

The Village of Bible Hill Regular Monthly meeting was held on March 19, 2019 in the Village Office, 67 Pictou Road. Deputy Chair Van Kroonenburg called the meeting to order at 7:00 pm; the meeting adjourned at 8:17pm.

Call to Order: Deputy Chair Van Kroonenburg
Commissioner Burke
Commissioner Kennedy
Commissioner Pitcher

Regrets: Chair MacCormick

Staff: Clerk and Treasurer Bell
Recording Secretary Chaplin
Solicitor Roper, Burchell MacDougall

Review and Approval of the Minutes of February 19, 2019 and March 12, 2019

*Moved by Burke
Seconded by Kennedy*

That the meeting minutes of February 19, 2019 and March 12, 2019 be approved as presented.

Motion carried

Call for New or Other Business

- Crosswalk at Hazel Drive
- Capital Fund
- Removal of motion to adopt CUPE ratification package

Review and Approval of Agenda

*Moved by Kennedy
Seconded by Pitcher*

That the agenda be approved with the amendments to new business and the Commission in Committee Report.

Motion carried.

Call for Declaration of Conflict of Interests

The Chair called for any declarations of conflict of interest and no conflict was declared.

Miscellaneous business including delegations

There was no miscellaneous business or delegations.

Business Arising out of the Minutes

- Commission in Committee Report

*Moved by Kennedy
Seconded by Burke*

I move that the Village of Bible Hill award the Generations of Volunteering award to the McNutt Family.

Motion carried.

*Moved by Kennedy
Seconded by Burke*

I move that the Village of Bible Hill approve Mr. Foster Stewart and Ms. Karen MacQuarrie as members of the Parks and Recreation Advisory Committee.

Motion carried.

*Moved by Kennedy
Seconded by Pitcher*

I move that the Village of Bible Hill accept the quote from The Ice Man for the installation of the Heater Unit for Truck 231 for a total price of \$3,076.25 HST included.

Motion Carried

*Moved by Kennedy
Seconded by Pitcher*

I move that the Village of Bible Hill accept the quote for the new phone system from G&G Computers for 69 Pictou Road for a total of \$2,223.07 HST included.

Motion carried.

*Moved by Kennedy
Seconded by Pitcher*

I move that the Village of Bible Hill adopt the Hospitality Policy.

Motion carried.

Review of Correspondence

There was no correspondence to be reviewed.

Reports of Commissioners and Clerk and Treasurer

- **Commissioner Burke, Transportation Services**

Commissioner Burke spoke about the recurring pot hole complaints he has received, noted that he did see some cold patching being done by the Department of Transportation, and that more work will need to be done in the spring. He also spoke about the recent flooding that occurred in the Village when he was away, due to rapidly melting snow, and how a resident inquiry was handled appropriately by the Village.

- **Commissioner Kennedy, Protective Services**

Commissioner Kennedy reported on the fire brigade continuing with their Medical First Responder training, with an ambulance being brought in to help them become familiarized with the layout, in case they need to assist the paramedics on a medical call. He also noted that the fire brigade chose their signage installation placement for the hall entrance by the fire hall bays, to be placed on the facade above the door. They also requested signage be installed

on the door on the opposite side of the building, leading up to their meeting room.

- **Commissioner Pitcher, Environmental Services**

Commissioner Pitcher deferred her report to April's Regular Monthly Meeting.

- **Deputy Chair Van Kroonenburg, Recreation Services**

Deputy Chair VanKroonenburg spoke about attending the recent Parks & Recreation Meeting, as well as the CUPE negotiations. She then handed off to Commissioner Kennedy to present the Parks and Recreation Director's report.

Commissioner Kennedy mentioned the success of snowshoe rentals, March Break events, and the annual Gittens Lodge trip with the students from Bible Hill Consolidated Elementary School and Bible Hill Junior High. He also mentioned a meeting with Truro Slo-Pitch to discuss a two-year contract for lease of the Airport fields, and the upcoming Volunteer Awards Banquet. He reminded the Commission to RSVP by April 1st, 2019.

- **Clerk and Treasurer Bell**

Clerk and Treasurer Bell noted that much of his recent time has been spent preparing for CUPE negotiations, putting together next year's budget, preparing year-end projections and preparing for the year-end audit.

He spoke about his recent contact with PDI Engineering regarding the flooding at Meadowland, and Pictou Road sidewalk and water line design, as well as the elevator report for 69 Pictou Road, and outlined the timing for completion of those reports.

Clerk and Treasurer Bell informed the Commission that Mr. Jason Haugh has taken over for Ms. Nancy Bray as our new Municipal Advisor, that he has applied for a Farm Credit Canada Grant to go towards constructing a community garden for the Village, and that our Administrative Services Coordinator is currently being trained with the Canadian Red Cross as a Youth Leader, to instruct the Babysitting Course and Stay Safe Course for the Village. He also noted that the Audio-Visual systems for 67 and 69 Pictou Road will be installed on March 25th and 26th, 2019.

Clerk and Treasurer Bell noted that he has received complaints about the deer population in the Village. He discussed with the Commission. They agreed upon the need for a reminder to be placed in Action on the Hill, reminding

residents to not feed deer, for the safety of themselves, other residents, and the deer.

Lastly, Clerk and Treasurer Bell spoke about his and the Administrative Support Coordinator's meeting with the Town of Truro Planning Department regarding working together for the rebranding of Bible Hill. He noted that Truro is pleased to partner with us for the rebranding, and gave us ideas to get started, such as a community feedback questionnaire, which has commenced this week.

Accounts

*Moved by Kennedy
Seconded by Pitcher*

That the Village of Bible Hill approves the accounts for payment.

Motion carried.

New Business

- **Year-end Projection**

Clerk and Treasurer Bell presented the year-end budget projection. He noted that our total revenues are expected to meet and slightly exceed budget at \$2.427 million, and that our operating expenses in total are expected to be slightly under at \$2.303 million compared to the planned spending of \$2.404 million.

He explained to the Commission the reasons for reduced operating fund spending, noting transportation services being \$72,000 under budget due to the expense of the sidewalk replacement that took place on Bigney Avenue and Allison Avenue being recorded under the capital fund, as well as the environmental health services being under budget by \$35,000 due in part to cost savings realized on partnering with Colchester on bank stabilization projects, as well as a weather delayed storm-water flooding project now being done in the next fiscal year. Clerk and Treasurer Bell noted that although there were some areas we were under budget, there were also areas where we were over budget such as general government services and protective services. These were over budget due to two unexpected by-elections, the

employment of two Clerk and Treasurers for a period of time, the hiring of a professional HR firm, the repair of outdoor lighting, among other things.

Clerk and Treasurer Bell explained that all in all, with \$2.4 million of revenue less \$2.3 million of operating expenses, the Village operating fund is projecting a surplus of about \$124,000. He then asked the Commission if they would like to transfer the majority of the surplus to the capital reserve for future capital use, and they agreed.

Next, Clerk and Treasurer Bell spoke about the capital fund. He noted that revenues are shown at 120% of the budget, due to the transfer of Colchester's 50% cost share of Village Line Avenue Sidewalk. If that non-cash transaction is not considered, the capital fund budget would be projected to be at 98% of planned spending for the year. The Village Line Avenue sidewalk project coming in under budget made room in the budget for additional investments, such as audio-visual equipment installation for both 67 and 69 Pictou Road.

In conclusion, Clerk and Treasurer Bell noted that the capital fund expenditures invested a total of \$1.65 million in Bible Hill for the 2018-2019 fiscal year.

- **Budget Summary**

Clerk and Treasurer Bell presented the 2019-2020 fiscal year draft budget in full. He noted that the revenues for the operating fund would be \$2.48 million compared to last years \$2.4 million if the tax rates are to remain the same, and that the capital from revenue would be \$682,700 to be transferred to the capital fund, to go towards investment in capital assets.

Clerk and Treasurer Bell presented the capital fund budget and the projects it includes for 2020 and noted the sale of the brigade's oldest fire truck happening in the spring to bring an unknown amount of revenue.

He then noted the potential changes of salaries, in relation to the general government services, depending on the CUPE contract, as well as the split of the 67 Pictou Road custodian salaries between the recreation and cultural services budget. He then spoke about the removal of the staff social fund, at the Commissioner's request, and the addition to the wellness program budget, to promote crossing guard fitness. The total draft government services operating fund expenses are \$499,300. Regarding the general government services capital fund, Clerk and Treasurer Bell noted a few of the projects for next fiscal year being the installation of an elevator at 69 Pictou

Road, as well as community banner hardware and location signage for the Village.

Next, Clerk and Treasurer Bell presented the protective services budget. He spoke about the increase in crossing guard equipment expense, as well as the increase in fire hydrant expense, due to additional hydrant installation. The total operating fund budget for protective services is \$303,100 and the capital fund is \$80,000.

Clerk and Treasurer Bell then explained the transportation budget update, and noted changes to the maintenance department salaries are possible, pending the CUPE contract, as well as the estimated Pictou Road sidewalk curb and gutter actual cost of \$595,000, and the updated crosswalk light price decrease from a total of \$139,800 to \$86,300, due to a new and less costly crosswalk light design. The total operating fund expenses are \$243,500 and the capital fund expenses are \$717,000.

The only change to note in the environmental health services budget update is the potential change in maintenance department salaries, depending on the CUPE contract. The operating fund budget is to remain the same as last years, at \$272,200 and the capital fund will be at \$705,000, and used for the Pictou Road water main, service laterals and hydrant installation, and storm water upgrades.

Clerk and Treasurer Bell noted the change in the recreation and cultural services operating fund from \$30,000 to \$38,000 as well as the increase in Village Hall maintenance from \$13,750 to \$16,600, to account for a portion of the sealing of the parking lot. All in all, the recreation and cultural services operating fund budget is \$394,500 and the capital fund is \$61,000.

Lastly, Clerk and Treasurer Bell presented the schedule of reserve transfers and schedule of reserve balances. He recommended to the Commission that they put money into acquiring general and recreation capital rather than transferring more to reserve, which is why both of those budget items are at \$0. No transfer to operating reserve is required, as the Village has 15% of tax levy on hand in reserve currently.

- **Transfer of Funds / Fund transfer to Capital Reserve Fund**

As per discussion in the year-end projection agenda item, the Commission came to a consensus to authorize the transfer of funds as described in the following motion.

*Moved by Kennedy
Seconded by Pitcher*

I move that the Village of Bible Hill authorize the following inter-account fund transfers: \$801.23 received as proceeds on the sale of surplus assets from operating fund to capital reserve fund; \$10,000 received from the Government of Canada for use towards a 2020 fiscal year elevator capital project to the capital reserve fund; and \$242,873 from capital reserve fund to capital fund and transfer \$100,000 from operating fund to capital reserve fund.

Motion Carried

- **HVAC relocation – 69 Pictou Rd (Conroy)**

Clerk and Treasurer Bell presented the quote from Conroy Refrigeration for the relocation of the HVAC system at 69 Pictou Road. He noted that Conroy's contracted out their electrical work, and presented the quote from Sorenson's as well, for a total quote of \$9,010 including HST. The Commission agreed that the price quoted seemed high, and for the Clerk and Treasurer to search for more quotes for the relocation of the HVAC system.

*Moved by Pitcher
Seconded by Kennedy*

I move that the Village of Bible Hill authorize the Clerk and Treasurer to award the HVAC relocation work to the lowest quoted proposer, after obtaining one to two more quotes.

Motion carried.

- **Dangerous and Unsightly Property Complaints**

Clerk and Treasurer Bell presented to the Commission four instances of Village properties falling under the Dangerous and Unsightly Property by-law of the Municipality of the County of Colchester. The Commission reviewed, discussed and came to a consensus that Clerk and Treasurer Bell proceed with sending in the Dangerous and Unsightly Property Complaint forms.

- **Crosswalk at Hazel Drive**

Clerk and Treasurer Bell presented an issue that was brought to his attention by a resident of the Village. The resident spoke about an incident that

happened with her daughter falling and cars passing by unknowingly at the crosswalk at Hazel Drive and Pictou Road. As a result of that, the crossing guard captain was to monitor the crosswalk for the two days that followed the incident. It was noted that there was not much student foot traffic for those days. The Commission agreed that the incident is startling and that the crossing guard captain should monitor the crosswalk again for the week following March Break to be sure of the number of students using the crosswalk . Clerk and Treasurer Bell noted that the children could be reminded to remain on one side of the street until the bus comes, and then cross when the bus is stopped for maximum safety.

- **Capital Fund**

Clerk and Treasurer Bell spoke about gas tax funding the Village requested from the Municipality of the County of Colchester. He noted that did not receive a formal letter denying the request, but he received word that the request was not approved. Clerk and Treasurer Bell noted that the original gas tax funding request was for \$390,000. He then stated that he could re-word the request and ask Colchester to cost share a portion of the cost of the water line which may be more likely to be considered by Council. Clerk and Treasurer Bell noted that in sending the original request, the Village was seeking a portion of infrastructure funding ultimately from Federal and Provincial governments that is intended for all areas of Colchester County, including Bible Hill, but that the funds are controlled solely by Colchester. Our full original request was eligible for consideration, though Colchester declined to approve it, rather than prioritizing the project alongside their own, as it is called for per the Clerk and Treasurer's understanding of the Provincial-Municipal Agreement on the gas tax funding. It is understood that Council objected to sidewalk costs being included in the request, though sidewalks are an eligible cost of the funding criteria, regardless of the municipal body delivering the infrastructure.

The Commission agreed that Clerk and Treasurer Bell shall send a re-worded request for funding from the Municipality of the County of Colchester.

Adjournment

*Moved by Kennedy
Seconded by Pitcher*

That the March 19, 2019 Regular Monthly Meeting of the Village of Bible Hill be adjourned.

Motion carried.

The meeting adjourned at 8:17pm

Deputy Chair VanKroonenburg

Recording Secretary Chaplin

Clerk and Treasurer Bell
