

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF MAY 20, 2014

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

IN ATTENDANCE: Brian Tupper, Joe Keddy, Ryan Miller, Geneve Newcombe & Darlene Robertson

REGRETS: Emma Van Rooyen

The Chairperson, Lewis Benedict called the meeting to order at 7:30 p.m.

APPROVAL OF MINUTES:

Geneve Newcombe noted some corrections to the April 15th minutes. It was moved and seconded that the minutes of the regular Commission meeting on April 15th, 2014 be approved with suggested amendments. **MOTION CARRIED.**

CORRESPONDENCE:

I. Municipality of County of Kings:

- (a) Building Permit Report for Month of April 2014. In Kings County 49 permits were issued with a total value of \$4.6 Million, 1 permit was issued in Port Williams. *(information only)*
- (b) E-mail from the Municipality of the County of Kings providing the action list from the April 15th, March 4th and March 18th Committee of the Whole meeting and the action list from the March 4th Municipal Council meeting. *(Information only)*
- (c) E-mail from Brian Desloges, Manager of Administration and Protective services for the County of Kings requesting a written response indicating which proposed option the Village Commission supports for capital funding. After discussions it was decided that the Commission was not comfortable with making a decision for Village tax payers without having some outstanding questions answered such as the area rate that the Municipality is going to charge. Commissioner Craig Newcombe suggested that due to the Villages unique situation where Port Williams is the only Village owning its Volunteer Fire Department, that a better solution might be for the Village to negotiate a separate agreement with the Municipality.
- (d) E-mailed media release from the Municipality of the County of Kings stating that their snow plow budget is in the black. *(Information only)*
- (e) E-mailed media release from the Municipality of the County of Kings stating that there will be no tax rate increase for Kings County citizens. *(Information only)*

- (f) E-mailed media release from the Municipality of the County of Kings announcing that a Celebration held on April 15th was in support of contributions to local physical activity initiatives as part of Kings County Active Kids, Healthy Kids. *(Information only)*
- (g) E-mail from the Municipality of the County of Kings providing the action lists from the March 10, April 1, April 7 & April 15 Council meetings. *(Information only)*
- (h) E-mail from Brian Desloges, Manager of Administration and Protective services for the County of Kings advising that the County has recently approved the Municipal budget containing funding for Workers Compensation coverage for all volunteer fire departments registered to provide fire protection services in Kings County. *(Information only)*

II. Other Correspondence:

- (a) Letter from Valley Waste Resource advising that during a recent inspection of residual waste that the Village had unsorted waste and that the bags containing dog waste were in a black bag instead of a clear bag in order to comply with Municipal regulations. *(Information only)*
- (b) Letter from Nova Scotia Power advising that they are working on their LED deployment plan for streetlights and that they will be contacting the Village with details of their deployment plan and billing process. *(Information only)*
- (c) Letter from the Port Williams and District Lions Club canvassing for funding for the Apple Blossom Booster Club Campaign and to help with the expenses for the construction for the princess float. It was moved and seconded to contribute eight hundred dollars for the Apple Blossom Booster Club Campaign and Princess float construction. **MOTION CARRIED**
- (d) Notice from Government of Canada advising that they are now accepting applications up to July 4th for the New Horizons for Seniors Program. *(Information only)*

III. E-Mailed Correspondence:

- (a) E-mail from Kings 2050 providing the May 2014 update.

BUSINESS ARISING FROM MINUTES:

- (a) **Revised Rules of Governance provided by the Fire Department** – A decision was made to form a subcommittee to review the Rules of Governance with the Fire Department. Commissioners Craig Newcombe, Kim Cogswell and Lewis Benedict volunteered to sit on the committee.
- (b) **Chief Financial officer to discuss with Village's Auditor the Fire Departments Charitable account** – A meeting was held on May 6th. Lawyer Geoff Muttart stated that the charity should be incorporated as a society and make a change to the name to reflect that it is a fundraising charity for the Port

Williams Fire Department. Currently the name is the same as the Volunteer Fire Department owned by the Village and therefore could cause confusion from a liability point of view. Accountant Loretta Kalkman stated that from a bookkeeping view the two entities are clearly separate. The benefit to the charity to become incorporated as a society is that it provides limited liability and protects the individual members. Chief Financial Officer, Geneve Newcombe verified that the Fire Department is covered under the Village's Insurance policy. It was suggested that this would be a good discussion for the New Committee to have with the Fire Department when they meet to review the Rules of Governance.

- (c) **Well House/Throw Pitch Camera** – Chairperson, Lewis Benedict received a quote from Video World in the amount of \$1,708.33. Included in this quote was two cameras, power bar, Control Wire, miscellaneous hardware, ends, power adaptors and installation. It was moved and seconded to go ahead with this purchase from Video World. **MOTION CARRIED**
- (d) **Municipality of the County of Kings By-Law #63** – Commissioner Ernie Hovell provided an update to the Village Commission - Brian Desloges, Manager of Administration and Protective services for the County of Kings agreed that brush could be burned within the Villages boundaries which was reflected in the revision to the by-law. Commissioner Hovell met with Mr. Desloges to further discuss the removal of Section 6.1 a. regarding the necessity of obtaining an Industrial Burning Permit from the Nova Scotia Department of Natural Resources at a cost of \$60.50 as a requirement of the Municipality of the County of Kings. Mr. Desloges agreed with Commissioner Hovell and stated that further revisions would be forthcoming.
- (a) **UV System for Sewage Treatment plant** – Currently waiting on design. Chief Financial Officer Geneve Newcombe is looking into funding through the Building Canada Fund. To date they have not gotten back to her, she has left a couple of phone messages.
- (b) **Insurance for Wharf and Environmental Contamination** – Commissioner Kim Cogswell stated that she will contact the Water Development Corporation in Halifax to discuss how Halifax proceeded to get coverage for their wharf. Office staff to contact Municipality to find out if they have coverage for environmental contamination.

REPORTS:

Board of Trustee's: Doug Gates reported

- Decided to store the piano on the north wall of the Multi-Purpose room.
- Purchase food safety thermometers for both fridges
- Pleased with the new look of the Community Sign
- Looking into cleaning of the chairs for the Hall. Previous quote was \$1.50 a chair. Geneve Newcombe suggested that it might be a good fundraiser for a school prom committee. It was agreed to leave it up the office staff to look into.
- Next meeting will be in September

Janitorial: Brian Tupper reported

- Things have been busy
- Possibly looking into a meeting with Valley Waste. It was suggested that it might be good to discuss waste removal with EFR to obtain a quote.

Recreation: Lewis Benedict reported:

- Active tennis program
- Still looking at converting canteen to shelter for tennis program. Megan Armstrong from the County thought there is money available.
- Dance Time mentioned the heat in the Community Centre Hall during the summer months. A heat pump was a suggestion offered. Megan Armstrong, Development Officer from the Municipality thought that there might be funding available and will look into it and contact the office.

Fire Department: Ryan Miller reported:

- Used 5500 gal of water
- 6 alarms
- Forming a steering committee to do up a 10 year plan for the Fire Department
- One new member with brings up the membership count to 20 members

Lions Club: Brian Tupper reported:

- Postponing the Adopt A Highway program until the fall, 2014.
- The float for the Apple Blossom festival is finished
- Working on preparations for Port Williams Days.
- Purchased professionally made signs which can be reused each year for the Port Williams Day Village wide yard sale.
- Fireworks Friday evening on June 13th
- Received a compliment on the Community Centre event sign.
- A fire and building inspector will be in on June 5 at 1:00 pm regarding the bar area.

Kings County Councilor: Emma Van Rooyen

- No report provided.

Water/Sewer/Public Works/Transportation Report: Joe Keddy reported:

- Moving away from snow removal to grass cutting
- Fields are ready
- Justin Allen will be working for the Village over the summer months.
- Nitrate levels are at 8.7 with 5.8 outlet
- Joe Keddy recently attended a computer course
- Fixed a water main break on Rawding Drive
- Responded to Scada Alarms
- Generator on Starrs Point road went to ground. Cost of \$12,154.07 to repair. Still looking into what caused the fault. Want to ensure that we are not going to experience the same issue with the other generators. Suggested to contact the insurance company regarding our coverage.

- Received many complaints with the cleanup not completed from water and sewer work done in the fall on Highway 358. Joe to call Hiltz & Seamone to meet regarding problems which need to be fixed and outstanding work to be completed by the contractor. (clean up, hydrants to be straightened or set at right level and work to be completed)
- Sampson Equipment invited Joe to take a tour of their plant in Ohio on June 22-24. Travel and accommodation costs will be covered by the company. Good opportunity for Joe to obtain an understanding of the controls. Joe would require coverage for the Monday and Tuesday. The Commission will discuss and get back to Joe.

Treasurer's Report:

- A motion to accept the Village General Operating and Water Utility financial statements for April 30, 2014 as submitted was moved and seconded. **MOTION CARRIED.**
- A motion to accept the 2014-2015 budget as submitted was moved and seconded. **MOTION CARRIED.**
- A motion that the Village tax rate will remain at .36¢ per hundred dollars of assessed value was moved and seconded. **MOTION CARRIED.**
- Commissioner Hovell asked to have a pie chart which shows the allocation of the .36¢ tax rate be available for the annual meeting.
- Accounts over 90 days in arrears – Office staff advised the Village Commission that there was an account in arrears over 90 days. Discussed that if a reasonable payment plan agreement is reached and not followed than the water will need to be shut off.

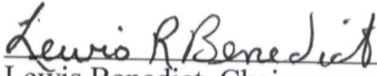
NEW BUSINESS:

- (a) UV system for sewage treatment plant. – Joe is waiting for plans.
- (b) Geothermal drilling for heat pump – It was suggested to contact the Department of Environment regarding the regulations around geothermal drilling to heat new building in our well field.
- (c) Landscaping on Village property bordering the Baptist Church – A motion to approve the Landscaping plans for the Village owned property bordering the Baptist Church property as submitted by the Baptist Church was moved and seconded. **MOTION CARRIED.**
- (d) A boat was donated to the Village by Peter MacPhee for the sewer lagoon. A motion was made and seconded to give a gift certificate in the amount of \$50.00 to Peter in appreciation of his donation. **MOTION CARRIED.**
- (e) Annual General Meeting – A motion that the Annual General Meeting will be held on June 5th at 7:30 was moved and seconded. **MOTION CARRIED.**
- (f) Recover couch cushions in the Multi-Purpose room – Village office received a quote in the amount of \$1600.00 to recover the cushions. After discussions it was decided not to leave the couches as is.
- (g) Master of Ceremonies for the Royal Visit – Commissioner Doug Gates volunteered to be the master of ceremonies for the Royal Visit on June 1st. Office staff to forward details to Commissioner Gates.

- (h) Post Office closing on Saturday – After discussions it was decided that a letter should be sent to Canada Post that the Village does not support the Saturday closing.
- (i) Superintendent, Joe Keddy requested that the office contact the local RCMP detachment and request a presence in the evening of Port Williams Days. Last year there was vandalism during this time.
- (j) Commissioner Doug Gates, request to have a discussion regarding a bench for the Women's Institute to be located in the Park be put on the agenda for June 17th Commission meeting.

Upon a motion being made, the meeting was adjourned at 9:55 p.m.

MOTION CARRIED.


Lewis Benedict, Chairperson


Darlene Robertson, Village Clerk