

The Village of Bible Hill Commission in Committee meeting was held on November 12, 2019 in the Village Office, 67 Pictou Road. Deputy Chair Van Kroonenburg called the meeting to order at 7:00pm; the meeting adjourned at 8:23pm.

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

Staff: Clerk and Treasurer Bell
Recording Secretary Chaplin

Review of the agenda and call for new or other business

The Deputy Chair called for new or other business. Clerk and Treasurer Bell requested that speed signs be added under miscellaneous business, and Commissioner Burke requested that Nova Scotia Department of Transportation and Infrastructure Renewal (NSTIR) issue be added under new business.

Approval of Agenda

*Moved by Burke
Seconded by Pitcher*

That the agenda be approved as amended.

Motion carried.

Call for Declaration of Conflict of Interest

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

Miscellaneous Business including delegations

- **Elevator lift request for quotation results**

Clerk and Treasurer Bell presented request for quotation results for a Village Hall Man Lift project that was designed by PDI Engineering. There were two bids received, one from Flagship

Construction Limited for a total of \$90,600+hst, and the other from Higgins Construction Limited for \$69,160+hst. PDI Engineering recommended the Village award the project to Higgins Construction Limited. Clerk and Treasurer Bell noted that there is a budget of \$85,000 to complete the project, and the Village has received a grant for \$10,000 to be used towards the project. The Commission discussed.

Moved by Kennedy

Seconded by MacCormick

That the Commission in Committee recommend the Village of Bible Hill award the Village Hall Man Lift project to Higgins Construction Limited for a total of \$69,000+hst.

Motion carried.

- **Speed Signs**

Clerk and Treasurer Bell noted to the Commission that County Councillor Parker will be making application with NSTIR to have radar speed signs up in the area. Councillor Parker would like the signs to be posted at Burris Drive and at Village Line Avenue and was wondering if Commission has any locations of their own that he could submit with his own requests as one. The Commission discussed and agreed by consensus that Clerk and Treasurer Bell should respond to Councillor Parker requesting the locations of Village Line Avenue, College Road, and Pictou Road be added to his application.

New Business

- **NSTIR issue**

Commissioner Burke noted there is a deep, sinking manhole on Vimy Road, just near the Vimy Court Nursing Home entrance. Clerk and Treasurer Bell noted that NSTIR paved Vimy Road in recent years and added new pavement on top of old, possibly leading to this drain appearing sunken in the roadway.

- **Pollution insurance coverage**

Clerk and Treasurer Bell presented a quotation from Encon Group for pollution insurance coverage. He presented two options, with annual premiums ranging from \$3,500+hst to \$4,850+hst. Clerk and Treasurer Bell noted the Village has third party coverage, but not first party coverage, meaning clean up costs from oil spills on our property would not be covered. He mentioned that the Insurance Bureau of Canada estimates that average oil tank clean ups cost between \$250,000 - \$500,000. The Commission discussed and agreed by consensus that instead of pollution insurance coverage, they would like to first review quotations for oil tank protection and leak detection and requested that staff seek quotations.

- **Meadowland trail gate fabrication**

Clerk and Treasurer Bell presented a quote from RE McLellan Machine Shop for 1 set of custom trail head gates, to be fabricated at Meadowland Avenue Park, for a total of \$1,870+hst. Clerk and Treasurer Bell will approve of installation cost when installed, estimated to be \$1,000.

Moved by Pitcher

Seconded by MacCormick

That the Commission in Committee recommend the Village of Bible Hill approve the quote from RE McLellan Machine Shop for a total of \$1,870+hst for 1 set of custom trail head gates for Meadowland Avenue Park.

Motion carried.

- **Boundary sign structure supply, assembly, and install**

Clerk and Treasurer Bell presented the proposal for the boundary sign structure supply, assembly, and install. He noted that Hanson Signs was the sole bidder, with a proposed cost of \$18,069.90+hst with a 5-year warranty for boundary sign structures supply, assembly and install. The Commission discussed.

Motion Pitcher

Seconded MacCormick

That the Commission in Committee recommend the Village of Bible Hill award the boundary sign structures supply, assembly and install project to Hansen Signs for a total of 18,069.90+hst.

Motion carried.

- **Boundary and park sign fabrication**

Clerk and Treasurer presented a boundary and park sign fabrication proposal summary sheet and noted the 10 proposals that were submitted and evaluated. The Commission discussed.

Moved by Pitcher

Seconded MacCormick

That the Commission in Committee recommend the Village of Bible Hill award the boundary and park sign fabrication project to Hansen signs for a total of 7,810.80+hst.

Motion carried.

- **Budgeted fund transfers**

Clerk and Treasurer Bell requested the Commission approve a \$80,850 budgeted fund transfer from the operating fund to the fire reserve fund, as well as a \$12,850 budgeted fund transfer from the operating fund to the maintenance reserve fund.

*Moved by Burke
Seconded by Kennedy*

That the Commission in Committee recommend the Village of Bible Hill approve a \$80,850 budgeted fund transfer from the operating fund to the fire reserve fund, as well as a \$12,850 budgeted fund transfer from the operating fund to the maintenance reserve fund.

Motion carried

- **Draft budget presentation**

Clerk and Treasurer Bell presented draft operating and capital budgets for general government services as well as transportation services to the Commission for 2020-2021. Also presented was a 4-year forecast for the years thereafter.

Clerk and Treasurer Bell presented details of the draft budgets, noting differences year over year, major projects, details of pay. The Commission discussed.

Adjournment

Moved by Kennedy

That the November 12, 2019 Commission in Committee Meeting of the Village of Bible Hill be adjourned.

Motion carried.

The meeting adjourned at 8:23pm

Deputy Chair Van Kroonenburg

Recording Secretary Chaplin

Clerk and Treasurer Bell

