

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF JUNE 21, 2011

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

IN ATTENDANCE: Stan Hancock, Brian Tupper, Janet Newton, Philip Porter, Laura Wightman, Felicia Wooden and Ron Mullins – Kings Transit.

The chairman, Lewis Benedict called the meeting to order at 7:32 p.m.

APPROVAL OF MINUTES:

It was moved and seconded that the minutes of the Regular Commission Meeting on May 17, 2011, the Special Commission Meeting on June 6, 2011 and the Special Meeting on June 9, 2011, be approved as circulated. **MOTION CARRIED.**

CORRESPONDENCE:

I. Municipality of County of Kings:

- (a) Building Permit Report for Month of May 2011. In Kings County 142 permits were issued with a total value of \$6.7 million. 3 permits issued for Port Williams with a total value of \$136,060.
- (b) Letter of support for the NS-Trip application. (*For Information*)
- (c) Email from Ben Sivak, Planner re road access onto Highway 358 states that no review will be done until there is a specific development plan to consider at which time the developer would be required to conduct a traffic study.
- (d) Letter requesting Gas Tax project submission for 2011/12 to 2015/2016 by June 30th. (*For Information*)

II. Other Correspondence:

- (a) Letter from Minister of Environment re Dawn MacNeill attending May 18th meeting. (*For Information*)
- (b) Letter from Minister of Service NS & Municipal Relations re David Smith attending May 18th meeting. (*For Information*)
- (c) Letter of support from Kings Transit for NS-Trip application. (*For Information*)
- (d) Letter from Hiltz & Seamone re Surfline quote for SCADA monitoring system for sewer. It was moved and seconded to purchase the SCADA system as required. **MOTION CARRIED.**
- (e) Flower cart notice of AGM on June 28th. (*No Action*)

III. Email Correspondence:

- (a) Connie Millett concerning the Interpretative Centre – *see Business Arising and Other Housekeeping Business.*

BUSINESS ARISING FROM MINUTES:

- (a) NSPC LED Streetlight Change Over: (*No further information at this time*)
- (b) Port Williams Area Advisory Committee: Two Commissioners were appointed

to this Committee: Craig Newcombe and Ernie Hovell. They will each serve a one year term on this Committee.

- (c) Tractor Accident: No status (***Remove this from business arising.***)
- (d) Signs for Information Park: Lewis received pricing for the 3 plaques from Auto Trim. Each 42”x30” is \$195 plus tax; the 18”x24” is \$75 plus tax. Lewis suggested having a layer of Lexan overtop of all three plaques to provide added security. This would cost approximately \$100 for all 3 plaques. It was moved and seconded to purchase plaques from Auto Trim at the indicated prices and to cover them with Lexan. **MOTION CARRIED.**
In a letter to the Village Commission Connie Millett noted the staining on the welcome sign. **ACTION: Stan will talk to Peter Murray who painted the sign originally and have him repaint it.**
- (e) Crosswalk Flags: Do not believe that we paid for the crosswalk posts. **ACTION: LRB Fabricators will make posts for the crosswalk flags.**

REPORTS:

Janitorial: Brian Tupper reported:

- Cleaned boiler room.
- Going to do a few repairs around Community Centre in next few weeks.
- Small insect problem in Community Centre. **ACTION: Mention to Braemar when they come in to do next inspection.**
- Repairs to overhang on front entrance to Community Centre: Currently there is no one available to repair the roof. It was suggested an aluminum roof would work better in that area. **ACTION: LRB Fabricators to make aluminum overhang.** Also need gutters over the bike rack and the book drop. **ACTION: Contact Mr. Seamless to install gutters in the needed areas.**

Fire Department: Chief Philip Porter reported:

- One alarm this month.
- Port Williams Days BBQ was successful. 325 meals sold.
- Are using the old boardroom meeting table and chairs, have found it makes for a better meeting.
- Have received three requests for participation in parades. Had to decline one because of the distance the float would be required to travel.
- Used 15,000gal of water.

Kings County Councillor: Janet Newton reported:

- Canning’s water utility was taken over by the Municipality
- It was **AGREED** that the Port Williams amendments to the Land Use By-Law should go forward.
- She will check with the Municipality about funding ½ of the Village’s portion of the NS-TRIP grant.
- The Province has set up a Towns Task Force to study the challenges municipalities across NS are facing.

Water/Sewer/Public Works/Transportation Report: Stan Hancock reported:

(Copy attached)

- Construction at new pumping station moving along well.
- Sidewalk project should be complete by end of June or first of July.
- Contacted the Department of Highways about the potholes on High Street, was told they would repair them when the rain stops.
- Looking for a new truck for Public Works use.

Lions Club: Brian Tupper reported:

- Port Williams Days were very successful. Thanked the Village for their help. There were about 76 registered yard sale vendors. Businesses were very supportive with their firework donations.

Board of Trustees: Ernie Hovell reported:

- Meeting took place on May 19th.
- Been encouraging kitchen inventories.
- Food handling was discussed and certificates will be placed in the Hall Kitchen.
- Discussed the concern expressed from the Library regarding Friday evening events being held in the auditorium. Kathy Laffin-Hanks Secretary of the Board of Trustees took the concern to the Library.
- Next meeting will take place September 22, 2011.

Recreation Committee: Brian Tupper reported:

- The ball netting has been put up.
- Kentville Minor Ball will be practicing in Port Williams.
- Soccer meeting took place between Lewis Benedict, Wayne Blenkhorn, Geneve Newcombe, John Gordon, Ted Fraser, Bruce Bezanson and Laura Wightman on June 7th
- The Park Committee has decided to go forward with the plan from Lasting Impressions for the memorial garden at the park.

Waterfront Steering Committee: It was moved and seconded to disband this committee. **MOTION CARRIED.**

Waterfront Development Committee: Kim Cogswell reported:

- Still looking for a citizen at large to be a member of the committee. ***ACTION: Put on the website to submit nominations by the end of the month. Kim will also talk to some individuals regarding this.***

Personnel Policy Committee: Kim Cogswell reported:

- Time to review, two months have passed.
- Craig Newcombe was appointed to replace Scott Leier on the committee.
- Next meeting to take place on June 23, 2011

Source Water Protection Committee: Craig Newcombe reported:

- A meeting was held on May 18th with the Dept Agriculture, Service NS & Municipal Relations, Dept of Environment, County, Engineers and the Village. It looked at different scenarios but the conclusion was to start the process of designating the well fields under the Environment Act.
- Letter was written to John MacDonell regarding the protection of Port Williams Well Fields. Letter was carbon copied to Darrell Dexter, Scott Brison, Jim Morton, Sterling Belliveau, and Diana Brothers.

Treasurer's Report: Laura Wightman reported:

- It was moved and seconded to accept the financial statements prepared by the auditor for the year end March 31, 2011. **MOTION CARRIED.** *(These were reviewed and accepted on June 6th at a Special Commission Meeting and presented at the June 9th Annual General Meeting.)*
- It was moved and seconded to move the net amount of \$36,000, from the 8 cents for the Community Centre, to the reserve fund. **MOTION CARRIED.**
- The 2011/2012 Budget for Village General Operating and Water Utility were presented with a slight adjustment in the Village General Operating budget from the annual general meeting. A motion to accept the 2011/2012 Budget was moved and seconded. **MOTION CARRIED.**
- Financial Statements for May 2011 were presented. A motion to accept the May 2011 Village General Operating and Water Utility financial statements was moved and seconded. **MOTION CARRIED.**
- Requested approval for purchase of 3 Kohler Diesel generators at \$20,221 each (plus HST) from Sansom Equipment Ltd for the 2 sewer pumping stations and the sewage plant. Gas Tax will be received for these. It was moved and seconded to purchase the three generators. **MOTION CARRIED.**
- Requested approval for purchase of 2 Nitrox Analyzers for wells 1 and 2 from Atlantic Purification Systems at a total cost of \$40,503 (HST included). Cost to Village is approx. \$4,000 as rest is covered under the MRIF grant. It was moved and seconded to purchase the analyzers. **MOTION CARRIED.**

NEW BUSINESS:

- (a) Formation of Transit Committee and approval of \$3,750 for our portion of the NS-TRIP (Transit Research Incentive Program) grant. Members to be: Lewis Benedict, Doug Gates, Wayne Blenkhorn, Janet Newton, Ron Mullins, Kyle Steele and Jennifer Weisner. **It was approved in principle pending receipt of the grant.**
- (b) Formation of a Water Area Designation Committee: The Source Water Protection Committee recommended the formation of this committee with members as follows: Lewis Benedict, Craig Newcombe, Ben Sivak, Janet Newton, Stan Hancock, Dawn MacNeill (Dept of Env), Doug Seamone, Engineer (as needed), Peter Muttart, lawyer (as needed), and an individual from the Department of Agriculture. ***ACTION: Send letters to all individuals listed requesting them to be on the committee. A meeting should be called and have taken place before the regular Commission meeting next***

month (July 19, 2011). It was moved and seconded to accept the members of the Water Area Designation Committee. **MOTION CARRIED.**

- (c) Purchase of Public Works Truck: Quotes from dealerships for new Public Works truck were reviewed. ***ACTION: Contact Fundy Ford and Summit Hyundai for quotes and bring back final information to next meeting.***
- (d) JAM Scholastic Award: This year's JAM scholarship was awarded to Rachel State-Taylor. This scholarship was made possible because of a Trust given by James A. Miner in 1991. It is awarded to a resident of the Village, for at least 5 years, who will be attending Acadia University in the following academic year. They must exhibit scholastic merit, have contributed positively to community life and Church affairs and also demonstrate financial need.
- (e) Scott Leier's Retirement and Craig Newcombe's Welcome: Supper to show appreciate to Scott Leier for his years of service on the Village Commission and to welcome new Commissioner Craig Newcombe. Dates for this event will be either July 14 or July 21, 2011.

OTHER HOUSEKEEPING BUSINESS:

- a. Municipal World Subscription: ***ACTION: Cancel the subscription.***
- b. Gardens around Village and Welcome Signs: In a letter to the Commission Connie Millett mentioned the gardens are not being attended to on a regular basis. ***ACTION: Bruce is to maintain the Canard Dyke, Belcher Street, Church Street and Interpretive Area.***

Upon a motion being made, the meeting was adjourned at 10:16 p.m.

MOTION CARRIED.

Lewis Benedict, Chair

Felicia Wooden, Admin. Assistant