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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF NOVEMBER 1, 2017

COMMISSION:

Don Holmesdale
John Pierce
Bruce Carter - Absent
Paul Parsons
Muriel West

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

GUESTS:

Sgt. Jamie Greene – Kingston RCMP Detachment
Martha Armstrong - County Councillor District 4
Hubert Ryan - Resident

OPENING

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

REVIEW OF MINUTES

Chair Holmesdale asked for a review of the October 4th, 2017 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER PARSONS THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF OCTOBER 4TH, 2017 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Holmesdale asked for any business arising from the minutes of October 4th, 2017.

Commissioner West asked if the Village had received a response from the letter that was sent to Canada Post regarding the changes and downsizing of the Kingston Post Office, a very busy post office. Clerk stated there has been no response to date.

Commissioner Parsons stated the new left turn arrow at the intersection of Main Street and Bridge Street is working well for traffic flow.

Commissioner Pierce asked that, in future, any outgoing letter correspondence be emailed to the Commission.

The Commission had asked at the last meeting for more information on the Western Kings Family of Schools. It was confirmed that it pertains to all schools that would eventually feed into West Kings High School.

Commissioner Parsons asked how the two leaf/brush bins were working out. Commissioner West stated she and other residents have found it to be very user friendly and that it is was a positive initiative overall that has proven to be very popular. She has heard several great comments from residents who really appreciate the service. Clerk stated the leaf bin has been emptied twice so far and the brush bin has been emptied three times. Commission noted that Public Works is tamping down the bins when necessary and keeping the area very clean and that there is good signage there.

Commissioner West noticed in the last minutes that the Summer Day Camp had an unfavourable variance of \$6,100 and she wondered if the Village needs to increase the fees at the Day Camp. Clerk and Commission stated it has never been a money maker and Clerk stated that if the fees were increased it may prevent many families from being able to use the service. The increase would also put the Village on par with Greenwood's Day Camp which has much more to offer in the way of facilities. Clerk asked the Commission if it should be a breakeven item and that it is definitely something that could be looked at during budget time.

CONSENT TO AGENDA ITEMS

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

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

RCMP PRESENTATION – Sgt. Jamie Greene

Sgt. Jamie Greene provided a comparison of statistics from September 2015/16 to September 2016/17:

- Calls for service were down except for theft calls which rose by 18%. Most of Kingston's theft calls were for the Superstore, NSLC and unlocked vehicles. He stated most of the thefts were committed by the same people as last year.
- Most of the impaired driving calls were unfounded and that it was more driver inattention.
- Received many noise complaint calls from the trailer park and the green apartment building on Main St.
- The number of ATV complaints has gone down from last year.
- Criminal records checks take up a lot of staff time since they do them daily.
- The RCMP has a field sobriety test and if the individual fails or refuses it he/she is taken back to the detachment where a Drug Recognition Officer puts them through a series of tests. There are only 1,100 Drug Recognition Officers across the country.
- There is a new instrument coming out for roadside which takes a saliva test for cannabis, cocaine and heroin.
- The July 1st, 2018 new marijuana laws will be a learning curve for them.

RESIDENT HUBERT RYAN – COMPLAINT OF NO SIDEWALK ON BALSER DRIVE

Kingston resident Hubert Ryan introduced himself and stated he has been a resident of Kingston for many years and had the following complaints:

- The sidewalk tax was instituted in 2003 and the rate was one half of 1% of your property assessment and he wondered if that percentage has changed.
- There is not enough information included on the tax bills – he would like to see a breakdown of where the tax dollars are going.
- At the first public meeting he attended for the new sidewalk area rate, he left with the understanding that subdivisions were included and that Balser Drive was a priority street for a new sidewalk.
- When sidewalk construction did take place it all went to the downtown area and subdivisions were ignored.
- It appeared that in 2008 the new sidewalk installation on Pine Ridge Ave and Westwood Street was part of the downtown beautification project - although he said he was assured by the commission this was not the case and that subdivisions would still be included for sidewalks.
- Existing sidewalks are getting resurfaced instead of new sidewalks being built.
- He wondered if the section of paved rail bed trail was paid for with sidewalk funds.
- He did not understand why Marshall Road got a sidewalk when there are no subdivisions on it and not many walkers. He said subdivisions have been paying since 2003 for sidewalks and not seeing any built.
- He would like to know if any sidewalk funds were used for any other paving in the village.
- Since the sidewalk area rate got phased into the budget he would like to see a complete statement of revenues collected for sidewalk and where the money went.
- Balser Drive should be a priority for a new sidewalk because of the young school children going to school, the elderly, lots of traffic going to the recreation area/ball fields, it is used as a main entrance into Ravenwood Subdivision, and it is used for walking by all, including dog walkers and strollers.
- Residents don't know where the sidewalk funds are going.

Clerk/Commission response:

- Clerk stated the rate for sidewalks has changed over the years, there is no percentage rate anymore and it is now included in one budget amount. The village tax rate is 30.9 cents and the amount for sidewalks varies each budget year.
- The information on where the tax dollars are going is in the budget book and the financial statements and questions can be answered anytime at the office.
- Commission is not ignoring subdivisions and actually looked at putting a sidewalk on Balser Drive a few years ago and even put out a tender for a sidewalk study at a cost of \$38,000. The study determined that a new sidewalk, which would have to meet the Department of Transportation's present standards, would cost a million dollars.
- Existing sidewalk maintenance uses a separate funding source and it does not come from new sidewalk construction funds.

- The paving on the rail bed was not paid for with Village sidewalk funds and was cost shared with the Kings County Trail Society.
- Commissioner Pierce explained that, with regard to the new sidewalk on Marshall Road, there are two subdivisions located on either side of Marshall Road and the Village took advantage of the opportunity to get the project done for '25 cent dollars'. This was due to the fact that the province built the sidewalks while they were paving Marshall Road. It cost the Village \$250,000 as opposed to the million dollars it would have cost without the province. He stated the Commission always tries to spend tax dollars as wisely and as efficiently as possible and this was an opportune time to put a sidewalk there.
- Commission explained that no sidewalk funds were used for any other paving in Kingston.
- Clerk stated there is a sidewalk reserve fund in place and that he will provide details on how the sidewalk funding has been spent.

Chair thanked Mr. Ryan and stated the Commission appreciates this valuable information, will take it under advisement and are available to answer questions anytime in the future.

COUNTY UPDATE – COUNCILLOR MARTHA ARMSTRONG – DISTRICT 4

Councillor Armstrong updated the commission on the following:

- The County confirmed that the Department of Transportation will be conducting a traffic count at the intersection of Maple Street and Main Street. She stated the last time a traffic count was done approximately 4 years ago it scored 70 out of 100 which did not warrant a traffic light. If it does warrant traffic lights the Department of Transportation will cover all costs to install the required traffic lights and crosswalks. If the numbers do not warrant intersection upgrades, then the County and Village would need to cover the costs to install the necessary crosswalk infrastructure.
- Will see what the County can do about the Kings Transit reroute request.
- She toured Kingston and district 4 with the County's new Chief Administrative Officer (CAO), Scott Conrod.
- Will try to get an update on the results of the final fire safety inspection at the main street apartment building in Kingston and will talk to Terry Brown about the unsightly aspect. Clerk stated there is no by-law officer at the County at the moment. Councillor Armstrong stated the new CAO is going to sit down with the managers and determine the hiring needs for the County.
- Waiting for the final revisions of the design work and specifications from the Stantec consultants for the new municipal complex.
- County has changed the way they spend their gas tax money and right now it is sitting in a reserve. The majority of councillors do not agree that the county's gas tax money should go specifically or totally to J-Class roads. The J-Class roads that were paved a few years ago, and 50% cost shared with the province, were done with gas tax funds and county reserves.
- The new RCMP building will be located across from the old bowling alley in New Minas.

COMMITTEE REPORTS:

WASTEWATER – See Full Report

PUBLIC WORKS – See full report

Commissioner Parsons stated it tends to flood at the corner of Victoria Rd and Park Rd and that the manhole cover is higher than the road. Clerk stated Public Works staff will have a look at it and if it is a grated catch basin it would be the responsibility of the Department of Transportation.

Commissioner West wanted to know how much longer the leaf/brush bins will be left out. She also said the pine needles drop earlier and suggested a bin could be provided the end of September next year. (Will discuss further under Financial Report)

Clerk stated the request of having one of the seasonal employees work longer into the season is no longer required.

Commissioner Parsons asked if the garbage cans have been removed permanently since they are handy for people that pick up after their dogs. Clerk stated the cans are removed for Halloween and then some are put back out.

Commissioners discussed the request by Public Works to look at the east bank of the duck pond in order to consider budgeting for a textured stone retaining wall and they decided they would like to have more information, e.g. is there erosion happening?

RECREATION – See Full Report

As per recreation report indicating a need for a community badminton individual, Commissioner Pierce suggested Larry Caldwell as a possible choice.

Chair Holmesdale asked if the O2 program students will be constructing the framework for the outdoor arena again this year. Clerk will confirm with recreation staff.

Chair Holmesdale agreed to volunteer at the Santa Comes to Kingston event as well as Commissioners West and Pierce.

Clerk stated recreation staff will put the results together from the Oakhurst Subdivision green space survey and have it ready for the next meeting. Commission would like to include the results of the Oakhurst Subdivision survey, once it is completed, in the minutes of the regular session meeting.

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

MONTHLY FINANCE REPORT – See Full Report

General Operations

Clerk stated through the first 7 months of the fiscal year there are some known variances to report on but that overall the year end position is expected to be favourable.

Revenues

There are no new revenue variances to report on for October.

Expenditures

Clerk stated the Parks Repairs and Maintenance budget has a favourable variance of \$7,400 and suggested some of this variance could be used to extend the leaf/brush bin service. Clerk stated the cost of the bins is estimated to be approximately \$2,500 even with the free leaf drop off. After a discussion the Commission decided to keep the bins available until Tuesday, November 14th. Staff will advertise on social media and stated the service was seen on Facebook by 10,000 people. Commissioner West asked about offering the service again in the spring. Commission will look at it at budget time.

Sewer Operations

Treatment Plant Electricity has a favourable variance of \$5,300

Monthly finance report was received as presented.

CLERK'S DISCUSSIONS:

Parade Float Replacement

Clerk stated he received a quote for a customized trailer, for parade float purposes, from Nova Millwrights and wondered if the Commission would be in favour of this purchase. After a discussion, Commission asked to see a few more quotes brought forward.

Christmas Menu – The Crossing Restaurant

Clerk stated The Crossing Restaurant provided two different menu choices at different price structures. Commission asked if staff could confirm a substitution and if coffee/tea/juice is provided and, if so, to then confirm Menu #1 for December 14th.

Legion Tax Exemption

Clerk stated there was some confusion with the Kingston Legion in that they were not asking for a tax exemption but instead wanted to appeal their annual sewer charges. They argued their sewer charges should be on par with the Kingston Lions Club. Clerk will research this further for the next meeting.

Property Tax Sales

Clerk stated there are two properties eligible for tax sale, one regardless of the recent payment made.

CORRESPONDENCE:

Chair stated he received an invitation and will attend the Remembrance Day Service and Banquet at the Kingston Legion on November 11, 2017.

DISCUSSIONS:

Commission/Clerk agreed to meet November 28th at 7pm at the Village Office to discuss the needs assessment.

Commissioner West stated she received a complaint from a resident of Prince Street who said the road was pooling with water since the sewer work was done there. The resident would also like to see a dead end street sign at the road entrance. Commission advised that he contact the Department of Transportation for these concerns and Clerk will ask public works to have a look after a rainfall.

Chair Holmesdale stated the Policy and Finance Committee will meet to update the Village's Travel Expense Policy.

Commission decided to table the piano item to spring.

Clerk informed the Commission that Mike Trinacty, Trails Consultant, would like to meet with the Commission. Chair Holmesdale, Commissioners West and Pierce will attend the meeting once the date is confirmed.

ADJOURNMENT

ON MOTION OF COMMISSIONER PARSONS THAT THE MEETING BE ADJOURNED AT 9:40PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER