



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

ph 902 765-2800
fx 902 765-0807

September 10, 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, September 10, 2020.



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REGULAR COMMISSION MEETING September 10, 2020

AGENDA

1. Review of Minutes of Meeting held August 12, 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



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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF AUGUST 12, 2020

COMMISSION:

John Pierce
Wayne Fowler
Muriel West
Brad Beardsley
Mike Bishop

Mike McCleave – Clerk/Treasurer

GUEST:

Martha Armstrong – Councillor District 4, Municipality of the County of Kings

CALL TO ORDER

Chair Pierce called the meeting to order at 7:00pm and stated he was glad to be holding the meeting in person at the Village Office. Due to Covid-19 the meeting was not open to the public.

REVIEW OF MINUTES

Chair Pierce asked for a review of the July 9, 2020 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BEARDSLEY THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF JULY 9, 2020 AS PRESENTED. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Pierce asked for any business arising from the minutes of July 9, 2020.

Commissioner West asked if the Village had received any update from Dillon Consulting regarding the design work for Balser Drive sidewalk. Clerk stated they are still working things out with the Department of Transportation.

Commissioner West asked if the plugged sewer line issue at one of the trailers on Magee Drive had been resolved. Clerk stated it was in the hands of the Department of Environment and we have not received an update.

Chair asked about the status of the crosswalk at the intersection of Maple and Main Streets. Clerk stated there has not been any work done there for a few weeks.

Commissioner Beardsley asked about the cost of the dust suppressant that was applied on the trail. Clerk stated it was \$2,700.

J-CLASS ROAD PAVING

Chair stated the County of Kings has a plan regarding J-Class road paving. He and the Clerk attended a meeting at the County with the Mayor, CAO Scott Conrod, Councillor Armstrong and County Engineer Scott Quinn. Chair Pierce expressed several of the Village's concerns at the meeting including the expected contribution of 25% from some of the Villages. One concern is setting a precedent regarding costs from Villages going forward. Another concern is that the Villages do not have any input on the J-Class road priority list. Chair also noted that of the 7 county villages, Port Williams and Canning villages do not have roads under "this" J-Class road program and they are getting their roads done at no charge to them. Three other villages, Greenwood, Cornwallis Square and Aylesford, who do not get gas tax allocated to them annually, can use County gas tax to pay for their road paving in this project. Kingston and New Minas are the only two villages that would have to use their own gas tax allocation to cover the costs.

Councillor Armstrong stated if those 3 villages did get gas tax money for their J-Class roads, the County would take it out of their future gas tax requests.

Chair stated the Village received a letter from the County of Kings asking if they would agree to their plan where the Village would be expected to pay \$67,000 over 5 years.

Councillor Armstrong explained that this plan involves a one time 10 million dollar influx of money provincially.

Councillor Armstrong advised the commission that the tender for the per kilometer price of paving closes on August 21st.

Commission agreed that if the Village has to pay, a letter should be submitted to the County stating the commission would like to have input on which streets make the list.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER WEST THAT THE COMMISSION REQUEST A MEETING WITH THE COUNTY REGARDING J-CLASS ROADS FUNDING. MOTION CARRIED.

FUNDING FOR RECREATION GROUPS

Commissioner Fowler asked Councillor Armstrong if there was extra funding for recreational facilities faced with the added expense of Covid-19 cleaning requirements. Councillor Armstrong suggested sending a written request to the CAO with the financial details and he can present it to County Council.

CONSENT TO AGENDA ITEMS

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

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

COMMITTEE REPORTS – See Full Reports

ENVIRONMENTAL SERVICES – See Full Report

Clerk stated the panels at the lift stations were mislabelled but once it was realized, staff swapped panels and they are getting new documentation to show the difference.

PUBLIC WORKS – See Full Report

Commission liked the new paint colours on the village office and were glad that the boom was useful for the project.

Commissioner West asked if there was a cost estimate for the new public works building. Clerk stated not yet; the quote will include overhead propane fired heat. The building will hold the 3 public works trucks, the MT6 and the float trailer.

Clerk stated he spoke with the individual who vandalized the flower pots in the village and he never acknowledged doing it, even though he was told it was captured on camera.

RECREATION – See Full Report

Clerk stated the day camp has been full 3 weeks out of 6 and that it has been a challenge this year with the Covid-19 restrictions.

Commission agreed the outdoor concerts have been quite popular and a welcome distraction during Covid-19. Clerk suggested possibly having fewer, but better, groups scheduled and really promote them.

Commissioner West stated the Nova 7arts in the park lessons on Tuesday evenings had a slow start but feels they have great potential.

Commissioner West suggested advertising in the newsletter that the village is looking for a group that would be willing to decorate the village with pumpkin people or in another creative way. Commission agreed the groups should be approached rather than advertised for in the newsletter.

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

CLERK / TREASURER REPORT

GENERAL OPERATIONS

There are a few items which can be reported on.

Revenues

Clerk reported that due to Covid-19 restrictions, Summer Day Camp revenues are down considerably - \$6,200 vs. \$16,800 budgeted. Recreation revenues will be down this year

but expenses will be down also. Interest Earned (bank account interest) is higher than budgeted due to low budgeting and carrying a high bank account balance.

Clerk advised the Commission that it is expected there will most likely be a zero or negative assessment change (residential and commercial) due to Covid. If assessments are down, revenues will be down, which may require the village to increase taxes or cut services.

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

Clerk reported the building design is complete and that Able Engineering has suggested using ICF construction as opposed to wood construction. It would add 10% to the building cost but would require up to 50% less energy to heat. Commission agreed to move forward with ICF since 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 either a zoning change or a development agreement.

1. 1518/1520 Bridge Street – Owners are planning to build a new garage with a business and a loft upstairs.
2. 768 Main Street

Clerk stated he is waiting for the County on a timeline for a meeting.

Wastewater Lean-to

Clerk stated the initial price on the treatment plant lean-to was higher than budgeted.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER WEST THAT THE VILLAGE COMMISSION INCREASE THE BUDGET TO \$12,000 FOR THE LEAN-TO AT THE TREATMENT PLANT. MOTION CARRIED.

Clerk will consult with staff to see if it is a priority or if it could wait until next year and will advise commission.

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

- Water Drilling Study	\$50,000	\$17,661
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Clerk reported the engineer at the county has not been able to contact a landowner for more drilling possibilities. Clerk also re-sent the list of other possible landowners.

- 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)

DISCUSSIONS:

Clerk reported the local Aikido instructor has approached the Village looking for a space that would be suitable for his classes during the Covid-19 restrictions.

Chair asked why the province is allowing municipal elections and will not allow village elections during Covid-19. Commission agreed to contact the Association of Nova Scotia Villages and present the idea of approaching the province as a group regarding elections.

Commissioner West asked about having bins for the fall leaf pickup. Clerk will contact EFR to make sure the village is able to get bins for this service.

Commissioner West asked about the status of the request to having the speed zone reduced on either end of the Village on Main St. Clerk stated it takes time for the Department of Transportation to process the request and verify the need.

Commissioner West asked what is being built on Westwood Street. Clerk stated a small options home is being built there.

Commissioner Beardsley asked about having a duck crossing sign on Bridge Street by Stronach Park entrance. Clerk reported it is the responsibility of the Department of Transportation.

ADJOURNMENT

**ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BEARDSLEY
THAT THE MEETING BE ADJOURNED AT 8:52PM. MOTION CARRIED.**

COMMISSION CHAIRPERSON

CLERK/TREASURER



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **September 10, 2020**
Re: **Environmental Services Report**

SCADA System Update

Unfortunately the SCADA system is still not in operation due to continued delays with NSP Scopes, inspections and connection of services. Unmetered service will be installed on antenna pole at the corner of Acadia Dr. and Drummond St. this Thursday, September 10th with NSP inspection of service installation the following day on September 11th. After inspection there will also be another delay waiting for NSP to hook power to service unless we pay for a priority hook-up which is triple the cost.

After service is connected the Village Clerk will speak with NSP to discuss the long wait times for something that was scoped on May 14 which is a date that we had to wait 3 weeks for scope after it was booked near the end of April.

Partial Sewer Main Blockage

Village office received complaint from resident on Markland Rd. about a strong sewer odor in their backyard. Public Works staff checked easement line that services homes on Markland and some of Bridge St and noticed sewer was partially backed up in manhole. Main sewer line was augured by staff to relieve the blockage and then staff flushed the line to move the solids along in the minimal graded sewer line. Staff will have line videoed in the future to identify where the infiltration is coming from allowing tree roots to access the sewer line.

Lean-to Construction Quote

Staff received quote from PM Spicer Contracting for construction of Lean-to on side of new work shop at the treatment plant. Quote was much higher than staff predicted for approved Capital Budget item. Staff will be getting 2 more quotes for the 32 ft. X 16 ft. Lean-to.

Treatment Plant Maintenance

Daily maintenance and record keeping is ongoing at the treatment plant including washing down of tanks, cleaning of UV channel and cleaning out of return sludge pumps. With no rain and hot weather, flows at the plant are significantly lower and makes treatment of wastewater more time consuming with constant washing down and cleaning of UV bulbs and UV channel. Chlorine Contact chambers were also cleaned with the help of Loomer's Pumping Service to remove scum build-up. Effluent from UV channel still travels through Contact Chambers out to river and has to be cleaned every couple of years.



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REPORT TO VILLAGE COMMISSION

From: **Danny Lundrigan, Public Works Supervisor**
Date: **September 10, 2020**
Re: **Public Works Report**

Village Office Paint Job

After waiting 3 weeks for NSP Scope for using new boom lift in close proximity to NSP primary power lines, staff were informed that staging would be required instead of boom lift to finish highest peak of building because part of the boom would be within the 10 ft. distance from live power lines. Scoper did issue a safe clearance document that stated staging needed to be used and if boom lift was to be used NSP crew would have to be on site for remainder of work with special shield around power lines. Lines could not be wrapped and left, like staff originally thought.

Staff are not experienced with staging and retained a quote for P.M. Spicer Contracting to use much larger boom lift that could come in from the sides to paint peak and maintain the minimum 10 ft. distance from power lines. Building paint job is complete and staff re-installed Village sign on front peak at entrance. Handrail and cement walkway into office were also painted.

Bandstand Maintenance

As reported last month, staff received quote for vapor blasting of the bandstand to remove black mildew-like accumulation from the wood surface and tongue and groove wood ceiling. Wood surface was much more porous after blasting and staff used 14+ gallons of the 2 stage application with the first coat. The second coat is a sealant and should be complete by the middle of next week. This is the third time since bandstand was built that staff have had to strip and re-finish to remove blackening, something in the past we've been informed by Heartwood Log Homes is a natural occurrence.

Bandstand Wooded Area

Public Works staff removed old wooden bridge on walking trail through wooded area behind bandstand and installed two 36" diameter culverts side by side in drainage ditch that trail passes over. Loads of gravel were hauled in to compact around culvert pipes and gravel grade trail to eliminate uneven surfaces.

Fountain Removal

With the hot dry summer and low water levels everywhere, Public Works staff removed fountains from duck pond at Stronach Park. Fountains were still operational but water coming out of them was of a murky nature and inlet screens were partial blocking off water entering pump and making it hard on submersible pump motors.

Basketball / Volleyball Post Installation

Public Works staff installed new basketball poles and backboards and volleyball post inserts. Staff hand-dug three foot and four foot deep holes, braced post and cemented into place. Cement was kept 2 inches below asphalt surface to make room for asphalt patch to match rest of court.

Ongoing Maintenance

Obviously with dry conditions seasonal staff have still been coming in to water flowers on weekends and throughout the week. Mowing and trimming has been limited which freed up staff to stain bandstand. Low spots and dips in sidewalk were cut out by staff and Bowlby Paving was used to patch the different areas along Main St from the far westerly end up to the Aurora Inn. Basketball courts were also patched around new pipes that were installed.



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REPORT TO VILLAGE COMMISSION

From: **Glen Abriel, Recreation Coordinator**

Date: **September 10, 2020**

Re: **Recreation Report**

SUMMER DAY CAMP 2020 – Tuesday July 13th – Friday Aug 21st

- Modified Day Camp had its obvious challenges and stresses this year.
- Average 14 youth per week over the six weeks. A maximum of 16 per week for the modified Day Camp.
- This year there were certain internal and interpersonal staff challenges at the Day Camp over the summer. One counsellor deciding they could not continue and resigned with 3 days remaining. The Clerk/Treasurer and Recreation Coordinator have both communicated with this individual.
- Moving forward the Recreation Department will communicate with the Clerk/Treasurer to investigate and make the necessary changes or adaptations to avoid a similar situation from happening in the future.

CENTENNIAL PARK – OUTDOOR SUMMER CONCERTS

- Many thanks to the Village Commission for agreeing to provide funding to the bands. Those who have attended these performances have thoroughly enjoyed them.
- Upcoming Musical performances for September include:
- Thursday September 17th @ 6pm to 7:30pm – Sarah Pound (Nova Scotia Strong Song)
 - Thursday September 24th @ 6pm to 7:30pm – Bob Deveau & Valley Showcase artists.
- Recreation Department has contacted 14 Wing Brass Band to perform at the Bandstand before the end of September. Discussions are on-going.

SENIOR FITNESS INSTRUCTOR FALL 2020

Recreation Department will contact local facilities within the Village to figure out what is or is not available for the fall.

TERRY FOX – SUN SEPT 20TH 2020 – VIRTUAL RUN – 40TH ANNIVERSARY

- The Terry Fox Foundation is doing a Virtual Run for 2020. The official date for the event is Sun. Sept 20th, 2020. Recreation Department has had discussions with the Terry Fox organization and 14 Wing Greenwood about some potential possibilities for this day and what it may look like. More details to follow.

KINGSTON CREDIT UNION CENTRE

- Modified ice rentals & usage at the rink moving forward.
- Warm room is not in use at the arena for the foreseeable future, therefore the Kingston Recreation Department is working with the Valley Speed Skating Association to utilize the Day Camp building as a location for the Speed Skaters to use for registration nights and skate sizing.

AFTER SCHOOL PROGRAMMING

- At this point in time there is no community after school access to schools until at least January 2021.

KINGSTON/GREENWOOD MINOR BASEBALL.

- Minor Baseball has completed the season.
- Kingston Minor Ball Association has formed an official association with a president, vice president, treasurer & secretary.

COMMUNITY EVENTS – SEPTEMBER 2020

- **Chase the Ace** – Kington Legion – Every Saturday 1pm – 3:30pm – Draw time is 3:30pm
- **Sunday BINGO** – 1pm Kingston Legion.

WESTERN KINGS ACTIVE KIDS HEALTHY KIDS COMMITTEE

- Meeting at Berwick Town Hall on Tuesday Sept 16th @ 1pm

ADULT SKATING – MONDAYS @ 10:30AM

- Recreation Department is considering what adult skating may look like and how to move forward under COVID-19 restrictions and modifications at the Arena.



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REPORT TO VILLAGE COMMISSION

From: **Mike McCleave, Clerk/Treasurer**
Date: **September 10, 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 next report for budget, actuals and variances.

West Kingston Development

Developer is requesting that the Village bring sewer line to property boundary so that property can be developed.

Marilyn Court Streetlights

Black and MacDonald's pricing was \$1,125 per streetlight (installed). Based on village light levels in other parts of Village it was determined that the street would require 3 lights. Longer davit arms, if needed, would increase the price marginally.

J-Class Roads

The County has confirmed that 4 Village roads are on the list to be paved this fall. The 4 J-class roads are Foster Street, Moody Court, Matthews Lane, and Philips Avenue. The County is also requesting that the Village cover 25% of the paving costs.

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

- Water Drilling Study	\$50,000	\$17,661	
- Library Renovation	\$500,000	\$8,000	
- KN5 / KN12 Lift Station Panels	\$40,000	\$36,000	(Complete)
- SCADA System	\$135,000	\$45,900	
- Main Street Easement Renewal	\$60,000	\$39,220	(Complete)
- Balser Sidewalk Design	\$10,000	\$9,400	
- Main/Maple RRFB Crosswalks	\$15,000		
- PW Building	\$250,000	\$700	
- Ravenwood Dugouts	\$13,000	\$5,006	(Complete)
- Village Office Exterior Repairs	\$5,000	\$4,220	
- Recreation Storage Shed(s)	\$9,000	\$7,440	(Complete)
- Wastewater Lean-to	\$5,000		
- Tow-behind Boom Lift	\$40,000	\$38,291	(Complete)

Village of Kingston
Commission Finance Report
August 31, 2020

General Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget	Notes
Revenues					
Residential/Commercial Taxation	-	-	-	725,300	
Dog Registrations	-	100	(100)	600	
Rentals	-	-	-	-	
Interest on Investments and Taxes	15,500	5,000	10,500	11,500	Capital Interest included
Miscellaneous Income	300	600	(300)	800	
Recreation Revenue	6,800	20,300	(13,500)	26,100	Covid
Arena Revenue	-	-	-	-	
Administration Revenues	-	-	-	85,000	
Grants from Other Governments	14,000	21,000	(7,000)	79,800	Timing
Contributions from Reserves	-	-	-	-	
Total Revenues	36,600	47,000	(10,400)	929,100	
Expenditures					
General Government					
Legislative	6,900	9,300	2,400	20,800	travel expenses / election expenses
Administration	59,800	73,500	13,700	165,200	timing
Professional Fees	7,300	8,100	800	10,400	
Insurance (General)	15,000	14,000	(1,000)	14,000	
Civic Building Expenses	7,300	4,800	(2,500)	15,300	Extra work/higher electricity
Crossing Guards	-	4,900	4,900	16,400	
Miscellaneous	1,100	1,300	200	5,500	
Taxation Charges	4,200	10,400	6,200	10,500	
Library	4,900	9,500	4,600	17,300	
Total General Government	106,500	135,800	29,300	275,400	
Public Works & Transportation					
Public Works	56,300	45,600	(10,700)	105,200	
Village Maintenance	15,100	15,600	500	30,000	
Sidewalks & Crosswalks	2,600	8,000	5,400	9,500	
Snow Removal	15,000	7,300	(7,700)	73,300	timing
Street Lighting	6,400	8,000	1,600	19,100	
Capital from Operating	-	-	-	-	
Total Public Works	95,400	84,500	(10,900)	237,100	
Tourism and Development					
Visitor Information Centre	1,600	600	(1,000)	4,200	
Other Development	5,700	10,400	4,700	11,500	
Apple Blossom Festival	-	4,200	4,200	4,200	
New Years Eve Event	-	-	-	4,800	
Steer BBQ	-	5,000	5,000	5,000	
Total Tourism and Development	7,300	20,200	12,900	29,700	
Parks					
Parks Repairs and Maintenance	36,200	24,400	(11,800)	46,700	\$5k fr. Last year
Arena Rental Charges	-	4,600	4,600	4,600	
Total Recreation	36,200	29,000	(7,200)	51,300	
Recreation					
Recreation Administration	38,200	46,900	8,700	91,500	
Outdoor Rink(s)	-	-	-	2,000	
Arena Expenses	-	-	-	-	
March Break Day Camp	-	-	-	1,200	
Summer Day Camp	4,200	7,800	3,600	7,800	
Youth Programs	400	900	500	3,000	
Adult Programs	400	3,500	3,100	8,300	
Seniors Programs	300	2,000	1,700	4,700	
Total Recreation	43,500	61,100	17,600	118,500	
Fiscal Expenses					
Transfers to Reserves	-	-	-	-	
Operating Reserves	1,000	1,000	-	1,000	
General Capital Reserves	104,100	104,100	-	104,100	
Sidewalk Construction Reserve	100,000	100,000	-	100,000	
Building Reserve	12,000	12,000	-	12,000	
LTD - Principal	-	-	-	-	
Total Fiscal Expenses	217,100	217,100	-	217,100	
Total Expenditures	506,000	547,700	41,700	929,100	
Surplus/(Deficit)	(469,400)	(500,700)		-	

**Village of Kingston
Finance Report**

Sewer Operations

	Actual YTD	Budget YTD	Variance YTD	Annual Budget
Revenues				
Sewer - Taxation	-	-	-	494,000
Sewer - User Fees	2,700	4,100	(1,400)	18,700
Sewer - Connection Charges	2,700	2,100	600	2,300
Total Revenues	5,400	6,200	(800)	515,000
Expenditures				
Environmental Health				
Administration	68,800	76,100	7,300	167,300
Treatment	7,700	11,800	4,100	28,800
Treatment - Electricity	22,700	29,200	6,500	70,000
Treatment - Disposal	16,700	21,000	4,300	60,000
Collection System Costs	15,500	17,300	1,800	41,400
Total Environmental Health	131,400	155,400	24,000	367,500
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	278,900	302,900	24,000	515,000
Surplus/(Deficit)	(273,500)	(296,700)		-