

**MINUTES
TOWN OF TRAYTOWN
July 11, 2016**

IN ATTENDANCE:

Mayor	John Baird
Deputy Mayor	Shannon Carter
Councillors	Jason Patten
	Wilfred Janes
Town Clerk	Sarah Patten
Gallery	Guy Wells Michael Ralph
Absent	Colleen Denty

Mayor Baird called the meeting to order at 7:00PM

Deputy Mayor Carter moved to accept the July 11, 2016 agenda as presented, seconded by Councillor Patten, all in favour, motion carried.

Deputy Mayor Carter moved to accept the June 6, 2016 minutes as presented, seconded by Councillor Patten, all in favour, motion carried.

BUSINESS ARISING FROM June 6, 2016

FINANCE REPORT – During a Municipal Affairs audit it was requested that all monthly payments to be recorded in the minutes. The clerk will attach a schedule A to the minutes with a list of the all monthly payments from this time forward. During the audit it was indicated that some of the council's procedures could be used as a template or guide for other towns. The road contract, monthly spreadsheets showing the actual income and expenses, council meeting guidelines were taken to be given to other towns. The Simply Accounting program is not looked at favourably and the town was ask to upgrade to a more town friendly version of software. The Gas Tax can be used to purchase the Town Suite software, which is very costly and has a yearly cost. Simply Accounting now has a yearly cost to do the payroll even manually. Upon careful consideration the council will keep the Simply Accounting software and the clerk will upgrade using a credit card which will be reimbursed by the town. **Councillor Janes moved to upgrade the Simply Accounting Program, seconded by Councillor Carter all in favour, motion carried.**
ATTACHMENT "A" – attached.

SEWER MAINTAINENCE UPDATE – Mr. Robert Ralph will be doing the cleaning of the manholes by the end of July. The town may need new covers to fix some of the manholes.

ROAD MAINTENANCE UPDATE – Road work completed for the year, invoice from G& R Construction in the amount of \$6,960.80 for the road work done with the capital Works Project. The clerk will pay this invoice the next week she works and most of this will be reimburse when the Capital Works project is approved and paid.

AMALGAMATION STUDY REPORT –.MHA Colin Holloway was in touch with Mayor Baird about meeting maybe on July 14, 2016 the clerk, Councillor Janes & Patten and the mayor will try to be at this meeting.

GAS TAX –

CAPITAL WORKS – MHA Colin Holloway informed the Mayor that all of the water and wastewater projects have been sent to Ottawa for approval. The final approvals have not been published as of today's

date.

RECREATION REPORT – The Recreation Committee has cleared off the front of the Town Hall yard and moved the huge rock in place. The area will need to be cleaned up to remove all the debris pushed against the woods.

STUDENTS – 1 Post Secondary - \$11.50 per hour 7 weeks 35 hours per week 1 Level I, II, or III student 10.50 per hour 5 weeks. The clerk has hired two students going to Level I in September. One of the projects request a Post-Secondary Student which the town may not be able to avail of this year.

WEB SITE PROGRAMER – clerk talk to Sarah and Shane Keats and requested that they take a look at the Town's web site and report back if they are able to get into the program for the town.

INTERNET TOWER – The permit application for the internet town has been withdrawn from the contractor that submitted it. The contractor will work with the council to find a more appropriate place to put the tower.

FIRE SMART PROGRAM – The Glovertown Fire Rescue have had several people interested in the Fire Smart Program and are presently working to set up appointments to show people how to make their homes more fire smart from forest fires.

PARK – The resting viewing park has had a picnic table added as well as the Canadian Flag/ flagpole. There was a call to the office to inform the council that someone had entered the park in a vehicle and turned around on the lawn. The council feels that a barrier will be needed to keep vehicles out of the area, either rocks or gate will be used as a barrier. Councillor Patten will look into having a sign and two 12 foot poles erected on the site with the name "Woodrock Park" over the poles that will show it's a walking area not for driving.

REPAIR & MAINT - PRICES – Patio - East Glo - \$5,927.61 breakdown - materials \$2,745.67 HST included Labour \$2,500.00 Home Hardware - \$4,572.52 breakdown - materials \$2,945.33 HST included Labour \$1,627.20 Deputy Mayor Carter moved to accept the low tender price of \$4,572.52 for the patio replacement, seconded by Councillor Janes. All in favour, Councillor Patten abstained from vote due to working for Home Hardware) motion carried.

Shingles - Two prices: East-Glo Castle - \$7544.14 Total - Labour included Labour price of \$3,500.00 plus HST Glovertown Home Hardware - \$6,264.64 - Labour included. Labour price of \$2,240.00 plus HST. Councillor Janes moved to accept the low tender price of \$6,264.64 for the shingle replacement, seconded by Deputy Mayor Carter, All in favour, Councillor Patten abstained from vote due to working for Home Hardware, Motion carried.

NEW BUSINESS

PETTY CASH – Deputy Mayor Carter moved to have a petty cash fund in the office in the amount of \$200.00 for things like stamps, coffee, etc., seconded by Councillor Janes, all in favour, (Councillor Patten abstained due to being related to the clerk) all in favour, motion carried. A spreadsheet with detailed items brought from petty cash will be presented at each monthly meeting.

CORRESPONDENCE –

PERMIT – 15 Aspen Lane – Councillor Patten moved to approve a permit to build garage at 15 Aspen Drive Seconded by Councillor Janes. All in favour. Motion carried. (Brought forward from

approval in Town Office on June 27, 2016.

DISCOUNTS –# 5 Income less than \$20,000.00 request 40% discount on Property Tax – **Deputy Mayor Carter moved to approve the discount of 40% for resident #5 seconded by Councillor Patten, all in favour, motion carried**

NEXT REGULAR MEETING – August 1, 2016

MEETING ADJOUNED – Deputy Mayor Carter moved to adjourn the meeting seconded by Councillor Patten, all in favour, motion carried.

Mayor

Town Clerk

ATTACHMENT "A"

		JUNE CHEQUES 2016	
1. Station Road Contracting	Park & Contract	1808+3250	5058.00
2. Remittance			811.66
3. Glovertown Home Hardware	fertilizer grass seed		254.64
4. Newfoundland Power	53.73+857.29+251.54		1162.56
5. East Glo Castle	Poles for signs		146.34
6. Kimberly Ralph	Clean up & garbage		773.49
7. Tira Garrett	Signs & hall		240.00
8. Central Waste	May invoice		641.52
9. Did It Training	First Aid 4 people		723.20
10. Canada Post	110 flyers		21.26
11. Eastlink	Telephone internet		142.10
12. Corrine Vivian Ads	Student ad		12.00
Total Expenses			9986.77