

**AQUAFORTE TOWN COUNCIL
MINUTES
PUBLIC MEETING
December 12th, 2023**

ATTENDEES: Mayor – Deborah Windsor-Hynes
Deputy Mayor – Jerome Croft
Councilor – Elizabeth Croft
Councilor – Earon Kavanagh
Town Clerk – Aaron Croft

1. CALL TO ORDER:

Mayor Windsor-Hynes called the meeting to order at 3:35pm

2. ADOPTION OF AGENDA:

Motion to accept the agenda as presented by Councilor Liz Croft, 2nd by Deputy Mayor Jerome Croft. **Vote For: (4)** Mayor Deborah Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-121

3. ADOPTION OF MINUTES:

a. Public Meeting – November 14th, 2023

Motion to adopt the minutes of Public Meeting – November 14th, 2023 by Deputy Mayor Jerome Croft, 2nd by Councilor Liz Croft. **Vote For: (4)** Deborah Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-122

4. BUSINESS ARISING:

a. Snow Clearing

Clerk advised Council that Blair Lawlor Excavating reconsidered and will agree to complete snow clearing operations on local roads as well as the Pumphouse and Community Center parking lots at a rate of \$100/hour. An increase of \$10/hr over 2022-23 season. Clerk advised Council of rate increases and billed hours for previous 3 years. Mayor Deborah Windsor-Hynes suggested we contact other contractors in the community for quotes. Deputy Mayor Jerome Croft suggested staying with Blair Lawlor Excavating for 2023-24 due to the lateness in the season. Motion to remain with Blair Lawlor Excavating for Snow Clearing for 2023-24 Season by Deputy Mayor Jerome Croft, 2nd by Councilor Liz Croft. **Vote For: (4)** Deborah Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None.

Abstain: (0) None. Motion carried.

Ref.#AC2023-123

b. Clerk/Manager Salary

Councilor Earon Kavanagh recommended Council raise the current Town Clerk/Manager's rate of pay to \$26.00/hr effective immediately. This recommendation is based on the average salary for a Town Clerk across Canada as obtained from GlassDoor.ca. It is also based on the years of management and supervisory experience of the current Town Clerk/Manager, as well as the accomplishments and achievements which include securing in excess of \$100,000.00 funds for community projects. Any future increases in payrate will be based on a yearly performance review of the Town Clerk/Manager. Town Clerk/Manager Policy will be updated to reflect these changes
Vote For: (2) Mayor Deborah Windsor-Hynes, Councilor Earon Kavanagh. Vote Against: (0) None. Abstain: (2) Deputy Mayor Jerome Croft, Councilor Liz Croft due to conflict of interest. Motion carried.

c. Credit Recovery Limited

Clerk advised Council of consequences to resident's credit report by withdrawing and re-listing the accounts with Credit Recovery Limited in the new year. Council decided to refrain from withdrawing accounts and allow Credit Recovery Limited to work on recovering amounts owed to the Town.

d. Christmas Tree & Boat Lighting

Christmas Tree and Boat Lighting going ahead as scheduled on Friday, December 15th, 2023. Clerk advised Council that the contractor working on the upgrades to the community center will have the premises safe and secured for the public to attend the event. Boat Lighting to commence at 6:30pm, Tree Lighting at 7:00pm, Reception at the Community Center starting at 7:30pm. The Aquaforte Harbour Authority and the Aquaforte (OLF) Park Committee has committed up to \$150.00 each towards associated costs.

5. COMMITTEE REPORTS:

a. Aquaforte (OLF) Park Committee – \$14,881.26

b. Recyclables - \$94.70

Co-Chair Deanne Croft informed Council of ongoing fundraising efforts. Facebook Auction will take a break and resume in the new year. Auctions raised \$5,942.00 for the park Community Birthday Calendars are ready for distribution. Project raised \$1,814.12 for the park. Council was presented with the new logo for the park. Lottery Licence application has been submitted, awaiting approval.

6. FINANCES: (Report to be given by Town Clerk)

Accounts Receivable:	\$19,785.44
Accounts Payable:	\$23,556.31
Bank Balance:	\$75,356.24 + \$56,182.61 Gas Tax Acct.

a. Accounts Payable

Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$23,556.31 by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Deborah Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-124

7. CORRESPONDENCE

a. Incoming

- None

b. Outgoing

- None

8. NEW BUSINESS:

a. Federal Gas Tax Project – Artesian Well

Clerk informed Council that approval was granted for Federal Gas Tax funds for the Artesian Well Project on December 5th, 2023 in the amount of \$18,190.76. A payment of \$12,057.76 was received on December 7th, with the remaining \$6,133.00 to be paid in the 2024 allocation year. Motion to proceed with the Artesian Well Project by Councilor Liz Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (4)** Deborah Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-125

b. Water Line

Council discussed the 3 recent accidental breaks in the water line resulting in a boil water advisory being issued. Contracting company have been billed \$869.78 for emergency repairs carried out by the Town. Council also discussed the need to replace the water line as the infrastructure is more than 50 years old. Clerk will research necessary information, including funding opportunities to completely replace and upgrade the waterline.

c. Naloxone Kits

Department of Health and Community Services is determining if Municipal Offices would be interested in becoming distribution sites for Naloxone Kits. Kits would be provided to municipalities free of charge and appropriate training will be provided to all staff involved in giving the kits out. Council discussed the rising need for these lifesaving kits in our communities and would be interested in obtaining further information on the program. Clerk will advise the Department of Health and Community Services of the Towns interest in participating.

d. MMSB Compost Bin Distribution Program

Multi-Materials Stewardship Board (MMSB) is once again partnering with communities to offer compost bins to residents at a reduced cost. 37-gallon bin would cost \$44.99+HST but a minimum order of 40 bins is required. Clerk suggested partnering with other Towns in the area to get enough interest to place an order as the deadline is January 12th, 2024. Clerk will contact Town of Renewa-Cappahayden and the Town of Fermeuse to see if their residents would be interested in joining the program. A message will be posted to social media to gauge interest from the public.

e. ERSB Bulk Waste Collection Changes

Clerk informed Council of letter received from the Eastern Regional Service Board advising of changes to the Bulk Waste Collection Program for 2024. Residents will now be required to make an appointment to have bulk waste picked up from their properties. Deputy Mayor Jerome Croft suggested sending a copy of the letter to all resident's mailboxes.

f. Confederation 75 Celebrations

Clerk advised Council of recent media release from the Government of Newfoundland Labrador about celebrations for 75 Years of Confederation with Canada. There will be community grants available for celebrations. Clerk suggested Council start thinking about what kind of celebrations the Town can host for these events. Clerk will inform Council when more details of the program are announced.

9. NEXT MEETING: January 9th, 2024 at 3:30pm.

10. ADJOURNMENT:

Motion to adjourn the meeting at 5:25pm by Councilor Earon Kavanagh, 2nd by Deputy Mayor Jerome Croft. **Vote For: (4)** Mayor Deborah Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-126

Debbie Windsor-Hynes
Debbie Windsor-Hynes – Mayor

Aaron Croft
Aaron Croft – Town Clerk

Date: January 31, 2024

Date: January

Town of Aquaforte Accounts Payable

DATE: November 14th - December 12th, 2023

Date	Cheque #	Company	Description	Amount
15-Nov	2484	Pumphouse Manager	Travel - St. John's - Parts for Pumphouse - Approved Nov 14, 2023 Public Meeting	\$97.60
15-Nov	2485	Clerk/Manager	Travel - St. John's for MNL Conference, Meals, and Hotel, Travel - CIBC Mt. Pearl Deposit/Gas Tax Bank Account - CIBC Water Street Gas Tax Bank Account - Approved Nov 14th, 2023 Public Meeting	\$1,162.43
15-Nov	2486	Mayor	Travel - St. John's for MNL Conference, Meals, and Hotel, Travel - CIBC Mt. Pearl Deposit/Gas Tax Bank Account - CIBC Water Street Gas Tax Bank Account - Approved Nov 14th, 2023 Public Meeting	\$954.17
15-Nov	2487	NL Power	Street Lights/Pumphouse/Town Hall Oct 2023	\$948.52
15-Nov	2488	The Business Post	Remembrance Day Ad	\$113.85
15-Nov	2489	EastChem	Chlorine for Pumphouse	\$282.90
15-Nov	2490	Clerk/Manager	Salary Nov 5 - Nov 11, 2023 - 26 Hours	\$468.06
15-Nov	2491	NL Exchequer	Dept. of Transportation Snow Clearing for 2022-23	\$4,029.24
21-Nov	PAD	Cal Legrow	Insurance for Month of November 2023	\$431.92
22-Nov	2492	Pumphouse Manager	Digging Up Flushouts for Water line	\$40.00
22-Nov	2493	Pumphouse Assistant	Digging Up Flushouts for Water line	\$40.00
22-Nov	2494	Make-A-Wish Foundation	Donation for 2023	\$50.00
22-Nov	2495	Clerk/Manager	Salary Nov 12 - Nov 18, 2023 - 29 Hours	\$514.27
22-Nov	2496	Pumphouse Manager	Emergency Repairs to Waterline - NL Power Break	\$260.00
22-Nov	2497	Pumphouse Assistant	Emergency Repairs to Waterline - NL Power Break	\$260.00

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22-Nov	2498	Trevor Elliott Contracting	Community Center Upgrades - Payment #1 - Fed Gas Tax	\$10,000.00
29-Nov	2499	Canadian Cancer Society	Donation - Daffodil Place	\$50.00
29-Nov	2500	Trevor Elliott Contracting	Community Center Upgrades - Payment #1 - Fed Gas Tax - Amount for HST	\$1,500.00
29-Nov	2501	OLF Park Committee	Ad for Community Birthday Calendar	\$40.00
29-Nov	2502	Pumphouse Manager	Pumphouse Maintenance - Nov 1- 29, 17 Hours	\$340.00
29-Nov	2503	Clerk/Manager	Salary - Nov 19 - Nov 25, 2023 - 25 Hours	\$452.66
5-Dec	2504	CRA	Payroll Remittance - November 2023	\$582.42
5-Dec	2505	Dalton's Home Hardware	Supplies for Waterline	\$5.39
5-Dec	2506	CIBC Visa	Supplies for Waterline - Westlund	\$348.39
5-Dec	2507	Bell Aliant	Phone & Internet for November 2023	\$147.22
5-Dec	2508	Clerk/Manager	Salary - Nov 26 - Dec 2, 2023 - 24 Hours	\$437.27
Total				\$23,556.31

LC EK
L.P. DH