

PORT OF PRESCOTT MANAGEMENT COMMITTEE
SOUTH EDWARDSBURGH COMMUNITY CENTRE – JOHNSTOWN

June 15, 2011

7:00 p.m.

Present: Chair W. Sloan
J. Hunter
C. Burrell
J. Scott
G. Morrell
P. Sayeau
B. Ball

Staff Present: R. Dalley, General Manager
L. Stephenson, General Foreman
M. Wildman, Chief Administrative Officer
R. Bennett

1. Call to Order:

Chair Sloan called the meeting to order at 7:01 p.m.

2. Disclosure of Pecuniary Interest – None

3. Deputations – None

4. Mayor's Opening remarks

Mayor Sloan requested that remarks during the meeting be addressed to the chair and only one person speak at a time as the acoustics in the room make it sometimes hard to hear.

5. Consent Agenda

a) Correspondence – Focus 2011 – Business at the Border

The General Manager reported that Gord Brown our MP was present at this gathering and the focus was on making jobs more efficient in regards cross border businesses.

b) Minutes May 18, 2011

Minutes were distributed and did not need to be approved by this Committee as they have already been presented and approved by the Township Council.

6. Business from Previous Meeting

P. Sayeau asked about one of the houses being moved from the property. C. Burrell replied that he understands the house may be moved to a vacant lot in Cardinal owned by the same individual.

7. Operations Report (Copy attached)

The General Foreman presented the report. One employee has now returned to work. Another employee is back to work on May 16 but on modified duties.

P. Sayeau asked about the 80 lost hours in May. The General Manager replied that those are the first 2 weeks of the month for an employee when on WSIB. The General Manager will look at revising this report for next month to make hours more clear.

The General Foreman reported that the next CGC Rating is scheduled for June 27. P. Sayeau asked about fumigating and the Health & Safety report on this topic. The General Foreman advised that fumigating is an ongoing process. The General Foreman's office is now completed.

The corn audit is to be completed by October 1st. Greenfield continues to draw down the corn inventory and by September the audit should be easier to complete. The CGC will be advised that the audit will be scheduled for sometime during the first 2 weeks of September.

8. General Manager's Report (Copy attached)

The General Manager distributed following reports (Copies Attached)

- a. Traffic Report for May
- b. Progress Report – Prescott New Dock Wall Design/Construction, via email from Bob Hennessy dated June 9th.
- c. Health and Safety Progress Report May 16 to June 9.
- d. Financial Statements to May 31.

The General Manager reported that \$90,000 was received by the Township yesterday on the Bin Project claims. The final claim will be #11 and will be sent by courier early next week. P. Sayeau asked about the approval rate on the claims submitted. The General Manager replied that 99.9% of the claims have been approved with only a couple of small items being rejected amounting to approximately \$200.00.

The General Manager reported that the New Wharf Project tender call is planned for June 20th. He asked if this Committee wanted to review the tender documents before they go out. The Committee felt that they need to rely on the Engineers that are involved.

The General Manager reported that the union negotiations went very well and there is an agreement in principle with the bargaining committee. He thanked J. Scott, R. Trivett and L. Stephenson for their efforts in this process. The final documents should be ready to be ratified in a closed session at our next Committee meeting.

The General Manager reported that the draft Audit Report and Financial Statements for the 2010 year were received and he will distribute to the Committee tonight for their review. The final report will need to be approved at the Committee's next meeting.

9. Action Items

a) SLPC Agreement

The Committee was advised that the draft agreement had been updated to reflect the fact that the agreement was between the St. Lawrence Parks Commission and the Township of Edwardsburgh/Cardinal.

Moved by: P. Sayeau

Seconded by: J. Scott

That the Committee accepts the report and recommendation of the General Manager regarding the SLPC agreement.

CARRIED

b) Mar-Land Engineering Agreement / Additional Insurance Coverage

Moved by: J. Hunter

Seconded by: C. Burrell

Councillor Ball asked if the consultant was working without a contract. The General Manager replied in the affirmative. Councillor Sayeau said that everything was ready to be signed. Councillor Ball asserted that there is no contract between parties until the document is signed by both sides.

That the Committee accepts the report and recommendation of the General Manager regarding the purchase of project specific insurance and that Council enact a by-law for the engineering services from Mar-Land Engineering.

CARRIED

10. Ongoing Issues

a) Jim Mabey Well, tenant 3100 Windmill Road

G. Morrell reported that Mr. Mabey's well is 212 feet deep and was drilled in 1996. Mr. Mabey reported no problems with the well until 2007 and since then he has changed the water pipes in his house. Mr. Mabey was advised by Splash Well Drilling on how to properly pump down and test his water. A general discussion followed on possible solutions to Mr. Mabey's water problems. J. Scott asked how this water issue is a Township problem to resolve? It was suggested that this topic be tabled until next meeting for a resolution to be presented stating that Port Property leases can not be transferred to a new tenant name.

b) Marina Issue

The General Manager reported that the Marina owner has presented him with a copy of his insurance and advised that there has not been power on the west dock

for a number of years. The owner is obtaining an electrical inspection report on the facilities and will get a copy to the General Manager when received.

11. New Business

P. Sayeau reported that he enquired if the Greenfield payments were on schedule, and they are.

12. Date of Next Meeting – July 20, 2011, 7:00 p.m. South Edwardsburgh Community Centre

13. Adjournment

Moved by: B. Ball that the meeting adjourn at 8:35 p.m. Carried

These minutes were adopted by the Council this 27th day of June, 2011

Chair

Secretary