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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF FEBRUARY 11, 2010

COMMISSION:

Tom Beardsley – Chairman
Lorne Reid - Absent
Martha Armstrong - Absent
Doug Beaman
Brad Beardsley

Greg Towne – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

1 OPENING

Chairman Beardsley called the meeting to order at 7pm.

2 REVIEW OF MINUTES

Chairman asked for a review of the amended minutes of the December 10, 2009 meeting and the minutes of the January 13, 2010 meeting. The minutes were accepted as presented.

3 BUSINESS ARISING FROM THE MINUTES

No business arising from the minutes.

4 CENTRAL ANNAPOLIS VALLEY CHAMBER OF COMMERCE PRESENTATION

Bryan Nelson, on behalf of the Chamber of Commerce, proposed to the Commission that their organization is interested in taking over the daily management of the Kingston/Greenwood Visitor Information/Interpretive Centre. Mr. Nelson stated they would supplement existing staff with knowledgeable volunteers which would ease the budget and thus allow the centre to be open longer into the shoulder seasons. He stated the Chamber would be proactive in exploring funding sources. Mr. Nelson stated he would also be meeting with the Village of Greenwood and expressed that the Chamber would be available to meet with the Kingston Village Commission at their request if further information was required.

5 MURIEL CRAIG – PURCHASING/PLANTING OF VILLAGE FLOWERS

Ms. Craig stated the committee responsible for purchasing, planting and maintaining flowers for the Village flower beds would like to continue to offer their volunteer services this year. This committee made a formal request for \$500 to purchase flowers for the summer and another \$500 to purchase bulbs in the fall. Clerk stated the request would be considered during budget deliberations by the Commission. Clerk also requested that the committee present an itemized list of what was required.

Chairman Beardsley thanked the committee and expressed the importance of volunteer efforts.

6 COMMITTEE REPORTS

Staff presented the monthly Wastewater, Public Works and Recreation reports. The reports were received as presented.

Chairman Beardsley commended the Village Public Works staff and sidewalk snow plow operator for their diligence in keeping the Village sidewalks safe.

Clerk stated Recreation staff was preparing a newsletter for the residents and asked the Commission if they had any ideas they would like to submit. Commission requested an article for volunteers to look after the flower beds.

7 WATER REPORT – VERBAL

Clerk/Treasurer Greg Towne stated he had been in contact with the previous chairman of the Kingston Water Committee, Lloyd Sundby, who was unable to chair the committee. Clerk would like to formalize the Kingston Water Committee again and was looking for a strong community representative to chair the committee.

8 TERMS OF REFERENCE – POLICY AND FINANCE COMMITTEE

Clerk presented the changes to the Terms of Reference to the Commission.

ON MOTION OF COMMISSIONER BEAMAN AND COMMISSIONER BEARDSLEY THAT THE VILLAGE COMMISSION APPROVE THE TERMS OF REFERENCE FOR THE FINANCE AND POLICY COMMITTEE AS PRESENTED. MOTION APPROVED.

9 VILLAGE TAX BILLING PROCESS

Clerk stated the Commission had approved the Village collecting its own taxes and that they need to approve the way in which the taxes are collected.

ON MOTION OF COMMISSIONERS BEAMAN AND BEARDSLEY THAT THE VILLAGE COMMISSION AUTHORIZE TWO TAX BILLINGS FOR THE 2010/11 TAX YEAR SUCH THAT THE FIRST BILLING BE CALCULATED AT 50% OF CURRENT YEAR ESTIMATED TAXES TO BE ISSUED IN APRIL, DUE MAY 31, AND THE SECOND BILLING TO BE CALCULATED AT 100% OF THE 2010/11 LEVY, LESS PAYMENTS MADE RELATIVE TO THE FIRST INTERIM BILLING, ISSUED IN AUGUST, DUE SEPTEMBER 30. MOTION APPROVED.

10 VILLAGE INTEREST ON TAXES

Clerk recommended a tax rate of 1% per month compounded for 2010/11 for the Village which would mirror the County's rate.

ON MOTION OF COMMISSIONERS BEAMAN AND BEARDSLEY THAT THE INTEREST RATE FOR OVERDUE TAXES BE SET AT 1% PER MONTH COMPOUNDED FOR 2010/11. MOTION CARRIED.

11 MONTHLY FINANCE REPORT

Clerk reported a projected surplus of \$9,200 due to current variances and variances previously reported on. He recommended that this surplus be used to reduce the debt for village equipment. After a discussion the Commission decided to wait until the end of the fiscal year.

12 CORRESPONDENCE

A letter from the Upper Room Food Bank expressing appreciation for the fundraising efforts collected during the New Year's Eve Festivities.

13 MISCELLANEOUS

Comm. Beardsley stated the Chamber of Commerce was interested in offering its services to the Visitor Information Centre and would be researching other VIC's sponsored by their Chamber of Commerce. After a discussion the Commission will request a formal proposal/strategy from the Chamber.

Chairman Beardsley stated he will be attending a meeting with local government officials in an attempt to obtain the International Air Show in 2012.

Commissioner Beaman stated he will attend the plaque unveiling ceremony on February 23rd to commemorate the 100th anniversary of flight.

14 ADJOURNMENT

As there was no further business to discuss the meeting adjourned at 8:30pm.

COMMISSION CHAIRMAN

CLERK/TREASURER