



Village of Kingston
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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF DECEMBER 5, 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 November 7th, 2018 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER WEST THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF NOVEMBER 7TH, 2018 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Holmesdale asked for any business arising from the minutes of November 7th, 2018.

Commissioner West asked if there had been a response from the Department of Transportation regarding the excess sandy soil at Exit 17 and our request for a meeting. Clerk stated there has been no response to date.

Commissioner West asked if the Clerk had consulted with the Village solicitor as to whether or not it is necessary to have the Village properties, next to the arena, migrated. Clerk stated he will check with solicitor.

Commissioners stated they will all try to attend a tour of the treatment plant when a suitable date is chosen by staff.

Commission requested that a thank you card be sent to the Kingston Fire Department for providing the water to flood to outdoor ice rink.

Commission complimented public works on the outdoor Christmas decorating along Main Street.

CONSENT TO AGENDA ITEMS

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

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

COMMITTEE REPORTS – See Full Reports

WASTEWATER – See Full Report

Commissioner West asked about the standing water between the old and new KN#8 lift station. Clerk stated they are looking into it and public works staff have taken a sample to be tested. If it turns out that the contractors are at fault, they will have to fix it. Clerk stated the invoices were received today from the contractors for the KN#8 project including an invoice for the overage which was more than the agreed upon price. Clerk contacted them to report the error and is waiting for a response.

As stated in staff report there was another sewer blockage due to tree roots at 1720 Old Brook Road. Since it was discovered that their sewer line was installed incorrectly in 1985, staff recommended there be a new and corrected lateral connection installed in the spring. After a discussion the Commission agreed to carry out the sewer connection work in the spring.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER PARSONS THAT THE REPAIR TO THE SEWER CONNECTION AT 1720 OLD BROOK ROAD BE COMPLETED IN 2019 TO CONFORM TO VILLAGE STANDARDS, WITH WORK NOT TO EXCEED \$2,500. MOTION CARRIED.

PUBLIC WORKS – See full report

Commissioner Pierce asked if the outdoor rink was ready to go. Clerk stated it is ready to be used as weather permits.

RECREATION – See Full Report

Commissioner West offered to work the New Year's Eve event.

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

MONTHLY FINANCE REPORT – See Full Report

Clerk presented a new format for the finance report and asked for feedback from the Commission. Commission agreed they preferred this new format since it is more detailed. Clerk stated he will provide this format going forward and asked that the Commission review the finance report *before* the meetings.

New Policies

Clerk stated the two new policies are ready for approval but the Department of Municipal Affairs suggested looking at the Municipal Government Act. Clerk sent the policies to the Department of Municipal Affairs for approval and will present them to the Commission at the next meeting.

CIBC Building

Clerk stated the vacant CIBC building on Main St. should be relisted with a different realtor some time in December. Clerk will keep Commission up to date.

Complaints

There was a complaint that water is still pooling in front of the Anglican Church on Pleasant Street even though the street was paved. Unfortunately the paving by the Department of Transportation did not include drainage improvements.

A resident on Prince Street would like to see a barricade/boulder at the end of the road to hopefully eliminate ATV use on that street. Another complaint was made regarding a house on Prince Street with an unsightly appearance, having 9 cars with no license plates around the yard. Clerk will contact the County's Dangerous and Unsightly Bylaw Officer as well as the Department of Transportation and the RCMP regarding these complaints.

Central Water System

Clerk stated Tim Bouter from the County contacted the Village to say they have hired an engineering firm to scout new well locations. Their next step is to work with the Village to create a Memorandum of Understanding outlining the go-forward plan to bring central water to Kingston. Commission stated they would like to request a meeting with the County engineers.

Crosswalk Lights

Clerk is looking into adding flashing amber lights to the posts at the Village's three RA-5 crosswalks for increased visibility.

Lions Club – Village Signs

The Lions Club made an informal request to have their logo added to the Village's 5 main entrance signs, next to the Legion's logo. Commission asked staff to find out if the Legion paid to have their signs added when the signs were created.

CAPITAL PROJECTS

Clerk provided the following update:

RCMP Lift Station - \$150,000 (100% Gas Tax) – Still waiting for invoices but total cost was \$111,297 + HST.

Lights to LED Conversion - \$15,000 – Project was awarded to Kyle Sheridan for labour and Graybar Canada for parts with costs approximately \$11,295 after EfficiencyNS rebates.

CORRESPONDENCE:

Squash CF Thank You Letter

Chair stated the Village received a thank you letter from the organizers of the annual Cystic Fibrosis fundraiser for supporting the 8th Annual Squash CF Pumpkin Launch. This fun family event was very successful and raised over \$6,000.

Kingston Lions Christmas Musical Food Bank Fundraiser

Chair stated the Village received a letter from the Lions Club requesting a silent auction item to help support their Upper Room Food Bank fundraiser to be held on Sunday, December 16th at 2pm. Clerk stated the Village provided 2 Kingston logo golf shirts.

Commission discussed providing public works employees with more identifiable work wear indicating "Staff – Village of Kingston".

The Commission also suggested exploring more ideas for Village "swag".

DISCUSSIONS:

Commissioner Fowler brought forward the suggestion of creating a Sports Wall of Fame at an indoor sports facility. Clerk stated there would need to be a budget and suggested a committee be formed that was independent from the Village and the arena so that the Village could support the project financially along with local businesses.

Commissioner West offered to deliver Christmas cards to all of the businesses in Kingston again this year.

ADJOURNMENT

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

COMMISSION CHAIRPERSON

CLERK/TREASURER