**Village of Lipton**  
**Meeting Minutes**  
**Regular Meeting March 4, 2020 - 07:00 PM**

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| **PRESENT:** Mayor:               Ron Tomolak Councilors:        Mark Horsman                           Logan Horsman                           Joye Schoonbaert                           Rob Schoonbaert CAO:                 Erinn Schreiner Assistant CAO:  Kara Lewis |

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|  | **1** | **Call To Order**  A quorum being present, Mayor Ron Tomolak called the meeting to order at 7:00 p.m. |
|  | **1.1** | **Delegation - Sayed Wajid and Val Byskal** |
| 2020/80 | **2** | **Approval of Agenda: As Presented** **Moved By:**Mark Horsman **Seconded By:**Rob Schoonbaert  That Council approved the agenda.  **CARRIED** |
| 2020/81 | **3** | **Approval of Minutes:** **Moved By:**Rob Schoonbaert **Seconded By:**Logan Horsman  That the minutes of the Regular Meeting of Council held February 12, 2020 be approved.  **CARRIED** |
|  | **4** | **Accounts Payable:** |
| 2020/82 | **4.1** | **Cheque and Online Payment Approval** **Moved By:**Mark Horsman **Seconded By:**Rob Schoonbaert  That Conexus Cheques #194- #203 and #209-#224 $29,123.42; Conexus Cheques for council remunteration #204-#208 $3414.30; Online Conexus totaling $6027.08; and Online Conexus Payroll #187- #194 totaling $12,098.30, be hereby approved.  **CARRIED** |
| 2020/83 | **5** | **Reports: Approve Reports** **Moved By:**Rob Schoonbaert **Seconded By:**Logan Horsman  That Council accept the verbal reports of the Mayor and Councilors and the written report prepared by the CAO.  **CARRIED** |
|  | **6** | **Old Business:** |
| 2020/84 | **6.1** | **EMO - Draft Plan** **Moved By:**Joye Schoonbaert **Seconded By:**Mark Horsman  That Donna Lutz be appointed the EMO Coordinator.  **CARRIED** |
| 2020/85 | **6.2** | **CP Land Lease Agreement** **Moved By:**Logan Horsman **Seconded By:**Mark Horsman  That the CAO be instructed to advise the lawyer to remove the "sale" portion of the agreement.  All lot sizes will be 25 feet by 50 feet.  The cost of each lot lease will be $300.00 per year plus a one time refundable damage deposit of $200.00.  Council will have to approve every item that is going to be stored in the facility.  All bylaws are to be followed.  **CARRIED** |
|  | **7** | **New Business:** |
| 2020/86 | **7.1** | **February 2020 Financial Statement** **Moved By:**Rob Schoonbaert **Seconded By:**Logan Horsman  That the February 2020 financial report be accepted as presented.  **CARRIED** |
| 2020/87 | **7.2** | **Bank Reconcilation Statements** **Moved By:**Mark Horsman **Seconded By:**Rob Schoonbaert  That the Conexus bank reconciliation statement and the CIBC Main bank reconcilaition statement for February 2020 be accepted.  **CARRIED** |
| 2020/88 | **7.3** | **CAO and Assitant CAO - change of allocation of salaries admin/water** **Moved By:**Mark Horsman **Seconded By:**Rob Schoonbaert  That Council approves to allocate 20% of the Administration staff wages and benefits, 50% of the Maintenance Staff wages and benefits and 5% of summer students wages and benefits to the Swere and Water Department.  Council also approves the allocation of 40% of the shop/office utility expenses to the fire department.  **CARRIED** |
| 2020/89 | **7.4** | **CIBC - Letter to close operating line** **Moved By:**Logan Horsman **Seconded By:**Rob Schoonbaert  That Council approves leaving the CIBC operating line open due to the fact that the debenture payment comes out of this account every year.  **CARRIED** |
| 2020/90 | **7.5** | **CIBC - letter to cancel Visa** **Moved By:**Mark Horsman **Seconded By:**Rob Schoonbaert  That Council approves the cancelling of the CIBC Visa.  **CARRIED** |
| 2020/91 | **7.6** | **CIBC - to transfer reserves to Conexus** **Moved By:**Rob Schoonbaert **Seconded By:**Logan Horsman  Tha Council approves the moving of the reserve fund from CIBC to Conexus.  **CARRIED** |
| 2020/92 | **7.7** | **SUMAssure - coverage breakdown** **Moved By:**Rob Schoonbaert **Seconded By:**Logan Horsman  That Council acknowledges the SUMA Assure insurance coverage report.  **CARRIED** |
| 2020/93 | **7.8** | **STARS - donation request** **Moved By:**Rob Schoonbaert **Seconded By:**Mark Horsman  That Council approves the donation of $300.00 to STARS and a $100.00 donation to Telemiracle.  **CARRIED** |
| 2020/94 | **7.9** | **K. Lewis - wage/ work days** **Moved By:**Mark Horsman **Seconded By:**Rob Schoonbaert  That Council approves K. Lewis' days of work in the office as Monday, Wednesday, Thursday and Friday and that her wage be set at $22.65.  **CARRIED** |
| 2020/95 | **7.10** | **Offer to purchase - D. Schill land** **Moved By:**Rob Schoonbaert **Seconded By:**Mark Horsman  That the Village of Lipton sign an offer to purchase Block A, Plan 101326687, Ext.66 at a cost of $40,000.00 to build our new lagoon cell.  **TABLED** |
| 2020/96 | **7.11** | **Outstanding water accounts - transfer to taxes** **Moved By:**Joye Schoonbaert **Seconded By:**Logan Horsman  That Council gives the CAO the authority to move the outstanding water and sewer accounts to the tax roll if not paid by March 27,2020.  The CAO will also include the charge to shut the water off of $50.00 and the required prepayment of three months of minimum utility billing as per Section of Bylaw   .The CAO will send registered letters to the homeowners informing them of this decision.  **CARRIED** |
| 2020/97 | **7.12** | **Outstanding A/R - transfer to taxes** **Moved By:**Logan Horsman **Seconded By:**Rob Schoonbaert  That Council instructs the CAO to transfer the outstanding accounts receivable amounts to the correct tax roll.  **CARRIED** |
| 2020/98 | **8** | **Correspondence:** **Moved By:**Mark Horsman **Seconded By:**Rob Schoonbaert  That all correspondence be filed as provided.  **CARRIED** |
|  | **8.1** | **RCMP - weekly report 02/18/2020(E)** |
|  | **8.2** | **RCMP - weekly report 02/26/2020 (E)** |
|  | **8.3** | **RCMP - weekly report 03/03/2020 (E)** |
| 2020/99 | **9** | **Adjourn** **Moved By:**Mark Horsman **Seconded By:**Rob Schoonbaert  That the meeting be adjourned at 9:40 p.m.  **CARRIED** |

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