

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF APRIL 21, 2020

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

IN ATTENDANCE: Karen Rovers, Joe Keddy, Laura Jacobs, Brian Tupper, Geoff Muttart and Darlene Robertson

REGRETS: Meg Hodges

Chairperson, Lewis Benedict, called the meeting to order at 1:18 p.m.

- a) **Moment of Silence** – Chairperson Lewis Benedict requested a moment of silence for the many victims who were killed over the weekend.
- b) **APPROVAL OF MINUTES:**
 - (a) It was moved and seconded that the minutes of the regular Commission meeting on March 17, 2020 be approved as circulated. **MOTION CARRIED.**
- c) **Correspondence Municipality of County of Kings:**
 - (a) Building Permit Report for month of March, 2020. In Kings County 39 building permits were issued with a total value of 3.7 million, 1 permit was issued for Port Williams with a total value of 462 thousand dollars. *(Information only)*
- d) **Other Correspondence:**
 - (a) Letter of good standing from Workers' Compensation Board of Nova Scotia. *(Information only)*
 - (b) Letter from Stacy Leavitt requesting the \$50.00 water service application fee be waived. Commissioner Cogswell asked lawyer Geoff Muttart his opinion. Geoff confirmed that the application fee could not be waived. *(Information only)*
 - (c) Response from Nova Scotia Utility and Review Board granting our request for billing and interest relief for our water utility customers due to COVID-19. *(Information only)*

IV BUSINESS ARISING FROM MINUTES:

- a) **Wastewater II update** – Joe reported
 - Work in progress
- b) **DTIR update** – Joe reported
 - No communication, scheduled meeting was cancelled. No update.
- c) **Display cabinet and water filling station in Community Centre –**

- Commissioner Ernie Hovell met with cabinet maker from Crown Kitchens who will draw up a plan for the display cabinet. Chairperson Lewis Benedict and Brian Tupper also attended the meeting.
- Joe said that the water bottle filler station has been purchased and should be in within a couple of weeks
- d) **Community Centre roof** – Joe reported
 - Joe had Acadia Roofing look at it and it is ok, Joe suggested that we might want to review the need for repairs/replacement for all Village building before next fiscal year's budget is prepared.

REPORTS

Municipal Councilor – Meg Hodges

- No report provided. An email correspondence did mention that the Municipality is holding a firm position on keeping the trail closed from the Brison Development Subdivision area to Highway 358.

Recreation Director – Laura reported

Recreation Advisory Committee Programming

All in person programming suspended.

Virtual/Online options-

Monday 7:00pm – Yoga via Zoom

Wednesdays 10:00am – Chair yoga via Zoom (coming soon!)

Recreation Advisory Committee

- o Next meeting May (via Zoom)

Newcomers Info Package

- Work in progress
- Brochures are ready – looking into printing options (Acadia printing is currently closed)

Summer Day Camp

- pending updates from Province (and ACVRE re use of schools)
- Summer intern position cancelled – post rescinded, applicants contacted
- Plan A – camp will run as usual
- Plan B – limited numbers – adjust accordingly
- Plan C- varied activity options through the summer (1-day activity-based offering)
- Plan D- virtual events/activities – kids bingo, guided craft time, dance parties, etc
- We have to be prepared for whatever we are able to provide for children (and parents) in the community through the summer

PW Days-

- Meeting – April 7th
- Cancelled full event
- Opportunity to reschedule portions of the events pending updates from the province
 - o Food truck event in the Fall?

Other

- Grants
 - o Community Culture and Heritage – Planning Grant – Wellness Centre Study
 - o Trails – researching possible support for developing trails on our new land
 - o Active Communities Fund – CCH – trail signage, play box
 - Awaiting updates from CCH re funding capacity
- Social media- maintain ongoing communication – crafts, recipes, exercise options, etc.
 - o Support the Port – created FB trend to support our local businesses
 - o Faces of Port Williams – highlight Commissioners, community group leaders, volunteers, etc.
 - o Did you Know? Educational posts re: history of PW, etc.
- Summer Recreation Facility bookings – contact from various groups re: potential bookings when restrictions are lifted
- EMO – working on a newsletter to send out with magnets
 - o Updates on protocols for current situation
- Fit Kits- working with Active Living coordinator to create at home programs for participants, print outs of exercises, mail out therabands, etc.
- Reaching out to all program participants to stay connected and check in, provide support
 - o Developed “pen pal” system within groups so they can all stay in contact support each other

Valley Recreation

- County wide initiatives within recreation – working with all the departments to support and engage the community
 - o Senior Support Phone Tree
 - o FB group- shared active living strategies, physical literacy, community art projects, etc
 - o Brainstorming on how we can adapt our offerings- accessibility options, reducing barriers to access, communication needs

Janitorial: Brian Tupper reported:

- Cleaned out the janitorial closet and is continuing to work on it

- Storage room in the Community Centre Auditorium has a new storage rack
- Waiting on instructions from Video World for the audio system
- Painting of the Community Centre is complete
-

Fire Department: Chief Porter

- No report provided
- Karen Rovers reported that their meeting with the Municipality to increase the funds received for the Fire Department was successful. The Municipality had committed to the requested increase.
- It was noted by Commissioner Cogswell that the list submitted to WCB might not be up to date. She noted that video coverage of a recent fire had members responding which were not on the list submitted to WCB. Karen said that she will review and discuss with the Fire Department.

LIONS Club: - Brian Tupper reported:

- Currently not meeting due to COVID-19
- Supporting a Port Williams family who was displaced due to a house fire

Public Works: - Joe Keddy reported:

- Water system: Everything is working fine. (except, Chlorine analyzer needs to be replaced) Doing testing with my handheld instruments. Installing new Instrument.
- Sewer systems: Everything is working fine.
- Sewer Treatment Plant: Everything working fine
- Nitrates See report
- Responding to alarms.
- Water & sewer inspections.
- Well #2 pump, had to make some changes to sub monitor so pump wouldn't kick out.
- Winter equipment put away
- Going through plans, revising changes on maps.
- Getting quotes on various pending jobs.
- Ordered generator for Community center.
- New booster pump controller installed.
- Drilled new #1 well (Well#1A) Working on pipe work.
- Working on Monitoring equipment. Some equipment will have to be replaced, looking into purchasing from a new company.
- Samples for ¼ water & Sewer sampling.
- Borrowed chipper from Berwick.
- Signs made & posted (park & trail closures)
- Ordered metal & building material for Well house 1A

- All water meters up to date. Commissioner Hovell asked if the outstanding meter on Rawding Drive was fixed. Joe explained that he will need to go in the home to replace the meter and due to COVID-19 is not entering homes.
- Sewer Lagoon Upgrades - In discussions with CBCL, going over new proposal.
- Commissioner Hovell asked if the monitoring equipment was in the budget. Joe responded that yes it was in the budget.
- Commissioner Gates asked Joe if he has been experiencing any issues with disposable wipes clogging up the sewer system. Joe commented that it has not been a problem for some time.
- Joe was asked when the generator would be delivered. Joe answered that it was ordered two weeks ago and have an estimate of a four week delivery. Joe is currently working on pricing for electrical and the cement slab.
- A motion to approve Well#1a drilling and pump and the decommissioning of Well #1 by KD Rogers Well Drilling and associated costs with no comparative quotes was moved and seconded. **MOTION CARRIED**
- A motion to approve the purchase of the generator as quoted by VanOostrum Farm Equipment Ltd. 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 March 2020, as submitted was moved and seconded. **MOTION CARRIED**
- Commissioner Leier asked if there would be a delay receiving the Village taxes from the Municipality. Karen reported that the Municipality confirmed that they would be forwarding the Villages tax monies as usual.
- A motion to approve the changes circulated in the Hospitality Policy with the proposed option B, Purchase and Tendering Policy and Mileage and Expense Policy was moved and seconded. **MOTION CARRIED**
- A motion to accept the Village's budget for the April 1, 2020-March 31, 2021 fiscal year as presented to the Village Commission on March 24, 2020 with Commission approval circulated by email on March 29, 2020. **MOTION CARRIED**
- A motion to approve the transfer of \$50,000.00 from the 2019-2020 fiscal year to the general capital reserve for future capital projects was moved and seconded. **MOTION CARRIED**
- A motion to transfer undesignated sewer department surplus funds from the 2019-2020 fiscal year to a Sewer Operating Reserve was moved and seconded. **MOTION CARRIED**
- A motion to approve the salary increases as discussed in camera was moved and seconded. **MOTION CARRIED**
- A motion to approve a request for interest and billing relief to be sent to the Nova Scotia Utility and Review Board as discussed by email was moved and seconded. **MOTION CARRIED**

- A motion to accept the amended Expense Summary 2020 4th quarter and annual report and the Hospitality Summary 2020 4th quarter and annual report as circulated was moved and seconded. **MOTION CARRIED**

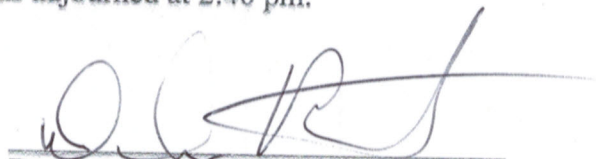
NEW BUSINESS

a) AGM date

- After discussions it was decided to not have the Village's AGM on the first Thursday of the month. A tentative date for the AGM was set for June 25th, 2020 with the hopes that there will be further direction from Municipal Affairs regarding AGM's during state of emergency situations.
 - Lawyer Geoff Muttart mentioned that it would be prudent for the Village to adopt all minutes once we are no longer under a state of emergency and once again meeting in person.
- b) Lewis mentioned to the Personnel Committee that now that the contracted Public Works position has been extended to cover the winter months he would like to revisit the option to make this a full time position.

Upon a motion being made, the meeting was adjourned at 2:40 pm.


Lewis Benedict, Chairperson


Darlene Robertson, Clerk