

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF SEPTEMBER 21, 2010

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

IN ATTENDANCE: Stanton Hancock, Brian Tupper, Janet Newton, Chief Philip Porter, Peter Muttart and Laura Wightman.

The chairman, Lewis Benedict called the meeting to order at 7:30p.m and welcomed Stephen Kerr and Jennifer Weisner of the Kings Regional Development Agency, who gave a presentation on the plans of the agency.

APPROVAL OF MINUTES:

It was moved and seconded that the minutes of the Regular Commission Meeting on August 17, 2010 be approved as circulated. **MOTION CARRIED.**

CORRESPONDENCE:

I. **Municipality of County of Kings:**

- a) Building Permit Report for Month of August 2010. In Kings County 85 permits were issued with a total value of \$6,010,396. In Port Williams, 2 permits with a value of \$21,420.
- b) Application to amend the Land Use Bylaw and a letter to property owners within 500 feet– Re: additional signage for Port Williams Community Centre – *See Business Arising*

II. **Other Correspondence:**

- a) Valley Communications Activity Report on Fire Dept for August 2010. This report is no longer provided and therefore will be in the Fire Chief's report.
- b) Letter NS Environment Monitoring & Compliance Division Re: Requirements of Port Williams concerning wastewater treatment facilities and associated risk level. (*Low risk level noted.*)
- c) Letter from NS Environment Dawn MacNeill re our letter Aug 9th re wellfield & 2 & 5 yr travel zones. (*See New Business*)
- d) Letter from Hiltz & Seamone re request from NS Environment re 2 & 5 year travel time and costs associated. (*See New Business*)
- e) Approval to Construct and Operate – Water Distribution Line – Starrs Point Rd from NS Environment (*Approval noted*)
- f) Other Items received- (*information only*): AVR Annual Report; National Symposium on Parks & Grounds

III. **Email Correspondence:**

- a) Email/letter from Jillanna Brown of Environmental Design and Management Ltd inquiring into the possibility of discussions concerning water and sewer services being provided by Port Williams to Greenwich/Wolfville area. (*See New Business*)

- b) Email from Hon Ramona Jennex: response to our request for a meeting re SPS. *(No action)*

REPORTS:

Janitorial: Brian Tupper reported:

- Ceiling tiles for office will be put in shortly
- Need to find another person to service our furnace
- Door allen key not working very well and the door is not shutting properly
- Toilet rings are an issue and different products are being tried, but perhaps need to look at a water softening unit
- Lightening audit was done by Eric Tibbetts and submitted to NSP

Fire Department: Chief Philip Porter gave his report: (Copy attached)

- 2 motor vehicle accidents and one alarm system which was cancelled before fire fighters responded
- Sept 19th the department held its family fun day picnic hosted at the home of firefighter Doug Clark
- Emergency Responders Fund applications are out, but they are not eligible because they received money last year. Not able to apply for another 3 years.
- Website has a new look and is being updated by Adam Griffin
- Fire prevention week is upcoming and firefighters will be visiting Port Williams Elementary School on Oct 6th and are hosting an open house on Oct 9th
- The Department will also be helping cook chicken for 250th Anniversary celebration

Lions Club: Brian Tupper reported:

- Membership drive is their primary focus
- Adopt a highway – with the bridge torn up it may not be happening
- Lots of bars are being worked
- Oct 9th helping with the food for the 250th along with Fire Department

Kings County Councillor: Janet Newton reported:

- Was also denied a meeting with Minister Jennex re SPS
- Policy amendment for Mackin passed
- Closed unsightly file for Carty property. The Commission agreed that the property was still unsightly and unsafe. ***ACTION: Janet will voice the Commission's concerns.***
- The \$1,000 the County gave to the 250th Anniversary Celebration should be mentioned at event
- The \$10,000 that the County has agreed to fund for the Waterfront study will be released shortly

Board of Trustees: Doug reported:

- There has been no update on the status of the By-laws which are currently with the Minister of Service NS & Municipal Relations for approval. ***ACTION: Laura to get an update on the status of our by-laws.***

- Dishwasher and small juice glasses purchases - still in progress. Scott noted that there was also a need for water glasses. This will be looked into.
- There is a possibility that there may be a grant available for installing an air conditioner in the Hall. The trustees will look into this at their next meeting.
- Next meeting of the Board of Trustees is scheduled for September 23 at 7:00 PM. Doug will be unable to attend and Lewis will attend on his behalf.

Recreation Committee: Scott Leier reported:

- Park Committee is holding Park it at the Port- the Sequel on Sept 18
- The roof at the ball park needs to be shingled
- The 3rd ring of throw pitch has been built.
- The Park Pavilion been completed

Waterfront Steering Committee: Laura Wightman reported that a stakeholder workshop and a public workshop were held on August 26 and were quite successful with many ideas coming forth. Posters of the designs from the workshop will be put up in Stage 2's window. There will be a meeting on October 14th from 1-4 to review the context report and 3 framework proposals by Ekistics. The survey is still available on line and at the office to get input from our residents. The next public meeting will be on Nov 19th.

Bus/Transit Adhoc Committee: This matter will be looked at after the waterfront plan has been done as this is one portion they are looking into. Obtaining funds from NS-TRIP program for a survey will be sought next year.

Personnel Policy Committee: Scott Leier reported:

- The personnel policy is still being worked on.
- The Commissioners met on August 25 to review the organization and personnel. A meeting was also held with both office staff.
- All Commissioners will meet on Sept 28th at 7pm.

250th Celebration Committee: Ernie Hovell reported:

- A couple of meetings have been held, some publicity has commenced-in newsletter, received \$1,000 from County and have asked MLA for funds.
- Invitations have been prepared and some mailed out to politicians related to the park, water tower and waterfront.
- Clown & balloon person, musical entertainment, fire prevention are all going to be part of the celebration
- Geneve did a budget which would cover expenses such as the flyer mail out, posters and an article for advertiser.
- It was moved and seconded that \$1,000 be allocated from the office budget to the 250th Anniversary Celebration. **MOTION CARRIED.**

Water/Sewer/Public Works/Transportation Report: Stan reported: (Copy attached)

- Water meters were read for the 3rd quarter
- Tender for the demolition of the old water tank is going out

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- Nitrate monitoring system on the water coming from the 5 wells has been installed and performing well
- Resource System made repairs to chlorinator and is performing well now
- UV system has been taken out and sent to company for CSA approval.
- Ditching in Industrial Park and on Starrs Point Rd have been completed
- “No littering” sign on Hwy 358 has been installed, will check the one for Belcher
- Sidewalk widening has commenced.
- Gravel has been put around sewer manhole at treatment plant
- Water cut has been paved by Howard Little Contracting at Post Office
- Three tenders for the Starrs Point Road repairs were received on Sept 16th. No decision has been made as yet, because all tenders were over the budgeted amount and the specs were incorrect. Disappointment with Hiltz & Seamone on the specs not being done properly was voiced.
- Stan is to look into the water at Mertle Merrett’s
- Nitrate levels: Well# 1 – 6.83 and Well# 2 10.24

Treasurer’s Report:

- Laura Wightman presented the financial statements. A motion to accept the August 2010 Village General Operating and Water Utility Financial Statements as presented was moved and seconded. **MOTION CARRIED.**
- The Budget is almost complete and a meeting needs to be set up.
- The banking proposals will be looked at when time permits.

BUSINESS ARISING FROM MINUTES:

- a) Meeting of Commission with Insurance Company – *date needs to be set up*
- b) Community Centre Sign: (3 letters were received from the County) **ACTION:**
The County will be notified that the Commission does not see a problem with the proposed change in the by-law to allow 2 signs.
- c) Fencing: Quotes were presented, but the Commission decided to wait until next spring. The amount of \$2,500 will be put into next year’s budget.
- d) Widening of sidewalks: Looks like we will be shy with the 2.8 kms quoted, may be 3.74kms to complete all. The extra cost will be discussed with Dexter’s.
- e) Draft Snow & Ice Control Policy: Still no response from our Insurance.
- f) Ports Landing Subdivision sign/rock garden: It was noted that the maintenance is being kept up and therefore this matter is considered complete.
- g) Paving of Highway #358: **ACTION:** *Janet will find out the status.*
- h) Downsizing of the number of LED lights in Ports Landing: Janet indicated that perhaps just installing 4 lights at the intersections in Ports Landing might help the safety issue. **ACTION:** *Janet will look into.*

NEW BUSINESS:

- a) **Water Rate Study:** The consultants presented the study at a meeting on August 31st. They explained the process, the figures and the meaning of the results of the study. It was moved by Scott Leier and seconded by Ernie Hovell that the Village of Port Williams apply to the Nova Scotia Utility and Review Board for changes in its rates for water and water

service, fire protection to the Village of Port Williams and changes to its rules and regulations for customers served by the Port Williams Water Utility, as set out in the water rate study prepared by G.A. Isenor Consulting Limited in association with W.H. Gates Utility Consultants Ltd. **MOTION CARRIED.**

- b) **Storage of Flammable Materials:** A motion to approve the purchase of a metal cabinet for the storage of flammable material such as propane, gas, diesel fuels for both the Public Works and the Fire Department was moved and seconded. **MOTION CARRIED.**
- c) **Mapping of Wellfields in Port Williams to show 2 and 5 year travel zones:** Hiltz & Seamone will be contacted to see what the time lines were for Zones A and B when they were set up. It was agreed that if Environment wants the study then they will have to pay for it.
- d) **Environmental Design and Management Ltd Inquiry:** The Commission agreed to the letter sent indicating that Port Williams will listen to what they have to say concerning water and sewer services being provided by Port Williams to Greenwich/Wolfville.
- e) **Computer System:** It was moved and seconded to approve the amount of \$2,500 for installation of a server/computer unit and high speed to the Multi-purpose Room and the Public Works building. **MOTION CARRIED.**
- f) **Tim Hortons Valley Harvest Marathon:** A flyer and map concerning the event was discussed. This was the Village's first knowledge that the roads/bridge would be closed to traffic. Concern was expressed that no contact had been made with the Village or the Fire Department. The need for the County and others, such as the Department of Transportation to discuss things which have an impact on our Village was stressed. This type of closing of streets can have a great impact on our businesses. It was decided that a letter be sent.
- g) **Association of Municipal Administrators Fall Conference:** It was agreed that Laura be allowed to attend the full Conference being held in Digby. Municipal units provide items for early bird draws and door prizes. It was approved that a basket from Great Valley Juices or from Fox Hill Cheese up to an amount of \$100.00 be purchased in order to showcase our businesses/Village. Doug Gates also offered to provide some apples.

Upon a motion being made and seconded, the meeting was adjourned at 10:11 p.m.
MOTION CARRIED.

Lewis Benedict, Chair

Laura Wightman, Clerk/Treasurer