

LAWRENCETOWN VILLAGE COMMISSION
REGULAR MEETING MINUTES
May 9, 2022

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 meeting to order at 7:00PM.

MINUTES:

Comm. McLarnon moved the minutes for April 11, 2022 be accepted as read & amended. Seconded by Comm. Gaudet. Motion Carried.

BUSINESS ARISING FROM MINUTES:

- None

OLD BUSINESS:

- SMH Foundation-Lynette is unable to fill both roles. Laura will remain on the committee if there is no other interest.

FINANCIAL REPORT: April 2022

Comm. Baskwill made a motion to accept the financial statements for April as presented. Seconded by Comm. Ebert. Motion Carried.

COMMITTEE REPORTS:

PW Committee:

- Clinic & Library doors have been repaired.
- There have been two tours through the health center
- Tower 4 sections have been moved up to the tower.
- Operator position has been filled.

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

Economic Development Committee: No report available

Audit Committee: No report available

HR Committee: No report available

Recreation: No report available

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

Website: Good

NEW BUSINESS:

1. Water Connection Lot 114 Deboer Drive

Comm. Ebert made a motion to approve the water & sewer connection at Lot 114 Deboer Drive. Seconded by Comm. Baskwill. Motion Carried.

2. Replacement Tractor- Purchasing new Kubota tractor and attachments, JD & attachments will be sold at a later date via sealed bid.

Comm. McLarnon made a motion to approve the purchase of the Kubota Tractor & attachments in the amount of \$56,635.92 + HST. Seconded by Comm. Gaudet. Motion Carried.

3. Insurance- **Comm. McLarnon made a motion to approve the 2022/23 renewal from Brokerlink. Seconded by Comm. Baskwill. Motion Carried**

4. Budget- Meeting will be May 19th at 10:00AM

CORRESPONDENCE:

- AVRL- Anne-Marie Mathieu will be retiring effective May 26, 2022
- NSHA-Invitation for a virtual update on SMH-clerk will circulate to Commission.

COMMENTS/QUESTIONS FROM THE PUBLIC:

- A resident is concerned about the runoff/soap running down the street. The runoff would be going into the storm drains, Department of Highways would need to be contacted or possibly NSE
- East end of the #1 seems to have asphalt disappearing, can highways repair this?

As there was no further business to discuss, Comm. Ebert moved to adjourn the meeting. The meeting adjourned at 8:10PM.


COMMISSION CHAIR


CLERK/TREASURER

Superintendent Report for: May 2022

- 1. Water Utility Test reports:** All test reports have come back within acceptable limits. Annual Water Report submitted and confirmed delivery with NSE.
- 2. Waste Water Test Reports:** 2nd Quarter test have not been completed yet.
- 3. Water Utility Infrastructure:**
 - a. Current overnight flows are still at 0 GPM.
 - b. Half of the inoperative water meters have been replaced within the village after the last 2 meter reading results; attempts to schedule the remainder of the meter replacements are still ongoing.
 - c. Road marking stakes have been removed at the Reservoir Road for the season and stored.
- 4. Waste Water Utility Infrastructure:**
 - a. Regular maintenance at the UV building to keep the UV lighting system working at its current optimal level.
 - b. Blower #1 at the WWTP has been removed and shipped out for diagnosis at Maritime Blower. They will hopefully be getting back to me this week with a cost for repairs or if necessary a replacement cost.
 - c. A power outage required the 3 phase generator at the lift stations to prevent overflow from the lift station pits.
 - d. Marker stakes at the WWTP have also been removed and stored for the season.
- 5. Facilities:**
 - a. Medical center front door has been replaced as well as adjustments were made to the village office main door to correct improper installation issues.
 - b. A new door closure device was installed at the Library East side door.
 - c. All other facilities are in good working order, but there were many shingles found behind the library when mowing on Friday.
- 6. Village Equipment:**
 - a. New Holland and snow blower has been repainted and greased for storage for the summer.

- b. New Holland hydraulic system for the snow blower has been drained and stored for the season.
- c. John Deere blower and blade have been painted, greased and put in storage.
- d. Summer equipment has been brought out of storage and is in need of a check before heavier usage in the upcoming season.
- e. John Deere sweeper main drive sprocket was replaced in order to be used this season. All teeth were worn off of the sprocket causing the brushes to not turn while in use.
- f. Fall arrest equipment inspected by Total Fall Protection.
- g. Topkick to Valley Tire for alignment.
- h. All other equipment is in good working order.

7. Sidewalks and Streets and Grass

- a. Sidewalk sweeping has begun but has not been completed as of yet. The library parking lot sweeping has been completed.
- b. Picnic tables, benches, and garbage cans are still in storage at the Exhibition, hopefully to be retrieved and placed throughout the village this week.
- c. Regular checks around village for garbage pickup on the streets.
- d. Storm drains have been kept clear of garbage and debris to allow for storm water drainage.
- e. First cutting of grass around the library and medical center has been completed; no other grass has been cut yet.

Report submitted by: Jeff Hurlburt, May 9, 2022

May 2022

New Staff!

We have a new Manager of Finance Angela Anderson so I think we are only down one finance staff member now. We also have a new Director of Municipal Operations, Jim Young. Mr. Young has come to us from PEI where he worked for the province. He is a Civil Engineer with a background in water supply and wastewater. We also want to extend happy retirement wishes to Holly Orde who is leaving the county after 42 years, most recently as Director of Finance.

Budget

Over the course of the last month we have passed our budget for 2022/2023. The Tax rate is staying the same at 0.01025 or \$1025 per 100,000 of assessment. Part of the reason for maintaining the tax rate at the current levels is that our total reserves are around 5% and the province strongly encourages us to have about 15% of our annual budget. Maintaining the tax rate should lift our reserve above 7%. We have also passed a one year Capital budget and expect to have a 5 year capital budget as provincially mandated presented to us within the next month. Our 2020/2021 Audited Financials are finally at the auditors. With the 2021/2022 headed that way in the not super distant future.

Planning

The county has 10 planning meetings planned for between May 16th and 26th. There is one in Lawrencetown at the Firehall at 6pm on May 26th. These are public engagement meetings; we want your opinion about land use planning. What you want and what can be done.

Last Month at Council

Presentation from the Atlanta Hospice Society. The passing of a Video Conferencing Policy so we can meet or attend meetings remotely. The proposed new Committees of Council and Council Procedure policy has been put off until early June. There was a proposal for a municipal county review to look at keeping 11 or reducing to 9 or 7 councillors this was put on a back burner so we could request information on a mayoral vs Warden System. This information will be presented tomorrow.

This month at Council.

We have approval of the Municipal REMO plan and review of both our COVID-19 Policies. The COVID-19 Response Policy and the COVID-19 Vaccination Policy.

Kind Regards,
Brad Redden