

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

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

**IN ATTENDANCE:** Geoff Muttart, Brian Tupper, Philip Porter, Jason Stevens, Joe Keddy, Geneve Newcombe, Joseph Memet, Tyson Rovers, Ed Corkum, Greg Coldwell, Karen Rovers and Darlene Robertson

**REGRETS:** Meg Hodges

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

**I. APPROVAL OF MINUTES:**

- (a) It was moved and seconded that the minutes of the regular Commission meeting on November 15, 2016 be approved as circulated. **MOTION CARRIED.**

- II. Presentation from the Farnham Marsh Body** – Tyson Rovers provided a brief history regarding a 250 meter section on the Dyke which due to circumstances is not considered part of the dyke and therefore not maintained by the province. It is their understanding that the dyke could be on the short list to be raised to the 2050 standards and that this work could be stalled until this area of the dyke is addressed; therefore the Farnham Marsh Body is requesting that the Village facilitate a meeting between the Kings County Municipal engineers, the Province and the Farnham Marsh Body to come to a resolution in order to move forward with raising the dykes to acceptable levels. A motion to facilitate a meeting between the Province, Municipality of the County of Kings and the Farnham Marsh Body to discuss this section of the Dyke was moved and seconded. **MOTION CARRIED.**

**CORRESPONDENCE:**

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

- (a) Building Permit Report for month of November, 2016. In Kings County 44 building permits were issued with a total value of \$8.1 Million, 4 permits were issued for Port Williams. *(information only)*
- (b) Notice of Public Hearing from the Municipality of the County of Kings, for proposed amendments to the Land Use Bylaw to facilitate the development of a Municipal Business Park. *(information only)*

**IV. Other Correspondence:**

- (a) Letter addressed to Chairperson Lewis Benedict, from the Alzheimer Society of Nova Scotia extending an invitation to their annual Alzheimer Awareness Breakfast on Tuesday, January 10<sup>th</sup>. *(information only)*
- (b) Card from Bishop and Company thanking both Chairman, Lewis Benedict

and Superintendent Joe Keddy, for taking the time to show the group from Bishop and Company the operations of the Port Williams Water Utility.  
*(information only)*

- (c) Note from one of the residents on High Street asking if the Village would alert the snow removal personnel to be aware that there is newly laid sod on High Street between the Cornwallis Farm Lane to the stop sign at Belcher Street. *(information only)*
- (d) Letter of good standing from Workers' Compensation Board of Nova Scotia. *(information only)*
- (e) E-mailed letter from the residents on Main Street with a proposal regarding their jointly owned sewer lateral located on the back end of their properties. *Village office to send acknowledgment of the letter and to advise that the Commission will meet to discuss at a later date.*
- (f) Letter from a resident asking the Village Commission to consider reducing his water bill. After discussion a motion to adjust the water usage on invoice number 13111 to reflect an average of the past quarter was moved and seconded. **MOTION CARRIED**

#### **BUSINESS ARISING FROM MINUTES:**

- (a) **Sale of surplus vehicles** – Karen Rovers reported that she had discussed the sale of the vehicles with the Village's accountant and was advised to obtain an assessment of the vehicles and advertise the vehicles for offers. During the period of time that the surplus vehicles were advertised on the website and on the bulletin board there was only one offer received for the Public Works truck in the amount of \$5,500.00 which was more than the assessed value. The Village Commission agreed to accept this offer. There was indication that there was interest in the Fire Department Van and four wheeler but no formal offers were made. Joe Keddy said that he will get a written assessment of the four wheeler from Valley Yamaha.
- (b) **Requesting crosswalk lighting** - Superintendent Joe Keddy reported that he met with Joe Crowell from the Department of Transportation and Infrastructure Renewal who stated that the request would follow a process and that he will review the status of our request.
- (c) **Flashing light request for intersection of Hwy #358 & Church Street** – Superintendent Joe Keddy reported that this request would also follow a process and that Joe Crowell from the Department of Transportation and Infrastructure Renewal will look into the status of the Villages' request.
- (d) **High Street Water Main Tender** – Superintendent of Public Works, Joe Keddy, reported that the project is complete. Karen Rovers reported that the first and second funding requests have been received from the Municipality of the County of Kings from Gas Tax Funding. The funding request sent to Provincial Capital Assistance Program has also been received. There will be a final claim submitted after hold back funds are released. Commissioner Kim Cogswell asked if the office could report where the project costs were in relation to the budgeted amount.



- (e) **Crosswalk painting** - Superintendent Joe Keddy stated that he will be in contact with Richard Lloyd with the Department of Transportation and Infrastructure Renewal to discuss.
- (f) **Grading of the lot by the Port Williams Sign by the Bridge** - Superintendent Joe Keddy stated that he will be in contact with Richard Lloyd with the Department of Transportation and Infrastructure Renewal to discuss.
- (g) **Port Williams Sign** – Office staff have issued a purchase order and advised Auto Trim Design of Nova Scotia to proceed with the graphic's for the sign. Chairperson Lewis Benedict will contact the company to see if they could add the replacement of the Public Works Village Sign at a reasonable cost.
- (h) **Roofless building** – It was mentioned that children have been spotted in this building and that there is a concern about child safety. The Village office is to send a letter to the Municipality requesting that the Municipality of the County of Kings secure the building in the interest of public safety.
- (i) **CBCL review of Applewood subdivision** – Village Lawyer Geoff Muttart reported that the services acceptance agreement document has been drafted and is ready to be signed by Applewood Developments. Geoff cautioned that the Village should ensure that specifications have been met and as built received before we communicate to the Municipality a transfer of ownership. A motion to approve and proceed with the services acceptance agreement drafted by Geoff was moved and seconded. **MOTION CARRIED**
- (j) **GIS Locator system** – The Village Office reported that they had consulted with Theresa Smith who is in charge of the Municipality's infrastructure mapping and uses a GIS hand held locator and GIS mapping software. She explained that the GPS locator cost was approximately thirty thousand dollars and the GIS mapping software was approximately twenty thousand. Karen Rovers reported that she had contacted the Municipality to see if this project could be funded through gas tax funds. The Municipality said that a third of the cost could be covered with gas tax funding. The Village Commission agreed that it was important to map our current infrastructure and that the Superintendent have an accurate method of locating the infrastructure. After discussions the Commission agreed that it would be best for the Village to consult with engineers CBCL to determine what would be required to proceed with this project.

**Kings County Council:** no report provided

**Village/Municipal meeting:** Craig Newcombe reported:

- With the new council the meeting was more of a meet and greet
- It was decided that the meeting will now take place twice a year.
- Discussed revisions to the Memorandum of Understanding

**Recreation Director:** Joseph Memet:

- The work party for the outdoor rink was well attended. There are plans for rink opening event with BBQ, hot chocolate and fire pit.
- Afterschool programs are not affected by the work to rule of the teachers

**Janitorial:** Brian Tupper reported:

- Community Centre getting busy

- Plumbing issues have been fixed in the Multi-Purpose Room

**Fire Department:** Philip Porter reported:

- Couple of alarms, one vehicle and a garbage can fire
- Fire Department van is now out of service and the new truck is just about ready for service
- Kings County Fire Advisory Committee meeting was postponed due to weather
- Three new members – membership is up to 32 members
- Revised quotes have been submitted to the Commission for review for a new pumper
- Working on having a budget submitted to the Village Office by mid-January
- EKM Grant was approved and have purchased two new defibrillators with the funding. Members have been trained and the units are now in service.

**Auditorium Upgrade Committee:** Lewis Benedict reported:

- Met with Rafuse Home Hardware regarding flooring options and the committee will be meeting in January.

**Lions Club:** Brian Tupper reported:

- Have had a few catering functions this past month
- Delivered 28 Christmas food baskets to needy residents
- Raffle tickets sold with funds used for Christmas food baskets
- Currently 20 members and always looking for new members

**Public Works:** Joe Keddy reported:

- There have been a few water main leaks on Starr's Point Road and Rawding Drive
- Request to have water shut off by resident on Main Street has been done
- Snow removal and salting
- New truck with toolbox and plow works well

**Treasurer's Report:**

- A motion to accept the Village General Operating and Water Utility financial statements for November 2016 as submitted was moved and seconded. **MOTION CARRIED.**
- A motion that one third of the remuneration for the Commissioners be designated as a non-taxable expense was moved and seconded. **MOTION CARRIED.**

**NEW BUSINESS:**

- (a) Policy Review – a copy of policies to be review by the Commission was sent out to the commission prior to the meeting.
  - a. A motion to approve the Vehicle Policy as submitted was moved and seconded. **MOTION CARRIED.**

- b. A motion to approve the Entering Homeowners Property Policy as submitted was moved and seconded. **MOTION CARRIED.**
- c. A motion to approve the Working with Children Policy as submitted was moved and seconded. **MOTION CARRIED.**

The Mileage and Expense policy is to be emailed to the Commission for their consideration at the January 17, 2017 meeting.

Upon a motion being made, the meeting was adjourned at 9:25 p.m.  
**MOTION CARRIED.**

  
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Lewis Benedict, Chairperson

  
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Darlene Robertson