

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF SEPTEMBER 17, 2019

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

IN ATTENDANCE: Karen Rovers, Joe Keddy, Meg Hodges, Laura Jacobs, Brian Tupper, Philip Porter, Jason Stevens, Anna Saroli, Victor Peach and Darlene Robertson

REGRETS: None

Chairperson, Lewis Benedict, called the meeting to order at 7:00 p.m.

I. APPROVAL OF MINUTES:

- (a) It was moved and seconded that the minutes of the regular Commission meeting on August 20, 2019 be approved as circulated. **MOTION CARRIED.**

II. Municipality of County of Kings:

- (a) Building Permit Report for the month of August, 2019. In Kings County 52 building permits were issued with a total value of \$3.7 million, 3 permits were issued for Port Williams with a total value of approximately \$152 thousand.
- (b) Letter from the Municipality of the County of Kings requesting confirmation that it is possible for lots 3, 22, 7, 28, 29 and remainder lot on Steeple View Drive to be connected to the Village's sewer service.
- (c) E-mail from the Municipality of the County of Kings providing the September 3, 2019 Municipal Council action list. *(information only)*

III. Other Correspondence:

- (a) Clearance letter from Works' Compensation Board of Nova Scotia stating that the Villages is in good standing. *(information only)*

BUSINESS ARISING FROM MINUTES:

I. Sewer Lagoon – Joe Keddy reported:

- Received correspondence from engineers CBCL late today
- Provided proposal for Phase II Sewer Lagoon project
- Chief Financial Officer Karen Rovers asked if it was ok to pay the hold back funds to Brown Brothers Excavating Limited. Joe responded - yes.
- Joe mentioned that there are issues with the Nexom design and is working with engineers regarding this issue. Commissioner Kim Cogswell wanted confirmation that Brown Brothers are also aware of the issue.

II. Sewer By-law changes – Karen reported:

- Provided some information regarding frontage charges and potential impact if frontage charges were added to the Sewer By-Law. After discussions it was decided to not add frontage charges to the Sewer By-Law. Karen will continue to work on drafting a new Sewer By-Law which when completed will be circulated for review.
- A meeting date for review will be circulated.
- III. **Unightly metal frame on property** – Lewis Benedict reported:
 - Sent two follow up emails to the Municipality
 - Meg will check with Terry Brown to see where he is at with this.
- IV. **Mutual agreement to use recreation spaces with PW School** -
 - No update, ongoing *hana will follow up with school board*
- V. **Signs for the Community Centre** :-
 - Commissioner Ernie Hovell reported that he had been in contact with Auto Trim and was assured that the signs will be installed by the end of the week
- VI. **Masonry repairs to Community Centre Sign** – Lewis Benedict reported:
 - Repairs complete as quoted
 - Commissioner Ernie Hovell commented that the janitorial and storage room work still needs to be completed.

REPORTS

Municipal PAC meeting – Scott Leier reported:

- Moved to forward the Draft Municipal Planning Strategy and Draft Land Use By-Law - First Reading to Municipal Council at their October 1st Council meeting
- Meg mentioned that Scott Conrod was going to present the document to Council in a separate meeting in order to reduce the time spent on the document in the Council meeting
- Meg mentioned that any letters or arguments for or against the current proposed document should be sent directly to Municipal Council for consideration
- Meg stated that it is still important that the Village Commission have a presence at the Municipal Council meeting when the document is presented and further stated that the Commission might want to focus strategies as a growth center with infrastructure available to support growth in this area.

Community Spirit Award Committee – Ernie Hovell reported:

- Tickets will be available for purchase after next Tuesday
- Tickets will be distributed to Community organizations first
- Working on arranging local entertainment
- Mayor was invited and has circulated the invitation to Municipal Council

Municipal Councilor –

- Noted that things seem to have worked smoothly in Port Williams during the recent storm which took out the power
- Council has approved a hurricane plan
- Noted that the Terry Fox Run in Port Williams was successful

- County’s new facility open house will be on October 30 which will include guided tours
- There will be a guided tour on Oct 29 which will include wine and cheese
- Acadia students vote on the U-Pass is coming up
- Commissioner Ernie Hovell asked if there has been any decision on the Municipal Public Works building. No update at this time.

Recreation Director: - Laura Jacobs reported:

Programming

Village of Port Williams – Recreation Programming Fall 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00am Walking Time				9:00am Walking Time	8:30am Scotiabank Run/Walk Club
	10:30am Active Living (starts Sept 17 th)	10:00am Chair Yoga (starts Sept 11 th)		10:00am Yoga (starts Sept 13 th)	9:15am Tumblebugs (starts Sept 21 th)
1:00pm Painting Class (starts Sept 9 th)			4:30pm Active Living (starts Sept 19 th)		
7:00pm Yoga	6:30pm Scotiabank Run/Walk Club		7:00pm Yoga (starts Sept 12 th)		

Recreation Facility By laws:

- Updates following previous meeting – submitted updated version
- This would be the first reading and requires approval to submit public notice and review
- A motion to accept the Recreation By-Law as circulated as the first reading was moved and seconded. **MOTION CARRIED.**

Summer Day Camp

- Financial review
- Supply inventory

Facility Booking

- Ball field and rugby/soccer still in use through the Fall
- Working on facility use review- fees/outstanding payments, how to increase use next season, signage/promotional materials, etc
- Coordinating field maintenance with Public Works – reviewing maintenance costs per field

Community Spirit Award Committee

- Promotional materials – poster design, ticket design, etc.
- Coordinating entertainment with Ruth Blenkhorn

Recreation Advisory Committee- next meeting Sept 10th

- Review of County Recreation Needs Assessment & PW Recreation Survey
 - o Discussed barriers to participation
 - o Need for education on available recreation facilities

- Further brainstorming required to assess potential projects
- Presentation from Jonathan Fowles, Acadia prof and Director of the Centre for Lifestyle studies- bridging the gap between Exercise is Medicine and community programs (Active Living programs, etc) – potential for growth in Port Williams – Wellness centre that incorporates collaborative medical practitioners (GPs, physiotherapists, massage therapists, exercise specialist, etc.), and community recreational space (fitness centre, childcare/after school programs, etc).
- Newcomers welcome package – working on brochures, etc to share information about community and recreation as new people move into the Village – three brochures were circulated to the Village Commission

Recreation Personnel:

Contract Positions

- Lisa Quintin (yoga teacher)
- Paige Tremlay (Active Living instructor)

Janitorial –

- Required work from the propane inspection has been subcontracted by Superior Propane – inspection to the kitchen was good however will have to come back to complete the painting of the pipes located on the outside of the building
- Working on maintenance painting

Fire Department: Chief Porter reported:

- Two alarms in the past month – residential and power pole on fire
- Members were out during hurricane Dorian, patrolling the streets, cutting and clearing brush from road ways, setting up pylons to warn motorists and assisting police and public as needed.
- Trucks due for safety inspection – appointments have been made at Lloyds Truck and Trailer and Under the Hood
- Membership has increased by 1, there are now 20 members

LIONS Club: - Brian Tupper reported:

- Sponsors of 100 Men fundraiser
- Will be discussing the Adopt-A-Highway at the next meeting
- Some catering jobs coming up
- Working on the Community Spirit Award celebration

Public Works: - Joe Keddy written report circulated:

- Water systems working fine
- Sewer systems: Everything is working fine. Annual sewer lines flushed & pumping stations cleaned.
- Sewer Treatment Plant: Everything working fine
- Nitrates reported (Inlet AVG 6.2 Outlet AVG 6.7)

- Responding to alarms.
- Water & sewer inspections. Installing meters & turning water on.
- Regular field maintenance. Irrigating fields. Electrical issues with John Deere tractor, getting repaired.
- DTIR: Acknowledged letter, said they would follow up.
- Battery in 250 half ton fire truck replaced under warranty.
- Water turned off & on at 2 Residences for internal plumbing repairs.
- Curb stops repaired at two different locations
- Over seeing sewer repair on High street.
- Contacted Nick Levy to give approval for sewer lagoon work.
- Contacted Cogen to give approval for Generator repair.
- Preparing and dealing with the storm.
- Bought generator/welder, went to Masstown to get it.
- 100kw generator lent to Annapolis Royal. They used the generator from Tuesday to Thursday. Commissioner Ernie Hovell asked how the generator was transported. Joe responded that he towed the generator behind the Public Work's truck to Annapolis Royal and Kelly's Towing transported it back to Port Williams on a flat deck truck. Joe explained that Annapolis was happy to receive the help and that they will pay for any costs incurred by the Village. Chief Financial Officer, Karen Rovers, volunteered to put together a summary of the costs. Joe explained that he had contacted Wolfville, Kentville and Annapolis Royal to offer help during the storm.
- Emergency plan meeting held. It has been a learning process. Met with the Fire Department for their needs and as a result met with electrician Eric Tibbitts for a quote based on the needs identified. Karen will circulate minutes from the meeting.
- Discussion of Camera system. Joe mentioned that the Video World upgrades to the Park have been completed on the camera system and that Benedict Field is on line. Joe would like to have a camera system in the Public Works shop and the water tower – mentioned that he could do the work himself to install the old cameras in the Public Works shop. After discussions a motion to approve an additional \$2,200.00 plus the cost to set up internet for the water tower camera system through Video World was moved and seconded. **MOTION CARRIED**
- Met with Eric Tibbetts to go over electrical after storm.
- Met with Fire Dept. to go over storm.
- Joe circulated a quote from Tibbetts which included \$2,200.00 for electrical upgrades to the Fire Department (*4 LED wall lights c/w photoeye for front of Fire Department, 16 Receptacle outlets for radio charging station and reconnect air compressor to generator panel*) and a generator panel install in public works building in the amount of \$1,500.00 – Commission asked if funds were in the budget. Karen responded that for the Fire Department electrical upgrades that yes

it was but for the Public Works shop has already exceeded what was budgeted. After discussions a motion to approve and proceed with the work quoted by Tibbetts Electrical on September 16, 2019 was moved and seconded. **MOTION CARRIED**

- Ditching at the park – Joe mentioned that Lewis Benedict arranged the ditching
- Annual sewer flushing and did some camera work – Commissioner Ernie Hovell asked where the flushing was done - Joe said that it was in the Applewood subdivision and Terrys Creek Pumping station.
- Acknowledgement of letter sent to Commission about truck detailing – it was mentioned to Joe to add to his budget next year when he submits for approval
- Joe mentioned that he need more meters – a motion to approve the purchase of 16 more water meters through Scotia Tech not to exceed \$4,000.00 was moved and seconded. **MOTION CARRIED**
- Joe mentioned that he circulated an email (Real tech brochure) late today and that it was for the Commission to review and advise him.
- Commissioner Doug Gates mentioned that there were some lights out. The Village Office asked Doug to send an email to the office with the address and they will report to NS Power. Joe said he would check to see if there are any other lights out in the Village.

Treasurer's Report: -Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for August 2019, as submitted was moved and seconded. **MOTION CARRIED**
- Revisions to the hiring policy were circulated, proposed changes to have criminal record check and vulnerable sector checks for all staff added to the policy. After discussions a motion to approve the amended hiring polity with the proposed changes was moved and seconded. **MOTION CARRIED**

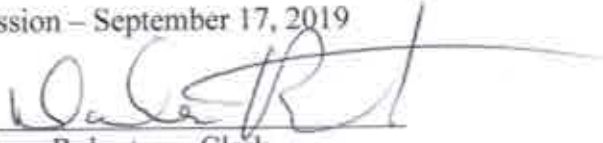
New Business:

- Port Williams Women's Institute Planters' Monument property tax. After discussions a motion to approve the expense of \$2.37 to the Women's Institute to cover the tax expense for the monument land was moved and seconded. **MOTION CARRIED**
- Victor Peach offered to sell a piece of land in the amount of five thousand dollars and to give the Village Commission first right of reversal on the land. Commission thanked Victor and said they will get back to him once they have had time to discuss.

Upon a motion being made, the meeting was adjourned at 8:33 pm.

Minutes of the Village of Port Williams Commission – September 17, 2019


Lewis Benedict, Chairperson


Darlene Robertson, Clerk