

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF NOVEMBER 17, 2020

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

IN ATTENDANCE: Karen Rovers, Joe Keddy, Laura Jacobs, Philip Porter, Brian Tupper, Jason Stevens, Jenny Rand, Alyson Keddy, Pat Lepoidevin, Shana Vidito and Darlene Robertson

REGRETS: None

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

a) **APPROVAL OF MINUTES:**

(a) It was moved and seconded that the minutes of the regular Commission meeting on October 20, 2020 be approved as circulated. **MOTION CARRIED.**

(b) It was moved and seconded that the minutes of the special Commission meeting on October 30, 2020 be approved as circulated. **MOTION CARRIED.**

b) **Correspondence Municipality of County of Kings:**

(a) Building permits report for the month of October, 2020. In Kings County 89 building permits were issued with a total value of 6.4 million, 5 permits were issued for Port Williams with a total value of four hundred sixty five thousand dollars. (*Information only*)

(b) Letter from Mayor Muttart, Municipality of the County of Kings advising that Department of Transportation and Infrastructure Renewal has requested the Municipality submit a list of ten roads for upgrade cost-sharing consideration for fiscal 2021-22 (*Information only*)

(c) Letter from Mayor Muttart, Municipality of the County of Kings advising of the forming of a Joint Accessibility Advisory Committee at a meeting on Wednesday November 18, 2020 at 7:00pm at the County Council Chambers. (*Information only*)

(d) Letter from the Municipality of the County of Kings that Lots 104 through 107 on Leaside Drive can connect to the Village of Port Williams Sewer. (*Information only*) Lewis asked if there are any requests from the Municipality which is outstanding – Joe responded that all had been approved.

c) **Other Correspondence:**

(a) E-mail from Frances MacVicar, teacher at the Booker School, requesting to put neighborhood maps for newcomers constructed by the students in to the Village's Community Centre. *Recreation Director Laura Jacobs will*

reach out to Frances.

BUSINESS ARISING FROM MINUTES:

- a) **Wastewater Upgrade Phase II** – Joe reported:
 - Required Gas Tax sign was put up five days ago. Will begin planning for construction activity to start 30 days after sign installation.
- b) **Belcher Street Village welcome sign** - Joe reported:
 - Sign has been put up and looks good.
- c) **BG Squared Collins Rd subdivision** – Joe reported:
 - No update since the signed approval.
- d) **Request to County to consider Brison Development walkway as a trail** – Geoff Muttart reported:
 - Geoff has been working on this on behalf of the Village.

REPORTS

Municipal Councilor – no report provided.

Janitorial: Brian Tupper reported:

- Things are going well.
- Laura has been a great help.

Fire Department: Chief Porter reported:

- 6 alarms – monthly average has increased in past 4 years
- Seven members took part in live fire training at the fire school
- Fire Advisory Committee meeting on November 19, 2020
- Asked if they would be able to use the Auditorium kitchen for their upcoming Christmas gathering. Commission explained that due to the extra Covid cleaning did not want to reverse their motion regarding the use of the kitchen at this time.
- Changes have taken place with liquor license based on Covid rules.

LIONS Club: - Brian Tupper reported:

- Their 50th Charter Night is coming up on November 21, 2020.
- Wreath sale fundraiser coming up on November 28th - Good response to this fundraiser.
- Santa Breakfast planned for December 5, 2020
- Food hampers are going to be delivered on December 22, 2020
- Things are getting busy.
- Presented the Recreation Department with a cheque for \$150.00 towards the Children's Christmas activities.

Recreation: - Laura Jacobs reported:

Programming

(Started second session – programs run in 6 week blocks, pre-registration required)

- Yoga
Mondays 7:00pm – Nov 9 – Dec 14
Thursdays 7:00pm – Nov 5 – Dec 10
NEW- Fridays 10:00am – Nov 13 – Dec 18
- Chair Yoga
Wednesdays 10:00am – Nov 18 – Dec 23
- Active Living
Mondays and Wednesdays 1:00pm
- Tumblebugs (partnership with County Rec)
Mondays 10:00am – Nov 9 – Dec 14

Recreation Advisory Committee

- Meeting Nov 10th
- Event planning
- Fundraising Committee- Splashpad project (virtual race, online auction, Trivia Night, Christmas breakfast?)

Events

- Trivia Night – Nov 13th – proceeds to support the splashpad installation
- December 11th Trivia night fundraising by the Port Williams and District Lions Club will be in support of the LIONS food hamper
- Remembrance Day
- Support with community tracking at event
 - Live streamed event for those who were unable to attend

Holiday Parade of Lights

- Friday Dec. 19th – with support from the Lions through the use of their float and Fire Dept who will assist in traffic control

Community Holiday Light Competition – “Light up Port Williams”

Decorate your house and show your holiday spirit – homes will register for participation, and receive a festive sign for their lawn, to designate their participation. Judging will take place on Dec 19th via judging panel and an online community engagement.

Grants

- Wellness Centre Study – CCH Planning grant - Initial application submitted- waiting for update from CCH
- Splashpad - CCH – Recreation Facility Development Grant – building file with CCH; Kings County – Kings Vision Grant

Other

- Assisting Lions Club with wreath sale promotions
- Fundraising Committee- meetings re: Santa Breakfast, virtual run, online auction, etc.

- Lewis asked Laura if she has received any online feedback or concerns regarding Community spread of Covid
- Joe asked Laura how she was going to pull the float – Laura said that volunteer Eldon Smith would use the Public Works truck
- Kim asked if Laura knew the route – Laura said she is working on the route

Public Works: - Joe Keddy reported

- Water system: Everything is working fine.
- Sewer systems: Everything is working fine.
- Sewer Treatment Plant: Everything working fine
- Nitrates See report
- Responding to alarms.
- Water & sewer inspections.
- Mowing and field maintenance.
- Working on BG Squared proposal, proposal has been approved based on Rev 9 plans.
- Working on easements.
- Pulled sewer pump at Port Pub
- Set up for Remembrance Day ceremony
- Met with contractors/owners for sewer and water services: Barrett's, Graves' property, Newton/Whitehead property.
- Picked up signs at Auto Trim
- Annual hydrant maintenance
- Quote from Tibbetts on electrical for garage door openers.
- Sewer Lagoon Upgrades: Tender opening, No tenders accepted
- Lewis asked why the pump had to be pulled – Joe responded that it had rags in it and mentioned that this does not seem to be an ongoing problem at this time but will monitor.
- A motion to approve the installation of a manhole at the bend on High Street where a property is being subdivided using sewer reserve funds as previously circulate by email to the Commission and not to exceed \$5,000.00 was moved and seconded. **MOTION CARRIED**

Treasurer's Report: -Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for October 2020, as submitted was moved and seconded.
MOTION CARRIED
- A motion to approve Commissioner Benedict to purchase staff Christmas gifts for the budgeted amount as circulated by email was moved and seconded.
MOTION CARRIED
- A motion to approve two fifty dollar additional honorariums for the keyboard player and the Royal Canadian Legion Branch 74 Wolfville as part of the Remembrance Day Observance expenses was moved and seconded.
MOTION CARRIED
- A motion to transfer \$588.15 from the proceeds of Trivia Night to the

Recreation Reserve. **MOTION CARRIED**

NEW BUSINESS

- Well 1a pump invoice – Joe expressed concern that the invoice should be paid because the pump has been replaced with a new one however, it just has not been installed or in Village possession. After discussions the Commission agreed that the pump should be in the Village’s possession before the invoice is paid in full.
- Resident hit by vehicle on crosswalk – Joe spoke to the issue stating that this crosswalk had not been painted. Joe is making arrangements to meet with John Lohr, Richard Lloyd, June Granger and himself to discuss the safety issue at this intersection. It was also suggested that another letter expressing the Village Commission’s concern be sent to DTIR.
- Joe questioned rules about easements – Joe wanted to know if our easements allowed for walking trails.
- Lewis wanted to follow up with NS Power regarding streetlights regarding any outstanding lights which have not been fixed. Joe committed to making a list of streetlights which needed to be fixed and forwarding the list to the office.
- There were discussions regarding the lighting in front of the Fire Department. After discussions it was decided that there should be a request with NS Power for a light to be installed in this area.

Meeting went in camera at 8:00 pm to discuss land acquisition.

Meeting came out of camera at 8:43 pm

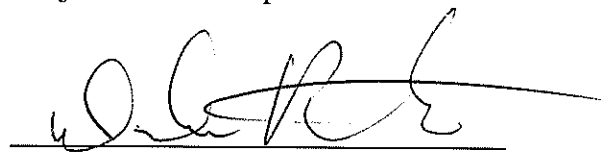
-A motion was made to negotiate for and purchase the properties discussed for the budgeted amounts discussed in camera for the purpose of wellfield protection using funds from the water depreciation account. **MOTION CARRIED**

-Lewis proposed to the Commission that he will be attending the Lions Club’s 50th Charter Night dinner and that he would like to purchase and present a plaque on behalf of the Village which commends the Lions Club for 50 years of exemplary service to the Village of Port Williams.

-A motion was made to purchase a plaque to present to the Lions Club. **MOTION CARRIED.** It was noted that Commissioner Hovell and Commissioner Gates abstained from the motion.

Upon a motion being made, the meeting was adjourned at 8:50 pm


Lewis Benedict, Chairperson


Darlene Robertson, Clerk


Karen Rovers, Chief Financial Officer