

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF DECEMBER 15, 2020**

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

**IN ATTENDANCE:** Karen Rovers, Joe Keddy, Philip Porter, Brian Tupper, Geoff Muttart, June Granger and Darlene Robertson

**REGRETS:** Laura Jacobs

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 November 17, 2020 be approved as circulated. **MOTION CARRIED.**

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

- (a) Building permits report for the month of November, 2020. In Kings County 59 building permits were issued with a total value of \$6.2 million, 4 permits were issued for Port Williams with a total value of six hundred and twenty six thousand dollars. (*Information only*)

c) **Other Correspondence:**

- (a) Thank you letter from the RCMP 'H' Division Pipes & Drums and highland Dancers Society. (*Information only*)
- (b) Letter from John Lohr, MLA Kings North to Minister Hines, Department of Transportation and Infrastructure Renewal regarding crosswalk safety in Port Williams and Canning. (*Information only*)
- (c) Letter of introduction to Commissioner Leier from the Annapolis Valley Community Alcohol Partnership. (*Information only*)

**BUSINESS ARISING FROM MINUTES:**

a) **Wastewater Upgrade Phase II** – Joe reported:

- Getting ready for new year to start activities.
- Gas tax sign is up. Need to wait 30 days before any purchases.

b) **BG Squared Collins Rd subdivision** – Joe reported:

- Work progressing on revision 9 approval. Working on easements with Geoff.
- Developer is looking at spring to start.

c) Request to County to consider Brison Development walkway as a trail –

Karen reported:

- Scott Conrod sent proposal to divide off trail with signage. He will order signs suitable for both Village and Municipal purposes in preparation for another COVID restriction in this regard. Village acceptance of proposal which clearly separates the trail from the park.

(d) Joint Accessibility Committee - Scott reported:

- After discussions a motion for the Village of Port Williams to accept the invitation from the Municipality of Kings to participate in a Joint Accessibility Advisory Committee and to cost share expenses for the Committee as outlined in the October 6, 2020 JAAC Request for Decision presented to Municipal Council was moved and seconded. **MOTION CARRIED.**
- The Committee plans on meeting approximately 18 times a year until established. Scott explained that this is an on-going commitment.
- Karen estimated a budget of approx. 1600 hundred dollars to accommodate the cost-share proposal as well as additional training for the first year but felt this amount should be less in subsequent years.

(e) Department of Agriculture meeting – Lewis reported:

- Meeting arranged to provide an update on Farnham Dyke
- Department of Agriculture has scheduled the pre design phase to start this spring which will take approx. 6 to 8 months. After this they will be determining the plan to proceed. Expectations are that the construction phase will be sometime between 2023 and 2026.

(f) Community Centre COVID closure status – Karen reported:

- Update was provided – since last Commission meeting a decision was made to close the Community Centre and suspend recreation programming as a cautionary step due to an increase of COVID cases. After discussions a motion to keep the Community Centre closed for use and suspend recreational programming in the Community Centre, to be reevaluated January 4, 2021 with a potential phase 1 opening January 11, 2021 was moved and seconded. **MOTION CARRIED.**

(g) Letter to DTIR regarding pedestrian hit in crosswalk – Lewis reported:

- Lewis received a phone message from Richard Lloyd, DTIR advising that they are in the process of an investigative study of this intersection.
- Joe added that he had met with DTIR and that a camera went up for 2 days to determine the traffic volume at this intersection. There were some suggestions, some of which were the removal of illegal signs at this intersection,

- clearing of brush, installation of additional street light and reflective tape on the poles with the crosswalk flags. Richard had committed to review again on Thursday.
- Joe mentioned that he had reviewed the streetlights in the Village and had provided a list of possible intersections which could use and additional streetlight.
  - Scott mentioned that streetlights in a subdivision are looked after by the county. If the homeowners are agreeable to a streetlight there is an interest-free loan whereby payments are reflected on their Municipal tax bill and if the homeowner moves they must pay the loan off at that time.
  - Joe said that the lights he is looking at would be at the intersections entering the subdivisions.
  - Geoff mentioned that this should also be flagged during subdivision approval.
  - Joe met with NS power regarding the streetlight in front of the Fire Hall.
  - After discussions a motion to install the 5 streetlights at locations presented by Joe was moved and seconded.

**MOTION CARRIED.**

(h) Pump for Well 1a – Joe reported.

- The pump is in the shop and the bill has been paid.

## REPORTS

**Municipal Councilor** – June Granger reported:

- Apologized for not attending the last Commission meeting – first few months have been extremely busy
- Listed the various Committees she will be on
- Mentioned COVID 19 Community Group Relief Grant up to two thousand dollars with a deadline of March 2021
- Still in orientation as a new Councilor
- Commissioner Hovell advised that the Lions Club had received a \$2,000.00 grant

**Meeting with PW Business Association:** Lewis Reported:

- Met with Port Williams Business Association.
- They have incorporated.
- Are looking at walking trails and building a foot bridge over Terry's Creek
- Lewis mentioned to the Association that it would be good for them to meet with Kim who was on the Waterfront Development Committee and Laura Jacobs who is the Village's Recreation Director.
- Lewis asked the Association for regular updates on their

activities.

**Janitorial:** Brian Tupper reported:

- Working on cleaning and painting the Public Works building
- Have done a few repairs
- Things are going good

**Fire Department:** Chief Porter reported:

- 6 alarms this past month for a total of 60 so far this year
- Have shut down non-essential travel in the Fire Hall
- Ensuring of mask wearing when appropriate
- Scott asked if it might be a good idea to put on the sign – clean your chimney
- Three members do not have pagers which they are working on

**LIONS Club:** - Brian Tupper reported:

- Successful wreath fundraiser sale
- 50/50 raffle ticket draw is tomorrow
- Food hampers will be delivered on December 22.
- Three new members

**Recreation:** - Laura Jacobs reported:

**Programming:**

All programs are currently suspended based on the closure of the Community Centre.

Request to review re-opening plans to permit the return of programming for January-pending state of COVID cases in the surrounding area.

**Events:**

- Santa Breakfast- cancelled due to increased COVID-19 cases in Nova Scotia.
- Light Up Port Williams – ongoing registration, signs have been distributed to those how have registered their addresses. Judging to take place Dec 19<sup>th</sup>, with an opportunity for the community to vote online
- Holiday “Float By” - scheduled for Friday Dec 18<sup>th</sup>
- Trivia Night – in person event cancelled, shifted to virtual event via Zoom on Dec 11<sup>th</sup>. Proceeds to support the PW & District Lions Christmas food hampers.

**Capital Projects:**

- Wellness Centre
  - RFP – request review for submission
  - CCH Planning Grant- proposal finalized
- Splashpad
  - Fundraising efforts have been delayed due to COVID
  - Request to approve project for 2021 installation

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- Active Transportation/Sidewalks
  - Kings County Active Transportation review offered summary of initial community engagement – priority recommendation is review of sidewalk installation to connect communities on Collins Rd

**Other:**

- Active Kids Healthy Kids Committee
  - Review submissions and assisting PW Basketball Association with application
- Mental Health First Aid Training – two-day course
- Valley Recreation AGM
- Booker School – Community maps – connected with the school to support their project, finalizing the design and printing options.
- Elf Trivia Trail – new activity- decorated trees in the park and along the trail, each has a different holiday themed trivia question posted.
- It was mentioned that the capital sidewalk project should be discussed in the near future. Joe committed to getting some approximate costs per kilometer
- Suggested a separate meeting to discuss

**Public Works:** - Joe Keddy reported

- Water system: Everything is working fine.
- Sewer systems: Everything is working fine.
- Sewer Treatment Plant: Everything working fine
- Nitrates Averaging 8mg/l (Working on controller)
- Responding to alarms.
- Water & sewer inspections.
- Working on BG Squared proposal, proposal has been approved based on Rev 9 plans.
- Working on easements.
- Water main repair on main street
- Painting shop
- Working on cameras
- Heater installed at shop
- Water meters read. All meters in working order. Investigated 4 high water reading concerns.
- Turned water off and disconnected Flemming's water.
- Hydrant repairs completed.
- Fire Dept. door openers approx. \$2400 Electrical & \$6000.00 Openers Total \$8400.00 plus HST
- Meeting with John Lohr and Doug Pulsifer to go over crosswalks and traffic concerns.

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- Working on sampling requirements for DOE.
  - Water/sewer connections Brison/Village easement.
  - Drive by assessment of lights that are out and a recommendation on lights that should be added.
    1. Wellington Dyke and Church Street intersection
    2. End of Steeple View/Collins Road
    3. End of Leaside Drive/Collins Road
    4. Applewood Sub/Collins Road
    5. Starrs Point Road/High Street intersection
  - Met with NS Power to scope light requested in front of the Fire hall.
  - **Sewer Lagoon Upgrades**: Work to be started in the New year
- Joe mentioned that the approximate cost for the Fire Department automated doors with electrical would be ten thousand dollars. After discussions a motion to approve the capital cost of ten thousand dollars for the automated doors for the Fire Department was moved and seconded. **MOTION CARRIED.** Joe was asked to get three quotes.
- Joe mentioned that signs have been made up for the Park by the Municipality should there be another COVID shut down.
- Commissioner Leier asked Joe if it was possible to have the crosswalk lines implanted in the pavement to resolve the painting issue of the sidewalks. Joe said he would look into this.
- Commissioner Leier mentioned that at the Lawrence Gate subdivision there is water running across the road which could be a hazard if it freezes. Joe said he would report it.
- A motion to approve the capital cost of twenty five hundred dollars to purchase a heater in the Public Works building 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 November 2020, as submitted was moved and seconded. **MOTION CARRIED**
- A motion to purchase a replacement laptop for the Chief Financial Officer not to exceed \$1,600.00 as circulated by email was moved and seconded. **MOTION CARRIED**
- A motion to transfer \$75.00 donated to the Fire Department to the Fire Department reserve was moved and seconded. **MOTION CARRIED.**

### **NEW BUSINESS**

- Commissioner Gates asked if it was possible for the Commissioners to be notified when the flag is lowered. The office will send an email correspondence when the flag is lowered and who it is lowered for.

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- There were some discussions regarding the COVID testing of wastewater in Wolfville.

Meeting went in camera at 8:35 pm to discuss land acquisition and personnel issue.  
Meeting came out of camera at 9:10 pm

- A motion to approve the carry over of 40 hours of vacation time into the new year for Joe Keddy which if not used before January 31, 2021 will be revoked was moved and seconded. **MOTION CARRIED.**

Upon a motion being made, the meeting was adjourned at 9:15 pm



Lewis Benedict, Chairperson



Darlene Robertson, Clerk



Karen Rovers, Chief Financial Officer