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KINGSTON VILLAGE COMMISSION MINUTES OF THE COMMISSION MEETING OF JANUARY 9, 2020

COMMISSION:

John Pierce
Wayne Fowler
Muriel West
Brad Beardsley
Mike Bishop

Mike McCleave – Clerk/Treasurer
Dan Lundrigan – Wastewater/Public Works Supervisor
Janice Hatfield – Administrative Assistant

GUESTS:

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 welcomed everyone to the first meeting held at the new village office at 655 Main St., the former CIBC bank.

REVIEW OF MINUTES

Chair Pierce asked for a review of the December 12, 2019 Regular Session meeting minutes.

Commissioner West pointed out that under the Environmental Services heading the word "suggested" should be removed from the last paragraph.

**ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BEARDSLEY
THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES
OF DECEMBER 12, 2019 AS PRESENTED. MOTION CARRIED.**

BUSINESS ARISING FROM THE MINUTES

Chair Pierce asked for any business arising from the minutes of December 12, 2019.

Main and Maple St Traffic Study Result

Clerk reported the Department of Transportation's second traffic count study at the intersection of Maple Street and Main Street determined that the intersection still did not warrant a full set of traffic lights. Department of Transportation staff will assess when they can install the push button rapid flash crosswalk lights. Councillor

Armstrong stated she will consult with County engineering staff Scott Quinn about the possibility of getting an overhead crosswalk and possibly cost sharing with the County. Commissioner Beardsley suggested the entire intersection should be re-engineered first before crosswalks are installed.

Advertise Office Move

Chair Pierce asked that an ad be sent next week to The Aurora Newspaper informing the public of the office move from 671 to 655 Main St. Clerk stated staff will also place posters around the Village.

Library Funding

Clerk reported the province has requested a Class C cost estimate of the building for funding requirements for the federal government. Once it is submitted to the province, federal funding approval will be possible. Clerk stated the only grant that has been approved (\$30,000) has to be cancelled and reapplied for in the next fiscal year (if it's needed) but stated our application will be considered first.

COUNTY UPDATE

Councillor Armstrong provided the following update:

- Council will be moving into its budget process next month.
- Council is looking at doing a rebranding and will hold another public engagement session on Tuesday, January 14th. They would like to see a change from "Land of Orchards, Vineyards and Tides". Annapolis County, for example, rebranded with "Naturally Rooted" which is simpler and easier to remember.
- New Public Works building will be built next door to the new County building.

CONSENT TO AGENDA ITEMS

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

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

COMMITTEE REPORTS – See Full Reports

ENVIRONMENTAL SERVICES – See Full Report

Chair welcomed Wastewater Supervisor, Dan Lundrigan, and stated Dan was asked to attend this meeting to discuss options and make recommendations for lift station monitoring. Dan Lundrigan expressed the importance of alarm systems and the convenience of remote monitoring technology, and can prevent residents' sewer backups. He reported he has been researching what other municipalities are switching to or are presently using for cellular monitoring service. He found that many municipalities are using the SCADA system but mostly those with both water and sewer. He reported he is obtaining quotes but is limited with companies providing this service. Mission Communications would be the quickest and easiest option for our lift

stations' upgrades. Mission's annual fees are higher than SCADA but the initial cost with Mission is much lower and their system is more user friendly.

ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BEARDSLEY THAT, IN COMPLIANCE WITH THE MUNICIPAL GOVERNMENT ACT AND DUE TO THE URGENT NATURE OF LOSING MONITORING SERVICE TO THE VILLAGE'S LIFT STATIONS, THE COMMISSION AGREED TO GO FORWARD WITH THE QUOTE FROM THE PANEL SHOP, BARRING ANY UNFORESEEN CONCERNS. MOTION CARRIED.

Wastewater/Public Works Supervisor Dan Lundrigan also reported on the following:

- Will be recommending, at capital budget time this year, the purchase of 2 new lift station panels.
- New responsibilities have been added to their workload with the new building so asked if certain items could be contracted out such as shrub pruning, to someone more knowledgeable and experienced.
- Asked if the Village could obtain a quote from a window cleaner for the new office building.
- Abandoned camp site used by homeless couple was a dangerous cleanup by staff with hundreds of needles, garbage and human waste. He stated the RCMP giving the couple a needle container did not solve the problem and the RCMP need to be asked how that situation should be handled in the future. It was questioned if they could be charged with littering dangerous materials.
- The sander/salt spreader had to be taken to Nova Millwrights for repairs and in the meantime they are using the small one that has to be filled more often.
- The MT6 unit used for sidewalk snow removal is 10 years old and is starting to have issues.
- If the Village is going to take on the responsibility of painting its own crosswalks, they would like more details and information on the procedure. Clerk will gather more information and costs to see if it will even be economically feasible. Commissioner Fowler stated he is able to donate a flashing arrow.

Commission stated they are willing to work with public works staff regarding contracting out of various services.

PUBLIC WORKS – See Full Report

RECREATION – See Full Report

Chair reported the New Year's Eve event was a great success thanks to the generosity of all the businesses and volunteers.

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

CLERK/TREASURER REPORT

OPERATING BUDGET

The year-end position is expected to be favourable. See financial report.

Tentative Budget Schedule 2020/21 (Thursdays, 7pm New Village Office)

January 23	Special Meeting	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	Special Meeting	Operating Budget Deliberations
May 14	Regular Meeting	Operating Budget Deliberations and Approval

Clerk asked that the Commission consider items for the capital budget and if there are any other services the Commission would like to add.

Three commissioners stated they will be away for the next Village meeting on February 13th. Commission agreed to change the meeting date to February 20th, Clerk will advertise meeting date change.

CAPITAL BUDGET

Library Renovation

Clerk reported his concerns with the initial drawings were sent back to the architect/engineer in December before the holidays. Hoping to see an updated drawing tomorrow from the engineers.

New Village Office Renovations

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

Digital LED Sign

Footings and NS Power service have been installed, installation should take place in January. Commissioner Beardsley asked if the existing sign will remain. Clerk stated arena staff may take care of changing letters on that sign.

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	\$5,674

Clerk stated the County wants to drill a 4th test well since there is still money in the budget. They are looking for land north of the 221 to drill the 4th well. The 2 wells that have been drilled in Ravenwood were passable with treatment but not worth using and the 3rd well on the 221 Hwy in North Kingston hit uranium.

Clerk stated the 2 wells that have been drilled in Ravenwood ball fields belong to the Village and can be used at the Village's discretion. Commissioner Beardsley stated the fire department could benefit from a water source and stated the Town of Berwick has a small pond beside their fire department that they keep filled for access. Chair stated these items can be discussed at capital budget time.

CLERK FINANCIAL REPORT

Clerk stated the Village is in a surplus position and the few overages were beyond our control.

DISCUSSION ITEMS

Crosswalk at DeCoste Kitchens

Clerk stated a resident asked that his concerns be presented to the Commission regarding the lack of visibility at the crosswalk in front of DeCoste Kitchens on Main St. After a discussion, Commission decided that the flag systems that are being installed by a non-profit group would be best suited for that crosswalk.

Interest Relief Request

Clerk reported a request has been made for interest relief on property taxes for a resident who is behind in property taxes with both the Village and the County. Clerk stated the same request was made at the County of Kings and was denied but a payment plan was established with the County to prevent the house from going to tax sale. After a discussion the Commission agreed to a payment plan over 3 years as proposed by Clerk, including the interest.

Upright Pedestal Sign In Front of New Office

Clerk presented the Commission with a draft sign design and asked for input. After Commission input, changes were made and Clerk will send final draft design to sign company.

Staff Sick Time

Clerk stated a staff member has 7 sick days left and 17 vacation days but may need longer. Commission agreed if it extends beyond the 7 sick days he can start using vacation days and, if it extends beyond that time, they can address it then.

Throne

Clerk asked if the Commission would agree to the Lions Club keeping the throne in their building since there is no appropriate site for it at the new office. Commission stated they had no objection to storing it at the Lions Club.

New Building Cleaning

Clerk reported the office cleaning will continue as usual for now but once the library renovations are completed, the cleaning duties will need to be revisited.

Property on Westwood St.

Chair Pierce stated he was asked to bring forward a question to the Commission on whether the Village would be willing to sell its property on Westwood St. that extends up to Foster St. After a discussion the Commission agreed it is not being considered at this time. If the Village ever did decide to sell, it would have to go out to tender.

ADJOURN

**ON MOTION OF COMMISSIONER FOWLER AND COMMISSIONER BEARDSLEY
THAT THE MEETING BE ADJOURNED AT 9:25PM. MOTION CARRIED.**

COMMISSION CHAIRPERSON

CLERK/TREASURER