

**TOWN OF CORNWALL**  
**UTILITY COMMITTEE MEETING**  
Monday, November 6<sup>th</sup>, 2023, at 4:30 p.m.

**~ A G E N D A ~**

1. Call to Order
2. Land Acknowledgement
3. Approval of Agenda/Additions to Agenda
4. Disclosure of Conflict of Interest
5. Approval of Minutes – September 5th,  
2023
6. Project Update
7. Security Update
8. AMR Proposal
9. Compensation Request
10. Staffing
11. Meeting Schedule
12. Public Input
13. Other
14. In Camera MGA
  - Interest PID 534107
15. Adjournment

**TOWN OF CORNWALL  
UTILITY COMMITTEE MEETING  
Tuesday, September 5<sup>th</sup>, 2023, at 4:30 PM**

Chair: Councillor Elaine Barnes  
Present: Mayor Minerva McCourt  
Deputy Mayor Jill MacIsaac  
Councillor Cory Stevenson (via phone)

Also: Doug Longmoore – Infrastructure Manager  
Kevin Coady – Chief Administrative Officer  
Stephanie Cairns – Water/Sewer Clerk

**CALL TO ORDER**

The meeting was called to order at 4:30 p.m. by Chair Barnes.

**LAND ACKNOWLEDGEMENT**

The Chair read the Land Acknowledgement; that the land we gather on is the ancestral land of the Mi'kmaq and we respect the Mi'kmaq as the Indigenous People of Prince Edward Island.

**APPROVAL OF AGENDA**

It was moved by Mayor McCourt and seconded by Councillor Stevenson the agenda be approved as circulated.

**Motion Carried**

**DISCLOSURE OF CONFLICT OF INTEREST**

Nil.

**APPROVAL OF MINUTES**

It was moved by Mayor McCourt and seconded by Councillor Stevenson the Minutes of June 5<sup>th</sup>, 2023, be approved as circulated.

**Motion Carried**

**BUSINESS ARISING**

Nil

**PROJECT UPDATES**

North River Lagoon Aeration

The aeration system that was removed in 2022 to complete the berm repairs around cell #2 will be reinstalled next week at a cost of \$13,000.

Councillor MacIsaac entered the meeting at 4:37 pm.

### Cornwall Road Service Extension

WSP has completed the surveying for the Cornwall Road service extension. The design is approximately 70% completed and they just need to determine the exact location of the new lift station that is required. Project will be ready for tender as soon as funding is secured.

### Utility Master Plan

Progress continues to be made on the new Utility Master Plan being completed by exp. The water model has been updated and data collection for the sewer model is nearing completion.

### Water Tower

Design work continues for the new water tower for the Town. The next steps are to do tree clearing and boreholes to verify soil and rock conditions and some analysis of the updated water model on the sizing of the water tower for long term growth.

### Communications Equipment

A quote for equipment has been received from Spence Communications to supply and install 14 VHF radios, base stations, and digital repeater for \$23,182.82 plus HST.

Due to limited providers of this service locally it is recommended that equipment is sole sourced to Spence Communications and the Utility had budgeted \$50,000 in the budget to acquire emergency communications equipment. It was moved that a request for decision would be forwarded to the Committee of Council for resolution to proceed with purchase of the communication equipment.

Motion Carried

### Generators

WSP is completing the tender package for the purchase and installation of three new standby generators for the Town. Generators will be placed at North River UV Building, River Point Pumphouse and Warren Grove Lift Station.

### **EMERGENCY PREPAREDNESS – UTILITY**

The Town has purchased and installed two 500-gallon fuel tanks, one diesel and other gas, allowing the Town to have our own fuel supply during emergencies. The Town has also rented a second mobile generator in case needed for busiest part of hurricane season; beginning of September to early October. Other preparations have included stocking up on dry goods and supplies to be prepared in case of another hurricane emergency event.

### **WATER QUALITY RESULTS**

A letter was received from the Province that was included in the package outlining the results of their Pesticide Monitoring Program from 2021 and 2022, specifically the *Pesticide Analysis for Drinking Water Report for Cornwall*. The report showed trace amounts of pesticides were found during annual testing and amounts were below Health Canada's safe drinking water limit. A copy of the report will be included in the annual water report for 2023.

### **SECURITY ISSUES & CAMERA POLICY**

A draft camera policy is going to be circulated to Council and discussed at Committee of Council

for approval. Staff are going to get an updated quote on installing intrusion alarms at all Utility Buildings including water pump houses and lagoon buildings.

**PUBLIC INPUT**

Nil.

**OTHER**

Mayor McCourt thanked staff for the efficiency in getting the flashing lights repaired on Main Street.

**IN CAMERA**

MGA s.119(1)(d)(f) – Moved by Councillor MacIsaac and seconded by Mayor McCourt to go In Camera at 5:24 pm.

Resumed meeting at 5:27 pm.

**MEETING SCHEDULE**

Chair and Councillors not available for meeting in October.

The next meeting time is Monday, November 6th, 2023, at 4:30p.m. at the Town Hall.

**MEETING ADJOURNED**

Meeting adjourned at 5:30 pm.

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**ELAINE BARNES**  
CHAIR

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**DOUG LONGMOORE**  
INFRASTRUCTURE MANAGER

# MEMO

TO: Utility Committee

FROM: Doug Longmoore, Infrastructure Manager

DATE: November 6, 2023

RE: Neptune 360 Billing AMR Billing Software

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The Town received a quote from Neptune Technology (water meter supplier), for subscription service to their automatic meter reading (AMR) software service. The Service has several benefits including:

- The ability to read 50 water meters simultaneously while simply driving by the fixed water meter endpoints,
- Reduced labor hours and increased accuracy of water meter data, which can lead to overall improved operational efficiencies.
- Includes options for customer portals for resident to log on and view current water usage (future).
- As additional meters get installed, no additional labour will be required to input readings into the billing software as it is all uploaded from the data collection unit. This will keep labour costs to do the billing low and predictable as the Town grows.

Subscription service is based on the number of meters currently in the system. As the Town currently only meters commercial and multiunit properties It is a good opportunity to implement new technologies before implementing any universal metering programs.

Cost also includes one time setup fees and staff training to use the system.

See attached quote.



332 Industrial Avenue  
 Truro NS B2N 6V7  
 CANADA  
 Phone: 9028960041

**Town of Cornwall**

PO Box 430  
 Cornwall PE C0A 1H0  
 CANADA  
 Wendy MacKinnon

**SHIP TO**

**Town of Cornwall Cornwall 2**

75 Tower Lane  
 Cornwall PE C0A 1H0  
 CANADA

SALES QUOTATION		
<b>Document Number</b> 5872	<b>Document Date</b> October 19, 2023	<b>Page</b> 1/1
<b>Customer Reference</b>		
<b>Your Contact</b> Andrew Burgess andrewb@flowstarind.ca  Truro Office: 9028960041		
<b>Account Sales Rep</b> Andrew Burgess	<b>Incoterms:</b>	

Line	Item Code	Description	Quantity	UoM	Unit Price	Extended Price
1	.13980-101	Neptune 360 AMR (1-250)- 1 Year Subscription	1.00	EA	CAD 2,800.00	CAD 2,800.00
2	.13980-001	Neptune 360 AMR Set Up Fee	1.00	EA	CAD 2,950.00	CAD 2,950.00
3	.13980-003	Neptune 360 Remote Training	1.00	EA	CAD 1,315.00	CAD 1,315.00

**Terms & Conditions**

Prices are in Canadian Funds unless otherwise stated  
 Taxes, Freight & Sundries Extra  
 Flowstar Terms and Conditions Apply (unless otherwise stated on this document)  
 Validity 15 days, Subject to prior sale  
 GST #869264192

<b>Total of Goods</b>	CAD 7,065.00
<b>Tax Amount</b>	CAD 1,059.75
<b>Total Quote Amount</b>	CAD 8,124.75

**Payments received via credit card will have an additional 4% convenience fee added**

**Payment Terms: N45**

## Doug Longmoore

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**From:** Don & Pam MacAulay <donpammac@pei.sympatico.ca>  
**Sent:** October 31, 2023 11:55 AM  
**To:** Doug Longmoore  
**Subject:** Water Main Shutoff  
**Attachments:** macaulay-78mackinley-water-2023-09-08.pdf

Hello,

Attached is the receipt from Douglas Moore Ltd. for work done to replace the water main system at 78 MacKinley Crescent, Cornwall.

We are seeking partial compensation for this work as the main water shut off valve to the Town of Cornwall delivery system was compromised and required replacement.

Regards,

Don and Pam MacAulay  
(902)626-3506

# Douglas Moore Ltd.

63 Mount Edward Road  
 Charlottetown, Prince Edward Island C1A 5S1  
 Tel: (902) 894-3685

# INVOICE

Invoice No.: 85395  
 Date: 09/20/2023  
 Ship Date:  
 Page: 1  
 Re: Order No.

**Sold to:**

MacAulay, Don  
 78 MacKinley Crescent  
 Cornwall, PEI C0A 1H8

**Ship to:**

MacAulay, Don  
 78 MacKinley Crescent  
 Cornwall, PEI C0A 1H8

Business No.: R101470235

Quantity	Description	Tax	Unit Price	Amount
	Sept 8, 2023	H		
	Replace waterline			
	lawn sweeper	H		70.00
	rehau tool	H		20.00
	Backhoe	H		480.00
60	3/4 Rehau municepex	H	2.76	165.60
1	Jackhammer	H	50.00	50.00
1	3/4 SS Sleeve	H	10.25	10.25
1	3/4 kitz valve	H	65.75	65.75
1	3/4 Brass str 90	H	15.25	15.25
1	3/4XCI Brass nipple	H	11.01	11.01
1	3/4 copper ball valve	H	21.25	21.25
	hydronic cement	H		15.00
4	Astro clip 1"	H	1.00	4.00
	copper hanger iron	H		2.00
	misc	H		20.00
	Labour	H		720.00
1	3/4 IP x 3/4 rehau adapter	H	60.38	60.38
	Subtotal:			1,730.49
	H - HST 15%			
	HST			259.58

*Paid by cheque  
 # 018  
 2023.10.10*

Shipped By:	Tracking Number:	Total Amount	1,990.07
Comment:		Amount Paid	0.00
Sold By: <i>Sept 20 2023</i>		Amount Owning	1,990.07