

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF January 17, 2012

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

IN ATTENDANCE: Doug Clark, Brian Tupper, Janet Newton, Geneve Newcombe and Darlene Robertson.

REGRETS: Stan Hancock

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

APPROVAL OF MINUTES:

It was moved and seconded that the minutes of the Regular Commission Meeting on December 20, 2011 be approved as circulated. **MOTION CARRIED.**

CORRESPONDENCE:

I. Municipality of County of Kings:

- (a) Building Permit Report for Month of December 2011. In Kings County 21 permits were issued with a total value of \$6 million. 0 permits issued for Port Williams with a total value of \$0.00. *(for information only)*
- (b) The Next Village-Municipal meeting date is January 18, 2012 at the Municipal Complex in Kentville from 7:00 pm – 9:00 pm (***Lewis Benedict will be attending on behalf of Port Williams***)
- (c) Notice of Public Hearing scheduled for Thursday, February 2nd to adopt the proposed amendments to Bylaw 56, the Municipal Planning Strategy and Bylaw 75, the Land Use Bylaw. *(for information only)*

II. Email Correspondence:

- (a) E-mail from the Municipality of the County of Kings providing the action list from the Jan 3, 2012 meeting Council meeting. *(for information only)*
- (b) E-mail from one of Port Williams water utility customers expressing environmental concern over receiving paper invoices and statements. After discussions on the topic the commission is not changing the billing process at this time however will consider the request as an option that could be offered in the future.

BUSINESS ARISING FROM MINUTES:

- (a) Street lights need to be installed by Port Williams Welcome sign and north side of intersection of church St. & Magee Road Lewis verified that the lights have

been installed.

- (b) School Bus sign It was confirmed that the sign has been removed.
- (c) Request for Land Purchase funds Janet Newton stated that at the special council meeting today, that the majority seemed to support the request for funding and it has been referred to their Budget process.
- (d) Three way stop sign at intersection of High Street and Jakeson. No further correspondence have been received since the acknowledgement received on November 2nd
- (e) Portable Valet Office staff will be placing the order for the portable valet.
- (f) Change Table Office staff will be placing the order for the change table.
- (g) Laptop from Data Wave Laptop is now up and running.
- (h) Wall Mounted Defibrillator Chief Philip Porter was unavailable to provide an update.
- (i) Request for a four way stop sign to be installed at the intersection of High Street and Highway #358 No acknowledgement has been received from NS Transportation & Infrastructure Renewal. It was suggested that we might need to send a second request.
- (j) Fire Department new leak in roof Bruce from Public works has fixed the leak.
- (k) Insurance policy Staff have verified that the pumping station is insured.
- (l) Apple Blossom Princess selection committee Staff arranged the first meeting of the Committee. The committee had a good attendance and the feeling was that it was a productive meeting. Their next meeting is scheduled for February 1st, 2012.
- (m) Kings 2050 Porject – Staff arranged a meeting between Mark Fredericks from the Municipality of the County of Kings and the Commissioners on January 12th where Mark presented the Kings 2050 project to the commission.
- (n) Peoploworx Mireille Twohig started her office work experience at the Village office.

REPORTS:

Janitorial: Brian Tupper reported:

- The toilet in the Multi-Purpose room has been repaired
- The stage curtains have been cleaned and are ready to install
- Rubbermaid totes have been purchased and are being utilized for the storage of the auditorium Christmas tree and decorations.

Fire Department: Doug Clark reported:

- The Department responded to three alarms this month – one possible electrical fire and two mutual aids to Kentville volunteer fire department.
- The Department held its annual meeting January 2nd, 2012, at this time the following people were elected; Chief Philip Porter, Deputy Chiefs Stuart Griffin and Doug Clark, President Audrey Griffin, Secretary Angeladayne Griffin & Treasurer Ernest Zink.
- They are looking at a joint fundraiser with the Dukes of Kent and hare having weekly meetings to decide what type of fund raiser to do.
- Water usage was 2500 gallons.

Kings County Councillor: Janet Newton reported:

- A meeting with Honourable John MacDonell, Minister Service Nova Scotia & Municipal Relations is being set.
- Dates to be set for submission of budgets.
- Currently revisiting the municipality's Wind Turbine bylaw due to concerns expressed .

Water/Sewer/Public Works/Transportation Report: Stanton Hancock not in attendance, no report.

- It was noted that there had been a break in the water main on Belcher Street that has since been repaired.

Lions Club: Brian Tupper reported:

- Will be providing catering and bar service on January 21 for the Valley Scottish Country Dancers supper and dance.
- Their Valentine Dinner is coming up on February 14th. The tickets are being printed and should soon be available for purchase.
- The District Governor will be making his annual visit on January 18th.

Board of Trustees: Doug Gates reported:

- No report, next meeting set for January 19th, 2012.

Waterfront Development Committee: Kim Cogswell reported:

- They are in the process of setting up a meeting around Colin Mclean's availability. They expect it will be some time in the first two weeks of February.
- There will be a public information meeting on January 23rd in the Community Centre concerning a possible local food market in the Village.

Personnel Policy Committee: Craig Newcombe reported:

- This month he will be scheduling meetings with each staff member for their annual review.
- The commission hired a full time Administrative Assistant, Darlene Robertson.

Water Area Designation Committee: Lewis Benedict reported:

- The scheduled meeting in early January was cancelled.
- Will be setting up a meeting with committee members to dissolve the committee and to thank members for their contribution.

Treasurer's Report: Geneve Newcombe reported:

- A motion to accept the Village General Operating and Water Utility financial statements as submitted was moved and seconded. **MOTION CARRIED.**
- We will we capitalize the additions by LRB Fabricators to the public works truck and the fire truck.

- Outstanding sewer bill has been paid
- Currently have 40 water invoices outstanding.
- Will be looking for submissions by the Commissioners for the April 1, 2012- March 31, 2013 budget.
- Concern expressed over the high cost of hydrant rental compared to the budgeted amount. – Geneve expects that this is due to the wrong formula used when the budget was created but will check into this to verify. She will check what the village used in the budget to the one that is provided by the utility board.
- It was noted that expense for the Community Centre is up compared to the budgeted amount.

NEW BUSINESS:

- (a) **Use of Land Purchased** Expressed the need to discuss maintenance of the land which was purchased. Decided to table discussion, will discuss at a future meeting.
- (b) **Area Advisory meeting**. There will be a meeting scheduled in the near future.
- (c) **Fire Department Banquet** Chair of the Volunteer Fire Department Banquet committee wanted to know what funds were available for food for the banquet. The Commission started supplying the dinner for this banquet because it provides an opportunity for the Commission to not only acknowledge the efforts of our local fire department but also provides support to a local community volunteer group.
- (d) **Nova Scotia Power replacing Meter** Nova Scotia Power sent a letter advising that the electric meter at the ball field is due to be changed by the end of this year.
- (e) **Material for Multi-Purpose room acoustics** Material needs to be purchased for the acoustics in the Multi-Purpose room. **Staff tasked to purchase the material required.**

Upon a motion being made, the meeting was adjourned at 9:00 p.m.

MOTION CARRIED.

Lewis Benedict, Chair

Geneve Newcombe, Acting Clerk/Treasurer