



Village of Kingston
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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF DECEMBER 12, 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 7:03pm.

REVIEW OF MINUTES

Chair Pierce asked for a review of the November 14, 2019 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF NOVEMBER 14, 2019 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Pierce asked for any business arising from the minutes of November 14, 2019.

Clerk reported there has been no update from the Department of Transportation regarding the latest traffic count at the intersection of Maple Street and Main Street.

Commission complemented public works staff on the decorations and Christmas lights in the Village, particularly at the bandstand, which is new this year. It was suggested to have a tree decorated, possibly on the bandstand that could be used for a lighting ceremony at the Santa Comes to Kingston event.

Clerk reported he is getting design quotes for the stand alone sign in front of the new village office which will include the Village logo, civic address and hours of operation.

Commissioner West stated she hand delivered all but 4 Christmas cards to the Village businesses.

CONSENT TO AGENDA ITEMS

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

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

COMMITTEE REPORTS – See Full Report

ENVIRONMENTAL SERVICES – See Full Report

Clerk reported he and wastewater supervisor Dan Lundrigan met with Kevin Drapeau of The Panel Shop to discuss options for lift station monitoring since the Omnisite system will no longer be available after January 18, 2020. Mission Communications is one option that operates on cellular networks and would be the quickest and easiest option for our lift stations upgrades. Mission Communications also uses The Panel Shop, a company that wastewater staff have dealt with for years. Mission's remote terminal units (RTUs) are designed for the specific purpose of wastewater monitoring. Clerk stated there are also not many competing companies that are similar to Mission Communications. Clerk stated many municipalities use the SCADA system because they have both water and sewer. SCADA systems do have much more data being collected and controlling can be done through your phone or computer.

Clerk explained the pumps that are in the lift stations are run by controllers and a lot of our lift stations have Omnisite controllers which will have to be replaced going with Mission, using generic controllers. It would be approximately \$4,500 per Mission device but there would be the added cost of standardized PLC installations @ \$3,500 per lift station. Clerk stated Wastewater Supervisor Dan Lundrigan and Kevin Drapeau from The Panel Shop went around to each lift station today to determine what is needed for each panel. Kevin feels he could get the Sewer Treatment Plant lift station up and running first and could then complete the other lift stations piecemeal each year. The stations in the meantime would have to be checked every day manually. Clerk stated once the controllers are upgraded to the standard brand name, then we can switch companies easily. The monitoring cost with Mission would be \$5,000 per year, the past Omni-site system was \$6,000 per year and the SCADA would be \$1,200 per year. The SCADA system would be 2 to 3 times more in set up cost and would take 2 to 3 times longer to install since they would have to put up antennas for radio frequency lines of sight.

Commission agreed that once Clerk has gathered more information/quotes, a special meeting could be organized with the Commission and Wastewater Supervisor.

PUBLIC WORKS – See Full Report

Commissioner Fowler suggested adding more lighted decorations on the poles, similar to the Town of Berwick. Clerk explained the Village is not allowed to use NS Power poles for lighted decorations and the poles don't have electricity. Chair stated this item can be discussed at budget time, after receiving recommendations/input from staff and commission.

RECREATION – See Full Report

Commissioners West and Bishop will volunteer with their spouses at the 2019 New Year's Eve event.

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

CLERK/TREASURER REPORT

Christmas Office Hours

Tuesday, December 24 – Closed at noon

Wednesday, December 25 – Closed

Thursday, December 26 – Closed

Friday, December 27 – Closed

Wednesday, January 1, 2020 – Closed

Kingston Library

Clerk stated the funding application documents have been completed for the federal government.

LAND LEASES

Clerk reported the Village has 10-year land leases that are coming up for renewal and asked commission for direction. He stated there is a question of liability when leasing these properties. Commission agreed for Clerk to consult with staff and support their recommendations.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BEARDSLEY THAT THE COMMISSION SUPPORT THE RECOMMENDATION FROM STAFF THAT IF THERE IS NO NEED TO KEEP THOSE PARTICULAR PARCELS OF LAND TO RELEASE THEM BACK TO THE COUNTY OF KINGS. COMMISSIONER WEST VOTED AGAINST. MOTION CARRIED.

CAPITAL BUDGET

New Village Office Renovations

Clerk reported the new office renovations are nearly complete and there are just a few deficiencies that need to be corrected and inspections to be completed. They are waiting for a front door to arrive and blinds to be installed. Commissioner West stated an article was submitted to the Aurora Newspaper regarding the library expansion and asked if an article should be sent regarding the office move. Commission agreed to place an ad in the paper regarding the move once the date is defined.

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	~\$12,000
• Passive to Active heating at front door	\$1,503.43
• Top Down/Bottom Up Blinds	~\$2,000
• Miscellaneous changes	~\$500
• Mop sink tiling	~\$600
• Storage Closet Flooring	~\$730

Approximate additional cost \$18,000 + HST.

Digital LED Sign

Footings will be installed in the next few weeks, electrical to follow and sign installation will take place 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

VILLAGE POLICIES

#14 Audit Committee Policy

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER BISHOP THAT THE VILLAGE ACCEPT THE AUDIT COMMITTEE POLICY WITH AMENDMENTS AS PRESENTED. MOTION CARRIED.

#15 Expense Reimbursement Policy

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BISHOP THAT THE VILLAGE ACCEPT THE EXPENSE REIMBURSEMENT POLICY WITH AMENDMENTS AS PRESENTED. MOTION CARRIED.

#16 Hospitality Policy

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BEARDSLEY THAT THE VILLAGE ACCEPT THE HOSPITALITY POLICY WITH AMENDMENTS AS PRESENTED. MOTION CARRIED.

CLERK FINANCIAL REPORT

Clerk reported no changes on capital and the village is now in a surplus.

**ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER WEST THAT
THE COMMISSION RECEIVE REPORTS AS PRESENTED.**

ADJOURN

**ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BEARDSLEY
THAT THE MEETING BE ADJOURNED AT 8:45PM. MOTION CARRIED.**

COMMISSION CHAIRPERSON

CLERK/TREASURER