

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF December 16, 2014

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

IN ATTENDANCE: Brian Tupper, Fire Chief Lionel Rhynard, Ryan Miller, Geoff Muttart, Joe Keddy, Geneve Newcombe & Darlene Robertson

REGRETS: Councilor Emma Van Rooyen

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

APPROVAL OF MINUTES:

- I. It was moved and seconded that the minutes of the regular Commission meeting on November 18, 2014, be approved as circulated. **MOTION CARRIED.**

CORRESPONDENCE:

I. Municipality of County of Kings:

- (a) Building Permit Report for Month of November, 2014. In Kings County 33 permits were issued with a total value of \$3.9 Million, 6 permits were issued in Port Williams. *(information only)*
- (b) Letter from the Municipality of the County of Kings requesting confirmation that lots 2014-1 and 2014-2 on Highway 358 can be connected to the Village of Port Williams sewer service. *(Information only)*
- (c) Letter from the Municipality of the County of Kings requesting confirmation that Lot 8 and remainder lot can be connected to the Village of Port Williams sewer service. *(Information only)*
- (d) Notice of public hearing from the Municipality of the County of Kings to adopt proposed text and map amendments to the Land Use Bylaw and enter into a development agreement. *(Information only)*
- (e) Letter from Warden Diana Brothers, to Mayors and Village Chairpersons of discussions scheduled to take place at the Municipal Committee of the Whole meeting on Tuesday, December 16, 2014 to amend the existing Memorandum of Understanding signed by the Municipality and seven Villages to include the Towns within Kings County. *(Information only)*
- (f) E-mail from the Municipality of the County of Kings providing the November 4th and 18th Municipal Council action lists.
- (g) E-mail from the Municipality of the County of Kings providing the November 18th Committee of the Whole action list.

II. Other Correspondence:

- (a) E-mail from Les Coleman, Municipal website coordinator stating that we would be required to redevelop our website due to capability issues with the web server software. Cost would be \$1,000 a year over a three year period plus the additional cost of bronze support. Office staff looked at alternative options for website which would be more cost effective. Village Commission agreed that this was a housekeeping item and directed staff to proceed with best option.
- (b) Letter of good standing from Workers' Compensation Board of Nova Scotia.

BUSINESS ARISING FROM MINUTES:

- (a) **UV System for Sewage Treatment plant** – Superintendent of Public Works, Joe Keddy, reported that project thus far is within budget. The roof and gyp rock has been installed. A straight truck will be delivering the main UV system on December 23 and will need to move the unit to a flatbed in order to make delivery onsite. Suggestion was made to have the transfer to a flatbed in LRB's yard at 1311 Belcher Street.
- (b) **Fire Department Rules of Governance** – Commissioner Craig Newcombe said that they are close to completion. Last revision on December 15 is ready for review. A copy is to be sent to the office for circulation to the Commissioners and forwarded to Village's lawyer, Geoff Muttart for their review. Final comments are needed by Friday in order to meet the 30 day pre-AGM posting requirement.
- (c) **Insurance claim for wells** – Chief Financial Officer, Geneve Newcombe reported that the Village has received the funds from the well claim.
- (d) **Easements** – Superintendent of Public Works, Joe Keddy, met with the Village's lawyer, Geoff Muttart. An initial group of grants of easements have been provided to Joe to get signed. Any mortgage companies will also need to sign. Geoff explained that the Village's position is that the easements currently exist even if not granted, and the documents clarify the rights for the benefit of the Village and owners of the properties. The property owners can arrange to sign the grants of easements at Muttart's law firm if the owners want to avoid incurring costs.
- (e) **Main Street Lateral Repairs** Chairperson, Lewis Benedict explained that approximately 27 years ago the Village ran a line down Main Street and the residences at that time had the opportunity to connect to the Village line. A number of home owners at that time decided not to connect to the Village line and made the decision to remain on the private line. It was determined that not all of the current homeowners on this private line (lateral) are aware that they are responsible for the line and therefore the Village should send out a courtesy letter. Lawyer, Geoff Muttart will review the letter before it is sent out to the residents. Superintendent, Joe Keddy will verify who is connected to this lateral to determine who the letters should be sent out to.
- (f) **Nova Scotia Power lights** – Office reported that a spreadsheet has been started and are in the process of recording the reported outages of lights. It was

mentioned that the light by the crosswalk on High Street is out as well as the light at 1408 Belcher Street. Brian Tupper also mentioned that there is a light out at the industrial park.

- (g) **Letter sent to Municipality to reconsider grant funding for wellhead land purchase-** Councilor Emma Van Rooyen provided an e-mailed update which was circulated to the Village Commissioners.

REPORTS:

Village/Municipal working group meetings: Kim Cogswell reported:

- The working group met a total of three times.
- A final analysis was written by Tom MacEwan, CAO for the County of Kings. A well written document.
- Financial Data was gathered by the Villages and was passed on to the Municipality as supporting documentation.
- County of Kings was pleased with committee.

Municipal Fire Department Financial meeting December 11th: Geneve Newcombe reported:

- The new Fire Grant Program was presented by Steven West.
- The application process was explained and in some instances standard responses were provided to assist the Fire Departments when completing the documentation.
- Chief Financial Officer, Geneve Newcombe reminded the County of Kings that information regarding the grant program should be forwarded to the Village Office and not just the Port Williams Fire Department because the Fire Department is Village owned. The tight timeline of January 16th did not take into account that the Village Commission only meets on a monthly basis to discuss or make any required motions for the grant funding.
- The fire grant application for operating expenses is now based on the upcoming year's budget and not on expenses incurred in the previous year as what was done in the past.

Janitorial: Brian Tupper reported

- Things are going well.
- Busy cleaning out the Janitorial closet as well as the furnace room.
- Recently had an old vacuum repaired for a cost of \$160.00
- Brian suggested that the garbage pickup by EFR Disposal could be changed to bi-weekly because we are not generating enough garbage for a weekly pick up.

Fire Department: Chief Lionel Rhynard reported:

- 3 calls in the past month.
- 4 members have now completed the Medical First Responder course making a total of 5 members who have the MFR certification.
- Level one courses are ongoing.
- Booked the safety officer course for February 21 and 22, 2015.
- No water usage.

- One new member.

Lions Club: Brian Tupper reported:

- Have some catering and bar jobs lined up.
- Selling tickets for Christmas raffle
- Working on preparations for Christmas hampers, need is up this year
- Contribution was made to the Christmas Miracle (Kentville Kinsmen/Kinettes)
- Have two new members and are losing two members to another club.
- Receiving lots of requests for assistance with medical and electrical bills

Kings County Council: E-mail update circulated to Village Commissioners

Water/Sewer/Public Works/Transportation Report: Joe Keddy reported:

- Water and Sewer testing completed
- Nitrates – outlet 5.8 average & Inlet 8 average
- Busy with sewer UV disinfection system project
- Viewed camera at throw pitch area to determine which vehicle caused damage to turf and reported to authorities. Repairs will be required in the spring.
- Repaired water leak at Rawding Drive.
- Working on ceiling fans in the Community Centre
- Worked with Department of Transportation to obtain their sign off on the water and sewer project work along highway 358.
- Christmas tree lighting.
- Working on the Booker School – Fire line and hydrant.
- Sewer repair on Middle and Main.
- Meetings regarding easements.

Treasurer's Report:

- Reviewed the UV project cost spreadsheet
- First claim for funding will be submitted for the end of November to the Gas Tax Program and Provincial Capital Assistance Program.
- Fire Chief Lionel Rhynard was asked why the fuel consumption is up from last year. Lionel explained that there has been more training on the trucks and van this year.
- A motion to accept the Village General Operating and Water Utility financial statements for November 30, 2014 as submitted was moved and seconded.

MOTION CARRIED.

- Fire Departments budget was presented and reviewed. Chief Financial Officer, Geneve Newcombe stated that there are a couple of supporting comments to be added to the spreadsheet.
- A motion to accept the Fire Grant Application and budget was moved and seconded. **MOTION CARRIED.**

NEW BUSINESS:

- (a) Cost of Radar speed signs – Office Staff checked with the Town of Middleton and the Town of Berwick. Both purchased their speed signs from DAVTECH for a cost of approximately \$2,400.00 Superintendent, Joe Keddy said he would check

with the public works department in Kentville to see who they purchased their speed signs from.

- (b) Commissioner, Ernie Hovell asked if the Commission would support a letter sent to the Department of Transportation requesting the speed limit change to 70 km starting at Canard Acres. Village Commission agreed that the Office Staff would send a letter. Commissioner, Kim Cogswell asked office staff if the letter had been sent to our MLA regarding safety concerns by the School on Belcher Street. Office staff stated that it is on the to-do list but have not completed at this time.
- (c) Commissioner, Craig Newcombe said he had received a request from the Fire Department to purchase 8 Helmets, 5 flame hoods, 5 lights and some gloves because the department membership has increased to 26 members and requires additional gear. A motion to approve the purchase of the items to a maximum cost of \$5,000., was moved and seconded. **MOTION CARRIED.**

Upon a motion being made, the meeting was adjourned at 9:25p.m.

MOTION CARRIED.


Lewis Benedict, Chairperson


Darlene Robertson, Clerk