

MUNICIPALITY OF LITCHFIELD

Minutes of the regular council meeting held on April 8th, 2019 at 7 p.m. at the municipal office located at 1362 rte 148 Campbell's Bay, QC.

Present: Mayor Colleen Larivière, councillors Denis Dubeau, Donald Graveline, Emile Morin, Joe Belanger, Terry Racine and John Stitt.
Also present: Director General, Julie Bertrand

Visitors: LLC members Kristin Morin and Courtney Harris, Leadhand Gerald Graveline , Gerard Labelle.CPA and Simon Thibault .CPA.

Quorum is met and Mayor Colleen Larivière presides the meeting.

2019-04-54

Adoption of Agenda

It is moved by Donald Graveline and unanimously resolved to adopt the agenda,with additions, for April 8th, 2019.

Carried

2019-04-55

Adoption of Minutes

It is moved by Emile Morin and unanimously resolved to adopt the minutes of March 6th, 2019.

Carried

URBANSIM

Municipal Inspectors Report

2019-04-56

It is moved by Denis Dubeau and unanimously resolved to approve the municipal inspector's monthly report and to authorize payment for kilometres submitted.

Carried

Transfer of budgetary funds

2019-04-57

It is moved by Terry Racine and unanimously resolved to transfer \$800 from the budgetary item director general "travel and conventions" from the 2019 provisional budget.

Carried

Approval to send Mr Carle to the annual Combeq congress

2019-04-58

It is moved by Terry Racine and unanimously resolved to authorize municipal inspector, Robert Carle to attend the annual Combeq congress. It is noted that the Municipality of Bryson will pay 1/4th of the cost incurred. The balance of the cost of approximately \$1300 is authorized from the budgetary item " training " municipal inspector from the 2019 budgetary item.

Carried

Approval of subdivision plans – lots #6308 101 and #6308 100

2019-04-59

It is moved by Terry Racine and unanimously resolved to approve the subdivision plans submitted by Richard Fortin , his minutes # 10839 dated March 18, 2019. These plans being for lots #6308 101 and #6308 100 belonging to William Ranger and Helen McGuire.

Carried

April 2019

ROADS AND EQUIPMENT

Call for tender for the 2019 supply of 03/4 gravel

2019-04-60

Whereas the municipality put out a call for tender for the 2019 supply of a minimum of 5000 m.t. of 03/4 gravel;

Whereas the municipality sent a call for tender to 3 local suppliers;

Whereas the municipality received the following 3 submissions;

Sable & Gravier Morin: \$8.17 per m.t. taxes included

Brian Stanton Enterprises: \$5.61 per m.t. taxes included

Campbell's Bay Cement: \$5.18 per m.t. taxes included

Therefore,

It is moved by Emile Morin and unanimously resolved to accept the tender from Campbell's Bay Cement in the amount of \$5.18 tax included per m.t. of 03-/4 gravel.

Carried

Purchase of blade shoes for the graders

2019-04-61

It is moved by Terry Racine and unanimously resolved to authorize the purchase of blade shoes for the graders. This expense of approximately \$ 2520.00 plus tax is authorized from the budgetary item equipment " repair and maintenance" from the 2019 provisional budget.

Carried

Purchase of a mobile fuel tank.

2019-04-62

It is moved by Terry Racine and unanimously resolved to authorize the purchase of a mobile fuel tank. This expense of \$422.00 is authorized from the budgetary item " tools" from the 2019 provisional budget.

Carried

Purchase of summer tires for the 2010 International truck

2019-04-63

It is moved by Denis Dubeau and unanimously resolved to authorize the purchase of 8 summer tires for the 2010 International truck. This expense of approximately \$3200 is authorized from the budgetary item equipment "repairs and maintenance" from the 2019 provisional budget.

Carried

FINANCE

Payment of accounts

2019-04-64

It is moved by Joe Belanger and unanimously resolved to authorize payment of invoices to be paid and to accept the payment of invoices paid prior to this meeting.

Carried

Monthly Invoices

Invoices paid prior to meeting: \$ 2897.54

Invoices to be paid: \$ 152903.17

Total amount of invoices: \$155 800.71

Certificate of availability

I, Julie Bertrand, Director General of the Municipality of Litchfield, certify that there are sufficient credits available to pay the approved amount of bill totalling \$ 155 800.71 for the month of April 2019.

Signed: _____

Date: _____

Julie Bertrand, Director General

April 2019

Policy concerning the accepting and review of complaints regarding public contracts.

2019-04-65

Whereas the bill 108 requires that all municipalities implement a policy concerning the reception and the examining of complaints regarding public contracts;

Whereas the municipality's legal advisor has prepared a draft policy;

Whereas members of council have received copies of the policy prior to this meeting;

Therefore,

It is moved by Donald Graveline and unanimously resolved to adopt the draft policy prepared by Deveau Avocats.

Carried

Adoption of 2018 financial statements

2019-04-66

It is moved by Denis Dubeau and unanimously resolved to adopt the 2018 Financial statements prepared and deposited by Simon Thibault, from Dignard Éthier CPA Inc and Mr. Gerard Labelle, CPA.

Carried

Payment of the first installment for the ventilation system for the municipal garage

2019-04-67

It is moved by Denis Dubeau and unanimously resolved to authorize the the first payment of \$24,265.99 for the installation of the ventilation system for the municipal garage. This expense is authorized from the 2014-2018 TECQ funds. It is also resolved that Director General, Julie Bertrand, is authorized to adjust the TECQ programming to reflect the total cost of the garage ventilation project.

Carried

Authorization for Director General to attend a conference regarding the new Labor Laws

2019-04-68

It is moved by Joe Belanger and unanimously resolved to authorize Director General Julie Bertrand to attend a conference regarding newly implemented Labor Laws. This expense of approximately \$50 plus kilometers is authorized from the director general "travel and conventions" from the 2019 provisional budget.

Carried

SECURITY

Purchase of an antenna for the satellite phone system

2019-04-69

It is moved by Denis Dubeau and unanimously resolved to authorize the purchase of an antenna for the satellite phones. This expense of \$550 is authorized from the 911 grant funds.

Carried

Cellphone data for employees

2019-04-70

It is moved by Denis Dubeau and unanimously resolved to allow certain employees to pay for the addition of data on their municipal cellphones .

Carried

April 2019

Interac and credit card machine for the municipal office
2019-04-71 Whereas the municipality has received numerous requests from taxpayers that the municipality offer the Interac and credit card method for tax payments;
Whereas the municipal council is not in favor of the credit card method due to the rate charged by the supplier;
Therefore,
It is moved by Terry Racine and unanimously resolved to authorize Director General, Julie Bertrand, to arrange for Interac services at the municipal office.
Carried

Director General to obtain an estimate to repair a portion of the roof on the municipal garage
2019-04-72 It is moved by John Stitt and unanimously resolved to have a contractor estimate the repairs to a portion of the roof of the municipal garage.
Carried

Purchase of a play structure for the municipal Halte
2019-04-73 Whereas the Litchfield Leisure Committee is fund raising for the continuing development of the municipal Halte;
Whereas the LLC has committed to invest approximately \$4000.00 in the purchase and installation of a play structure;
Whereas the municipal council agrees with the purchase and has budgeted funds for the improvements and development of the municipal Halte;
Therefore,
It is moved by John Stitt and unanimously resolved to authorize the expense of \$10 995.00 plus taxes for the purchase of a play structure to be installed at the municipal Halte. It is also resolved that the LLC will contribute approximately \$4000 towards the cost. Therefore the municipal contribution will be approximately \$8000.00.
Carried

HUMAN RESOURCES

Summer student job posting
2019-04-74 It is moved by John Stitt and unanimously resolved to post the summer student position in the Pontiac Journal, the Equity and on the municipal website.
Carried

Summer work schedule – start date for Chris Sauriol
2019-04-75 It is moved by Denis Dubeau and unanimously resolved that Chris Sauriol start the summer hour schedule as of April 15th, 2019.
Carried

*It is noted that the employees will work on installing a gate at the sign-in point at the municipal transfer site.

*It is noted that the recycling contract has increased by \$21/per tonne starting April 1st, 2019.

April 2019

Motion to go in camera

2019-04-76

It is moved by Donald Graveline and unanimously resolved to go in camera at 8:57p.m.

Carried

Motion to go out of camera

2019-04-77

It is moved by Donald Graveline and unanimously resolved to go out of camera at 9:05.

Carried

Motion to adjourn

2019-04-78

It is moved by Joe Belanger and unanimously resolved to adjourn the meeting at 9:08 p.m.

Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General