

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF AUGUST 19, 2014

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

IN ATTENDANCE: Geoff Muttart, Brian Tupper, Lionel Rhynard, Ryan Miller, Geneve Newcombe, Joe Keddy & Darlene Robertson

REGRETS: Commissioner Kim Cogswell & Councilor Emma Van Rooyen

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

APPROVAL OF MINUTES:

- I. It was moved and seconded that the minutes of the regular Commission meeting on July 15, 2014, be approved as circulated. **MOTION CARRIED.**

CORRESPONDENCE:

I. Municipality of County of Kings:

- (a) Building Permit Report for Month of July 2014. In Kings County 68 permits were issued with a total value of \$5.6 Million, no permits were issued in Port Williams. (*information only*)
- (b) Letter from the Municipality of the County of Kings informing the Village that Municipal Council has approved the application for assistance under the Community Park Development Program. (*Information only*)
- (c) Letter from the Municipality of the County of Kings requesting confirmation that it is possible for Block A-1 lands of Riverbrook Farms Limited, on Leaside Court and remainder to be connected to the Village of Port Williams Sewer service. (*Information only*)
- (d) Notice from the Municipality of the County of Kings of a Public Hearing on September 2nd regarding a development agreement for property at 315 Mill Creek Road, Blomidon and text amendments for rural home occupations. (*Information only*)
- (e) E-mail from the Municipality announcing the new active transportation Greenwich Trail Project to connect Wolfville and New Minas (*Information only*)

II. Other Correspondence:

- (a) Letter from Workers' Compensation Board of Nova Scotia stating that the result of their payroll audit found that 2011, 2012 and 2013 were slightly

understated. *Chief Financial Officer, Geneve Newcombe explained that understatement was not part of the staff payroll but resulted from contracted workers who were not currently carrying Worker's Compensation*

- (b) Letter from Municipal Affairs Office of the Minister advising that Municipal Affairs will contribute 50% of eligible costs, up to a maximum of \$127,545 toward the cost of the Village's Wastewater Disinfection System Project.
- (c) Letter from the Municipal Affairs Office of the Minister stating that our Plant Lagoon Walls application is not eligible under the 2014/15 Flood Risk Infrastructure Investment Program. *(Information only)*
- (d) Thank you card from Planters Ridge Winery for the flower basket they received from the Village for their grand opening. *(Information only)*

III. E-Mailed Correspondence:

- (a) ECO-Kings Action Team public notice – ECO-Kings Commuter Transit Study gets underway. *(Information only)*
- (b) Green E- Newsflash – An invitation to participate in a Municipal climate change action plan focus group session. *(Information only)*

BUSINESS ARISING FROM MINUTES:

- (a) **UV System for Sewage Treatment plant** – Chief Financial Officer, Geneve Newcombe, has secured the funding for this project to go forward through Provincial Capital Assistance Program and Gas Tax funding. Received only draft preliminary plans from Hiltz & Seamone. Due to time constraints might not be in position to complete this project this year. Geneve will check to see if funding can be carried over until next year if project not completed prior to March 31, 2015.
- (b) **Insurance for Wharf** – No update provided.
- (c) **Insurance claim for generator at Starrs Point Road** – Public Works Superintendent Joe Keddy, reported that the two generators are up and running. Joe will have the invoices sent to the Village Office for payment and submission to the insurance company.
- (d) **Environmental liability** – Will set up meeting for Commission to meet with the insurance company over the winter just prior to insurance renewal in March 2015
- (e) **Geothermal drilling in well field** – Office staff will contact Janny Postema, Executive Coordinator with the Municipality of the County of Kings, to go ahead and book a meeting the week of Aug 25 to discuss geothermal drilling in well field areas.
- (f) **Road Conditions** – Public Works Superintendent Joe Keddy, received an update from the Department of Transportation. High Street repairs have been pushed back to a later time. Joe will continue to follow up with the Department of Transportation for further updates. Bushes need to be trimmed back at the Ports Landing entrance to Highway 358.

- (g) **Heat Pump for Community Centre** – There have been several companies looking at the Community Centre for the purpose of providing a quote for heat pumps however we have only received one quote to date. Chairperson, Lewis Benedict, will follow up with some of the companies.
- (h) **Community Centre Fans** – Craig will follow up with Wayne Isnor regarding a possible service call for the Community Centre fans.
- (i) **Kidston Street light** – Joe Keddy reported that two of the lights are now working. Bulbs and sensors are on order for the lights – the cost to convert over to LED would be approximately \$200 per light for the conversion kit. It was mentioned that there is an LED light out in the industrial park - The office staff to contact Nova Scotia Power to have it repaired.
- (j) **Snow removal advertisement** – Office Staff have placed an ad in the local paper with a closing date of August 30th. No quotes have been submitted.
- (k) **Lawn repairs** – Commissioner Craig Newcombe will follow up with the Landscaping company as to the status of the lawn repairs along highway **358**.

REPORTS:

Janitorial: Brian Tupper reported

- There was an outbreak of flying ants in the Boardroom – exterminator was called to treat the area.
- Multi-purpose Room window with broken seal has been replaced.
- Things have been quiet.

Village/Municipal meeting: Craig Newcombe reported:

- There was a representative from Valley Waste Management who reported that due to cutbacks they will not be having the fall clean up and will no longer be providing leaf removal.
- Village's letter requesting that the Municipality reconsider the original request to provide financial support for the land purchased in the well field sent previously to Municipality is scheduled to be discussed at Council's September meeting.
- There was some discussion regarding Geothermal drilling in well field areas which prompted a meeting with the Municipality to be scheduled in the near future.
- A good majority of the councilors were not at this meeting due to another meeting scheduled at the same time regarding the Airport relocation.

Fire Department: Chief Lionel Rhynard reported:

- There were two investigations – one building alarm and one mutual aid to Canning since the last meeting.
- Approximately 200 gallons of water have been used.

Lions Club: Brian Tupper reported

- Current Certificate of Insurance for liquor liability has been given to the Village office.
- New Board of Directors elected for 2014-2015.
- Have not had a meeting during the summer break – meetings scheduled to resume in September.

- The quote provided by the architect to redesign the bar area in the Community Centre was over budget – currently looking into other alternatives.
- Float has been in many of the events in the Valley – next one will be the Berwick Gala days on the Labor Day weekend.

Kings County Councilor: Emma Van Rooyen

No report given

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

- Wells #1 and #4 were out from a lightning strike – Well # 1 is up and running and have a controller on order for well #4 – have opened a claim through the insurance company for the repairs.
- Shamus MacDonald Brawn has been doing a great job through the summer and will be returning to School in another two weeks.
- Mike Graves has also been doing a great job helping getting things done around the Village.
- Grass has been cut back along Centennial drive.
- Village signs have been painted.
- Although the ditch mowing is not the responsibility of the Village, Joe would like to get this done for safety reasons. Commissioner Craig Newcombe offered the use of his ditch mower to assist with this project.
- Joe has been in contact with the company who supplied the meter reader for Great Valley Juices and they have agreed to replace the faulty unit at no cost to the Village.

Fire Department Governance: Craig Newcombe reported:

- A new Governance document is being worked on.
- Craig provided a flow chart as a starting point for further discussions at the next Executive Committee meeting – the flow chart breaks down the responsibilities in the following areas; Governance Development and Maintenance, Health & Safety, Finances, Fire Fighting and Elections.
- Do not see the need to have a Fire Advisory Committee at his time.

Treasurer's Report:

- A motion to accept the Village General Operating and Water Utility financial statements for July 31, 2014 as submitted was moved and seconded. **MOTION CARRIED.**
- Fire Department has put in place a log book for fuel purchases due to recent invoices being higher than normal.

NEW BUSINESS:

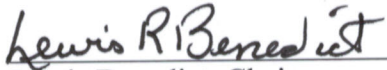
- (a) Starrs Point easements – It is unclear as to the status of these easements. Lawyer Geoff Muttart will look at the file and see where it is at and report to Joe Keddy.
- (b) Contractor invoice – Chief Financial Officer Geneve Newcombe reported that the 10% hold back should be enough should the Department of Transportation not pass the inspection of the cross cut and manhole aprons as well as the other

identified issues. The Department of Transportation holds twenty two thousand dollars of the Village's funds until they approve inspection. The Village received an email from the contractor stating that they were unaware of deficiencies in the project. The Village Commission has concerns that the Engineers have not properly represented the Village for this project. A motion to pay the fourth progress bill to the contractors and follow up with a correspondence of the deficiencies was moved and seconded. **MOTION CARRIED.**

- (c) Plans for Disinfection system at Sewer Treatment Plant – Village Commission agreed to contract an engineer company for plans and tendering of the project but the Village would oversee the project.
- (d) Change of Committee Members – Annual review of current Committee members. This year's changes - Craig Newcombe will be the Chairperson for the Village Fire Department Executive Committee and Craig Newcombe will be replaced by Doug Gates on the Recreation Committee.

Upon a motion being made, the meeting was adjourned at 9:15 p.m.

MOTION CARRIED.


Lewis Benedict, Chairperson


Darlene Robertson, Village Clerk