

MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
TOWNSHIP COUNCIL CHAMBERS - SPENCERVILLE
MONDAY JULY 15, 2024
6:30 PM

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

Regrets: Councillor Joseph Martelle

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

1. Call to Order

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

2. Approval of Agenda

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

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) Meeting of June 17, 2024

Moved by: W. Smail
Seconded by: T. Deschamps

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated June 17, 2024.

Carried

6. Business Arising from Precious PMC Minutes (if any) – None.
7. Discussion Items – None.
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, vessels loaded, and the scope of recordable incidents at the Port.

b) Maintenance Report

Port staff provided an overview of the monthly report and there was a general discussion on the following topics: Noted contacting the United Counties of Leeds and Grenville regarding a light out along County Rd. 2 and the preventive replacement of the urethane liners along the steel ducts to prolong the life of the ducts.

c) Capital Projects

Committee was provided with a summary of the capital project status to date and discussed the following: the status of the spout repair tender process, the progress on the new grain dryer installation project and timeline for fuel supply connection, the status of the basement wall concrete repair project, and the timeline for delivery of the pre-engineered track shed building.

d) Financial/ 2nd Quarter Investment Report

Committee was provided with a summary of the monthly revenue and expenses and year-to-date budget to actual numbers. Clarification on fluctuations in the operations and administration accounts due to decreased utility usage and settled accounts with the Aquatarium sponsorship.

A summary of the 2nd Quarter Investment report was provided to Committee and Members discussed the foresight of staggering the Port investment maturity dates to ensure fluidity of funds and protection from uncertain interest rates.

e) Vessel Traffic Report

Committee was provided with summary of the report and discussed available storage space for incoming salt, advantages/disadvantages of a conveyor

system from the Port to Rideau Bulk, future salt storage options if the Ministry of the Environment, Conservation and Parks (MOE) restricts salt storage on the dock, and confirmed scheduled vessels are receiving corn from 2023.

f) Health and Safety Report

Committee was provided with a summary of the health and safety report and discussed the audit report for the conveyor system which recommended automatic stops and the timeline for results of the noise emission test on the new dryer.

g) General Manager's Report

Committee was provided an overview of the report and discussed the following: deadlines for compliance with the Accessible Canada Act (ACA) and ongoing consultation regarding meeting legislation requirements.

Moved by: W. Smail

Seconded by: C. Ward

That the Port Management Committee received and reviewed items 8. a) Grain Operations Report; b) Maintenance Report; c) Capital Projects; d) Financial/ 2nd Qtr. Investment Report; e) Vessel Traffic Report, f) Health and Safety Report; and g) General Manager's Report.

Carried

h) Lease Agreement – St. Lawrence Marina

Committee was provided with an overview of the report and discussed the following: additional lands in the lease agreement and confirmed no conflict with the restaurant regarding the changes, right-of-way access to the water, current month to month status of the agreement, and reasoning for the change to the overall length of the contract.

Future plans to potentially gate off the road from the restaurant to the Port was noted.

Moved by: C Ward

Seconded by: T. Deschamps

That the Port Management Committee recommend that the Council of the Township of Edwardsburgh Cardinal:

1. Approve a new lease agreement with St. Lawrence Marina Ltd. for a 5-year term, with two 5-year renewable options; and
2. That the Port General Manager, Mayor and CAO sign the agreement on behalf of the Port/Township.

Carried

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i) License Agreement – Joe Computer

Committee was provided with an overview of the report.

Moved by: C. Ward

Seconded by: W. Smail

That the Port Management Committee recommends that the Council of the Township of Edwardsburgh Cardinal:

1. Approve the license agreement with Joe Computer for a 5-year term with a one 5-year renewable option; and
2. That the Port General Manager, Mayor and CAO enter into the agreement on behalf of the Port/Township.

Carried

j) Receiving Area Upgrades – Receiving Hopper and Conveyor Portion (Project #300-508)

Committee was provided with a summary of the report and discussed the history and quality of work experienced with Earl Horst Systems.

Moved by: T. Deschamps

Seconded by: W. Smail

That the Port Management Committee:

1. Award the receiving hopper and conveyor portion of the Project #300-580 to Earl Horst Systems in the amount of \$212,011.00 (excluding HST) plus a 10% contingency; and
2. Authorize the Port General Manager to sign the purchase order with Earl Horst Systems on behalf of the Township.

Carried

k) New Grain Dryer Project – Propane connections installation (Project#300-069)

Committee was provided with an overview of the report and discussed increases to estimated costs for fuel connection, the process of selecting the fuel source for the project, clarified ownership of the tanks and connection equipment, the current rate for propane per liter and the length of that locked in rate.

Members discussed the process should they wish to switch suppliers in future, and the complexity of the various propane contracts submitted during the tending process.

Moved by: C Ward

Seconded by: W. Smail

That the Port Management Committee recommends that the Council of the Township of Edwardsburgh Cardinal:

1. Award the propane connection work as part of the New Grain Dryer at the Annex – Project #300-069 to W.O. Stinson in the amount of \$302,000.00 (excluding HST), plus a 10% contingency; and
2. Authorize the Port General Manager to sign the purchase order with W.O. Stinson on behalf of the Township.

Carried

9. Approval of Disbursements – Port Accounts

Committee reviewed the monthly disbursements.

Moved by: T. Deschamps

Seconded by: W. Smail

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

Withdrawals Total:	\$96,415.60
Batch 20 CHEQUES	\$6,130.00
Batch 21 CHEQUES	\$349,217.36
Batch 22 EFT PAYMENTS	\$1,965,992.20
Total of Direct Withdrawal & Batch Listings:	\$2,417,755.16

Carried

10. Councillor Inquiries/Notices of Motion

Councillor Ward noted the success of the Port Day.

Councillor Smail inquired about a timeline for painting the remainder of the grain elevator.

Mayor Deschamps echoed the comments on the success of Port Day and commended all involved in bringing it to fruition and making it successful. He also noted that today is the Deputy Mayor's Birthday.

11. Chair's Report

The Chair reported on the following:

- Thanked and commended all involved in organizing and running the Port Day event held on June 22 noting positive feedback received.
- Announced the Bluegrass Festival Event in Spencerville to be held August 8-11.

12. Question Period

- Enjoyment of Port Day.

13. Adjournment

Moved by: T. Deschamps

Seconded by: W. Smail

That the Committee meeting adjourns at 7:34 p.m.

Carried

These minutes were approved by Port Management Committee this 23 day of September, 2024.

Chair

Deputy Clerk