

**Minutes of a Meeting of Council
The Town Council of Pouch Cove held
Monday, January 13, 2014**

Present: Mayor Joedy Wall
Deputy Mayor Mark Vardy

Councillors: Tish Williams
Robert Brink
Kim Jordan
Robert Tizzard

Absent: Roger Bill

Also present: Barbara Tilley – Town Manager
Susan O’Keefe – Assistant Town Clerk

1. CALLED TO ORDER

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

2. ADOPTION OF THE AGENDA

14-001 Motion: R. Brink/K. Jordan

Motion to approve the Agenda with the addition of “Office Restructure.”

Motion Carried Unanimously.

3. ADOPTION OF THE MINUTES

Regular Meeting of Council Monday, December 16, 2013

14-002 Motion: R. Brink/K. Jordan

Motion to approve the minutes of Monday, December 16, 2013 as presented.

Motion Carried Unanimously.

4. BUSINESS ARISING

No business arising from the December 16, 2013 minutes.

5. DELEGATE – Alex Bill

Mr. Bill addressed council on behalf of Deanne Fleet. Explained why existing property should be approved for extension as he advised that the current structure meets the Town's requirements for an extension.

Mr. Bill asked what the Council meant when they advised that the road needs to be "finished" prior to issuing the approval for the application in question. Mayor J. Wall advised Mr. Bill that when both engineers are done their work and the road has met the Town of Pouch Cove Road Regulations, the road will be then signed over to the Town. Mr. Bill questioned the warranty of the road, and the Town Manager B. Tilley stated that the Town shall be given a one-year warranty on the road by the developer.

Mr. Bill asked the Council if the Town has researched about fire access and other town use, but because the road is currently not a public road, there is no Public Services provided to that area.

6. DEVELOPMENT APPLICATIONS

(1) Development Application for Extension – 34 Bank Road – D. Fleet

14-003 Motion: R. Brink/K. Jordan

Motion to approve Development Application for a 30'x36' extension at 34 Bank Road subject to the road to be completed and meeting Town standards prior to development.

Motion Carried.

Against: T. Williams

(2) Approval in Principal – 197-201 Main Road – M. Williams

14-004 Motion: R. Brink/M. Vardy

Motion to defer application for Approval in Principal for 197-201 Main Road, until it is referred to the Town engineer to investigate the town water and allowance for septic.

Motion Carried Unanimously.

7. **NEW CORRESPONDENCE**

(A) MNL Avalon Regional Meeting – March 21-22, 2014

14-005 Motion: R. Tizzard/R. Brink

Motion for Councillor R. Tizzard and Councillor R. Brink to attend the MNL Avalon Regional meeting in St. John's from March 21-22, 2014.

Motion Carried Unanimously.

(B) PMA Annual General Meeting – April 2-4, 2014

14-006 Motion: R. Tizzard/R. Brink

Motion to send one staff member to the PMA Annual General Meeting in Gander from April 2-4, 2014.

Motion Carried Unanimously.

(C) MMSB Composting Program – Bin Order

Town Manager advised that we have bins left from our last order, no need to order more. Councillor Tizzard advised that we should focus on recycling and composting by advertising more and hosting events. The information will be reposted through our online channels for the residents to view.

(D) Operator of the Year Award

The Operator of the Year Award recognizes an operator who has demonstrated professionalism and dedication in providing clean and safe drinking water.

14-007 Motion: R. Brink/M. Vardy

Motion to have Town Manager fill out nomination form for Operator of the Year.

Motion Carried Unanimously.

(E) Recreation Code of Conduct

14-008 Motion: R. Tizzard/T. Williams

Motion to approve the Recreation Commission Members having to submit a Criminal Code of Conduct if sitting on the committee, at no cost.

Motion Carried Unanimously.

The Recreation coordinator will provide a letter to the RNC stating the members are volunteers. This will waive the fee for the Code of Conduct.

(F) Fire Department, On-Spot Chains – Quote

14-009 Motion: T. Williams/R. Brink

Motion to approve quote from Parts for Trucks in the amount of \$3263.44 for the cost and installation of the on-spot chains for the Pumper truck.

Motion Carried Unanimously.

Only one quote was presented for this item, as Parts for Trucks is the only supplier of this product.

(G) Generator - Quote

14-010 Motion: R. Tizzard/R. Brink

Motion to approve quote from NL Distributors in the amount of \$4900 plus tax for the Koshin 14,000w generator, subject to confirming warranty and servicing information with the supplier.

Motion Carried Unanimously.

(H) Work Station - Quote

14-011 Motion: T. Williams/ K. Jordan

Motion to approve quote from Office Furniture Warehouse in the amount of \$749.00 plus tax for a work station for the Mayor/Council Office.

Motion Carried.

Against: R. Tizzard

(I) Data Wiring - Quote

14-012 Motion: R. Tizzard/T. Williams

Motion to approve quote from Century 2K in the amount of \$2495.00 plus tax for the phone data wiring in the Town Hall, Fire Hall, Recreation Department, and Public Works Department

Motion Carried Unanimously.

Town Manager B. Tilley asked *Councillor R. Tizzard to contact wiring company prior to installation to ensure quote is for appropriate needs of the new system.*

(J) Councillor Orientation

Council decided to do the training on two separate evenings. Scheduling will be done through the office and coordinated with Council.

(K) Budget 2014

14-013 Motion: T. Williams/R. Brink

Motion to approve the 2014 Budget as presented in the amount of \$1,784,159.00.

Motion Carried Unanimously.

14-014 Motion: R. Tizzard/R. Brink

Motion to adopt the 2014 Fee Structure as presented.

Motion Carried Unanimously.

Councillor R. Brink presented an overview of the Town's financial position. The Municipal Operating Grant has increased by almost \$100,000, our lease payments have lowered, and the Town has applied for funding for the Water Treatment Facility, being responsible for 10% of the project cost.

Councillor R. Brink advised that the Town is in a good position financially, however, we do not know what our future unexpected costs and spending may be.

The Finance Committee met and decided that the residential mil rate will remain at 6 mil, the commercial rate will decrease to 12 mil, and the business rate will decrease to 10 mil.

The budget total for the 2014 year is \$1,784,159.00.

7. ACCOUNTS PAYABLE

Mayor J. Wall and Councillor R. Tizzard were declared in conflict and left the room at 7:23pm.

14-015 Motion: R. Brink/T. Williams

Motion to approve Accounts Payable dated January 13, 2014 in the amount of \$60,317.51.

Motion Carried Unanimously.

Mayor J. Wall and Councillor R. Tizzard returned to the meeting at 7:35pm.

8. PUBLIC WORK'S REPORT

14-016 Motion: R. Brink/K. Jordan

Motion to approve the Public Work's Reports dated December 12, 2013 as presented.

Motion carried unanimously.

9. LIAISON REPORTS

Recreation

Councillor R. Tizzard explained that the Recreation Coordinator's cell phone usage may be higher than usual because there is no phone in his new office yet, and he must use his work cell phone. The Recreation Commission is requesting that the Town expense the cost of the SNOWFEST event mail-out.

14-017 Motion: R. Tizzard/B. Brink

Motion to approve payment for the Recreation Mail-out in the amount of approximately \$130.00.

Motion Carried Unanimously.

Town Manager, B. Tilley advised that this payment could have been approved at the office level, however Councillor R. Tizzard wanted the approval in the Minutes for public knowledge.

Fire Department

Mayor J. Wall advised Council of a request from the Fire Department members that the Firefighters who are not living on the Main Roadway of Pouch Cove be ploughed as a priority. Council decided to forward this issue to the Public Works Committee.

10. COMMITTEE REPORTS

Water – Councillor Tizzard advised Council that he filled out the Application for Capital Works funding with the necessary information as well as the estimated project cost of \$2,870,000.

ICSP – The last ICSP meeting was held in Pouch Cove, chaired by Mayor J. Wall. The next meeting is Tuesday January 14, 2014 in Bauline.

11. **NEW BUSINESS**

(A) Office Restructure

14-018 Resolution: T. Williams/M. Vardy

BE IT RESOLVED THAT the duties and responsibilities of the positions of Town Clerk and Town Manager be placed into a new position of Town Manager/Clerk and same be held by the current Town Manager and **THAT** the position of Town Clerk as a standalone position of Town Clerk of the Town of Pouch Cove and its incumbent, Jacqueline Berkshire, be and hereby are declared redundant.

BE IT FURTHER RESOLVED THAT the Town enter into a severance arrangement with Jacqueline Berkshire in accordance with the plan proposed by the Town Manager as may be amended to address the issues raised by Ms. Berkshire in her representations to Council at a private meeting of Council earlier today, January 13, 2014.

Resolution Carried Unanimously.

12. **ADJOURNMENT**

14-019 Motion: R. Brink/T. Williams


Motion to Adjourn.

Motion Carried Unanimously.

There being no further business the meeting adjourned at 7:51pm.



Susan O'Keefe, Assistant Town Clerk



Joedy Wall, Mayor