

Village of Laird
Council REGULAR Meeting Minutes
December 15, 2022

The Minutes of the REGULAR Meeting of the Council of Village of Laird
held in Council Chambers, 220B Main Street, Laird, SK on Thursday
December 15, 2022.

PRESENT: Mayor: Kirk Walters
Councillor: Boni Brucks
Councillor: Wendy Besser
Administrator: Rebecca Poynder

DELEGATE:

Mayor Walters called the meeting to order at 5.56 p.m.

AGENDA

157-12-22 BRUCKS: That the agenda be approved as presented. **CARRIED.**

MINUTES

158-12-22 BESSER: That the Minutes of the Regular Meeting of Council held on November 8, 2022 be approved as presented. **CARRIED.**

SPECIAL MINUTES

159-12-22 WALTERS: That the Minutes of the Special Meeting of Council held on December 1, 2022 be approved as presented. **CARRIED.**

SPECIAL MINUTES

160-12-22 BRUCKS: That the Minutes of the Special Meeting of Council held on December 12, 2022 be approved as presented. **CARRIED.**

STATEMENT OF FINANCIALS

161-12-22 WALTERS: That the Statement of Financials for the month of November 2022 be approved as presented and hereto attached to these minutes. **CARRIED.**

ACCOUNTS FOR APPROVAL

162-12-22 BESSER: That payment of accounts paid \$50,634.12 has been reviewed and is approved as presented. **CARRIED.**

NEW RIVER PUMP

163-12-22 BRUCKS: That we approve the Administrator to order the Kubota Tier 4 certified, V1505 for a sum of \$19,268.00 from Frontier power products. **CARRIED.**

MUNICIPAL REVENUE SHARING GRANT – DECLARATION OF ELIGIBILITY

164-12-22 BESSER: The Council of the Village of Laird confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2021 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2021 Public Reporting on Municipal Waterworks to the Ministry of Government Relations
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;

- Adoption of a Council Procedures Bylaw, Bylaw No. 2016-01
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and

That we understand if any requirements are not met, our Municipal Revenue Sharing Grant may be withheld until all requirements are met; and

That we authorize the Administrator Rebecca Poynder to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations. **CARRIED.**

LORAAS 2023 RATES

165-12-22 BRUCKS: That we approve the Loraas rates for 2023 presented to us. **CARRIED.**

ASSET MANAGEMENT MEETING MINUTES

166-12-22 WALTERS: That we have been presented with November 30, 2022 AM meeting minutes. **CARRIED.**

**Village of Laird
Council REGULAR Meeting Minutes
December 15, 2022**

ASSET MANAGEMENT MEETING MINUTES

167-12-22 **WALTERS:** That we have been presented with December 14, 2022 AM meeting minutes.
CARRIED.

WCB RATES

168-12-22 **BRUCKS:** That we have received and accepted the WCB Rate of \$1.16 per \$100 assessment for 2022.
CARRIED.

COMMUNITY RINK AFFORDABILITY GRANT

169-12-22 **BESSER:** That we have received the 2022/2023 CRAG grant for Laird Arena & Laird Curling rink a sum of \$5,000, \$2,500 to Laird Arena and \$2,500 to Laird Curling rink.
CARRIED.

UT BILLING

170-12-22 **BESSER:** That we shall no longer turn UT (water) off if a property that is vacant for a time, UT billing will still be issued to the owner at the normal rate.
CARRIED.

ESA AGREEMENT

171-12-22 **WALTERS:** That we approve the proposed Emergency Services Agreement to begin January 1, 2023 with the following amendments:

1. Item 2.e. with regards to Fire capital purchases shall remain the same as the agreement states "that capital purchases that will be split 50/50 would require both parties approval prior to the purchase(s) being made."

2. Item 2.e. with regards to First Responder operational and capital purchases shall remain the same as the agreement states "that capital purchases that will be split 50/50 would require both parties approval prior to the purchase(s) being made."

3. Item 2.f. be amended to "The Village of Laird agrees to supply the R.M. of Laird No. 404 with an annual Emergency Services financial statement prior to receiving payment."

Further that the R.M. of Laird be reminded of the urgency of finalizing this agreement prior to the extended deadline of December 31, 2022. Further that should the R.M. of Laird fail to sign the agreement prior to the deadline the Village of Laird is prepared to provide written notice to withdraw Emergency Services from the R.M. of Laird.
CARRIED.

ADMINISTRATORS POSITION

172-12-22 **BRUCKS:** That we appoint Karen Mclsaac for the position of Acting Administrator at a rate of \$23,50 per hour, With a probationary period of 6 months. Once passed probation she will start her LGA schooling.
CARRIED.

MENTOR

173-12-22 **BESSER:** That we appoint Sandra MacArthur to be the Acting Administrators mentor for at least 1800 hours required.

SIGNING AUTHORITY

174-12-22 **BRUCKS** That we approve to remove Rebecca Poynder from signing authority for the Village and the Curling rink. Karen Mclsaac is to be added as a signer for the Village and the Curling rink.
CARRIED.

STOP WORK ORDER

175-12-22 **WALTERS:** That we approve Wagner Inspection Services to issue a Stop Work Order on Lot C Block 20 Plan CU2011. The Bylaw Officer will present it to the owner.
CARRIED.

CHRISTMAS GIFT

176-12-22 **BRUCKS** That we approve a \$100 Team Fuel gift certificate to the two full time employees and \$50 to the weekend UT employee in leu of not having a Christmas meal.
CARRIED.

Village of Laird
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December 15, 2022

Correspondence: RCMP report, SUMMA benefits 2023 rates

ADJOURNMENT

177-12-22 WALTERS: That the Council meeting be adjourned at 6.39 p.m.

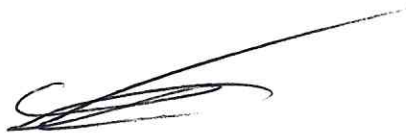
CARRIED.

NEXT REGULAR MEETING: January 11, 2023 @ 6:00pm





Mayor



Administrator

Village of Laird
Statement of Financial Activities - Summary
For the Period Ending November 30, 2022

	Current	Year To Date	Budget	Variance	%
Revenues					
Taxation	(52.26)	164,891.72	177,000.00	(12,108.28)	6.84-
Fees and Charges	2,917.71	114,134.77	38,100.00	76,034.77	199.57
Maintenance and Development Charges		58,390.00		58,390.00	
Utilities	9,399.76	107,646.68	119,100.00	(11,453.32)	9.62-
Grants		73,176.75	85,300.00	(12,123.25)	14.21-
Grants in Lieu of Taxes	1,388.93	21,815.99	21,800.00	15.99	0.07
Land Sales - Gain			100.00	(100.00)	100.00-
Investment Income and Commissions			100.00	(100.00)	100.00-
Other Revenues		7,037.14	50.00	6,987.14	####.##
Total Revenues:	13,654.14	547,093.05	441,550.00	105,543.05	23.90
Expenditures					
General Government Services	9,731.07	121,873.19	162,820.00	40,946.81	25.15
Protective Services	1,758.69	44,215.18	16,000.00	(28,215.18)	176.34-
Transportation Services	5,870.58	84,847.03	106,400.00	21,552.97	20.26
Environmental Health Services	3,441.27	29,862.80	33,100.00	3,237.20	9.78
Public Health and Welfare Services	261.03	261.03	1,500.00	1,238.97	82.60
Recreation and Cultural Services		5,644.93	6,900.00	1,255.07	18.19
Utilities	15,562.49	104,123.11	94,650.00	(9,473.11)	10.01-
Total Expenditures:	36,625.13	390,827.27	421,370.00	30,542.73	7.25
Change in Net Financial Assets	(22,970.99)	156,265.78	20,180.00	136,085.78	674.36
Change in Net Assets	(22,970.99)	156,265.78	20,180.00	136,085.78	674.36
Transfers			20,000.00	20,000.00	100.00
Change in Surplus	(22,970.99)	156,265.78	180.00	156,085.78	####.##

Account Balances	Current	Year to Date	Balance
Cash			
Cash - On Hand - Petty Cash			150.00
Cash - Bank - Demand-main	(16,099.09)	131,147.93	243,276.44
Cash - Bank - Hospital reserve			50,157.89
Cash - Bank - Volunteer Fire Fighters	(1,842.09)	26,170.10	64,494.52
Cash - Bank - Inferstructure		40,000.00	62,268.23
Cash - Other			(50,157.89)
Cash - Other			9,995.37
Total Cash:	(17,941.18)	197,318.03	380,184.56
Municipal Taxes Receivable			
Municipal - Tax Receivable - Current	(3,908.07)	35,511.72	44,626.09
Municipal - Tax Receivable - Arrears		(8,010.04)	(8,010.04)
Municipal - Allow. for Uncollected			(500.00)
Total Municipal Taxes Receivable:	(3,908.07)	27,501.68	36,116.05

Village of Laird
Statement of Financial Activities - Summary
For the Period Ending November 30, 2022

<u>Current</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>
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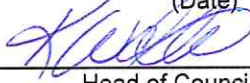
Certified correct and in accordance with the records

Presented to council on



Dec - 15 - 2022

(Date)



Administrator Name
Administrator Title

Head of Council Name
Head of Council Title

Report Date
2022-12-15 3:54 PM

Village of Laird
List of Accounts for Approval
As of 2022-12-15
Batch: 2022-00147 to 2022-00157

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: AP - AP-GENERAL OPER					
Computer Cheques:					
10630-Man	2022-11-10	Collabria	November Remit, 2022		
Nove - Remit		530-410-100 - TS - Maint. - Shop	! Bolts LS	273.57	
		510-240-100 - GG - Cont. - Memb	September remit 169052570	22.20	
		510-410-140 - GG - Maint. - Statio	Toner x2/tape	132.95	
		530-470-110 - TS - Maint. - Road/!	Sign	372.43	
		510-240-100 - GG - Cont. - Memb	October remit 173458495	22.20	823.35
10631	2022-11-29	Used in PM, November Payroll			
10632	2022-11-29	Used in PM, November Payroll			
10633	2022-11-29	Used in PM, November Payroll			
10634	2022-11-29	Canada Revenue Agency	November Remit, 2022		
Nove - Remit		210-200-110 - C.P.P. Payable	CPP	963.24	
		210-200-120 - E.I. Payable	EI	290.62	
		210-200-130 - Income Tax Payabl	Tax	1,494.77	2,748.63
10635	2022-11-29	Municipal Employees Pension F	November Remit		
Nov - Remit		210-200-140 - MEPP Superannua	November Remit	1,519.28	1,519.28
10636	2022-11-29	Michelle Therrien	Covering Office 32 hrs		
November		510-110-530 - GG - Salaries - Cas	Covering Office 32 hrs	608.00	608.00
10637	2022-11-29	Northbound Planning	AM		
NB220182/220347		510-900-110 - GG - Asset Manage	AM	2,647.50	
		110-340-110 - GST Receivable - 1	GST Tax Code	132.39	
		900-110-130 - GST Paid - Eligible	GST Tax Code	132.39	2,779.89
10638	2022-11-29	North Fringe Industrial Tech	Pump Rental		
17117		580-900-110 - UT - Water - Fuel F	Pump Rental	2,871.20	
		110-340-110 - GST Receivable - 1	GST Tax Code	164.07	
		900-110-130 - GST Paid - Eligible	GST Tax Code	164.07	3,035.27
10639	2022-11-29	Saskatchewan Health Authority	water testing-lab.		
3422048		580-290-100 - UT - Water - Labor;	water testing-lab.	21.90	
		110-340-110 - GST Receivable - 1	GST Tax Code	1.10	
		900-110-130 - GST Paid - Eligible	GST Tax Code	1.10	23.00
3422046		580-290-100 - UT - Water - Labor;	water testing-lab.	21.90	
		110-340-110 - GST Receivable - 1	GST Tax Code	1.10	
		900-110-130 - GST Paid - Eligible	GST Tax Code	1.10	23.00
3422487		580-290-100 - UT - Water - Labor;	water testing-lab.	21.90	
		110-340-110 - GST Receivable - 1	GST Tax Code	1.10	
		900-110-130 - GST Paid - Eligible	GST Tax Code	1.10	23.00
				Payment Total:	69.00

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
10640 0000	2022-11-29	SASK TEL	November Bill, 2022		
		580-300-140 - UT - Water - Teleph	Water Plant	49.22	
		510-300-141 - GG - Utility - FAX	Office Fax	49.22	
		585-300-140 - UT - Sewer - Teleph	Sewer Lift	53.22	
		510-300-140 - GG - Utility - Teleph	Office	217.51	
		110-340-110 - GST Receivable - 1	GST Tax Code	18.46	
		900-110-130 - GST Paid - Eligible	GST Tax Code	18.46	387.63
10641 Dec - Remit	2022-11-29	Sask Urban Municipalities Assn	December Billing, 2022		
		510-120-110 - GG - Council - Life		9.99	
		530-120-120 - TS - Maint. - Benefi		186.49	
		580-120-120 - UT - WATER - MEF		186.50	
		510-130-230 - GG - Benefits - Adn		611.29	
		110-340-110 - GST Receivable - 1	Gst & Fees	20.00	
		110-340-110 - GST Receivable - 1	GST Tax Code	1.00	
		900-110-130 - GST Paid - Eligible	GST Tax Code	1.00	1,015.27
10642 2022-00169	2022-11-29	Town Of Rosthern	Air Compressor Rental		
		580-285-150 - UT - Water - Repair		150.00	
		110-340-110 - GST Receivable - 1	GST Tax Code	7.50	
		900-110-130 - GST Paid - Eligible	GST Tax Code	7.50	157.50
10643 WMC22475	2022-11-29	Western Municipal Consulting	Board of Revision for 2023		
		510-240-100 - GG - Cont. - Memb	Board of Revision for 202	250.00	
		110-340-110 - GST Receivable - 1	GST Tax Code	12.50	
		900-110-130 - GST Paid - Eligible	GST Tax Code	12.50	262.50
10644 Nov - Remit	2022-11-30	School - Minister of Finance	November Remit, 2022		
		210-210-190 - School #1 - Remitt	November Remit, 2022	1,603.30	1,603.30
10645	2022-12-07	Used in PM Dec Advances			
10646	2022-12-07	Used in PM Dec Advances			
10647 1231-50009946	2022-12-07	ATS Traffic Ltd	Post & Bracket for signs		
		530-470-110 - TS - Maint. - Road/	Post & Bracket for signs	111.65	
		110-340-110 - GST Receivable - 1	GST Tax Code	5.27	
		900-110-130 - GST Paid - Eligible	GST Tax Code	5.27	116.92
1231-50009890		530-470-110 - TS - Maint. - Road/	4 Way Sop signs X 4	171.17	
		110-340-110 - GST Receivable - 1	GST Tax Code	8.07	
		900-110-130 - GST Paid - Eligible	GST Tax Code	8.07	179.24
1231-50009885		530-470-110 - TS - Maint. - Road/	King St E & King St signs	169.58	
		110-340-110 - GST Receivable - 1	GST Tax Code	8.00	
		900-110-130 - GST Paid - Eligible	GST Tax Code	8.00	177.58
				Payment Total:	473.74
10648 00085298	2022-12-07	BK Foods	Postage, Stamps, Office suppli		
		510-400-110 - GG - Maint. - Posta	Office Stamps	184.00	

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		510-410-140 - GG - Maint. - Statio	Office Supplies	4.65	
		580-400-110 - UT - Water - Statio	UT Postage	136.92	
		510-410-140 - GG - Maint. - Statio	Office Supplies	22.09	
		110-340-110 - GST Receivable - 1	GST Tax Code	17.14	
		900-110-130 - GST Paid - Eligible	GST Tax Code	17.14	364.80
10649	2022-12-07	Home Hardware	Shop Supplies		
67018 & 67021		530-410-100 - TS - Maint. - Shop	Shop Supplies	210.31	
		110-340-110 - GST Receivable - 1	GST Tax Code	9.92	
		900-110-130 - GST Paid - Eligible	GST Tax Code	9.92	220.23
10650	2022-12-07	Laird Cemetery Committee	2022 Payment for up keep		
063		550-200-110 - H&W - Cont. - Cem	2022 Payment for up keep	800.00	800.00
10651	2022-12-07	Loraas Disposal	Transfer Stn		
513960		540-200-110 - EH - Cont. - Waste	Transfer Stn	101.00	
		110-340-110 - GST Receivable - 1	GST Tax Code	5.05	
		900-110-130 - GST Paid - Eligible	GST Tax Code	5.05	106.05
513961		540-450-100 - EH - Maint. - Recyc	Recycle	1,014.19	
		540-200-110 - EH - Cont. - Waste	Waste	1,709.04	
		110-340-110 - GST Receivable - 1	GST Tax Code	136.16	
		900-110-130 - GST Paid - Eligible	GST Tax Code	136.16	2,859.39
				Payment Total:	2,965.44
10652	2022-12-07	McKercher	Employment Matters		
325465		510-200-110 - GG - Cont. - Legal	Employment Matters	1,578.25	
		110-340-110 - GST Receivable - 1	GST Tax Code	74.46	
		900-110-130 - GST Paid - Eligible	GST Tax Code	74.46	1,652.71
325366		510-200-110 - GG - Cont. - Legal	OH & S Investigation	1,171.90	
		110-340-110 - GST Receivable - 1	GST Tax Code	55.28	
		900-110-130 - GST Paid - Eligible	GST Tax Code	55.28	1,227.18
				Payment Total:	2,879.89
10653	2022-12-07	Northbound Planning	AM Buildings 2022		
IN220576		510-900-110 - GG - Asset Manage	AM Buildings 2022	712.50	
		110-340-110 - GST Receivable - 1	GST Tax Code	35.64	
		900-110-130 - GST Paid - Eligible	GST Tax Code	35.64	748.14
10654	2022-12-07	Saskatchewan Health Authority	water testing-lab.		
3422954		580-290-100 - UT - Water - Labor	water testing-lab.	21.90	
		110-340-110 - GST Receivable - 1	GST Tax Code	1.10	
		900-110-130 - GST Paid - Eligible	GST Tax Code	1.10	23.00
10655	2022-12-07	SASK ENERGY	Pumping Stn		
3000000000		580-300-110 - UT - Water - Heat	Pumping Stn	196.33	
		110-340-110 - GST Receivable - 1	GST Tax Code	9.82	

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		900-110-130 - GST Paid - Eligible	GST Tax Code	9.82	206.15
4000000		510-300-110 - GG - Utility - Heat	Office	273.99	
		530-300-110 - TS - Maint. - Utility	Shop	274.00	
		110-340-110 - GST Receivable - 1	GST Tax Code	27.23	
		900-110-130 - GST Paid - Eligible	GST Tax Code	27.23	575.22
				Payment Total:	781.37
10656	2022-12-07	SASK POWER	Street Lights		
1293-0076-1164		530-310-100 - TS - Maint. - Utility	Street Lights	661.91	
		110-340-110 - GST Receivable - 1	GST Tax Code	31.52	
		900-110-130 - GST Paid - Eligible	GST Tax Code	31.52	693.43
1425-0075-3532		510-300-120 - GG - Utility - Power	Office	66.06	
		530-300-120 - TS - Maint. - Utility	Shop	66.06	
		110-340-110 - GST Receivable - 1	GST Tax Code	5.95	
		900-110-130 - GST Paid - Eligible	GST Tax Code	5.95	138.07
1326-0075-2615		580-300-120 - UT - Water - Power	Pumping Stn	338.79	
		110-340-110 - GST Receivable - 1	GST Tax Code	16.14	
		900-110-130 - GST Paid - Eligible	GST Tax Code	16.14	354.93
1359-0075-1826		580-300-120 - UT - Water - Power	Dugout	319.94	
		110-340-110 - GST Receivable - 1	GST Tax Code	15.24	
		900-110-130 - GST Paid - Eligible	GST Tax Code	15.24	335.18
1359-0075-1810		585-300-120 - UT - Sewer - Power	Sewer Lift	236.01	
		110-340-110 - GST Receivable - 1	GST Tax Code	11.24	
		900-110-130 - GST Paid - Eligible	GST Tax Code	11.24	247.25
				Payment Total:	1,768.86
10657	2022-12-07	Saskatchewan Research Counc	Chemicals		
1228883		580-450-100 - UT - Water - Chemi	Chemicals	292.00	
		110-340-110 - GST Receivable - 1	GST Tax Code	14.60	
		900-110-130 - GST Paid - Eligible	GST Tax Code	14.60	306.60
10658	2022-12-07	Team Fuel	Diesel, Gas, Oil		
148093		530-425-112 - TS - Maint. - Oil & C	Diesel	1,172.60	
		530-425-115 - TS - Maint. - Oil & G	Regular Gas	391.00	
		530-425-111 - TS - Maint. - Oil & C	Diesel	215.00	
		530-420-110 - TS - Maint. - Oil & C	Compressor Diesel & Oil	281.38	
		110-340-110 - GST Receivable - 1	GST Tax Code	9.50	
		900-110-130 - GST Paid - Eligible	GST Tax Code	9.50	2,069.48
10659	2022-12-15	Used in PM December (meeting:			
10660	2022-12-15	Used in PM December (meeting:			
10661	2022-12-15	Used in PM December (meeting:			
10662	2022-12-15	Used in PM December (meeting:			

Report Date
2022-12-15 3:54 PM

Village of Laird
List of Accounts for Approval
As of 2022-12-15
Batch: 2022-00147 to 2022-00157

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
10663 065	2022-12-15	Laird Arena Association 570-500-110 - R&C - Grants and C	GRAG Grant 2022/2023 GRAG Grant 2022/2023	2,500.00	2,500.00
10664 Dec-13	2022-12-15	Michelle Therrien 510-110-530 - GG - Salaries - Cas	7 Hrs Office cover 7 Hrs Office cover	133.00	133.00
10665 11133	2022-12-15	RedAsh Printing 510-200-190 - GG - Cont. - Printin 110-340-110 - GST Receivable - 1 900-110-130 - GST Paid - Eligible	150 2023 Loraas Schedules 150 2023 Loraas Schedules GST Tax Code GST Tax Code	111.30 5.25 5.25	116.55
10666 3423476	2022-12-15	Saskatchewan Health Authority 580-290-100 - UT - Water - Labor; 110-340-110 - GST Receivable - 1 900-110-130 - GST Paid - Eligible	water testing-lab. water testing-lab. GST Tax Code GST Tax Code	21.90 1.10 1.10	23.00
10667 32000036735	2022-12-15	Aon Canada Inc. - T57048C 510-230-100 - GG - Cont. - Insura	2022/2023 Insurance Premium 2022/2023 Insurance Premi	18,968.00	18,968.00
				Total for AP:	50,151.72
Bank Code: FD - Volunter Fire Department					
Computer Cheques:					
147 0202	2022-11-29	SASK TEL 525-300-140 - PS - Fire - Utility - L 110-340-110 - GST Receivable - 1 900-110-130 - GST Paid - Eligible	Fire Hall Nov Phone Bill Fire Hall Nov Phone Bill GST Tax Code GST Tax Code	46.88 2.34 2.34	49.22
148 3000000	2022-12-07	Sask Energy 525-300-110 - PS - Fire - Utility - F 110-340-110 - GST Receivable - 1 900-110-130 - GST Paid - Eligible	Fire Hall Fire Hall GST Tax Code GST Tax Code	237.88 11.74 11.74	249.62
149 2283-0066-7208	2022-12-07	Sask Power 525-300-120 - PS - Fire - Utility - F 110-340-110 - GST Receivable - 1 900-110-130 - GST Paid - Eligible	Fire Hall Fire Hall GST Tax Code GST Tax Code	175.21 8.35 8.35	183.56
				Total for FD:	482.40
				Grand Total:	50,634.12

Report Date
2022-12-15 3:54 PM

Village of Laird
List of Accounts for Approval
As of 2022-12-15
Batch: 2022-00147 to 2022-00157

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
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Certified Correct This December 15, 2022



Reeve



Administrator