

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF JULY 20, 2010**

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

**IN ATTENDANCE:** Chief Philip Porter, Peter Muttart, Stanton Hancock, Janet Newton, Geneve Newcombe and Laura Wightman. **REGRETS:** Doug Gates and Brian Tupper.

The chairman, Lewis Benedict called the meeting to order at 7:35 p.m.

**APPROVAL OF MINUTES:**

It was moved and seconded that the minutes of the Regular Commission Meeting on June 15, 2010 be approved as circulated. **MOTION CARRIED.**

**CORRESPONDENCE:**

**I. Municipality of County of Kings:**

- a) Building Permit Report for Month: Total building permit activity for Kings County for June 2010 equals 98 permits issued with a value of \$7,126,300. For Port Williams, 1 permit issued with a total building value of \$92,400.

**II. Other Correspondence:**

- a) Activity report for June 2010: 1 mutual aid.
- b) A thank you notes from Princess Annapolis, Heather Murray.
- c) Letter from NS Environment allowing us to reduce our testing frequency for bromodichloromethane from quarterly to annually. Our HAA's testing is to remain quarterly for now.
- d) Letter from NS Environment in regards to the Village's question re well field zoning. They indicated that they had recommended that the Village update our well field mapping to show the 2 and 5 year time of travel zones as recommended in the source water protection guidance documents and that they were also unable at this time, to recommend that the Village choose R10 vs Agriculture zoning. (**ACTION:** Check with Hiltz & Seamone to see if there were time zones established for the well area. Also that a letter be sent asking NSE what the biggest risk to our well field is.)
- e) Management letter from Bishop & Company indicated that overall the Village records are good and that the majority of yearend adjustments were cutoff related. It was felt that next year, by assessing receipts & disbursements subsequent to yearend that the Village office staff could do these accruals and deferred revenue entries. The complexity this year was the implementation of the depreciation of tangible capital assets for the Village. Compliance with the NS Utility & Review Board financial statement requirements is not fully complete and more work on the Water depreciation fund is required.
- f) A request was received at the Village Office for copies of water analysis reports. (**ACTION:** It was noted that copies can be given but that a cost for copying would need to be charged. Stan will provide the data.)
- g) Letter from Municipal Finance re fall debenture funding was received. (**ACTION:** It was felt that there is currently no need to apply.)

- h) NS Environment provided copies of 2 Guides – one to assist NS Municipal Water Works Develop a Comprehensive Operations Manual and the second to prepare Annual Sampling Plans. (***ACTION:*** *Hiltz & Seamone & Stan will be provided these to determine whether our Operations Manual or Sampling Plan need to be adjusted.*)

III. **Email Correspondence:**

- a) NS Utility & Review Board provided a 2009 financial summary snapshot of the utility's financial picture.
- b) A request for information from Bryan Fung, Ecology Action Center Groundwater Researcher. (***ACTION:*** *A response will be sent noting that the Commission would answer any questions or forward any information that was requested by the Department of Natural Resources.*)

**REPORTS:**

**Janitorial:** No report available.

**Fire Department:** Chief Philip Porter read his report (copy attached).

- Upcoming fund raiser with Ridge Fest
- Water usage 12,000 gallons

**Lions Club:** No report

**Kings County Councillor:** Janet Newton reported

- The plebiscite for street lights in Ports Landing did not go through. (***ACTION:*** *Janet will have the County notify the residents of the results. The Village Commission felt it would be appropriate to send a letter of thanks to Robert Blackmore for all his work on this project.*)
- Janet informed the Commission that the Port Williams Secondary Planning Strategy document had been passed at County Council and would now be reviewed by the province. A copy of the document has also been given to MLA Jim Morton.
- Janet gave the Commission an application form to complete in order to obtain a sign permit for the event board received from Kingstec to be put up at the Community Centre utilizing the Public Works civic address.
- Noted that things are going well at the Municipality.

**Board of Trustees:** Laura reported.

- The knobs on the propane stove have been replaced.
- There has been no update on the status of the By-laws which are currently with the Minister of Service NS & Municipal Relations for approval.
- Dishwasher purchase still in progress.

**Recreation Committee:** Scott reported:

- Fields are in good shape and are being well used.
- The committee will not be meeting during July and August

- Janet noted that the Park Committee raised \$900 on its garden tour and planning on having another “Park it at the Port” fund raiser this fall. The committee would like to leave some funds for maintenance after the park is completed. It was suggested that the committee may want to consider establishing a benevolent fund.

**Bus/Transit Adhoc Committee:** As a result of our April 21<sup>st</sup> letter to Ron Mullins of Kings Transit, a meeting was held on June 25<sup>th</sup> with Lewis Benedict, Janet Newton, Wayne Blenkhorn and Laura Wightman. It was decided that Janet and Wayne would prepare a survey to circulate to Village residents. Janet reported that she and Wayne Blenkhorn are currently working on this survey.

**Personnel Policy Committee:** The Committee will meet on Tuesday, August 10 at 7:30 pm in the Boardroom.

**Water/Sewer/Public Works/Transportation Report:** Stan reported. (Copy attached)

- Hiltz and Seamone have commenced Step 2 GUDI testing on Well #5a & 6.
- Water flushing of Village hydrants will occur this week.
- The new tank and water treatment plant are ready to go on line. It was noted that an official opening of the new system should be held in September.
- Stan received a proposed regulation change from CCME Municipal Waste Water Strategy which he forwarded to Hiltz & Seamone for their review on what impact this may have on the Village.
- We are almost to tender on the water line renewal from Highway # 358 to Collins Road.
- The tender on the Belcher Street pumping station is still a ways away.

**Treasurer’s Report:**

- Laura Wightman presented the financial statements. A motion to accept the June 2010 Village General Operating and Water Utility Financial Statements as presented was moved and seconded. **MOTION CARRIED.**
- The Budget is still a work in progress due to all the changes re depreciation, HST rate increase and adjustments to presentation of Water financials. With the new requirement to include depreciation in the expenses, a deficit is created; Laura is looking into how to present this in the budget.
- She is also working with our accounting firm to implement the requirements of the UARB concerning the financials and specifically the depreciation fund. Laura also noted that the NSUARB requires a three year operating & capital budget to be included with our financials each year.
- RBC has forwarded a renewal for banking services with an increase in fees. The Commission thought it would be prudent to get quotes on banking services every five years starting with this year.

**BUSINESS ARISING FROM MINUTES:**

- a) Meeting of Commission with Insurance Company: Information has been sent to the insurance company and there has been correspondence back and forth. Once all the questions have been answered a meeting to review will be scheduled.
- b) Community Centre Sign: Location for the new sign received from Kingstec was discussed and as a result of these discussions it was noted that the Village needs to replace the fencing on the side by the white house owned by the Baptist Church. It was noted that we should find the lot survey and ensure that survey stakes are in place. (**ACTION**: *Quotes on new fencing are to be obtained for next meeting.*)
- c) Ports Landing Street Lights: See County Councillor Report above.
- d) Widening of Sidewalks: A quote from Dexter Construction was received to complete the 2.8 kms of sidewalks in the Village. Laura indicated that the funding for this would be 15% from Kings County, Gas Tax and the Village, but it was not clear whether we would have enough gas tax as it was being split with the other capital projects being undertaken this year. It was **agreed** that it would be best to do all of the sidewalks this year if funding could be arranged. (**ACTION**: *Laura will review the funding and ask for an extension on the quote.*)
- e) Municipal Consultations for the Coastal Strategy and Options for a Water
- f) Resources Management Strategy: Scott Leier attended and noted that the sessions were very interesting and informative. Scott noted that Port Williams was the only Village that sent a representative and spoke to the organizers about contacting other Villages directly for future sessions.
- g) Waterfront Feasibility Study: The Village has received 6 proposals. The committee will meet on July 27th to review and select the successful applicant.
- h) No update on the Snow & Ice Control Policy.
- i) Ports Landing Subdivision Sign- recently been mowed and weeded. (**ACTION**: *Janet will check on status with the developer.*)

**NEW BUSINESS:**

- a) It was moved and seconded that the Village pay \$450, which is one half of the Port Williams and District Lions Club's cost for liquor liability insurance for the year. **MOTION CARRIED.**
- b) A discussion was held on fire fighter honorariums as these will now be included in the County Fire grants. It was **decided** that the Village would pay honorariums to its firefighters in December of each year at the amount that is covered by the county firefighter grant.
- c) A complaint was received at the Village Office in regards to the lack of air conditioning in the Hall. This matter will be **referred to the Board of Trustees**.
- d) It was noted that Village pins need to be reordered. It was **decided** that the inscription on the pin should now read "Village of Port Williams, Founded in 1760". Samples were reviewed and it was felt that a different font was needed.
- e) The topic of the Village holding an event to celebrate its 250<sup>th</sup> Birthday and that some funds from the county could be available to assist with this was discussed. It

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- was suggested that this event might be held in conjunction with the official opening of the new water tank or park.
- f) Laura discussed purchasing a new computer system for the Village. If it is over \$1,000 she will bring quotes to the next meeting.
  - g) It was noted that a review of the position of Assistant Public Works will be completed in September.

Upon a motion being made and seconded, the meeting was adjourned at 9:40 p.m.  
**MOTION CARRIED.**

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Lewis Benedict, Chair

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Geneve Newcombe, Administrative Assistant