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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF NOVEMBER 7, 2018

COMMISSION:

Don Holmesdale - Chair
John Pierce - Vice Chair
Paul Parsons - Absent
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 SEPTEMBER 5TH MINUTES

Chair Holmesdale asked for a review of the September 5th, 2018 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER PIERCE THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF SEPTEMBER 5TH, 2018 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM SEPTEMBER 5TH MINUTES

Chair Holmesdale asked for any business arising from the minutes of September 5th, 2018.

Commissioner Pierce asked if the new downtown snow removal contract price was the same as the last contract price. Clerk confirmed the price had not changed with the new contract. The contractor also lowered the snow hauling price.

Commissioner West asked if the letter was sent to the Department of Transportation regarding Kingston's sandy exit ramp off Highway 101. Clerk stated the letter was sent and included a request for a meeting. Commissioner Pierce suggested inviting MLA Leo Glavine and Commissioner Fowler suggested inviting the Village of Greenwood. Commission agreed.

Commissioner West asked about the status of the Village's complaint to Kings County regarding their festival grant criteria. Clerk stated at the last County Council meeting they discussed lowering the grant amounts for larger festivals from \$14,000 to \$10,000 and raising the grant amounts for smaller festivals from \$500 to \$1,000. Commission

also agreed municipal governments should not be giving tax dollars to a federal government entity. Commissioner Pierce stated there were only 4 county councillors and the mayor in attendance at the last County/Village meeting.

REVIEW OF OCTOBER 3RD MINUTES

Chair Holmesdale asked for a review of the October 3rd, 2018 Regular Session meeting minutes.

Commissioner Pierce pointed out a correction under the heading "Review of Minutes" that should read: "A partial property tax payment was made for the property off Marshall Road, but this does not alleviate going to tax sale".

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER FOWLER THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF OCTOBER 3RD, 2018 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM OCTOBER 3RD MINUTES

Chair Holmesdale asked for any business arising from the minutes of October 3rd, 2018.

Chair Holmesdale asked if there had been any new communication from Professor Bissix regarding the case study. Clerk stated the grad students from Acadia were arriving tomorrow to conduct preliminary interviews with residents of varied backgrounds, including Commissioner West.

CONSENT TO AGENDA ITEMS

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

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

COMMITTEE REPORTS – See Full Reports

WASTEWATER – See Full Report

Commissioners stated they would all be interested in taking a group tour of the sewer treatment plant on a date that works for wastewater supervisor, (other than Tuesdays or Wednesdays for Commissioner Fowler).

PUBLIC WORKS – See full report

Commissioner Pierce asked if public works could benefit from a leaf blower like the one used by Paragon Golf Course. Clerk will check with staff.

Commissioner Fowler asked if the truck box on the 2008 truck is going to be repaired. Clerk stated public works staff have suggested replacing the box with a flat deck. Commission asked Clerk to get an estimate and then discuss it at capital budget time.

Commission decided to leave the leaf/brush bins out available until Monday, November 19th. Commission also discussed the idea of having a second location for the bins next year possibly at Ravenwood Ball Field.

RECREATION – See Full Report

Commissioner Pierce stated that many of the recreation activities listed in the report seemed to be starting late this year.

Commissioner Fowler suggested staff look into a company called “New Rink” that carries many supplies for outdoor rinks that are reusable such as braces and curved walls.

Commissioners Holmesdale, West, Pierce and Fowler stated they will attend and help out at the Santa Comes to Kingston event.

Commissioner Fowler stated the Credit Union Centre Board, with assistance from their solicitor and MLA Leo Glavine, are having to migrate the property for the arena and suggested it may be necessary for the Village to migrate the land next to the arena at some point. Commission suggested Clerk ask for advice from village solicitor.

TOURISM – See Full Report

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

MONTHLY FINANCE REPORT – See Full Report

Clerk stated there are a few variances for the first 7 months but overall the year-end position is expected to be favourable.

Revenues:

No new revenues variances to report on at this time.

Expenditures:

There is an unfavourable variance in the streetlight maintenance budget due to the installation costs of a new streetlight at 339 Pine Ridge Ave.

Summer Day Camp expenditures were \$1,000 over budget but the increase in revenues offset the costs.

The Village made its last payment on a 10 year, \$160,000 debenture loan.

SEWER OPERATIONS

The Sewer Treatment Plant Maintenance budget currently has an unfavourable variance of \$3,300 but is still below its annual budget allocation. The treatment plant electricity budget currently has a favourable variance of \$7,600.

CHRISTMAS DINNER

Commission, with staff input, agreed on The Crossing Restaurant in Kingston for the Christmas Dinner with Menu Option 2, to be held Thursday, December 6th at 6pm.

PAYROLL DIRECT DEPOSIT

Clerk stated he has switched to direct deposit for permanent staff and will include seasonal staff and Commission by end month.

CAPITAL PROJECTS

Clerk provided the following update:

Sewer Treatment Plant Clarifier Refurbishment - \$75,000 (100% Gas Tax) – Suggest deferring to next fiscal year. Will also consult with original welding company on installation procedures.

RCMP Lift Station - \$150,000 (100% Gas Tax) – Still waiting for new pumps to be installed. Total cost was \$111,297+HST.

Public Wi-Fi/Camera Expansion - \$19,000 - Purchased 3 Wi-Fi antennas and 2 cameras, should be just under budget including installation.

Lights to LED Conversion - \$15,000 – Received quotes - distributor is applying to EfficiencyNS for rebates.

Ravenwood Lower Field Re-dressing - \$12,000 – Costs were too high and upper field needs to be fixed first. (\$5,000) Will seed upper field in spring. Staff will also get quotes for possible irrigation.

Stronach Park Fitness Trail Equipment - \$7,000 – Will order over the winter.

Ravenwood Fencing - \$10,000 (\$8,100 spent) – Basketball Court and Rec-Hut playground gate installed (\$4,800), tennis court fence hole and gate repaired (\$3,300) and Ravenwood playground fence completed.

CORRESPONDENCE:

REMEMBRANCE DAY INVITATION

Chair Holmesdale stated he will attend the Remembrance Day Service and Banquet on November 11, 2018 at the Royal Canadian Legion, Branch #98.

POLICY AND FINANCE/AUDIT COMMITTEE

Clerk presented modifications to the existing Policy and Finance Committee Terms of Reference and presented the new Audit Committee Policy for commission approval.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER PIERCE THAT THE COMMISSION APPROVE MODIFICATIONS TO THE POLICY AND FINANCE COMMITTEE TERMS OF REFERENCE AND THE NEW AUDIT COMMITTEE. MOTION CARRIED.

Clerk will do final edits and bring policies to the December Commission meeting for formal approval. The Department of Municipal Affairs have advised municipalities that they will offer training for those selected to the Audit Committee.

DISCUSSIONS:

Commissioner Fowler noted the new duplexes along Main St in East Kingston may be affecting the water levels around the lift station and the land next to the tracks.

Commissioner West asked that the proposed Highway 101 entrance signs, one at each exit, be put on the capital budget. Commission agreed.

ADJOURNMENT

ON MOTION OF COMMISSIONER WEST THAT THE MEETING BE ADJOURNED AT 9:00PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER