBER MEETING)

ACCOUNTS PAYABLE ENDING – OCTOBER 2020 #1

TOWN			
SUPPLIER NAME	SERVICES PROVIDED	INVOICE AMOUNT	NOTES
Bell Aliant	Services	\$500.00	Approximate/Paid on Receival
NL&LAB Hydro	Services	\$4500.00	Approximate/Paid on Receival
Williams Building Supplies	Supplies	\$4.99	Bolts
Hann's Confectionary	Supplies	\$150.86	Hardware
Battlefield Equipment	Supplies	\$310.00	Blades
Cal LeGrow	Services	\$12,749.55	Insurance Premiums
Phone Tech Voice & Data LTD	Services	\$53.78	Office & Fire Hall Alarm System
TOTAL		\$18,269.18	
HERITAGE COMMITTEE			
TOTAL		\$0.00	
TRAILS COMMITTEE			
TOTAL		\$0.00	
RECREATION COMMITTEE			
TOTAL		\$0.00	
RINK COMMITTEE			
TOTAL		\$0.00	
FIRE DEPARTMENT			
TOTAL		\$0.00	

In favor: Mayor H. Crocker, Deputy Mayor, G. Barnes, Councillors, M. Crocker, T. Crocker, N. Barnes, W. Crocker, B. White

Opposed: 0

Abstaining: 0

Absent: 0

****Deputy Mayor, G. Barnes declared conflict, and exited Council Chambers at 7:40 PM; Husbands Employer****

Resolution 20-141

T Crocker/ B. Crocker

Motion to pay Accounts Payables # 1 Ending October 20

ACCOUNTS PAYABLES ENDING – OCTOBER 2020 #2 (BANK)

TOWN			
SUPPLIER NAME	SERVICES PROVIDED	INVOICE AMOUNT	NOTES
Long Range Construction	Services	\$336.38	Culvert Repairs; Curb Stop; Ditching
TOTAL		\$336.38	

In favor: Mayor H. Crocker, Councillors, M. Crocker, T. Crocker, N. Barnes, W. Crocker, B. White

Opposed: 0

Abstaining: 0

Absent: Deputy Mayor, G. Barnes

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

Arms of Council Committee Reports

Fire Department

- **Liaison Report:** No meeting
- Misunderstandings occurred between the size of the new Fire Truck and the size of the Fire Hall; the proper measurements have been submitted
- The tender would have been put forth; but we are unable to accept the tender due to the size of the truck exceeding the building
- Place a poster on the defibrillator box to identify where the device can be found.

Recreation

- **Liaison Report:** Councillor, T. Crocker:
- Requested an updated financial report
- Requested 30 re-usable bags to distribute prizes at the Christmas Bingo
- Update Rules of Procedure, stating that "All meetings will commence on the first Monday of each month"
- Remove "ordinary citizen" from Rules of Procedure

Heritage

- Councillor, B. White will become the new Heritage Liaison.
- No meeting; No report

Trails

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

Rink

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

Correspondence

#1. Go Western Newfoundland ~ Donation Request ~ Denied

#2. Resident ~ Payment Plan ~ Accept Payment Plan

Resolution 20-142

G. Barnes/ N. Barnes

Motion to accept payment plan on arrears account located at 44 Mountain Drive and reinstate water services.

In favor: Mayor H. Crocker, Deputy Mayor, G. Barnes, Councillors, M. Crocker, T. Crocker, N. Barnes, W. Crocker, B. White

Opposed: 0

Abstaining: 0

Absent: 0

#3. Circular ~ Information

#4. Brian Hiller ~ Auditor Report ~ Add Council Renumeration to Action List

#5. Premier Fury ~ Information

#6. Councillor, M. Crocker ~ Installation of temporary bridge across Emanuel's Brook

****Councillor, M. Crocker declared conflict, and exited Council Chambers at 8:20 PM;
Owner of Property****

- Unauthorized Fording
- No permits have been issued
- Violation of Stop Work Order
- No permits forwarded to the Town
- Contact both parties concerning any permits that have been issued to put bridge in place
- Send correspondence asking for permits to be forwarded to the office within 30 days
- Add back to Action List

****Councillor, M. Crocker, returned to Council Chambers at 8:33 PM****

Regulations

- No Regulations

New Business

- No New Business

Notice of Motion

- Waterfront Building Policy ~ Add a signed waiver to waterfront property permits on the odd side.

Resolution 20-143

G. Barnes/ N. Barnes

Motion to add a signed waiver to the "Waterfront Building Policy" on ALL waterfront building permits on the odd side.

In favor: Mayor H. Crocker, Deputy Mayor, G. Barnes, Councillors, M. Crocker, T. Crocker, N. Barnes, W. Crocker, B. White

Opposed: 0

Abstaining: 0

Absent: 0

- Add Policy change for Snow Clearing on By-Roads to December's Agenda under Notice of Motion.

Roundtable

Councillor, M. Crocker ~

- Human Resources Employee Contracts

Resolution 20-144

N. Barnes/ B. White

Motion to amend the 2020 Maintenance Employee Contract to reflect a 9% raise per hour, for 35 hours per week plus vacation pay on a two-year contract beginning January 1st, 2021 to December 31st, 2022; adding under section 11:01 "With Pay".

In favor: Mayor H. Crocker, Deputy Mayor, G. Barnes, Councillors, M. Crocker, T. Crocker, N. Barnes, W. Crocker, B. White

Opposed: 0

Abstaining: 0

Absent: 0

****Deputy Mayor, G. Barnes declared conflict, and exited Council Chambers at 8:40 PM;
Employees Family****

****Councillor, T. Crocker declared conflict, and exited Council Chambers at 8:41 PM;
Employer****

Resolution 20-145

W. Crocker/ N. Barnes

Motion to amend the 2020 Town Clerk/Manager Employee Contract to reflect a 9% raise per hour, for 35 hours per week plus vacation pay on a two-year contract beginning January 1st, 2021 to December 31st, 2022; adding under section 11:01 "With Pay".

In favor: Mayor H. Crocker, Councillors, M. Crocker, N. Barnes, W. Crocker, B. White

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

****Deputy Mayor, G. Barnes and Councillor, T. Crocker returned to Council Chambers at
8:55 PM****

Resolution 20-146

M. Crocker/ N. Barnes

Motion to amend the 2020 Town Assistant Employee Contract to reflect a 5% raise per hour, for 16 hours per week plus vacation pay on a two-year contract beginning January 1st, 2021 to December 31st, 2022; adding under section 11:01 "With Pay".

In favor: Mayor H. Crocker, Deputy Mayor, G. Barnes, Councillors, M. Crocker, T. Crocker, N. Barnes, W. Crocker, B. White

Opposed: 0

Abstaining: 0

Absent: 0

- Time sheets will be mandatory for all Town employees going forward.
- All concerns regarding employees need to be submitted in written form and passed along to a member of the Human Resources Committee of Council to be addressed accordingly.

Resolution 20-147

M. Crocker/ T. Crocker

Motion to purchase a small safe to store human Resource Documentation

In favor: Mayor H. Crocker, Deputy Mayor, G. Barnes, Councillors, M. Crocker, T. Crocker, N. Barnes, W. Crocker, B. White

Opposed: 0

Abstaining: 0

Absent: 0

- The Blue Whale ~

****Councillor, N. Barnes declared conflict, and exited Council Chambers at 9:08 PM;
Family Business****

The Blue Whale has inquired as to why they have not received any business from the Town of Trout River; No account has been set up and no gas has been purchased; Set up an account at the Blue Whale and buy locally. They also inquired regarding excavation hire; most jobs have required a small piece of equipment as opposed to large; Maintenance has been advised to use his discretion when contacting contractors and to rotate among who is available when possible.

****Councillor, N. Barnes returned to Council Chambers at 9:15 PM****

Councillor, N. Barnes ~ No Business

Councillor, W. Crocker ~

- ⇒ The Lions have inquired concerning the next Fire Department meeting; Notify the Lions of the next meeting.

Councillor, T. Crocker ~

- ⇒ Christmas Social

Resolution 20-148

M. Crocker/ N. Barnes

Motion to cancel the 2020 Annual Christmas Social; Reinstate the \$50.00 Gift Cards for all Councillors; Purchase three \$100.00 Gift Cards for the twelve-month employees and purchase two \$50.00 Gift Cards for the part time/seasonal employees.

In favor: Mayor H. Crocker, Deputy Mayor, G. Barnes, Councillors, M. Crocker, T. Crocker, N. Barnes, W. Crocker, B. White

Opposed: 0

Abstaining: 0

Absent: 0

- ⇒ An alternate is required to be appointed for the H. R. Committee of Council due to the Town Clerk/Manager; Councillor T. Crocker is an employee of the Town Clerk/Manager ~ Councillor, B. White will be the alternate for the H. R Committee

Deputy Mayor, G. Barnes ~

- ⇒ Santa Clause Parade

Resolution 20-149

T. Crocker/ G. Barnes

Motion to purchase candy and supplies for the Santa Parade treat bags and Tree Lighting.

In favor: Mayor H. Crocker, Deputy Mayor, G. Barnes, Councillors, M. Crocker, T. Crocker, N. Barnes, W. Crocker, B. White

Opposed: 0

Abstaining: 0

Absent: 0

Councillor, B. White ~ No Business

Mayor, H. Crocker ~

- ⇒ While Councillors leave the chambers during conflict, a radio, etc. needs to be available to ensure privacy.
- ⇒ Animal carcasses have been dumped within Town boundaries
- ⇒ Under Rules of Procedure, all meeting calling cannot be done by Councillors alone, the Town Clerk/ Manager has to be the one to call the meeting with councillors' direction.

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

Action Items List from October 13th, 2020

For November 10th, 2020 Meeting

No.	Action	Dept.	In Progress, Ongoing or Done
1.	Streetlighting/ Solar Lighting	Town Assistant	Ongoing
2.	River Dredging	Town Clerk/Manager	Ongoing
3.	JCP	Town Clerk/Manager	Ongoing
4.	Policies (Updates)	Town Clerk/Manager	Ongoing
5.	Western Health (Clinic)	Town Assistant	Ongoing
6.	Blood Collection	Town Clerk/Manager	Ongoing
7.	Blue Whale	Town Clerk/Manager	Ongoing
8.	Property Beautification Contest	Town Clerk/Manager	Ongoing
9.	Hunter Safety/FAC Course	Town Assistant	Email sent to inquire about the other session. Ongoing
10.	Lift Station #3 Pump	Town Clerk/Manager Maintenance	Gas Tax Application Completed; awaiting info from Ira & Lisa to submit. Ongoing
11.	Cell Phone Service	Town Clerk/Manager	Gas Tax Denied; Apply through bank Ongoing
12.	Community Cellar	Council	Supply residents with cellar storage Ongoing
13.	Chase the Ace Proceeds	Town Clerk/ Manager	Awaiting reply from Service NL. Ongoing
14.	Monument	Council	Ongoing
15.	Christmas Tree	Town Clerk/Manager	Ongoing
16.	Christmas Social	Town Clerk/ Manager	Ongoing
17.	Property @ 210 Main Street	Town Assistant	Ongoing
18.	MCW Application	Town Clerk/Manager	Resolution Required
19.	Fire Escape @ Town Hall	Town Clerk/ Manager	Building should be closed until repairs are complete on the fire exit
20.	Amazon Television	Town Assistant	Amazon Account Required

#3. JCP ~ Lack of Interest ~ Withdraw Application

Resolution 20-150

M. Crocker/ B. White

Motion to withdraw the 2020 JCP application due to lack of interest.

In favor: Mayor H. Crocker, Deputy Mayor, G. Barnes, Councillors, M. Crocker, T. Crocker, N. Barnes, W. Crocker, B. White

Opposed: 0

Abstaining: 0

Absent: 0

#7. The Blue Whale Mural ~ is still awaiting display on the Fish Plant on Fisher Driver; awaiting a quote to see if the Town would be interested in purchasing the mural after its 90-day showcase is complete.

#10. Lift Station #3 ~ The Out-Fall is NOT a part of the upcoming upgrades to Lift Station #3; Contact Chris Power to see if this can be included in the project; Upgrades to the lift station without upgrades to the Out Fall will not help the current issues this lift station presents.

#11. Cell Phone Service ~ Premier Fury is inquiring concerning a recent Gas Tax denial that was applied for to install cell service in Trout River.

#14. Monument ~ No quote; No contact; Contact Freddy MacLean for direction.

#15. Annual Tree Lighting ~ Contact Clarien Brake; Leonard White or Gertie Hann to light the tree at the annual lighting on December 1st, 2020.

#18 MCW Applications ~ Due to the Town of Trout River Debt Ratio and to avoid further debt, Council has decided to withdraw two of the three MCW Applications.

Resolution 20-151

M. Crocker/ T. Crocker

Motion to WITHDRAW the MCW Application for the project, 700m Main Street Water Sewer Upgrade, with the MSIS Application number of: AP-MCW-21014.

In favor: Mayor H. Crocker, Deputy Mayor, G. Barnes, Councillors, M. Crocker, T. Crocker, N. Barnes, W. Crocker, B. White

Opposed: 0

Abstaining: 0

Absent: 0

Resolution 20-152

M. Crocker/ N. Barnes

Motion to WITHDRAW the MCW Application for the project, New Fire Hall Construction, with the MSIS Application number of: AP-MCW-21016.

In favor: Mayor H. Crocker, Deputy Mayor, G. Barnes, Councillors, M. Crocker, T. Crocker, N. Barnes, W. Crocker, B. White

Opposed: 0

Abstaining: 0

Absent: 0

Resolution 20-153

T. Crocker/ W. Crocker

Motion to ACCEPT the MCW Application for the project, Riverside Drive Water Main, with the MSIS Application number of: AP-MCW-21013.

In favor: Mayor H. Crocker, Deputy Mayor, G. Barnes, Councillors, M. Crocker, T. Crocker, N. Barnes, W. Crocker, B. White

Opposed: 0

Abstaining: 0

Absent: 0

Resolution 20-154

T. Crocker/ B. White

Motion to apply through Bank of Montreal for the cost shared amount of \$36,519.26 for the Riverside Drive Water Main MCW Project.

In favor: Mayor H. Crocker, Deputy Mayor, G. Barnes, Councillors, M. Crocker, T. Crocker, N. Barnes, W. Crocker, B. White

Opposed: 0

Abstaining: 0

Absent: 0

#19. Fire Escape at the Town Hall ~ Building will be closed until further notice to all groups; Ask Maintenance to make repairs to the fire escape so the building can be reopened.

20. Amazon Television ~ The Television purchased for zoom meetings requires an amazon account to operate; since we have been ordering ink from amazon due to drastic drop in price, it would be sufficient to open an Amazon account and purchase Amazon Prime for free shipping.

Resolution 20-155

G. Barnes/ W. Crocker

Motion to activate an Amazon account and purchase Amazon Prime to enable free shipping.

In favor: Mayor H. Crocker, Deputy Mayor, G. Barnes, Councillors, M. Crocker, T. Crocker, N. Barnes, W. Crocker, B. White

Opposed: 0

Abstaining: 0

Absent: 0

Schedule of next meeting

Next regular monthly meeting scheduled for Tuesday December 8th, 2020 at 7:00 PM

Adjournment

Resolution 20-156

T. Crocker/ N. Barnes

Motion to adjourn meeting.


In favor: Mayor H. Crocker, Deputy Mayor, G. Barnes, Councillors, M. Crocker, T. Crocker, N. Barnes, W. Crocker, B. White

Opposed: 0

Abstaining: 0

Absent: 0

Approved On: Dec 8th 2020

Signed: 

Position: Mayor

ALL ACCOUNTS PAYABLE ENDING NOVEMBER 31ST, 2020 (DECEMBER MEETING)

ACCOUNTS PAYABLE ENDING – NOVEMBER 2020 #1

TOWN			
SUPPLIER NAME	SERVICES PROVIDED	INVOICE AMOUNT	NOTES
Pikes Service Station	Supplies	\$2587.50	Top Soil/Class A
C&R Contractors	Services	\$8566.34	October & November Garbage Collection
Royal Canadian Legion	Supplies	\$45.00	Remembrance Day Wreath
Battlefield Equipment	Supplies	\$310.43	Blades
Phone Tech Voice & Data LTD	Services	\$53.78	Office & Fire Hall Alarm System
Steve's Powersports	Supplies	\$18.39	Tank
Brian Hiller	Services	\$11,730.00	Annual Audit
TOTAL		\$18,269.18	
HERITAGE COMMITTEE			
TOTAL		\$0.00	
TRAILS COMMITTEE			
TOTAL		\$0.00	
RECREATION COMMITTEE			
Atlantic Star Satellite Bingo	Supplies	\$444.40	Cards/Dabbers
TOTAL		\$0.00	
RINK COMMITTEE			
		\$0.00	
FIRE DEPARTMENT			
TOTAL		\$0.00	

ACCOUNTS PAYABLES ENDING – NOVEMBER 2020 #2

FIRE DEPARTMENT			
Connors	Services	\$945.30	Compressor Air Tests
TOTAL		\$945.30	

