

**LAWRENCETOWN VILLAGE COMMISSION
REGULAR MEETING MINUTES
December 13, 2021**

COMMISSION

Brian Reid – Chair
Jane Baskwill
Sean Ebert

Laura McLarnon
Vernon Gaudet

STAFF

Jeff Hurlburt-Supt. PW

Melissa Roscoe- Clerk/Treasurer

CHAIRPERSON Reid called the online meeting to order at 7:01PM.

MINUTES:

Comm. Gaudet moved the minutes for November 8, 2021 be accepted as read. Seconded by Comm. Ebert. Motion Carried.

BUSINESS ARISING FROM MINUTES:

- Parking signage has been installed.
- Jeff participated in the library accessibility audit. We are waiting to receive the report.

OLD BUSINESS: None

FINANCIAL REPORT: November 2021

Comm. McLarnon made a motion to accept the financial statements for November as presented. Seconded by Comm. Ebert. Motion Carried with Comm. Baskwill & Gaudet abstaining as they have not had a chance to review.

COMMITTEE REPORTS:

PW Committee:

- A foot specialist has inquired about space in the clinic. Will take to LCDC to discuss.
- LCDC Tower 4-still waiting for deadbolt to be installed on the building.
- Library is on electric heat now.
- Salt will now need to be picked up in Halifax (not Pugwash) and the price has increased to \$79.18/ton.

Public Works: Supt. of PW gave his report. (see attached)

Economic Development Committee: No report available

Audit Committee: No report available

HR Committee: Second meeting was held the end of November.

Recreation: No report available

Annapolis County Councilor Report: County Councilor gave his report (see attached)

Website:

- Scott is moving all the old files over to the new website. Robyn will reach out once the file transfer is complete.

NEW BUSINESS:

1. Tree Stump-A resident inquired about the removal of a tree stump that they believe could be a potential hazard. Village is only responsible for sidewalks and as this is on personal property and within 33 feet of the center line we will advise the resident to contact NSTIR.
2. HR Policies. Commission is recommending the adoption of 3 new COVID policies that are similar to County policies.

Comm. Ebert made a motion to adopt 3 new COVID 19 policies (Village vaccination policy, Village response policy & Village SOP-workplace COVID-19 prevention plan). Seconded by Comm. McLarnon. Motion Carried

3. Sierra Tires- The sierra is in need of new winter tires

Comm. Gaudet made a motion to purchase winter tires in the amount of \$960 + HST and installation. Seconded by Comm. Ebert. Motion Carried

CORRESPONDENCE:

- Family Matters-Letter regarding housing crisis. Upon reading of the letter the Village Commission will draft a letter to send to the Municipal advisor & MLA to bring awareness to the issue and to see if there are any plans in place to try to resolve the issues.
- Public meetings were set to resume in January, however with the restrictions be put in place again we will reevaluate in the New Year.

COMMENTS/QUESTIONS FROM THE PUBLIC:

- **None**

As there was no further business to discuss, Comm. McLarnon moved to adjourn the meeting. The meeting adjourned at 8:00PM.


COMMISSION CHAIR


CLERK/TREASURER

Superintendent Report Presented in December 2021

- 1. Water Utility Test reports:** All test reports have come back within acceptable limits. Annual water withdrawal report filed with the DOE, with our annual withdrawal total of approximately 67.4mn Liters of water, which is up 200,000L from last year. Quarterly Corrosion and Manganese Samples have been completed.
- 2. Waste Water Test Reports:** Quarterly WW test have been sampled 3 times so far this quarter in an attempt to get a proper reading for this 4th quarter. Awaiting results from the most recent tests.
- 3. Water Utility Infrastructure:**
 - a. Current overnight flows are as low as 0 GPM. There are possible after meter leaks within resident homes that will hopefully be found during our upcoming meter readings.
 - b. A curb stop was replaced due to a bypass issue causing water to leak through the lateral while curb stop turned off.
- 4. Waste Water Utility Infrastructure:**
 - a. Regular maintenance at the UV building & WWTP Blower Building have been completed.
 - b. Wastewater lift station pumps have been greased and checked.
 - c. New Lift Station Pump at the #1 Lift Station is operational but still waiting for a part from North Fringe.
 - d. Overgrowth clearing at the WWTP. There is still more needing to be cut and removed.
- 5. Facilities:**
 - a. All facilities are in good working order.
 - b. General clean up and organizing within the PW buildings to clean up clutter. Asbestos removal from the shop and transported to the appropriate facility for disposal.
 - c. Painting of the interior walls in the PW shop.
 - d. Accessibility meeting at the Library.
 - e. Signage installed at the Library/Medical Center Parking Lot.

6. Village Equipment:

- a. Winter equipment is all ready for the winter season.
- b. All equipment has been checked over and topped up with fuel in preparation for the winter season.
- c. All other equipment is in good working order.
- d. Repairs to the New Holland steering system have been completed.
- e. Hydraulic leaks addressed on the John Deere. Hydraulic ram sent to Nova for diagnosis.
- f. Quick Hitch that was dropped off in February has finally come back from repairs.

7. Sidewalks and Streets and Grass

- a. Garbage pickup around town completed as necessary.
- b. Frequent clearing of Storm drains of leaves & ice over the last month.
- c. Snow clearing as necessary during the 3 events so far this winter.

Report submitted by: Jeff Hurlburt, 10 December 2021

Councillor report - Dec 2021

We won our court case to recover the Upper Clements property that was conveyed at the improper meeting last November the 4th. We are quite happy about this. We have also passed a Medical Assistance and Recruitment Policy to help with the recruitment of Doctors and Nurse Practitioners. We have also established policy for the creation of the CAO Review Committee.

Taking notice of the ongoing housing crisis in Annapolis County and Nova Scotia, the Council also sent a letter of concern to the Provincial Government.

We have entered into a 2 year interim agreement with Valley Waste and Kings Transit, the main objective of this is to have a new Inter Municipal Service Agreement at the end of two years with these organizations. It isn't a commitment to join them just that we are at the table helping develop these potential future agreements. Our waste is still handled on a per ton basis as a client of Valley Waste.

I have inquired of the CAO and the RFP for the sale of the internet project includes the tower in Paradise and the as yet erected towers we have in storage.