

MINUTES
Town of Port au Port East
Regular Council Meeting January 14th, 2025

Minutes of a regular meeting of the council of the
Town of Port au Port East,
held in the Town Hall, January 14th, 2025 at 6:30 P.M.

Members

<i>Present</i>	Mayor	K. De Groot
	Deputy Mayor	C. Joseph
	Councilors:	A. Barry

Also,

<i>Present</i>	Town Clerk/Manager K. Hunt
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Members Not

<i>Present</i>	Councilor:	F. Barter
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16 people are present in the public galleries.

Mayor K. De Groot called the meeting to order at 6:35 pm.

Guests To Address Council

None

Meeting Minutes

Regular Council Meeting December 10th, 2024

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the regular meeting on December 10th, 2024 which had been circulated via email with the agenda and provided in print to council at the public meeting on January 14th, 2025 at the request of council.

Motion # 1 - 25 – C. Joseph/A. Barry

Be it resolved that the minutes from December 10th, 2024, regular meeting of council, be adopted as circulated.

In favor:	Mayor	K. De Groot
	Deputy Mayor	C. Joseph
	Councilors:	A. Barry

Opposed: 0

Abstaining: 0

Motion Carried

Motion # 2 - 25 – A. Barry/C. Joseph

Be it resolved that the attached Accounts Payable list for December 2024, as circulated with the agenda, in the amount of \$ 27,240.02 be approved for payment.

In favor:	Mayor	K. De Groot
	Deputy Mayor	C. Joseph
	Councilors:	A. Barry

Opposed: 0
Abstaining: 0

Motion Carried

Employee Remittance for December 2024

The town clerk/manager reported the amount of \$ 3,013.31 to be remitted for the period beginning November 1st, 2024 and ending November 30th, 2024.

Motion # 3- 25 – A. Barry/C. Joseph

Be it resolved that the employee remittance for December 2024 in the amount of \$ 3,013.31, be approved for payment.

In favor:	Mayor	K. De Groot
	Deputy Mayor	C. Joseph
	Councilors:	A. Barry

Opposed: 0
Abstaining: 0

Motion Carried

Bank Reconciliations

The Town Clerk/Manager provided the bank reconciliations for October, November, and December 2024.

Motion # 4 - 25 – A. Barry/C. Joseph

Be it resolved that the bank reconciliations for June, July, August and September 2024 have been reviewed and accepted as presented.

In favor:	Mayor	K. De Groot
	Deputy Mayor	C. Joseph
	Councilors:	A. Barry

Opposed: 0
Abstaining: 0

Motion Carried

Canada Community Building Fund Financial Statement

The town clerk/manager presented the draft copy of the Canada Community Building Fund for the Year Ended December 31st, 2023 received from the town accountant.

Discussion:

Installation of New Frequency Drive System/Water Update as at January 13th, 2025

The water in the reservoir is maintaining a satisfactory level. Daily consumption from the reservoir is averaging 25,000 – 35,000 gallons. The level of water in the deep water well is unavailable until the sensor arrives and is installed. Daily consumption from the deep water well is 75,000 – 100,000 gallons per day. The new Frequency Drive System installed for the deep water well has eliminated the need for the costly pressure reducing valves (Ross Valves) and is providing us with great chlorine readings. This new system also offers cost savings on the monthly electrical bill as it operates on a “supply on demand” system which results in a much lower power consumption. When the town requires more water, the system will increase the output and once the demand lowers the well output lowers and adjusts accordingly. Our consumption levels are still higher than where they should be however that may be the result of a few different factors. It is that time of the year when water may be left “running” by some residents to avoid freezing in the pipes and according to some local residents there are two sections of town that have not received upgrades since their installation in the 1970’s which may have the potential for leaking. Taking all of this into consideration our water and chlorine are currently maintaining satisfactory levels.

Fire Department Update

Fire Chief W. Deaves and Deputy Fire Chief J. Young were in attendance and provided an update to council and residents.

The Port au Port Regional Volunteer Fire Department has 14 – 18 members and meetings are held on Thursday of each week to provide new members the opportunity to receive training and the older members to stay up-to-date on required training. The weekend of December 13th and 14th, 2024 training seminars were held at the Fire Hall in Port au Port East to provide new members with some of the basics of fire training to allow them to actively participate during fire calls. Since December 31st, 2024 there have been four (4) fire calls, all vehicle fires, that the department responded to. Some newer members were not sure on how to proceed but are becoming more familiar as they receive additional training and experience. Four (4) new breathing apparatuses are on order for the fire department with the possibility of purchasing an additional two (2) units being explored. A quotation to purchase new bunker gear in the amount of \$18,000.00 has been received and sizing will be taking place before ordering. It is estimated to take between 3 – 4 months to receive new gear. Transporting all equipment and firefighters to and from fire scenes still remains to be a challenge as a rescue vehicle is still needed.

Official Schedule of Public Meetings for 2025

Motion # 7 – 25 – A. Barry/C. Joseph

Council discussed the current Procedure for Meetings which states the public meeting be held on the second Tuesday of each month. It was decided that the meetings in 2025 will remain to be held on the second Tuesday with the exception of November 11th, 2025 as it is Remembrance Day. The public meeting in November will be held on the third Tuesday. The monthly public meeting will be held on the following dates in the meeting room of the Town Hall beginning at 6:00pm. Public will be made aware of any changes to this schedule as soon as it is known to council.

January 14 th , 2025	July 8 th , 2025
February 11 th , 2025	August 12 th , 2025
March 11 th , 2025	September 9 th , 2025
April 8 th , 2025	October 14 th , 2025
May 13 th , 2025	November 18 th , 2025
June 10 th , 2025	December 9 th , 2025

Be it resolved, that the dates listed above become the official schedule of public meeting to be held during the 2025 calendar year.

Mayor K. De Groot informed residents that a Harassment Investigation had been conducted by Mark Mills. Mayor met with the respondent of the investigation during which time the respondent acknowledged that they understood the report findings. The complainant has been notified that the respondent understands the report findings.

Be it resolved; that council has met regarding the Report on the Investigation of Allegations of Harassment dated October 31, 2024 conducted by Mark Mills and now files the report as complete.

In favor: Mayor K. De Groot
Councilors: A. Barry

Opposed: Deputy Mayor C. Joseph
Abstaining: 0

Motion Carried

Webpage Services

Motion # 11 – 25 – A. Barry/C. Joseph

A request was made by the town clerk/manager to the town website domain owner to stop public access to the town webpage in the early fall of 2024 as the site required many upgrades/updates. The town clerk/manager was informed by the domain owner that this had been completed but has been informed by various individuals that the webpage is still visible to the public. The town clerk/manager received a quotation estimate of \$2,000 - \$3,000 to create a new website. Upgrades to the current website can be made at the current hourly rate of \$ 20.00 per hour. Council decided that a new website is not required and updates to the existing will be sufficient.

Be it resolved; that the town clerk/manger will provide instruction to the website domain owner on the updates/upgrades/additions to be made to the current town website.

In favor: Mayor K. De Groot
Deputy Mayor C. Joseph
Councilors: A. Barry

Opposed: 0
Abstaining: 0

Motion Carried

Resident Concerns Regarding Route 460 Through Port au Port East

Motion # 12 – 25 – A. Barry/C. Joseph

Councilors: A. Barry

Opposed: 0
Abstaining: 0

Motion Carried

The meeting adjourned at 7:40 P.M



Mayor Kimberly De Groot



Town Clerk/Manager – Jasmine Pinksen