

The Town of Gambo

A Regular Meeting of the Town Council of Gambo was held on February 24th, 2020 at the Gambo Town Hall, Gambo, NL.

Minutes of the Regular Meeting of the Town of Gambo held on February 24th, 2020 at the Gambo Town Hall, Gambo, NL.

Members in Attendance

Mayor Craig Lush
Deputy Mayor Darren Dyke
Councillor Desiree Hopkins
Councillor Lori Moss
Councillor Peter Lush
Councillor Mark Stockley
Councillor Nathan Philp
Town Clerk/Manager, Lorne Greene
Admin Clerk, Cindy Collins

Members Absent

Visitors

Mayor Lush called the meeting to order at 6:31 pm.

As per Mayor Lush's request, Lorne requested to add the following two items to the Agenda:

- Committee Structure
- Correspondence from Councillor Philp

Motion: 2020-02-24-047 (D. Dyke & P. Lush) to approve the Agenda of February 24th, 2020 with the addition of the above noted items.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Motion: 2020-02-24-048 (P. Lush & D. Hopkins) to approve the minutes of the Regular Council Meeting of February 10th, 2020 as presented.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Business Arising From The Minutes:

- Student Representative – Lorne advised that the new Student Representative for

Smallwood Academy would be Colby Parsons. His first meeting will be March 9th, 2020.

- 230B J.R. Smallwood Tax Sale – Lorne advised that the individual who had expressed an interest in purchasing the home has decided they are no longer interested.
- Sludge Removal, Gambo South Treatment Plant – Lorne advised that the process has started and two sessions have been completed to-date. He further advised that the material is not being removed from the site but that the process has been approved by the proper Government Department and that our Engineers are on-site overseeing the work.

New Business:

No new business.

Correspondence:

Council Meeting Correspondence - 2020			
Received from	Received on	I / A	Details
Annette St. Croix	February 10	I	Information Request
Stewardship Association of Municipalities	February 18	I	SAM Newsletter #26 Winter 2020
Arnold Beck	February 20	I	Middle Brook Trail
Gander and Area Chamber of Commerce	February 10	A	60th Annual General Meeting
Municipalities NL	February 14	A	Central Regional Meeting - Registration now open
Town of Gambo	February 20	A	Business Permit Application - For Review
Town of Gambo	February 20	A	Building Permit Application - For Review

Item: Chamber of Commerce; Annual General Meeting – Councillor Hopkins will attend.

Item: Annette St. Croix; Information Request – This item is for information purposes only. A concern was brought to Council previously regarding the procedures the Office staff use in obtaining quotes for work to be completed. Ms. St. Croix's correspondence notes that a concern was received at her office but that an investigation has been completed and it was

found that the office is following the proper Public Procurement Rules and Regulations as required by the Public Procurement Agency.

Item: Trail Grooming; Middle Brook Trail – Lorne advised that he has contacted the individual and requested that the trail grooming stop.

Item: MNL; Central Regional Meeting – Deputy Mayor Dyke will attend.

Item: New Application Format – This item is for information purposes. Several individual applications have been combined into one to streamline the files and paperwork involved in permit applications.

Finance:

Item: Loan Renewal; League Savings & Mortgage –

Motion: 2020-02-24-049 (D. Dyke & P. Lush) to grant approval to renew a loan from League Savings & Mortgage. This loan will have a term of 36 months with an interest rate of 4.79% and a monthly loan payment in the amount of \$1063.43.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Item: MNL Central Regional Meeting; Municipal Sponsor Request – No donation at this time.

Item: Quotes; Windows & Patio Door for the Walsh House – The lowest qualifying bidder was Castle Building Supplies. This is an unbudgeted item. We are hoping to complete the work through the assistance of a JCP Program.

Motion: 2020-02-24-050 (D. Dyke & P. Lush) to approve the award of the recent quotes obtained for windows and a patio door for the Walsh House to Castle Building Supplies in the amount of \$6,304.58.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, P. Lush & M. Stockley

Opposed: Councillors D. Hopkins & N. Philp

Abstaining: 0

Motion Carried

Item: Smallwood Academy Safe Grad Donation –

Motion: 2020-02-24-051 (D. Dyke & P. Lush) to approve a donation in the amount of \$50 to the Safe Grad Committee for the 2020 graduating class at Smallwood Academy.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0
Abstaining: 0
Motion Carried

Item: Request from the Battle for Bryan Team –

Motion: 2020-02-24-052 (D. Dyke & P. Lush) to approve the purchase and donation of a banner for the memorial volleyball tournament to be held on April 4th.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0
Abstaining: 0
Motion Carried

Item: Accounts Receivable Adjustments –

Motion: 2020-02-24-053 (D. Dyke & P. Lush) to approve the Accounts Receivable Adjustments in the amount of \$588.90.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0
Abstaining: 0
Motion Carried

Item: Vendor Aged Trial Balance – In the amount of \$9,547.70.

Motion: 2020-02-24-054 (D. Dyke & P. Lush) to approve the Vendor Aged Trial Balance in the amount of \$9,547.70.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0
Abstaining: 0
Motion Carried

Item: Accounts Payable Cheque Register – In the amount of \$58,561.19.

Motion: 2020-02-24-055 (D. Dyke & P. Lush) to approve the Accounts Payable Cheque Register in the amount of \$58,561.19.

Councillor Hopkins enquired as to what the late fee noted was for. Lorne advised that this fee was paid to Bell Aliant but that he would have to enquire further as to the details. Councillor Philp enquired as to the details of the invoice paid to the law firm of Stewart McKelvey. Lorne advised that he would need to review the invoice to be sure of the detailed charges and consulted Mayor Lush as to whether or not he should leave the meeting to obtain the information but was advised that it could wait.

In Favor: Mayor C. Lush

Deputy Mayor D. Dyke

Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Councillor Lush called a point of order and requested that Lorne retrieve the invoice so that Councillor Philp could make an informative vote on the motion on the table. The information was acquired and Lorne advised that the invoice was related to a Tax Sale; Councillor Philp requested his vote be changed to In Favor.

Motion Carried

Public Works:

Item: Boom's Vac Truck Business – It was noted that an error was found with the assessment of the tenant portion for this business. A request has been made to the Municipal Assessment Agency to review the location and update the assessed value of the tenant portion.

Item: Correspondence from Nita Abbott – Mayor Lush left the meeting at 6:51 pm due to conflict. Correspondence from this resident was tabled at the last meeting and deferred to Public Works for discussion. Public Works is recommending to add a stipulation to our Quarry Permit Approvals that a valid Backfilling Permit from the Town of Gambo must be provided to contractors before any backfilling work can be completed in Town.

Mayor Lush returned to the meeting at 6:54 pm.

Item: Correspondence From Resident on Neptune Road – A request was made to create a cul-de-sac at the end of Neptune Road. Further information regarding the land in the area is required.

Item: Request for Proposals; Household Waste and Recyclable Collection – It was noted that the deadline for submission has passed and that the office did not receive any questions or submissions on the Request.

Item: Crown Land Referral; Traverse Pond Area – Further information is required on this item.

Item: Grooming of Middle Brook Trail System – Lorne advised that he has contacted the individual responsible for completing the grooming and advised that this would have to stop. It was noted that the idea of grooming the trail was very well received but that the method of completing the grooming was not.

Administration:

Item: Union Negotiations – Correspondence has been received from the employees. The Committee reviewed the letter and Lorne will draft a response.

Item: Interviews for Receptionist/Festival Administrator Employment Opportunity – The Committee is recommending to hire Miranda Collins for this position.

Motion: 2020-02-24-056 (D. Dyke & P. Lush) to hire Miranda Collins for the position of Receptionist/Festival Administrator.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Item: Employment Position for the Smallwood Interpretation Centre – It was recommended to start the process of hiring an individual for this position and further recommended that Lorne contact SEDCOR to have them involved in the process.

OHS:

Correspondence was circulated from Councillor Philp advising of his resignation from the OHS Committee and as the liaison to the Recreation Commission.

A meeting will need to be held before the end of March. A round table discussion was held on a new chair for this committee and Councillor Moss will take on the role of the Chair.

Emergency Planning:

- There are some adjustments that need to be made to the plan; updating of names and phone numbers and the location of the EOC.
- We are in the process of finding an electrician to come in and review the building to determine what size of generator will be required for the Lions Club to operate as an Emergency Warming Shelter.
- A discussion will be had with the Salvation Army as well.

Regulations:

Item: SEDCOR Memorandum of Understanding – Councillor Hopkins tabled the updated Memorandum of Understanding that is to be sent to SEDCOR for their review.

Motion: To remove the Walsh House from the Memorandum of Understanding with SEDCOR – Councillor Philp motioned that the Walsh house be removed from the Memorandum of Understanding with SEDCOR.

Motion not seconded; motion failed.

Motion: 2020-02-24-057 (D. Hopkins & L. Moss) to approve the Memorandum of Understanding with SEDCOR as presented.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush & M. Stockley

Opposed: Councillor N. Philp

Abstaining: 0

Motion Carried

Councillor Philp noted that he was in agreement with the rest of the document.

Lorne advised that the Taxi & Limousine Regulations have been sent to the Taxi Businesses in town for their review and input.

Councillor Hopkins advised that the Committee is currently working on the Rules and Procedures of a Council Meeting.

Age Friendly:

- A date has been set for the Seniors Luncheon; it will be April 22nd. The Lions Club have agreed to allow the use of their building and to prepare and serve the lunch with the Committee paying for the cost of supplies only;
- Councillor Hopkins will be presenting the Library Board with the idea of the book volunteer bank to deliver books to seniors who are unable to visit the Library;
- There was a discussion on a possible event to have for the seniors in the Home in our community but further discussion is required;
- The Committees request for senior parking at local businesses has been very well received;
- Councillor Moss attended a social with the 50+ Club where they noted the following concerns:
 - o Telephone is not working right;
 - o Would like to request extra parking at the GCYC; it was noted that they are supposed to be utilizing the back parking lot of the Anglican Church;
 - o Would like to request that the GCYC get painted and have baseboards installed.
- Councillor Hopkins will be presenting the Snow Angel Program to the School Council

Communications:

The Committee met to discuss a survey that the Developer had sent and the ideas/suggestions have been forwarded to him.

Liaison Reports

Recreation:

Council's liaison has resigned from the position. Mayor Lush advised that he will be the liaison.

Fire Dept:

- The Annual Poker Run was held and was a successful event with approximately 24 machines;
- They sold approximately 500 burgers again that weekend;
- They have been advised to reapply for funding to purchase a commercial washing machine;
- They have applied for Special Assistance Grants for various other equipment as well.

Festivals:

Councillor Moss advised that she may have some volunteers lined up to join the committee. A meeting is set for 7 PM on Wednesday night at the GCYC as an information session for possible volunteers.

SEDCOR:

No report.

Dover & Area Family Coalition:

No report.

Smallwood Academy:

No report.

Gambo Public Library:

No report.

Town Clerk/Manager Report:

- A JCP Program Application has been submitted for upgrades to the Walsh House.
- The application has been sent to Crown Land for the Middle Brook Trail System.
- A revised ACOA proposal will be completed this week and we are in the process of arranging another meeting with them.
- The Tender for the Booster Pump Upgrade is set to close March 6th.
- A meeting has been requested with Wilf Maloney, Regional Engineer with the Department of Municipal Affairs and Environment, to discuss the RFP for Wastewater.
- The damage to the Fire Hall is considered insurable under our policy. The plans for restoration are underway.
- The annual financial audit was scheduled for today but has been delayed until March 2nd.
- Lorne and Cindy attended a training session on Harassment and Violence in the Workplace. We will have to develop a Harassment Prevention Plan and this should be done in conjunction with the OHS Committee.
- The next Regular Scheduled Meeting is set for March 9th, 2020.

Mayor's Report:

- As discussed previously, the sludge removal is happening at the Gambo South Treatment Plant;
- The snow around town has been melting, revealing potholes in certain places;
- There has been, and will be, shuffling of committee members;
- The planning for the Festival needs to get started;
- The Waste Removal RFP didn't get any response but at least it shows an effort being made by us.

Motion: 2020-02-24-058 (D. Dyke & P. Lush) to move into a Privileged Meeting at 7:22 pm.

In Favor:

Mayor C. Lush

Deputy Mayor D. Dyke

Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

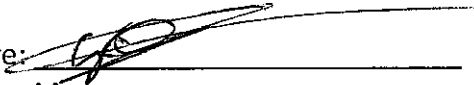
Opposed: 0
Abstaining: 0
Motion Carried

Motion: 2020-02-24-059 (P. Lush & D. Dyke) to move into a Regular Meeting at 7:36 pm.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley
Opposed: 0
Abstaining: 0
Motion Carried

Motion: 2020-02-24-060 (P. Lush & D. Hopkins) to adjourn the meeting at 7:36 pm.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley
Opposed: 0
Abstaining: 0
Motion Carried

Signature: 
Mayor

Signature: 
Town Clerk/Manager