

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF SEPTEMBER 20, 2016

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

IN ATTENDANCE: Michael Embree, Peter Muttart, Karen Rovers, Brian Tupper, Philip Porter, Joe Keddy, Joseph Memet, Geneve Newcombe and Darlene Robertson

REGRETS: none

The Chairperson, Lewis Benedict, called the meeting to order at 7:30 p.m.

- I. **Meet & Greet** – Michael Embree introduced himself to the Village Commission as one of the candidates running for the Kings County Councilor position for District 1.
- II. **APPROVAL OF MINUTES:**
 - (a) It was moved and seconded that the minutes of the regular Commission meeting on August 16, 2016 be approved as circulated. **MOTION CARRIED**

CORRESPONDENCE:

III. **Municipality of County of Kings:**

- (a) Building Permit Report for Month of July, 2016. In Kings County 63 building permits were issued with a total value of \$8.7 Million, 5 permits were issued for Port Williams. *(information only)*
- (b) Notice of Public Hearing from the Municipality of the County of Kings advising that Council intends to consider text amendments to the Land Use bylaw to permit retail uses in existing buildings in the Community Facilities zone on October 4th *(information only)*
- (c) E-mail from the Municipality of the County of Kings providing the Municipal Council action list for August 2, 2016 *(information only)*

IV. **Other Correspondence:**

- (a) Thank you note from the Port Williams Women's Institute for all the help they received to make their annual meeting a success. *(information only)*
- (b) The Village Commission was carbon copied on a letter to John Lohr from Anna Saroli who was responding to John Lohr's letter regarding traffic conditions on Highway #358. *(information only)*
- (c) E-mail from Marnie Parker the new Education Coordinator for Kings Transit Authority looking to increase ridership throughout the Annapolis Valley, specifically targeting the aging population. It was noted that the Kings Transit bus now has a stop in Port Williams. *(information only)*

- (d) Thank you card from Eleanor Gallant, Queen Annapolis 84th.
(information only)

BUSINESS ARISING FROM MINUTES:

- (a) **Easements** – No update provided
- (b) **Sewer Lateral behind homes along Hwy 358** - Letter has been sent to home owner in response to additional questions. Request was made to have letter forwarded to Commissioners.
- (c) **Requesting crosswalk lighting** - Peter Muttart reported that he has been in discussions with the Department of Transportation and Infrastructure and Renewal and that they stated that this is something that they deal with and will be in contact with Superintendent of Public Works, Joe Keddy. Peter explained that it would be the Village's responsibility to install with DTIR approval. Peter suggested that the Municipality could provide technical expertise to the Village if required.
- (d) **High Street Water Main Tender** – Superintendent of Public Works Joe Keddy reported that everything is going well. They have been receiving regular reports and feedback. Question was asked if the lawns will be restored back to original condition. Joe explained that yes the lawns would be restored to their original condition and that this is part of the Project tender requirements.
- (e) **Rugby uprights** – no update
- (f) **Port Williams Sign** – Village office in contact with company who is doing the refurbishing of the sign and currently working on the details of the sign color to ensure it is as close to the original sign as possible.
- (g) **Roofless building** - Peter Muttart reported that he is not confident that his correspondence with the owner will result in taking care of the issue and stated that bylaw enforcement is complaint driven. Commissioner Ernie Hovell expressed concerns that the issue has not been resolved and would like to see a letter sent to the Municipality referencing Section 124 (Dangerous or Unsightly Premises) of the Municipal Government Act for action to be taken regarding PID 55302384, PID 55022388 and PID 55022313 as being dangerous and unsightly. A motion was made and seconded that the Village office send a letter to Terry Brown, Supervisor of Engineering Service, Municipality of the County of Kings with copies to Manager of Community Development, Chief Administrative officer, Warden and Councillor of District 2 reporting of the dangerous and unsightly condition of the building on this property. **MOTION CARRIED**

REPORTS:

- Fire Services Review Sept 13th Meeting:** Chief Porter reported
- Fire Services Review presentation was made at 4 different locations
 - On-line RSVP was sent out which contain questions to determine the three main topics of discussions at the meetings. The topics were, standards, organizational

structure and funding. The review will be a multi meeting process. It was noted that there was some confusion expressed by the group as to who should be attending these meetings.

Kings County Councilor: Peter Muttart reported:

- The Municipality has had the sod turning ceremony, breaking ground at the location of the new Municipal complex. The tender has been posted for the complex project.

Association of Nova Scotia Villages: Lewis Benedict reported:

- The association had their AGM on September 16th & 17th. It was well attended with 15 out of a total of 21 Village representation.
- The Association reviewed the Village legislation paper
- Service award certificates were presented, five of which were for Port Williams Commissioners – Craig Newcombe – 5 years, Kim Cogswell – 10 years, Ernie Hovell – 10 years, Doug Gates 10 years and Lewis Benedict - 30 years
- Next year the AGM will be in St Peter's, Cape Breton
- The Association will be offering their support to address Villages who are non-compliant to the Minister of Municipal Affairs.
- Lewis Benedict is serving as Chairperson for the Association for another year.

Recreation: Doug Gates reported:

- There was a question presented to the board regarding insurance coverage for the Park. Chief Financial Officer Geneve Newcombe responded yes the Park is covered under the Village's policy. It was noted that part of the Recreation director's duties is to check the park, ballfield, etc for safety. Superintendent Joe Keddy said that he can provide Joseph Memet with a safety check sheet to follow.

Recreation Director: Joseph Memet reported:

- After school program started September 14 on Monday, Tuesdays and Wednesdays for grades 3-5. Activities include Lets Dance, Team Tennis and Sports in the Park.
- Nine weeks of summer camp has concluded – majority of participation was between the ages 6 years to 9 years. Locations of summer camps were at the Port Williams School, Port Williams Park and Port Williams Community Centre.
- Great job by the Team Leaders.
- Areas of improvement for Summer Camp which were noted by Joseph – advertise earlier, camp fees to be paid directly at the Village Office and increase field trips to once a week.
- Active aging will hopefully be starting soon
- Cardio Tennis will move indoors after thanksgiving.
- Walking group will move in doors with the weather getting cooler
- Looking into a youth drop in on Saturday evenings
- Chess club will start up after Thanksgiving

Fire Department: Chief Philip Porter reported:

- Chief Porter attended a meeting discussing the composition of Fire Service Advisory Board – in attendance were 13 Fire Department Chiefs and some

members of Kings County Council. Chief Porter will be attending the upcoming meetings and will inform the Commission if the agenda has a topic which would be specific to funding or directly related to the Commissions role in the Fire Department.

- Responded to 6 alarms – 2 were alarm sounding, 2 possible structure fires, 1 electrical fire and 1 oil spill which turned out to be an antifreeze fluid spill
- Accepted two new members
- New pickup truck has arrived and are working at getting ready for service
- Three companies have been approached to submit quotes to build a new pumper truck for the department.
- Philip asked if the new hydrants on High street will be Storz. Superintendent of Public works confirmed that they would be Storz threaded. It was noted that the Village's specifications would need to be changed to Storz threaded hydrants.
- Philip asked the Commission if there should be a member of the Fire Department or the Fire Department's Association representation on the Board of Trustees. Office will follow up with the chairperson of the Board of Trustees.

Janitorial: Brian Tupper reported:

- Everything is going well
- Fixed some window screens and painted posts outside the Community Centre main door entrance.
- Suggested the office check when the furnace was last serviced and arrange if due for servicing.

Lions Club: Brian Tupper reported:

- Started meetings in September after taking July and August off.
- Adopt-a-Highway scheduled for October 15th
- Presentation to two local business recognizing their support of the Club

Public Works: Joe Keddy reported:

- High Street water project demands a lot of his time
- Busy mowing – Brian and Carol are assisting with some of these tasks
- Responding to SCADA alarms
- Meter repairs completed after last quarterly meter reading
- Water repair at Oscar Chase Drive was a saddle replacement. Joe is expecting this to be a more frequent problem, estimating two a year will be in need of replacing. Have changed standards to correct the issue.
- Joe mentioned that it appears there will be a duplex that will be added to the dead end water main in the Applewood subdivision. Office staff to review minutes for motion on the water monitoring station requirement at this location.
- Joe reported that one of the residents has moved from a shared private lateral to their own lateral along Highway 358.
- Radar Speed signs appear to be on timers which is probably why they keep shutting off. It was suggested that a power bump might also be the reason. Was unable to provide weekly reports due to a computer issue

- Joe will follow up on crosswalk painting
- Material has been distributed on the road to the Park to reduce dust
- Joe was asked if there were any recharge issues with any of the Port Williams wells. Joe reported that the wells are doing well.

Treasurer's Report:

- A motion to accept the Village General Operating and Water Utility financial statements for August 2016 as submitted was moved and seconded. **MOTION CARRIED.**
- Commissioner Kim Cogswell requested that a letter be sent with water shut off date of October 4th if payment is not received for a past due water account.
- Superintendent Joe Keddy asked if it was possible to determine the cost difference between UV and Chlorine treatment at the sewage treatment plant. Chief Financial Officer Geneve Newcombe will look into this.
- Chief Financial Officer Geneve Newcombe presented a request to cover driving operator's license cost by one of the Fire Department members

NEW BUSINESS:

- (a) Extend Contract for Grounds maintenance – question was asked if we should extend the contract for grounds maintenance until the end of October to cover off winter preparation for some of the plants. A motion to extend the contract until October 31, 2016 was moved and seconded. **MOTION CARRIED.** The Village office to mention to Chad that the Village sign on Canard Dyke (Hwy 358) is in need of weeding.
- (b) Community Centre Hall Renovations Committee – A small committee consisting of Lewis Benedict, Ernie Hovell and Brian Tupper has been formed to research cost and requirements for the Community Centre Auditorium upgrades/renovations.
- (c) Public works roof replacement – A motion for Superintendent Joe Keddy and Chairperson Lewis Benedict to review the quotes received to determine which will best meet the needs and be cost efficient to replace the higher roof on the Public Works building with a metal one was moved and seconded. **MOTION CARRIED.**

At 9:45 pm the meeting went in camera to discuss personnel matters.

The meeting came out of camera at 10:15 PM

- (d) It was duly moved and seconded to hire Karen Rovers effective October 7, 2016. **MOTION CARRIED.**

Upon a motion being made, the meeting was adjourned at 10:20 p.m.
MOTION CARRIED.

Minutes of the Village of Port Williams Commission – September 20, 2016


Lewis Benedict, Chairperson


Darlene Robertson