



Village of Kingston
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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF MARCH 7, 2018

COMMISSION:

Don Holmesdale
John Pierce
Bruce Carter
Paul Parsons
Muriel West

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Absent

OPENING

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

REVIEW OF MINUTES

Chair Holmesdale asked for a review of the February 7, 2018 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER CARTER AND COMMISSIONER PARSONS THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF FEBRUARY 7, 2018. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Commissioner Pierce stated he would provide the Clerk with a contact number for Frank McKenna to obtain a mailing address for TD Bank.

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.

COMMITTEE REPORTS:

WASTEWATER – See Full Report

PUBLIC WORKS – See Full Report

Commission suggested applying for funding for the summer student seasonal public works position next year, even though it has been unsuccessful in past years.

Clerk reminded the Commission that the 3 year downtown snow removal contract is up this year and will be tendered again later in the year.

RECREATION – See Full Report

Commissioner Carter pointed out a correction in the report that the Soup Lunch at the United Church takes place every Wednesday rather than every 2nd Wednesday.

Commissioner West stated she attended the Steer BBQ meeting on February 20th and that it was well attended. It was suggested that an invitation go out to the new King Lion, Rick Acker, to see if he would like to attend the meetings. There are plans to have the Domino Man back this year and suggestions of more interactive activities. Commissioner Pierce stated he will be canvassing businesses earlier this year and therefore hoping to have the posters ready by June 1st.

APPLE BLOSSOM REPORT

An application was received from Riley Rowan so she is the 2018 Leadership Candidate for the Village of Kingston and she will be accompanied by her Child Attendant Bridget Ward.

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

MONTHLY FINANCE REPORT – See Full Report

General Operations

Clerk stated there will be a surplus at the end of this fiscal year.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER CARTER THAT THE PROJECTED SURPLUS, OF NO MORE THAN \$100,000, AT YEAR END BE TRANSFERRED TO THE CAPITAL RESERVE FUND FOR FUTURE NEEDS. MOTION CARRIED.

Capital Budget

ON MOTION OF COMMISSIONER CARTER AND COMMISSIONER PIERCE THAT THE 2018/19 CAPITAL BUDGET WITH GROSS EXPENDITURES OF \$499,000 BE APPROVED; GAS TAX OF \$275,000 TO BE USED AND THE REMAINING \$224,000 TO BE FUNDED THROUGH CAPITAL RESERVES. MOTION CARRIED.

Operating Budget

Clerk provided Commission with the two page budget report. Commission agreed they would like to see an "Actual to Date" column added next to the Budget 2017/18 column. Clerk will email Commission a revised report with a year to date numbers column.

Clerk asked Commission if they would like to have another meeting before the budget booklet goes out to the public. Commission agreed it was not necessary and that if they have any questions once the Actual to Date numbers are emailed out, they will contact Clerk.

Monthly finance report was received as presented.

DISCUSSIONS:

Chair Holmesdale asked Commission for a suitable timeframe for approving letters that are sent to them from the office. Commission agreed that 48 hours was sufficient time to respond.

CORRESPONDENCE

Foodbank Thank You Card

Chair Holmesdale stated the Village received a thank you card and receipts from the Upper Room Foodbank for the donations they received from the Santa Comes to Kingston and New Years Eve events.

Annapolis County / Kings Transit Letter

Chair stated the Village received a copy of a letter sent by the County of Annapolis to Kings Transit which included a motion from their February 20th meeting to request a report and response back for consideration of options to provide bus service to both parts of the east end route from Kingston to Middleton.

Lions Charter Night Banquet Invitation

Chair stated he received an invitation and will attend the 57th Annual Charter Night Banquet of the Kingston Lions Club on Saturday, April 21st at 6pm.

Library Staff Retirement Party

Clerk stated the Village received a letter from Emily Leeson, daughter of Andrea Leeson, Manager of the Kingston Library, which stated Andrea is retiring after 30 years. In the letter she stated there will be a retirement party on Thursday April 19th from 4:00pm to 7:30pm and the Commission and staff are all invited. It will take place at the Library and she requested that it carry out into the Village conference room. She also wondered if the Village Commission would consider providing a cake and other refreshments. The Commission agreed to approve a budget of \$200 which would include a large cake, flowers and a gift.

Village of Greenwood - Spur Line Development

Chair Holmesdale stated there will be a presentation on Thursday, March 8th at 7:30pm at the Kingston Village Office.

ADJOURNMENT

ON MOTION OF COMMISSIONER CARTER THAT THE MEETING BE ADJOURNED AT 8:59PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER