

**Municipality of Trinity Bay North  
Special Council Meeting March 11, 2024**

**Minutes of a Special Meeting of the Council of the  
Municipality of Trinity Bay North, held at the  
Town Hall, March 11, 2024**

<i>Members Present</i>	Mayor Deputy Mayor Councillors	David Bartlett Dean Lodge Albert Johnson Terry Stead
<i>Absent</i>	Councillors	Doreen Rumbolt Pauline Stagg
<i>Also Present</i>	Acting Town Clerk Town Manager	Melinda Mackey Darryl Johnson (via phone)

A quorum being present Mayor Bartlett called the meeting to order at 9:05 a.m.

**Point of Sales System**

Information sheet on Point-of -Sale Procurement Process

The cost of operating our current system is costing the town a great deal of money and needs to be replaced. The system is been in operation since 2005 and staff is in contact with First Data to determine if there are any cancellation costs with the current system. The terminal is at the end of life and in need of replacing in order to have the ability to process the proposed surcharges/services.

Points to include on tender

- User friendly for staff and customers with the ability to automatically apply surcharges/service fees at the terminal
- 3-year term
- Closing date of March 21, 2024 @ 4:00p.m. to be dropped off or emailed
- Lowest or any Tender
- Information as per ATTIPA

**Motion #2024-03-11-6458 – Stead/Johnson**

*mm  
wb*

*Be it resolved that staff use the information outlined in the “Proposed Point of Sale Procurement Process” handout to tender for Point of Sales with the addition of the cost of renting or purchasing the equipment and that “As per attached specifications” be added to the tender.*

*In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson & Stead} Opposed 0; Motion Carried*

Mayor Bartlett stepped out the chair at 9:39a.m. and Deputy Mayor Lodge assumed the chair.

*Motion #2024-03-11- 6459 – Bartlett/Johnson*

*Be it resolved that motion #2022-08-09-5727 (Be it resolved we purchase Square debit system for the Town Hall) be rescinded.*

*In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson & Stead} Opposed 0; Motion Carried*

Mayor Bartlett resumed the chair.

### **Town Credit Card**

Town Staff is to check into the costs, if any, associated with the town’s credit card.

*Motion #2024-03-11-6460 – Lodge/Johnson*

*Be it resolved that staff develop a credit card policy to be referred to the finance committee.*

*In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson & Stead} Opposed 0; Motion Carried*

### **Water System Certification**

Town Foreman and two workers are currently certified in the operation of our water system.

*Motion #2024-03-11- 6461 – Stead/Lodge*

*Be it resolved that the Town Manager contact the Department of Municipal and Provincial Affairs to determine if we have to compete internally or externally for the Working Foreman’s position.*

*In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson & Stead} Opposed 0; Motion Carried*

*Motion #2024-03-11-6462 – Lodge/Johnson*

*Be it resolved that the Town Foreman and two additional workers be required to complete the Water System training when it becomes available.*

*In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson & Stead} Opposed 0; Motion Carried*

*mm  
wb*

## Asbestos Pipe

The question was raised whether our staff is at risk of being exposed to asbestos. The Town Manager informed that there is some older sewer pipe.

*Motion #2024-03-11-6463 – Stead/Johnson*

*Be it resolved that maintenance staff obtain required safety training in WHMIS, Safe Handling of Chlorine, Powerline Hazard and Asbestos Abatement.*

*In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson & Stead} Opposed 0; Motion Carried*

## Community Waste Diversion Project

The town has received funding in the amount of \$9,625 through the Newfoundland and Labrador Waste Management Trust Fund.

*Motion #2024-03-11-6464 – Lodge/Stead*

*Be it resolved the Town of Trinity Bay North accept funding for the Community Waste Diversion Project in the amount of \$9,625.*

*In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson & Stead} Opposed 0; Motion Carried*

## On Call Policy

Discussion was held on how workers are called in when there is an emergency situation.

*Motion #2024-03-11-6465 – Stead/Johnson*

*Be it resolved that a policy be formalized regarding the calling in of workers in an emergency situation and that it be built into worker job descriptions currently be developed.*

*In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson & Stead} Opposed 0; Motion Carried*

*Motion #2024-03-11-6466 – Stead*

*Be it resolved that the meeting adjourn at 10:50 am.*

*In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson & Stead} Opposed 0; Motion Carried*



DAVID BARTLETT  
MAYOR



MELINDA MACKEY  
ASSISTANT TOWN CLERK