

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF JULY 15, 2014

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

IN ATTENDANCE: Brian Tupper, Doug Clark, Geneve Newcombe, Joe Keddy & Darlene Robertson

REGRETS: Doug Gates

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 June 17, 2014 be approved as circulated. **MOTION CARRIED.**

CORRESPONDENCE:

I. Municipality of County of Kings:

- (a) Building Permit Report for Month of June 2014. In Kings County 70 permits were issued with a total value of \$5.5 Million, 2 permits were issued in Port Williams. (*information only*)
- (b) Letter from Richard Corkum, Building & Fire Official of the Municipality of the County of Kings summarizing the sight visit regarding bar renovations on June 5, 2014. (*Information only*)
- (c) Letter from the Municipality of the County of Kings advising of an error made by the Municipality in the amount stated in a correspondence for the 2014-15 interim fire grant payment. (*Information only*)
- (d) Letter from the Municipality of the County of Kings acknowledging receipt of the Villages letter suggesting the establishment an agreement with the Municipality as an alternative to options suggested by the Municipality for the capital funding. (*Information only*)
- (e) E-mail from the Municipality of the County of Kings providing the action list from the June 17, 2014 Committee of the Whole meeting and the action lists from the May 6th, June 3rd and June 16th Council meetings. (*Information only*)

II. Other Correspondence:

- (a) Letter from Muttarts Law Firm providing their opinion to the Village and to Bishop & Company Chartered Accountants.
- (b) Thank you card from Kathleen Newcombe for being selected as the 2014

JAM Scholarship recipient.

III. E-Mailed Correspondence:

- (a) E-mailed from the Union of Nova Scotia Municipalities providing the events and announcements for July 2014, from the Green Toolbox – For Growing Sustainable Municipalities.

BUSINESS ARISING FROM MINUTES:

- (a) **Meeting date with the Fire Department** – Commissioner Kim Cogswell is unable to attend on the proposed date.
- (b) **UV System for Sewage Treatment plant** – Chief Financial Officer Geneve Newcombe has not heard back regarding the grant applications submitted for this project. Superintendent Joe Keddy suggested that this project could be managed at the village level.
- (c) **Insurance for Wharf** – Commissioner Kim Cogswell spoke with Colin MacLean – he suggested there were specific programs in place which deal with potential liability issues where by it is not cost prohibitive to use the wharf in the future. Kim will have more information at a future Commission meeting.
- (d) **Insurance claim for generator at Starrs Point Road** – The Insurance Company will cover the damage to the generator, less the deductible of one thousand dollars. The quote received from Sansom was \$13,535.67 plus tax. Service calls from Tibbets Electrical should be forwarded to the insurance company for consideration. Joe will check with Sansom to see if they have the parts and when could they work on the generator.
- (e) **Environmental liability** – Village Commission requested office staff to ask the Insurance Company what the costs and deductible would be for this kind of insurance as well as if this is a blanket coverage or specific where you can choose the environmental liability required.
- (f) **Geothermal drilling in well field** – Office staff received correspondence from both the Municipality and Nova Scotia Environment stating that there are no specific regulations in place specific to ground source heat pumps to be enforced. Where there are no rules in place and it is not part of their mandate they are unable enforce restrictions outlined in our well field protection document which states that ground water heat pumps are not allowed in zone B of the Port Williams well field area. The Village Commission suggested that the home owner should be contacted to discuss the issue and that the Villages' lawyer be asked to draft a letter of liability concern.
- (g) **Road Conditions** – No report provided by Councilor Emma Van Rooyen.
- (h) **Unsightly premises** – Councilor Emma Van Rooyen forwarded the follow up concerns on the two complaints which were received.
- (i) **Heat Pump for Community Centre** – Waiting for quotes and responses from a couple of companies.

- (j) **Community Centre Fans** – Lewis talked to Wayne Isnor; Mr. Isnor will look into the fans in the near future and report back to Lewis.

REPORTS:

Janitorial: Brian Tupper reported

- Survived the storm
- Needed to have the cooler repaired in the Community Centre kitchen – stopped working after the power outage.
- Brian asked about the status of the window repair in the Multi-purpose room – Commissioner Lewis Benedict said he would follow up with Bernie from B & S Classic Cabinetry.
- EFR Disposal seems to be working well
- The Village dispenses 50lb a week of dog feces.

Fire Department: Doug Clark reported:

- Due to the recent poor weather there have been higher than normal number of calls
- Responded to 11 calls in 11 days which included an apartment fire.
- There were 2 structure calls, one alarm at a church and the remainder of calls were trees down and power lines.
- The apartment fire on Belcher Street was a result of electrical accident
- Training is going well

Lions Club: Brian Tupper reported:

- They will be taking a break from meetings for summer
- Received a donation from the Port Pub towards the fireworks display during Port Williams Days
- Have some bars booked over the upcoming months

Kings County Councilor: Emma Van Rooyen No report given

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

- Nitrate analyzer not working properly – will be sending in for repairs
- Working with Brown Brothers regarding completion of work
- Working with Department of Transportation regarding road conditions
- Will check into streetlights in Planters Square
- 100 thousand gal used during the apt fire
- Meter installed at Great Valley does not accommodate the readers – in order to make the changes will need to replace the meter with a different one for an additional cost of \$380.00 - Company is to get back to Joe regarding the concern that we were sold the wrong unit

Personnel Committee: Craig Newcombe reported:

- There will be an in camera meeting covering the personnel items.

Treasurer's Report:

- A motion to accept the Village General Operating and Water Utility financial statements for June 30, 2014 as submitted was moved and seconded. **MOTION CARRIED.**

NEW BUSINESS:

- (a) Snow Removal – Office staff to put advertisement in paper for snow removal tender.
- (b) Quote for lawn repairs – Joe received a quote for sod from Port Williams Planter to repair the damage from the water and sewer renewal project.
- (c) Lions Club Liquor legal liability renewal – A motion to pay the Lions Club \$480.00 which represents 50% of the cost of the insurance was moved and seconded. **MOTION CARRIED**
- (d) Policy regarding gifts – Office staff asked if there is a requirement to have a policy regarding gifts. Commission agreed that it should be dealt with on a case by case basis with request presented to the Commission for approval
- (e) Removal of bench in Planters Square – Office staff advised that there was a request by a citizen to have a bench taken out of Planters square green space due to a concern about the condition of the bench and safety with small children. The bench has been removed.
- (f) WCB Audit – Office staff advised that Workers Compensation has randomly selected the office to undergo their audit procedures on July 22, 2014

Upon a motion being made, the meeting was adjourned at 9:10 p.m.
MOTION CARRIED.


Lewis Benedict, Chairperson


Darlene Robertson, Village Clerk