

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF JULY 19, 2011

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

IN ATTENDANCE: Brian Tupper, Janet Newton, Philip Porter, Laura Wightman and Felicia Wooden. **REGRETS:** Stan Hancock.

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 Regular Commission Meeting on June 21, 2011 be approved as circulated. **MOTION CARRIED.**

CORRESPONDENCE:

I. Municipality of County of Kings:

- (a) Building Permit Report for Month of June 2011. In Kings County 88 permits were issued with a total value of \$6.9 million. 1 permit for renovations issued for Port Williams with a total value of \$25,000.
- (b) Letters re: Approval of Port Williams Area Advisory Committee members by the Municipality at the Council meeting of July 5th.
- (c) Letter from Planning re receipt of our application to amend the Municipal Planning Strategy and Land Use By-Law to revise the Port Williams Well field land use controls. (*For Information.*)
- (d) Letter from Planning re proposed parking exceptions in Port Williams.

ACTION: Email to Kim.

II. Other Correspondence:

- (a) Letter from Bishop & Company re year end management. (*Discussed under new business.*)
- (b) Letter from NS Municipal Finance Corporation re 2011 Fall Debentures written commitment due by September 16th.
- (c) Annapolis Valley Regional Library Annual Report April 1, 2010- March 31, 2011. Was noted that the Port Williams Library did very well compared to other libraries even in larger communities.
- (d) Media Relations in the Public Sector - webinar on July 28th. (*For Information*)
- (e) Letter from New Horizons for Seniors Program re: funding applications being accepted from June 20th to September 16th. (*For Information*)
- (f) Letter from Dawn MacNeill enclosing copies of the guidance documents re Designation of a Protected Water Area and a summary of Protected Water Area Regulations in NS. (*To be distributed to the Committee on July 26th*)

III. Email Correspondence:

- (a) Water Wastewater Forum to provide elected officials with an overview of water and wastewater issues --scheduled for Sept 14 & 15th in Truro.

BUSINESS ARISING FROM MINUTES:

- (a) Port Williams Area Advisory Committee: Meeting will be called by the County Planner and should happen around the end of August 2011.
- (b) Signs for Interpretive Centre: Panels are now up.
- (c) Crosswalk Flags: LRB Fabricating has made some posts to put the flags and bucket on.
- (d) Purchase of New Public Works Truck: A motion to accept the purchase of a previously owned 2010 Chevrolet from Par 4 Auto Sales Ltd. for \$16,000 less trade in \$600 for old truck (2000 Ford) plus tax and installation of hitch and safety light from old truck was seconded. **MOTION CARRIED.**
- (e) NS-TRIP Application: Received a verbal response that no funding will be awarded.
- (f) Repairs to Roof over Main St. Entrance: Repairs are completed. Roof was made larger to cover the library book drop and gutters were also installed.

REPORTS:

Janitorial: Brian Tupper reported:

- Parking lot in front of Community Centre entrance was repaired, water had been seeping through because of a spring under that section.
- Concern expressed over improper garbage disposal from the park and ball field.
ACTION: Look into getting a new set up for garbage in these areas.

Fire Department: Chief Philip Porter reported:

- Four alarms this month all for assistance, and two medical emergencies.
- Catered a wedding.
- Participated in some parades.
- Practices will cease until the end of August because of the heat.
- No water usage.

Kings County Councillor: Janet Newton reported:

- New CAO, Bob Ashley has started.
- Received an email from Kyle Steele regarding a number of issues he wished to see addressed. His three main concerns were that he would like to see the shoulder paved higher up on Highway 358 than it is now, he would like the no engine breaking sign to be moved, and he would like to see the police enforce the speed limit.

Water/Sewer/Public Works/Transportation Report: No Report Given at Meeting.
(Copy attached)

Lions Club: Brian Tupper reported:

- Debbie Isnor was made the new President.
- Have and will be catering weddings.

Board of Trustees: Doug Gates reported:

- Nothing new to report.
- Next meeting to be held September 22, 2011.

Recreation Committee: Craig Newcombe reported:

- No meetings during summer months.

Waterfront Development Committee: Kim Cogswell reported:

- Mark Davidson will be the final member of this committee.
- Unable to meet because of vacations and conflicting schedules until after summer months.

Personnel Policy Committee: Craig Newcombe reported:

- Need job descriptions done.
- Weekly schedules for Village staff are being emailed to commissioners.
- Acceptance forms for new positions need to be prepared and signed.

Water Area Designation Committee: First meeting is scheduled for July 26th at 9am.

Association of NS Villages:

- New website is up and able to be googled.
- AGM is scheduled for September 17th with an orientation day on the 16th in Baddeck. (*Lewis Benedict and Laura Wightman will be attending.*)

Treasurer's Report: Laura Wightman reported:

- Financial Statements for June 30, 2011 were presented. A motion to accept the Village General Operating and Water Utility financial statements was moved and seconded. **MOTION CARRIED.**
- It was moved and seconded to appoint Bishop & Company Chartered Accountants Inc. as auditors for 2012. **MOTION CARRIED.**
- It was **AGREED** to pay 50% of the Port Williams and District Lions Club's 2011-2012 insurance for liquor liability in the amount of \$465.00.
- It was **AGREED** to purchase 23 tables from Harbourside Promotions at \$35/table. The Fire Department and the Lions Club will pay the Village one third. All income from rental of the tables will belong to the Village. The Office will coordinate the usage of the tables, which are being stored at the Public Works Building.
- It was moved and seconded to purchase a new hard drive for Public Works per quote from Datawave not to exceed \$1,000 HST included. **MOTION CARRIED.**
- Discussion on the purchase of a computer, chair and keyboard drawer for the Village Clerk/Treasurer was held. It was the consensus that there was no need for an additional computer. **ACTION: *Quotes will be obtained for a chair and keyboard drawer.***

NEW BUSINESS:

- (a) **Auditor’s Management Letter:** Copies were provided to the commissioners. The points identified were discussed. ***ACTION: 1. Ensure each employee has a Terms and Conditions of Employment Letter signed by the employee and a designate of the Commission. 2. Compare income collected and received from Municipality re property taxes and sewer assessment with calculated amount on roll. 3. An account coding list for items to be posted in Simply will be completed by the next Commission meeting. 4. The Community Centre .8 cents, which is going to the reserve, will be discussed with Service NS & Municipal Relations.***
- (b) **Snow Shoveling:** Cheryl and Wade Sommers have indicated that they will not be able to continue their contract with the Village for removal of snow from the front entrances of the buildings. It was **AGREED** that the Assistant Superintendent of Public Works will do the shoveling during the day. The Village’s Policy on Snow and Ice Control indicates that all walks will be cleared by 8:00am. An adjustment in starting time for the Assistant Superintendent will be required. ***ACTION: Lewis Benedict to make inquiries into finding someone for the evening shoveling; Craig Newcombe to discuss this new duty with Bruce Bezanson.***)

OTHER HOUSEKEEPING BUSINESS:

- (a) **Association of Municipal Administrators Fall Conference:** It was **AGREED** that Laura Wightman be granted approval to attend the October 18-21, 2011 Fall Conference in Baddeck.

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

MOTION CARRIED.

Lewis Benedict, Chair

Felicia Wooden, Admin. Assistant