



Village of Kingston
671 Main Street PO Box 254
Kingston NS B0P 1R0

ph 902 765-2800
fx 902 765-0807

September August 5, 2018

Commissioner D. Holmesdale
Commissioner J. Pierce
Commissioner P. Parsons
Commissioner M. West
Commissioner W. Fowler

Dear Commissioner Members:

Attached for your review is the Agenda for the regular Village meeting scheduled to take place at 7:00pm on Wednesday, September 5, 2018 at the Kingston Village Office.



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REGULAR COMMISSION MEETING September 5, 2018

AGENDA

1. Review of Minutes of Meeting held August 1, 2018
2. Business Arising from the Minutes
3. Consent to Agenda Items
4. Committee Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
5. Finance Report
6. Discussions
7. Correspondence
8. Adjournment



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF AUGUST 1, 2018

COMMISSION:

Don Holmesdale - Chair
John Pierce – Vice Chair
Paul Parsons
Muriel West
Wayne Fowler

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

OPENING

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

REVIEW OF MINUTES

Chair Holmesdale asked for a review of the July 4th, 2018 Regular Session meeting minutes and asked if there were any errors or omissions.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER WEST THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF JULY 4TH, 2018 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Holmesdale asked for any business arising from the minutes of July 4th, 2018.

Commissioner Pierce asked about the status of the impending school bus changes. Clerk stated they were going to look at options but there has been no update.

Commissioner Fowler, the Clerk and Chair Holmesdale will attend the Association of Nova Scotia Villages Annual General Meeting on September 14th and 15th.

CONSENT TO AGENDA ITEMS

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

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

COMMITTEE REPORTS – See Full Reports

WASTEWATER – See Full Report

Clerk stated Wastewater Supervisor will be consulting with Loomer's Pumping Service regarding the Clarifier and the issues involved with pumping it down to get the repair work done. Clerk also stated the Department of Environment was not in favour of emptying the clarifier to do the work involved. The most economical solution may be to pump the clarifier down 2 to 3 feet to work above the water for 8 to 9 hours at a time.

Clerk is also checking into a possible extended warranty of the pump that had to be pulled at the KN-11 lift station while Xylem is assessing the damage.

PUBLIC WORKS – See full report

Commission agreed that the staging structure is in need of improvement and suggested the Village could cost share with the Steer BBQ Committee.

RECREATION – See Full Report

Commissioner West and Commissioner Pierce confirmed they will attend the Seniors Picnic and help serve.

Chair Holmesdale reported the Kingston Fire Commission agreed to allow the Recreation Coordinator to hold programs such as Senior Fitness at the Kingston Fire Hall except for the 1st Monday and Tuesday of each month, where they can be held at the Kingston Legion. Commission asked that a letter be sent to the Fire Commission accepting and thanking them for their offer.

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

COMMITTEE APPOINTMENTS

Policy and Finance Committee

Chair Holmesdale and Commissioner Pierce agreed to sit on this committee for another term.

Steer BBQ Committee

Commissioner West agreed to sit on this committee for another term and Commissioner Pierce agreed to canvass for sponsors for another year.

Kingston Area Advisory Committee

Chair Holmesdale, Commissioner Fowler and Commissioner Parsons agreed to sit on this committee for another term.

POLICY AND FINANCE COMMITTEE

Autos for Autism Event

Chair Holmesdale and Commissioner Pierce reported they received a request from the Annapolis Valley Chapter of Autism NS for \$500.00 through the Village's Festival and Community Events Funding Policy for their Autos for Autism event. Clerk reported this same organization has applied for and received funding in the amount of \$500 for another event this year.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER PARSONS THAT THE VILLAGE OF KINGSTON COMMISSION AGREE TO PROVIDE \$300 TOWARD THE AUTOS FOR AUTISM EVENT TO BE HELD AUGUST 25TH. MOTION CARRIED.

RCMP LIFT STATION TENDER

Clerk reported the tender for the lift station closed on July 23rd and the lowest bid was from DJ Lowe. He noted there was a vast difference between their lowest bid of \$114, 536.55 including HST, and the highest bid of \$261,855.00. The Village budgeted \$150,000 for the project with 100% gas tax funds.

ON MOTION OF COMMISSIONER PIERCE AND COMMISSIONER WEST THAT THE VILLAGE OF KINGSTON COMMISSION AWARD THE RCMP LIFT STATION PROJECT TO DJ LOWE CONSTRUCTION IN THE AMOUNT OF \$114,536.55 INCLUSIVE OF HST. MOTION CARRIED.

MONTHLY FINANCE REPORT – See Full Report

Clerk reported there were a few revenues or expenditures to report on.

Revenues

Summer Day Camp revenues are higher with a full camp all summer. Interest earned is higher due to low budgeting and carrying a high bank balance.

Expenditures

Steer BBQ expenditures are slightly under budget as well as Apple Blossom expenses.

Sewer Operations

Sludge Disposal Fees are currently on budget.

ASSOCIATION OF NOVA SCOTIA VILLAGES ANNUAL GENERAL MEETING DATE

Clerk reported a correction date of Friday, September 14th and Saturday, September 15th for the Annual General Meeting in the Village of St. Peters.

CIBC – Building Purchase

Commission held a special meeting on July 18th to discuss the purchase of the CIBC building and if an increase to the current offer would be supported by the Commission.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER PARSONS THAT THE VILLAGE COMMISSION INCREASE THE CURRENT OFFER TO \$200,000 FOR THE CIBC BUILDING. MOTION CARRIED.

Property Tax Bill Requests

Clerk reported the Village Office has seen an increase in requests for copies of tax bills. Homeowners, trying to sell their homes, are being asked to provide a copy to their realtor to show prospective buyers and then mortgage companies are using the copy for pre-approval of the mortgage. Clerk stated some municipalities have created a policy to charge for copies of tax bills. Commission agreed that the extra administrative work is worth an added fee. Commission asked Clerk to look at the policies implemented by other municipalities. Commission suggested adding a line in the fall newsletter letting residents know there is a new requirement in the real estate process that you must provide a copy of your tax bill to your realtor. It could also be noted that there may be a cost involved in getting a duplicate copy from the office and that there may also be a delay in receiving a copy, depending on how busy the office is at the time.

Capital Projects

Clerk gave an update on the following Capital Projects:

Public Wi-Fi/Camera Expansion – Only ordering 2 – 3 more Wi-Fi antennas this year and 2 more cameras.

Village Signs Replacement – Should be ready by next week.

Office Lights to LED Conversion – Only one quote submitted so far, other electricians have not returned calls.

Website Redesign – Near completion.

Community Needs Assessment – On hold for now.

Ravenwood Lower Field Re-Dressing – Staff are getting quotes.

Stronach Park Fitness Equipment – Will be ordered in September.

New Truck – Should arrive in a week

Ravenwood Fencing – Has not been actioned yet.

MT-6 Blower Replacement – Will order the beginning of September.

Property Tax Reassessment/ Historical Refund

Clerk reported he informed the owner of Brookridge Place that he was two years in arrears on his property taxes. The property owner informed the Clerk that his property had been assessed incorrectly by Property Valuation Services Corporation (PVSC) and was since lowered so he felt the Village owed him 11 years of back taxes. Clerk informed the Commission of a precedent case of going back 2 years for a business property owner who was being overcharged for sewer. The business had changed services and the Village was never informed of the changes. Brookridge Place owner also complained that there were two cement pieces left on either side of his property

after the sidewalk was installed in front of his property. Commission asked Clerk to find out what his standing is with the County of Kings.

DISCUSSION

Chair Holmesdale reported he attended an Association of Nova Scotia Villages meeting in Truro and reported things were shaping up for the conference in September. He also stated there was a "Municipal Modernization and Coastal Protection" session held recently and there will be a report out soon outlining all of the points of interest. There was also a discussion on the issue the Village of Baddeck is experiencing with their local media demanding all of their financial records (other than employee records) from the past 5 years.

CORRESPONDENCE

REQUEST FOR PURPLE BENCH AT STRONACH PARK

Chair stated the Village received a correspondence from Dolly Mosher, Victim Services Coordinator with the Halifax Regional Police asking if the Village Commission would consider installing a purple bench in Stronach Park in honour of victims of domestic violence. They would also want permission to host the Remember Me Walk at Stronach Park the third week of October if the bench is approved.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER PIERCE THAT THE COMMISSION APPROVE THE INSTALLATION OF A PURPLE BENCH AT STRONACH PARK BY THE ORGANIZATION "SILENT WITNESS NOVA SCOTIA" AT THEIR COST AND INSTALLED BY THE VILLAGE. MOTION CARRIED.

CIBC BUILDING

Commission agreed to have Clerk call and find out why CIBC responded to another offer on their building and did not give the Village another chance to reoffer.

ADJOURNMENT

ON MOTION OF COMMISSIONER PIERCE THAT THE MEETING BE ADJOURNED AT 8:45PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **September 5, 2018**
Re: **Environmental Services Report**

August 14th Public Works Supervisor and the Village clerk had first job meeting with engineer and the contractors awarded the job to replace lift station. Contractors started working on site August 27th. Trench box was used to hold back surrounding earth from collapsing, but after excavating approximately 6 feet down from existing elevation contractors were into the water table. A series of sand points (12) manifold together were used to pump down water table to allow excavation to the proper depth for bottom of wet well. The final elevation ended up being 11.5 inches higher than existing pumping station because of the silt matter and the erosion under some of the existing infrastructure. After trench box is removed new station will be backfilled and compacted. New pumps are 4-5 weeks away but old pumps will be used until new pumps arrive. Contractors had a meeting with Village Clerk and Wastewater Manager about extras incurred, while dealing with the high water table, to be presented to Village Commission. In the future water table depth should be made available for contractors bidding on work at any depth below 7 feet.

Aerators at the treatment plant were removed from aeration tank for routine 2 year bearing replacement. New aerators were purchased 2 years ago with shafts and housing already assembled. While removing the props staff noticed excessive bearing wear on all three aerators. Treatment plant staff felt bearings were installed incorrectly at the factory and passed that information on to Aeration Industries in the States. Two of the props were also worn, where they spin up against bearing, so much so that a cavity was created and had to be sent to the machine shop to have the stainless steel prop built back up and balanced. Atlantic Purification System (Atlantic Canada Rep) was contacted about warranty, which is 3 years, and pictures of bearings were sent along and passed on to Aeration Industries. Three bearing kits were sent at no charge and new props were offered at cost, a savings of approximately \$2,000 per prop. They would not warranty the worn props stating that the aeration tank must have debris in it and must be getting wrapped around prop, which is a real possibility. Rebuilt props are working fine and staff will now have 2 props in stock if problems persist.

August 30th received rebuilt Flygt pump back from Xylem for Forrest Brook Park subdivision lift station. Repairs included impeller and wear plate assembly along with a Mechanical seal kit and labour. Pump will be installed back in wet well this week. Wastewater staff would like to clarify that pump is 6 years old and that warranty on most pumps is generally one year with an option of extended warranty (1 more year) at

3% of the pump value. Station in Forrest Brook Park is a square station and although cleaned 2 times a year square stations tend to have more sediment of grit that collects on bottom of station which causes more wear on Impellers and wear plates. Repairs have a 3 month warranty.

Daily work at the treatment plant is ongoing and treatment plant staff has not come up with a plan to date, for work to replace clarifier parts. As mentioned in last report we did not receive any quotes from contractors to replace brackets and anchor bolts. It is a bit complex and needs a detailed action plan of how to proceed. Wastewater staff will be seeking contractor's advice that has experience working on circular clarifiers. Sludge was recently hauled away and staff entered aerobic digester tank to repair broken airline diffusers.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **September 5, 2018**
Re: **Public Works Report**

New Village signs that were reported last month with an installation date of August 9th has been delayed due to a back log of other projects being taken on at B&H Wholesalers. There was also a misunderstanding that signs were to be double sided with vinyl but was detailed in emails sent to all bidders. Signs should be installed sometime this week but in the future when asking for pricing on big signs such as this more information from bidders needs to be acquired on equipment capability to create big signs. B&H machine to apply vinyl is limited for size of job and therefore vinyl is seemed in the middle, something that likely will not be seen from the road but is at close range.

Public Works staff has been busy clearing out underbrush and dead trees in wooded area behind bandstand. Brush and sucker branches had to be picked up and raked up then hauled away for a complete tidy job. Public Works staff feels that a bush hog attachment for Kubota tractor would be beneficial to help keep new growth cut off in some areas of the wooded section. Other areas in this section are rough terrain and will always have to be hand trimmed. Public Works staff will be checking pricing for attachment.

August 11th job to clear snow in the downtown core was put out to tender with a closing date for tenders to be received August 30th. A number of different contractors inquired about tender but in the end only one tender was received.

New 60 inch snow blower attachment was ordered through Saunders Equipment. Saunders indicated that price had gone up \$500 since quoted in January 2018 but after some negotiating price given in January was honoured. Blower was delivered August 29th but was the wrong size and had to be sent back. Correct size will be sent last week in September.

Pricing was received for resurfacing other ball field in Ravenwood and was much higher than budgeted because of much larger project area. Also, because of the dry summer and no irrigation in place for any of our sports fields the grass planted last year at the upper field died and lost what little root system new grass had. Public Works staff will be tilling section of the field done last year and contractor will provide a different type of seed at no charge other than the labour to level area after it is tilled. We will also be receiving a price to finish the remainder of upper field. Public Works staff feel that if next summer is going to be dry again that field should have some type of irrigation system in place even if tanks of water need to be pumped onto the field with the use of industrial size sprinkler head to ensure continued growth of new grass. Staff will also be sending soil samples off to Kentville Research Station for soil

analysis to help with decision making of what is needed for healthy turf grass. Staff feels that we need to get the process right before doing another field and that portion of budgeted amount for lower field should be used to level the area done last year and finish the rest of the outfield so that it all looks the same.

New Dodge truck was received on August 24th but had to be sent back after staff noticed oil drips on the floor under the rear end of truck. The Pinion seal was replaced to stop the leaking. After discussion with Village Clerk, Public Works staff will get quote for Boss plough mount to be installed on new truck. There have been a lot of repairs done to 08 dodge including a Power steering pump recently and a rebuilt transmission in February. Staff will use older truck to plough for the most part but felt new truck should be equipped with plough hook-up in case something else happens to 08 Dodge.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**
Date: **September 5, 2018**
Re: **Recreation Report**

KINGSTON STEER BBQ & VILLAGE FAIR

- Steer BBQ Meeting will take place either the end of September or early October
Committee is hoping to have most if not all of the financials finalized by this time.

SUMMER DAY CAMP 2018 – Tuesday July 3rd – Friday Aug 24th

- Successful Day Camp. Many positive comments regarding this year's staff.
- Average 24 youth per day over the eight weeks with waiting lists on most weeks
- Staff Exit questionnaire indicate very good working conditions and staff satisfaction.

DROP IN BEACH VOLLEYBALL – Tues/Thurs 7-9pm – ages 14 & up

- Very Successful program with consistent numbers of 10 – 12 participants each
Tues/Thurs. Program completed on Thursday Aug 30th.

DROP IN FREE BASKETBALL – Wednesdays 6:30 – 8:30pm – ages 14 & up

- Some challenges with attendance. Recreation Department will assess the concerns and re-evaluate moving forward.

CENTENNIAL PARK – OUTDOOR CONCERTS – SUN SEPT 16TH @ 3:30PM - 14 WING BAND BATTLE OF BRITAIN CONCERT

- Many thanks to the Village Commission for agreeing to provide funding to the bands.
Those who have attended these performances have thoroughly enjoyed them.
- Sunday Sept 16th @ 3:30pm the 14 Wing Band will perform an Outdoor Concert in Memory of the Battle of Britain. This will be a freewill donation as a fundraiser for the 14 Wing Aviation Museum.

KINGSTON FIRE HALL USAGE FALL 2018

Recreation Department has been in communication with Tommy Ruggles at the Kingston Fire Hall regarding the logistics of facility usage in the Fall of 2018.

SENOIRS FITNESS INSTRUCTOR FALL 2018

Recreation Department is having discussions with the instructor regarding start up times. Due to vacations of the instructor – start up for Senior Fitness will be Tuesday Nov 6th.

TAI CHI FALL 2018

Recreation Department was speaking with Tai Chi instructor on Aug 28th to discuss locations and timings for the fall session. Instructor would like Tai Chi to begin on September 17th.

TERRY FOX – SUN SEPT 16TH, 2018 – REGISTRATION AT 12NOON- START TIME 1PM

The Village of Kingston will be hosting the Annual Terry Fox Run/Walk. or Roll. On Sunday Sept 16th starting at 1pm. Registration will take place at the G.W Sampson Parking Lot and we will be using the Harvest Moon Trail to walk or Run 5.5km's.

KINGSTON CREDIT UNION CENTRE

- Complete removal and replacement of the cooling plant has commenced.
- Expectations are to have ice at the rink by the end of September 2018.

STRONACH PARK FITNESS STATION REPLACEMENT

- Recreation Department will be ordering a replacement station for the "Tire Track" station.

KINGSTON ELEMENTARY AND PINERIDGE MIDDLE SCHOOL

- Recreation Department will be working with both schools to continue to provide before and after school physical activity opportunities for youth.
- Rec Department continues to collaborate with Teachers/EA staff for instructors to provide supervision for recreational programming.
- After School programing may include Volleyball, Ball Hockey, Cheerleading, Dance and others.

KINGSTON/GREENWOOD MINOR BASEBALL.

- Minor Baseball has completed for the season.
- Recreation Department & Village Clerk will meet with organizers to discuss the future of Minor Baseball in the area. The Village was able to partner with the baseball volunteers in order to allow Minor Baseball to continue after the Greenwood Minor Baseball Association folded.
- Recreation Department will be investigating the guidelines surrounding Minor Ball forming a new association.

COMMUNITY EVENTS – SEPTEMBER 2018

- **Girl empowerment using Art - Tuesdays throughout September @ 6:30pm at the Kingston Library** - Registered Counseling Therapist and Arts Therapist Sarah Osborne will be facilitating a six-week program designed to support pre-teen girls build resilience and to learn new ways to process emotions in a creative, safe and fun way.
- **Community Luncheon Tues Sept 11th** – Kingston Lions Hall @ 12noon -1pm Cost: \$9 /\$9.50 delivered. Turkey Dinner. 902-765-2128.
- **End of Life planning Seminar - Sat Sept 15th 10am** – 12Noon – Kingston Lions Hall Call Ron – 765-3063
- **Chase the Ace** – Kington Legion – Sat Sept 15th 1pm – 3:30pm – Draw time is 3:30pm
- **Your Way to Wellness Every Wednesday 6pm – 8:30pm at the Kingston Legion** - Free Sessions run Sept. 19 - Oct 24 Your Way to Wellness (YW2W) is a self-management program for people living with, or supporting someone with a chronic (ongoing) health condition. It is designed to help participants manage symptoms and gain the confidence needed to cope with chronic health conditions. Groups meet weekly (2 ½ hours) for six weeks and are led by trained volunteers (who live with chronic conditions themselves!) Space is limited, so pre-registration is required.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **September 5, 2018**
Re: **Monthly Finance Report**

RECOMMENDATION

ON MOTION OF COMMISSIONER #1 AND COMMISSIONER #2 THAT THE VILLAGE INCREASE OUR CURRENT OFFER TO \$230,000 FOR THE CIBC BUILDING.

That this report be received for information.

GENERAL OPERATIONS

My financial report does not have up to date budget variances due to this being the busiest time of year and staffing shortages.

Public Works Seasonal Staff

One of our seasonal staff re-injured his shoulder while working. The employee sought medical attention and WCB was notified. The doctor prescribed him to perform light to medium duties only but no time off.

Ball Field (Upper vs Lower)

Our new upper field grass has died this summer due to the lack of water. The Publics Works Department is looking into different options. (see Public Works report)

Telus phone contract

I have negotiated a new cell phone contract with Telus. We have reduced our costs by almost 50%. Each phone now has unlimited minutes, long distance, and texting and all phones share on a 6GB data plan. Each phone is \$23.00 per month including all basic options as well.

CIBC – Building Purchase

A Special Meeting was held on Thursday, August 16th, 2018 at 6:30pm at the Village Office to discuss the CIBC building purchase and if an increase to our current offer would be supported by the Village Commission.

Snow Removal Contract

The Snow Removal tender closed on August 30, 2018. We received one bid for an amount of \$24,300 per year from Kevin Ryerson Excavation Ltd.

County of Kings Wireless Tower

The County of Kings is working on a project that would connect their Greenwood wastewater plant to the County office. The county staff would like to erect an antenna on the roof of our office building.

Steer BBQ permanent signage

Where would a permanent sign be located in Kingston?

Barb's Bench

The Village has order a purple bench from one of our suppliers. The Barb's Bench organization does not think it is the correct color but we will confirm once we have the bench onsite. If painting is required, this will most likely be done in the spring.

Municipal – Village Meeting (upcoming - October 2018)

Topics:

- County support of Berwick Gala Days vs. other village events
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-
-
-



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DISCUSSIONS