

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF AUG 21, 2012

MEMBERS PRESENT: Lewis Benedict, Ernie Hovell, Craig Newcombe, Doug Gates & Kim Cogswell

IN ATTENDANCE: Geoff Muttart, Janet Newton, Philip Porter, Stan Hancock, Doug Clark, Adam Griffin and Angeladayle Griffin, Geneve Newcombe & Darlene Robertson

REGRETS: Brian Tupper

The chairperson, Lewis Benedict called the meeting to order at 7:34 p.m.

APPROVAL OF MINUTES:

It was moved and seconded that the minutes of the Regular Commission Meeting on July 17, 2012 be approved as circulated. **MOTION CARRIED.**

CORRESPONDENCE:

I. Municipality of County of Kings:

- (a) Building Permit Report for Month of July, 2012. In Kings County 49 permits were issued with a total value of 6.4 Million, 1 permit was issued for Port Williams with a total value of \$3,000. *(for information only)*
- (b) E-mail from the Municipality of the County of Kings providing the action list from the July 17th Council meeting. *(for information only)*
- (c) E-mail from the Municipality of the County of Kings providing the Committee of the Whole action list from the July 17th meeting. *(for information only)*
- (d) E-mail from the Municipality of the County of Kings providing the Committee of the Whole action list from the July 24th meeting. *(for information only)*
- (e) E-mail from the Municipality of the County of Kings providing the action list from the July 31, 2012 Council meeting. *(for information only)*
- (f) Letter from the Municipality of the County of Kings providing a notice of public hearing from the Municipality of the County of Kings for August 30th in Kentville. *(for information only)*
- (g) Letter from the Municipality of the County of Kings asking for feedback on the Towns Task Force Interim Report. *(Village office to send a letter of support for Towns to Village status)*
- (h) E-mail from the Municipality of the County of Kings providing an update to the large-scale wind turbine review process. *(for information only)*

II. Other Correspondence:

- (a) Thank you card from Alexandra Johnson for the JAM Scholarship. *(for information only)*
- (b) Letter from the Nova Scotia Municipal Finance Corporation regarding the fall 2012 debenture funding. *(for information only)*
- (c) Copy of the Port Williams Water & Sewer upgrades application which was forwarded to the Nova Scotia Environment that was completed by Hiltz & Seamone. *(for information only)*
- (d) E-Mail from Angela Morton regarding landscape architectural services to develop a plan for the potential part improvements on the park land adjacent to the Elementary School. *(Village office to contact Bob Suffron for funding from the County from the open space program)*
- (e) Notification from the Association of Nova Scotia Villages of their Annual General Meeting on September 21 & 22. *(for information only)*
- (f) Letter from Nova Scotia Environment providing approval for construction and operation of a sewer collection system, and associated work, at or near Port Williams, Kings County in the Province of Nova Scotia. *(for information only)*
- (g) Letter from Nova Scotia Environment providing approval for construction and operation of a water distribution line and associated works, at or near Port Williams, Kings County in the Province of Nova Scotia. *(for information only)*
- (h) E-mail from Transportation and Infrastructure Renewal providing notification of surplus property. *(for information only)*
- (i) E-mail from Nova Scotia Power regarding LED Streetlight Options for the Village of Port Williams and advising of a conference call on August 23, 2012 providing information associated with these options. *(Office staff to inquire about the annual maintenance cost and pole rental cost.)*
- (j) Letter from the Nova Scotia Municipal Finance Corporation providing a copy of their 32nd annual report. *(for information only)*

III. Email Correspondence:

- (a) E-mail from the Union of Nova Scotia Municipalities (UNSM) providing their task force report. *(for information only)*
- (b) Email update on July 20th Provided by the office of Jim Morton, MLA *(for information only)*
- (c) E-mail from the Union of Nova Scotia Municipalities advising of a Sustainable Transportation strategy workshop offered on August 22nd at Dalhousie University in Halifax. *(for information only)*
- (d) E-mail update on July 27th provided by the office of Jim Morton, MLA. *(for information only)*
- (e) E-mail from Kings 2050 providing the update for July 2012. *(for information only)*
- (f) E-mail from Kings Regional Development Agency providing a reminder that there is still time to complete the training needs survey. *(for information only)*
- (g) E-mail from Jim Morton, providing an update for Aug 3, 10, and 17, 2012. *(for information only)*

- (h) E-mail from Kings County Race Relations committee advertising their 4th Annual Celebration for Multiculturalism and Inclusion on September 12 at the old Orchard Inn. *(for information only)*
- (i) E-Newsletter for August from the Community Foundation of Nova Scotia.

BUSINESS ARISING FROM MINUTES:

- (a) **Three way stop sign at intersection of High Street and Jakeson** – no update received, will review annually.
- (b) **Wall mounted defibrillator for Hall** – Office staff completed an AED Placement Application through the Heart & Stroke Foundation restart a Heart a Life program. The Foundation will be making their decision in the fall.
- (c) **Request for 4 way stop sign at the intersection of High Street and Highway 358** – no update received, will review annually.
- (d) **Brush Clean up and road repairs** – Stan to follow up with Department of Transportation.
- (e) **Roundabout for corner of Belcher and Main** – letter sent to the Department of Transportation. No response has been received.
- (f) **Water rate study** – Office staff received quote for a water rate study from Melony Robinson and Gary Isenor. Ms. Robinson quote was the lower quote. Village Staff to contact Ms. Robinson and draw up a contract in order for a future proposal to be considered.
- (g) **Sewer rates for undeveloped lots** – Office staff reported that Geoff Muttart of Muttarts Law Firm reviewed our bylaws and confirmed that there isn't a "sewer frontage fee" in the bylaw. Our "Sanitary Sewer Service Charge" is the only ongoing fee.
- (h) **Creating parking lot out of woodland behind School** – Village office to contact Bob Suffron with the County regarding county funding.
- (i) **Overview map of sewer lines and manholes** – Lewis to discuss with Doug Seamone about having Howard Little Contracting do this for the Village.
- (j) **WCB cost for each Fire Fighter** – the office staff contact the insurance company with questions. The insurance company was unable to answer all questions and was going to get back to staff with answers. The office staff will follow up with the insurance company as to what their top up provides and additional questions which were asked and not yet answered.
- (k) **Port Williams sign by bridge** – Office staff to contact Peter Murray and advise him to go ahead with removal of sign if needed to have the sign fixed.

REPORTS:

Janitorial:

- Brian on Vacation, no report provided

Fire Department: Philip Porter reported:

- One alarm.
- They have a catering job for this weekend.
- Used 3500 gallons of water

Kings County Councilor: Janet Newton reported:

- Took a couple of weeks off at the Municipality and therefore has no report.

Lions Club: Ernie Hovell reported:

- They provided bar services for a couple of events.
- They will be back to regular meetings in September.
- The Float has been traveling to lots of events.

Waterfront Development Committee:

- No meetings until September

Area Advisory Committee: Craig Newcombe reported

- Spirited meeting today regarding the proposed development agreement for Brison Developments
- The committee had two issues which they decided to go ahead with but will require additional leg work to satisfy all concerned.
 - o Requirement for Sidewalks – need to amend the existing Secondary Planning Strategy’s wording from “shall” to “may”.
 - o 100 foot buffer for property bordering agriculture land – need to obtain clarification from the Minister of Municipal Affairs.
- It was moved and seconded to write a letter to the Planning Advisory Committee to amend Port Williams Secondary Planning Strategy allowing the option of sidewalks and street lights to all further developments including the current Brison development. **MOTION CARRIED.**
- It was moved and seconded to write a letter to the Minister of Municipal Affairs asking for clarification to the buffering requirement for residential development bordering crop land which was put into our Secondary Planning Strategy. **MOTION CARRIED.**

Water/Sewer/Public Works/Transportation Report: Stanton Hancock reported:

- Hydrant #1 has been repaired and have started to paint hydrants throughout the Village
- Installed an outside water tap at the water treatment plant
- Started to read water meters for the next quarter
- Took Nova Scotia Environment personnel to wells for nitrate sampling
- Replaced starter switch to well # 5a pump
- Water service curb stop, service box and rod has been installed to 1178 Main Street.
- Meeting with the County of Kings Towns & Villages agenda group purchasing water treatment and sewage collection & treatment.
- Surfline are in to put the Scada system on the generators of pumping stations.
- Department of Highways has installed a traffic counter at the intersection of Main Street, Starrs Point Rd and High Street.

- Brison Development has completed the paving on Collins Road and Starrs Point Road.
- Plugged toilet in the Multi-purpose room has been cleared
- Potholes have been repaired in front of the Community Centre and one on Belcher Street.
- Water - average nitrates for month of July
 - o Well #2 10.3
 - o Well # 1 8.5
 - o Distribution 4.7
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Treasurer's Report: Geneve Newcombe reported:

- A motion to accept the Village General Operating and Water Utility financial statements for July 2012 as submitted was moved and seconded. **MOTION CARRIED.**
- Reviewing 3 year Capital Budget and Operating Budget and looking for changes and or additions. Commission would like to add in a line for water and sewer from the old #1 reservoir to Robert McKinnon's place on Main St. to eliminate the existing line.

NEW BUSINESS:

- (a) New resident requested to have a Children Present road sign in front of her home due to excessive speed by motorists – Stan to make request to the Department of Transportation and Village Staff to contact resident and encourage her to also contact the Department of Transportation with her request.
- Fire Department request to purchase a photo ID Card system. It was moved and seconded to approve the purchase of the Photo ID Card System. **MOTION CARRIED.**

OTHER HOUSEKEEPING BUSINESS:

- (a) Vacation Carry over request from Darlene Robertson was approved.
- (b) Training policy and training request form for review. It was moved and seconded to approve the presented training policy and training request form. **MOTION CARRIED.**
- (c) A request is to be sent to Apple Blossom Princess committee to hold a wrap up meeting and present a final report to the Commission.
- (d) Doug Gates handed in a letter of resignation from the Village Commission as he plans to run in the upcoming Municipal election.

Upon a motion being made, the meeting was adjourned at 9:200 p.m.
MOTION CARRIED.

Minutes of the Village of Port Williams Commission – August 21, 2012


Lewis Benedict, Chair


Darlene Robertson, Village Clerk