



Port Glasgow Trailer Park Committee

Minutes

July 31, 2020, 1:00 p.m.

Port Glasgow Trailer Park, Recreation Hall

Present: Ben Howell
Bonnie Rowe
Julienne Reteff
Marie Marsh
Ona Fournie
Richard Leatham
Shelley Higginbottom

Staff Present: Magda Badura
Steve Storr
Jana Nethercott
Lee Gosnell, Manager of Operations & Community Services

1. Call to Order

Chair Richard Leatham called the meeting to order at 1:03 p.m.

2. Adoption of Agenda

Moved: Bonnie Rowe

Seconded: Marie Marsh

That the Port Glasgow Trailer Park Committee hereby adopt the agenda as presented.

Carried

3. Disclosure of Pecuniary Interest

None.

4. Adoption of Minutes

Moved: Bonnie Rowe

Seconded: Shelley Higginbottom

That the Port Glasgow Trailer Park Committee hereby approves the minutes of the meeting of October 21, 2019 as circulated and printed.

Carried

5. Business Arising from the Minutes

Chair Richard Leatham introduced Lee Gosnell, Manager of Operations & Community Services as the new staff member who's department is in charge of the Park.

6. Updates on Operations

6.1 Changes due to COVID-19

Mr. Gosnell provided an updated regarding Stage 3 rules and restrictions, including the fact that indoor masking is now required.

6.2 Facilities

Mr. Gosnell reported that both laundry facilities have been opened along with 2 of the public washrooms. The north washroom is currently undergoing painting and will reopen shortly.

Mr. Gosnell also reported that the defibrillator has been repaired and is operational once again.

7. Update on Capital Projects

7.1 Memorial Park Gates and Carin

Mr. Gosnell reported that a restoration company has been located to complete the work on the Memorial Park gates and carin. The quote for the work \$18,900.00. This will include replacing the mortar, properly sealing the joins and repairing the stone walls and pillars along with the installation of the gates.

Mr. Gosnell passed around photos of gate samples and committee agreed on Sonoma as the choice at a cost of approximately \$3,000. The gates will take 3-4 weeks to come in once ordered.

Committee has requested that the plaques also be replaced and the wording updated as part of this refurbishment.

7.2 Deferred Projects

9. Financials

M. Badura, CAO/Treasurer went through the financial statements.

10. New Business

Ms. Badura reported that the an initial review of the septic system has been completed by RV Anderson and that West Elgin is acting on their suggestions.

Committee thanked West Elgin Staff and Council for their work in preparing the pathway to the Marina.

Ben Howell inquired about the plan for the food booth this season. Mr. Gosnell stated due to the changing restrictions and uncertainty at this point the food booth would be left empty for this season. The committee held a discussion around other options for future use of the food booth.

11. Adjournment

Moved: Marie Marsh

Seconded: Ona Fournie

That Port Glasgow Trailer Park Committee meeting hereby adjourn at 2:14 p.m.

Carried

Richard Leatham, Chair

Megan Fletcher, Recording
Secretary