

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF APRIL 18, 2017**

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

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

**REGRETS:** None

The Chairperson, Lewis Benedict, called the meeting to order at 7:30 p.m.

**I. APPROVAL OF MINUTES:**

- (a) It was moved and seconded that the minutes of the regular Commission meeting on March 21, 2017 be approved as circulated. **MOTION CARRIED.**

**II. Municipality of County of Kings:**

- (a) Building Permit Report for month of March, 2017 In Kings County 29 building permits were issued with a total value of \$1.4 Million, 2 permits were issued for Port Williams. *(information only)*
- (b) E-mailed invitation to attend the second, new Municipal Complex Public Consultation Session from the Municipality of the County of Kings – in person April 12<sup>th</sup> at 6:30 p.m. at the Waterville Fire Hall or online through PlaceSpeak from 9 a.m. April 5<sup>th</sup> to 4 p.m. April 13<sup>th</sup>. *(information only)*
- (c) E-mailed invitation from the Municipality of the County of Kings to attend the celebration of volunteers in the community on Wednesday April 26<sup>th</sup> at 5:30 p.m. in the Kings Mutual Century Centre in Berwick. *(information only)*
- (d) E-mailed expression of interest being sought from potential partners who want to co-locate in the municipal administration building to be constructed in Kings County. *(information only)*

**III. Other Correspondence:**

- (a) Letter from Bishop & Company Chartered Accountants Inc. providing the terms of engagement for the Village's annual audit. *(information only)*
- (b) E-mail from Marnie Parker, thanking the Village for being so receptive and positive minded regarding the promotion of the Kings Transit Bus system.
- (c) Letter of support from the Port Williams Women's Institute to make the walking trail, which crosses Highway #358 approaching Greenwich, safer for pedestrians. *(information only)*

**BUSINESS ARISING FROM MINUTES:**

- IV. **Unightly building** – No report from Councilor Meg Hodges. The Village Office will follow up with Meg.
- V. **Farnham Marsh** – Commissioner Ernie Hovell contacted Mayor Muttart who stated that he is still waiting for the required information from Kevin Beckers before he can contact Scott Brison to arrange a meeting.
- VI. **Municipal reserve funding** - Chief Financial Officer, Karen Rovers reported that the Municipality has now paid the entire \$4,500.00 of reserve funds to the Village.
- VII. **GIS Locator System** – Chief Financial Officer, Karen Rovers reported that the Village has been approved for 2/3 funding through Gas tax and also has applied for PCAP funding. Will not be starting project until after approval has been received.
- VIII. **Traffic Concerns on the north side of the Community Centre** – After discussions the Commissioners agreed that a gate should be installed at the North West corner of the building due to public safety concerns regarding the traffic flow through this area traveling to the public mail boxes. Village office to obtain quotes.
- IX. **Recurring suspicious activity in the Cul-de-Sac area by Barreling Tide Distillery** –Office did not send a letter. Councilor Meg Hodges discussed concern with Councilor Brian Hirtle. Councilor Hurtle brought the concerns to Terry Brown who notified RCMP Sgt. Paul Coughlin requesting extra patrols to be made in the area of the Barreling Tide Distillery in hopes to deter any type of illegal activity. The office received an email from the Barreling Tide Distillery advising that Sgt. Coughlin had contacted them and let them know that he is aware of vehicles in the area and that he has asked his team to do some “drive-byes” to make their presence known.
- X. **Review of Insurance** – Chief Financial Officer Karen Rovers reported that the forms requesting a quote for additional Cyber and Storage tank insurance coverage has been submitted and we are waiting to hear back from the insurance company. Village Office was asked to do an inventory and determine value of equipment in each of the rooms in the Community Centre and to add a value to the inventory provided by the Fire Department.
- XI. **Collins Road Soccer Field preparation for Rugby** – Upgrades to the soccer field to incorporate the use of the field for Rugby users will be ongoing throughout the summer and should be completed in the fall. It was determined that the use of the field by Rugby teams would be \$10.00 per use.

**Municipal Councilor:** No report provided

**Personnel Committee:** Craig Newcombe reported:

- The interviews have taken place and the Committee has selected Matthew Mackenzie as the successful Candidate for the Recreation Director position. Commissioner Doug Gates asked if this is a full time position. Craig stated that it would be a full time position with benefits. A motion to approve the hiring of



Matthew Mackenzie as the full time Recreation Director for the Village of Port Williams was moved and seconded. **MOTION CARRIED** It was reported that a new office would be created in the large office space located in the Public Works building. The new office will have a separate entrance for the Recreation Director.

**Recreation Committee:** Doug Gates reported:

- 4H membership has increased to over 20 members
- Safety concerns with the walking trail was discussed at the last meeting. Superintendent Joe Keddy mentioned that the Department of Transportation and Infrastructure Renewal is aware of the safety issue at this crossing.

**Janitorial:** Brian Tupper reported:

- Working on cleaning up around the building
- There have been reports that the Multi-Purpose Room toilets are not functioning effectively. Brian mentioned that due to the high volume of use it would be beneficial to replace the existing toilets with high volume toilets.

**Fire Department:** Philip Porter reported:

- 6 alarms in past month, 1 investigation, 1 motor vehicle accident, 1 grass fire, 1 commercial fire alarm and 2 mutual aid.
- Contract with Lantz Truck Body has been signed for the new pumper.
- County Fire Service Advisory Committee has been meeting on a regular basis and currently are in discussions regarding Fire Boundaries.
- Nova Communications will be installing the new repeater on April 19<sup>th</sup>. The Village of Canning owns the tower which will house the new repeater. The Village of Canning will invoice the Village of Port Williams for the use of the tower.
- Membership is at 31 members

**Auditorium Upgrade Committee:** Brian Tupper reported:

- Currently waiting to hear back regarding the grant applications.
- Received a quote for new blinds for the Community Centre.

**Lions Club:** Brian Tupper reported:

- Adopt-A-Highway clean-up is scheduled for this Saturday April 22<sup>nd</sup>.
- Currently working on the details for Port Williams Days
- Children's Parade route will be slightly different this year
- Couple of catering jobs in the past month
- Currently working on the float

**Public Works:** Joe Keddy reported:

- Finished five day QP1 course
- Tyson Rovers was filling in for Joe during the period of time Joe was attending his course
- Annual report for Nova Scotia Environment has been completed with all questions answered
- Resource Systems was onsite to calibrate the monitoring system

- Fixed the soffit on the Fire Hall area of the roof and noticed that it is in need of additional repairs.
- Both of the roofs on Well #1 and Well #4 buildings need to be shingled
- Soccer field needs work on far end of the field for water drainage
- No response from the Department of Transportation and Infrastructure Renewal regarding the Village's concerns. Joe to send a follow-up email and carbon copy MLA John Lohr. It was suggested that the office send a letter to the Minister regarding the village's safety concerns which have not been addressed by DTIR. Joe to provide a list to the office.
- Might need to replace the pumps at the Port Pub location. The pumps were purchased from Sanson Equipment. After being contacted the company came onsite to remove the pumps and are currently looking into the seal issue. The pumps are just over the warranty period. It was noticed that there was a large volume of grease in this area which Joe has been investigating.
- A sewer permit was issued to upgrade the sewer from a 4 inch line to a 6 inch line to accommodate the increase the multi-unit property located 1119 Starrs Point Road from four to six units. It was noted that the easements need to be signed by the new owners. Ask engineers CBCL to come in and propose options for the sewer line.
- Joe mentioned that Selena Court sewer line is three quarters filled with standing sewer and that the line needs to be flushed. The Commission reviewed the Services Acceptance Agreement signed by Applewood Development and noted that it is the Developer's responsibility to maintain the line and directed the office to contact engineers CBCL to provide their opinion in writing and to advise Applewood Development of what our engineers' findings and requirements would be. It was noted that Joe would need to be given ample notification by Applewood Development so that he could be onsite for any work done on the Village's sewer main line.

#### **Treasurer's Report:**

- A motion to accept the Village General Operating and Water Utility financial statements for March 2017 as submitted was moved and seconded. **MOTION CARRIED.**
- Village Commission set the date for the AGM for June 1, 2017 at 7:00 p.m.
- Budget will be submitted for review and approval at the next Village Commission meeting.
- A reserve funding proposal will be presented for review and approval at the next Village Commission meeting.
- An application for funding through PCAP has been submitted for the potential land purchase in the Well Field Zone "A" where well #4 and well #2 are located. After discussions a motion that the Village Commission is committed to pursue the purchasing of approximately 10 acres of land located in the Village's "Zone A" wellfield area on Collins Road for wellfield protection purposes was moved and seconded. **MOTION CARRIED.** A motion that the Village Commission's priority for funding through the Provincial Capital Assistance Program is for the "Well Field Protection Project" land purchase first and the "Sewer and Water GIS Mapping Project" second was moved and seconded. **MOTION CARRIED**

**NEW BUSINESS:**

- (a) Village Municipal meeting April 19<sup>th</sup> – it was suggested that the Municipality's approach to the Village's challenges for action to be taken regarding the recent reporting of unsightly property would be of interest to the other Villages.
- (b) Welcome signs to Village – It was reported that the Village's Church Street sign and the Canard Dyke signs are in need of structural repair as well as new signage due to environmental damage. The Village's bridge sign needs new signage on the back and should be consistent with the other Village signs. Also, the gator and the Public Works building require new signage.

At 9:18 pm a motion was made to go in camera to discuss personnel matters.

At 9:34 pm a motion was made to come out of camera

Upon a motion being made, the meeting was adjourned at 9:35 p.m.

**MOTION CARRIED.**

  
Lewis Benedict, Chairperson

  
Darlene Robertson