

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF September 20, 2011

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

IN ATTENDANCE: Janet Newton, Philip Porter, Stan Hancock, Brian Tupper & Douglas Clark.

REGRETS: Kim Cogswell and Geneve Newcombe

The chairman, Lewis Benedict called the meeting to order at 7:35 p.m.

APPROVAL OF MINUTES:

It was moved and seconded that the minutes of the Regular Commission Meeting on August 16, 2011 be approved as circulated. **MOTION CARRIED.**

CORRESPONDENCE:

I. Municipality of County of Kings:

- (a) Building Permit Report for Month of August, 2011. In Kings County 83 permits were issued with a total value of \$7.1 million. 1 permit for a pool; 1 permit for Farm Tenement and 1 permit for Res Shed were issued for Port Williams with a total value of \$79,200,000. *(for information only)*
- (b) Date changed from Oct 20th to week of Oct 24 for the signing of the memorandum of understanding between the Villages and the County *(will revisit next meeting to see who would be attending)*
- (c) Letter from Janet Newton regarding the concerns about the work that is being done on the Gladys Porter Bridge and the effect it is having on the community. *(for information only)*

II. Other Correspondence:

- (a) Letter from Patricia Javored, Manager of Development and Building Services from the Municipality of the County of Kings - regarding Proposed Parkland in Port Williams. *(for information only)*
- (b) Thank you card from JAM Scholarship recipient, Rachel State-Taylor. *(for information only)*
- (c) Letter from Otis Elevator Company advising of their new program for “NO voice” Calls effective Sept 1, 2011. *(for information only)*
- (d) Notice from NS Power regarding 2011 LED Holiday Light Exchange Program. **Action: To participate using the Dec 4th Tree Lighting event for the light exchange program**
- (e) Letter from NS Utility & Review Board acknowledging receipt of Financial Statements, Capital/Operating Budgets and the 2011 Compliance Certificate for period ending March 31, 2011. *(for information only)*
- (f) Recognition given to the Village of Port Williams from Andrew Younger; member of the Legislative Assembly, Dartmouth East for the Launch of our

crosswalk campaign being the first permanent crosswalk flag installation in Nova Scotia. *(for information only)*

- (g) Memo from Service NS Municipal Relations providing a listing of Registered Municipal Auditors. *(for information only)*

III. Email Correspondence:

- (a) Michelle Richard: Provincial Volunteer Awards Coordinator, about the 2012 Provincial Volunteer Awards – **Action: Village of Port Williams will be participating.**
- (b) Sue Ackerman, concerns she has with how snow removal affected her front doorway. *Stanton Hancock; Superintendent of Public Works has addressed this issue and responded to Sue.*

BUSINESS ARISING FROM MINUTES:

- (a) Garbage /Recycling for Park and Ball field: Staff sent out emails requesting information from New Minas and Kentville with respect to how they deal with their garbage. Staff making conscious effort to ensure garbage separated from recycling.
- (b) Snow Shoveling: **Stanton is verifying that the current snow removal contract is in place. If not Geneve to discuss with Lewis with respect to a new contender for snow removal.**
- (c) Financial Information Requested: Staff was tasked to look into billings for the ball field as well as to provide details on a miscellaneous account and any outstanding invoices. The requested information has been sent to the Commissioners

REPORTS:

Janitorial:

- Starting to get busy. Noticed that there is some aesthetic work that needs to be done on the walls and baseboards, paint touch up etc. Also that the motion detector does not appear to be working on the light outside.
- We need lights in the float room and the storage area.

Fire Department: Chief Philip Porter reported:

- Deputy Chief Mark Lynk has stepped down, nominating committee is looking for a replacement
- Barbeque pit is just about ready for use.
- No alarms to report
- They have upcoming, New Year's Dance; Halloween Dance and are joining efforts with the Baptist Church for a fundraising event.
- No water usage.

Kings County Councillor: Janet Newton reported:

- Nothing to report on the County
- New signage Port Williams Park
- The library hosted Mark Okie a cartoonist who told the kids how he got into the graphic arts and showed them a bit about cartooning

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- The library hosted Ami McKay who discussed her first & second book.
- This Friday there is an open house at the Library between 3:00-5:00

Water/Sewer/Public Works/Transportation Report: *(copy attached)*

- New generator & pumping station has been commissioned
- It was mentioned that there was a spike in water usage around 5:00pm for approximately one half hour – water consumption for that period doubled.
- Street light need to be installed by Port Williams welcome sign at the boundary of Canning & Port Williams on Hwy. 358 on west side of road on electrical pole & north side of intersection of Church St. & Magee Rd.
- Stop for School bus sign on Main Street needs to be replaced

Lions Club:

- Reported that they are getting active with catering

Board of Trustees: Doug Gates reported:

- September 22, 2011 is their next meeting.
- They will add the Kitchen Keys on to their agenda

Waterfront Development Committee: Kim Cogswell not at meeting – no report given

Personnel Policy Committee: Craig Newcombe reported:

- Ongoing process
- Draft for a personnel policy
- Draft for Bruce's contract

Water Area Designation Committee: Craig Newcombe reported:

- They have had their second meeting
- Looking into Designation of well field
- They had discussions and looked at different options for the well field, they are doing their due diligence
- A motion to accept “that we go with one year for zone B” was moved and seconded. **MOTION CARRIED**
- Looking at feasibility of obtaining a water supply from New Minas or Kentville as a blending source of water.
- Need updated water source protection plan with by-laws.

Treasurer's Report:

- Report attached
- Financial Statements for August 31, 2011 were presented. A motion to accept the Village General Operating and Water Utility financial statements was moved and seconded. **MOTION CARRIED.**
- Audited Fire Department Financials by Bishop & Company

Recreation Report:

- Had a meeting on Tuesday September 13th
- Wayne remains Chair – 37 Members in the Dance group
- 2 of the female members of Launchers won nationals and broke a record
- Launchers group are hosting some events for the senior games.
- Food drive for food bank will happen at the Tree lighting ceremonies

OTHER BUSINESS:

- (a) **Safety hazard where the aluminum edger's holds back the stone in Sun Shelter at the park:** Lewis will contact Lia with the Park Committee to look into the issue.
- (b) **The caution light for the Public Works truck is ready for installation**

NEW BUSINESS:

- (a) **Donation to Hospice in honor of Canon Davies 100th Birthday:** A motion to donate \$100.00 to the Valley Hospice Foundation was moved and seconded.
MOTION CARRIED.
- (b) **Application for a BMO MasterCard to be setup:** A motion to have Geneve decide and go forward with MasterCard application was moved and seconded.
MOTION CARRIED
- (c) **Village of Bible Hill proposed bylaw amendments:** information only
- (d) **Kitchen & Main Door Key for Kitchen Supervisors:** Board of Trustees will make decision in their September 22, 2001 meeting.
- (e) **Update on Village of Pugwash:** There were discussions on Pugwash keeping their Village status, the Village of Port Williams support Pugwash in their efforts to retain Village status.
- (f) **Decision on going forward with land purchase:** After a lengthy discussion a motion to write a letter to Greg Coldwell indicating our intent to acquire lands discussed (approx. 12 acres) adjacent to wells 2 & 4 pending financing and any other legal issues to be discussed with Peter Muttart we are currently not aware of was moved and seconded.
MOTION CARRIED

Upon a motion being made, the meeting was adjourned at 10:25 p.m.

MOTION CARRIED.

Lewis Benedict, Chair

Darlene Robertson, Recording Secretary