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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF NOVEMBER 14, 2019

COMMISSION:

John Pierce
Wayne Fowler
Muriel West
Brad Beardsley
Mike Bishop

Mike McCleave – Clerk/Treasurer
Janice Hatfield – Administrative Assistant

CALL TO ORDER

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

REVIEW OF MINUTES

Chair Pierce asked for a review of the October 10, 2019 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BEARDSLEY THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF OCTOBER 10, 2019 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Pierce asked for any business arising from the minutes of October 10, 2019.

Commissioner Beardsley noted the date in the recreation report for the senior dinner theatre bus tour should have been November 20th and not the 21st.

Commissioner Fowler asked about the status of the LED sign. Clerk stated the references were positive for the sign company and they are hoping to get the foundation in within the next few weeks and fully operational in January. The location is in front of Fraser's Pro Home Centre on Village green space.

Commissioner Fowler reported that Chris Fowler will sit on the Village's Audit Committee and will report to the Clerk with additional information.

Chair Pierce stated there has been no update regarding library funding.

CONSENT TO AGENDA ITEMS

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

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

COMMITTEE REPORTS – See Full Report

ENVIRONMENTAL SERVICES – See Full Report

Clerk stated he is waiting for costs to be finalized for the lift station power issue to see about recouping costs from Nova Scotia Power (NSP). Chair suggested the Clerk make contact with the NSP area manager to set up a meeting.

Clerk stated the Commission had budgeted the 14 lift stations upgrade cost at \$5,000 in order for Omnisite to be able to continue monitoring them. Clerk stated Omnisite delayed the shipping of the upgrades, then informed the Village that after January 18th they are no longer going to be monitoring within Canada due to cellular technology differences. There is a company called Mission, which The Panel Shop deals with, and they estimate a cost of \$4,500 per lift station. Clerk reported another option would be a SCADA system, a two way monitoring and control system through radio rather than cellular technology, which is in the higher price range. Clerk stated it is possible to fund all of it with gas tax but he will know more by budget time. Clerk stated SCADA is what most municipal units are using but he will also check with local municipal units to see what they are using. In the meantime wastewater staff will have to check all lift stations manually beginning January 18th.

PUBLIC WORKS – See Full Report

Clerk reported CBCL Limited, the engineering company looking after the water testing, reported the first well that was drilled next to the Ravenwood Ball Park, had too much manganese. Still part of the original project, they are going to drill a second well only this time they will drill under the bedrock to at least 200 feet.

RECREATION – See Full Report

Commissioner Fowler asked if it is possible to have the public skates held at the same time every weekend for consistency, unless there is a hockey tournament. He also suggested that the times be well advertised. Commission agreed if it is possible.

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

CLERK/TREASURER REPORT

OPERATING BUDGET

The year-end position is expected to be favourable.

Christmas Dinner

After investigating all the options the commission agreed to hold the dinner at China Village.

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER WEST THAT THE VILLAGE COMMISSION AND STAFF HAVE THE CHRISTMAS DINNER AT 6PM ON WEDNESDAY, DECEMBER 11TH AT CHINA VILLAGE. MOTION CARRIED.

Christmas Holiday Hours

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BEARDSLEY THAT THE OFFICE CLOSE FRIDAY, DECEMBER 27TH WITH STAFF TO USE A VACATION DAY. MOTION CARRIED.

Kingston Library Temporary Location

Clerk stated the Library renovation should be ready to go out to tender soon. Commission stated the Library will have to move over to the Visitor Information Centre during renovations since there was no other alternative.

Santa Comes to Kingston and New Years Eve - Commissioners

Chair Pierce, Commissioner West and Commissioner Fowler volunteered to work the Santa Comes to Kingston event on Friday, December 6th from 6pm to 8pm. Commissioner Fowler was not available for New Years Eve.

Crosswalk at Maple St and Main St

Clerk stated he received word from Doug Pulsifer of the Department of Transportation (DTIR) that the crosswalk lights should be in the \$12,000 range. DTIR will also be installing another traffic count camera on Tuesday, November 19th at the intersection of Main St and Maple St to see if it warrants a full set of street lights. Clerk stated the Village can use 2/3 gas tax but only if the project is over \$50,000.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BEARDSLEY THAT THE VILLAGE APPROVE THE CROSSWALK LIGHTS AT THE INTERSECTION OF MAPLE STREET AND MAIN STREET AT A COST NOT TO EXCEED \$15,000 AND IF THE TRAFFIC STUDY DOES NOT WARRANT A FULL SET OF TRAFFIC LIGHTS. MOTION CARRIED.

Trail Update

Clerk stated Rick Jacques of the Annapolis Valley Trails Coalition (AVTC) received a quote from Howard Little Excavating for patching and upgrades to the Kingston portion of the trail. Clerk stated the coalition is applying for a grant and they asked if the Village could provide a letter of support.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY THAT THE VILLAGE PROVIDE A LETTER OF SUPPORT TO THE ANNAPOLIS VALLEY

TRAILS COALITION IN THEIR EFFORTS TO APPLY FOR FUNDING TO COMPLETE THE TRAIL UPGRADES AND PATCHING IN KINGSTON. MOTION CARRIED.

Clerk asked what the Commission would like to see done with the existing signage space at the front of the new village office building. There are two sign spaces on the building itself and one stand alone square sign. Clerk stated, in general, the outside of the building is another year's project. Commission agreed to concentrate on a sign for the stand alone space for now.

CAPITAL BUDGET

New Village Office Reno Updates

Clerk reported the target was November 30th for the renovations at the new village office to be completed but that it may take an extra week.

Contract Price: \$167,467+HST

Changes:

- | | |
|---|-------------|
| • Exterior Light Fixtures | \$1,194.16 |
| • Remove hidden ductwork under floor | \$945.59 |
| • Delete Closet Doors and BL2 at Office2 | \$(1500.75) |
| • Second Floor Fire Exit | ~\$3,000 |
| • Passive to Active heating at front door | \$1,503.43 |
| • Top Down/Bottom Up Blinds | ~\$2,000 |

Digital LED Village Sign

Clerk stated the footings will be installed in the next few weeks with electrical to follow and the sign should be ready early in January.

Other Approved Capital Projects 2019-2020 (Budget / Actual Amounts)

Sewer Treatment Plant Clarifier Refurbishment	\$75,000	~\$9,000
KN-14 Force Main Sewer Installation	\$400,000	\$269,900
Public Wi-Fi/Camera Expansion	\$38,000	n/a
Trail Repair	\$15,000	\$14,302
Water Drilling Study	\$50,000	\$50,000
Hwy 101 Signage	\$25,000	n/a
Steer BBQ Stage Replacement	\$8,000	\$6,393
Digital LED Sign	\$30,000	~\$37,000 less \$15k
Ravenwood Park Improvements	\$0	\$5674
• Field Repairs and Fencing		

DISCUSSION:

14 Wing Greenwood Tour

Chair stated there is another tour of 14 Wing Greenwood Base being offered to the Commission on Thursday, November 28th from 9:30am to 1:30pm. Commissioner Beardsley and Clerk stated they will attend and Commissioner Fowler will attend if Commissioner Bishop is not available.

Remembrance Day Parade

Commissioner Beardsley stated it was disappointing that there was no police presence for the parade on Remembrance Day so parade participants were walking in a live lane of traffic control along Main Street.

CLERK FINANCIAL REPORT

Clerk stated overall the general operations budget is \$15,000 over and the sewer budget is \$30,000 under, based on the current year to date, leaving a \$15,000 surplus.

Kingston Planning Advisory Committee

Clerk stated the County has requested that the Kingston Area Advisory Committee meet to discuss the rezoning application for future high density development at 287 Main Street. Clerk stated he will formally confirm with the County that the Village sewer system can handle the development. Committee will meet at the Village Office on December 4th to discuss the proposed rezoning of the property and advise Kings County of the outcome.

Kingston Businesses Thank You

Commissioner West stated she will be happy to deliver personalized Christmas cards to Kingston businesses again this year.

Doctor Recruitment Meeting

Commissioner Fowler stated he attended a meeting with the end result being that he, 14 Wing Greenwood Deputy Wing Commander, and Jen Boyd from the Town of Middleton, will spearhead a group to try to come up with a plan to recruit doctors. They will be applying for a grant and will also investigate what doctors are looking for when considering an area to practice in.

New Library Canvassing

Chair Pierce stated he and Commissioner West are going to be canvassing for donations for library furnishings.

ADJOURN

**ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BEARDSLEY
THAT THE MEETING BE ADJOURNED AT 8:55PM. MOTION CARRIED.**

COMMISSION CHAIRPERSON

CLERK/TREASURER