

Financial Services Committee Meeting Minutes

Date: September 26, 2022
Time: 1:16 p.m
Location: Zoom

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

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 is requested to pay accounts payable cheques totaling \$479,680.18 as per the attached listing.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to pay accounts payable cheques totaling \$479,680.18 as per the attached listing.

1.b Manual Cheques

The approval of the Committee was requested to ratify manual cheques totaling \$116,285.17.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to ratify manual cheques totaling \$116,285.17.

2. Capital Items

2.a Capital Invoice Approval

The Committee was requested to approve the payment of capital invoices in the amount of \$2,478,043.83 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 \$2,478,043.83 as per the attached report.

2.b Capital Change Order Approval

The Committee was requested to approve capital change orders in the amount of \$32,655.40 as per the attached report.

The Committee concurred to accept the change orders as presented.

3. Tax and Other Receivables Adjustments

3.a 220926-DRJOD001

This business moved to a new location effective March 2020 and discontinued operations at the end of 2020. This business has not operated since but the owner plans to resume operations in October 2022. The Committee concurred to adjust business taxes and interest in the amount of \$882.50.

3.b 220926-FUNKY001

This business closed on August 14, 2022 and the Committee concurred to adjust 2022 taxes and interest in the amount of \$1,232.02.

Recommendation:

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

- DRJOD001 \$882.50
- FUNKY001 \$1,232.02

4. Department Report

4.a Financial Services Departmental Update

The Director provided an update on recent events and upcoming initiatives in the Financial Services Department.

Recommendation:

Be it so resolved that the decisions/recommendations of the Financial and Administrative Services Meeting held on September 26, 2022 be accepted as presented.

Items Discussed:

- Capital Change Orders

There being no further business, the meeting was adjourned at 1:22 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
81479	Angel Paws Pet Crematorium Ltd.	9/23/2022	\$284.97
81480	Agropur Division Natrel	9/23/2022	\$32.65
81481	CLARKES TRUCKING & EXCAVATING LTD	9/23/2022	\$11,137.12
81482	D & S Vacuum Truck Services Ltd	9/23/2022	\$373.75
81483	FARRELL'S EXCAVATING LIMITED	9/23/2022	\$30,373.10
81484	F. J. WADDEN & SONS LTD	9/23/2022	\$138.56
81485	HANDYMAN HARDWARE LTD	9/23/2022	\$310.16
81486	PPG AC Canada Inc	9/23/2022	\$2,236.89
81487	Xylem Canada LP	9/23/2022	\$10,485.59
81488	J & C Sod Farm Ltd.	9/23/2022	\$115.00
81489	SAFETY SOURCE FIRE INC.	9/23/2022	\$8,372.00
81490	M & M PREPAK SALES LTD	9/23/2022	\$288.00
81491	OmniView Tech	9/23/2022	\$20,775.34
81492	ORKIN CANADA CORPORATION	9/23/2022	\$1,287.80
81493	PETER PAN SALES LTD	9/23/2022	\$514.54
81494	RCAP Leasing Inc	9/23/2022	\$239.32
81495	Rentokil Canada Corporation	9/23/2022	\$63.25
81496	Royal Canadian Legion	9/23/2022	\$345.00
81497	Sobeys Inc	9/23/2022	\$87.94
81498	Taylor's Welding	9/23/2022	\$9,623.78
81499	TERRA NOVA OVERHEAD DOOR	9/23/2022	\$444.82
81500	Munisight Ltd.	9/23/2022	\$2,875.00
81501	SaltWire Network Inc	9/23/2022	\$3,750.92
81502	Upland Planning + Design Inc.	9/23/2022	\$11,017.00
81503	78064 NL Inc.	9/23/2022	\$6,727.50
81504	Breton Bay Holdings Incorporated	9/23/2022	\$276.46
81505	WOODPATH CAT & DOG HOSPITAL LTD	9/23/2022	\$723.53
81506	Cintas Canada Limited	9/23/2022	\$438.83
81432	Brink's Canada Limited	9/15/2022	\$853.41
81433	CITY OF ST. JOHN'S	9/15/2022	\$343,642.80
81434	DE LAGE LANDEN FINANCIAL	9/15/2022	\$334.65
81438	PIK-FAST EXPRESS INC	9/15/2022	\$54.25
81461	Bell Aliant	9/22/2022	\$1,111.51
81462	Bell Aliant	9/22/2022	\$234.69
81463	Ethelo Decisions Inc	9/22/2022	\$4,542.50
81464	GRANT THORNTON LLP	9/22/2022	\$4,798.95
81467	Rogers	9/22/2022	\$768.60
		Total:	\$479,680.18

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
Library	RCS Construction	Construction Claim 11	\$260,334.31	Construction	Lease Agreement
Library	RCS Construction	Construction Mgmt Claim 13	\$8,146.48	Construction Management	Lease Agreement
Community Park	Eastern Contracting	Claim 12	\$120,220.69	Construction	Federal – ICIP (66% cost shared)
Community Park	Farrells	58337	\$22,596.35	Overflow Parking Lot	Open Space Funds
Community Park	Grand Concourse Authority	22087	\$28,514.16	Supply & Install Fencing	Open Space Funds
Community Park	Grand Concourse Authority	22092	\$51,620.64	Sub-grades	Open Space Funds
Lift Station Upgrades	Rodco	Claim 7	\$106,810.63	Construction	Provincial - 17/20 MYCW (70% cost shared)
Coastal Assessment Long Pond Breakwater	CBCL	480706	\$3,105.00	Engineering services	Provincial 20/23 MYCW (70% cost shared)
Steadywater Brook Culvert Upgrade	ETL	Claim 1	\$182,078.17	Construction	Provincial – 20/23 MYCW (50% cost shared)
2022 Street Upgrading	Dexter	Claim 1	\$950,891.39	Construction	Provincial - 20/23 MYCW (50% cost shared)
Phase 48	Black Diamond	Claim 3	\$325,965.44	Construction	Provincial - 20/23 MYCW (70% cost shared)
2022 Water & Sewer Upgrades	ETL	Claim 2	\$415,138.57	Construction	Federal – ICIP (70% cost shared)
Cronin's Head Roof Assessment	Northbrook	501	\$2,622.00	Engineering	Town Funded

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Total Capital Invoices:	\$2,478,043.83
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