

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF JUNE 18, 2019

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

IN ATTENDANCE: Karen Rovers, Joe Keddy, Laura Jacobs, Philip Porter, Geoff Muttart, Meg Hodges and Darlene Robertson

REGRETS: Scott Leier

Chairperson, Lewis Benedict, called the meeting to order at 7:00 p.m.

I. APPROVAL OF MINUTES:

- (a) It was moved and seconded that the minutes of the regular Commission meeting on May 21, 2019 be approved as circulated. **MOTION CARRIED.**
- (b) It was moved and seconded that the minutes of the Special Commission meeting on June 6, 2019 be approved as circulated. **MOTION CARRIED.**

II. Municipality of County of Kings:

- (a) Building Permit Report for the Month of April, 2019. In Kings County 38 building permits were issued with a total value of 5 million, 3 permits were issued for Port Williams with a total value of \$343,000.00
(information only)
- (b) E-mail from the Municipality of the County of Kings providing the May 7, 2019 Municipal Council meeting action list and the May 21, 2019 Special Council meeting action list. *(information only)*

III. Other Correspondence:

- (a) Letter from Horton High School's Principal Brad Stokes requesting a special fee structure for ball games played on the Villages Newcombe Ball Field. A motion to invoice the Horton High School at a rate of \$15.00 per game for the use of the Port Williams ball field for games only and practices at no cost was moved and seconded. **MOTION CARRIED**
- (b) Letter from Constable Nick MacLean of the Kings Crime Prevention Association requesting the use of the Ball field for their July 5-7 ball tournament to be donated. A motion to approve the use of the ball field at no cost for the Fallen Heroes Softball Tournament on July 5-7 was moved and seconded. **MOTION CARRIED**
- (c) Inspection report from Nova Scotia Environment regarding the June 4, 2019 inspection of the Port Williams Well Water Supply. *(information only)*
- (d) Management letter from Bishop & Company Chartered Accountants. It was agreed that the Chief Financial Officer will include any

inconsistencies with respect to the Purchasing Policy in the monthly emailed financial report to the Village Commission.

- (e) Letter from Gregory and Margaret Jardine regarding their sewer billing. Office to send a letter of response to Mr. & Mrs. Jardine.

BUSINESS ARISING FROM MINUTES:

I. Sewer Lagoon - Joe Keddy reported:

- Work has been completed which was outlined in the contract
- Joe mentioned that the Village has a new CBCL contact – Adam Strachan
- Joe mentioned that the Village has obtained some free clay (10 to 12 loads) which can be used on the berm at the waste water treatment plant however the Village would have to source out the work to distribute the clay to build up and smooth out the berm. A motion was made to have our engineers CBCL do a change order to the tender awarded to Brown Brothers for the purpose of distributing the clay to the waste water treatment plant berm, not to exceed \$2,750.00 was moved and seconded. **MOTION CARRIED**

II. Sewer By-law changes – Karen reported:

- Still reviewing, no update at this time

III. Unightly metal frame on property – Lewis Benedict reported:

- Councilor Meg Hodges was asked to follow up with Municipality regarding compliance regarding the unsightly property.

IV. Mutual agreement to use recreation spaces with PW School -

- Scott to provide update at next meeting

V. Debris Blowing around at new construction sites – Joe reported:

- Discussed with Valley Waste Management
- Joe has noticed that things seem to be cleaner at the new construction sites

REPORTS

Source Water Protection - Joe Keddy

- Public meeting scheduled for June 20, 2019
- Scott Leier is reviewing the Source Water Protection Manual for any required changes/updates

Personnel Committee - (Kim Cogswell)

- Looking into ventilation and additional sound proofing for the Public Works/Recreation office building
- Annapolis Valley Air Management was asked for a consult and recommendation

of a system. Joe mentioned that a sound proof door would be about \$300.00 and that insulation would be about \$600.00.

Municipal Councilor – Meg Hodges

- Presented the presentation she had prepared for the “Growing Port Williams” meeting

Recreation Director: - Laura Jacobs reported:

- Summer programming

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00am Walking Club				9:00am Walking Club	8:30am Scottables Run/Walk Club
				10:00am Yoga In the Park	
	6:30pm Scottables Run/Walk Club				
7:00pm Yoga	7:00pm Co-Ed Beach Volleyball	6:00pm Pick up Basketball @the Park	7:00pm Co-Ed Softball		

Recreation Advisory Committee –

- Next meeting September

Recreation Facility By laws:

- Some final revisions are being added to the document and should be ready for Commission approval at the July Village Commission meeting.

Port Williams Days

- Events were well attended and appreciated by the community
- Night Market was a success- with an unexpected attendance, several food trucks sold out by the end of the evening. Positive feedback from the community so far.
- Chicken BBQ and Community Supper sold out as well.
- Debrief meeting with the committee to evaluate events of the weekend and make notes for next year.
- Internal wrap up of info/expenses, etc.

Summer Day Camp Planning

- Registration is open
- Leadership training set for June 24 – 28
- LIT (Leader in Training) Program will return – 2 LIT per week to assist with management of the campers.

Facility Booking

- Summer field booking ongoing

- Coordinating field maintenance with Public Works

Active Hallway Project

- Received AKHK grant from the County- decals have been ordered and will be installed over the summer – project to be initiated in the Fall.

Other:

- After School programming
- Fall program schedule planning
- Recreation Needs Assessment Survey- plan to further distribute and promote the survey, assess the results, discuss with Recreation Advisory Committee and develop strategies, etc.
- There were some discussion regarding the installation location for the AED's
- There were discussions regarding potentially lending the AED out for special events. The Commission agreed that it is essential that the AED's reside at their permanent locations and that there is adequate signage for the public to be aware of the AED location.
- It was suggested that quotes be obtained for the box/housing of the AED's

Janitorial –

- No report provided

Fire Department: Chief Porter reported:

- 3 alarms
- Attended the grand opening of the new RCMP station
- Port Williams Days was successful
- The Fire Department medallion for the sign in front of the Port Williams Community Centre is in the process of being replaced
- Chief Financial Officer Karen Rovers mentioned that the updated quote for the Breathing Apparatus is approximately nine thousand higher than a previous quote. Chief Porter mentioned that verbal approval has been obtained by the Port Williams Firefighter Association to cost share the increased cost. A motion to approve an increase in the capital budget to thirty five thousand dollars was moved and seconded. **MOTION CARRIED**

Lions Club: -

- Port Williams Days was successful – LIONS participated in the yard sale, fireworks and supper
- Trivia night is on June 21st
- Two new LIONS Club members as of June 19, 2019

Board of Trustees –

- Recommendation to the Village Commission to install a Canada and Nova Scotia flags on each side of the stage in the Auditorium. Will obtain quotes and forward to the Village Commission

Public Works: - Joe Keddy reported:

- Water system: Everything is working fine
- Sewer systems: Everything is working fine.
- Sewer Treatment Plant: Everything is working fine. (Seal replaced in blower)
Commissioner Hovell asked Joe what the plan was to maintain the area around the waste water treatment plant. Joe stated that his plan going forward would be to do a thorough cut down of foliage in the Spring and Fall and maintain a path in specific area required for access.
- Nitrates are staying around the same. (graphs attached)
- Responding to alarms.
- Water & sewer inspections.
- Attended required meetings. (source water protection, AGM)
- Attended Pesticide course in Berwick & wrote DOE exam in Kentville.
- Regular field maintenance.
- Spoke with DTIR about repairs required in the Village.
- Repaired two sink holes in the sidewalks.(High Street and Hwy 358)
- Obtaining paving quotes on extra jobs.
- Helped out with Port Williams days
- Gathering info for Public meeting.
- Quarterly water & sewer samples submitted.
- Water has been turned on at the parks
- **Sewer Lagoon Upgrades:** Work is complete, a few minor adjustments to be made
- **Well #4A:** Water Withdraw Approval has been accepted by DOE. Abit more documentation required. Well is up and running. Replaced pump, running fine. A motion to approve the purchase of the pump for Well #4a was moved and seconded. **MOTION CARRIED**

Treasurer's Report: -Karen Rovers reported:

- A motion to accept the Village's Year Ending March 31, 2019 Audited Consolidated Financial Statements as presented by Bishop & Company Chartered Accountants to the Village Commission on May 22, 2019 was moved and seconded. **MOTION CARRIED**
- A motion to accept the Village General Operating and Water Utility financial statements for May 2019, as submitted was moved and seconded. **MOTION CARRIED**
- A motion to apply an \$80 deposit and write off the remaining balance owing on invoice #20138 in the amount of \$70.00 for the use of the ball field by the Port Williams Sluggers as uncollectable was moved and seconded. **MOTION CARRIED.**
- The amount of \$39,628.74 for the fiscal year ending 2018-2019 was deposited

into the water depreciation account from the water account as per the UARB requirement for the water utility.

- A motion to approve the changes to the Mileage and Expense policy and the Hospitality policy as circulated was moved and seconded. **MOTION CARRIED**
- A motion to approve the additional sidewalk patch repairs as quoted by Howard Little Excavating Ltd. was moved and seconded. **MOTION CARRIED**
- Karen presented the additional Fire Department AD&D insurance add on for consideration to the Village Commission. A motion to approve the purchase of the additional insurance presented to the Commission for the Fire Department was moved and seconded. **MOTION CARRIED**
- A motion to approve the 5 year Capital Investment Plan as presented to the Village Commission was moved and seconded. **MOTION CARRIED**
- A motion to transfer a \$200.00 directed donation to the Fire Department into the Fire Department reserve was moved and seconded. **MOTION CARRIED**

New Business:

- Reminder of the upcoming Area Advisory Committee meeting on June 24th at 1:30

At 8:35 pm the meeting went in camera to discuss personnel matters

The meeting came out of camera at 9:30 pm and Commissioner Doug Gates excused himself from further discussions due to a conflict of interest.

At 9:32 the meeting went in camera to discuss an additional personnel matter.


The meeting came out of camera at 9:40 pm.

-A motion to approve a new casual part-time recreation position was moved and seconded. **MOTION CARRIED.**

-A motion to approve the summer student contracts as discussed in camera was moved and seconded. **MOTION CARRIED.**

Upon a motion being made, the meeting was adjourned at 9:45 pm.


Lewis Benedict, Chairperson


Darlene Robertson, Clerk