

Financial Services Committee Meeting Minutes

Date: May 11, 2022
Time: 12:03 pm - 12:17 pm
Location: Zoom

Members Present **Deputy Mayor Gosse
Councillor Tilley
Councillor Connors
Councillor Hardy**

Staff Present **Liz Davis, Director of Financial
Services
Gail Pomroy, Town Clerk
Brian Crawley, Chief Administrative
Officer**

1. Disbursements from the Operating Fund

1.a Accounts Payable Cheques

The approval of the Committee was requested to pay accounts payable cheques totaling \$258,402.75 as per the attached report.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to pay accounts payable cheques totaling \$258,402.75 as per the attached report.

1.b Manual Cheques

The approval of the Committee was requested to ratify the payment of manual cheques totaling \$97,618.92.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to ratify manual cheques totaling \$97,618.92.

1.c Direct Payments

The approval of the Committee was requested to ratify direct payments totaling \$343,652.96.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to ratify direct payments totaling \$343,618.92.

2. Capital Items

2.a Capital Invoice Approval

The Committee is requested to approve the payment of capital invoices in the amount of \$188,446.25 as per the attached report.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to pay capital invoices totaling \$188,446.25 as per the attached report.

2.b Capital Project Update

A financial update of active capital projects was provided for the information of the Committee.

3. Tax and Other Receivables Adjustments

3.a 220509 – DENNS001

The approval of the Committee was requested to adjust business tax in the amount of \$413.84. As per the signed affidavit, this business closed on December 15, 2021.

The Committee concurred to adjust this account as requested.

3.b 220509 – THEFE001

The approval of the Committee was requested to adjust 2022 business tax in the amount of \$362.30 for this account. As per the signed affidavit, this business closed on December 31, 2021.

The Committee concurred to adjust this account as requested.

3.c 220509 – THESH001

The approval of the Committee was requested to adjust a the prorated portion of 2017 business taxes plus 2018-2022 business taxes in the amount of \$7,067.48 due to the closure of the business at this location. The business is currently operating from another location and is being billed appropriately for this location.

The Committee concurred to adjust this account as requested.

Recommendation:

Be it so resolved that approval be given to adjust tax and other receivables accounts as follows:

DENNS001	\$413.84
THEFE001	\$362.30
THESH001	\$7,067.48

4. Other Items for Discussion

4.a Project #17-GI-22-00033: Water & Sewer Scope Change Request

The Department of Transportation and Infrastructure requires a council resolution to be submitted along with the Town's request to amend the scope of project #17-GI-22-00033. The amendment will change the water

and sewer upgrade project to include 800 meters of transmission main replacement, as per the recommendations of CBCL's recent assessment.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that the Town of Conception Bay South apply to the Department of Transportation and Infrastructure to amend the scope of ICIP project #17-GI-22-00033, Water and Sewer Upgrades. The amendment includes repairs along 800 meters of the water transmission main servicing the Town. The cost will be offset by a reduction in originally planned upgrades.

5. Department Report

5.a Department Report

The Director provided an update to the Committee on recent activities in the Financial Services Department.

Recommendation:

Be it so resolved that the decisions/recommendations of the Administrative Services Committee of May 9, 2022 and the Financial Services Committee of May 11, 2022 be accepted as presented.

The following items were discussed:

- LPHA
- Water and Sewer, Phase 48
- Enforcement and Humane Services Statistics
- Fire Department Statistics
- Staffing
- Audit
- Collections
- Collections Tools
- Asset Management
- Fee Review

There being no further business, the meeting was adjourned at 12:17 p.m.

Deputy Mayor Andrea Gosse, Chair

Liz Davis, Director of Financial
Services

The Town of Conception Bay South

VENDOR CHEQUE REGISTER REPORT

Cheque Number	Vendor Cheque Name	Cheque Date	Amount	
80774	Ainsworth Inc.	5/6/2022	\$11,345.90	
80775	Ariva	5/6/2022	\$980.16	
80776	Armstrong's Communication Ltd	5/6/2022	\$96.60	
80777	Atlantic Grocery Distributors Limited	5/6/2022	\$593.15	
80778	Babb Security Systems	5/6/2022	\$2,688.19	
80779	Bishop's Cranes Ltd	5/6/2022	\$690.00	
80781	CAN-AM Platforms & Construction Ltd.	5/6/2022	\$2,386.25	
80782	Agropur Division Natrel	5/6/2022	\$85.83	
80783	Chandler	5/6/2022	\$447.56	
80784	CHBA-Newfoundland Labrador	5/6/2022	\$345.00	
80785	DICK'S & COMPANY LIMITED	5/6/2022	\$125.21	
80786	First Choice Mobile Wash Ltd	5/6/2022	\$287.50	
80787	F. J. WADDEN & SONS LTD	5/6/2022	\$2,585.87	
80788	Grand Concourse Authority	5/6/2022	\$16,202.10	
80789	Xylem Canada LP	5/6/2022	\$627.90	
80790	MCLOUGHLAN SUPPLIES LTD	5/6/2022	\$3,110.48	
80791	M & M PREPAK SALES LTD	5/6/2022	\$455.00	
80792	MODERN BUSINESS EQUIPMENT LTD	5/6/2022	\$107.78	
80793	ORKIN CANADA CORPORATION	5/6/2022	\$88.38	
80794	PETER PAN SALES LTD	5/6/2022	\$385.85	
80795	Practica LTD	5/6/2022	\$905.61	
80796	Rodco Mechanical (2014) Ltd	5/6/2022	\$12,701.75	
80797	Royal Canadian Legion	5/6/2022	\$345.00	
80798	Saltwater Strategies	5/6/2022	\$3,967.50	
80799	Sobeys Inc	5/6/2022	\$95.25	
80800	Surflin Control Systems Limited	5/6/2022	\$3,047.50	
80802	Ventilation & Sign Experts Ltd.	5/6/2022	\$690.00	
80803	VERMONT SYSTEMS	5/6/2022	\$437.50	USD
80804	WM L CHAFE & SON LTD	5/6/2022	\$251.85	
80805	WOODPATH CAT & DOG HOSPITAL LTD	5/6/2022	\$336.35	
80806	Wood Environment & Infrastructure Solutions	5/6/2022	\$5,227.13	
80807	Work Authority	5/6/2022	\$9,217.08	
80737	Eastlink	4/28/2022	\$460.00	
80740	Honeywell Limited	4/28/2022	\$8,326.96	
80741	PIK-FAST EXPRESS INC	4/28/2022	\$43.50	
80745	CIMCO REFRIGERATION	4/28/2022	\$1,792.75	
80748	CITY OF ST. JOHN'S	5/5/2022	\$152,841.43	
80749	CONCEPTION BAY SOUTH FIRE	5/5/2022	\$3,000.00	
80750	CREDIT RECOVERY (2003) LTD.	5/5/2022	\$4,192.63	
80752	GFL Environmental Inc	5/5/2022	\$885.75	
80753	Doug Greenslade	5/5/2022	\$1,000.00	
80754	Derek Greenslade	5/5/2022	\$1,000.00	
80756	Laughing Heart Music Ltd	5/5/2022	\$3,306.25	
80757	MCLOUGHLAN SUPPLIES LTD	5/5/2022	\$57.50	
80760	Professional Municipal Administrators	5/5/2022	\$488.75	
80765	Rodney Taylor	5/5/2022	\$150.00	

Total: \$258,402.75

2.a Capital Invoice Approval

The Committee is requested to approve the payment of capital invoices as follows:

Project	Vendor	Invoice Number	Amount	Description	Funding Program
Recreation and Cultural Master Plan	Tract Consulting	CBS-20146-07	\$6,951.75	Professional services	Federal – Gas Tax (100% funded)
Recreation and Cultural Master Plan	Tract Consulting	CBS-20146-08	\$573.05	Professional services	Federal – Gas Tax (100% funded)
WWTP Infrastructure Protection (Shoreline Stabilization)	Black Diamond	Progress Claim 1	\$179,520.75	Construction	Provincial - 20/23 MYCW (70% cost shared)
2019 Sidewalks	Exp Services	675745	\$1,400.70	As-builts and Completion Documents	Town Funded
Total Capital Invoices:			\$188,446.25		