

MINUTES

Town of Port au Port East
Regular Council Meeting December 12th, 2023

Minutes of a special meeting of the council of the
Town of Port au Port East,
held in the Town Hall, December 12th, 2023, at 6:00 P.M.

Members Present

Mayor	J. Crane
Deputy Mayor	J. Erickson
Councilors:	C. Joseph
	A. Barry
	J. Tuttle

Also, Present

Town Clerk/Manager	K. Hunt
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6 people are present in the public galleries.

Mayor J. Crane called the meeting to order at 6:01pm.

At 6:02pm Mayor J. Crane excused herself from the meeting room.

Guests

Mrs. F Barter

Mrs. Barter addressed the council and gally regarding a Harassment Investigation Report that was completed by Mills Law in April 2023. Mrs. Barter submitted harassment complaints against a councillor in March 2022 which resulted in the town council at that time contracting the services of Mills Law to complete the Harassment Investigation. Mrs. Barter picked out random points/information from the report and read them aloud to people present.

At 6:13pm Mayor J. Crane re-entered the meeting room.

Regular Meeting Minutes: September 12th, 2023

Regular Meeting of September12th, 2023

Mayor J. Crane asked if there were any errors or omissions to the minutes of the regular meeting on September 12th, 2023, which had been circulated with the agenda.

Motion # 120 – 23 – C. Joseph/J. Erickson
Be it resolved that the minutes of the September 12th, 2023,
regular meeting of council be adopted as circulated.

In favor: Mayor J. Crane
Deputy Mayor J. Erickson
Councilors: C. Joseph
A. Barry
J. Tuttle

Opposed: 0
Abstaining: 0
Motion Carried

Special Meeting
Minutes:
September 26th, 2023

Special Meeting of September 26th, 2023
Mayor J. Crane asked if there were any errors
or omissions to the minutes of the special meeting on
September 26th, 2023, which had been circulated with the
agenda.

Motion # 121 – 23 – C. Joseph/J. Erickson
Be it resolved that the minutes of the September 26th, 2023,
special meeting of council be adopted as circulated.

In favor: Mayor J. Crane
Deputy Mayor J. Erickson
Councilors: C. Joseph
A. Barry
J. Tuttle

Opposed: 0
Abstaining: 0
Motion Carried

Regular Meeting
Minutes:
October 10th, 2023

Regular Meeting of October 10th, 2023
Mayor J. Crane asked if there were any errors
or omissions to the minutes of the regular meeting on
October 10th, 2023, which had been circulated with the
agenda.

Motion # 122 – 23 – C. Joseph/J. Erickson
Be it resolved that the minutes of the October 10th, 2023,
regular meeting of council be adopted as circulated.

In favor: Mayor J. Crane
Deputy Mayor J. Erickson
Councilors: C. Joseph

Regulations/Policies No regulations/policies

General Business No general business

Committee Reports No committee reports.

Delegations No delegations

Correspondence **Containerized Sanitation**
Holiday Schedule for Upcoming Christmas Season 2023.

Clerk/Manager will notify residents via email, social media and posting at local post office.

Finances **Account Payable as at December 12th, 2023**
The Town Clerk/Manager reported that the outstanding account payable list up to and including December 12th, 2023 had been attached to the agenda.

Motion # 123 - 23 – A. Barry/C. Joseph
Be it resolved that the attached Accounts Payable list to October 10th, 2023 in the amount of \$ 18,833.10 be approved for payment.

In favor: Mayor J. Crane
Deputy Mayor J. Erickson
Councilors: C. Joseph
A Barry
J. Tuttle

Opposed: 0
Abstaining: 0
Motion Carried

Bank Statements from June 2023 to present date
Still in the process of being reconciled. Will be available upon completion.

Employee Remittance for November 2023

The town clerk/manager reported the amount of \$ 1712.31 to be remitted for the period beginning November 1st, 2023 and ending November 30th, 2023.

Motion # 124 - 23 – A. Barry/C. Joseph

Be it resolved that the employee remittance for November 2023 in the amount of \$ 1,12.31 be approved for payment.

In favor: Mayor J. Crane
Deputy Mayor J. Erickson
Councilors: C. Joseph
A Barry
J. Tuttle

Opposed: 0
Abstaining: 0
Motion Carried

Admin.

No Admin.

Permits

General Repairs and Maintenance Permits – None

Shed/Garage/Home Permits

Home Permit - 11 Garden Drive – Would like to change their residential application to commercial as they are now building a tourist chalet.

Council wishes to defer until applicant can provide additional information. Town clerk/manager will contact and make the request.

Permits (Other) - None

Discussion:

Bacteriological Water Analysis Report – None received to date for December 2023.

Romaines Road Tender for Snow Removal

Invitational tender was sent to three (3) companies. Tender closed November 27th, 2023 with no bids received. Dept of Transportation & Infrastructure has been notified. We now have a copy of the letter from the Minister for Dept of

Works, Service and Transportation dated September 2003 stating that the department would resume responsibility for Romaines Road. We have received the contract from Dept of Transportation & Infrastructure to sign so they can provide services at a cost for the upcoming season.

Town Clerk/Manager will contact the department to inquire regarding payment from the town for services on a government owned road.

Snow Removal for Right of Way Cashins Lane

Snow removal services are being provided for a right of way that was given to property owners to access 10a Cashins Lane and 12a Cashins Lane when land was sold by John Cashin.

Council wishes to defer until more information can be obtained. Place on agenda for January 2024 public meeting.

Ice Rink

Community ice rink to be constructed in the vacant lot next to town office.

Motion # 125 – 23 – C. Joseph/J. Tuttle

Be it resolved that materials will be purchased from Abbott Home Building Centre to construct a 48' x 96' community skating rink for the 2023- 2024 winter season.

In favor: Mayor J. Crane
Deputy Mayor J. Erickson
Councilors: C. Joseph
A Barry
J. Tuttle

Opposed: 0
Abstaining: 0
Motion Carried

Discussion:

Speeding through local School Zone

Town clerk/manager recently contacted RCMP to issue concern of vehicles not obeying posted speed limit signs. Most recent concern are the large dump trucks hauling material to a project in Point au Mal and not following road laws. RCMP said they will increase patrol during school hours.

Fall Clean-Up Days

Cost of providing a container for two days so residents could take part in a fall clean up was \$ 1,725.00 for container rental and \$ 616.64 in tipping fees.

Take Home Naloxone Program

Staff will be taking part in upcoming training sessions and take home kits will be available at town office once training is completed. Residents will be notified when available.

Update on Ross Valve Repair

Northwest Plumbing completed the repair of the ross valve. Upon trying to bring the well system online it was determined that there is now an electrical issue with the pump located at the bottom of the well. Quotation requests have been sent to companies that can extract the current pump and replace with the new pump that we already have in stock.

Update on Training

Full time Water Operator/Maintenance Person is currently scheduled to complete Confined Space on December 18th and 19th, 2023.

Containerized Sanitation

Letter regarding possible solutions to the current contaminated loads situation they are experiencing. Town clerk/manager will contact contractor and notify that Option 1 of Waste Collection 3 weeks a month, recycling

collection 1 week a month provided by Containerized Sanitation would be the choice of council.

Fire Department Christmas Party/Appreciation Gifts

Annual Fire Dept Christmas party was held on December 9th, 2023. Cost of meal was covered by Port au Port West this year and the Fire Department used \$ 500.00 from monies donated to the department to purchase additional supplies. In addition to the party Fire Chief D. Benoit would like to provide volunteers with a turkey and veggies for their family Christmas dinners. Letter asking town to make a donation to help cover the cost of \$ 764.04.

Motion # 126 – 23 – C. Joseph/A. Barry

Be it resolved that the town of Port au Port East will pay the complete cost of \$ 764.04 to purchase turkeys and vegetables to be distributed to the volunteer firefighters.

In favor: Mayor J. Crane
Deputy Mayor J. Erickson
Councilors: C. Joseph
A Barry
J. Tuttle

Opposed: 0
Abstaining: 0
Motion Carried

Fire Department Bank Account

Currently the fire department shares a bank account with the town of Port au Port East.

Motion # 127 – 23 – C. Joseph/J. Erickson

Be it resolved that a separate bank account for the Port au Port Regional Volunteer Fire Department be set up.

In favor: Mayor J. Crane
Deputy Mayor J. Erickson
Councilors: C. Joseph
A Barry
J. Tuttle

Opposed: 0
Abstaining: 0
Motion Carried

**Weekly Gas Allowance for Water
Operator/Maintenance Staff**

Increase from \$ 30.00 to \$ 40.00 for part-time employee
and provide a \$70.00 allowance for full-time employee.

Motion # 128 – 23 – C. Joseph/A. Barry

Be it resolved that the weekly gas allowance for the part-time employee be increased to \$ 40.00 and the allowance for the full-time employee be set at \$ 70.00.

In favor: Mayor J. Crane
Deputy Mayor J. Erickson
Councilors: C. Joseph
A Barry
J. Tuttle

Opposed: 0
Abstaining: 0
Motion Carried

Road Repairs to Oceanview Drive

Material aka cold patch can be purchased and potholes filled in. Quotes from various suppliers to replace badly damaged areas will be requested in the spring.

Purchase of Safety Equipment

Need tripod, fall arrest harnesses, lanyards, etc.

Deferred until town clerk/manager can obtain quotations to purchase required items.

Advisory for Caution sign on Romaine's Road

Purchase of a second Child living with Autism sign. This sign is to be installed at the other end of the road down by Romaine's River.

Motion # 129 – 23 – C. Joseph/J. Tuttle

Be it resolved that a second advisory sign for child living with autism be purchased and installed on Romaine's Road.

In favor: Mayor J. Crane
Deputy Mayor J. Erickson
Councilors: C. Joseph
A Barry
J. Tuttle

Opposed: 0
Abstaining: 0
Motion Carried

Adjournment

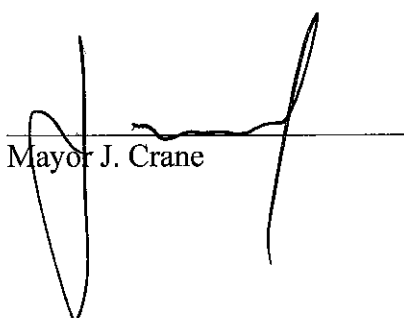
Motion # 130– 23 – J. Erickson/C. Joseph

Be it resolved that Council do now adjourn to meet again on Tuesday, January 9th, 2023 at 6:00 PM

In favor: Mayor J. Crane
Deputy Mayor J. Erickson
Councilors: C. Joseph

Opposed: 0
Abstaining: 0
Motion Carried

The meeting adjourned at 7:34 P.M



Mayor J. Crane



Town Clerk/Manager – Koren Hunt