

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF MARCH 15, 2016

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

IN ATTENDANCE: Brian Tupper, Philip Porter, Joe Keddy, Joseph Memet, Corinna Saunders, Brent Barron, Geneve Newcombe & Darlene Robertson

REGRETS: Peter Muttart

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 February 16, 2016, be approved as circulated. **MOTION CARRIED**

CORRESPONDENCE:

II. Municipality of County of Kings:

- (a) Building Permit Report for Month of February, 2016. In Kings County 19 building permits were issued with a total value of \$1.4 Million, one permit was issued in Port Williams. *(information only)*
- (b) E-mail from the Municipality of the County of Kings providing Council's action lists for March 1, 2016. *(information only)*

III. Other Correspondence:

- (a) Letter from the Starrs Point Agritourism Loop, requesting funding for an outdoor weather proof map of Starrs Point and its related business. They also requested the Village intercede on their behalf with the Department of Transportation to mend the shoulders of Starrs Point Road, Collins Road and Church Street *(discussed under new business)*
- (b) E-mail from a resident asking for the Village Commission to consider waving their unusually high water bill caused by unforeseen plumbing issues. *(discussed under new business)*

BUSINESS ARISING FROM MINUTES:

- (a) Easements – no update
- (b) Wharf Sale update – Funds have been received from Wharf sale. Geoff Muttart had placed a 15' easement on behalf of the Village for a walk way. Commissioners asked office staff to forward a copy of the easement documentation for their review.

- (c) **Sewer Lateral behind homes along Hwy 358** - Superintendent, Joe Keddy, reported that he has received an email from the Village's engineer summarizing the options. Joe will forward the options to Albert Miner to discuss with the group of affected homeowners to review and decide which option would work best.

REPORTS:

Kings County Councilor: no report

Public Works/Municipal Planning Department: Discussed under Public Works Report

Lewis Benedict/Robert Frost, Municipal Affairs : Lewis Benedict Reported:

- Discussed and agreed that there are concerns regarding the non-compliance of some smaller Villages. Lewis will bring these concerns to the Association of Nova Scotia Villages.
- Mr. Frost discussed the review of the Municipal Act and is very positive about the involvement of Villages in the process.

Recreation Committee: Doug Gates reported:

- There was a request for a donation – not the mandate of the Committee or Commission.
- Dance time progressing with their spring activities.

Recreation Director: Joseph Memet reported:

- Started a Therapeutic Touch program with registered practitioner Lezley Prime who has volunteered her time every Tuesday morning between 9- 11:30 in the Youth Room. This program is being offered for a five week period
- Looking at an active aging program which will be run by Acadia University Kinesiology Students who will be customizing an individual exercise program for seniors of all abilities in the auditorium from March 23 – April 20 between the hours of 2:30-3:30pm. Will be looking at restarting the program in September and continuing for the duration of the University's calendar year.
- Tai-Chi dates have been confirmed –4 consecutive Wednesdays from 11:30am-1:00pm starting April 13th. Tai-chi instructors are looking to relocate to a different facility and are currently exploring the use of the Multi-Purpose room.
- Grant application has been submitted for the Cyber Seniors program – Students from various academic levels will help seniors overcome obstacles and gain confidence using current technology.
- Junior Chess interest has increased and due to the additional members the club is looking at relocating at the Booker School as they have offered their space as a new location for the Club. One of the players from the club participated in the Provincial Tournament on Feb 28th at Mount St. Vincent University. There is an upcoming team tournament on April 7th at Mount St. Vincent University.
- There are 28 children signed up for March break camp for ages 5-12
- Looking at a Multi-Sport and Activities club after school in April, May and June.

Janitorial: Brian Tupper reported:

- Nothing to report, things going good

Princess Selection: Brian Tupper reported:

- Currently one candidate
- Princess Dessert Party scheduled for April 9th

Fire Department: Chief Philip Porter reported:

- Responded to two alarms
- Had their annual banquet at local restaurant where certificates were handed out to Laura Porter Allen for 10 years' service, Audrey Griffen for 40 years' service, and Stuart Griffen for 55 years' service. Also, Philip received his watch for 30 years' service and Jason Stevens received his 15 year County medal.
- New pagers just arrived.
- Had meeting with the Officers from the Greenwich Fire Department.
- Received several inquiries regarding the accident on Belcher Street.
- Request to the Minister of Transportation and Infrastructure Renewal for surplus trunked mobile radios.
- Two people interested in joining the Fire Department.
- Jason Stevens, Ernest Zinck and Philip Porter have been meeting regularly to review the new rules for the Fire Department.
- Philip was asked the status of the inventory list – Philip stated that once they finalize the new rules that the inventory is next on their list.

Lions Club: Brian Tupper reported:

- Working on catering functions.
- Working on Princess float for Apple Blossom Festival.
- Working on Port Williams Days.

Volunteer Committee: Ernie Hovell reported:

- Announced that Sylvia Jacquard was selected to be the Port Williams Volunteer representative who will be going to the Volunteer Luncheon on April 4th in Halifax. Sylvia will also be awarded the Harold B. Legge award at the Village's Annual General Meeting in June.

Public Works: Joe Keddy reported:

- Busy with daily duties
- Nitrates – outlet 5.8 average and Inlet 8 average
- Repairs to required water meters
- Inspected new water and sewer lines.
- Met with engineer regarding options for the main street sewer lateral.
- Had a meeting with Tim Bouter, engineer with the Municipality which was facilitated by Councilor Peter Muttart. It was an informal meeting where they shared information, opinions and ideas.
- Attended the meeting that the Village Commission had with Applewood Development regarding their proposed subdivision plan and reviewed flushing options for dead-end water main.
- Repaired potholes around the Village with cold patch provided by the Department of Transportation and Infrastructure Renewal. The Superintendent of Public Works Joe Keddy was advised by the Department that they do not have enough staff to fix all of the potholes and offered materials to Joe to fix potholes himself. Commissioner Craig Newcombe advised the Superintendent to follow the required safety procedures and process when fixing potholes.
- Reviewing Village specifications for water and sewer.

- Prepared annual sewer report for Department of Environment – Reporting requirements recently changed from quarterly to annually.
- Working on the drinking water survey for Statistics Canada
- Working on Budget requirements and capital projects plan for upcoming years.

Treasurer's Report:

- A motion to accept the Village General Operating and Water Utility financial statements for February, 2016 as submitted was moved and seconded. **MOTION CARRIED.**
- Discussed capital gas tax funding projects – looking at High Street loop project to be bumped to priority one. Lewis and Joe will meet and discuss projects and priorities.
- Geneve will soon have a draft budget ready for the Commission to review.
- Joe to get quotes for shop roof.

NEW BUSINESS:

- (c) **Applewood Development Subdivision plan** – Superintendent of Public Works Joe Keddy, reviewed the subdivision plan and recapped the items of discussion - manholes, ground water run off flow and dead end water main. Joe noted that the Developer agreed to have the swale incorporated in the plans for ground water run off flow and change from regular manholes to floating manholes for frost heaving concerns. Joe presented three possible options to address the concern regarding adequate flushing of the main on a dead-end water main in order to maintain .2 residual of chlorine as required by Nova Scotia Environment. There were discussions regarding the three options presented as well as the option of requesting a bond. Commissioner Doug Gates declared a conflict of interest and excused himself from further discussions and left the boardroom. It was mentioned that the current Village specification state that in no instance shall the main line be smaller than 8" in diameter for dead-end lines. It was noted that the distance of the water main on the dead end in the subdivision plan is in excess of 300 feet in length and indicates a 6" water main. Chairperson Lewis Benedict asked Chief Philip Porter if a six inch line would adequately provide fire flow requirements. Chief Porter responded that it would. After discussions a motion to change the Villages water specifications from 300 feet to 400 feet under the minimum pipe size of water main section where it reads: " (a) Smaller than 6 inches (150 mm) in diameter for looped lines, or dead end lines less than 300 feet (90 meters) in length. (b) Smaller than 8 inches (200 mm) in diameter for dead-end lines in excess of 300 feet (90 meter) in length." was made and seconded. **MOTION CARRIED** (Commissioner Doug Gates was exempt from the vote) A motion to have a lawn hydrant required for flushing and water sampling at the dead-end of the water main in the Applewood Development Inc. subdivision plans received by the Municipality was made and seconded. **MOTION CARRIED** (Commissioner Doug Gates was exempt from the vote)

Commissioner Doug Gates returned to the Boardroom and continued with the Commission meeting.

- (d) **Request to waive water usage** – request was made by a resident to waive water usage billed due to unforeseen circumstances. After discussions it was agreed to waive the water usage portion of the bill.
- (e) **Starrs Point Agritourism Loop-** there were discussions regarding the request for financial support for an information sign. The Commission agreed that promoting business in Port Williams is a positive move however it is not the Commission's mandate to provide financial support. Discussions were had regarding the possibility of forming a Business District Development group where one of the Commissioners could attend meeting to provide support. Office staff to approach group to arrange a meeting with stakeholders.
- (f) **Princess Tea** – Commissioner Doug Gates volunteered to be the Village representative at the Princess Tea on April 9th.
- (g) **Fire Department Van** – Chief Philip Porter mentioned the need to have the Fire Department Van replaced with a truck and provided a couple of quotes for considerations in budget discussions.

Upon a motion being made, the meeting was adjourned at 9:05 p.m.

MOTION CARRIED.

Meeting went in camera at 9:05p.m. to discuss personnel matters.


Lewis Benedict, Chairperson


Darlene Robertson, Clerk