

MINUTES

Town of Port au Port East
Regular Council Meeting August 30th, 2024

Minutes of a regular meeting of the council of the
Town of Port au Port East,
held in the Town Hall, August 30th, 2024 at 5:00 P.M.

*Members
Present*

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

*Members
Not
Present*

Councillor:	F. Barter (holiday weekend) K. DeGroot (medical emergency)
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*Also,
Present*

Town Clerk/Manager K. Hunt

8 people are present in the public galleries.

Mayor J. Tuttle called the meeting to order at 5:01 pm.

Guests

None

*Regular Meeting
Minutes:
July 9th, 2024*

Regular Meeting of July 9th, 2024

Mayor J. Tuttle asked if there were any errors or omissions to the minutes of the regular meeting on July 9th, 2024, which had been circulated with the agenda.

Motion # 105 - 24 – C. Joseph/A. Barry
Be it resolved that the minutes from July 9th, 2024, regular meeting of council, be adopted as circulated.

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

Opposed: 0
Abstaining: 0
Motion Carried

*Special Meeting
Minutes:
July 23rd, 2024*

Special Meeting of July 23rd, 2024

Mayor J. Tuttle asked if there were any errors or omissions to the minutes of the special meeting on July 23rd, 2024, which had been circulated with the agenda.

Motion # 106 - 24 – C. Joseph/A. Barry

Be it resolved that the minutes from July 23rd, 2024, special meeting of council, be adopted as circulated.

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

Opposed: 0
Abstaining: 0
Motion Carried

Regulations/Policies

None

Correspondence

Bacteriological Water Analysis Report – July 10th, 2024 – Satisfactory Results

Bacteriological Water Analysis Report – August 7th, 2024 – Satisfactory Results

Email From Resident Regarding Fire Department –

Mayor Tuttle addressed council and gallery to inform all that our Fire Chief is D. Benoit, Deputy Chief is C. Chaisson and we have a current total of 11 active members. The volunteer fire department has set up their own bank account for funds but signing officers remain the same as our town account. No member from fire department has signing authority.

Above Board Newsletter

Counter Terrorism Digest July 25th – 31st, 2024

Federal Funding Community Buildings – Town clerk/manager will look into this to see whether or not our town will qualify for

any possible funding.

Municipalities Newsletter August 2024

Finances

Account Payable for July 2024

The Town Clerk/Manager reported that the outstanding account payable list up to and including July 31st, 2024 is \$ 34,151.19.

Motion # 107 - 24 – C. Joseph/A. Barry

Be it resolved that the attached Accounts Payable list for July 2024, as circulated, in the amount of \$ 34,151.19 be approved for payment.

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

Opposed: 0

Abstaining: 0

Motion Carried

Employee Remittance for July 2024

The town clerk/manager reported the amount of \$ 3,339.36 to be remitted for the period beginning July 1st, 2024 and ending July 31st, 2024.

Motion # 108 - 24 – A. Barry/C. Joseph

Be it resolved that the employee remittance for July 2024 in the amount of \$ 3,339.36, be approved for payment.

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

Opposed: 0

Abstaining: 0

Motion Carried

Bank Reconciliations

Town clerk/manager presented January 2024, February 2024 and March 2024 bank reconciliations for review by council.

Permits

General Repairs and Maintenance Permits

7 Damon Drive
200 – 202 Main Street
165 Main Street
307 Main Street
241 Main Street

Motion # 109 - 24 – A. Barry/C. Joseph

Be it resolved that the general repairs and maintenance permits be approved.

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

Opposed: 0
Abstaining: 0
Motion Carried

Shed/Garage/Home Permits - None

Permits (Other)

65 Main Road – Sawmill Use

Motion # 110 – 24 – C. Joseph/A. Barry

Be it resolved that the council will issue approval to operate a sawmill at this location with the condition that the resident will abide by noise regulation policy once implemented.

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

Opposed: 0
Abstaining: 0
Motion Carried

Discussion:

Wellhead/Pumphouse Door Installation

Motion # 110 - 24 – A. Barry/C. Joseph

Aguathuna Drafting & Consulting Company Ltd has been hired to complete the engineered drawing and oversee the project. They have provided council with a preliminary drawing to be issued for tender. Concerns were raised to cost of project as presented and whether another option is available.

Be it resolved that the town clerk/manager will contact Aguathuna Drafting & Consulting Company Ltd to advise council requires additional information before the preliminary drawing can be issued for tender.

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

Opposed: 0

Abstaining: 0

Motion Carried

Policy Review

Resident has contacted town clerk regarding the policy for backyard chicken coop. The current town policy states chickens are not to be free range however a resident within the town is allowing chickens to roam freely. Town Clerk/Manager will provide resident with current copy of the policy and advise that a coop will have to be erected.

Another resident suggested creating a policy to require residents to provide a septic site plan with approval from Service NL to the town so location of septic on property is noted for future reference. Council agrees this is a good idea and has asked the town clerk/manager to create/add to the list of policies requiring updates and present to council upon completion.

Update from Atlantic Technical Services Ltd

Town clerk/manager has been informed by Dan Hynes of Atlantic Technical Services Ltd that all materials and supplies required for the Deep Well System have been ordered and they are awaiting arrival.

Potholes on Sideroads

Resolution # 16 – 24 – C. Joseph/A. Barry

Town clerk/manager has been in contact with various companies to obtain quotations to complete repairs to sideroads. Only one company has provided a quotation to date. Due to the time of year council has advised to continue requesting quotations for repairs to be done in 2025. For 2024 we will proceed to use cold patch to repair potholes.

Be it resolved, that the town clerk/manager will purchase cold patch asphalt material to complete emergency repairs to the severe potholes on various sideroads.

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

Opposed: 0
Abstaining: 0
Resolution Carried

Snow Clearing Contract

Motion # 111 – 24 A. Barry/C. Joseph

Town clerk/manager provided a draft copy of the tender documents for Snow Removal for the upcoming winter season for review. Council reviewed and accepted the tender documents as presented.

Be it resolved, that the town clerk/manager will issue the tender documents for Snow Removal via invitational tender to local contractors with a tender closing date of October

8th, 2024 at 12:00pm. Tender documents will be opened during the public meeting scheduled for October 8th, 2024 at 6:00pm.

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

Opposed: 0
Abstaining: 0
Motion Carried

Mutual Aid Agreement for Fire Protection with the Town of Kippens

Motion # 112 – 2024 – A. Barry/C. Joseph

The Town of Kippens and the Town of Port au Port East have been providing mutual aid coverage for fire protection for the last number of years based on a gentleman's agreement. The Town of Kippens CAO has contacted our town clerk/manager and requested a formal agreement. Our town clerk/manager has created a draft Mutual Aid Agreement and presented it for review. The town council has reviewed and accepted the draft copy of the Mutual Aid Agreement for Fire Services between Port au Port East and Kippens.

Be it resolved, that the town clerk will send a copy of the draft Mutual Aid Agreement, as presented to council, to the Town of Kippens for review/acceptance.

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

Opposed: 0
Abstaining: 0
Motion Carried

Adjournment

Motion # 113 – 24 – C. Joseph/A. Barry

Be it resolved that Council do now adjourn to meet again on Tuesday, September 10th, 2024 at 6:00 PM

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

Opposed: 0

Abstaining: 0

Motion Carried

The meeting adjourned at 5:56 P.M

Mayor Jeff Tuttle

Town Clerk/Manager – Koren Hunt