

**Minutes for the Regular Meeting of Council of the Town of Cupar  
Held on Monday, February 13, 2017  
At the Cupar Town Office Council Chambers**

**Present:** Mayor Steve Boha, Councilors Ed Lehman, Darren Pele, Heather Stabler, Cory Hart, Don Jeworski, Neil Schulhauser  
Acting Administrator: Wanda McLeod

**Absent:**

**Call to Order:** A quorum being present, the meeting was called to order at 7:00 p.m.

**Delegations:** none

**Approval of the Agenda:**

**01-02-17 Schulhauser/Lehman:** That the agenda be approved as amended.

Carried

**Minutes:**

**02-02-17 Lehman/Jeworski:** That the minutes of the January 24, 2017 regular council meeting be approved as amended and the Special meeting minutes of February 2, 2017 be approved as amended.

Carried

**Business Arising from the Minutes:**

- HR Policy and Purchasing Policy will be reviewed and revisited at the next Council Meeting of February 28, 2017.
- Flocor and Rick Dinsmore will attend the February 28 Council meeting as delegates.
- Cindy has completed her Power Mobile Equipment course.
- Munisoft Paymate – Wanda will get them to send her a sample on how it works.
- Gas Tax Fund Application has been submitted for the Rink Boilers and heating system for \$70,000.00. We still have to allocate \$100,000.00 of this funding.
- Councilor Pele will get the pool plaques begun to be placed for the season opening.
- Councilor Hart advised we are right in line with other communities regarding Town Hall Rent and suggests our rates do not change at this time.
- Fire Hall has plumbing permit still has to be approved. Wanda will email Max and see how that is going.
- Water Security Agency letter will be sent out in March utility billing as well as posted in the office and in the Newsletter.
- Cindy has the four (4) 'Slow watch for children' signs to be placed at the corner of Stanley street and Qu'Appelle Avenue.
- Education Property Tax will be completed and submitted after the auditors assist Wanda in filling the forms in full.

AMB.

**Correspondence:**

1. Email from Smile & Wave 2017 aerial photography
2. TDG package (too big to email)
3. Daradich letter regarding payment – CJ construction
4. Jason's Plumbing and Heating letter regarding payment – CJ Construction
5. TAXervice letter and update.
6. New Haven Home Design – Washroom design
7. Donna Klein complaint letter
8. Community Initiatives next application date – April 1st, 2017
9. Postmaster letter
10. NVIMO Regional Planning Workshop – Registration due by March 10, 2017
11. Email from the Rick Hanson Foundation
12. Board of Revision – Extension of time for re-evaluation years to 120 days.
13. National Fire Protection Association – Survey request letter. It was forwarded on to Glenn Janes twice to complete.
14. Prairie Valley North Music sponsor certificate.
15. Cupar Lion's Ag Supper
16. Sask Parks and recreation

**03-02-17 Lehman/Pele:** That the maintenance staff complete the TDG course at their earliest convenience and availability.

Carried

Send a letter to Pat advising all contractors bills have to be cleared up before final payment is sent due to possible mechanical liens being placed on the Fire Hall.

**04-02-17 Pele/Lehman:** That Wanda will email Cassie Aschenbrenner, New Haven Home Design, to begin drawings at the hall on a washroom design and see if she can add the hall wall drawing as well as the ramp on the outside of the building. All to be engineered stamped.

Carried

**05-02-17 Schulhauser/Pele:** That Donna Klein receive a response letter advising the interest charges occur and will not be removed.

Carried

Community Initiatives Grant shall be sent to Lyndsey Ermel to see if they can make use of it and invite the Minor Ball board to a meeting.

NVIMO Regional Planning workshop – Registration is due by March 10, 2017.

Board of Revision has extended their time for re-evaluation to 120 days. Councilor Jeworski and Mayor Boha will sit on the Appeals Board as our two (2) members.

**06-02-17 Schulhauser/Stabler:** To donate the expense of the Cupar Town Hall and provide a \$150 gift certificate to be used at any business in Cupar for the Cupar Lion's AG night.

Carried

*AMB*

Councilor Stabler to advise Wanda if she is going to attend any of the workshops for Sask Parks and Recreation.

**07-02-17 Hart/Jeworski:** File correspondence presented.

Carried

**Approval of the Accounts Payable:**

**08-02-17 Lehman/Pele:** That the accounts payable list be approved with Cheque 8693-8711 in the amount of \$19,914.30 and that the Ceridian Payment for the pay period of **January 22- February 4, 2017** for \$7,321.96.

Carried

**Approval of Bank Reconciliation:**

Tabled - balancing did not occur- out just over \$2000.

**New Business**

**09-02-17 Lehman/Hart:** That we accept Eric Chernick's proposal of giving his property located at 411 Lansdowne Street, Cupar, to the town for \$1 if the town takes responsibility of the demolition of the building.

Carried

Council has accepted Karen Herman's resignation received on February 8, 2017.

**In Camera**

Mayor and Council offered Administrator position to Wanda McLeod. She accepted the proposal and has stepped into the Administrator's role. Advertising will be done as soon as possible for a replacement Assistant.

**10-02-17 Jeworski/Schulhauser:** That the position of Administrator be offered to Wanda McLeod at a salary of \$49,000.00/year (or \$1884.61 biweekly or \$26.92/hour); straight time for evening meetings be taken as banked time to be used within a 2-month period and that there will be a yearly review. She will remain at the temporary wage of \$32.15/hour while she is in the office alone and for a month after hiring an assistant for training purposes.

Carried

**Reports**

**Rink:** Cory meeting with board regarding boilers and heating system.

**Fire:** ok

**Health:** Steve is going to check into plans for the old hospital.

**Shalom:** ok

**Library:** ok

**Museum:** ok

**Equipment:** ok

**Water & Sewer:** ok

**RV Report:** ok

**Cemetery:** ok

**Parks:** ok

AHB.

**Trees:** Check into the trees at Jan Jirec's house.

**Street:** ok

**Hall:** Cassie Aschenbrenner to be contacted regarding the hall.

**Personnel Committee:** ok

**Pool:** Darren to work on plaques and advertising to go out soon for staff.

**NVIMO:** Next meeting here in Cupar, February 21 at the Legion Hall @ 7:00 pm.

**150<sup>th</sup> Celebration:** Councilor Stabler will co-ordinate with service groups the July 1<sup>st</sup> Celebration

**Bylaws**

none

**Policies**

To be reviewed next meeting – Tuesday, February 28, 2017 @ 7:00 pm.

**Adjournment**

**11-02-17 Hart:** That this meeting be adjourned at 10:45 p.m.

Next regular meeting is Tuesday, February 28, 2017 @ 7:00 pm.

\_\_\_\_\_  
Mayor

*John Boba*

\_\_\_\_\_  
Administrator

*en/lead.*

\_\_\_\_\_  
Date

*March 1, 2017*

