

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF APRIL 17, 2018

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

IN ATTENDANCE: Brian Tupper, Laura Jacobs, Karen Rovers, Philip Porter, Geoff Muttart, Joe Keddy and Councilor Meg Hodges

REGRETS: Scott Leier and Darlene Robertson

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 March 20, 2018 be approved as circulated. **MOTION CARRIED.**

II. Municipality of County of Kings:

- (a) Building Permit report of the Month of March, 2018. In Kings County 21 building permits were issued with a total value of 3.6 million, one permit was issued for Port Williams. (*information only*)
- (b) E-mail invitation from Nichole Gilbert, Coordinator of Recreation Services for the Municipality of Kings to the 4th Kings County Volunteer Celebration. (*information only*)
- (c) E-mail reminder of the Municipal/Village meeting on Wednesday April 18th at 7:00 pm. (*information only*)

III. Other Correspondence:

- (a) Letter of acceptance from the Nova Scotia Department of Environment for the renewal application Approval #2009-065820-R01 for the continued operation of Municipal Water Treatment Facility situated in Port Williams and approval document extending current operating approval until June 30, 2019 during the processing period. (*information only*)
- (b) E-mail from Dan Stovel, Regional Emergency Management Coordinator, inquiring on interest from the Village in participating in the quarterly REMPC meetings and requesting contact information.

BUSINESS ARISING FROM MINUTES:

- I. **Unightly building** – Councilor Meg Hodges reported that an Order to Remedy has been passed by Council. The property owner has until June 1st, 2018 to take action or the Municipality will take action and apply the cost to the property tax

bill. Meg reported that in the instance of a property sale, the Order to Remedy is tied to the property and associated tax bill. There were discussions referencing the correspondence between the property owner and the Municipality. Meg committed to providing updates to the Village as the deadline for the Order to Remedy approaches.

- II. **Farnham Marsh Dyke Body** – Councilor Meg Hodges reported that she attended the meeting that afternoon between the Village and the Municipality. The Municipality will offer assistance and support for the Village pursuit of FRIIP funding toward the Farnham Dyke upgrade and will be facilitating talks with the Province re matching with Federal funding that they, the Province, is administering and project support.
- III. **Department of Transportation and Infrastructure Renewal follow-up** – Superintendent of Public Works, Joe Keddy reported that there has been no correspondence with DTIR however there has been an installation of new signage reducing the speed limit past the Church Street intersection to the Canard Acres Subdivision from 80km to 70km.
- IV. **Brison Development** – Superintendent of Public Works Joe Keddy reported that they are still waiting on Brison Development to fix the lights. He has spoken to both Brison and his electrician and Brison reports that he will take action to resolve these outstanding issues.
- V. **GIS Locator System project update** – Superintendent of Public Works Joe Keddy reported that CBCL has completed their contracted portion of the project. Maps, cards and database have been delivered as described. There is additional condition and maintenance data that can be inputted into the database and training has been provided by CBCL to do so but some hands-on learning is still needed to become familiarized with these tasks. The database will require continual upgrading of maintenance data and Joe is already satisfied that the database has proved very useful with his initial usage of it. Karen reported that all requests for funding have been submitted for this project for gas tax reimbursement and the FCM funding still outstanding. Funding should be received by end of May.
- VI. **Public Information meeting for Kars Street one-way** – no update provided. The office was requested to send an email to the new District Traffic Supervisor to follow-up re this agenda item.
- VII. **Oulton's Fuel meeting** – Commissioner Kim Cogswell reported that she and Lewis met with Jon Oulton to discuss his concerns re flood risks. It was agreed that local businesses need to organize as a group of concerned stakeholders and bring their concerns to the Commission. Oulton was in favor of this action and Meg Hodges reported that she was part of a recent meeting between some of the local business owners who are taking action to form a Society and that there appears to be enthusiasm and momentum for this group to organize. Kim reported that they are now waiting to hear back from this group once established.
- VIII. **PAC meeting Re: Growth Centre** – Commissioner Kim Cogswell addressed the PAC during the public comments session of the meeting. A history of the evolution and changes to the Port Williams growth Centre and the Wellfield protection areas was provided. The information was well received however, other public comments/question were not allowed to be rebutted as each public speaker is only allowed to speak once. Meg reported that the PAC will be meeting again

on Friday, April 20th. Kim will forward all the information that she presented so that it can be shared with members not present during the previous meetings and she will be including maps illustrating the areas of discussion as well as rebuttal statements to the questions and concerns raised during other public comments. Meg stated that she does not anticipate any decisions will be made on Friday.

REPORTS

Municipal Councilor – Meg Hodges reported:

- Budget is not yet presented. A timeline should be presented on April 18th however the budget has been delayed due to the need for a new Director of Finance.
- Meg is now the Director for the Library Committee and gave a friendly reminder that there is a membership drive happening to support local libraries
- Kings Transit is currently in the process of hiring a new general manager and the budget for Kings Transit has also been delayed by the municipal budget delay.
- Meg had the opportunity to visit Lantz Truck Body Limited and tour the new Fire Department pumper truck.
- Commissioner Cogswell was offered compliments on her informative presentation to the PAC.
- DTIR has been contacted re the missing grate cover by Shur-Gain and a custom grate cover is being fabricated and should be in place by the end of the month.
- Meg attended a meeting with local business owners who are interested and actively pursuing organizing a Port Williams business development group. Meg anticipates a Port Williams Business Development Association by summertime.
- Chairperson, Lewis Benedict thanked Councilor Hodges for her support during the PAC meeting.

Recreation Director: - Laura Jacobs reported:

- Kids/youth programming includes Tumblebugs on Saturdays, Family Fitness on Tuesdays and Family Basketball on Thursdays.
- Adult Programming includes Yoga and Zumba on Mondays and FIT classes on Tuesdays
- Seniors Programming includes Active aging on Tuesdays and Thursdays, indoor walking on Mondays and Fridays and Chair Yoga on Wednesdays.
- At the recent Recreation Committee it was suggested that a committee be formed to formally review the Recreation Commission existing by-laws. After discussions it was noted that the field usage rates currently used would remain the same and that any changes to the usage rates for the ball and soccer fields be reviewed and changed before the next season starts.
- Wayne Blenkhorn, Chairperson of the Recreation Committee announced that he will be stepping down as Chairperson of the committee.
- Community interest in ongoing donations to the park which is sparking an interest to develop a "pretty in the park" day.
- Port Williams Recreation will have a one page ad in the Spring/Summer

Recreation Guide.

- Did not receive provincial grant funding for the Summer Day Camp and therefore will be restructuring the registration fees in order to stay within budget.
- Meeting with both the Port Williams Elementary School and Booker School to establish stronger community/recreation relationships.

Janitorial: Brian Tupper reported:

- Has purchased two new sinks and a window for the Community Centre that are not yet installed.
- Crack-filling, touch-ups and painting in the Multi-Purpose room have been done.
- Tidied the float room

Fire Department: Philip Porter reported:

- Responded to two motor vehicle accidents, one appliance on fire and two mutual aid calls.
- Pleased to announce that the new pumper truck has arrived and will be put into service as soon as the operators have been trained.
- Annual Fire Department banquet is on May 5, 2018
- Celebration of Sparky's Birthday was a successful weekend with approximately 70-80 people in attendance.

Auditorium Upgrade Committee: - Brian Tupper reported:

- Stage is complete. Brian has been in touch with project manager and has been negotiating compensation for project delays.
- Some painting and touch up are almost complete
- Building of storage cabinet for the PA system is next

Lions Club: Brian Tupper reported:

- Catering a function next Wednesday night.
- Upcoming activities include constructing a float and running the Booster Club for the Apple Blossom Festival
- They have another potential new member
- Will be catering the Fire Department Banquet as well as helping with the Princess Dessert Party.

Public Works: Joe Keddy reported:

- Water system working fine
- Sewer effluent is experiencing higher than normal total suspended solids. Department of Environment has been notified and Village is working with engineers to determine cause.
- Nitrates staying same
- Installed screen in manhole to determine cause of debris blocking pumps - pumps pulled 5 times
- Snow clearing and salting
- Seasonal equipment maintenance

- Forwarded annual water withdrawal report to Department of Environment
- Working on capital projects
- New seasonal worker hired – Mark Riley
- Sewer blockage call at 1259 Starrs Point Road, it is noted that this is the second time in the past year for a sewer blockage at this location.
- Attended confined space course and fall arrest course
- Registered new Fire Department pumper truck at Access Nova Scotia

Apple Blossom Committee: It was reported that Betty Jean Tupper has confirmed Port Williams' 2018 Leadership Candidate is Johanna Gates and her Child Attendant is Penelope Schofield. Commissioner Doug Gates has agreed to be the Village Commission representative at the Royal Visit Sunday May 27th at 1:30pm

Treasurer's Report: Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for March 2018, as submitted was moved and seconded. **MOTION CARRIED**
- Karen reported that \$3000 of directed donations was transferred to the Fire Department Reserves from donations received during the 2017/18 fiscal year.
- Insurance update: Karen reported that she has been in communication with MCTI and has provided all information required to make the insurance policy amendments identified during the annual insurance review meeting. An annual renewal application for the Storage Tank Environmental Policy has been completed. The Firefighter AD & D Policy is also up for renewal application which has been completed. Quotes for the renewal were presented to the Commission. After discussions a motion to accept the 3 year term policy for Firefighter Accidental Death and Dismemberment to be a prepaid amount of \$5368 was moved and seconded. **MOTION CARRIED**
- A motion to allocate \$25,000 of reserve funds to be applied towards the wellfield land purchase and to allocate \$65,644 reserve funds to be applied towards the purchase of the Fire Department's new pumper truck and to allocate \$82000 reserve funds to be applied towards the Auditorium Upgrade Project expenses in the March 31, 2018 Village's fiscal year end was moved and seconded. **MOTION CARRIED**
- Due to a potential conflict of interest regarding the next item on the agenda, Chairperson Lewis Benedict surrendered his position as Chairperson to Vice-Chairperson Kim Cogswell, and exited the room at 8:40pm at which point Kim assumed the position of Chair.
- Fire Department Tanker: Karen reported that the Commission met for a budget planning meeting and the issue of a repair of the Fire Department tanker vs a refurbishment and/or chassis replacement was evaluated for the best long-term value for the Village. The Village Commission reached a consensus that a refurbishment and chassis replacement would be preferable but would require input from the fire department re prioritizing their capital spending towards the truck for this year with a proposed budget of \$150,000 and postponing other equipment capital requests for next fiscal year. Karen met with Deputy Chief Jason Stevens and Chief Philip Porter who agreed to explore the option of the tanker upgrade. Based on this report a motion was moved and seconded to include in the 2018/19 capital budget \$150,000 towards a

tanker refurbishment project with authority designated to the Chief and Deputy Chief to solicit bids by invitation due to the limited availability of specialized suppliers to present to the Village Commission for acceptance. **MOTION CARRIED**

- At 8:50pm Lewis Benedict was asked to return to the Boardroom and Chairperson Kim Cogswell surrendered the position of Chair to Lewis Benedict who resumed the position of Chair for the remainder of the Village Commission meeting.

- a motion that the Village Commission has designated permission for the maintenance of unused Village land acreage for the 2018/19 fiscal year was moved and seconded. **MOTION CARRIED**

-A motion to extend the existing janitorial contract for the agreed upon price for an additional period of 5 years without competitive process due to continuation of the same service provider being in the best operational interest of the Village was moved and seconded. **MOTION CARRIED**

-A motion was moved and seconded that the specialized services to be granted exemption from the competitive procurement process laid out in the Purchase Policy are financial, legal, insurance, engineering and accounting. **MOTION CARRIED**

-Karen had circulated quotes obtained by Joe for specialized water utility equipment requiring replacement. A motion was moved and seconded to accept the quotes provided by Nulantic Water for an Automatic Chlorine Control System and Atlantic Purification systems for a Nitrox Sensor without competitive process due to limited suppliers of specialized equipment and to ensure compatibility with existing equipment. **MOTION CARRIED**

-Karen discussed funding options with assistance and project explanation from Joe about a proposed Sewer Lagoon Rehabilitation Project. After discussions the Village Commission identified this as a priority project for the 2018/19 fiscal year to be addressed in the Capital budget with funding pursued from both gas tax funds and PCAP. A motion was moved and seconded to pursue the Sewer Lagoon Rehabilitation Project as a multi-phase project with priority given to Phase One for the 2018/19 fiscal year and funding also sought for Phase Two and Phase Three in subsequent order of priority and subject to funding availability from Gas Tax and PCAP applications. **MOTION CARRIED**

- A motion that the Village is committed to pursue the Farnham Dyke Upgrade and Expansion project pending funding from FRIIP and Municipal and Provincial partnerships was moved and seconded. **MOTION CARRIED**

- It was decided to further review and approve the Village's April 1, 2018- March 31, 2019 budget at a May 15, 2018 Village Commission meeting.

NEW BUSINESS:

- (a) It was mentioned that Sylvia Jacquard took a couple of days to complete the contents of the sign board donated by Kathy Hanks. After discussions it was decided that a thank you card should be sent out to Sylvia for her efforts.
- (b) Village flower bed maintenance – two quotes were received for the maintenance of the Village's flower bed. It was decided to award the maintenance contract to Down to Earth Gardening.
- (c) Sewer Lateral Question from resident- correspondence acknowledged, no action taken.

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- (d) Commissioner Doug Gates was approached by a Credit Union representative to offer a presentation on banking services to the Village. Following discussion a consensus was reached that the Village Commission is not presently interested in exploring alternatives to current banking services.

In Camera at 9:50pm to discuss employment issues.

Back in session at 10:00pm.

Upon a motion being made, the meeting was adjourned at 10:05 p.m.

MOTION CARRIED.


Lewis Benedict, Chairperson


Karen Rovers, CFO