



Village of Kingston
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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF SEPTEMBER 6, 2017

COMMISSION:

Don Holmesdale
John Pierce
Bruce Carter
Paul Parsons
Muriel West

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

OPENING

Commissioner Holmesdale called the meeting to order at 7:00pm.

REVIEW OF MINUTES

Chair Holmesdale asked for a review of the August 2nd, 2017 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER CARTER AND COMMISSIONER WEST THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF AUGUST 2ND, 2017 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Holmesdale asked for any business arising from the minutes of August 2nd, 2017.

Commissioner Pierce asked about the status of the outstanding fire safety issues at the apartment building on Main Street. Clerk stated the final inspection was to be completed this week.

Commissioner Pierce asked if the new truck extras were add-ons. Clerk confirmed they were add-ons. Commissioner Parsons asked if the other tenders included the add-ons. Clerk stated the original tender did not include them and that the truck steps add-on was an afterthought that wasn't realized at the time the tender was issued.

Commissioner Parsons asked about the status of the signs for picking up after your dog. Clerk stated the County's Animal Control office was contacted and they agreed to put more of their standard County By-Law signs up in the village's desired locations. They were asked to be installed around the "square" that is popular with dog walkers and includes Pine Ridge Ave, Marshall Road, Main St. and Sparky Street. Public Works

also installed an extra wooden garbage can at the corner of Pine Ridge Ave and Sparky Street.

Commissioner Pierce suggested having a separate meeting to brainstorm ideas for the Village's needs assessment.

Clerk stated he wrote to Joe Crowell with the Department of Transportation asking if there were plans to install a left turning traffic light at the intersection of Main Street and Bridge Street but has received no response to date.

Clerk stated he would provide a copy of the New Commissioner Manual to each Commissioner as requested.

Clerk stated he will finalize the survey letter for Oakhurst residents regarding green space ideas for that subdivision and hand deliver it.

Commissioner West suggested the Village write a letter to Canada Post regarding the recent changes to the Kingston Post Office.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER PIERCE THAT VILLAGE WRITE A LETTER TO CANADA POST'S DIRECTOR OF ATLANTIC CANADA EXPRESSING CONCERNS THAT THE SERVICES AT THE KINGSTON POST OFFICE HAVE BEEN REDUCED CONSIDERABLY INCLUDING THE DOWNSIZING OF THE RETAIL AREA AND THE ELIMINATION OF ONE POSITION WITH NO CONSULTATION. MOTION CARRIED.

Commissioner Pierce asked the Clerk about the possible conflict of interest in hiring a staff family member. Clerk stated there is no conflict of interest according to the Village's Human Resource Policy, the Nova Scotia Human Rights Act and the Municipal Government Act which states an employer cannot discriminate based on family status (parent/child).

Commissioner Carter asked if there are now several properties up for tax sale. Clerk stated yes the Village will have to proceed with tax sale proceedings with some properties.

CONSENT TO AGENDA ITEMS

Chair Holmesdale asked for a motion to approve the agenda items as presented.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER PARSONS THAT THE COMMISSION APPROVE THE AGENDA ITEMS AS PRESENTED. MOTION CARRIED.

Commissioner Parsons asked when Victoria Street is going to be paved through the County's J-Class road paving plan and if it was ever on a top priority list for paving. Clerk stated the previous 5-year plan has changed considerably due to a shortage of funding and that the County has a new policy and scoring system in place. He stated the Village could recommend the road be included on a high priority list along with

Mathews Lane and Moody Court. Commission agreed to send a letter to the County requesting the Village's priority streets be considered for J-Class road paving.

COMMITTEE REPORTS – See Full Reports

WASTEWATER – See Full Report

Clerk stated, as per staff report, the replacement of parts in the clarifier would be based on approval from the Department of Environment. Clerk stated the first step is to get the engineers to assess the condition of the parts.

Commissioner Pierce asked if staff was doing the sewer line replacement on Elizabeth Avenue and Palmer Drive. Clerk confirmed Village staff will be doing the work.

PUBLIC WORKS – See full report

As per Public Works staff report, Clerk stated the cost for the leaf/yard waste dumpster delivery and pickup would be \$150.00. After a discussion the Commission agreed to have two bins placed on each side of the barn driveway on Elm Street. One bin will be used for leaves and the other for yard waste and will be provided during the last two weeks of October and if necessary, the first week of November. Clerk stated it is free to dispose of leaves at either Loomer's Pumping Service or at the Valley Waste Management Centre in Lawrencetown. The Management Centre charges \$97.00 per ton for the disposal of yard waste.

Commission held a discussion and agreed with staff suggestions for resurfacing the outfield on the upper ball field in Ravenwood Subdivision. As per public works report it was advised that the Village use compost instead of topsoil and mix it into existing surface. There were three types of compost that were discussed and Commission Parsons suggested the public may have an incorrect perception of one type of compost being sold in the area and advised getting references. Commission also agreed to use Geoff Hennigar of Hennigar Farms to spread, level and seed the soil since he has all the proper equipment.

RECREATION – See Full Report

Clerk stated as per Recreation report that the Terry Fox Run/Walk will be held in Kingston this year along the Harvest Moon Trail (the old rail bed) on Sunday, September 17th with the starting area at the G.W. Sampson building.

Commission pointed out that, in the report under the heading Kingston Credit Union Centre, the date should read Tuesday, September 5th rather than Friday, September 5th for the start date of the ice installation process at the rink.

Commissioner Carter stated the United Church is still interested in donating their piano to the Village to be placed in a public location. Commissioner Parsons suggested placing it outside the Visitor Information Centre under the overhang and the Commission agreed this would be a good central location for the public to access it and also store it for the winter. Commission suggested Recreation Coordinator contact John Morash to work out the details.

Wastewater, Public Works, Recreation and Tourism reports were received as presented.

MONTHLY FINANCE REPORT – See Full Report

Revenues

Bank interest earned is currently \$2,500 higher than budgeted (\$6,400).

Expenditures

Variances to be reported on include:

Village Beautification budget – favourable variance of \$1,000

Parks Repairs and Maintenance budget – favourable variance of \$4,500

Outdoor Concert Series budget – unfavourable variance of \$200

Summer Day Camp budget – favourable variance of \$500

Sewer Operations

Sludge Disposal budget – unfavourable variance of \$2,800

Collection Maintenance budget – favourable variance of \$10,300

COMMITTEE APPOINTMENTS

The following appointments were filled:

- **Policy and Finance Committee** – Chairman Holmesdale and Commissioner Pierce agreed to sit on the committee for another term.
- **Steer BBQ Committee** – Commissioners West and Pierce agreed to sit on the committee.
- **Kingston Area Advisory Committee** – Chair Holmesdale, Commissioner Parsons and Commissioner Carter agreed to sit on the committee.

SEWER DESIGN – GREENWOOD ROAD AND RAIL BED SEWER FORCE MAIN

Clerk reported the engineering draft design of the rail bed sewer force main and the Greenwood Road gravity sewer design have been completed.

DISCUSSIONS:

- Western Valley Minor Hockey Association Golf Tournament - has been rescheduled for September 17th - the majority of the Commission will be attending the Association of Nova Scotia Villages Conference and won't be able to attend.
- Stronach Park Fishing – Clerk stated a resident and her two grandchildren were fishing in Stronach Park and the Village Office received a few complaints from visitors at the park. After a discussion the Commission agreed to leave it alone unless it becomes more of a problem.
- Christmas Dinner – Commission agreed to hold the Christmas staff dinner at The Crossing Restaurant in Kingston on Thursday, December 14th if it is available.

- October Regular Session Meeting – Commissioners West and Carter stated they will be away for the October 4th meeting.
- Kings Transit – Commission agreed they would like to send a letter to County Councillor Martha Armstrong requesting that Kings Transit consider making the existing detoured bus route from Greenwood to Middleton along Hwy 1 a permanent route.
- Commissioner Carter suggested the RCMP attend a village meeting. Clerk will make the request.

CORRESPONDENCE:

COUNTY PUBLIC MEETINGS

Chair stated the Village received notification of three County of Kings' public meetings with the final one to be held at the Kingston Fire Hall on Thursday, September 14th. It is a public participation meeting to discuss Land Use By-Law and Municipal Planning Strategy changes. Some Commissioners will be away at the ANSV Conference but Commissioner Parsons stated he will try to attend.

CAMP BRIGADOON INVITATION

Chair stated the Commission was invited to attend an event at Camp Brigadoon on November 17th.

DISCUSSIONS:

Commissioner Parsons asked if the Commission would agree to send a letter to the County of Kings confirming that Victoria Road is still a high priority on the J-Class Road Paving list. Commission agreed. Clerk stated the County may have had a 5 year priority list but that they can only approve year one. Clerk advised the commission to look at the County agenda to see the new J-Class Road Paving scoring system.

Commissioner West asked how residents are to dispose of their old lightbulbs. She stated the Greenwood Recycling Depot does not accept them and would like to find out from Valley Waste why they're not accepted there. She suggested putting a bin at the office as a convenience to residents.

Commissioner Pierce asked about scheduling a meeting regarding the Village's needs assessment. Commission decided to meet on Wednesday, October 18th at 7pm.

ADJOURNMENT

ON MOTION OF COMMISSIONER PIERCE THAT THE MEETING BE ADJOURNED AT 9:05PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER