

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF JANUARY 20, 2009

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

IN ATTENDANCE: Brian Tupper, Stanton Hancock, Chief Philip Porter, Geneve Newcombe and Laura Wightman **REGRET:** Janet Newton

The chairman, Lewis Benedict called the meeting to order at 7:30 p.m.

APPROVAL OF MINUTES:

It was moved and seconded that the minutes of the December 16, 2008 meeting be approved as circulated. **MOTION CARRIED.**

REPORTS:

Janitorial: Brian Tupper reported:

- Metal has been repaired on roof and heavier metal was needed on corners.
- Cleaning, stripping and waxing of floors had commenced and touch up painting had been done.
- Multi-purpose room is in need of painting.
- Garbage shed – Discussion concerning the garbage not being removed and the resulting mess and problem of mice was discussed. The inconsistency of K&M Roll Off's billing for garbage removal was also mentioned. Moved and seconded that A’N’T Janitorial be contracted for \$75.00/trip plus tipping fees to remove the garbage from the shed. **MOTION CARRIED.**

Fire Department: Chief Philip Porter presented his report as attached. The election at the January 5th annual meeting resulted in the following for 2009:

- Chief - Philip Porter; Deputy Chiefs - Mark Lynk and Stuart Griffin
- President - Audrey Griffin; Treasurer - Aaron Caborn; and
- Secretary- Chris MacKenzie.

Lions Club: As reported by Brian Tupper:

- Lions Zone meeting was taking place on Jan. 21/09.
- The next Variety show was coming up on January 31st.
- Next Project will be the revising and modernizing of the bar, which will be presented at the next Village Commission meeting.

Board of Trustees: Doug Gates presented his report as attached. He informed the Commission that the new chair was Marion Newcombe. It was moved and seconded that the Port Williams Health Auxillary be added to Schedule “D” of the Community Centre By-Laws. **MOTION CARRIED.**

It was **agreed** that the Green Bins be placed in a designated area on the west side of the Float Room adjacent to the propane tanks and that a sign be posted in the kitchen indicating where they are located. It was also suggested that compostable bags be used in the Green Bins.

Chief Porter and Laura Wightman will work together to prepare an evacuation plan for the entire building.

The Board of Trustees will meet again on April 16, 2009. It was moved and seconded to accept the Board of Trustees Report. **MOTION CARRIED.**

Recreation Committee: Lewis Benedict reported that they met on Jan.13/09. Winter Frolics is the upcoming Sunday afternoon with hot chocolate, hot dogs, tobogganing, skating on the pond and new this year, cross country skiing. The bleachers are finished 2 will be placed at Collins Road soccer field and 1 at the throw pitch.

Kings County Councillor: There was no report as Janet Newton was not in attendance.

Gas Tax Committee: Kim Cogswell reported that the ICSP had a meeting with the Village Commission on Jan. 8/09 and went over the questions concerning Port Williams' 25-year vision. The upcoming workshops for Stakeholder and Public Integrated Community Sustainability Plan have yet to be finalized. No new Gas Tax Meeting scheduled.

Source Water Protection Committee: Lewis Benedict reported that this should be put on hold until the Dalhousie Water Study is complete, which would be sometime in March. A reply to this effect will be sent to the Municipality.

Secondary Planning Strategy Committee: The flyers have gone out in the mail and the posters have been put up in the Village. Public meeting/workshop dates are Feb 4th 2-4 and Feb 5th 7-9. Next committee meeting is January 22/09 at 7p.m. when a practice run through of the public meeting will take place.

Park Planning Committee: (Sub-committee of the Recreation Committee)
The Committee is in the process of obtaining proposals from planners and filling out applications for grants. Next meeting is January 27/09 at 7:45p.m.

Water/Sewer/Public Works/Transportation Report: Stanton Hancock presented the attached report.

- Street lights not working were noted.
- Nothing has been heard about the Traffic Study done on Main Street/Starrs Point Rd.

Treasurer's Report: The Village Operating and Water Utility financial statements for December and the bills were presented. The approval to pay the Village's bills was moved and seconded. **MOTION CARRIED.**

Budget for 2009/2010 will be forthcoming and all are to be thinking about items to be included. The renewal of the Insurance will be reviewed at the end of March at a special meeting of the Insurance Company and the Commissioners.

BUSINESS ARISING FROM MINUTES:

- a) Lewis Benedict reported that the **shower in Fire Dept.** is being installed. He indicated that while the shower was being done, an eyewash station should be installed and would cost around \$2,000. It was moved and seconded that the improvements be extended to include eye wash station. **MOTION CARRIED.** There are some other plumbing issues and other items in the auditorium kitchen that would also be fixed. The addition of a door for the present office of the Fire Chief was moved and seconded. **MOTION CARRIED**
- b) **Siren installation** is ready to do, but it will wait until the spring.
- c) Laura Wightman reported that she had checked with the Municipality of the County of Kings and they had indicated that all sewer and taxes were paid by **Maritime Pride**. All water bills have also paid in full.
- d) **Development of a Generic Rate of Return Formula:** George Baker is reviewing and will have a response to the NS Utility & Review Board by the due date of February 20/09.
- e) **Kings County Economic Stimulus Infrastructure:** A meeting was held with Richard Lloyd, Director of Engineering and Public Works on Jan 14/09. Other Infrastructure projects in addition to the water & sewer priorities were discussed and a prioritized list provided to Mr. Lloyd.
- f) **Benjamin Moore/Community Foundations of Canada Grant:** Laura Wightman reported that after discussion with their contact, it was decided not to apply as they were looking for more creative projects than the painting of a water storage tank.
- g) **2009 Port Williams Representative Volunteer Award:** Ernie Hovell reported that letters had gone out to all organizations for their nominations. The information was also posted on the Village website and will be going into the newspaper. The deadline for submission for nominations is Feb 13/09. The Volunteer Week Proclamation was read. It was moved that the Chairman of the Village Commission be authorized to sign the Proclamation declaring April 19th- April 25th Volunteer Week and that this be put in the next Newsletter. **MOTION CARRIED.**
- h) **ICSP Phase I meeting** was held with John Jozsa on Jan8/09.*(Reported-Gas Tax)*
- i) It was reported that **Christmas Cards** had been sent out. Next year's cards will support a charity.
- j) **Maple Leaf Foods Inc** has been billed for dumping sewer into our system for the 2008 year.

NEW BUSINESS:

1. **Commissioners Honoraria:** It was moved and seconded that one-third of all remuneration paid to the Commission Chair and Commissioners shall be designated as a non-taxable expense allowance. **MOTION CARRIED.**
2. **The Fire Department's pager lease agreement** is up for renewal on April 13, 2009. The buyout at the end of the lease is \$10 for each pager. If the pager lease can still be

claimed on the fire grant then perhaps new pagers would be leased and the old ones sold. This will be looked into.

3. It was moved and seconded that the Commission pay for the **annual Fire Department banquet. MOTION CARRIED.** The banquet will be held May 16th, 2009.

CORRESPONDENCE:

1. Municipality of County of Kings:

a) **Building Permit Report for Month of DEC 2008 (FOR INFO):**

Total building permit activity for Kings County for Dec 2008 amounts to 24 permits issued with a value of \$3.5M. **For Port Williams**, activity consisted of 1 building permit, estimated value \$1,200 (1 commercial renovation).

b) **Letter dated Dec 16/08 from William Butler, Dept of Community Development Services RE: Wellfield Protection**

It was agreed that the Village respond with a letter informing the County that we will be awaiting the water study being done by Dalhousie students before going any further on this matter.

2. Valley Communications Inc Report for Port Williams Volunteer Fire Dept:

Report for Month of Dec. 2008: 1 call out to Starrs Point Loop (wires arcing) (*FOR INFO*)

3. Letter dated Dec. 31/08 from Jay Johnson of Greatvalley Juices: Sewage

Agreement - continuation with a fixed rate rather than one based on water consumption (*DISCUSSED UNDER OTHER BUSINESS*)

4. TIANS 2009 NS Edition of Communities in Bloom 2009 Registration

Form/Magazine: (NO ACTION – This will be passed on to Valley Gardeners.)

5. Recreation NS letters dated Jan 7 & Jan 9/09 re Provincial Volunteer Awards:

These letters were forwarded to Ernie Hovell/Laura Wightman as facilitators of this endeavour. (*NO ACTION REQUIRED*)

6. Canada-NS Infrastructure Secretariat: They provided a revised Schedule B for the

MRIF based on cash flows provided by the Village. (*ACTION: Document was signed and witnessed.*)

7. Letter dated Dec. 17/08 from Jeffrey Miller of Maple Leaf Foods Inc.: Close to

concluding a transaction with a third party. (*NO ACTION REQUIRED*)

8. Letter dated Dec 30/08 from TMC Law re Assignment of License Agreement:

The transfer of the property from Ann Marsters to 3025215 NS Ltd required the signatures of the Village as there is a License to Use Roadway with the Village. This is the only contract that the Village has like this. It was suggested that perhaps the sign concerning unauthorized vehicles should be moved to end of their driveway.

(ACTION: Document was signed, witnessed and notarized by Ernie Hovell on behalf of the Village.)

- 9. Letter dated January 15, 2009 from the Municipality of the County of Kings:**
This was informing of a Public Meeting on Monday, February 9, 2009 re application by Eastlink for the siting of 6 Telecommunication Towers in Kings County. None were in Port Williams. **(NO ACTION REQUIRED)**

10. Email Correspondence:

a) Clean Annapolis River Project (CARP) is delivering NS Environment's Environmental Home Assessment Program (EHAP) in Kings and other counties. The program involves a free and confidential home visit and a review of the functioning and maintenance of the septic system, water well and oil tank. Program will continue until at least March 31, 2009. **(ACTION: Include in Newsletter and get Sylvia Jacquard to put in Port News.)**

OTHER BUSINESS:

- 1. Scott Leier offered to be the Village Commission representative on the Recreation Committee.**
- 2. Great Valley Juices Sewage agreement:** It was noted that the previous contract was a quarterly billing of \$4,500. The plant has 8 full time employees but lots of seasonal employees; there are 8 toilets and 4 sinks. A rate per toilet or perhaps a separate meter for the domestic usage was discussed. **(ACTION: a) Hooking up of a domestic meter will be looked into. b) The Commission authorized chairman to meet with Jay Johnson and come back with a recommendation. In meeting with Great Valley, Lewis will also discuss the purchase of the property next to the soccer field for the Village.)**
- 3. Annual Meeting:** Bishop & Company Chartered Accountants Inc. will be contacted for possible Annual Meeting dates. It was noted that Ernie Hovell and Kim Cogswell are the only commissioners whose terms are up for renewal at the annual meeting.
- 4. Village Sign on Belcher St.:** It was **agreed** that a card be sent to Boyd Taylor's widow to express appreciation on behalf of the Village for his mowing of the grass around the sign.
- 5. Gyro Slip and Fall: Nothing new to report.**

Upon a motion being made and seconded, the meeting was adjourned at 9:42p.m.

MOTION CARRIED.

Lewis Benedict, Chair

Laura Wightman, Clerk/Treasurer