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KINGSTON VILLAGE COMMISSION

MINUTES OF THE COMMISSION MEETING OF AUGUST 17, 2022

COMMISSION:

Wayne Fowler – Chair
Mike Bishop – Vice Chair
Muriel West
Neil Larder
Lauren Avery

Mike McCleave – Clerk/Treasurer
Janice Knickle – Administrative Assistant

OPENING

Chair Fowler called the Regular Session meeting to order at 7:03pm. (Meeting was postponed from August 11, 2022 due to illness).

REVIEW OF MINUTES

Chair asked for a review of the July 21, 2022 Regular Session meeting minutes.

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER BISHOP, THAT THE COMMISSION APPROVE THE REGULAR SESSION MEETING MINUTES OF JULY 21, 2022. MOTION CARRIED.

BUSINESS ARISING FROM THE MINUTES

Chair Fowler asked for any business arising from the minutes of July 21, 2022.

Maple & Main Intersection/Markland Rd

New area manager will be in place with the NS Department of Public Works at the end of August. Clerk will arrange to discuss the intersection of Maple and Main Street and the Markland Road issue.

Rec Hut Roof Damage

No update from the insurance company regarding a possible claim approval for the roof storm damage that occurred 2 years ago.

Dangerous and Unsightly Premises

There was an attempt to cut the grass at the house on Marshall Rd.

Irving Parking Lot

Suggestions either included modular planters or poured concrete seating wall planters with dwarf trees suited to planters and shrubs/flowers, along with a bus shelter and two streetlamps. Commission suggested it could be done in stages but asked that a design be presented this fall. Suggestion was also made to separate the Pharmasave parking lot and the gravel parking lot.

CONSENT TO AGENDA ITEMS

Chair asked for any additions to the agenda.

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

DEPARTMENTAL REPORTS:

ENVIRONMENTAL SERVICES – See Full Report

Wastewater Treatment Plant Assessment

Staff have prepared notes to discuss at a future meeting with Dillon Consulting. The total cost of items in the assessment was about \$800,000 but not all items listed need to be done. Staff feel the priorities are Occupational Health & Safety updates, the UV room flooding issue and the air quality. Staff would also like the sewer treatment plant to be as integrated into the SCADA system as possible. The assessment also suggested possibly bringing in a temporary second clarifier while the main one is repaired.

New commissioner Lauren Avery will receive tour of the sewer treatment plant with wastewater supervisor.

Easement Profile Drawings

Commission suggested students from the Centre of Geographic Sciences might be able to work on digitizing the sewer/easement drawings. Clerk will also ask if it would be possible to get electronic files from Able Engineering and local survey office.

PUBLIC WORKS – See Full Report

Westwood St Flooding

NS Department of Public Works has begun work to fix flooding issue on section of Westwood St.

Seasonal Staff Departure

There are no plans to replace the seasonal employee this late in the season. Commission suggested the third full-time staff should get the necessary wastewater certification required, for staff flexibility.

Vandalism

Commission agreed that existing cameras might have to be moved around or that the whole system needs to be updated to include more cameras. Clerk will research cost analysis.

RECREATION – See Full Report

Commission commended staff's idea of having the day camp kids dropped off at Yogi Bear Campground and Greenwood Day Camp/pool for a full day in order to save on transportation costs.

Discussion took place regarding using keypad locks for the recreation areas but having one key for all doors would be cheaper.

COMMUNITY DEVELOPMENT – See Full Report

Emancipation Day drum session was not that popular this year. Commissioner West suggested a concert again for next year.

MEETING WITH BASE COMMANDER

Chair and Clerk met with Base Commander and part of the discussion involved having more communication between the base and the Village. They want to get more integrated into the community. The Village also agreed to advertise base events on the LED sign.

COMMITTEE REPORTS:

Steer BBQ

- Commissioner West will arrange a wrap-up meeting with the committee in October.
- Commission agreed the name should continue to be Steer BBQ due to the history and since the Lion's members were able to barbeque beef roasts.
- Committee will try to find volunteers that could learn the procedure of roasting a whole steer from the Lions. Commissioner West will review previous Steer BBQ minutes to confirm ownership of the steel containers used to barbeque.

Joint Accessibility Advisory Committee

The next meeting will be Sept. 14th.

Kingston Area Advisory Committee

N/A

Audit Committee

N/A

Soldiers Memorial Hospital Foundation

- Commissioner West, who sits on the subcommittee of the foundation, reported she would be attending the next meeting on August 25th.
- There is a new doctor starting at the Greenwood clinic and two new doctors starting in Middleton in the fall. This makes four new doctors and a nurse practitioner added to the area this year.
- Commission applauds the efforts of the committee and appreciates everything they have done to date.

Association of NS Villages (ANSV) and Nova Scotia Federation of Municipalities (NSFM)
The villages in Kings County discussed the SERMGAR (a subset of NSFM) survey at a virtual meeting in July. They agreed to send a letter to the Honourable John Lohr, Minister of Municipal Affairs and Housing, expressing concerns that the NSFM are looking to dissolve towns and villages. The letter will be drafted and passed around to all villages in the county to sign. The other NS villages may also send a similar letter of concern. County Councillor Martha Armstrong sits on the NSFM board and they were not privy to the survey created by SERMGAR. Councillor Armstrong does side with the villages and understands the concerns with NSFM's approach to survey question #13. Chair of the ANSV, Brian Banks, would like the ANSV to back the Kings County villages on this issue and send a letter of support to the province. Commission asked if the Clerk and Commissioner West could request support from the ANSV at the September conference.

CLERK REPORT – See Full Report

NSFM Survey – County of Kings Response and more

As discussed, the seven county villages are concerned with the county's response to a survey put out by the UNSFM. The county prefers that there be no other government entities within the county and that they alone would govern the entire geographic area directly. The Villages and the ANSV will be sending a formal response to those involved.

Public Works Building

The final concrete pour for the walls should be completed August 12th and roof joists starting soon after.

Committee Memberships

Village Committee Members appointments:

Steer BBQ – Village of Kingston took ownership of the Steer BBQ in 2021 and should have Commission members on the committee. A committee will be formalized later on. Commissioner West, Commissioner Avery and Commissioner Larder will sit on committee.

Mid Valley Region Physician Recruitment & Retention – Commissioner West

Joint Accessible Advisory – Commissioner Bishop

Kingston Area Advisory - Commissioner Fowler, Commissioner Larder and Commissioner Avery, Paul Parsons, Jamie Kane, Paul McNeil and Councillor Martha Armstrong

Audit Committee – Commissioner Fowler, Commissioner Bishop, Public Member Chris Fowler

Soldiers Memorial Hospital Foundation – Public Member Kelly Hutton

Association of Nova Scotia Villages – Commissioner Fowler, Commissioner West, Clerk Mike McCleave

**ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER THAT
THE COMMISSIONER POSITIONS ARE ACCEPTED AS PRESENTED. MOTION
CARRIED.**

Letter to Minister Lohr

ON MOTION OF COMMISSIONER WEST AND COMMISSIONER LARDER THAT THE VILLAGE OF KINGSTON SUPPORT AND SIGN THE ATTACHED LETTER TO JOHN LOHR, MINISTER OF MUNICIPAL AFFAIRS, ALONG WITH COPIES TO MAYOR MUTTART, MUNICIPALITY OF KINGS; BOARD OF DIRECTORS, NOVA SCOTIA FEDERATION OF MUNICIPALITIES; HONOURABLE KEITH IRVING, MLA KINGS SOUTH AND CHRIS PALMER, MLA KINGS WEST. MOTION CARRIED.

Commissioner Training

Training by Jason Haughn will take place Friday, August 26th at 2pm at the Village Office.

Capital Projects

Greenwood Rd Sewer Extension - Low bid was approximately \$228,000 – Work was deferred to a future year due to cost.

Asset Management (GIS Survey) - Clerk will work on an agreement with the County for future years.

New Sewer Laterals and Pumps - Several pumps need repair and new Embrook Development lateral at the Village's west end will be installed this week.

Main Street Sidewalk Renewal - Work will begin on Monday to replace and widen sidewalk on Main St between Palmer Rd and Andy's Tire for required maintenance and ease of winter maintenance.

East Main Sidewalk (design and construction) – Able Engineering came back with a rough cost estimate of just over \$800,000 with a 5% contingency to install sidewalk from Kingswood Lane to Greenwood Rd. Whereas, the design for Balser Dr sidewalk came in at \$1.35 million due to the necessary infrastructure required by the NS Department of Public Works. The design for East Main is finished and the next step would be to go to public tender. Staff will reach out to contractor regarding his development and getting his driveway planning and NSDPW approvals in place, to avoid ripping up the new sidewalk.

Village Office Exterior - Commission agreed to replace existing windows with energy efficient windows and keep them the same size. Clerk will contact professional window companies for an estimate. Commission agreed to remove the two old fluorescent white sign areas on the front of the building and replacing them with burgundy siding. Commission would also like to have the civic number on the building itself, rather than just on the sign.

Public Works Building Paving - The parking lot paving will wait until construction is completed which may mean deferring to next fiscal year.

Salt Shed - Commission asked Clerk to research ideas and cost analysis for a salt shed before next budget time.

Brush/Leaf Bins – The arena board agreed to have the bins placed behind the arena again this fall. They will be available late October into November.

Irving Parking Lot Beautification - Clerk showed initial pictures of the design created by Angie Myers and Commission agreed they would like to see designs that fill up the whole length of the parking area and without grass.

Central Water - Village is waiting for results of the federal funding application.

CORRESPONDENCE:

Tulip Bulbs

The Rotary Club of Middleton is giving each town and village in their catchment area 100 tulips, as part of their project End Polio Now Tulip Campaign. The bulbs will be delivered late September for planting.

DISCUSSIONS:

Fall Displays

Commissioner West and Commissioner Avery offered to decorate the five Village entrance signs with hay bales, corn stalks and pumpkins for fall. Commission asked that an ad be placed in the newsletter requesting volunteers/groups help decorate the downtown for fall.

Christmas Displays

Community development staff Emily Harris could approach businesses early October with a brochure or letter explaining a contest idea to decorate their storefronts and have the community vote for a favorite. Staff could then promote the success of the business on Facebook/social media and on the LED sign.

Christmas Cards

Commissioner West offered to deliver Christmas cards again this year to all the businesses in Kingston.

Santa Comes to Kingston and New Years Eve Event

Commission discussed the two events and the fact that they are so similar and close together in time. The Village pays for the Santa event and the New Years Eve event is paid for by the businesses. Discussion included eliminating one of the events or modifying them. Commission will bring ideas and discuss at the September meeting.

ADJOURNMENT

ON MOTION OF COMMISSIONER AVERY TO ADJOURN THE MEETING AT 10:00PM. MOTION CARRIED.

COMMISSION CHAIRPERSON

CLERK/TREASURER