

**TOWN OF LOCKEPORT
COUNCIL MEETING
MONDAY, NOVEMBER 25, 2019
MINUTES**

Present: Mayor George R. Harding, Deputy Mayor Dawn DeMings-Taylor, Councillor Dayle Eshelby, Councillor Kent Balish, Community Coordinator - Frances Scott, Working Streets Foreman - Kevin Snow, Fire Chief – Wayne Chetwynd, Town Clerk/Treasurer – Joyce Young and Recording Secretary – June Harding

Also in Attendance was MPAL Coordinator - Joel D'entremont

1. Call to order

The Meeting was called to order by Mayor Harding at 1:00 p.m.

2. Silence Electronic Devices

All electronic devices were silenced at this time.

3. Approval of Agenda

11-25-19-01

It was duly moved and seconded that the agenda be approved with the following addition: Under Other Business – Community Works Program.

Motion Passed

4. Approval of Minutes

- *Council meeting November 12, 2019*

11-25-19-02

It was duly moved and seconded that the Minutes from November 12, 2019 be approved.

Motion Passed

5. “Open Mic”

6. Department Reports

- *Fire Department – New Truck vs Used Truck (Attached as Schedule “A”)*

Fire Chief Chetwynd reported that Fire Truck # 132 was inspected this morning and all is good.

The Town Clerk/Treasurer informed the Committee that the Municipality of the District of Shelburne has their Council Meeting today so we can hope to hear something from them in the next day or two regarding the information provided to them from Fire Chief Chetwynd re: the purchase of a new vs used Fire Truck.

The Fire Department/First Responders are trying a new texting service that promises to be more economical than the current service. The new service is called IM Responding and it offers the first two months free of charge. If things work well the Town stands to save \$400.00 to \$500.00 per year. This new service offers more options than the old service.

- *Public Works (Attached as Schedule "B")*

Mayor Harding asked for more details regarding the options for the ditching project on John Street.

The Working Streets Foreman explained that Harlow's Construction quote lists two steps to the project which are as follows:

Step 1 – On the right hand side where a small ditch was constructed last year, excavate a trench and install stone and perforated pipe approximately 2' to 2.5' deep that would pick up ground water and take it down the hill to the ditch on the sewage plant access road. This ditch may lower the ground water and prevent it from breaking out through the pavement. Upgrade the ditching on the left side and expand on the width and depth of the ditch. This will involve culvert access changes etc.

Step 2 – If the street continues to have breakout of water through the pavement because of where the water supply may be originally from than we may have to remove the asphalt and materials from underneath and install a clear stone drainage mat that would tie into the side drainage.

Step one has to be done anyway and the decision to do Step two cannot be made until step one has been completed.

The table from the DD Mann that was donated by Bob and Glenna Redding to the Town of Lockeport is currently stored at Crescent Beach Centre. Everyone was asked to give it some thought over the winter as to where this table could go. The Working Streets Foreman thinks it is fine where it is for the winter months.

- *Joel D'Entremont - MPAL Report — Physical Activity Strategy (Attached as Schedule "C")*

Joel presented his power point presentation and reviewed the history of the Physical Activity Strategy. Joel recommended that Council adopt the Strategy as presented. The following motion was made:

11-25-19-03

It was duly moved and seconded that the Council of the Town of Lockeport adopt the Physical Activity Strategy as presented.

Motion Passed

- *Recreation Report (Attached as Schedule "D")*

The Community Coordinator reported that the Christmas by the Sea Flyers will be out very soon and reminded Council that the tree lighting and Santa's visit will be held on December 13, 2019. The Recreation Department is planning to conduct a Christmas house decorating contest again this year.

- *Administration Report (Attached as Schedule "E")*

The Town Clerk/Treasurer is following the advice of Paul Wills, Municipal Finance Corporation and has attached year end projections to her report for Council to see. She will do another year end projection in January and again close to year end.

The Town Clerk/Treasurer would like Council to consider putting all Deed Transfer taxes in Reserves starting with the 2020/2021 budget.

7. Presentations

There were no presentations scheduled for this afternoon.

8. Economic Development

Mayor Harding reported that the Future Proofing Lockeport Group will be holding their meetings at Becky's Knit & Yarn shop for this winter and possibly Spring 2020. The heat at Crescent Beach Centre can now be turned back for the winter.

9. Finance

- *List of bills already paid in the amount of \$81,853.29*

The list of bills was reviewed with no questions arising.

- *Motion re: Gas Tax*

11-25-19-04

It was duly moved and seconded that Gas Tax Funds up to \$40,000.00 be utilized to pay for the Offsetting Plan re: Trestle Trail Remediation Project.

Motion Passed

10. Other Business

- *Response to Town Clerk's letter written to Transportation and Infrastructure Renewal regarding Locke Street*

Council was pleased that we have received a response from the Department of Transportation & Infrastructure Renewal regarding the condition of Locke Street.

- *Further Review of "Use of Town Facilities" Policy*

The "Use of Town Facilities" Policy was reviewed recently and somehow in transition the wording got mixed up so Mayor Harding asked that it be sent back to the Committee for further review. The following motion was made:

11-25-19-05

It was duly moved and seconded that the "Use of Town Facilities" Policy be sent back to the Review Committee for further perusal.

Motion Passed

- *Decision on December 23rd Council Meeting*

After a short discussion regarding the close proximity to Christmas of the December 23rd Council Meeting, the following motion was made:

11-25-19-06

It was duly moved and seconded that the Council Meeting scheduled for December 23, 2019 be cancelled.

Motion Passed

- *Motion to move forward with completing the funding application through the Community Works Program*

The Town Clerk/Treasurer explained the logistics of the Community Works Program and listed some ideas on small projects compiled by Mayor Harding, the Community Coordinator and the Town Clerk/Treasurer to make use of the funding if the Town is approved. The following motion was made:

11-25-19-07

It was duly moved and seconded that the Town of Lockport move forward with the application for funding through Community Works to hire two staff members to complete projects in the Town of Lockport. The first staff member would be a University student who will work from April 27, 2020 to August 28, 2020 and the second staff member would be an individual to work from April 6, 2020 to November 6, 2020.

Motion Passed

11. Information Only

There was nothing for Information only this afternoon.

12. Date of next meeting

- *December 9, 2019 at 6:00 p.m.*

13. “In Camera”

There was nothing for “In Camera” this afternoon.

14. Adjournment

11-25-19-08

There being no further business to discuss it was duly moved and seconded that the meeting be adjourned. Time 2:22 p.m.

Motion Passed

**George B. Harding,
Mayor**

**Joyce Young,
Town Clerk/Treasurer**