

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF MAY 15, 2018**

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

**IN ATTENDANCE:** Brian Tupper, Laura Jacobs, Karen Rovers, Philip Porter, Joe Keddy, Councilor Meg Hodges, Peter Oleskevich, Nancy Handrigan and Darlene Robertson

**REGRETS:** None

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 April 17, 2018 be approved as circulated. **MOTION CARRIED.**

**II. Peter Oleskevich and Nancy Handrigan – sidewalk and speed limit on Belcher Street**

- (a) Peter and Nancy spoke to the unresolved safety issue for their child who walks on the side of the road east to the Port Williams Elementary School where there is no sidewalk, the speed limit is 80km and there is no school bus stop. Peter recapped what action has taken place as well as thanked the Village for the actions taken in the past to support this concern. Peter is looking for a collaborative effort to resolve the issue. Chairperson Lewis Benedict mentioned that the Village had sent a request to the Municipality and School Board requesting that if they would fund the sidewalk that the Village would be willing to take over maintenance and repairs of the sidewalk. It was mentioned that the speed reduction to 50km warning sign was no longer at this location. After discussions it was decided that the Village will ask Councilor Meg Hodges to pursue options for a sidewalk and that Superintendent of Public Works Joe Keddy will address the speed limit and signage issue with the Department of Transportation and Infrastructure Renewal.

**III. Municipality of County of Kings:**

- (a) E-mail from the Municipality of the County of Kings providing the March 6, 2018 Council Action List. *(information only)*

**IV. Other Correspondence:**

- (a) Letter from the Port Williams and District Lions Club asking for financial support towards the construction of the Port Williams Princess float. *It was moved and seconded to award \$800.00 to the Port Williams and*

*District Lions Club towards the construction of the Princess Float.*

**MOTION CARRIED.**

- (b) E-mail from a concerned citizen regarding the safety of the Kars Street/Highway #358 intersection suggesting a speed indicator sign be placed on the Greenwich side of the bridge. *The Village office forward the email to both Richard Lloyd and Doug Pulsifer of the Department of Transportation and Infrastructure Renewal as supporting documentation which speaks to the dangers of this intersection and today have only received an acknowledgement. Superintendent of Public Works Joe Keddy advised the Commission that he has scheduled a meeting with the Department of Transportation and Infrastructure Renewal on Thursday May 17<sup>th</sup> and will add this to the list of items for follow-up. Commissioner Kim Cogswell asked the question, who is responsible for the enforcement of parallel parking in front of the business before this intersection. Joe Keddy stated that he will follow up with DTIR at this scheduled meeting with them on Thursday May 17, 2017. Commissioner Scott Leier suggested that the Village provide pictures to DTIR when sending correspondences regarding potholes which would provide further evidence of the pothole reporting.*
- (c) Thank you card from Princess Port Williams 2018 Johanna Gates.

**BUSINESS ARISING FROM MINUTES:**

- I. **Unightly building** – It was noted that the roofless building on Kars Street has been demolished.
- II. **Farnham Marsh** - It was reported that the Village has submitted an application for the study. It was moved and seconded to amend the motion made at the April 2018 Commission meeting to read - “A motion that the Village is committed to pursue funding for the Farnham Dyke Upgrade and Expansion Study project through FRIIP with the commitment of \$8,600.00 of funding provided by the Municipality of the County of Kings was moved and seconded.” **MOTION CARRIED**
- III. **Department of Transportation and Infrastructure Renewal follow-up** – Superintendent of Public Works Joe Keddy reported that he has a meeting scheduled with the Department of Transportation and Infrastructure Renewal on Thursday May 17, 2018.
- IV. **Brison Developments** – Joe Keddy reported that the electrician for Brison Developments has not been out to fix the deficiencies. Joe Keddy stated that he had a conversation with the electrician and was informed that the electrician will not do the repairs until he has been paid for previous work. After discussions it was moved and seconded that a registered letter be sent to Brison Developments stating our intent to repair and invoice the company for the repairs with a request for a response by Brison Developments. **MOTION CARRIED.**
- V. **Public Information meeting for Kars Street one-way** – The office reported that there have been three follow up correspondences with DTIR and only one



acknowledgement received. Superintendent of Public works Joe Keddy will follow up with DTIR as part of his list of follow up items.

- VI. **PAC meeting Re: Growth Centre** – Commissioner Scott Leier reported that the Municipality's PAC Committee motioned a recommendation that the Port Williams Growth Centre is not to be decreased but should remain as previously determined. Commissioner Scott Leier mentioned that the Village office has requested Councilor Meg Hodges to provide the Village with the exact wording of the motion made at the PAC meeting.
- VII. **Mowing of Village land** - it was mentioned that clarification was require for the motion made at the previous commission meeting. After discussions it was agreed that the motion would stand.

## REPORTS

**Association of Nova Scotia meeting** Scott Leier reported:

- There were 7 Villages in attendance
- Village of Baddeck is going through their first water rate study
- Village of Bible Hill mentioned that their Clerk is retiring – office to send a card
- Village of Baddeck will be representing the Villages at the Municipal affairs meeting.

**Village/Municipal meeting** – Meg Hodges reported:

- Harvest Moon Trail is getting more visibility
- No major items of discussion

**Municipal Councilor** – Meg Hodges reported:

- Valley Waste Management had an ill-fated accident during spring clean-up in Port Williams
- Roofless building issue has been resolved
- PAC meeting went well
- Budget has been passed and there will be no tax increases. \$8,600. has been budgeted for the Farnhan Dyke project and a letter of support will be provided for the project
- Commissioner Scott Leier asked if there are any rules or regulations regarding signage for the Harvest Trail – Councilor Hodges stated that she will speak to Paul Spicer regarding signage for the trail
- The Libraries will be lending bikes out to connect the corridor's on the Trail from Wolfville to Berwick and that there will be free bike maintenance stops in Berwick and Wolfville
- Councilor Hodges was asked by the Commission if she could investigate options for a sidewalk in the westerly direction going from the Port Williams Elementary School and also if the Municipality could also contact the Department of Transportation and Infrastructure Renewal regarding the speed zone issue on this stretch of Belcher Street.

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

- Winter/Spring programming will end mid-June
- Looking into unstructured programs
- Three camp leaders have been hired for summer day camps – Zack Ackerson, Megan Lynch and Johanna Gates
- Leader in training program which will offer experience in camp leadership through 2 weeks internship between the ages of 14-16, which will also provide support to the Camp leaders.
- Working with Lions Club to have some recreational activities during Port Williams Days
- The Recreation Committee motioned a recommendation to transfer the responsibility of the field booking from the Village office to the Recreation Department. In support of this recommendation it was moved and seconded to have the Recreation Director responsible for the soccer and ball field bookings.

**MOTION CARRIED**

- Laura mentioned that for safety reasons signage should be located at each of the ball fields in order for the public to quickly identify where the emergency is located when making a 911 call and also so providing emergency responders with the location to ensure they can arrive on scene as quickly as possible.

**Janitorial:** Brian Tupper reported:

- Things are busy this time of year

**Fire Department:** Philip Porter reported:

- Responded to 4 alarms – medical assist, 2 mutual aid and a grass fire
- New pumper truck in in service
- Department approved for an EKM Health Auxiliary grant for the purchase of a new thermal imaging camera
- Department is getting ready for Port Williams Days

**Lions Club:** Brian Tupper reported:

- Adopt-A-Highway was successful – 10 volunteers collected 16 bags of garbage
- Assisted the Women’s Institute with the Princess Dessert Party
- Canvassing for the Apple Blossom Booster Club
- Working on activities for Port Williams Days
- Village Princess float is constructed and ready to go

**Public Works:** Joe Keddy reported:

- Has been exploring flooding prevention/options with respect to water system
- During regular maintenance in the Applewood subdivision, discovered a plugged manhole which required clearing – invoice sent to Applewood Development as per agreement
- No date set for the water tower cleaning
- New chlorinator has been installed
- Gathering samples at the sewer system as supporting data for the sewer treatment



upgrades.

- Nitrates are staying around the same
- Mark Riley our seasonal employee is working out nicely
- Met with foreman at Great Valley Juice regarding drainage and informed them that the valve from their plant should always be closed

**Apple Blossom Committee:** Doug Gates reported:

- The Princess Dessert party went well
- Doug presented the Commission with a painting by the past princess Lindsay Jacquard which was presented to the Village at the Dessert Party

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

- A motion to accept the Village General Operating and Water Utility financial statements for April 2018, as submitted was moved and seconded. **MOTION CARRIED**
- A motion to approve the revised Mileage and expense Policy with the appropriate edits was moved and seconded. **MOTION CARRIED**
- A motion to accept the Village's Year Ended March 31, 2018 Consolidated Financial Statements as presented by Bishop and Company Chartered Accountants to the Village Commission was moved and seconded. **MOTION CARRIED**
- After reviewing the Village general operating budget presented by Karen Rovers a motion to accept the Village's 2019 general operating budget as presented was moved and seconded. **MOTION CARRIED.**
- After reviewing the Village water budget presented by Karen Rovers a motion to accept the Village's water 2019 water utility budget as presented was moved and seconded. **MOTION CARRIED.**
- A motion to transfer \$3,000.00 from funds donated to the Fire Department reserve for the March 31, 2018 fiscal year-end was moved and seconded. **MOTION CARRIED.**
- A motion to amend a previously made motion regarding the allocation of the Community Centre Reserve in which it was specified that \$45,000 of the Community Centre Reserve be used towards the long-term Community Centre debt and the remaining \$37,000 be applied to the Auditorium Renovation Project for the March 31<sup>st</sup>, 2018 fiscal year-end was moved and seconded. **MOTION CARRIED**
- A motion to transfer \$8,538. from the water utility depreciation account to the water utility operating fund for use towards capital purchases in the March 31, 2018 fiscal year-end was moved and seconded. **MOTION CARRIED.**

**NEW BUSINESS:**

- Commissioner Ernie Hovell asked the Commission if the start time could be changed to 7:00pm from 7:30. After discussions a motion to change the start time of the monthly Commission meetings to 7:00pm was moved and seconded.

**MOTION CARRIED.**

- After discussions regarding the drainage at the soccer field a motion to spend \$600 towards improvements to drainage at the soccer field was moved and seconded. **MOTION CARRIED.**
- After discussions a motion to move forward with the sewer lagoon study for the quote provided by CBCL for the study was moved and seconded. **MOTION CARRIED.**

Upon a motion being made, the meeting was adjourned at 9:34 p.m.

**MOTION CARRIED.**

  
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Lewis Benedict, Chairperson

  
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Darlene Robertson, Clerk