

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF MARCH 15, 2011

MEMBERS PRESENT: Lewis Benedict, Ernie Hovell, Doug Gates, Scott Leier and Kim Cogswell.

IN ATTENDANCE: Stan Hancock, Brian Tupper, Janet Newton, Chief Philip Porter, Doug Clark, Laura Wightman, and Felicia Wooden.

PUBLIC PRESENT: Mr. & Mrs. Norm Collins

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

APPROVAL OF MINUTES:

It was moved and seconded that the minutes of the Regular Commission Meeting on February 15, 2011 be approved as circulated. **MOTION CARRIED.**

CORRESPONDENCE:

I. Municipality of County of Kings:

- (a) Building Permit Report for Month of February 2011: In Kings County 28 permits were issued with a total value of \$2 million. No permits were issued for Port Williams.
- (b) Roll for Sewer and Property Tax: Letter dated February 14/11 with the 2011 Assessment Roll for our area tax rate and sewer billing. (***ACTION: to be completed by June 2011.***)

II. Other Correspondence:

- (a) Letter from NS Transportation & Infrastructure Renewal stating they will allow placement of the Sidewalk Flag Program in Port Williams (see Business Arising)
- (b) Recreation NS providing complimentary ticket, agenda for upcoming 37th Annual Provincial Volunteer Awards Ceremony & Luncheon on April 4, 2011. (See Reports)
- (c) Letter from the Utility & Review Board providing the Order and Decision of the Board dated March 2, 2011. (emailed to commissioners – see Business Arising)

III. Email Correspondence:

- (a) Annapolis Valley Regional School Board Association – Group Petroleum Tender for 2011/12. (Only one we are using is the Propane and the service provider did not change.)

REPORTS:

Janitorial: Brian Tupper reported:

- Closet in the front entry has been cleaned out. Bruce can use the old trophy cabinet if he can.

Fire Department: Doug Clark, on behalf of Chief Philip Porter, reported:

- Rules of Governance are being reviewed.
- Not much for alarms this past month.
- Flow tested all breathing apparatuses.
- Next breakfast coming up on March 19, 2011.

Lions Club: Brian Tupper reported:

- Will soon be getting ready for adopt a highway and the apple blossom festival float.

Kings County Councillor: Janet Newton reported:

- All Villages are to meet with the Municipality on March 24, 2011.

Board of Trustees: Doug Gates reported:

- Next meeting will be held on May 19, 2011.
- Meeting between the executive of the board and the Kitchen Committee took place. It was decided that a few things need to be purchased.

Recreation Committee: Scott Leier reported:

- Dance Time group have new bylaws and currently have about 32 members.
- Charlotte Butcher should be acknowledged in the upcoming newsletter, she just competed in the Canada games.
- Volunteer needed to coach ball in the Village. (***ACTION: This should be mentioned in the upcoming newsletter.***)
- Will be gearing up for the cleanup of the Parks in the community come April.

Waterfront Steering Committee: Laura Wightman reported:

- A motion to adopt the Waterfront Plan as presented by Ekistics was moved and seconded. **MOTION CARRIED.**
- A new committee should be formed to oversee development of the plan. (***ACTION: Kim is going to develop a frame of reference for this committee.***)

Personnel Policy Committee: Scott Leier reported:

- Next meeting will be held March 21, 2011 at 7:30pm in the Board Room at the Community Centre.

Association of NS Villages (ANSV): Lewis Benedict reported:

- Letters were sent to the Minister of SNSMR inviting him as the luncheon speaker at the AGM on September 17 and requesting to meet and discuss Village Legislation Discussion Paper.
- Support was given to Pugwash and St. Peter's in their endeavors.

Volunteer Representative Committee: Ernie Hovell reported:

- Letters were sent to all nominees and this year's nominated, Merle Millett, to thank them for being volunteers in the community.

- Website displays nominees and nominated individuals.
- A motion to purchase another ticket for Laura to attend the Volunteer Awards Ceremony at \$36.00 was moved and seconded. **MOTION CARRIED.**

Lewis signed a proclamation proclaiming April 17-23rd as Provincial Volunteer Week, which will be posted on the bulletin board and website.

Other Report: Norm Collins, Dartmouth, NS – Sidewalk Flag Program

- Will be contacting the radio stations and the Chronicle Herald to try and get publicity for the Village of Port Williams's having introduced the Sidewalk Flag Program.
- He will come, if necessary, to educate any groups or individuals who would like to know more about the Program and how to use it.

Water/Sewer/Public Works/Transportation Report: Stan Hancock reported: (copy attached)

- Was discovered that the residence at 1178 has no shut off valve and has been sold to new owner(s). A motion to install a valve at no cost to the resident(s) was moved and seconded. **MOTION CARRIED.**
- Pot holes on High Street are presenting a problem because of their size. (***ACTION: Stan is to contact the Department of Transportation to ask them to repair them as soon as possible.***)

Treasurer's Report: Laura Wightman reported:

- Financial Statements for February 2011 were presented. A motion to accept the February 2011 Village General Operating and Water Utility financial statements was moved and seconded. **MOTION CARRIED.**
- Miscellaneous expenses have large one-time expenses, such as the water rate study in Water and the 250th year celebration in the Village.
- Water bills were all mailed by March 14, 2011 and a flyer was also sent along with the bills indicating new rates and other pertinent information.
- Budget 2012 meeting coming up on April 5, 2011.

BUSINESS ARISING FROM MINUTES:

- (a) **Snow & Ice Control Policy:** Motion to approve was moved and seconded. **MOTION CARRIED.**
- (b) **Water Rate Study:** No change to rates or rules & regulations presented at the hearing. Rate changes to commence April 1, 2011 with another rate change on April 1, 2012. Few items to be taken care of: leak detection program, depreciation of removal of old water tank over 10 year period and a separate bank account for net depreciation.
- (c) **Inoculations:** An internal policy will be prepared concerning this; Hep A should be provided concerning the sewer and Hep B should be provided as advised by doctor based on the handling of garbage. These costs will be reimbursed to the employee.
- (d) **Cell phone for Asst. Supt of Public Works:** iPhone 4 purchased from Telus with a

- hard case. Cost per month will be approx. \$66.43. It has been determined that the data package will enable the hook up of a computer at any of the wells to the Scada system.
- (e) Board of Trustees/Kitchen Committee Meeting: Executive and the Kitchen Committee met on Mar 2, 2011.
 - (f) Port Williams Area Advisory Committee: (Terms of Reference approved by Municipality March 1st – advertisement in paper this week with March 25th deadline seeking members – both emailed to commissioners). Meeting will take place on March 28, 2011 to determine the individuals who will be on the Area Advisory Committee.
 - (g) By-law #75 amendments: Ben Sivak met on February 16th to discuss some changes. March 29, 2011 Lewis to present 10 minute presentation to the PAC regarding protection of the Village's drinking water.
 - (h) Village/County Meeting: To be held March 24th at 6:30pm.
 - (i) Emergency Lighting: This will be looked at when the Efficiency Lighting Audit is done.
 - (j) Cross Walk Flag Program: Buckets and flags were put out today by the Public Works department.
 - (k) Tractor Accident: No progress update as yet.
 - (l) Sign for water tank: Quote received from Auto Trim. (**ACTION**: *Would like to receive a picture of how the lettering will look from the bridge before proceeding.*)
 - (m) Signs for Information Park: Need year from original manufacture to find pdf prior to Auto Trim Quote. (**ACTION**: *Contact Connie Millett to see if she knows the year of the original manufacture.*)

NEW BUSINESS:

- (a) Sewer Treatment Plant Renovations: (**ACTION**: *Contact Brian Newcombe of the Marsh Body at the Department of Agriculture to inform him of this as a courtesy.*) A motion to go to tender for the renovations was moved and seconded. **MOTION CARRIED.**
- (b) Discussion on purchase of wharf from tax sale: was decided that the committee set up to oversee the development of the Waterfront Plan should keep an eye on the wharf and consider talking to the County.
- (c) Oulton quote: On inline duct fan, for more fresh air into boiler room and a Tekmar 256 outside reset control installed. Cost \$998.50 plus tax = \$1,148.28
- (d) Efficiency NS Corp Small Business Lighting Solutions: Audit approved for the lighting audit for the Public Works building and the Community Centre. They will pay 80% and the Village will pay the remaining 20%. A motion to accept the audit and associated expenses was moved and seconded. **MOTION CARRIED.**
- (e) People Worx Office Worker: Laura reported that we would be able to get a person from March 21- May 11, for 32 hour a week Monday to Thursday. People Worx's Insurance covers them. Various work to be done but emphasis on records management. No cost to the Village. Motion to accept worker was moved and seconded. **MOTION CARRIED.**
- (f) F/D Banquet: The annual Fire Department Banquet will be held on May 21,

2011 at the Village Community Centre. The Lions Club will be contacted to see if they will cater the event, which is paid for by the Village as a token of its appreciation.

OTHER HOUSEKEEPING BUSINESS:

- a. NSLC Occasions Magazine: No action is being taken.
- b. Website: Meeting on March 16th re input into the future of the Municipal Website Venture.
- c. March 26th Sat. Earth Day: turn off lights 8:30-9:30pm

Upon a motion being made, the meeting was adjourned at 9:55 p.m.

MOTION CARRIED.

Lewis Benedict, Chair

Felicia Wooden, Admin. Assistant