

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
WEDNESDAY, DECEMBER 19, 2022
6:30 PM**

Present: Mayor Tory Deschamps, Chair
Deputy Mayor Stephen Dillabough
Councillor Joseph Martelle
Councillor Waddy Smail
Councillor Chris Ward

Staff: Dave Grant, CAO
Sean Nicholson, Treasurer
Robert Dalley, General Manager
Kevin Saunders, Operations Manager
Mike Moulton, Operations Manager
Rhonda Code, Office Manager
Candise Newcombe, Deputy Clerk

1. Call to Order

Mayor Deschamps called the meeting to order at 6:30 p.m.

2. Approval of Agenda

Moved by: J. Martelle

Seconded by: C. Ward

That Committee approves the agenda as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof – None

4. Delegations & Presentations – None

5. Minutes of the Previous POJ Committee Meeting

a) Regular Meeting – November 23, 2022

Moved by: W. Smail

Seconded by: C. Ward

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated November 23, 2022.

Carried

6. Business Arising from Previous PMC Minutes - None

7. Discussion Items – None

8. Action/Information Items

a) Operation Manager's Report – Capital Report

Port staff provided an overview of the monthly operations report and highlighted the following areas: overall inventory levels, monthly traffic, grain received/shipped, additional rail cars ordered according to customer supplied schedule, maintenance and electrical work completed, an overview of capital project progress and electrical savings from 2020 to present.

Committee inquired about projects anticipated to be completed in 2022, work in progress (WIP) projects, anticipated budgetary carry-overs into 2023 and discussed outstanding work required for projects still in progress.

b) General Manager's Report – Traffic Report

Port staff provided an overview of the monthly report and there was a general discussion on the following topics: collective bargaining progress, clarification of the receivables/payables, tentative agreement for lease of the Port warehouse property, Port 2022 surplus, continuation of steel pipe import project, issuance and withdraw of purchase order (PO) for Port warehouse windows, clarified current Port investment status, depreciation/amortization of assets, salt storage and staff shortages.

Committee reviewed the traffic report.

Moved by: J. Martelle

Seconded by: C. Ward

That Committee received and reviewed items 8a) Operation Manager's Report – Capital Budget Report and 8b) General Manager's Report - Traffic Report.

c) 2022 Port Grain Services Surplus

Committee reviewed the report and discussed mutual benefits to the Township/Port of Johnstown, intention of the proposed recommendation, average annual excess inventory, financial impacts of the transfer, past and future inventory schedule, and shrinkage calculation. There was consensus of Committee to have a future surplus sharing discussion at the January Port Management meeting.

Moved by: S. Dillabough

Seconded by: W. Smail

That the Port Management Committee recommends that Municipal Council direct the treasurer to transfer \$585,646.46 from the Port General Account into the Dedicated Capital Reserve Fund (98-3819) prior to December 31, 2022 for upcoming Township capital projects.

Carried

9. Approval of Disbursements – Port Accounts

Moved by: S. Dillabough

Seconded by: C. Ward

That Port of Johnstown Management Committee approves payment of Port invoices circulated and numbered as follows:

Withdrawals Total:	\$373,860.19
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Batch 20	VOIDED
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Batch 21	\$500.00
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Batch 22	\$325,519.08
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Total:	\$326,019.08
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Total of Direct Withdrawals & Batch Listings:	\$699,879.27
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Carried

10. Councillor Inquiries/Notices of Motion - None

11. Chair's Report - None

12. Question Period – The Port GM requested that the Port Management Committee meeting scheduled for January 18 be moved to January 25 to allow additional preparation time.

13. Closed Session – None

14. Adjournment

Moved by: W. Smail

Seconded by: C. Ward

That the Committee meeting adjourns at 8:14 p.m.

Carried

These minutes were approved by Port Management Committee this 25 day of January, 2023.

Chair

Deputy Clerk