

VILLAGE OF PARADISE HILL

January 11, 2016, Regular Meeting

TIME: 6:30 P.M., January 11, 2016

PLACE: Village Office, Paradise Hill

PRESENT: Mayor Bernard Ecker, Councilors, Merle Bielecki, Brad Form, Tyler Winterhalt, Administrator M. Hougham

Bernard Ecker called the meeting to order at 6:30p.m.

#01/16

AGENDA:

BIELECKI moved the adoption of the agenda.

CARRIED.

#02/16

MINUTES:

BIELECKI moved that the minutes of the December 08, 2015 regular meeting be adopted, as circulated.

CARRIED.

#03/16

FINANCIAL STATEMENT:

WINTERHALT moved that the financial statement for the month ending December 31, 2015 be adopted, as circulated.

CARRIED.

#04/16

BANK RECONCILIATION:

FORM moved that the bank reconciliation statement dated December 31, 2015 be accepted, as circulated.

CARRIED.

#05/16

PARADISE HILL FIRE DEPARTMENT MINUTES:

FORM moved that the minutes of the regular meetings of the Paradise Hill Volunteer Fire Department, held on December 15, 2015 and December 21, 2015 be accepted, as presented.

CARRIED.

#06/16

ANIMAL CONTROL OFFICER REPORT:

BIELECKI moved to accept the report from Animal Control Officer, Sabra Patmore, for the month ending December 31, 2015, as presented.

CARRIED.

#07/16

MONTHLY WATER TREATMENT PLANT REPORT:

WINTERHALT moved that the Water Treatment Plant Monthly Operating Report for the month ending November 30, 2015 be accepted, as presented.

CARRIED.

#08/16

MONTHLY WATER TREATMENT PLANT REPORT:

BIELECKI moved that the Water Treatment Plant Monthly Operating Report for the month ending December 31, 2015 be accepted, as presented.

CARRIED.

PUBLIC WORKS CONTRACTOR'S REPORT:

Bernard Ecker, Public Works Contractor, provided the following information:

- Merle has spoken with Sask Power and they will assist us with putting some weather proof plugs on the street lights for use in providing power to Christmas decorations.
- Morgan Gutek, EPO, was here to conduct the semi-annual water plant inspection. Indicated that more documentation is required for recording the boil water advisory that resulted from a de-pressurization in the line.
- We are now required to test for arsenic in the water plant every two weeks. We are still required to send samples to the lab for testing every second month.
- Bernard has spoken with Colleen Dumont and confirmed that we can pile snow on the pot beside her house.

MD BE

#09/16 IN CAMERA:
WINTERHALT moved that the Village of Paradise Hill Council move in camera for the purpose of conducting interviews for the position of administrator.
CARRIED.

Meeting moved in camera at 7:00pm.

#10/16 OUT OF CAMERA:
BIELECKI moved that Council return to open meeting.
CARRIED.

Return to open meeting at 7:50pm.

#11/16 HANDHELD WATER METER READER UPGRADE:
WINTERHALT moved that the Village upgrade to the new handheld water meter reader, the Trimble Nomad Handheld Data Collector from Neptune Technologies, the cost totalling \$7,100.00.
CARRIED.

#12/16 EMPLOYEE CODE OF CONDUCT:
FORM moved that the Municipal Employee Code of Conduct form, a copy of which is attached to these minutes, be approved, and further, that all current employees and all new hires be required to read and sign the code of conduct, confirming that they are willing to abide by the terms therein.
CARRIED.

#13/16 BYLAW#01/2016:
WINTERHALT moved that Bylaw #01/2016, being a Bylaw to Regulate the proceedings of Municipal Council and Council's Committees, be read a first time.
CARRIED.

#14/16 BYLAW#01/2016:
BIELECKI moved that Bylaw #01/2016 be read a second time.
CARRIED.

#15/16 BYLAW#01/2016:
FORM moved that Bylaw #01/2016, be given three readings at this meeting.
CARRIED UNANIMOUSLY.

#16/16 BYLAW #01/2016:
WINTERHALT moved that Bylaw #01/2016 be read a third time and adopted.
CARRIED.

#17/16 APPOINTMENTS - 2016:
BIELECKI moved the following appointments for 2015:
a. Deputy Mayor B. Form
b. Signing Authority M. Hougham, and
B. Ecker or B. Form
c. Fire Chief C. Bast
d. Deputy Fire Chief G. Greves
K. Craig
e. Recreation Committee M. Hougham
G. Zweifel
R. Hardes
f. Paradise Hill Library Board Ann Pearson
Audrey Greves
Heidi Hougham
Dianne Palsich
Tiffany Payne
Natalie Smith (Librarian)
Regional Library Board T. Winterhalt
Alternate Vacant
g. EMO Coordinator T. Winterhalt
h. EMO Coordinator Assistant K. Kroon
i. Auditor C.S. Skrupski Certified
Professional Corp
j. Administrator/Secretary/Treasurer M. Hougham
k. Animal Control Officer Sabra Patmore

MA BE

- l. Building Inspector Jeff Sydoruk
- m. Development Appeals Board A. Form
A. Cholewa
S. Imhoff
Secretary - M. Hougham
- n. Board of Revision Barry Moore
Cheryl Nicodemus
Albert Cholewa
Secretary - Karen Kroon
- o. Paradise Hill Care Home Board of Directors
M. Hougham
M. Bielecki
- p. West Yellowhead Waste Resource Authority B. Ecker
- q. Northwest Mutual Aid Area T. Winterhalt
- r. North Sask River Resource Committee M. Bielecki
- s. Carlton Trail Municipal Corridor B. Form
- t. Designated Officer under
Bylaw 07/2007 - Nuisance Bylaw M. Hougham
- u. Paradise Hill Clinic Partnership L. Harland
B. Harland
- v. Rec & Culture Funding Committee Larry Harland
Theo Kretzer
Shane Colliou
Darin Gervais
Neil Macnab
Heath Eaton
Shane Colliou
Greg Weighill
Lindsey Eaton
Rosemary Harges
Vicki Kretzer
Neil Macnab
Neal Palen
Adam Fink
Bryson Leganchuk
- w. Paradise Hill Arena Albert St. Amant - President
Lynann Bielecki - Vice-President
Karen Kroon -Secretary
Marlene Priest - Treasurer
Audrey Lavigne
Merle Bielecki
Estelline Noeth
- x. Paradise Hill Bowling Alley Mike Duriez - President
Jennifer Langley - Secretary
Deanne Carmody - Treasurer
Jordan Salzl
Melissa Duriez
- y. Paradise Hill Curling Crystal Schaan - President
Melissa Duriez - Registrar
Sarah Weinhandl - Secretary
Terri Monteith - Treasurer
- z. Paradise Hill Ball Board

CARRIED.

#18/16

RATES AND CHARGES - 2016:

FORM moved that Contract work and rates for 2015 are as follows:

- a) Fire Calls - For each truck that responds to a fire call:
 - \$750.00 for 1st hour
 - \$450.00 each additional hour
 - Rounded to nearest 15 minutes
 - As per Bylaw #01/2010
- b) False alarm fees:
 - Where the time of the call out to the time the truck is back in service is less than 1-one hour and no service has been provided, the fee shall be \$400.00,
 - Where the time of the call out to the time the truck is back in service is greater than or equal to one hour and no service has been provided, the fee shall be \$750.00, and
 - Where a fire fighting service is provided, the fees shall remain at a minimum of \$750.00 for the first hour.

MH BE

- c) Water Hookup - \$40.00
As per Bylaw #07/2014
 - d) Mower - \$60.00 per hour
 - e) Grader - \$125.00 per hour
 - f) Whipper Snipper - \$30.00 per hour
 - g) Backhoe - \$90.00 per hour
 - h) Photocopies - \$0.10 per page
 - Free to Non-profits
- CARRIED

#19/16

INDEMNITY AND RENUMERATION - 2016:

WINTERHALT moved to approve the following rates for indemnity and remuneration for 2016:

- a) Mileage - \$.50 / km
 - b) Indemnity
 - Mayor - \$75.00 per meeting
 - Councilor - \$65.00 per meeting
 - Firemen - \$25.00 per meeting
 - Max 2 meetings / month
 - c) Development Appeal - \$25.00 per meeting
 - d) Fire Chief - \$100.00 per month
 - e) Deputy Fire Chief - \$50.00 each per month for 2 deputies
 - f) Fireman Training and Regional meetings:
 - Fire department member indemnity and mileage must be approved by the fire chief or deputy fire chief:
 - \$25.00 per module for an evening session plus mileage
 - \$100.00 per day for a daytime session plus mileage, limited to 2 attendees
 - session plus travel time must be at least 5 hours to qualify as a full day
 - \$50.00 for a half day session
 - g) Fire calls & Practice burn
 - \$20.00 per hour
 - Minimum payment of 1 hour
 - Hours rounded to nearest 15 minutes
 - \$0.50/km for 1 vehicle on out-of-town call
- CARRIED.

#20/16

MUNICIPAL BOND:

BIELECKI moved that as required by Section 113 of the Municipalities Act, the municipal bond be approved, as presented.

CARRIED.

#21/14

TRANSFER TO RESERVE - 2015 INTEREST:

WINTERHALT moved that the following transfers to reserve be completed, effective December 31, 2015:

<u>Transfer to</u>	<u>Amount</u>	<u>Description</u>
Fire Equipment	\$ 448.74	Interest earned in 2015
Recreation & Culture	\$ 1550.72	Interest earned in 2015 less \$10.00 bank fees paid from Rec and Culture iSave account
New Deal	\$ 213.35	Interest earned in 2015
Equipment	\$ 342.94	Interest earned in 2015
Maintenance Shop	\$ 231.79	Interest earned in 2015
Water/Sewer	\$ 617.22	Interest earned in 2015
Historical	\$ 48.44	Interest earned in 2015
Dedicated Lands	\$.21	Interest earned in 2015
Historical	\$ 315.00	History Book Sales
Recreation & Culture	\$ 827.53	Funds allocated and not used by other organizations
Water/Sewer	To be determined	Utility Fund Surplus at December 31, 2015, as determined after all expenses for 2015 have been processed

CARRIED.

#22/16

AUTHORIZE PAYMENT OF 2015 INVOICES:

WINTERHALT moved that, in order to facilitate year end processing, the administrator and mayor be authorized to pay any 2015 invoices that come in before the next meeting.

CARRIED.

MN BE

- #23/16 VOLUNTEER FIRE FIGHTER INSURANCE:
BIELECKI moved to renew the Volunteer Firefighter and First Responder Insurance through the SUMA Advantage program for 2016, selecting coverage Option B, the total cost being \$560.00 plus tax and administration;
Further, that 24 hour off duty coverage be offered to the fire department members, the cost of which is to be borne by the members.
CARRIED.
- #24/16 WATERWORKS COMPLIANCE INSPECTION:
FORM moved that Council acknowledge receipt of the Waterworks Compliance Inspection Report completed by Morgan Gutek, Water Security Agency EPO, and dated December 10, 2015.
CARRIED.
- #25/16 NORTHWEST MUTUAL AID AREA:
BIELECKI moved that the proposed annual fee increase for membership in the Northwest Mutual Aid Area, which, if approved by Northwest Mutual Aid, would increase fees for the Village of Paradise Hill from \$500.00 to \$700.00, be approved.
CARRIED.
- #26/16 AUDIT - 2015:
FORM moved that the terms of the municipal audit, to be performed by C.S. Skrupski CPA Professional Corporation, as outlined in the engagement letter provided, be accepted.
CARRIED.
- #27/16 TRANSFER STATION INSPECTION NON-COMPLIANCE:
BIELECKI moved that Council acknowledge receipt of the Transfer Station Inspection Non-Compliance Follow-up report from Sask Environment and the corresponding response committing to removal of all propane tanks and paint cans by January 31, 2016.
CARRIED.
- #28/16 MUNISOFT SUPPORT:
WINTERHALT moved that the annual software support for the Munisoft programs be renewed, the cost totalling \$3,029.00 plus tax.
CARRIED.
- #29/16 CORRESPONDENCE:
FORM moved that the following correspondence be noted and filed:
1) Ministry of Environment – Transfer Station Inspection Non-compliance Follow-up
2) Munisoft – Technical Support
3) RCMP – 3rd Quarter Statistics
4) Rapid Growth Communities Meeting – January 20, 2016
Lloydminster, 3:00pm
5) NCTPC Workshop – Grading / OH&S – Edam – Feb 24
6) Worker's Compensation – 2016 Premium Rate Notice
7) Sasktel – High Speed Internet Rate Increase
CARRIED.
- #30/16 ADMINISTRATOR POSITION OFFER:
FORM moved that the position of Administrator for the Village of Paradise Hill be offered to Cindy Villeneuve, at a starting wage of \$28.00 per hour and employment start date to be at her convenience.
CARRIED.
- #31/15 ACCOUNTS:
FORM moved to approve payment of all accounts as per:
• "Deposit Register Pay Period: 12(01Dec2015 to 31Dec2015)", totalling \$5,603.63,
• "Accounts Paid – January 11, 2016", except #22619, totalling \$51,695.41, and
• "Accounts for Approval – January 11, 2016", except #22654 totalling \$13,076.01.
CARRIED.

md BE

Bernard Ecker declared a pecuniary interest and declined to vote in the matter up next for discussion.

#32/16

ACCOUNTS:

BIELECKI moved to approve payment of accounts as per

- "Accounts Paid - January 11, 2016", including only account #22619, totalling \$5,753.00 and
- "Accounts for Approval - January 11, 2016", including only account #22654, totalling \$2,500.00.

CARRIED.

#33/16

ADJOURNMENT:

WINTERHALT moved to adjourn, council to meet again Monday, February 8, 2016.

CARRIED.

Presented to Council this 8th day of February, 2016

MAYOR Bernard Ecker ADMINISTRATOR Marion Haugham