

**Minutes of a Meeting of Council
The Town Council of Pouch Cove held
Monday, December 2, 2013**

Present: Mayor Joedy Wall
Deputy Mayor Mark Vardy

Councillors: Tish Williams
Robert Brink
Roger Bill
Robert Tizzard
Kim Jordan

Absent: Kim Jordan – vacation

Also present: Barbara Tilley – Town Manager
Jacqueline Berkshire - Town Clerk

1. CALLED TO ORDER

Mayor Wall called the meeting to order at 6:30 p.m.

2. ADOPTION OF THE AGENDA

13-406 Motion: R. Tizzard/T. Williams

Motion to approve the Agenda as presented.

Motion Carried Unanimously.

3. ADOPTION OF THE MINUTES

Regular Meeting of Council Monday, November 18, 2013

13-407 Motion: B. Brink/R. Bill

Motion to approve the minutes of Monday, November 18, 2013 with the following errors and omissions:

Motion 13-404 – Councillor Tish Williams will remain on the Negotiating Committee.

Page 5 – Development – Councillor Brink mentioned that the Council has met with the Town Planner, Reg Garland, went through submissions and he is working on a draft plan

for the 2014 Municipal Town Plan. Once draft is received, public meetings will be scheduled for resident input. Once all input is taken, the plan will come back to council, and then proceed to the Government. After the plan is received back from the Government, *a second consultation will take place prior to adopting the Town Plan.*

Motion Carried Unanimously.

4. BUSINESS ARISING

Water System – Update – December 2, 2013 – For Information.

5. DEVELOPMENT APPLICATIONS

(1) Development Application – Lot Approval 614 Main Road – O. O’Keefe

13-408 Motion: B. Brink/M. Vardy

Motion to approve building lot and construction of a 50’ x 50’ single family dwelling at 614 Main Road, Pouch Cove.

Motion Defeated unanimously. *Councillor Jordan absent.*

Property is a back lot development and is in contravention of the Town Plan.

6. NEW CORRESPONDENCE

(A) Quote – Cleaning Silver Threads and Chalet

13-409 Motion: M. Vardy/T. Williams

Motion to approve quote from Pam Shea for the cleaning of the Silver Threads building and the Chalet as needed.

Motion Approved Unanimously.

(B) Christmas Ad – Northeast Avalon Times

13-410 Motion: T. Williams/B. Brink

Motion to approve the placement of a Christmas Greeting ad in the upcoming December 2012 edition of the Northeast Avalon Times. Greeting will be as on the Town’s 2013 Christmas Card.

Motion Carried Unanimously.

(C) Expression of Interest – Professional Services

13-411 Motion: R. Bill/T. Williams

Motion to approve placement of Expression of Interest ad in the Telegram on Saturday, December 7, 2013 for Professional Services for 2014 (Engineering, Auditing and Legal).

Motion Carried Unanimously.

(D) Position Description – Town Manager

13-412 Motion: R. Bill/T. Williams

Motion to approve Position Description for the Town Manager.

Motion Carried Unanimously.

(E) Position Description – Town Clerk

13-413 Motion: R. Brink/ M. Vardy

Motion to approve Position Description for the Town Clerk.

Motion Carried Unanimously

(F) Town Christmas Hours

13-414 Motion: R. Bill/ B. Brink

Motion to set Town Hall hours during the Christmas Season as follows:

December 24, 2013 – Christmas Eve – 8:30 a.m. – 12:00 p.m.

December 25, 2013 – Christmas Day – Closed

December 26, 2013 – Boxing Day – Closed

December 27, 2013 – 8:30 a.m. – 4:00 p.m.

December 30, 2013 – 8:30 a.m. – 4:00 p.m.

December 31, 2013 – New Year’s Eve – 8:30 a.m. – 12:00 p.m.

January 1, 2013 – New Year’s Day – Closed

Motion Carried Unanimously.

(G) Staff Christmas Bonus

13-415 Motion: M. Vardy/T. Williams

Motion to approve Christmas Bonus in the amount of \$100.00 for each staff member.

Motion Carried Unanimously

(H)2014 Council Meeting Schedule Start Date

13-416 Motion: R. Brink/ T. Williams

Motion to approve 2014 Regular Council Meetings to begin on Monday, January 13, 2014 at 6:30 p.m.

Motion Carried Unanimously.

(I) Purchasing Policy

13-417 Motion: R. Bill/T. Williams

Motion to approve Purchasing Policy as presented.

Motion Carried Unanimously

(J) Cellular Phone/IPAD Policy

13-418 Motion: R. Bill/ M. Vardy

Motion to approve Cellular Phone/IPAD Policy as presented.

Motion Carried Unanimously

(K) Correspondence – M. Cooper – Library Calendar of Events December 2013 - Information

(L)Correspondence – M. Cooper – Establishing a Youth Committee

13-419 Motion: R. Tizzard/B. Brink

Motion to set up a Youth Committee within the Town and a Council Liaison is appointed to the Committee.

Motion Carried Unanimously

13-420 Motion: R. Brink/ M. Vardy

Motion to appoint Councillor Tizzard as the liaison for the Youth Committee.

Motion Carried Unanimously

(M) Quote – K & D. Pratt – Data Logger for FlowMetre

13-421 Motion: R. Bill/R. Tizzard

Motion to accept quote in the amount of \$2,182.03 from K & D Pratt for a Process Logger 8 channel SmartReader to attach to Flowmetre to log data.

Motion Carried Unanimously.

(N) Correspondence – Rhonda Hudson

Mayor, Town Foreman and Town Manager viewed the site and found there to be no issue with the it.

(O) 2 Correspondences – Licensed Family Child Care Facility – 21 Wesbill Place re: Discretionary Use Ad

Deputy Mayor Vardy excused himself from Chambers as he declared conflict at 7:36 p.m.

Discussion around two (2) letters with concerns of the road conditions and increased traffic on Wesbill Place with the proposed family child care facility. Council agreed there was no concern regarding the issues.

13-422 Motion: R. Tizzard/T. Williams

Motion to support a Licensed Family Child Care Facility at 21 Wesbill Place.

Motion Carried Unanimously.

Deputy Mayor Vardy returned to Chambers at 7:44 p.m.

(P) Correspondence – Minister Dan Crummell, MHA – Appointment Joedy Wall – Marriage Commissioner for the Province of Newfoundland – For Information.

(Q) Pouch Cove Volunteer Fire Department Honorarium – July – December 2013

13-423 Motion: R. Brink/R. Tizzard

Motion to approve July-December 2013 Honorarium for the Pouch Cove Volunteer Fire Department in the amount of \$5,037.50.

Motion Carried Unanimously.

7. Accounts Payable

13-424 Motion: R. Bill/T. Williams

Motion to approve Accounts Payable dated December 2, 2013 in the amount of \$29,324.53.

Motion Carried Unanimously.

8. PUBLIC WORK'S REPORT

13-425 Motion: R. Brink/R. Tizzard

Motion to approve the Public Work's Reports dated November 14 & November 28, 2013 as presented.

Motion carried unanimously.

9. LIAISON REPORTS

Pouch Cove Volunteer Fire Department

13-426 Motion: R. Tizzard/B. Brink

Motion to purchase On Spot Chains from Parts for Trucks for the Pumper in the amount of approximately \$3500.00. (Chief Shea to provide an exact quote).

Motion carried unanimously.

Emergency Plan

Mayor to receive training on the Emergency Plan.

10. COMMITTEE REPORTS

Human Resources/Administration – Human Resources/Administration met on November 27, 2013. Employment Agreements are being put together for senior staff. A meeting is scheduled on Wednesday, December 4, 2013 to discuss personnel matters.

11. NEW BUSINESS

Tables & Chairs - Chalet

13-427 Motion: /R. Tizzard/T. Williams

Motion to purchase Tables & Chairs for the Chalet.

Motion Carried Unanimously.

Fridge, Stove & Back-up Generator – Silver Threads

13-428 Motion: B. Brink/R. Tizzard

Motion to purchase a Fridge, Stove and a Back-up Generator for the Silver Threads. (Town Foreman to advise of the size generator required).

Motion Carried Unanimously.

Chairs for Council Chambers

13-429 Motion: B. Brink/T. Williams

Motion to defer purchasing chairs for the Council Chambers until an attempt to resolve the issue with the existing chairs is looked into.

Motion Carried Unanimously.

Business Cards

13-430 Motion: R. Bill/T. Williams

Motion to purchase business cards for Council and Staff from Kwik Kopy at a cost of \$453.32 plus tax for 500 business cards x 12 names.

Motion Carried Unanimously.

12. ADJOURNMENT

13-431 Motion: B. Brink/R. Bill

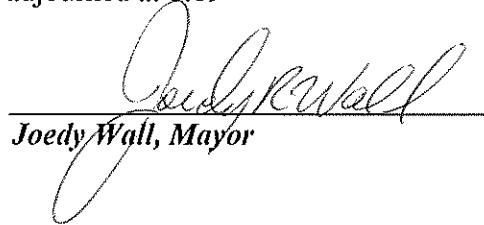
Motion to Adjourn.

Motion Carried Unanimously.

There being no further business the meeting adjourned at 8:19



Jacqueline Berkshire, Town Clerk



Joedy Wall, Mayor