



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

ph 902 765-2800
fx 902 765-0807

August 12, 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 Wednesday, August 12, 2020.

Due to the potential spread of the novel coronavirus COVID-19, the meeting will not be open to the public.



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

ph 902 765-2800
fx 902 765-0807

REGULAR COMMISSION MEETING August 12, 2020

AGENDA

1. Review of Minutes of Meeting held July 9, 2020
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



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

ph 902 765-2800
fx 902 765-0807

**KINGSTON VILLAGE COMMISSION
MINUTES OF THE COMMISSION MEETING OF JULY 9, 2020
VIA ZOOM CONFERENCE – DUE TO COVID-19**

COMMISSION:

John Pierce
Wayne Fowler
Muriel West
Brad Beardsley
Mike Bishop

Mike McCleave – Clerk/Treasurer

CALL TO ORDER

Chair Pierce called the meeting to order at 7:00pm. Due to Covid-19 the meeting was not open to the public.

REVIEW OF MINUTES

Chair Pierce asked for a review of the June 11, 2020 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BISHOP THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF JUNE 11, 2020 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Pierce asked for any business arising from the minutes of June 11, 2020.

Commission Beardsley asked if the Village had received the report from Dillon Consulting regarding the design work for Balser Drive sidewalk. Clerk stated he contacted them last week and they were still working things out with the Department of Transportation.

Commissioner West asked about the status of hiring a consulting company to examine the clarifier to determine its life span. Clerk stated this would be a capital budget item for next year. Clerk also confirmed there is room for a second clarifier. Commissioner Fowler suggested looking at preparations and cost adjustments for what that would take.

Chair Pierce asked about the status of the new crosswalk at the corner of Main and Maple St. Clerk stated the Department of Transportation cut out the concrete curbing last week.

Chair Pierce asked about the cost of the barn door. Clerk stated the cost was \$2,300.

Commissioner Bishop asked about the status of Nav Canada and the SCADA system. Clerk stated construction has been slow due to the Coronavirus restrictions. They have most of the work done and the antennas are being installed this week and next. There is also a wait for Nova Scotia Power to run power to the antenna on Acadia Drive. Clerk stated 5 or 6 of the 13 lift stations should be up and running by next week and 2 or 3 weeks for the rest.

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 Reports

ENVIRONMENTAL SERVICES – See Full Report

Clerk stated the sewer line replacement work by staff and the directional drillers went very well and also came in under budget. During the installation of the directional drill, there were lines that were discovered including: a telephone line that was buried across the Village's easement, a few unmarked sewer lines and a few water lines that ran from one property to another. The telephone line was damaged but Bell Aliant came to fix the cable.

Clerk also stated the neighbours of a trailer court on Magee Drive complained about a trailer that has had a plugged sewer line even while a tenant was living there and the landlord has not done anything to fix it. Clerk reported the situation to the County's bylaw enforcement officer.

PUBLIC WORKS – See Full Report

Commissioner West commended the gesture by P.M. Spicer Contracting of providing free labour for the roofs on the ball diamond dugouts and asked if the Village can offer a receipt for in-kind labour. Commissioner Bishop stated it is not generally worthwhile as a tax break for the donor. Commissioner Fowler suggested a sign thanking the donor. Commission decided to include the recognition on the new LED sign.

ON MOTION OF COMMISSIONER BISHOP AND COMMISSIONER WEST THAT THE VILLAGE PROVIDE RECOGNITION ON THE NEW LED SIGN FOR P.M. SPICER CONTRACTING FOR THE WORK HE DID ON A VOLUNTEER BASIS INSTALLING ROOFS ON THE VILLAGE BALL DIAMOND DUGOUTS. MOTION CARRIED.

Commissioner West asked if the property owner should have to make repairs to the curbing that was cut up on Maple St to allow dump trucks through to their new building lots. Clerk stated property owner would have a security deposit with the Department of Transportation and that it would have to be brought back up to code once the security

deposit is returned. Clerk stated in the winter the plough blade will catch the end of the new driveways and the only cure would be to put in concrete curbing.

RECREATION – See Full Report

Chair asked about the number of children signed up for summer day camp. Clerk stated each week is about half full. Commissioner West thought it should specify that there are 16 spaces available “each week”.

Commissioner Fowler wanted to recognize the volunteer efforts of Jonny Rowe in running different groups of kids in baseball and utilizing the ball diamonds.

Commission expressed appreciation in having different activities planned this summer considering the Covid-19 restrictions.

Commission agreed that any staff member taking a vacation outside of the Atlantic bubble would have to use vacation time for the 14 day self quarantine period upon return, if the requirement is still in place by the government.

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

CLERK / TREASURER REPORT

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BEARDSLEY THAT THE VILLAGE COMMISSION AWARD THE LIBRARY RENOVATION CONTRACT TO ACCESS CONTRACTING LTD. IN THE AMOUNT OF \$343,534.40+HST (312,304.00 + 10% CONTINGENCY + HST) TO BE FUNDED FROM PROVINCIAL AND FEDERAL GRANTS. MOTION CARRIED.

GENERAL OPERATIONS

As it is early in the fiscal year, variances cannot be generally determined at this time.

PROPERTY TAXES

	2020	2019	2018	2017	2016
Total Arrears	\$92,889	\$63,874	\$86,290	\$86,290	\$98,644
Total properties	126	111	104	104	128
# Properties under \$100	8	14	16	16	15
Top 10 Properties Sum	\$31,595	\$22,912	\$41,975	\$41,975	\$42,008
# Properties over \$1000	22	15	20	20	20

Property Taxes / delayed payments

The Kingston Village Commission has already, by motion, provided interest relief for the months of May, June, and July 2020. Commission agreed to not continue with interest relief into August. Clerk will remind residents in arrears of the pre-authorized debit plan which does not incur interest.

Public Works Building Update

Able Engineering has done geotechnical work and supplied a first draft drawing of the Public Works (PW) building. Clerk met with PW staff who made changes to the building plan. The changes will be presented back to staff and then on to Able Engineering.

Trail Paving / Dust Control

Clerk stated there have been several complaints of dust on the trail during the dry weather and some residents are wondering if the Commission would consider paving the trail. Clerk also reported Kings County Trail Society does not have money in their budget for dust control. After a discussion Commission asked Clerk to get pricing for dust control and the cost of having it applied. Chair asked if there was any recycled asphalt available and if it would fall under the gas tax criteria.

Rezoning 768 Main Street (PID 55122113)

Land owner has put an application through to the County to have a property re-zoned from Commercial C1 to Industrial M1 to develop a self-storage facility. Commissioner Fowler asked if the County even needed the Village's support for this application. Clerk stated it would still go to Kingston's Planning Advisory Committee and then it would go to the County for first reading. Commission discussed having a development agreement created, rather than changing the zoning, in order to avoid setting a precedent. Then if the building was sold, the agreement would go with the building and if it burned down it would revert back to the original zoning of C1.

ON MOTION OF COMMISSIONER BISHOP AND COMMISSIONER BEARDSLEY THAT THE COMMISSION, WITH THE CHAIR ABSTAINING DUE TO CONFLICT OF INTEREST, AGREED TO SUPPORT A DEVELOPMENT AGREEMENT WITH THE DEVELOPER, AS LONG AS IT IS FAVOURABLE WITH KINGSTON'S PLANNING ADVISORY COMMITTEE. MOTION CARRIED.

Clerk stated the agreement would be composed by the County and a lawyer. The details can also be explained to Kingston's Planning Advisory Committee by the County of Kings' staff Mark Fredericks.

Approved Capital Projects 2020-21 (Budget / Year to Date Amounts)

- Water Drilling Study	\$50,000	\$17,661	
- Library Renovation	\$500,000	\$7,453	
- KN5 / KN12 Lift Station Panels	\$40,000	\$32,647	
- SCADA System	\$135,000	\$45,900	
- Main Street Easement Renewal	\$60,000		
- Balser Sidewalk Design	\$10,000	\$8,448	
- Main/Maple RRFB Crosswalks	\$15,000		
- PW Building	\$250,000		
- Ravenwood Dugouts	\$13,000	\$5,006	(Complete)
- Village Office Exterior Repairs	\$5,000		
- Recreation Storage Shed(s)	\$9,000	\$7,200	(Complete)
- Wastewater Lean-to	\$5,000		
- Tow-behind Boom Lift	\$40,000	\$38,291	(Complete)

Committee Placements

Clerk stated the Village's committee placements need to be filled. There are three committees in the Village that the commissioners sit on. There are two positions for the Policy and Finance Committee, one for the Steer BBQ Committee, and then the Chair plus two commissioners are to sit on the Kingston Area Advisory Committee. After a discussion, Commission agreed to wait until the state of emergency is lifted and election process is over.

DISCUSSIONS:

Commissioner Beardsley asked why the electronic sign was off last week. Clerk stated there was a loose connection. The company sent a new cable that will reach inside one sign and around to the other sign and back to the next connection. It just has to be installed. Chair asked that the graduates slideshow continues to be displayed on the LED sign for another week.

ADJOURNMENT

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY THAT THE MEETING BE ADJOURNED AT 8:22PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER



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

ph 902 765-2800
fx 902 765-0807

REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **August 12, 2020**
Re: **Environmental Services Report**

SCADA Update

August 5th Antenna poles for lift station's SCADA system were installed on the corner of Acadia Dr. and Old French Rd. and behind the library. Poles are 63 foot in length with 8 feet buried in the ground. Antennas are then installed on top of poles. Half of our stations will be communicating pump trending and alarm messaging by Friday Aug 14th. The delay with the other antenna pole in Ravenwood is a Nova Scotia Power (NSP) scope for an unmetered service scheduled for August 19th. After scope, the unmetered service can be installed on pole to power antenna. Staff are frustrated with long wait times for any type of NSP service. At least 3 weeks wait for everything.

New Panel Installations

The 2 new panels ordered in early spring were installed at Acadia Dr. lift station and trailer court lift station across from golf course. The two panels were installed over 2 days by staff, electrician and Pennecon technician, who was present for start up as per request included in quote. All lift stations now have the same pump controller in panels. Panels were labeled incorrectly with the wrong panel drawings inside. Staff and Pennecon technician recognized issue and made sure proper panels were installed in correct location. Pennecon will issue new set of drawings and proper labeling of the panel.

Fence Installation Sewer Easement

Staff received quote from P.M. Spicer Contracting to replace a resident's section of privacy fence that had to be removed for pipe bursting equipment during sewer line replacement job. Staff consulted with Village Clerk and quote was well within budget for completion of capital project. Resident's back yard was also landscaped with topsoil and seeded by staff.

Pump Guide Rails/Lift Stations

Staff ordered 24 lengths of 2 inch galvanized pipe 21 feet long to replace old guide rails in some of our stations. Guide rails help guide submersible pump onto discharge flange under water. Over time pipe becomes brittle and starts to break apart. Pump rails at treatment plant lift station were replaced first. Other rails that need to be replaced will be carried out in the fall.

Treatment Plant Maintenance

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. With no rain and hot weather, flows at plant are significantly lower which makes treatment of wastewater more time consuming with constant washing down and cleaning of UV bulbs and UV channel.



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

ph 902 765-2800
fx 902 765-0807

REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **August 12, 2020**
Re: **Public Works Report**

Village Office Paint Job

Using ladders and boom lift recently acquired, staff scraped and painted exterior wood trim and siding on the upper portion of the new Village office. Colours were selected by staff along with some welcome opinions from Commissioner West. Public works staff are still waiting on NSP to wrap power lines in front of Village office where boom might come within 10 foot minimum distance rule. Power lines need to be wrapped before staff can paint highest peak in front of building. A third coat of the burgundy colour will likely be needed to cover up blemishes. Staff will wait to do third coat when weather is not so hot.

Bandstand Wooded Area

Public Works staff used bush hog to mow off sucker growth in wooded area behind bandstand. Gas trimmers and saw blades were used to trim down sucker growth in areas that bush hog could not get into. Dead trees were removed and broken branches were cleaned up.

New Public Works Building Design

Public Works staff had meeting with Village Clerk to make changes to first floor plan design for new Public Works building. Design was adjusted and approved by staff.

Ongoing Maintenance

Continued dry weather conditions has kept seasonal staff busy watering hanging baskets, planters and ground beds throughout Kingston. Seasonal staff have been in on weekends as well to water. Grass mowing and trimming is ongoing along with weeding and pruning back shrubs in some planters. Caterpillar webs have been found in some of our trees that were planted over the last 8 years along the trail by golf course and staff have been pruning out any branches with webbing in trees.

Memorial Benches

Public Works staff painted 2 of the memorial benches that were badly faded and fixed a few holes in them as well. Name tag on one of the benches had to be replaced. PVC panels were painted with spray paint for plastic surfaces and black iron was also painted.

Upcoming Projects

Upcoming projects include installation of new basketball poles and volleyball post, the staining of bandstand once it is vapour blasted and removal of wooden bridge in wooded area behind

bandstand. Culverts will be installed to replace bridge and keep well used trail in place. Gravel will also be added to existing trail. Bandstand to be scheduled in for vapour blasting as per quote to remove blackened portions of wood before staff re-stains wood.

Flower Pot Vandalism

There was some minor sidewalk flower pot vandalism a few weeks ago by someone tipping them over. Flowers have somewhat recovered with a little maintenance.



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

ph 902 765-2800
fx 902 765-0807

REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **August 12, 2020**

Re: **Recreation Report**

VACATION

Recreation Coordinator will be on vacation starting Friday August 7th and returning Sunday Aug 23rd. If required by provincial restrictions, the rec coordinator will self-isolate for the necessary 2 weeks upon return, which would make the return to work date Tuesday Sept 8th after the Labour Day holiday. Unless otherwise directed and/or required by the Clerk, the rec coordinator will not be available during the self-isolation period.

SUMMER DAY CAMP 2020

- 4 Day Camp staff hired.
- Due to COVID-19, we limited the duration of camp to 6 weeks and the registration numbers to 16 participants per week. This allows the Day Camp to be divided into 2 separate groups of 8 campers and 2 counsellors (2 groups of 10) if it is at max capacity. This falls under the group of 10 - provincial guidelines.
- Various expected challenges with participant physical distancing and parents entering the buildings without masks during pick up & drop off, etc.
- Some parents have removed their children due to the camp not meeting their "expectations of a normal Day Camp" with the current modifications surrounding COVID-19, etc. (No trips, 2 groups, physical distancing, reduced visitors, etc.)
- Recreation Coordinator has spent time at the Day camp to assist with break times and to mentor the two new counsellors.
- Attendance:
 - Wk #1 – 16 campers
 - Wk #2 – 13 campers
 - Wk #3 – 16 campers
 - Wk #4 – 9 campers
 - Wk #5 – 16 campers (registered)
 - Wk #6 – 12 campers (registered)

Completed

CENTENNIAL PARK – FREE OUTDOOR CONCERT AUGUST SCHEDULE - WEATHER DEPENDANT

- Full Circle (4-piece country, rock, bluegrass band) – Thurs Aug 6th 6:30pm – 8pm
- Lost Vegas (Acoustic Duo) – Thursday Aug 13th 6:30pm – 8pm
- Left of Centre (Acoustic Duo) – Thursday Aug 20th 6:30pm – 8pm
- Chris Palmer & Friends (Various Gospel) – Thursday Aug 27th 6:30pm – 8pm
- While Recreation Coordinator is away, the Day Camp Supervisor will be responsible for putting the road sign in place for concerts, greeting the groups at the bandstand, delivering their payment and ensuring that those in attendance are abiding by provincial physical distancing guidelines.

ART IN THE PARK WITH NOVA 7ARTS – CENTENNIAL PARK - TUESDAYS 7PM–8:30PM FOR 4 WEEKS

- This has been Kingston Recreation's first attempt at an outdoor adult art program partnering with Nova 7arts. Therefore, we are starting with a trial period of 4 weeks with a \$10/session drop in fee.
- Limited participation thus far with 3 participants the first evening and a young, new artist leading the group. The 2nd Tuesday there were 5 participants with a more experienced artist.
- The weather has cooperated so far.
- While the Recreation Coordinator is away, the Day Camp Supervisor will be responsible for meeting the instructing artist, bringing the tables over to the park and taking registration funds, etc.

VILLAGE FALL 2020 NEWSLETTER

- Staff will be working on upcoming newsletter for the upcoming tax bill mailings at the end of August. If any Commissioner has anything they would like added to the newsletter please submit to office or Recreation Dept.

TERRY FOX 2020 – SUNDAY SEPT 20TH, 2020

- Rec Department has been in contact with the Terry Fox Foundation and has ordered t-shirts, etc. to have for sale at the office. However, due to COVID-19 Restrictions, there will be no official National Terry Fox Run. The Recreation Department is in conversation with the Terry Fox Foundation to see if the Village will be able to offer a run on the official day since we normally have less than 50 participants.

ELM STREET - RECREATION GROUNDS SCHEDULE:

- Baseball: Mondays & Wednesdays 5:15pm – 8:30pm
- Soccer: Mondays & Wednesdays – 6:30pm – 8pm - Ladies over 30
 Tuesdays & Thursdays - 6:30pm – 8pm - Parents group w/kids
- Basketball: Wednesdays 7pm – 8:30pm - Local basketball parent coaching female teens



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

ph 902 765-2800
fx 902 765-0807

REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **August 12, 2020**
Re: **Clerk Report**

RECOMMENDATION

That this report be received for information.

GENERAL OPERATIONS

As it is early in the year, variances cannot be generally determined at this time. However, there are a few items which can be reported on.

Revenues

As expected, Summer Day Camp revenues are down considerably. \$6,200 vs. \$16,800 budgeted. All other recreation revenues are nil at this time. Interest Earned (bank account interest) is higher than budgeted due to low budgeting and carrying a high bank account balance.

Expenditures

Steer BBQ, Apple Blossom, and Senior's Picnic have all been cancelled due to Covid-19. Summer day camp expenditures are currently \$2,800 with a budgeted \$7,800 annual amount. Crossing Guard expenditures are nil, budgeted \$4,900 for months of April-June.

PW Building Update

Building design is complete. Able Engineering suggested going with ICF construction. It would add 10% to the building cost but would require up to 50% less energy to heat. I suggested they move forward with that idea as long-term operating costs are more of a concern than the 5-10% upfront cost.

Trail Paving / Dust Control

Dust Control has been applied to the trail.

Kingston Advisory Committee

Two properties in Kingston are requesting zoning changes or development agreements.

1. 1518/1520 Bridge Street
2. 768 Main Street

Wastewater Lean-to

Initial price on lean-to was higher than budgeted. Commission to provide direction.

Approved Capital Projects 2020-21 (Budget / YTD Actual Amounts)

- Water Drilling Study	\$50,000	\$17,661	
- Library Renovation	\$500,000	\$7,453	
- KN5 / KN12 Lift Station Panels	\$40,000	\$32,817	
- SCADA System	\$135,000	\$45,900	
- Main Street Easement Renewal	\$60,000	\$32,780	
- Balser Sidewalk Design	\$10,000	\$8,448	
- Main/Maple RRFB Crosswalks	\$15,000		
- PW Building	\$250,000	\$700	
- Ravenwood Dugouts	\$13,000	\$5,006	(Complete)
- Village Office Exterior Repairs	\$5,000	\$3,360	
- Recreation Storage Shed(s)	\$9,000	\$7,440	(Complete)
- Wastewater Lean-to	\$5,000		
- Tow-behind Boom Lift	\$40,000	\$38,291	(Complete)