

**AQUAFORTE TOWN COUNCIL
MINUTES
PUBLIC MEETING
October 10th, 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 3:30pm

2. ADOPTION OF AGENDA:

Motion to accept the agenda as presented with the addition of Utility Distribution Lines under New Business by Councilor Earon Kavanagh by Deputy Mayor Jerome Croft, 2nd by Councilor Liz Croft. **Vote For: (4)** Mayor Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-100

3. ADOPTION OF MINUTES:

a. Public Meeting – September 12th, 2023

Motion to adopt the minutes of Public Meeting – September 12th, 2023 by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-101

b. Special Meeting – September 29th, 2023

Motion to adopt the minutes of Special Meeting – September 29th, 2023 by Councilor Liz Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-102

4. BUSINESS ARISING:

a. Federal Gas Tax Project

Clerk informed Council that contractor would be available to start project by first week in November. Council discussed work to be accomplished during the renovations and will send ideas to the Clerk by the end of the week. Council will meet with contractor prior to work starting.

b. Special Assistance Grant - Update

Clerk provided Council with update. Cost increases since initial estimate was provided to Council in April 2023. Initial estimate increased by approximately \$4,025.00 HST included. Clerk has contacted other drilling companies for estimates/quotes. Clerk was informed by Municipal Finance Division that any cost increases would have to be paid by the Town.

5. COMMITTEE REPORTS:

a. Our Lady of Fatima Park Committee – \$10,540.10

b. Recyclables - \$94.70

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

Accounts Receivable:	\$ 3,567.20
Accounts Payable:	\$14,337.70
Bank Balance:	\$59,137.01 (\$123,261.25)

a. Accounts Payable

Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$14,337.70 by Councilor Liz Croft, 2nd by Councilor Earon Kavanagh.

Vote For: (4) Mayor Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-103

7. CORRESPONDENCE

a. Incoming

• Donation Request – Baltimore School

Clerk presented Council with Donation Request Letter from Baltimore School for Awards Night on November 17th, 2023. Council decided \$100.00 would be appropriate for this year. Motion to donate \$100.00 to Baltimore School Awards Night by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-104

b. Outgoing

• None

8. NEW BUSINESS:

a. 2023/24 Snow Clearing - Tender

Council discussed snow clearing and ice control needs for the Town for the 2023-24 winter season. Motion to issue public tender for snow clearing and ice control services for 2023-24 season by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh.

Vote For: (4) Mayor Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-105

b. 2024 Budget

2024 Budget preparations have started. Clerk will be completing budget training on October 17th to assist with completion. Clerk informed council of budget submission deadlines.

c. Christmas Tree/Boat Lighting

Council discussed the annual Christmas Tree/Boat Lighting for 2023. Council set tentative date of Friday December 15th to allow for completion of upgrades to community center. Deputy Mayor Jerome Croft will contact members of the Aquaforte Harbour Authority to discuss partnership and the Clerk will contact the Aquaforte (OLF) Park committee for partnership

d. Celebrate Canada Day

Clerk informed Council of applications being open for 2024 Celebrate Canada Day from Canadian Heritage. Council discussed success of 2023 event. Clerk will submit application to Canadian Heritage and start initial planning.

e. Sage/Adobe Upgrade

Clerk informed Council about benefits to upgrading 2 pieces of software used in the office. Clerk informed Council of costs of upgrading Sage \$1,218.00 + \$182.70 HST = \$1,400.70 annually and Adobe \$311.88 + \$46.78 HST = \$358.66. Council decided to budget for software upgrades in the new budget for 2024.

f. Tax Exemption – Resident “J”

Resident “J” applied for exemption for 2023 Poll Tax. Clerk informed Council that application was received late due to extenuating circumstances. Council decided to approve exemption based on information available. Clerk will send letter to resident advising that late applications will no longer be considered. Motion to approve Resident “J” Tax exemption by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh.

Vote For: (4) Mayor Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-106

g. Utility Distribution Lines

Councilor Earon Kavanagh gave update on obtaining photographic evidence of abandoned assets in the community. Councilor Earon Kavanagh has met with resident and informed them of the need for photographic evidence to submit with letter of complaint. Councilor Kavanagh is waiting for the resident to be available for assistance with locating the assets.

9. NEXT MEETING: November 14th, 2023 at 3:30pm.

10. ADJOURNMENT:

Motion to adjourn the meeting at 4:31pm by Councilor Earon Kavanagh, 2nd by Councilor Liz Croft. **Vote For: (4)** Mayor Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-107

Debbie Windsor-Hynes
Debbie Windsor-Hynes – Mayor

Aaron Croft
Aaron Croft – Town Clerk

Date: Nov. 14, 2023

Date: Nov 14, 2023

Town of Aquaforte

Accounts Payable

DATE: Sept 12 - Oct 10 2023

Date	Cheque #	Company	Description	Amount
13-Sep	2441	C.A. Cose	Court Settlement	\$368.10
13-Sep	2442	NL Exchequer	Snow Clearing - January 2023	\$1,082.79
13-Sep	2443	Dalton's Home Hardware	Stain for Gateway Signs	\$43.67
13-Sep	2444	Aylward's Designs	Printing - Aquaforte History Sign	\$425.50
13-Sep	2445	Perry Easton	Research & Design - Aquaforte History Sign	\$425.00
13-Sep	2446	Beacon Accounting	Audit - Financial Reports	\$4,140.00
13-Sep	2447	Mayor	Travel - Witless Bay - Pickup Aquaforte History Sign (Approved Sept 12th Meeting)	\$59.78
13-Sep	2448	PMA	Clerk Training Courses (1&2 of 5)	\$457.70
13-Sep	2449	NL Power	Street Lights/Pumphouse/Town Hall	\$1,110.30
13-Sep	2450	Clerk	Travel - St. John's/Mt. Pearl/Renews - BBQ/Bank Deposit/Stamps (Approve Sept 12th Meeting)	\$212.29
13-Sep	2451	Clerk	Salary - Sept 4 - Sept 10, 2023 - 24 Hours	\$437.27
20-Sep	2452	Credit Recovery Ltd.	Credit Recovery & Collection Fees Aug 2023	\$30.06
20-Sep	2453	Clerk	Salary - Sept 11 - Sept 17, 2023 - 24.5 Hours	\$444.97
27-Sep	2454	Halleran's Taxi	Chlorine Delivery June 8 & Aug 3, 2023	\$92.00
27-Sep	2455	PMA	Clerk Training Courses (3-5 of 5)	\$686.55
27-Sep	2456	Clerk	Salary - Sept 18 - Sept 24, 2023 - 33 Hours	\$575.86
29-Sep	2457	Mayor	Remuneration - July - Sept 2023	\$407.93
29-Sep	2458	Deputy Mayor	Remuneration - July - Sept 2023	\$407.93
29-Sep	2459	Councilor	Remuneration - July - Sept 2023	\$407.93
29-Sep	2460	Councilor	Remuneration - July - Sept 2023	\$407.93
29-Sep	2461	Algy Windsor	Land Clearing at Billy's Turn	\$250.00
4-Oct	2462	Bell Aliant	Phone/Internet - September 2023	\$146.60
4-Oct	2463	Pumphouse Manager	Maintenance Sept 2 - Sept 30 - 15 Hours	\$300.00
4-Oct	2464	Clerk	Salary - Sept 25 - Oct 1, 2023 - 35.5 Hours	\$614.36

4-Oct	2465	CRA	Remittance for September 2023	\$803.18
	2466	CIBC Visa	Staples - Office Supplies - Canada Post - Postage Stamps	\$172.79
Total				\$14,510.49

H/c.
 Dr.
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