



Village of Kingston
671 Main Street PO Box 254
Kingston NS B0P 1R0

ph 902 765-2800
fx 902 765-0807

January 9, 2020

Commissioner J. Pierce
Commissioner M. West
Commissioner W. Fowler
Commissioner M. Bishop
Commissioner B. Beardsley

Dear Commissioner Members:

Attached for your review is the Agenda for the regular Village meeting scheduled to take place at 7:00pm on Thursday, January 9, 2020 at the Kingston Village Office.



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REGULAR COMMISSION MEETING January 9, 2020

AGENDA

1. Review of Minutes of Meeting held December 12, 2019
2. Business Arising from the Minutes
3. Consent to Agenda Items
4. Committee Reports
 - i. Wastewater
 - ii. Public Works
 - iii. Recreation
5. Clerk's Report
6. Discussions
7. Correspondence
8. Adjournment



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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 suggested 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



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **January 9, 2020**
Re: **Environmental Services Report**

Lift Station Monitoring System

As reported last month the current remote monitoring system of our lift stations will be no longer be functional as of January 19th. Wastewater treatment plant staff reached out to other municipalities asking what kind of lift station monitoring systems most people are using for receiving alarms and station trending. Many of the bigger municipalities with water and sewer are using radio frequency SCADA systems. The Town of Berwick uses Valley Alarms but there is no station trending offered, only alarm calls. Station trending is important when it comes to expansion and making good decisions about when pumps should be replaced through capital budgets. Municipality of Chester is one municipal unit that is using cellular and they use L&B Electric out of Bridgewater. Staff coordinated a meeting with L&B Electric Jan 7th for a presentation of the system they have to offer. Price for their system and installation should be received by next week. In the meantime staff is requesting quote for 2 new replacement panels for the next fiscal year for capital budget meeting.

Treatment Plant

Daily maintenance and record keeping is ongoing at the treatment plant including washing down of tanks, cleaning UV channel and cleaning out of return sludge pumps. New parts were ordered and received for rebuilding sludge pumps and will be carried out as part of preventative maintenance to ensure pumps are pumping to their capacity. Quarterly/final annual report was filed online with Environment Canada Climate Change by treatment plant staff.

Sewer Collection System

Dec 22 Received call from Omni Site that pump 1 tripped out on overload at lift station on Shawn Dr. Also received call from resident on Shawn Drive the same night about the red light flashing on top of station panel. Pump was pulled next day and rag was removed from impeller of pump.

Jan 6th Received call from Omni Site that pump 2 had tripped out on overload. Pump was pulled the following day and a sock was removed that was jamming pump causing pump to trip out.

Inspected 2 new lateral connections onto the Village sewer system at Marilyn Court and Magee Dr.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **January 9, 2020**
Re: **Public Works Report**

Village Office Move

Jan 3rd Public Works staff with the help of Village Office staff moved office from 671 Main St to new office at 655 Main St. Desks, filing cabinets, board room table, chairs, computers, fax machine and boxes of files were some of the items moved over. Mild weather and clear streets made move go along quickly and the bulk of the office was moved over on the one day before the snowy weather we received this week. The wooden Village of Kingston office sign was also removed from front entrance and needs to be painted before installing at new office entrance.

Ice Surfaces

Outdoor rink activity has been limited with the up and down temperatures in December. Public Works staff did manage to open rinks in between Christmas and New Years for a few days. Staff has also been monitoring the ice thickness at the duck pond and able to open that ice surface for a few days over the same time period as the tennis court outdoor rinks. Outdoor rinks were just opened again on Tuesday of this week. Staff will continue monitoring the duck pond.

Abandoned Camp Site

Village Office received a complaint about abandoned homeless couple camp site and all the syringes littering the area just south of the treatment plant. Public Works staff went to site with tractor and backhoe attachment and cleaned up old tarps, tent and garbage along with human waste and literally hundreds of syringes in bags or just thrown on the ground loose. Staff had already cleaned up one of these sites along the same corridor in August created by the same couple. Staff notified the office about safety concerns for the public especially kids coming across this mess. More police intervention is needed from a public safety perspective. It should also be noted that staff are not very comfortable dealing with that quantity of used syringes.

Sidewalk Snow Removal / Salt

Sidewalk snow removal has been limited due to very little snowy precipitation but salt spreading has been ongoing. Staff ordered and received another 28 ton of salt for our salt containment area at the barn.

Xmas Lights / New Years

Dec 30th Public Works staff picked up wagon from Dempsey Corner Farm for New Years Eve celebrations. Christmas lights were installed along outside edge of wagon and powered by

generator in front bucket of tractor so that wagon was visible on the road during wagon rides. Wagon was returned to farm Jan 2nd. Christmas wreaths and most of the lights were removed for the season.

New Events Sign

During excavation of green space for new electronic sign base and the trench for the underground conduit, contractors ran into a lot of the old stone foundation from the old railway station. These rocks/boulders obviously could not be used to backfill and needed to be hauled away. Staff provided a dump trailer and contractor loaded stone into trailer and staff hauled away. Sand was brought in for fill over the electrical conduit.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **January 9, 2020**

Re: **Recreation Report**

2020 OFFICE TRANSITION

- Recreation Department is transferring recreation equipment from back storage room and upstairs of old office to the new office building storage area.

ADULT TAI CHI 2020

- Instructor Luitgard Budd will begin Tai Chi instruction on Monday January 7th @ 6:30pm.

SENIORS FITNESS 2020

- Senior Fitness Classes with Helen Malo going smoothly – averaging 22 participants. Classes will start up on Tuesday Jan 7th at the Kingston Fire Hall.

OUTDOOR SKATING 2020

- Three skating days in 2019 and one in 2020.

NEW YEARS EVE – TUES DEC 31ST 6PM – 8:30PM – CREDIT UNION CENTRE

- Many thanks for all those who were able to attend and assist with the event. The event was enjoyed by all in attendance. Donations quantities were \$305.00 in cash and the Food Bank has not yet confirmed the weight of food donations.
- Tractor & Wagon rides were a great success, due to Dempsey Corner Orchard's loaning their wagon and Public Works Supervisor volunteering to drive the tractor.
- Fireworks were our longest ever at 16.05 minutes.
- Many thanks to the Lion's Club for once again taking care of making the delicious chili and the volunteers for working upstairs in the kitchen and making popcorn.
- Recreation Department is working on a thank you ad for the Aurora Newspaper.

PINE RIDGE MIDDLE SCHOOL FREE COMMUNITY VOLLEYBALL – TUESDAYS 7:00PM-8:30PM

WEST KINGS FREE COMMUNITY BASKETBALL – MONDAYS 6:30PM-8:30PM

PINE RIDGE MIDDLE SCHOOL YOUTH LACROSSE – FRIDAYS 6:00PM -8:00PM

- \$40 for entire session until February or \$5 drop in fee.

ADULT SKATING – MONDAYS 10:30AM - NOON

- Averaging 10-12 participants.

FREE FACILITY ACCESS – KINGSTON CREDIT UNION CENTRE

- In partnership with provincial funding – the Kingston Credit Union Centre has been able to offer free public skating on full day In-service days & ½ day In-service days for youth – these have been well attended by students. Also, on Saturdays the arena has been able to offer FREE public skating from 12:15pm – 1:15pm, except on tournament weekends. There have been upwards of 60 participants during some of these skates and also, over the Christmas holidays, the arena was available at various times each day.
- There will be more skate times scheduled for January.

CANADA SUMMER JOBS & NOVA SCOTIA PROVINCIAL STUDENT ASSISTANCE FUND

- Recreation Department will be applying to the Canada Summer Jobs for our Summer Day Camp student funding.

ACTIVE KIDS HEALTHY KIDS (AKHK) 2020 FUNDING PROGRAM

- AKHK used to work as two separate entities defining the East and the West. These committees had separate application deadlines, application forms and brochures. Now both regions have joined together so that both regions now have the same advertising deadlines, brochures and forms. Each region within Kings County office in Coldbrook. Application deadline throughout Kings County is end of February 2020.

MARCH BREAK DAY CAMP 2020

Recreation Department will be hiring two students to implement March Break Day Camp activities and supervision. March Break is from March 16th to the 20th. Recreation Department will be planning all activities.

SNOW SHOE LOANING 2020

- Snow shoes will be on loan again this year.

REC HUT 2020

- 1ST Kingston Scouts have booked the Rec Hut for an event on Saturday Jan 11th from 9am – 2pm.
- Native Council Parental Mentorship Program have booked it on Saturday Jan 18th from 1pm – 5pm.

NS OUTDOOR PLAY INFORMATION SESSION 2020

- Thursday January 30th from 9am – 3pm. Location TBA. (Kings County)



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **January 9, 2020**
Re: **Clerk Report**

RECOMMENDATION

That this report be received for information.

OPERATING BUDGET

Overall, the year end position is expected to be favourable. Please see financial report for budget, actuals and variances.

Tentative Budget Schedule 2020 (Thursdays, 7pm, Village Office)

January 23	<i>Special meeting</i>	Capital Budget Workshop/Prioritization
February 13	Regular meeting	Operating Budget Discussion
March 12	Regular meeting	Budget Update and Capital Budget approval
April 9	Regular meeting	Operating Budget released
April 23	<i>Special meeting</i>	Operating Budget deliberations
May 14	Regular meeting	Operating Budget deliberations and approval

CAPITAL BUDGET

Library Renovation

Received initial drawings on December 5, 2019. Concerns emailed back to Architect/Engineer on December 11, 2019. Holidays/vacations have impacted turn around.

Village Office Renovation

- Contract Price: \$167,467+HST
- Approximate final price: \$195,000 + HST

Digital LED Sign

Footings and NS Power service have been installed. Frame and sign should be installed this month.

Other Approved Capital Projects 2019-20 (Budget / Actual Amounts)

- STP Clarifier Refurbishment	\$75,000	\$9,900
- KN-14 Force Main 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
- Highway 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	\$5,674

Village of Kingston
Commission Finance Report
December 31, 2019

General Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	Notes
Revenues					
Residential/Commercial Taxation	711,100	709,300	1,800	709,300	
Dog Registrations	300	200	100	600	
Rentals	-	-	-	-	
Interest on Investments and Taxes	9,700	9,300	400	11,500	
Miscellaneous Income	1,600	1,100	500	1,200	
Recreation Revenue	23,700	23,500	200	26,500	
Arena Revenue	-	-	-	-	
Administration Revenues	85,000	85,000	-	85,000	
Grants from Other Governments	67,800	70,600	(2,800)	76,700	
Contributions from Reserves	-	-	-	-	
Total Revenues	899,200	899,000	200	910,800	
Expenditures					
General Government					
Legislative	13,200	15,900	2,700	20,800	
Administration	115,100	123,600	8,500	158,900	
Professional Fees	7,100	10,200	3,100	11,500	
Insurance (General)	14,400	13,800	(600)	13,800	
Civic Building Expenses	9,300	8,900	(400)	15,900	
Crossing Guards	11,400	11,000	(400)	15,700	
Miscellaneous	2,900	4,800	1,900	5,500	
Taxation Charges	7,100	10,500	3,400	10,500	
Library	6,100	7,200	1,100	9,100	
Total General Government	186,600	205,900	19,300	261,700	
Public Works & Transportation					
Public Works	81,400	78,900	(2,500)	102,000	timing
Village Maintenance	30,400	26,400	(4,000)	30,000	higher than average
Sidewalks & Crosswalks	10,500	7,900	(2,600)	7,900	DTIR - past crosswalk invoices
Snow Removal	42,200	30,000	(12,200)	75,100	Jeff's Salary shared through PW
Street Lighting	33,500	33,400	(100)	37,800	
Capital from Operating	-	-	-	-	
Total Public Works	198,000	176,600	(21,400)	252,800	
Tourism and Development					
Visitor Information Centre	19,800	21,500	1,700	22,900	
Other Development	3,700	9,400	5,700	9,400	Tree planting/vandalism/beautification
Apple Blossom Festival	3,800	4,500	700	4,500	
New Years Eve Event	4,700	4,800	100	4,800	
Steer BBQ	5,300	3,500	(1,800)	3,500	extra entertainment
Total Tourism and Development	37,300	43,700	6,400	45,100	
Parks					
Parks Repairs and Maintenance	40,900	38,100	(2,800)	45,800	Loomers - \$6k past invoices
Arena Rental Charges	4,600	4,600	-	4,600	
Total Recreation	48,800	44,500	(4,300)	52,400	
Recreation					
Recreation Administration	65,200	67,300	2,100	85,400	
Arena Expenses	-	-	-	-	
March Break Day Camp	600	-	(600)	1,200	
Summer Day Camp	8,300	7,800	(500)	7,800	
Youth Programs	3,200	2,100	(1,100)	3,000	
Adult Programs	3,800	6,200	2,400	8,300	
Seniors Programs	2,800	3,500	700	4,700	
Total Recreation	83,900	86,900	3,000	110,400	
Fiscal Expenses					
Transfers to Reserves					
Operating Reserves	1,000	1,000	-	1,000	
General Capital Reserves	75,400	75,400	-	75,400	
Sidewalk Construction Reserve	100,000	100,000	-	100,000	
Building Reserve	12,000	12,000	-	12,000	
LTD - Principal	-	-	-	-	
Total Fiscal Expenses	188,400	188,400	-	188,400	
Total Expenditures	743,000	746,000	3,000	910,800	
Surplus / (Deficit)	156,200	153,000		-	

**Village of Kingston
Finance Report**

Sewer Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget
Revenues				
Sewer - Taxation	489,200	488,000	1,200	488,000
Sewer - User Fees	11,000	17,700	(6,700)	22,700
Sewer - Connection Charges	3,400	2,300	1,100	2,300
Total Revenues	503,600	508,000	(4,400)	513,000
Expenditures				
Environmental Health				
Administration	104,000	125,700	21,700	158,200
Treatment	19,100	21,600	2,500	28,500
Treatment - Electricity	45,900	52,500	6,600	70,000
Treatment - Disposal	34,700	49,000	14,300	70,000
Collection System Costs	28,100	29,100	1,000	38,800
Total Environmental Health	231,800	277,900	46,100	365,500
Fiscal Expenses				
Sewer Reserve	147,500	147,500	-	147,500
LTD - Principal	-	-	-	-
LTD - Interest	-	-	-	-
Total Fiscal Expenses	147,500	147,500	-	147,500
Total Expenditures	379,300	425,400	46,100	513,000
Surplus / (Deficit)	124,300	82,600		-



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DISCUSSIONS

- Crosswalk at Decoste Kitchens
- Interest relief for resident
- Sign in front of new office