

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF MAY 16, 2023

MEMBERS PRESENT: Lewis Benedict, Scott Leier, Debbie Graves, Kim Cogswell, and Ernie Hovell

IN ATTENDANCE: Philip Porter, Adam Griffin, Jason Stevens, Joe Keddy, Brock McDougall, Darlene Robertson, & two members of the public.

1. CALL TO ORDER

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

2. REGRETS:

3. APPROVAL OF MINUTES:

- a) It was moved and seconded that the minutes of the Special Commission meeting of May 3, 2023, be approved. **MOTION CARRIED.**

4. CORRESPONDENCE

a) Municipality of the County of Kings:

- Building activity report for the month of April 2023 received from the Municipality of the County of Kings.

b) Other Correspondence:

- None

5. BUSINESS ARISING FROM THE MINUTES:

a) JAAC Appointments –

- The following motions have been recommended from the JAAC for consideration by the Village Commission
 - A motion that the Village Commission re-appoint Mike Bishop (Village of Kingston and Andy Vermeulen (Village of Canning) as Village Commissioner Representatives on the Joint Accessibility Advisory Committee for a 3-year term commencing June 1, 2023 was moved and seconded. **MOTION CARRIED.**
 - A motion that the Village Commission appoint Rick Balsor (Village of Aylesford) as a Commissioner Representative on the Joint Accessibility Advisory Committee for the remainder of a 3-year term ending

May 31, 2024 was moved and seconded. **MOTION CARRIED.**

- A motion that the Village Commission re-appoint Dino Wamboldt and Alan Price as the Citizen Representative on the Joint Accessibility Advisory Committee for a 3-year term commencing June 1, 2023 was moved and seconded. **MOTION CARRIED.**
- A motion that the Village Commission appoint Shelley Hopkins as a Citizen Representative on the Joint Accessibility Advisory Committee for a 3-year term commencing June 1, 2023 was moved and seconded **MOTION CARRIED..**

6. REPORTS

a) **Municipal Councilor** – No report

b) **Fire Department** – Chief Porter reported:

- The department has responded to ten alarms – 1 motor vehicle accident, 1 brush/grass fire, 2 alarm systems sounding and 6 mutual aid (1 Hantsport, 2 Canning & 3 Kentville)
- The department has put into service the newly acquired tanker. They have been doing ongoing training with it.
- There is another new member in the Fire Department, Katelyn Smiley has joined the department. This brings our active membership number to 17 and one mutual aid member.

c) **LIONS Club** – Ernie Hovell reported:

- Recent catering function
- Working on Port Williams Days – Village wide mailout
- Fundraising efforts for the Fireworks display
- Catering function in June

d) **Recreation and Community Development** – covered under CAO's report.

e) **Public Works** – Joe Keddy reported:

Operations:

- Water meter readings & repairs
- Water & Sewer inspections
- Repairs on Chlorine Gas system
- Investigating water leak on Steeple View – still unable to

locate leak or determine if it is a water line leak or runoff.

- Repairs on water tower – wind damage on roof
- Splash pad – power is complete, just need to calibrate the equipment

Alarms:

- None

Public Works General:

- Working on trails (sign, gravel)
- Spring Cleanup
- Preparing fields and greenspaces for summer months
- Working on Story Walk signs
- Regular duties

f) **CAO/Clerk Report** – Brock McDougall reported:

I. Port Williams Days Update:

- We are waiting to hear back on which dignitaries may participate in the splash pad grand opening. If a commissioner would like to get involved, please let me know. Commissioner Hovell has volunteered to MC the event.
- Still recruiting for parade participants
- Advertising is going well
- Reports from other groups (Lions Club, Fire Association, Booker School) are positive.

II. Summer Camp update:

- Registration opened May 1. Currently there are 18 participants registered.
- We have hired a Recreation Coordinator for the summer term.
- Two additional rec staff will be hired for July (currently recruiting).
- A breakdown of revenues/expenses was circulated for review by the Commission

III. Collins Road Sidewalk Update:

- The project engineer for NS Public Works has indicated that the project went to tender on May 16.

7. FINANCIAL REPORT:

- a. The written report of the previous month's financial activities was distributed.
- b. It was moved and seconded that the Commission approve the Village General Operating and Water Utility financial statements for March 2023, as submitted. **MOTION CARRIED**
- c. A motion to transfer funds received from the Port Williams library to capital account was moved and seconded **MOTION CARRIED**
- d. A motion to pay \$3.78 to the Women's Institute for taxes on the monument land as per a previous verbal agreement was moved and seconded. **MOTION CARRIED.**

8. NEW BUSINESS –

- a. **Sale of replacement FD Tanker Truck:**
 - The Fire Department has taken delivery of the refurbished tanker from LRB Fabricators, and the tanker is now in service.
 - The out of service tanker is being stored for now.
 - Recommend that the out of service tanker be posted for sale by tender.
 - The Commission may choose to set specific parameters for the tender process.
 - A motion to proceed with the sale of the old FD tanker was moved and seconded. **MOTION CARRIED.**
 - Deputy Chief Stevens requested that the crests and Federal siren be removed before selling the vehicle.
- b. **Review of vendor list for Alternative Procurement Process –**
 - The Village's purchase and tender policy stipulates that the list of vendors approved for alternative procurement process should be reviewed on an annual basis.
 - The current list was circulated for review.
 - New additions must be approved by a motion of the Commission.
 - Public Works have requested the following additions and removals to the list.
 - Add Acadia Roofing
 - Add Don Holt Electrical
 - Add Tidal tractor for servicing of tractor
 - Remove Tibbets
 - Remove Santech
 - Remove A'N'T Janitorial
 - Port Williams Fire Department requested the following changes to the list
 - Change MicMac to Safety source
 - Add Cummings Fire and Safety

- Add Lantz Truck for repairs to the FD vehicles.
- A motion to approve the vendor list for Alternative Procurement Process, with the recommended changes was moved and seconded. **MOTION CARRIED.**

c. 5-year capital plan

- The Village submits a 5-year capital plan to the Municipality of Kings (who administer the CCBF funds received from the Provincial/Federal government)
- A proposed plan was circulated to the Village Commission in advance of the meeting.
- It was moved and seconded to approve the circulated 5-year capital plan to be submitted to the Municipality with the removal of project #12 (zero-turn mower) **MOTION CARRIED.**

d. Water Rate Study

- The Village has planned for a water rate study to take place this fiscal year and has budgeted 12K for the study.
- After reviewing options for the rate study, Brock is recommending that the village pass a motion to enter into an agreement with G. A. Isenor Consulting Ltd for the quoted amount to conduct a water rate study on behalf of the Village Water Utility.
- A motion to move forward with the water rate study using G.A Isenor Consulting limited as quoted was moved and seconded. **MOTION CARRIED.**

9. IN CAMERA

Upon a motion being made the meeting went in camera at 7:56pm for matters of personnel.

The meeting returned to open session at 9:05pm

10. ADJOURNMENT

Upon a motion being made the meeting adjourned at 9:06pm



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk