

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF FEBRUARY 20, 2018**

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

**IN ATTENDANCE:** Brian Tupper, Laura Jacobs, Karen Rovers, Philip Porter, Jason Stevens, Meg Hodges, Geoff Muttart and Darlene Robertson

**REGRETS:** Joe Keddy

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 January 16, 2018 be approved as circulated. **MOTION CARRIED.**
- (b) It was moved and seconded that the minutes of the special Commission meeting on January 23, 2018. **MOTION CARRIED.**

**II. Municipality of County of Kings:**

- (a) Building Permit report of the Month of January, 2018. In Kings County 28 building permits were issued with a total value of 2.4 million, 1 permit was issued for Port Williams. *(information only)*
- (b) E-mail from the Municipality of the County of Kings providing the January 10, 2018 Special Council Action list and the January 2, 2018 Council Action list. *(information only)*

**III. Other Correspondence:**

- (a) E-mail from the manager of the Port Williams Shur-Gain Feeds' n Needs retail store expressing a safety concern with the storm drain located by the Shur-Gain store. *Village office forwarded the concern to Councilor Meg Hodges to address the concern with the Department of Transportation & Infrastructure Renewal. It was suggested that the Village includes this concern as one of the ongoing follow-up items which the Superintendent of Public Works can follow up with DTIR.*
- (b) Notification from Michelle Simpson, Director of the Corporate Strategy, Department of Internal Service Procurement, reporting the Village's failure to publicly post the tender award for the High Street Water Main Upgrade Project tender on the procurement web portal. *The Village Office has updated the website portal.*
- (c) Letter from Jon Oulton of Oultons Fuels expressing concern about high tides and the potential impact to the waterfront. After discussions it was agreed that Commissioners, Lewis Benedict and Kim Cogswell will contact Mr. Oulton to arrange a meeting.

## **BUSINESS ARISING FROM MINUTES:**

- I. **Unightly building** – Councilor Meg Hodges reported that the file is ongoing. It was noted that the property is not for sale as promised to the Municipality and that the Municipality will have a roof put on the structure once they receive quotes.
- II. **Farnham Marsh Dyke Body** – Councilor Meg Hodges reported that the Municipal Council has included a budget item in the event that they can move forward with the Province.
- III. **Department of Transportation and Infrastructure Renewal follow-up** – It was reported that Superintendent of Public Works Joe Keddy has a scheduled meeting with the Department of Transportation and Infrastructure Renewal from which he can provide an update at the next Commission meeting.
- IV. **Brison Development** – it was reported that Superintendent of Public Works Joe Keddy was informed that the electrician is waiting on the weather to fix the lights in the Brison Development
- V. **GIS Locator System project update** – Karen Rovers reported that our engineers suggested that the Village should purchase a tablet to better access and view the data and that there will be an annual renewal fee for the software usage for the GIS System of \$800. A motion to purchase an iPad, stylus and case up to a total expenditure of \$1,200.00 was moved and seconded. **MOTION CARRIED**
- VI. **Public Information meeting for Kars Street one-way** – No update. The Village office is to follow up with the Department of Transportation and Infrastructure Renewal.
- VII. **Mobile gas dectector** – Jason Stevens reported that the Fire Department and Public Works collaborated and have agreed on a purchase of a Sensi Tech detector which includes an external pump and tubing with a purchase price of approximately \$1,300.00 which would require a quarterly servicing cost of approx. \$65.00 A motion to approve the purchase of this detector with a 50/50 cost share by the Fire Department, which is to be reallocated from their clothing budget, and Public Works Department was moved and seconded. **MOTION CARRIED**
- VIII. **Apple Blossom Festival Booster Club** – It was mentioned that the amount approved by the Village Commission does not meet the expectations of the Apple Blossom Festival and should be raised from \$725.00 to \$900.00 A motion to increase the amount for the Apple Blossom Festival Booster Club from \$725.00 to \$900.00 was moved and seconded. **MOTION CARRIED**

## **REPORTS**

**Municipal Councilor** – Meg Hodges reported:

- Budget talks have started
- Councilor Meg Hodges will be participating in the Coldest Night of the Year walk
- Council is looking to break ground for the new Municipal building in March 2018
- 2050 is paused due to many areas which need more in-depth research/discussions

- PAC has made the recommendation that the growth center boundaries for Port Williams be pulled back – the reasoning was due to no Municipal services in this area and the arguments presented by the public. Chairperson Lewis Benedict explained that there is water and sewer which is not Municipal water and sewer but owned by the Village of Port Williams in this area. After discussions regarding previous Provincial recommended vs Municipal recommendations, it was suggested by Councilor Meg Hodges that the Village attend the public information session to express their concern with the reduction in the growth centre boundaries.

**Provincial Volunteer Awards/H.B. Legge Volunteer Awards Committee** – Ernie Hovell reported:

- Announced that Geneve Newcombe was selected to be the Port Williams Volunteer representative who will be going to the Volunteer Luncheon on April 9<sup>th</sup> in Halifax. Geneve will also be awarded the Harold B. Legge award at the Village's Annual General Meeting in June.
- Commissioner Kim Cogswell volunteered to accompany Geneve at the Volunteer Luncheon as the Village Commission representative.

**Acadia Students Presentation** – Kim Cogswell reported:

- Commissioner Doug Gates and Councilor Meg Hodges were in attendance
- Each presentation by a student was approximately seven minutes in length
- Student approach was using the basic SWOT analysis (Strength, Weaknesses, Opportunities and Threats)
- Overall impressed with the presentations, good to see from a different view point

**Association of Nova Scotia Villages** – Lewis Benedict reported:

- Recommended Parental Accommodations legislative changes to the Municipal Government Act are to be presented at Spring Legislation

**Board of Trustees** – Ernie Hovell reported:

- Currently there is no Fire Department representative attending the meeting. Ernie asked Deputy Chief Stevens if the department could provide a representative to represent the Department at the Board of Trustees meeting
- Two new coat racks and a digital piano were purchased
- More coffee mugs were ordered
- Inventory has been completed
- Fridge previously owned by the LIONS Club has been relocated in the hallway off of the Auditorium as a backup fridge
- It was moved and seconded that a gift certificate in the amount of \$75.00 be given to Darlene Robertson as a thank you for the construction of a piano cover for the new piano purchased. **MOTION CARRIED**

**Recreation Director:** - Laura Jacobs reported:

- Programs are growing
- Tumble Bugs program will take place in the Port Williams School
- There were approximately 40-50 people in attendance of Winter Frolic. Trail quiz activity was successful due to the lack of snow. Local business contributed to Port Williams Winter Frolic
- March break camp fees set at \$20.00 per day
- Compared the field use fees to surrounding communities
- Lawn Bowling representative did not attend the last meeting
- Committee received a letter from one of the participants of Dance Time expressing their appreciation for the use of such a wonderful facility – Recreation Director, Laura Jacobs will forward the letter on to the Commission

**Janitorial:** Brian Tupper reported:

- Issue with the propane stove where one of the pilot lights went out – stove is getting old and should be serviced - Brian to arrange a service call on stove
- Small leak in the roof by the elevator should be investigated in the spring
- Service call on oil fired hot water heater

**Fire Department:** Jason Stevens reported:

- Five alarms this past month – Propane leak, structure fire, smoke condition and two mutual aids
- One new member
- Construction on pumper is progressing
- Commissioner Scott Leier volunteered to represent the Commission at the Fire Department's upcoming AGM in March

**Auditorium Upgrade Committee:** - Brian Tupper reported:

- Still some odd jobs to be completed on the stage and are still awaiting the delivery of the stage skirting
- Building inspection completed by the Municipality – no issues

**Lions Club:** Brian Tupper reported:

- Successful Valentine's Day dinner, with proceeds going to the Valley Regional Hospital.
- New member inducted
- Working on Port Williams Days

**Personnel Committee:** Kim Cogswell reported:

- It was moved and seconded to approve carry over of banked time accumulated by staff from 2017, to be used up by February 15, 2018. **MOTION CARRIED**
- It was moved and seconded to approve the clothing purchased for the Public Works Superintendent which exceeds the amount budgeted by \$200.00 **MOTION CARRIED**
- It was moved and seconded to approve the amendments to the Personnel Policy as circulated. **MOTION CARRIED**

**Public Works:** Joe Keddy circulated report:

- There was a question regarding who would be funding the potential extension of water and sewer lines on Highway 358 for an owner/contractor. Lewis Benedict responded that this would be at the expense of the homeowner.

**Leadership Candidate Selection Committee:** No report provided

**Treasurer's Report:** Karen Rovers reported:


- A motion to accept the Village General Operating and Water Utility financial statements for January 2018, as submitted was moved and seconded. **MOTION CARRIED**
- A motion to accept the Purchasing Policy with suggested amendments was moved and seconded. **MOTION CARRIED** The Commission expressed their gratitude to Geneve Newcombe, Karen Rovers and Geoff Muttart for all of their hard work in establishing a Purchasing Policy.
- After discussions it was moved and seconded to not claim the damage to the Fire Department truck and ladder through our insurance policy. **MOTION CARRIED**
- One quote was received to repair the Fire Department Tanker for approximately \$13,300. There were discussions regarding the benefits of patching or refurbishing the tanker. It was decided that the Commission will need to see additional quotes – work in progress
- A motion to approve the construction of the new Salt Spreader by LRB Fabricators for the John Deere tractor was moved and seconded. **MOTION CARRIED**

**NEW BUSINESS:**

- (a) Fuel quote from West Nova Fuels:
  - After discussion it was determined that the Village Office should solicit additional fuel quotes

Upon a motion being made, the meeting was adjourned at 9:45 p.m.  
**MOTION CARRIED.**

  
Lewis Benedict, Chairperson

  
Darlene Robertson, Village Clerk