

## MINUTES

Town of Port au Port East  
Regular Council Meeting February 13th, 2024

Minutes of a regular meeting of the council of the  
Town of Port au Port East,  
held in the Town Hall, February 13<sup>th</sup>, 2024 at 6:00 P.M.

*Members  
Present*

Mayor	J. Crane
Deputy Mayor	J. Erickson
Councilors:	C. Joseph
	A. Barry
	J. Tuttle

*Also,  
Present*

Town Clerk/Manager	K. Hunt
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11 people are present in the public galleries.

Mayor J. Crane called the meeting to order at 6:00pm.

*Guests*

Resident #1 addressed the council and public gallery regarding the snow removal on the right of way located at the end of Cashin's Lane. According to the resident when their home was built the town regulations stated a home had to face the public roadway. Their home faces the right of way. They questioned why the home was permitted by previous council to be built facing an access road that was a not a public roadway.

Resident # 2 addressed the council and public gallery regarding the snow removal on the right of way located at the end of Cashin's Lane. According to the resident when they purchased their home it was sold as "maintained on public roadway" and would have not purchased had it not been.

Resident # 3 addressed the council and public gallery regarding the seasonal flooding that begins east of Duffy Lane and travels over various properties and ends west of Hynes Road. According to the resident this issue has been ongoing for a long time and has been addressed at previous council meetings but nothing has ever been done by the

town to prevent flooding. Would like this council to address the issue.

The town council thanked each resident for their time.

*Regular Meeting  
Minutes:  
January 24<sup>th</sup>, 2024*

**Regular Meeting of January 24<sup>th</sup>, 2024**

Mayor J. Crane asked if there were any errors or omissions to the minutes of the regular meeting on January 25<sup>th</sup>, 2024, which had been circulated with the agenda.

Motion # 13 - 24 – J. Erickson/A. Barry

Be it resolved that the minutes of the January 25<sup>th</sup>, 2024, regular meeting of council be adopted as circulated.

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

Opposed: 0  
Abstaining: 0  
Motion Carried

*Special Meeting  
Minutes:  
January 31<sup>st</sup>, 2024*

**Special Meeting of January 31<sup>st</sup>, 2024**

Mayor J. Crane asked if there were any errors or omissions to the minutes of the special meeting on January 31<sup>st</sup>, 2024, which had been circulated with the agenda.

Motion # 14 – 24 – J. Tuttle/C. Joseph

Be it resolved that the minutes of the January 31<sup>st</sup>, 2024, special meeting of council be adopted as circulated.

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

Opposed: 0  
Abstaining: 0  
Motion Carried

*Regulations/Policies* No regulations/policies

*General Business* No general business

*Committee Reports* No committee reports.

*Delegations* No delegations

*Correspondence* **Bacteriological Water Analysis Report for January 16<sup>th</sup>, 2024.**

**Notification of Environmental Impact Statement Amendment Review for GH2.** Council has asked to post the link for this on our town webpage.

*Finances*

**Account Payable as at February 2<sup>nd</sup>, 2024**

The Town Clerk/Manager reported that the outstanding account payable list up to and including February 2nd, 2024 had been attached to the agenda.

Motion # 15 - 24 – C. Joseph/J. Erickson

Be it resolved that the attached Accounts Payable list to February 2nd, 2024 in the amount of \$ 39,206.78 be approved for payment as circulated.

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

Opposed: 0

Abstaining: 0

Motion Carried

**Employee Remittance for January 2024**

The town clerk/manager reported the amount of \$ 2,638.37 to be remitted for the period beginning January 1st, 2024 and ending January 31st, 2024.

Motion # 16 - 24 – C. Joseph /J. Erickson  
Be it resolved that the employee remittance for January 2024 in the amount of \$ 2,638.37, be approved for payment.

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

Opposed: 0  
Abstaining: 0  
Motion Carried

*Admin.*

No Admin.

*Permits*

**General Repairs and Maintenance Permits**  
149 – 151 Main Street

Motion # 16 - 24 – C. Joseph /J. Erickson  
Be it resolved that the general repairs and maintenance permits be approved.

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

Opposed: 0  
Abstaining: 0  
Motion Carried

**Shed/Garage/Home Permits - None**

**Permits (Other) - None**

*Discussion:*

**Rescind Motion # 8 – 24 - Snow Removal for Right of Way Cashins Lane**

Resolution # 2 - 24 – J. Tuttle/J. Erickson

Be it resolved that Motion # 8 – 24 made during the public meeting on January 25<sup>th</sup>, 2024 be hereby rescinded to provide time to further investigate ownership of Cashin's Lane right of way.

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

Opposed: 0  
Abstaining: 0  
Motion Carried

### **Generator Error Codes**

Generator failed to start during the power outage on Jan 20<sup>th</sup>. Repair was completed February 8<sup>th</sup>, 2024 at a cost of approximately \$ 4,079.51 to repair corroded relays. The arrangement with Cummins is payment by M/C. A future enclosure to protect generator from weather elements will be tabled at a future meeting.

### **Replacement of Well Pump**

Scheduled to begin February 12<sup>th</sup>, 2024 with flushing of the system to occur on February 13<sup>th</sup>, 2024 after 3pm so no interrupt to school. This flushing date is tentatively set and will be confirmed once I receive instructions from Public Health in regards to positive lead test back in September 2023. Government has been advised of the low level of our reservoir so both ground and surface water departments have been brought in to advise on how to proceed.

### **Review of hourly wage for D. Flynn**

Resolution # 3 – 24 – C. Joseph/A. Barry

Be it resolved that the current hourly wage for D. Flynn be increased by \$ 3.00 per hour effective immediately.

In favor: Mayor J. Crane  
Deputy Mayor J. Erickson

Councilors: C. Joseph  
A Barry  
J. Tuttle

Opposed: 0  
Abstaining: 0  
Motion Carried

**Snow Being Placed Into Ditching on Romaine’s Road**

Residents have voiced concerns over the placement of snow in ditches on Romaine’s Road again this year. They are fearful of potential flooding if waterways are blocked with snow. Council has asked the town clerk/manger to send a reminder letter to all residents who live on Romaine’s Road.

**ATIPP Requests**

These are not necessary to obtain any information that the town clerk/manager is legally authorized to provide. If it is a reasonable amount of information requested you can probably receive the same day or within in a decent amount of time given the current workload at time of request.

**Proclamation for Purple Day for Epilepsy on March 26<sup>th</sup>, 2024**

Motion # 17 - 24 – C. Joseph /A. Barry

Epilepsy NL is asking each town to officially designate March 26<sup>th</sup> each year as Purple Day in support of all people and families living with epilepsy.

Be it resolved that the town council of Port au Port East does hereby proclaim March 26th as Purple Day.

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

Opposed: 0  
Abstaining: 0

Motion Carried

**Home Inspections for Oxygen Use for residents of Port au Port East.**

Motion # 18 - 24 – C. Joseph /A. Barry

A current town water operator/maintenance worker has the certification required to complete the home inspections for persons requiring oxygen to be used in their homes. This is a service that is primarily offered through fire departments however as the fire department is volunteer wait time can sometimes be longer than what is needed.

Be it resolved, that D. Benoit will provide home inspections for oxygen use for the residents of Port au Port East only.

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

Opposed: 0

Abstaining: 0

**Flooding Concerns for Various Properties**

In previous years there has been storm related flooding that begins on Duffy Lane and continues through numerous properties that reaches all the way down to what is referred to as “the valley” beside our school. A resident has inquired about what current council plans on doing to address this ongoing issue. As the majority of council members are new this item will be deferred to allow time to gather information and become familiar with this situation.

**Purchase of Personal Protective Equipment for Employees**

Motion # 19 - 24 – C. Joseph /A. Barry

Council would like the town clerk/manager to purchase two (2) hard hats, two (2) sets of ear protection, four (4) pairs of fire-retardant cover-all's and two (2) safety vests/jackets for the water operator/maintenance workers.

Be it resolved, that the town clerk/manager will purchase the PPE items listed above.

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

Opposed: 0  
Abstaining: 0

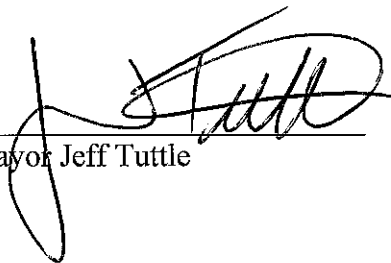
*Adjournment*

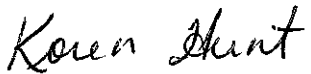
Motion # 20 – 24 – J. Erickson/A. Barry

Be it resolved that Council do now adjourn to meet again on Tuesday, March 12<sup>th</sup>, 2024 at 6:00 PM

In favor: Mayor J. Crane  
Deputy Mayor J. Erickson  
Councilors: C. Joseph  
Opposed: 0  
Abstaining: 0  
Motion Carried

The meeting adjourned at 7:27 P.M

  
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Mayor Jeff Tuttle

  
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Town Clerk/Manager – Koren Hunt