

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF JULY 21, 2020**

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

**IN ATTENDANCE:** Karen Rovers, Joe Keddy, Philip Porter, Brian Tupper, Meg Hodges and Darlene Robertson

**REGRETS:**

Chairperson, Lewis Benedict, called the meeting to order at 1:00 p.m.

a) **APPROVAL OF MINUTES:**

- (a) It was moved and seconded that the minutes of the regular Commission meeting on June 16, 2020 be approved as circulated. **MOTION CARRIED.**

b) **Correspondence Municipality of County of Kings:**

- (a) Building permits report for the month of May, 2020. In Kings County 91 building permits were issued with a total value of 8.5 million, 5 permits were issued for Port Williams with a total value of one hundred twelve thousand dollars. (*Information only*)
- (b) Building permits report for the month of June, 2020. In Kings County 85 building permits were issued with a total value of 7.9 million, 5 permits were issued for Port Williams with a total value of five hundred and seventy thousand dollars. (*Information only*)
- (c) E-mailed memo from Mayor Muttart regarding a video conference meeting scheduled for Wednesday July 22, 2020 at 7:00pm to discuss J-Class roads. (*Information only*)

c) **Other Correspondence:**

- (a) E-mail from Nancy Sheppard, Manager, Community Engagement Communities Nova Scotia providing an update on plans for the Provincial Volunteer Awards celebration this year. A decision has been made to host a broadcast style, virtual Facebook live stream event on Monday, September 28, 2020. (*Information only*)
- (b) E-mailed letter from the Annapolis Valley Regional Library advising of their staged approach to reopening branches of the library. (*Information only*)

**BUSINESS ARISING FROM MINUTES:**

- a) **Wastewater Upgrade Phase II** – Joe reported  
- Work in progress. Waiting on engineers CBCL for the tender documents
- b) **DTIR update** – Joe reported

- Commissioner Hovell and Joe met with Doug Pulsifer of the Department of Transportation and Infrastructure Renewal to review the list of reported concerns in Port Williams, some of which were the
  - o Kars Street one way
  - o flashing light at the Church Street/Hwy 358 intersection
  - o signs covered up by bushes which need trimming
  - o potholes:
- Commissioner Leier noted that the speed signs were missing by the bridge and on the dyke along Highway 358.
- DTIR mentioned that there has been an issue with insufficient staffing to address all the work required.
- c) **Display cabinet & water filling station in Community Centre** – Brian Tupper reported:
  - Cabinet work in progress
  - Filling station is onsite
  - Need electrical hook up
- d) **Port Williams Sign - Belcher Street** - Joe Keddy reported:
  - Will be picking up from Trim Line tomorrow
- e) **B G Squared Development** –
  - Onsite meeting with Developer to discuss easement requirements
  - Agreed to gravel walkway on easement in order to clearly define the easement and avoid trees, shrubs or building structures being built on easement in the future.
  - Waiting for Developer to provide updated plan.
- f) **2007 Mack truck** –
  - As circulated to the Village Commissioners and agreed upon by e-mail, a motion to purchase the 2007 Mack truck chassis, using the Fire Department reserve funds was moved and seconded. **MOTION CARRIED.**
- g) **Request to County to consider Brison Development trail as a sidewalk/pathway**
  - It was noted that lawyer Geoff Muttart sent the Municipality of the County of Kings a follow up correspondence.

## REPORTS

### **Municipal Councilor** – Meg Hodges

#### **Janitorial:** Brian Tupper reported:

- Library taking a phased approach in opening to the public. Brian was asked to remove items from the library to accommodate their phased approach strategy
- Librarian has asked that there be limited access to the washroom
- New sneeze guard has been installed at the desk in the library

#### **Fire Department:** Chief Porter reported:

- 2 Mutual aid calls

- A new prospective member to join the Department
- Tank has been repaired due to a leak

**LIONS Club:** - Brian Tupper reported:

- Not a lot of activity due to summer and COVID
- Fresh air ventilation system has been installed in the Lions' Den

**Public Works:** - Joe Keddy reported:

- Water system: Everything is working fine.
- Sewer systems: Everything is working fine.
- Sewer Treatment Plant: Everything working fine
- Nitrates See report
- Responding to alarms.
- Water & sewer inspections.
- Going through plans, revising changes on maps.
- Well#1A (up and running)
- Work completed on washrooms (Collins rd.) except for plumbing
- Mowing and field maintenance.
- Community center generator is completed
- Sewer connection for Collins road bathroom completed.
- Working on water connection for Collins road. (fire hydrant: Benedict field)
- Repaired two tile drains in Benedict field driveway.
- Going over BG Squared proposal, had on site meeting. Commissioners meeting.
- Courts and fields are open.
- ¼ water & sewer test completed, waiting for results.
- Met with County to discuss drainage issues in Brison development.
- **Sewer Lagoon Upgrades:** CBCL, getting tender prepared.
  - Commissioner Leier mentioned that he felt that Joe had handled the onsite meeting with the developer well
  - Looking at sending letters out regarding encroachment on existing easements
  - GVJ has drilled a new well. Joe will monitor water levels in the wells
  - Karen mentioned that she will approach lawyer Geoff Muttart for assistance with a standard letter regarding easements and how to approach the issue

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

- A motion to accept the Village General Operating and Water Utility financial statements for June 2020, as submitted was moved and seconded. **MOTION CARRIED**

- After discussions a motion to increasing the capital budget for the Waste Water Phase II project, the capital budget for the Community Centre water filling station, and the capital budget for the hydrant installation as presented was moved and seconded. **MOTION CARRIED**
- There were discussions regarding the faulty pump purchased by K.D. Rogers Well Drilling. Joe committed to contacting the pump manufacturer for a written response as to what caused the faulty pump

**NEW BUSINESS**

- Scott stated that he would attend the Village/Municipal video conference meeting on July 22, 2020.
- Karen asked if the Commission was still good with keeping the Community Centre Closed – the Commission agreed to keep it closed.

Meeting went in camera at 2:05pm to discuss an acquisition and sale.

Meeting came out of camera at 2:37pm

- A motion to sell the 2007 Mack truck for no less than the amount for what it was recently purchased at was moved and seconded. **MOTION CARRIED.**

Upon a motion being made, the meeting was adjourned at 2:38pm.

  
Lewis Benedict, Chairperson

  
Darlene Robertson, Clerk