

MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
TOWNSHIP COUNCIL CHAMBERS - SPENCERVILLE
THURSDAY JANUARY 23, 2025
5:00 PM

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

Zoom: Frank McAuley, Advisory Member

Staff: Sean Nicholson, CAO
Candise Newcombe, Deputy Clerk
Natalie Charette, Interim Clerk
Leslie Drynan, General Manager
Rhonda Code, Office Manager
Mike Moulton, Operations Manager
Jeff Wright, Maintenance Manager

1. Call to Order

Deputy Mayor Dillabough called the meeting to order at 5:00 p.m.

2. Approval of Agenda

Moved by: C. Ward
Seconded by: W. Smail

That Committee approves the agenda as amended to move item 8.h up to #4. Delegations and Presentations with remaining items to follow sequentially.

Carried

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

4. Delegations and Presentations

Year End Presentation – Pre-Audited Financial Statements

Committee was provided with a summary of the report and discussed increased maintenance requirements versus number of maintenance staff, revenues obtained from the sale of access inventory, propane costs versus

realized dryer revenues, and a breakdown of estimated rate of return on investment anticipated for the grain dryer.

Moved by: T. Deschamps

Seconded by: C. Ward

That the Port Management Committee receives the 2024 Annual Report, and that this includes receiving the Financial Statement as per By-Law 2023-14, Schedule "A" and that these Financial Statements be submitted and interpreted to Council.

Carried

5. Minutes of the Previous POJ Committee Meeting

a) Meeting of November 18, 2024

Moved by: T. Deschamps

Seconded by: J. Martelle

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated November 18, 2024.

Carried

6. Business Arising from Previous 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 in December and inquired about the timeline for completion of the cargo dispenser for rail services.

b) Maintenance Report

Port staff provided an overview of the monthly report and highlighted the following items completed: monthly maintenance/electrical work, items from the work order log, the scope and cause of the discharge valve #1 ship loader project, and the process of freeing the conveyors in frigid weather.

c) Capital Projects

Committee was provided with a summary of the capital project status to date and discussed the following: the proposed paving projects to be carried over

to 2025, confirmed remaining capital to be completed in 2025, and confirmed receipt of all grant funding for the new grain dryer.

d) Financial Report

Committee was provided with a summary of the monthly revenue and expenses and year-to-date budget to actual numbers and decreased salt traffic due to unused inventory levels.

e) Vessel Traffic Report

Committee was provided with summary of the report.

f) General Manager's Report

Committee was provided an overview of the report and discussed the advantages of engaging employees about essential internal improvements, providing incentives for improvements that drive production enhancements, retaining casual workers to ensure vacation coverage for full-time employees, estimated timeline for the completion and the scope of the consultation process of the Port of Johnstown Strategic Plan, and reviewed the contingency plans to offset the decline in salt revenue resulting from excess inventory.

g) Port of Johnstown Investments – 4th Qtr.

Committee was provided with an overview of the report and discussed the following: impending investment maturity dates, current cash on hand amounts, the current balance and interest rates on the operating account, and setting the annual budget prior to determining investment options.

Moved by: J. Martelle

Seconded by: W. Smail

That the Port Management Committee received and reviewed items 8. a) Grain Operations Report; b) Maintenance Report; c) Capital Projects Report; d) Financial Report; e) Vessel Traffic Report, f) General Manager's Report; and g) Port of Johnstown Investments – 4th Qtr, as presented.

Carried

h) Masterfeeds Commercial Lease Renewal

Committee discussed concerns with paving work required on the property and the strong working relationship fostered between the Port of Johnstown and Masterfeeds to date.

Moved by: C. Ward

Seconded by: J. Martelle

That the Port Management Committee recommend that Council approves the lease renewal identified as P-35, between the Township of Edwardsburgh Cardinal, Port of Johnstown and Masterfeeds Inc.

Carried

i) Pay Equity Plan

Committee was provided with an overview of the report and noted the February 10th deadline for staff comments.

Moved by: T. Deschamps

Seconded by: W. Smail

That the Port Management Committee recommend that the Council endorses the Port of Johnstown Pay Equity Plan.

Carried

9. Approval of Disbursements – Port Accounts

Committee reviewed the monthly disbursements.

Moved by: C. Ward

Seconded by: T. Deschamps

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

Withdrawals Total:	\$251,430.02
Batch 33 EFT's	\$21,701.89
Batch 34 EFT's	\$2,619.62
Batch 35 EFT's	\$24,003.82
Batch 1 Cheques	\$292,037.96
Batch 2 EFT's	\$517,341.90
Total of Direct Withdrawal & Batch Listings:	\$1,109,134.81

Carried

10. Councillor Inquiries/Notices of Motion – None.

11. Chair's Report

The Chair reported on the following:

- Attended ROMA, highlighting 2 delegation presentations pertinent to Port operations including the Ministry of Environment, Conservation and Parks regarding salt management, and the Ministry of Energy and Electrification regarding natural gas expansion to the Port.

12. Question Period – None.

13. Closed Session

Moved by: C. Ward

Seconded by: W. Smail

That Committee proceeds into closed session at 6:08 p.m. in order to address a matter pertaining to:

- Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Approve Closed Session Minutes dated May 21, 2024.
- Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Compensation Review.

Moved by: C. Ward

Seconded by: W. Smail

That the closed meeting of Committee does now adjourn and the open meeting does now resume at 6:34 p.m.

Carried

5. Report Out of Closed Session

The Chair reported that Committee met in closed session to discuss the Port of Johnstown compensation review and provided direction to staff.

Moved by: W. Smail

Seconded by: C. Ward

That Committee receives and approves the minutes of Closed Session dated May 21, 2024.

Carried

13. Adjournment

Moved by: T. Deschamps

Seconded by: W. Smail

That the Committee meeting adjourns at 6:35 p.m.

Carried

These minutes were approved by Port Management Committee this 18 day of February, 2025.

Chair

Deputy Clerk