

**AQUAFORTE TOWN COUNCIL
MINUTES
PUBLIC MEETING
November 14th, 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 3:36pm

2. ADOPTION OF AGENDA:

Motion to accept the agenda as presented 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.#AC2023-108

3. ADOPTION OF MINUTES:

a. Public Meeting – October 10th, 2023

Motion to adopt the minutes of Public Meeting – October 10th, 2023 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.#AC2023-109

4. BUSINESS ARISING:

a. Donation Request – Baltimore School

Clerk advised Council of Baltimore School's policy on donations for awards night. Deputy Mayor Jerome Croft would prefer that the donation was for a scholarship to be awarded to a student as opposed to being pooled and used for total cost of awards ceremony. Future donations will be made in this manner.

b. 2023/24 Snow Clearing

No bids received for Snow Clearing Tender issued on October 11th and closed on October 25th, 2023. Clerk contacted Blair Lawlor Excavating to renew Snow Clearing services for 2023/24. Due to condition of Cyril Ryan's Road and Payne's Road north end, Blair Lawlor Excavating is not interested in providing services for this year. Clerk

will contact other Snow Clearing contractors for provision of services. Request for Winter Maintenance Services from Department of Transportation and Infrastructure was sent on October 31st, 2023. Request approved on November 6th, 2023 and was signed by the Clerk and Mayor on November 6th, 2023 and returned to the department. Agreement covers Riverhead Road, Windsor's Hill, and Payne's Road south end for a total of 1km.

5. COMMITTEE REPORTS:

- a. **Our Lady of Fatima Park Committee** – \$14,239.95
- b. **Recyclables** - \$94.70

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

Accounts Receivable: \$19,360.61
Accounts Payable: \$10,404.23
Bank Balance: \$69,622.54 + \$64,994.55 Gas Tax Acct.

a. Accounts Payable

Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$10,404.23 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.#AC2023-110

7. CORRESPONDENCE

a. Incoming

• Information Request – Royal Canadian Legion

Email received from Royal Canadian Legion in Ferryland requesting information about World War II Veterans from Aquaforte. The Legion is working on a special project compiling information about veterans from the area. Councilor Liz Croft will contact administrator to provide information and sources for other information.

• Donation Request – Daffodil Place

Donation request from Daffodil Place for One Night Stand Against Cancer campaign. Clerk informed Council of \$150 remaining in donation budget for 2023. Deputy Mayor Jerome Croft suggested a donation of \$75. Councilor Liz Croft suggested a donation of \$50 to leave funds for any other requests that may come in before the end of the year. Motion to donate \$50 to Daffodil Place 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.#AC2023-111

- **Donation Request – Make-A-Wish**

Donation request from Make-A-Wish Foundation Tree of Wishes campaign. Motion to donate \$50 to the Make-A-Wish Foundation Tree of Wishes 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.#AC2023-112

b. Outgoing

- **Letters – Aquaforte Harbour Authority & Aquaforte (OLF) Park**

Letter sent to Aquaforte Harbour Authority requesting financial contribution of \$150 towards 2023 Community Tree and Boat Lighting and Prize for Best Lit Boat of Free Berthage for 1 year. Letter sent to Aquaforte (OLF) Park Committee requesting financial contribution of \$150 for Community Tree & Boat Lighting.

8. NEW BUSINESS:

a. Municipal Operating Grant - Information

Clerk informed Council that Fall Municipal Operating Grant was received on October 24th, 2023. MOG increased from \$7,488.63 to \$9,536.67. Increase of \$2,048.04.

b. PMA Membership Fees - Information

Clerk informed Council that Professional Municipal Administrators membership fees will increase from \$168.30 to \$200 for 2024. Increase of \$31.70

c. NL Power – Municipal Approvals

Approvals received from NL Power to replace 6 light poles in the community. Approval granted as there is no municipal infrastructure in the areas of pole replacement.

d. 2024 Fire Protection Services

Notice received on October 30th, 2023 from the Eastern Regional Service Board that they will be collecting Fire Protection Service Fees on behalf of the Town of Ferryland for 2024. Aquaforte will be bill \$77.29 per unit for 72 units. Total is \$5,564.88 with no increases from 2023.

e. 2024 Budget

Clerk presented Council with 2024 Budget for adoption. Motion to adopt the budget and submit to Municipal and Provincial Affairs as presented by Councilor Earon Kavanagh, 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.#AC2023-113

f. ERSB Regional Water Supply Operators

Eastern Regional Service Board is gauging interest in a cost sharing program for a team of Water Supply Operators for the Southern Shore. Cost would be determined by the number of interested communities/households, complexity of water system, and salary for operator. ERSB would work with the Provincial Government to have the operator salary funded. Deputy Mayor Jerome Croft asked if there were any problems or issues with our current Pumphouse Manager, to which there are none. Motion to decline interest in this program at this time 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.#AC2023-114

g. Canada Summer Jobs

Call for applications will open on November 20th, 2023 for the 2024 Canada Summer Jobs program. Wages are funded 50/50 cost share between the Federal Government and the Town. Deputy Mayor voiced concern over the ability to find a summer student in the Town and was informed that students from neighbouring communities would be invited to apply as well. Motion to apply for funding 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.#AC2023-115

h. New Forms

Clerk presented council with new, simplified, Business and Residential Tax Payment Agreement forms and a new Poll Tax Exemption Application form. Town Clerk trying to streamline forms and applications for consistency and to only collect necessary information as per ATIPPA, 2015. Motion to accept and implement new forms and applications 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.#AC2023-116

i. Clerk Salary

Deputy Mayor Jerome Croft and Councilor Liz Croft declared a conflict of interest and left the meeting at 4:41pm as the Town Clerk is a family member. Mayor Deborah Windsor-Hynes and Councilor Earon Kavanagh discussed the salary scale for the Town Clerk/Manager. Councilor Earon Kavanagh will formulate a fair pay and salary structure for the Town Clerk/Manager to be presented to council by the end of the year. Deputy Mayor and Councilor Liz Croft returned to the meeting at 4:48pm.

j. Credit Recovery Limited/Arrears Accounts

Clerk advised Council that there have been no payments on overdue accounts due to accounts being listed with Credit Recovery Limited in several months. Clerk suggested Council withdraw accounts for the remainder of 2023 and re-submit accounts in 2024 with updated balances. Motion to withdraw accounts from Credit Recovery Limited 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.#AC2023-117

Clerk presented Council with a Tax Collection Schedule which clearly outlines dates for bills, correspondence, and collections referrals to take place. Motion to implement Tax Collection Schedule as presented 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.#AC2023-118

k. Request from Resident

A resident has requested a meeting with Council to discuss tax arrears. Clerk will contact resident to set up meeting time with the resident.

l. Water Line Repairs/Replacement

Deputy Mayor Jerome Croft raised the issue of the aging water line. Issues and repairs becoming more frequent and parts getting harder to find. Water line is approximately 50 years old. Council requested the Town Clerk to explore options for funding to replace the water line on a multi-year project.

m. Community Birthday Calendar Ad

Aquaforte (OLF) Park Committee has contacted Council to place an Ad on the new Community Birthday Calendar. Cost is \$40 and comes with a free calendar. Motion to approve the Ad for the Community Birthday Calendar by Deputy Mayor Jerome Croft, 2nd by Councilor Liz 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.#AC2023-119

9. NEXT MEETING: December 12th, 2023 at 3:30pm.

10. ADJOURNMENT:

Motion to adjourn the meeting at 5:15pm 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.#AC2023-120

Deborah Windsor Hynes
Debbie Windsor-Hynes – Mayor

Aaron Croft
Aaron Croft – Town Clerk

Date: Dec 12/2023

Date: Dec 12, 2023

Town of Aquaforte Accounts Payable

DATE: October 10th - November 14th, 2023

Date	Cheque #	Company	Description	Amount
11-Oct	2467	Clerk	Travel - CIBC - Mt. Pearl - Bank Deposit (Approved Oct 10th Meeting)	\$91.50
11-Oct	2468	Clerk	Salary Oct 1 - 7, 2023 - 24 Hours	\$437.27
18-Oct	2469	NL Power	Street Lights/Pumphouse/Town Hall Sept 2023	\$1,116.90
18-Oct	2470	Pumphouse Manager	Labour - Trip to St. John's - 3 Hours	\$60.00
18-Oct	2471	The Business Post	Fire Prevention Week/Snow Clearing Tender Ads	\$237.53
18-Oct	2472	Clerk	Salary Oct 8 - 14, 2023 - 24 Hours	\$437.27
18-Oct	2473	Baltimore School	Donation to Awards Night - Nov 17th, 2023	\$100.00
24-Oct	2474	EastChem	4 Cases of Chlorine	\$282.90
24-Oct	2475	Pumphouse Manager	Emergency Repairs to Waterline - 3 Hours	\$60.00
21-Sep	PAD	Cal LeGrow	Insurance for Month of September 2023 (not recorded on previous Accounts Payable	\$431.92
24-Oct	PAD	Cal LeGrow	Insurance for Month of October 2023	\$431.92
24-Oct	2476	Clerk	Salary - Oct 15 - Oct 21, 2023 - 24 Hours	\$437.27
31-Oct	2477	ERSB	Waste Management Fees payment 4 of 4	\$3,449.99
31-Oct	2478	Bell Aliant	Internet/Phone Charges for October 2023	\$148.16
31-Oct	2479	Clerk	Salary October 22 - 28, 2023 - 40 Hours	\$679.73
31-Oct	2480	CRA	Payroll Remittance for October 2023	\$639.85
31-Oct	2481	Pumphouse Manager	Pumphouse Maint. Oct 2023 - 16 Hours	\$320.00
8-Nov	2482	CIBC Visa	Annual Fee, Cleanflow - High Pressure Tubes for Water System.	\$581.66
8-Nov	2483	Clerk	Salary October 29 - Nov 4, 2023 - 25.5 Hours	\$460.36
Total				\$10,404.23

JH L.C. 4/4