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KINGSTON VILLAGE COMMISSION MINUTES OF THE COMMISSION MEETING OF APRIL 8, 2021

COMMISSION:

Wayne Fowler - Chair
Mike Bishop – Deputy Chair - Regrets
Muriel West
Brad Beardsley
Neil Larder

Mike McCleave – Clerk/Treasurer
Janice Knickle – Administrative Assistant

GUEST:

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

OPENING

Chair Fowler called the Regular Session meeting to order at 7:00pm.

REVIEW OF MINUTES

Chair asked for a review of the March 11, 2021 Regular Session meeting minutes.

Commissioner West asked that the word 'they' be replaced with 'the high school' under the heading West Kings High School Prom/Graduation.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF MARCH 11, 2021 WITH AMENDMENT. MOTION CARRIED.

Chair Fowler stated West Kings High School will be going through MLA Leo Glavine's office for use of the arena, in case of inclement weather, for their prom/graduation.

COUNTY OF KINGS UPDATE

Councillor Armstrong provided the following update:

- This year, due to the pandemic, the federal government will be doubling the amount of gas tax funding as part of their economic stimulus plan.
- The County has passed their operating and capital budgets for 2021/22.
- There will be no tax increase for residential or commercial properties.

- The County has not been successful so far in finding a suitable water source during their well drilling search.

BUSINESS ARISING FROM THE MINUTES

Chair Fowler asked for any business arising from the minutes of March 11, 2021.

Student Work Term

The student has completed her 6 week work term. Her work included preparing for and running the March Break Day Camp, compiling a business directory and assisting Recreation Coordinator. Clerk will send the student job description out to commissioners.

Joint Accessibility Advisory Committee

Chair Fowler and Clerk have signed the inter-municipal agreement. All 7 villages in Kings County have signed the agreement.

CONSENT TO AGENDA ITEMS

Chair asked if there were any additions to the agenda. No additions.

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

COMMITTEE REPORTS – See Full Reports

ENVIRONMENTAL SERVICES – See Full Report

When Covid-19 restrictions lift, New Brunswick's Pennecon will install the lift station radios and make sure they are working properly. If there is a problem with any of them, they may be changed to cellular connectivity. Clerk will contact company to see if they are able to enter the province as an essential worker.

PUBLIC WORKS – See Full Report

Seven bids from three companies were received today for sidewalk snow removal equipment and were reviewed briefly by staff. Clerk provided the information to Commission and stated staff would like to review more thoroughly before bringing forth a recommendation.

Staff have been tilling the Ravenwood Ball Field the last few days.

Commissioner West stated she would like to see some type of greenery to replace the wooden planter surrounding the library.

PW staff asked if the ice removal process by arena staff could be changed to avoid the mess on the recreation grounds each year. PW would also wonder if arena staff could do the spring raking of gravel caused by their snow removal process. Commission agreed to send a letter to the arena board making the request.

Commissioner West asked if the school will be cleaning up the garbage on the trail this year. Chair Fowler will ask principal at Pine Ridge Middle School.

Commissioner Beardsley asked if the outdoor arena tarps only had a one winter life span. Clerk confirmed they are one use only. Staff used a heavier tarp this year, which held up very well.

RECREATION – See Full Report

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

CLERK REPORT

OPERATING BUDGET

Invoices for the past fiscal year are still coming in and will be posted over the next few weeks, but overall the year-end position is favourable.

Proposed Commissioner Election and Annual General Meeting (AGM) Dates

Nomination Period	Thursday, April 29 th – Wednesday, May 12 th
Nomination Day	Wednesday, May 12 th
Advance Poll	Tuesday, May 25 th
Annual General Meeting	Thursday, May 27 th
Election Day	Saturday, May 29 th

**ON MOTION OF COMMISSIONER LARDER AND COMMISSIONER BEARDSLEY
THAT THE COMMISSION APPROVE THE DATES FOR THE COMMISSIONER
ELECTION AND THE ANNUAL GENERAL MEETING. MOTION CARRIED.**

Volunteer of the Year

There were 5 nominations submitted to the Village Office and reviewed by the selection committee today. The following were nominated:

Kevin Ring – nominated by Sara Wilson GCC – Paragon Golf Course

Kim Pollard – nominated by the Kingston Lions Club

Harley Hazelwood – nominated by Cori Plante and also by Rev. Dr. Christine Gladu

John Pierce – nominated by Muriel West

The selection committee, comprised of past Volunteers of the Year, chose John Pierce. Commissioner West will present the award to John Pierce at the Annual General Meeting on May 27th.

Donation from Annapolis Valley Wellness

Annapolis Valley Wellness is celebrating their 10th anniversary in business this month. They would like to express their appreciation to the local community by providing a donation to the Village, to be used for a recreation purpose. Commission agreed that recreational equipment, such as cross country skis for signing out, would be appreciated by the community. A 'donated by' sticker with their logo could be attached to the skis.

Balser Drive Sidewalk Design

The Department of Transportation's Area Manager, Richard Lloyd, confirmed they have approved the sidewalk design by Dillon Consulting for Balser Drive. Clerk confirmed there would be a lot of new infrastructure involved with many cross overs from south to north with perforated pipe for drainage. After a discussion, Commission agreed to get a cost analysis for the project from the engineers.

Soldier's Memorial Health Foundation (SMHF)

Kelly Hutton is the Village's representative on the board for SMHF. Commission agreed to invite him to the meeting in May to provide an update and find out how long he plans to be our representative.

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

- Water Drilling Study	\$50,000	\$22,980	(Complete)
- Library Renovation	\$500,000	\$451,878	(Complete)
- KN5 / KN12 Lift Station Panels	\$40,000	\$35,997	(Complete)
- SCADA System	\$135,000	\$91,714	(Carried Over)
- Main Street Easement Renewal	\$60,000	\$40,774	(Complete)
- Balser Drive Sidewalk Design	\$10,000	\$9,386	(Complete)
- Main/Maple RRFB Crosswalks	\$15,000	\$18,660	(Complete)
- PW Building	\$250,000	\$15,548	(Carried Over)
- 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	n/a	(Deferred)
- Tow-behind Boom Lift	\$40,000	\$39,072	(Complete)

Approved Capital Projects 2021/22

	Budget	YTD Actual
SCADA System	\$135,000	\$91,714
Lift Station KN#3 Renewal Design	\$10,000	\$
New Sewer Clarifier Study/Design	\$25,000	\$
New Development(s) Laterals	\$24,000	\$
Asset Management (GIS Survey)	\$10,000	\$
Lincoln Sewer Line Repair	\$35,000	\$
Maple Street Curbing and Sidewalk	\$230,000	\$
East Main Street Sidewalk Design	\$30,000	\$
Village Office Exterior Repairs	\$5,000	\$
Library Exterior	\$100,000	\$
New Public Works Building	\$475,000	\$15,548
Decorative Streetlights	\$18,000	\$
Ravenwood Ball Field Top Dressing	\$20,000	\$
Ravenwood Canteen Roof Replacement	\$15,000	\$
Water – Well Drilling Project	\$100,000	\$
Wastewater Lean-to	\$15,000	\$
Sidewalk Snow Machine Replacement	\$120,000	\$

FINANCE REPORT – See Report

Please see report for budget, actuals and variances.

CLERK/TREASURER BUDGET REPORT

OPERATING BUDGET

Assessment rate increased this year by \$16,000

Transferred \$15,000 from Surplus to offset increased expenditures

Increase Residential Tax Rate 1.1 cents to 32 cents per \$100 assessed value

Add new employee (\$35k) for community development, communications and recreation)

Increased Steer BBQ budget from \$5k to \$10k

Added Joint Accessibility Advisory Committee budget line item (\$5,100)

Increased reserve contributions to \$6,600, (1.8), to \$371,200

Adjusted all budget line items to account for Covid-19 and prior years amounts

Doctor Retention and Recruitment \$2,500

CAPITAL BUDGET– Approved at March 11, 2021 Commission Meeting

TRANSPORTATION

Maple Street Sidewalk and Curbing	\$230,000	(\$145,000 Gas Tax)
East Main Street Sidewalk Extension Design	\$30,000	

WASTEWATER

KN#3 Lift Station Renewal Design	\$10,000
New Clarifier Design	\$25,000
West Main Street Lateral Installation	\$14,000
Maple Street Lateral Installation	\$10,000
Sewer Asset Management – Survey/GIS	\$10,000
Lincoln Street Gravity Line Replacement	\$35,000

CAPITAL

Village Office Exterior Repairs	\$5,000	
Library Exterior Re-siding	\$100,000	(\$50,000 Feds/Prov)
Sewer Treatment Plant Lean-to	\$15,000	
PW Building Construction	\$475,000	
Decorative Streetlights (5)	\$18,000	
Ravenwood Lower Ball Field Top Dressing	\$20,000	
Ravenwood Canteen Roof Replacement	\$15,000	
2021 Water Drilling Study	\$100,000	(\$50,000 Kings County)
MT-6 Trackless Replacement	\$120,000	

Total Budget **\$1,232,000**

Clerk reported there may be a cost adjustment for the MT-6 Trackless snow removal equipment replacement due to the bids received from the tender. Staff will evaluate the cost, specs and value and make a recommendation to the Commission.

DISCUSSION:

Commission discussed compiling a priority list of J-Class roads as a proactive measure considering the increase in gas tax this year.

Clerk will email the Code of Conduct out to the Commission.

Due to the death of Commissioner Bishop's father, Charles Bishop, Commission agreed to make a donation in his name.

ON MOTION OF COMMISSION WEST AND COMMISSIONER LARDER THAT THE VILLAGE MAKE A DONATION IN THE AMOUNT OF \$100 IN MEMORY OF CHARLES BISHOP TO A CHARITY CHOSEN BY THE FAMILY. MOTION CARRIED.

Commissioner West pointed out that the corner of the office cement steps needs to be repaired after being hit by the plow.

A few of the windows in the library need screens.

The bins for brush and leaves will be placed next to the barn on Elm Street after the road weight restrictions are lifted.

Commission discussed the water that lays in the ditches in Oakhurst Subdivision and will forward information to... Department of Transportation?

CORRESPONDENCE

A letter was received from the Minister of Municipal Affairs, Brendan Maguire, letting communities know that he will be opening up the lines of communication by holding bi-weekly open video calls with all partners and visiting as many communities as possible in the near future.

ADJOURNMENT

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

COMMISSION CHAIRPERSON

CLERK/TREASURER