

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF AUGUST 18, 2015

MEMBERS PRESENT: Lewis Benedict, Ernie Hovell and Doug Gates

IN ATTENDANCE: Brian Tupper, Adam Forsythe, Joseph Memet, Joe Keddy, Geoff Muttart, Geneve Newcombe & Darlene Robertson

REGRETS: Craig Newcombe and Kim Cogswell

The 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 July 21, 2015, be approved as circulated. **MOTION CARRIED**

CORRESPONDENCE:

II. Municipality of County of Kings:

- (a) Building Permit Report for Month of July, 2015. In Kings County 79 building permits were issued with a total value of \$7.3 Million, 3 permits were issued in Port Williams. *(information only)*
- (b) E-mail from Emma Van Rooyen providing a copy of her letter of resignation and advising that she had presented the letter of resignation as the Municipality of Kings Councilor for District 2 to the County on the morning of July 30th. *(information only)*
- (c) Letter of response received from Tim Bouter, Supervisor of Engineering Services for the Municipality of the County of Kings to the Village Commission's letter dated June 30, 2015 regarding the streetlights in the Brison Development. *Discussed under Business arising from Minutes.*

III. Other Correspondence:

- (a) Thank you card from Alxys Chamberlain, Queen Annapolis 83rd, for the invitation to the 2015 Port Williams Days Festivities. *(information only)*
- (b) Thank you card from Alxys Chamberlain, Queen Annapolis 83rd, for the hospitality and gifts received during the 2015 Royal Visit. *(information only)*
- (c) Memo from Nova Scotia Environment advising of amendments to Approval #2009-066105-R01, to bring the effluent sampling, reporting and averaging protocol in line with the wastewater stand to be adopted by the Province.

BUSINESS ARISING FROM MINUTES:

- (a) **Request for additional School Bus stop** – Chairperson, Lewis Benedict, reported that we are exploring a speed reduction in this area. Village Office to

send a letter to the Department of Transportation requesting a speed limit reduction in this area as well as a follow up to the letter sent requesting a speed reduction to 70km speed limit along Highway 358 coming from Canard Acres.

- (b) **Easements** – Public Works Superintendent, Joe Keddy, reported that we have received 2 of the 16 easement documents sent out.
- (c) **Traffic speed from Canard Acres to Church Street Corner** – Currently waiting on a radar sample to be completed and reviewed by the Department of Transportation and Infrastructure Renewal. Request for an update from the Department of Transportation when sending letter regarding the speed limit concern along Belcher Street.
- (d) **Fire Department roof quote** – Public Works received two quotes for repairs to the roof over the Fire Department. It was moved and seconded to contract Acadia Roofing based on the quote provide in the amount of \$35,000 plus HST.

MOTION CARRIED

- (e) **Required LED lights in the Brison Development** – Received a response back from Tim Bouter, Supervisor of Engineering Services from the Municipality. It is the Municipality's position that the intent of the Developer was to install decorative street lights for which the Village had agreed to take ownership and therefore based on their review of the specifications of the street lights installed meeting the same energy efficiency standards that the street lights would not need to be changed to LED in the future. The Village Commission discussed the concern over the existing state of the street lights and the electrical box in the subdivision where the Municipality contracted snow plow had severely damaged not only the lights and electrical box but a hydrant in this area. Superintendent of Public Works, Joe Keddy also expressed concerns that paving is required around the manhole covers. It was decided that the Village explore what the Department of Transportation has regarding manhole apron paving standards and to check into what bonding recourse the Municipality would have in place in this area. It was discussed by the Commission that the Village's intent was to assume ownership of the streetlights and that the streetlights would not be damaged and in good working order and that the original intent was, as written in the development agreement that the lights be LED. The Commission agreed to table discussions until the next Commission meeting in order that all of the Commissioners can express their thoughts on this topic.
- (f) **Sidewalk crossings in need of painting** – Superintendent of Public Works, Joe Keddy, reported that the Village is on the list with the Department of Transportation to have the crosswalks painted. There was mention that other Villages have done their own crosswalk painting and that this might be an option for the Village. Superintendent of Public Works, Joe Keddy, will follow up with the Department of Transportation. It was mentioned that the crosswalk flags need to be fixed/ready for when school starts. Superintendent of Public Works, Joe Keddy will ensure that his department has the flags ready for the start of School.
- (g) **Sink hole and paving to be done** - Superintendent of Public Works, Joe Keddy, reported that the sink holes and paving has been completed. Joe recently noticed that there is another sink hole that he will have fixed right away.

- (h) **Letters sent to former Firefighters for return of equipment & gear** - There have been responses from all 4 letters sent out. Two sets of vehicle lighting have been returned. Commissioner Craig Newcombe to follow up with one of the former members for return of equipment and gear.

REPORTS:

Recreation Director: Joseph Memet reported:

- They have extended the after school program by a couple of weeks.
- The number of participants in the adult tennis program has grown to 14
- Unfortunately ball hockey was started later in the summer which resulted in not enough participants to go forward with this program. Will revisit ball hockey in the spring of next year.
- Started the lawn games for seniors in the park on Saturdays.
- It was mentioned that the portable toilet located by the soccer field could be removed at the end of August.

Janitorial: Brian Tupper reported

- Things were busy with Goldwing Motorcycle Group on the long weekend. They were a good group to work with.
- Wedding scheduled at the end of the month

Fire Department: Adam Forsythe reported:

- Members are well trained, good group of young volunteers
- Would like the green bins to be moved
- At least half of the rescue equipment which was up for sale has been sold. Once funds are received the Fire Department will transfer the proceeds to the Village to be applied towards purchases for Fire Department equipment
- Concern expressed over recent changes made around controlled burns which will limit real fire training experience opportunities.
- Port Williams Fire Fighter Association is up and running
- By-laws should be ready in next two weeks and are also working on digital operational guides and standard operational procedures
- Current membership is approximately 24
- Currently looking at new antenna as a solution for radios and if that does not work will explore repeater system as a solution for the radios
- No water usage for past 3 weeks

Lions Club: Brian Tupper reported:

- Working with the Library committee to renovate library and bar area
- Princess float has been actively traveling around to the different parades
- Some upcoming catering functions

Public Works: Joe Keddy reported:

- Nitrates outlet 5.8 and inlet 8 average
- Working on easements with Geoff Muttart
- Working on quotes to upgrade pumping stations
- Well number 2 struck by lightning – insurance claim has been started

- Joe will be asking Mike Graves to help with additional duties during the fall months.

Treasurer's Report:

- A motion to accept the Village General Operating and Water Utility financial statements for July, 2015 as submitted was moved and seconded. **MOTION CARRIED.**
- Auditors are working on the PCAP final review, once completed should receive the 10% held back by the Province.

NEW BUSINESS:

- (a) Library renovations – update was given regarding the renovations. It was mentioned that permits would be under the Village due to the fact that the building is owned by the Village.
- (b) Water Bylaws - Village documentation does not specify that a home owner must connect to the Village infrastructure or keep connected which could potentially effect the viability of the infrastructure. The Village office is to contact the Nova Scotia Utility and Review Board to see how this is regulated and if there is a need to have amendments made to the Village's schedule of rates. The Village office is to contact the Municipality if there is a requirement under the building bylaw.
- (c) Electrical quote for ball field lights – a quote was received to have a switch installed for the ball field lights instead of turning the lights on and off at the electrical panel which over time will wear on the panel. A motion was moved and seconded to go ahead with the installation of a switch for the ballfield lighting, based on the quote received from C.L Rogers Electrical for the amount of \$835.00 plus HST. **MOTION CARRIED.**
- (d) Call for expression of interest for members – review of Municipal Government Act. There was an E-mail poll from the Clerk of New Minas checking to see who would be submitting an expression of interest for one of the working groups to review the Municipal Government Act. Chairperson, Lewis Benedict will discuss at the Association of Nova Scotia Villages Meeting.
- (e) Village pamphlet – A special request was made to create a pamphlet to hand out at a recent event at the Community Centre. Commissioners thought that the idea of a pamphlet was a good idea and requested that a copy of the pamphlet be sent to the Commissioners.

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

MOTION CARRIED.


Lewis Benedict, Chairperson


Darlene Robertson, Clerk