



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 FEBRUARY 11, 2021

COMMISSION:

Wayne Fowler - Chair
Mike Bishop - Vice Chair
Muriel West
Brad Beardsley
Neil Larder

Mike McCleave - Clerk/Treasurer
Janice Knickle - Administrative Assistant

OPENING

Chair Fowler called the Regular Session meeting to order at 8:40pm, following the 6pm budget meeting.

REVIEW OF MINUTES

Chair asked for a review of the January 14, 2021 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BEARDSLEY THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF JANUARY 14, 2021. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Fowler asked for any business arising from the minutes of January 14, 2021.

Department of Transportation (DTIR) Issues

Clerk reported that DTIR would consider eliminating the section of Markland Rd in front of the Superstore. There may also be a lot of hoops involved with the process and some businesses may require new civic addresses.

Student Work Term

Clerk stated the student will start on February 22nd and her duties will include a social media program and the creation of a local business directory. Clerk will email the student job description out to commissioners.

VIC Rental Agreement

Clerk reported the agreement is done and has been signed.

Steer BBQ

Commissioner West reported the meeting on January 19th was cancelled due to Covid-19 restrictions and no new date has been set. Chair Fowler suggested and Commission agreed to have Commissioner West email Peter Kirkpatrick to request an official vote to cancel this year's event for the village to send out the notice of cancellation.

CONSENT TO AGENDA ITEMS

Chair asked for any additions to the agenda.

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

COMMITTEE REPORTS – See Full Reports

ENVIRONMENTAL SERVICES – See Full Report

Staff are still waiting for the radios from Pennecon in New Brunswick to complete the lift station project and, even if received, the border to NB is closed so installation timeframe by Pennecon staff is unknown.

PUBLIC WORKS – See Full Report

Staff have requested that Nova Scotia Power look into eliminating a power pole located in the parking lot across from the Village Office and reroute the three-phase power to run on the north side of Main St. from Pharmasave to the Village Office.

RECREATION – See Full Report

Commission asked if the new student has her Criminal Records and Child Abuse Registry for the March Break Day Camp. Clerk will confirm with Recreation staff.

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

CLERK/TREASURER REPORT – See Full Report

OPERATING BUDGET

Clerk reported that, overall, the year end position is expected to be favourable. Please see next report for budget, actuals and variances.

VIC Building Rental

Clerk reported the agreement was signed with Western Woodlot Services Corp (WWSC) and that they moved into the building on February 1st. The agreement allows for more than one user of the space but WWSC would have first right of refusal to other users.

Library Cleaning Contract

The library cleaning contract was awarded to the lowest bidder - Kings Janitorial.

Greenwood Road Speed Sign (Summer 2020)

Recordings showed that 82% of all speed readings were under 56km/h.

IT Infrastructure Cost

Clerk reported the Village was overcharged for the IT upgrades reported last month and will be receiving a credit from Windsor West Hants.

Community Development Student

The 4th year Acadia University student will begin on Monday, February 22nd for 6 weeks.

Public Works Building

Clerk reported the Village received 4 tender bids for the new public works building.

Mid Valley (1997) Construction Limited (MVC)	\$388,700
Gary Parker Excavating Limited	\$525,000
Roscoe Construction Limited	\$525,434
MacLean Construction Ltd.	\$619,865

Able Engineering has put forward a recommendation to award MVC the contract. Clerk stated the Village Commission already approved \$250,000 in this fiscal year's capital budget. The budget amount should be approximately \$475,000 if the project is to be awarded. Clerk provided financing options but after a discussion the Commission proposed to use reserves to finance the Public Works building and look at other funding options for other projects.

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER WEST THAT THE VILLAGE COMMISSION APPROVE THE INCREASE OF THE PUBLIC WORKS BUILDING CAPITAL BUDGET FROM \$250,000 TO \$475,000. MOTION CARRIED.

ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER BEARDSLEY THAT THE COMMISSION TAKE ABLE ENGINEERING'S RECOMMENDATION TO AWARD THE PUBLIC WORKS BUILDING CONTRACT TO MID VALLEY (1997) CONSTRUCTION LIMITED IN THE AMOUNT OF \$388,700 + HST. MOTION CARRIED.

Clerk will advise Able Engineering that the Village is awarding the contract to MVC.

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER BISHOP THAT THE VILLAGE COMMISSION TRANSFER \$275,000 FROM THE "SURPLUS" ACCOUNT TO THE CAPITAL RESERVES ACCOUNT. MOTION CARRIED.

ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER BISHOP THAT THE VILLAGE COMMISSION TRANSFER \$36,135.45 FROM THE "SURPLUS – SEWER" ACCOUNT TO THE SEWER RESERVE ACCOUNT. MOTION CARRIED.

Library Renovation (Breakdown)

Architecture and Engineering	\$14,908.15	(\$14,295.45 + HST)
Access Contracting	\$367,333.41	(\$352,236.55 + HST)
Acadia Roofing	\$64,849.70	(\$62,184.47 + HST)
Miscellaneous	\$4,787.00	(\$4,590.26 + HST)

Unused Federal Funds \$48,122.00 (\$46,144.26 + HST)

Commissioner Beardsley asked about tendering the outside cladding for the library. Clerk stated the capital budget needs to be approved first but the tender can be prepared and issued as soon as the budget is approved. Clerk provided cladding ideas using stone and steel siding. Commission agreed to have staff contact Able Engineering to get their opinion on the tendering process.

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

- Water Drilling Study	\$50,000	\$17,661	
- Library Renovation	\$500,000	\$451,878	
- KN5 / KN12 Lift Station Panels	\$40,000	\$35,997	(Complete)
- SCADA System	\$135,000	\$91,714	
- Main Street Easement Renewal	\$60,000	\$40,774	(Complete)
- Balser Drive Sidewalk Design	\$10,000	\$9,386	
- Main/Maple RRFB Crosswalks	\$15,000	~\$18,000	(no invoice yet)
- PW Building	\$250,000	\$14,774	
- Ravenwood Dugouts	\$13,000	\$5,006	(Complete)
- Village Office Exterior Repairs	\$5,000	\$5,030	(Complete)
- Recreation Storage Shed(s)	\$9,000	\$7,436	(Complete)
- Wastewater Lean-to	\$5,000	deferred	
- Tow-behind Boom Lift	\$40,000	\$39,072	(Complete)

Clerk reported the Water Study has been completed and the bill should another \$10,000.

FINANCE REPORT

Clerk stated there were no major changes from the previous month. County Recreation funding is still low because the Village has not yet received our Recreation Grants or the funding to offset Recreation Coordinator's salary. Recreation Revenue was low this year due to Covid-19 restrictions.

Library Update

Commissioner West stated the Grand Opening will be held virtually due to Covid restrictions. There are still some loose ends to complete beforehand including some printing for the top of the donor bookcase that hold wooden "books" with donor names on them. The 4x8 artwork of the Steer has been put up. She also reported that the feedback from the public has been very positive. Chair suggested sharing the library information all over social media.

ADJOURNMENT

**ON MOTION OF COMMISSIONER BEARDSLEY AND COMMISSIONER LARDER
THAT THE MEETING BE ADJOURNED AT 9:50PM. MOTION CARRIED.**

COMMISSION CHAIRPERSON

CLERK/TREASURER