



Village of Kingston  
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## **KINGSTON VILLAGE COMMISSION**

### **MINUTES OF THE COMMISSION MEETING OF NOVEMBER 12, 2020**

#### **COMMISSION:**

Wayne Fowler  
Muriel West  
Brad Beardsley  
Mike Bishop  
Neil Larder

Mike McCleave – Clerk/Treasurer

#### **OPENING**

Commissioner Fowler called the meeting to order at 7:00pm.

#### **SWEARING IN OF NEW COMMISSIONERS**

Neil Larder and Mike Bishop were sworn in as new commissioners.

#### **CHAIR/VICE-CHAIR APPOINTMENT**

Wayne Fowler called for nominations for the position of Chair.

**COMMISSIONER WEST NOMINATED COMMISSIONER FOWLER FOR THE POSITION OF CHAIR. COMMISSIONER FOWLER ACCEPTED THE NOMINATION. IT WAS SECONDED BY COMMISSIONER BEARDSLEY. NO FURTHER NOMINATIONS. MOTION CARRIED**

Chair Fowler called for nominations for the position of Vice Chair. The Vice Chair would fill in when the Chair was not available.

**COMMISSIONER WEST NOMINATED COMMISSIONER BISHOP FOR THE POSITION OF VICE CHAIR. COMMISSIONER BISHOP ACCEPTED THE NOMINATION. IT WAS SECONDED BY COMMISSIONER BEARDSLEY. NO FURTHER NOMINATIONS. MOTION CARRIED.**

Chair Fowler welcomed newly elected commissioners Neil Larder and Mike Bishop to the Village Commission. Chair will also thank Lauren Avery for putting her name forward and ask if she would be interested in sitting on a committee.

#### **REVIEW OF MINUTES**

Chair Fowler asked for a review of the October 8, 2020 Regular Session meeting minutes.

**ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER WEST THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF OCTOBER 8, 2020 AS PRESENTED. MOTION CARRIED.**

**BUSINESS ARISING FROM THE MINUTES**

Chair Fowler asked for any business arising from the minutes of October 8, 2020.

Clerk reported on the following:

- Has not yet contacted Credit Union regarding interest rate.
- Contacted Black and MacDonald and their supplier is still waiting for parts from the USA in order to install the new streetlights on Marilyn Court.
- No word yet on a planning advisory meeting with the County for the two zoning change requests.
- No update on the new public works building.
- Clerk stated he will wait until the next quarterly report is submitted by Armstrong Foodservice to see their flow numbers.
- The province has mandated that by 2030 all government levels must be fully accessible to all people with various impairments. To prepare, the County of Kings will spearhead an accessibility committee and the Village will need to have a representative sit on that committee. There will also be 8 members of the public who either have a disability or represent an organization that represents people with disabilities. The first meeting will be held at the County on November 18<sup>th</sup> allowing 2 commissioners to attend in person and the others can attend virtually. Commissioners Bishop and Fowler will attend on the 18<sup>th</sup>.
- Garbage pickup is still happening at noon causing traffic backups even after contacting Valley Waste. Will contact again.
- Clerk stated the Village has received three invoices from Dillon Consulting for the Balser Sidewalk Study even though it has not yet been completed or approved by the Department of Transportation (DTIR). Once a design is approved by DTIR and the cost is finalized, the Commission can decide if the project is feasible.
- A picture of the new village office has been taken and County staff will add to Village website.
- No official update on Steer BBQ discussions. Commissioner West stated John Pierce and Glen Abriel have held meetings with both the Lions and the Legion. John Pierce would like to continue to sit on the Steer BBQ committee. Commissioner West offered to be the liaison and report back to the commission with updates. Commission agreed.

**ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER BEARDSLEY THAT JOHN PIERCE STAY INVOLVED IN HIS ROLE ON THE STEER BBQ COMMITTEE. MOTION CARRIED.**

Chair Fowler thanked Commissioner Bishop and his wife Tanya for their efforts in adding some fall decorations to the downtown area as well as Lauren Avery and students for decorating the corner of Pine Ridge Avenue and Sparky Street.

## **CONSENT TO AGENDA ITEMS**

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

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

## **COMMITTEE REPORTS – See Full Reports**

### **ENVIRONMENTAL SERVICES – See Full Report**

Commissioner Beardsley asked how many lift station locations are having a line of site issue for the SCADA system. Clerk stated 5 are still not communicating 100%. Pennecon is considering adding another antenna for better communication between locations.

Chair stated sewer treatment plant operator will provide a tour of the treatment plant for new commissioners at a convenient time.

### **PUBLIC WORKS – See Full Report**

#### **Leaf/Brush Bins**

Commission noticed that the leaf/brush bins have been well used this fall. Staff will monitor usage for the next 2 weeks and decide how much longer to leave them out.

#### **J-Class Roads List**

Clerk stated this is the first time the Village had been asked by Kings County to provide input on its J-Class road paving priority list. The list had to be submitted by November 3<sup>rd</sup>. Clerk stated the County hired Englobe to provide a detailed score of its 135 kms of J-Class roads. Clerk informed new Commissioners it is a 50/50 cost shared program between Kings County and the province. The County, in the past, wanted the road residents to pay the 50%, which did not work for many years since some roads with heavy traffic had only a few houses to cover the cost. The County is now paying the 50% so the J-Class roads are finally getting paved in Kings County and have been for the last 8 years. There is a limit of only 10 streets that can be paved each year in the entire county so the Village's first priority road may not get paved for a few years, depending on the road priority list.

#### **Christmas Decorations**

Commission agreed to provide funding for extra decorations along Main Street from Leo Glavine's office to the Superstore. Clerk stated it may be necessary to hire out some of the additional decorating since public works are busy with daily duties, fall cleanup and preparing for winter.

**ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BISHOP TO APPROVE AN EXPENDITURE OF \$5,000 TO FURTHER ENHANCE THE VILLAGE CHRISTMAS DECORATIONS. MOTION CARRIED.**

**RECREATION – See Full Report**

**Oakhurst Subdivision – Designated Greenspace**

Chair Fowler stated Recreation Coordinator Glen Abriel has been working on a conceptual idea for the Oakhurst Subdivision greenspace. As well, an Acadia University student contacted the Village and offered assistance for any recreation project the Village may be working on. The first step would be the planting of trees to act as a buffer zone between the greenspace and the nearby homeowners. The second phase would be a walking trail development and next would be a play structure followed by a sports court and finally a parking area. Clerk stated the Village has had calls from neighbouring property owners who are against any development.

**Disc Golf**

Clerk stated this activity has grown in popularity and Recreation Coordinator is looking into costs and logistics of establishing a course in the Kingston area. Commission suggested there could even be two different locations.

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

**CLERK/TREASURER REPORT**

**OPERATING BUDGET – See Full Finance Report**

Clerk reported that overall the year end position is expected to be favourable.

**Library Renovation**

Clerk stated he is still waiting for approval from the Federal government to replace the exterior of the building.

**VIC/Office Rental**

Chair asked Commission for input on the rental charges of the VIC or the Village Office board room. Commission agreed on the fees of \$600 a month to rent out the VIC and \$50 per day for the Village Office board room.

**Christmas Dinner**

Chair asked for suggestions in lieu of the Christmas dinner this year due to Covid-19 restrictions. After a discussion Commission decided to provide staff and commissioners with a \$75 restaurant gift card.

### **New Years Eve Event**

Clerk stated the usual arena event will not take place this year due to Covid-19 but fireworks can still take place. There is a \$5,000 cushion from previous years' business donations in the New Years Eve bank account. The Village also contributes \$1,000 annually, as well as \$3,500 that used to be for Steer BBQ fireworks. Clerk asked if businesses should be canvassed this year. Commissioner Larder suggested asking the Village of Greenwood to cost share since it has been a difficult year for businesses. Commission agreed to approach the Village of Greenwood and the County of Kings for funding and if successful Commission agreed not to approach businesses. Staff contact the Village of Greenwood and the County. Commission agreed to a budget of \$10,000 to possibly be split 3 ways.

### **Budget Discussions**

Clerk stated he would like to begin capital budget discussions in December and approve the budget by March/April 2021.

### **Travel Mileage Rate**

Clerk stated the provincial mileage rate has increased from \$0.4415 TO 0.4585 per km.

**ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY THAT THE COMMISSION APPROVE AN INCREASE IN THE MILEAGE RATE TO REFLECT THE PROVINCIAL RATE OF 0.4585 PER KILOMETER. MOTION CARRIED.**

### **Pay Period Change**

Clerk is changing the pay period so that employees are paid for the previous two weeks of work instead of the week previous plus the week they are currently working.

**ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER LARDER THAT THE COMMISSION APPROVE THE CLERK CHANGING THE PAY PERIODS SO THAT THERE IS A DELAY OF ONE WEEK FOR PAY, WITH THE OPTION OF EITHER FOREGOING A WEEK'S PAY OR PROVIDING A LOAN OF ONE WEEK'S PAY WITH A PAYBACK OF 10 INSTALLMENTS. MOTION CARRIED.**

### **Village Office/Library Cleaning**

Clerk stated he is investigating options for cleaning the new larger library and possibly the village office. Kings Janitorial provided a quote to clean the Village Office. The village office will also need more security measures in place with an outside cleaner.

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

|                                  |           |           |            |
|----------------------------------|-----------|-----------|------------|
| - Water Drilling Study           | \$50,000  | \$17,661  |            |
| - Library Renovation             | \$500,000 | \$261,639 |            |
| - KN5 / KN12 Lift Station Panels | \$40,000  | \$35,997  | (Complete) |
| - SCADA System                   | \$135,000 | \$91,714  |            |
| - Main Street Easement Renewal   | \$60,000  | \$39,216  | (Complete) |

|                                   |           |                           |
|-----------------------------------|-----------|---------------------------|
| - Balser Sidewalk Design          | \$10,000  | \$9,386                   |
| - Main/Maple RRFB Crosswalks      | \$15,000  | Waiting for dollar value  |
| - PW Building                     | \$250,000 | \$2,733                   |
| - Ravenwood Dugouts               | \$13,000  | \$5,006 (Complete)        |
| - Village Office Exterior Repairs | \$5,000   | \$3,153 Eavestrough to do |
| - Recreation Storage Shed(s)      | \$9,000   | \$7,436 (Complete)        |
| - Wastewater Lean-to              | \$5,000   | Too expensive             |
| - Tow-behind Boom Lift            | \$40,000  | \$39,072 (Complete)       |

## **DISCUSSIONS:**

Commissioner West reported John Pierce's sister passed away on November 7, 2020.

**ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER THAT THE COMMISSION APPROVE THE EXPENDITURE OF \$100 FOR A DONATION IN MEMORY OF THELMA PECK. MOTION CARRIED.**

Commissioner West stated she is the treasurer for the Association of Nova Scotia Villages (ANSV) which represents 21 villages in the province and its 50,000 residents. The association shares information and has become a valuable resource for Clerk/Treasurers. The annual meeting usually takes place in September but this year it will be held virtually on Saturday, November 21<sup>st</sup> at 10:30am.

Commissioner West stated they are working on a library donation recognition piece for the many generous donators. Commission will tour the building at a convenient time for all. Clerk anticipates the library will be opening to the public in January and the Annapolis Valley Regional Library will be planning a grand opening.

Commissioner West stated she will send/deliver Christmas cards to businesses in Kingston again this season.

Chair advised new commissioners to contact the Clerk anytime for questions/information. Clerk will also provide new commissioner binders of information and name tags.

## **ADJOURNMENT**

**ON MOTION OF COMMISSIONER BEARDSLEY THAT THE MEETING BE ADJOURNED AT 9:30PM. MOTION CARRIED.**

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COMMISSION CHAIRPERSON

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CLERK/TREASURER