



TOWN OF AQUAFORTE MINUTES PUBLIC MEETING January 31st, 2024

ATTENDEES: Mayor – Deborah Windsor-Hynes
Deputy Mayor – Jerome Croft
Councilor – Elizabeth Croft
Councilor – Earon Kavanagh
Town Clerk/Manager – 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 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.#AC2024-001

3. ADOPTION OF MINUTES:

a. Public Meeting – December 12th, 2023

Motion to adopt the minutes of Public Meeting – December 12th, 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.#AC2024-002

4. BUSINESS ARISING:

a. MMSB Compost Bin Distribution Program

Town Clerk/Manager advised Council that public interest in Compost Bin Distribution Program exceeded expectations. Town of Aquaforte submitted order on January 24th for 40 bins and will be billed \$2,069.54. Partnering Town of Renews-Cappahayden also ordered 40 bins. 90% of bins pre-ordered by residents have been paid for. Delivery date for bins has not been scheduled yet.

b. Town Clerk/Manager Salary

Deputy Mayor Jerome Croft and Councilor Liz Croft declared conflict of interest as Town Clerk/Manager is a family member and left the meeting at 4:01pm. Town Clerk/Manager advised Council that pay rate of \$26/hour previously discussed by Council would exceed budgeted amounts for Salaries for 2024. Clerk/Manager recommended payrate

not exceed \$25/hour to stay within budgeted amounts for 2024. Mayor Deborah Hynes suggested a pay rate of \$24/hour plus medical benefits with 50% of premiums paid by the Town and 50% paid by the employee. Councilor Earon Kavanagh agreed. Mayor Deborah Hynes and Councilor Earon Kavanagh will update Town Clerk/Manager policy to present at next public meeting. Deputy Mayor Jerome Croft and Councilor Liz Croft returned to the meeting at 4:13pm.

c. Utility Distribution Lines

Councilor Earon Kavanagh suggested that, if approved for funding, students hired on the summer jobs program for 2024 be delegated to document the areas in the Town where abandoned utility distribution lines are creating a hazard and need to be cleaned up. Motion to add this task to the list of responsibilities for Canada Summer Jobs student by Councilor Earon Kavanagh, 2nd by Deputy Mayor Jerome 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.#AC2024-003

5. COMMITTEE REPORTS:

- a. Our Lady of Fatima Park Committee – \$12,604.08
- b. Recyclables - \$94.70

Co-Chair Deanne Croft advised Council that application for Lottery Licence for 2024 is still being processed. Committee will be meeting on Friday February 2nd, 2024 at 7:30pm.

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

Accounts Receivable:	\$ 2,362.02
Accounts Payable:	\$34,566.62
Bank Balance:	\$41,519.09 + \$56,179.11 Gas Tax Acct.

a. Accounts Payable

Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$34,566.62 by Councilor Liz 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.#AC2024-004

7. CORRESPONDENCE

a. Incoming

• Town of Ferryland – Fire Protection Committee

Town Clerk/Manager presented Council with reply letter from the Town of Ferryland regarding the Town of Aquaforte's request to form a regional fire protection committee. Town of Ferryland declined request stating they are responsible for the Ferryland Fire Department.

- b. Outgoing
- None

8. NEW BUSINESS:

a. ERSB 2024 Waste Management & Fire Protection Fees

Town Clerk/Manager informed Council that the invoice for 2024 Waste Management Fees and Fire Protection Fees was received on January 9th, 2024 for \$19,364.88. Waste Management - \$200/property for 69 Properties = \$13,800 and Fire Protection - \$77.29/property for 72 properties = \$5,564.88. Town Clerk/Manager informed Council of available payment options – (1) full payment of \$19364.88 due January 31st, 2024. (2) 4 equal payments of \$4,841.22 due last day of Jan, Apr, July, Oct. or (3) 10 equal payments of \$1,936.49 due last day of each month, January to October. Town Clerk/Manager suggested 10 equal payments to better manage cash flow. Motion to pay Eastern Regional Service Board in 10 equal payments 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.#AC2024-005

b. 2024 Tax Structure

Town Clerk/Manager presented Council with 2024 Tax Structure for adoption with the following changes.

- Re-Organize Tax Structure in to categories, Taxes, Fees, Permits, Other.
- Change "Business Water Tax" to "Water Tax – Commercial"
- Change "General Business Tax" to "Business Tax"
- Remove "Non-Profit Business" from Tax Structure
- Increase Town Hall Rental Rates - \$25/hour - \$75/4hours - \$150/Full Day
- Change "NSF Cheques" to "Returned Cheques" and lower to \$75.00

Motion to adopt the 2024 Tax Structure as prepared and presented to Council with the noted changes and publish in Shoreline local newspaper by Councilor Liz 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.#AC2024-006

c. Accessible Communities Grant

Town Clerk/Manager informed Council that applications are now being accepted until February 20th, 2024 by the Provincial Government for the Accessible Communities Grant program. One-time small-scale grant to assist communities with initiatives to improve accessibility in communities. Examples include, building ramps/pathways, installing push button automatic doors, or accessible features in washrooms. Grants provided up to \$20,000 (less HST rebate) on a 90/10 cost share ratio. Council discussed various projects that could meet criteria for grant program. Due to short turnaround time and the ongoing renovation at the Town Hall, Council will plan projects and prepare to apply for funding when call for applications opens again.

d. Artesian Well – Outdoor Filling Station

Several residents on the waterline suggested that Council install an outdoor water filling station for residents to use when issues arise with the waterline. Council discussed the logistics and will explore available options when the artesian well project is being completed.

e. Trio Group Insurance Benefits

Town Clerk/Manager presented Council with requested information regarding Employee Health/Dental/Life Insurance benefits offered to Municipalities by Trio Benefits. Basic Plan would cost \$151.11/month for each person. Permanent full time/part time and elected officials are eligible for coverage. Total cost to individual would be \$1,813.32 per year. On a 50/50 cost share between the Town and employee premiums would total \$906.66 each per year or \$75.56 per month. Town Clerk/Manager advised Council that no amounts have been budgeted in 2024 for "Employee Benefits". Council discussed the value achieved through employees having insurance benefits and will include in the new Town Clerk/Manager Policy to be presented at the next public meeting.

f. Municipal General Insurance Package

Town Clerk/Manager informed Council of renewal for Municipal General Insurance Package with Cal LeGrow is coming in February. Email received from Account Manager regarding Errors and Omissions Liability Insurance. Coverage provides protection for claims that may arise from decisions made by Council that may result in a financial loss to a third party. Motion to decline coverage for 2024-25 policy renewal 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.#AC2024-007

9. NEXT MEETING: February 20th, 2024 at 3:30pm.

10. ADJOURNMENT:

Motion to adjourn the meeting at 5:08pm by Councilor Liz 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.#AC2024-008

Deborah Windsor-Hynes
Debbie Windsor-Hynes – Mayor

Aaron Croft
Aaron Croft – Town Clerk

Date: Feb 20, 2024

Date: Feb 20/24

Town of Aquaforte Accounts Payable

DATE: December 12th, 2023 - January 31st 2024

Date	Cheque #	Company	Description	Amount
13-Dec	2509	Federation of Canadian Municipalities	2024-2025 Membership Fees	\$122.11
13-Dec	2510	The Business Post	Christmas Ad in Shoreline Newspaper	\$79.35
13-Dec	2511	Pumphouse Manager	Emergency Repairs to Waterline - Dec 6, 2023 - 4 Hours	\$80.00
13-Dec	2512	NL Power	Street Lights/Pumphouse/Town Hall Nov 2023	\$1,120.57
13-Dec	2513	Mayor	Remuneration Oct-Nov-Dec 2023	\$407.93
13-Dec	2514	Deputy Mayor	Remuneration Oct-Nov-Dec 2023	\$407.93
13-Dec	2515	Councilor 1	Remuneration Oct-Nov-Dec 2023	\$407.93
13-Dec	2516	Councilor 2	Remuneration Oct-Nov-Dec 2023	\$407.93
13-Dec	2517	Clerk/Manager	Travel - St. John's Westlund, Cape Broyle Dalton's X 2 - Parts for emergency repairs to waterline, Renews Canada Post - Postage Stamps, St. John's CIBC - Bank Deposit/Transfer Funds, Staples/Walmart - Office Supplies - Approved at Dec 12th Meeting	\$260.48
13-Dec	2518	Clerk/Manager	Salary - Dec 3 - Dec 9, 2023 - 24 Hours	\$437.27
15-Dec	2519	Trevor Elliott Contracting	Payment #2 - Community Center Upgrades	\$11,500.00
15-Dec	2520	Marjorie Maher	Tablecloths for Christmas Function	\$13.80
15-Dec	2521	Clerk/Manager	Food/Supplies for Christmas Function purchased at Costco	\$139.68
15-Dec	2522	Karl Stoodley	Entertainment for Christmas Function	\$150.00
15-Dec	2523	Tyler Squires	Entertainment for Christmas Function	\$150.00
15-Dec	2524	Ron Coady	Supplies for emergency water line repairs	\$205.00
15-Dec	2525	Clerk/Manager	Salary - Dec 10 - Dec 16, 2023 - 32.5 Hours	\$568.17
21-Dec	PAD	Cal LeGrow	Insurance for month of December 2023	\$431.92
27-Dec	2526	Clerk/Manager	Salary - Dec 17 - Dec 23, 2023 - 24 Hours	\$437.27

27-Dec	2527	Waterline Assistant	Flushing Waterline on Dec 20, 2023 - 1 Hour	\$20.00
3-Jan	2528	CRA	Payroll Remittance for December 2023	\$574.14
3-Jan	2529	Pumphouse Manager	Pumphouse Maintenance Dec 1 - Dec 31, 2023 - 17 Hours	\$340.00
3-Jan	2530	Eastchem (NL) Inc	4 Cases of Chlorine for Pumphouse	\$282.90
3-Jan	2531	Clerk/Manager	Salary - Dec 24 - Dec 30, 2023 - 24 Hours	\$440.09
3-Jan	2532	CIBC Visa	Canada Post - Stamps, Avast - Internet Security, Dollarama - Office Supplies, Staples, Office Supplies, Walmart - Supplies for Tree/Boat Lighting, In Da Loop - Dinner, O'Briens Value Grocer - Supplies for Tree/Boat Lighting	\$681.25
10-Jan	2533	Bell Aliant	Internet/Phone Charges for December 2023	\$147.76
10-Jan	2534	Clerk/Manager	Salary - Dec 31, 2023 - Jan 6, 2024 - 24 Hrs	\$440.09
17-Jan	2535	NL Power	Street Lights/Pumphouse/Town Hall Dec 2023	\$1,225.90
17-Jan	2536	Trevor Elliott Contracting	Payment #3 - Community Center Upgrades	\$11,500.00
17-Jan	2537	Clerk/Manager	Salary Jan 7 - Jan 13, 2024 - 25 Hours	\$455.49
22-Jan	PAD	Cal LeGrow	Insurance for month of January 2024	\$431.92
24-Jan	2538	Credit Recovery Limited	Collections Fees for month of December 2023	\$167.65
24-Jan	2539	Halleran's Taxi	Deliveries from EastChem Oct 15 & Nov 8, 2023	\$92.00
24-Jan	2540	Clerk/Manager	Salary Jan 14 - Jan 20, 2024 - 24 Hours	\$440.09
Total				\$34,566.62

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