

MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
SOUTH EDWARDSBURGH COMMUNITY CENTRE - JOHNSTOWN
MONDAY OCTOBER 23, 2023
6:30 PM

Present: Deputy Mayor Stephen Dillabough, Chair
Tory Deschamps, Mayor
Councillor Chris Ward
Councillor Joseph Martelle
Councillor Waddy Smail
Randy Stitt, Advisory Member
Frank McAuley, Advisory Member
Clint Cameron, Advisory Member
Regina Hernandez, Advisory Member

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

1. Call to Order

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

2. Approval of Agenda

Moved by: T. Deschamps

Seconded by: C. Ward

That Committee approves the agenda as presented.

Carried

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

4. Delegations and Presentations – None

5. Minutes of the Previous POJ Committee Meeting

a) Regular Meeting – September 18, 2023

Moved by: W. Smail

Seconded by: J. Martelle

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated September 18, 2023.

Carried

6. Business Arising from the Previous PMC Minutes (if any) – None.

7. Discussion Items

a) Port Day 2024

Members noted their interest in hosting the Port Day 2024. Discussion was held on hosting a vessel at the Port, tentative dates, and incorporating local community groups in the organization of the event. It was noted that June 22, 2024 will be the tentative date for Port Day.

8. Action/Information Items

a) Grain Operations Report

Port staff provided an overview of the monthly operations report and highlighted the following areas: overall inventory levels, monthly traffic, grain received/shipped, identified where wheat consumption is concentrated, and wheat capacity.

Committee discussed working additional weekend hours with Ingredion Inc., the increase in labour hours, quality report ratings and what impacts the reporting, and tonnage per truck load of wheat.

b) Maintenance Report

Port staff provided an overview of the monthly report and there was a general discussion on the following topics: weekly and monthly maintenance/electrical work completed, the automated bin system, and the labour and quality report.

c) Capital Projects Report

Committee was provided a summary of the report and discussed the Port warehouse invoice amount, elastomeric coating test area on grain elevator, the reason for increased labour hours, current labour demand at the Port, and the strategy for obtaining additional natural gas servicing through the Ministry.

d) Financial Report

Committee was provided with a brief overview of the monthly revenue and expenses and year to date budget to actual numbers. Committee discussed the following: meter reading discrepancies with the natural gas invoicing,

average monthly costs of natural gas services, and reviewed the investment report and the budget process.

e) Vessel Traffic Report

Committee reviewed the traffic report and discussed drafting a report on number of ships at berth based on various products and the reduced timing on vessel loading due to new spouts.

f) General Manager's Report

Committee reviewed the report and discussion was held on the timeframe to utilize the Federal funding for the grain dryer, the estimated timeline for the P & H grain storage facility development, details of contract agreement negotiations with Greenfield Global Inc., and the parameters of participating in the federal temporary foreign worker program.

Members discussed the anticipated working life left with the current grain dryer, availability of additional natural gas supply, the purchase plan for the new grain dryer based on the available gas supply, and the average life of a grain dryer.

There was discussion regarding benefits of providing the drying services versus the revenue gained, new grain dryer efficiency, and the possible use of a stored gas reserve to accommodate the additional natural gas required for the new dryer.

Members noted the potential St. Lawrence Seaway strike and the possible impacts the strike may have on vessels and the Port of Johnstown.

Moved by: T. Deschamps

Seconded by: C. Ward

That the Port of Johnstown Management Committee received and reviewed items 8. a) Grain Operations Report, b) Maintenance Report, c) Capital Projects Report, d) Financial Report/Investment Update, e) Vessel Traffic Report, and f) General Manager's Report.

Carried

g) Marina Waterfront Project # 324-022

Committee was provided with a summary of the report and discussed the following areas: Port maintenance liability, possible tenant contributions to the project completion, future benefits to the businesses in the area, accessibility requirements, tender advertising, the possibility of the Port acquiring the leased businesses in future, leaving availability of future expansion and not limiting future agri-tourism opportunities.

Moved by: T. Deschamps

Seconded by: C. Ward

That the Port Management Committee:

1. Awards the 2023 Marina Waterfront Repair Project #324-022 to Kehoe Marine Construction Ltd. in the amount of \$126,917.00 excluding HST with a contingency of 25% for engineering and potential overages; and
2. Authorizes the Port General Manager accepts in writing the contractor tender on behalf of the Port of Johnstown.

9. Approval of Disbursements – Port Accounts

Members clarified the 10% hold back for the bin wall project.

Moved by: C. Ward

Seconded by: W. Smail

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

Withdrawals Total:	\$134,473.10	
Batch 18 EFT	\$26,021.89	
Batch 19 CHEQUES	\$332,036.69	
Batch 20 EFT	\$343,871.97	
Batch 21 CHEQUE	\$325.44	
Total of Direct Withdrawal & Batch Listings:	\$836,729.09	Carried

10. Councillor Inquiries/Notices of Motion

Mayor Deschamps clarified that the Port of Johnstown financial contribution obligations to the Aquatarium for the Port display were fully met and noted possible future marketing tool contribution opportunities.

Ms. Hernandez suggested review of the current Port of Johnstown website and marketing for a possible update.

11. Chair's Report

The Chair reported on the following:

- Attended the H2O conference
- Noted the sale of Logistec to a private company.
- Highlighted a future meeting with the Ogdensburg Port Authority regarding possible collaboration efforts.

12. Question Period – None
13. Closed Session - None
14. Adjournment

Moved by: T. Deschamps
Seconded by: C. Ward

That the Committee meeting adjourns at 8:40 p.m.

Carried

These minutes were approved by Port Management Committee this 20 day of November, 2023.

Chair

Deputy Clerk