

MINUTES

Town of Port au Port East
Regular Council Meeting January 25th, 2024

Minutes of a regular meeting of the council of the
Town of Port au Port East,
held in the Town Hall, January 25th, 2024 at 6:00 P.M.

Members Present

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

Also, Present

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

Mayor J. Crane called the meeting to order at 6:02pm.

Guests

A resident addressed the council and public gallery regarding the snow removal on the right of way located at the end of Cashin's Lane. According to the resident this right of way has been maintained during the winter months by the town since approximately 1980. The resident asked council to consider the length of time snow removal has been provided, as well as the fact there have been no damages to personal properties during this period, when they vote to continue or halt snow removal services to section of road.

All councillors thanked the resident for their time.

Special Meeting Minutes: October 26th, 2023

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

Motion # 01 – 24 – J. Erickson/C. Joseph

Be it resolved that the minutes of the October 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:
November 14th, 2023*

Regular Meeting of November 14th, 2023

Mayor J. Crane asked if there were any errors or omissions to the minutes of the regular meeting on November 14th, 2023, which had been circulated with the agenda.

J. Erickson requested “the” be replaced with “both” in the sentence “town council of Port au Port East agree with the recommendations of Mills Law” in Motion # 113- 23.

Motion # 2 - 24 – J.Tuttle/C. Joseph

Be it resolved that the minutes of the November 14th, 2023, special meeting of council be adopted with change.

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:
December 01st, 2023*

Special Meeting of December 01st, 2023

Mayor J. Crane asked if there were any errors or omissions to the minutes of the special meeting on December 01st, 2023, which had been circulated with the agenda.

Motion # 3 – 24 – C. Joseph/J. Erickson

Be it resolved that the minutes of the December 01st, 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:
December 12th, 2023*

Regular Meeting of December 12th, 2023

Mayor J. Crane asked if there were any errors or omissions to the minutes of the regular meeting on November 14th, 2023, which had been circulated with the agenda.

Motion # 4 – 24 – J.Tuttle/C. Joseph
Be it resolved that the minutes of the November 14th, 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

Regulations/Policies

No regulations/policies

General Business

No general business

Committee Reports

No committee reports.

Delegations

No delegations

Correspondence

Containerized Sanitation

Bacteriological Water Analysis Report for December 19th, 2023.

Finances

Account Payable as at December 31st, 2023

The Town Clerk/Manager reported that the outstanding account payable list up to and including December 31st, 2023 had been attached to the agenda.

Motion # 5 - 24 – C. Joseph/A. Barry

Be it resolved that the attached Accounts Payable list to December 31st, 2023 in the amount of \$ 6,935.45 be approved for payment as circulated.

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 December 31st, 2023

Bank Statements have been reconciled and reviewed by council.

Motion # 6 - 24 – J. Erickson/C. Joseph

Be it resolved that the reconciled bank statements from June 01st, 2023 to December 31st, 2023 be accepted as presented.

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

Opposed: 0
Abstaining: 0
Motion Carried

Employee Remittance for December 2023

The town clerk/manager reported the amount of \$ 3,045.19 to be remitted for the period beginning December 1st, 2023 and ending December 31st, 2023.

The town clerk/manager reported the amount of \$ 3,361.77 to be remitted for the balance owing amount from 2022 tax year as per CRA payroll investigation.

The town clerk/manager reported the amount of \$ 8,811.55 to be remitted for the balance owing amount from 2023 tax year as per CRA payroll investigation.

Motion # 7 - 24 – J. Erickson/C. Joseph

Be it resolved that the employee remittance for December 2023 in the amount of \$ 3,045.19, the 2022 payroll tax amount owing \$ 3,361.77 and the 2023 payroll tax arrears of \$ 8,811.55 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 next meeting.

Permits (Other) - None

Discussion:

Purchase of town vehicle

Invitational tender was sent to three (3) companies to provide cost on regular cab 4x4 truck. Two companies supplied a quotation. Town clerk/Manager has been asked to reach out to the GMC dealer in Corner Brook, NL to request a quotation.

World Energy GH2 Inc – Commercial Grant Application - Western

The town was notified of the application and asked to submit any concerns/objections. The town did not have any concerns/objections and an email was sent to notify that no objections existed. Response date was January 11th, 2024.

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.

Motion # 8 - 24 – J. Erickson/C. Joseph

Be it resolved that all winter maintenance services for the right of way on Cashins Lane be stopped immediately due to right of way not being a part of the town's sideroad inventory.

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

Opposed: Councillor A. Barry

Abstaining: 0

Motion Carried

Road Repairs to Oceanview Drive

Will revisit in the spring. Maintenance will monitor areas of concern and fill with gravel if necessary.

Update on Training

The new full-time water operator/maintenance person has completed Confined Space training on December 18th, 2023. Cecil Ryan has been contacted to conduct a site inspection of the town's confined space areas and provide a list of equipment needed and a Site Safety Rescue Plan.

Ice Rink

Community ice rink has been constructed in the vacant lot. Looking for water source to make the ice surface.

Discussion:

Generator Failure

Town clerk/manager recently contacted Cummins regarding the town back-up generator for water source failed to start during a power outage on January 20th, 2024. Battery was changed but unit still does not engage. Cummins service technician will be here next week.

Accumulation of Overtime/Callout Hours

Town clerk/manager will create a policy regarding this with hours to be used before December 31st each year. Tabled until policy is drafted.

Donation Request from Stephenville, Kippens, Port au Port Search & Rescue

Letter received requesting a donation of \$ 1,000.00 to aid in paying the phone bill and Inreach bills.

Motion # 9 - 24 – A. Barry/C. Joseph

Be it resolved that a donation to the Stephenville, Kippens, Port au Port Search & Rescue be made in the amount of \$ 1,000.00 to help cover cost of phone bill and Inreach bills.

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

Opposed: 0

Abstaining: 0

Motion Carried

Donation Request from Stephenville Taekwondo

Stephenville Taekwondo Club is looking for donations to help fund a two-day event being held in Stephenville, NL. At this time council has decided not to donate but will always consider future requests.

400 Main Street

Owner of property has requested information regarding the development of a residential dwelling and 3 or 4 small commercial cabin structures. Council has asked town

clerk/manager to gather information. Topic is deferred until more information can be obtained.

Update on Well Repair

Invitational tender requests to complete the well pump replacement have been sent out to additional contractors. Tenders are to be received by January 31st, 2024.

Adjournment

Motion # 10 – 24 – J. Erickson/A. Barry

Be it resolved that Council do now adjourn to meet again on Tuesday, February 13th, 2024 at 6:00 PM

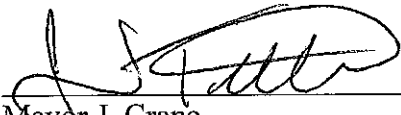
In favor: Mayor J. Crane
Deputy Mayor J. Erickson
Councilors: C. Joseph

Opposed: 0

Abstaining: 0

Motion Carried

The meeting adjourned at 7:11 P.M


Mayor J. Crane

Mayor J. Instattle


Town Clerk/Manager – Koren Hunt