

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF MAY 17, 2016

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

IN ATTENDANCE: Brian Tupper, Philip Porter, Jason Stevens, Joe Keddy, Joseph Memet, Peter Muttart, Geneve Newcombe and Darlene Robertson

REGRETS: Doug Gates

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 April 19, 2016 be approved as circulated. **MOTION CARRIED**

CORRESPONDENCE:

II. Municipality of County of Kings:

- (a) Building Permit Report for Month of April, 2016. In Kings County 60 building permits were issued with a total value of \$3.5 Million, no permits were issued in Port Williams. *(information only)*
- (b) E-mail from the Municipality of the County of Kings providing Special Council budget action list for April 14, 2016. *(information only)*
- (c) E-mail from the Municipality of the County of Kings providing the May 3, 2016 Council Action list. *(information only)*
- (d) Letter from the Municipality of the County of Kings advising that Council approved an Operating and Capital budget for the Port Williams Fire Department in the amount of \$105,000. *(information only)*
- (e) Letter from the Municipality of the County of Kings advising that Council instructed that operating grants be provided to libraries within the County. A grant of \$5,000. will be paid to the Village towards operating funding of the Port Williams' Library. *(information only)*
- (f) Letter from the Municipality announcing that Municipal Council appointed Scott Leier to sit as a citizen member on the Port Williams Area Advisory Committee for a term ending November 30, 2017. *(information only)*

III. Other Correspondence:

- (a) Letter from the Port Williams and District Lions Club asking for financial support towards the Apple Blossom Campaign. It was moved and seconded to

contribute \$800.00 to the Port Williams and District Lions Club towards the construction of the Village's Princess Float. **MOTION CARRIED.**

- (b) Letter from the Port Williams Volunteer Fire Department thanking Superintendent of Public Works, Joe Keddy for taking time out of his day to stop and help out by controlling traffic on April 16th. *(information only)*
- (c) E-mail from Service Canada advising that our Canada Summer Jobs Application for funding has been approved. *(information only)*

BUSINESS ARISING FROM MINUTES:

- (a) Easements – no update
- (b) Sewer Lateral behind homes along Hwy 358 - Superintendent, Joe Keddy, reported that one of the home owners expressed their intent to connect to the sewer main running along Main Street. Joe is to provide the Village Commission with further details of the options to be discussed with the home owners. Three Property owners would now be connected to the shared sewer lateral located in the back of the properties in this location. Office staff to arrange a meeting date with the home owners.
- (c) Letter sent to Municipality requesting crosswalk lighting - Darlene Robertson reported that a call from Tim Bouter from the Municipality of the County of Kings responding to the letter requesting Municipality funded crosswalk lighting. He informed the office that the cost to install crosswalk lighting would fall under the responsibility of the Village. He mentioned that the Municipality had made a purchase for one of their locations last year at a cost of thirty five thousand dollars which did not including HST. Tim offered to provide their consultant's information and to assist with any guidance the Village might need. Superintendent Joe Keddy believed that another Village had received assistance with their crosswalk lighting. Councilor Peter Muttart will make some inquiries to see what type of assistance was provided. It was mentioned that service clubs had provided financial assistance to the Town of Kenville for their crosswalk lighting.
- (d) Letter sent to Brison Development – Village requirement for streetlight conveyance –Darlene Robertson reported that Tim Bouter from the Municipality of the County of Kings phoned to inform the office that he would encourage Mr. Brison to have the streetlights certified in good working order in order to move forward with the conveyance of the streetlights to the Village. To date the office has not received a response from Brison Developments.

REPORTS:

Village/Municipal Meeting: Lewis Benedict reported

- There was a meeting held on April 20th
- Councilor Muttart was in attendance at the meeting
- No new topics were discussed

Association of Nova Scotia Villages: Lewis Benedict reported

- Presentation was made regarding some of the changes to the Villages' section of Municipal Government Act that have been considered. Lewis reported that the change regarding the election process of Commissioners was not well received.
- Next meeting in July is to be in Port Williams
- The Association's Annual General Meeting is coming up in September and will be in the Kingston/Greenwood area.

Villages working group meeting –MGA review process: Darlene reported:

- Attended the second meeting of the Villages working group which was held in Bible Hill
- Bob Christianson reported that a presentation was made to the Association of Nova Scotia Villages focusing on five review points –
 - o Harmonize requirements and authority with municipalities
 - o Municipal indicator
 - o Harmonizing election process for Commissioners
 - o Policies harmonizing
 - o Harmonizing the roles and responsibilities of Clerks with CAO's
- More of an information meeting than working group
- Next meeting June 2nd

Kings County Councilor: Peter Muttart reported

- Composition is established for the Joint Fire Committee
- Will continue to pursue contact with property owner regarding roofless building located on Kars Street near the wharf.
- Meeting with Utility and Review Board regarding boundary changes and reduction of councilors and districts. Should have a decision from the Board in a few weeks regarding which proposal they decide would be best for the Municipality.
- Municipality is working on a "Community Engagement Strategy"
- Going with a Mayor system
- Municipal election is set for October 14th with advanced polling on Oct 7th
- Any Councilor running for Mayor must step down from Council.
- It was mentioned that a property on Collins Road is having septic problems in our well field. Property owner agreed to run a line to the Leaside Court sewer line but county engineer stated that the line cannot run under the Municipal owned road. Peter will get the details from Superintendent Joe Keddy and discuss with Municipal engineer.

Recreation Director: Joseph Memet reported:

- 3 Summer camp leaders have been hired – two are returning and one new
- Tonight the leaders will be participating in a "Stewards of Children" Workshop
- 31 children are signed up for the afterschool program
- Chess tournament scheduled for May 28
- Renewal energy presentation scheduled for May 31st
- There will be a Ball Hockey Tournament in the Community Centre Parking lot on Saturday, June 11th during Port Williams Days
- Bike Rodeo on Tuesday June 14th

- Received a request from the Church next door asking for the Village's help mowing a green patch alongside the driveway. After discussion the Village Commission agreed that the Public Works Department could keep this grass area cut as the Village would like to be able to utilize this area for its day camps this summer.

Janitorial: Brian Tupper reported:

- Things are going good

Princess Selection: Betty-Jean Tupper reported:

- Royal visit is scheduled for May 29th at 2:20pm

Fire Department: Chief Philip Porter reported:

- 4 alarms
- Nova Communications reprogrammed the base radio, paging radio and all new pagers on May 6th. They are currently assisting the Department with acquiring a repeater as a possible solution to the pager issue.
- Chief Porter attended the Fire Fighter Association meeting on May 10th
- Jason Stevens attended the Joint Occupational Health and Safety meeting held in Kentville
- Had first bar function since the new bar was built. It was a pleasure to work a bar function in the new space.
- Nova Scotia Firefighter School mobile burn unit will be in Greenwich next week and will be holding education sessions
- Fire Department Policies and Procedures have been handed out for the Commission's review and comments

Lions Club: Brian Tupper reported:

- One new member
- Constructing Village of Port Williams' Princess float is under way
- Working hard on Port Williams Days
- Joe Keddy informed the Lions Club that Valley Ford will supply a truck to pull the float in the parade.

Public Works: Joe Keddy reported:

- Received the tendering package and plan from Hiltz and Seamone for the water and sewer upgrades on High Street
- Chief Financial Officer Geneve Newcombe will review cost of project for PCAP funding.
- There were discussions around the pros and cons of contracting the Municipal engineer services to review the Villages project plans. Some benefits commented on were, building on the relationship with the Municipality and with payment come a sense of responsibility and some of the concerns were paying for services already provided by the contracted engineer. It was decided that this option will be reviewed at a later date.
- It was mentioned that Hiltz and Seamone were consulted to assist with some outstanding Nova Scotia Environment requirements however Joe did not use the information provided because he felt that it did not fulfill the requirements.

- Joe requested training at some upcoming MPWWA courses and was asked to complete and submit a training request form.

Treasurer's Report:

- A motion to accept the Village General Operating and Water Utility financial statements for April, 2016 as submitted was moved and seconded. **MOTION CARRIED.**
- Chairperson Lewis Benedict excused himself from the meeting and Craig Newcombe assumed the position of Chair of the meeting. It was moved and seconded to maintain LRB Fabricators Limited as maintenance services for the Village. **MOTION CARRIED.**
- Chairperson Lewis Benedict resumed his role as Chairperson of the Village Commission meeting.
- As previously agreed by e-mail correspondence, it was moved and seconded to purchase a Steiner. **MOTION CARRIED.** It was mentioned by Lewis that the Village will receive a credit of \$4,000. for the trade in of the old Steiner as part of the purchase agreement.
- After discussions, it was moved and seconded to purchase a John Deere Select Series X350 Tractor for \$3,684.22 from Green Diamond. **MOTION CARRIED.**
- It was moved and seconded to approve the Village and Water budget as presented to the Village Commission on May 2nd. **MOTION CARRIED.**
- It was moved and duly second that the \$25,000 received from the sale of the wharf be put in a reserve account to be used for future land purchases in the well field zones. **MOTION CARRIED.**
- Chief Financial Officer, Geneve Newcombe asked the Commission if they are in agreement that she would approach Service Canada and ask if they would consider transferring their approval for funding from the current approved position to a grounds maintenance position. The Village Commission agreed to go ahead with the request.

NEW BUSINESS:

- (a) Chief Financial Officer, Geneve Newcombe provided a policy and procedure for hiring for the Commission to review.
- (b) Chief Financial Officer, Geneve Newcombe suggested that it would be beneficial to adopt the Municipal conflict of interest
- (c) Chief Financial Officer, Geneve Newcombe suggested that the Village Commission establish a pay scale for summer and Recreation employees. Village office to check with other municipal units for their pay scale.
- (d) Chief Financial Officer, Geneve Newcombe made the suggestion that it might be beneficial to hire a contractor to review and help establish procedures for the Public Works Department. Village office to gather more information for discussions at a later date.
- (e) Commissioner Ernie Hovell commented on the fact that the Village's website does not have the latest photos displayed in the photo gallery. Office staff with check into this.

- (f) Joe Keddy mentioned that the Dyke sign is looking tired. Chairperson, Lewis Benedict stated that he has requested a quote to spruce up the sign.

Upon a motion being made, the meeting was adjourned at 9:35 p.m.

MOTION CARRIED.


Lewis Benedict, Chairperson


Darlene Robertson