



Village of Kingston
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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF JANUARY 2, 2019

COMMISSION:

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

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

OPENING

Due to the absence of Chair Don Holmesdale, Vice Chair John Pierce presided and called the meeting to order at 7:00pm.

REVIEW OF MINUTES

Vice Chair Pierce asked for a review of the December 5th, 2018 Regular Session meeting minutes.

Commissioner West stated under the heading “Lions Club – Village Signs” it should read: The Lions Club made an “informal” (rather than “formal”) request to have their logo added to the Village’s 5 main entrance signs.

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

BUSINESS ARISING FROM THE MINUTES

Vice Chair Pierce asked for any business arising from the minutes of December 5th, 2018.

Clerk stated he will follow up to arrange a meeting with the Department of Transportation and include the Village of Greenwood and MLA Leo Glavine, regarding the excess sandy soil at Exit 17. The Commission would also like to discuss having a large sign erected on Highway 101 for both Villages.

Commissioner Parsons reported that the landlord, for the car cluttered property on Prince Street, spoke to his tenant and since then some of the excess cars in his yard have been removed. Vice Chair Pierce asked if a large rock could be placed at the end

of Prince Street to block ATVs and vehicles from accessing the rail trail. Clerk stated the Village should talk to the Department of Transportation first.

Clerk stated he was advised by the Village solicitor that if the Village is not doing anything with the lands next to the arena then there is no reason to migrate. If the Village did decide to consolidate the properties and migrate, then the timeframe would be 6 – 10 weeks to complete, including surveys.

Commissioners agreed that the Wastewater Supervisor organized a thorough and informative tour of the treatment plant and suggested it would be helpful if he attended some of the Village's monthly meetings.

Regarding a Lion member's informal request to add the Lion's logo to each of the Village's 5 entrance signs, next to the Legion logos, Clerk reported that in the Village meeting minutes of September 2003 it stated the Legion had donated \$1,000 toward the purchase of the 5 Village signs and in return asked to have their logo attached to each sign. Commission agreed the Village would require a formal request from the Lions Club.

Commissioner West stated the Christmas cards she delivered (on behalf of the Village Commission) again this year to all of the businesses in Kingston were very well received.

CONSENT TO AGENDA ITEMS

Vice Chair Pierce 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

PUBLIC WORKS – See full report

Clerk stated the ice surface at the duck pond was ruined when people went on it after a snowfall and only shoveled a small area creating hard ridges. The outdoor rink at the tennis courts has been in use quite frequently so far this winter due to good weather conditions and maintenance by staff.

RECREATION

Commission asked that Dempsey Corner Orchards be included in the list of thank you letters for the 2018 New Year's Eve Event for the donation of their wagon for hay rides.

Commissioner West asked if there was Wi-Fi at the arena. Clerk stated there is Wi-Fi available with password information required but that there will soon be Village Wi-Fi at the arena with no password requirement.

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

CLERK REPORT

DJ Lowe Limited

Clerk stated there are still a few deficiencies with the Maple Street lift station project. He stated he has requested a meeting with the contractor to discuss the overage cost share agreement but has not heard back. Commissioner Fowler suggested a copy of the Village's meeting minutes be brought to that meeting. Clerk will keep Commission updated.

Tentative Budget Schedule

Budget meetings will take place at each monthly Regular Session meeting the first Wednesday of February, March, April and May with two Special Meetings to be held on January 23rd and April 24th, at 7pm.

CIBC Building

Clerk stated Colliers International is now looking after the sale of the vacant CIBC building at 655 Main Street which will be a sealed bid process. All offers are to be submitted to Colliers before or on January 15th. Clerk asked for direction from the Commission. Clerk stated the offers will not be presented to, or opened by, CIBC until after the bid date has passed to ensure a fair process.

Kingston Area Advisory Committee Meeting

Clerk stated there will be a meeting on Thursday, January 3rd regarding a request for a zoning change at 707 Main Street from Central Business to Residential Medium Density, in order to enable a single storey, six-unit residential dwelling development. Clerk stated the Village needs to advertise for two more public members since Wayne Fowler has gone from being a public member to a commission member and Emily Hill is moving outside of the Village's limits.

Oakhurst Subdivision Greenspace

Commissioner Fowler asked about the status of the possible greenspace development in Oakhurst Subdivision. Clerk stated the survey was completed and the Commission can decide on whether to go forward with a development such as a playground or leave it as is. Commission asked to have a detailed report from the Recreation Co-ordinator including data from the survey for the next meeting.

MONTHLY FINANCE REPORT – See Full Report

Clerk presented the December 2018 finance report in the new format. Some items that were under budget were training costs, IT, and software.

Central Water System

Commissioner West asked about available funding sources such as PCAP for cost sharing of the water test wells with the County. Commission decided it would be best to meet with and ask the County what their intentions are before funding is decided on. Clerk will still apply for PCAP funding which is due January 25th.

Acadia University's Kingston Case Study

Clerk stated he just received the Case Study from Acadia today and asked the Commission to check for any errors of fact. The next step for the university students is to prepare for a field visit to Kingston and interview more people. Clerk asked the Commission to read the study and send him suggestions for possible interviewees with their contact information.

CAPITAL PROJECTS

Clerk provided the following update:

STP Clarifier Refurbishment - \$75,000 (100% gas tax) – Deferred to next fiscal year.

Maple St Lift Station - \$150,000 (100% gas tax) - Still need NS Power electrical inspection approval.

Lights to LED Conversion - \$15,000 - Project is almost completed, the Village Office is the last building to be done.

In Camera

On motion of Commissioner Pierce, that Commission move in camera in accordance with Section 408B (2) (a) Municipal Government Act to the acquisition of village property. Motion Carried.

Commission moved in camera and returned to open session at 8:39pm.

ADJOURNMENT

ON MOTION OF COMMISSIONER FOWLER THAT THE MEETING BE ADJOURNED AT 8:40PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER