

**Village of Bible Hill
Commission in Committee Meeting
February 11, 2020**



The Village of Bible Hill Commission in Committee meeting was held on February 11, 2020 in the Village Office, 67 Pictou Road. Deputy Chair Van Kroonenburg called the meeting to order at 7:02 pm; the meeting adjourned at 8:41pm.

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

Staff: Clerk and Treasurer Bell
Recording Secretary Chaplin

Delegations: Fire Chief Joey Bisson

Regrets: Commissioner Pitcher
Commissioner Burke

Call for new or other business and review and approval of agenda

Deputy Chair Van Kroonenburg called for new or other business. Clerk and Treasurer Bell requested to strike last agenda item, Request for decision – staffing, on the request of the Personnel Committee. The Committee discussed and it was decided that the agenda item would not be stricken.

Moved by Kennedy and seconded by MacCormick, that the agenda be approved. 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

Fire station improvement

Clerk and Treasurer Bell presented information to the Committee confirming the possibility of installing new flooring at the fire station over existing flooring, to not require disturbance and abatement of the former. The Clerk and Treasurer provided updated pricing from Higgins Construction to complete the expansion of the Fire Chief’s office and renewal of tile flooring in other main areas of the second level of 69 Pictou Road, without disturbing the current asbestos vinyl tile flooring, at a cost of \$34,970.

The Committee discussed. On account of the discussion, Clerk and Treasurer Bell recommended no award be made and the project’s request for proposal process be cancelled.

Clerk and Treasurer Bell then presented pricing for renewal of all second level flooring of the fire station from Hometown Flooring at a cost of \$15,300.

The Committee discussed.

Moved by Kennedy and seconded by MacCormick, that the Commission in Committee recommend Village of Bible Hill award the renewal of all flooring of the 2nd level of 69 Pictou Road to Hometown Flooring for a cost of \$15,300 plus HST. Motion carried.

New business

Budget presentation

Clerk and Treasurer Bell presented draft Protective Services operating and capital budgets for 2020-2021, along with a four-year forecast through 2025. The Committee discussed and raised questions with Fire Chief Bisson.

Clerk and Treasurer Bell then presented the estimated Village assessment for the upcoming year, noting that total assessment is estimated to be up 3.15% overall. Clerk and Treasurer Bell presented historical and proposed tax rate calculations. He noted that if tax rates were to remain the same, property tax revenue would be approximately \$2,052,000, net of allowances.

Clerk and Treasurer Bell then presented draft operating and capital revenues, and reserve fund transfers and balances.

Policy Introduction – Accessibility Advisory Committee Policy

Clerk and Treasurer Bell presented a draft Accessibility Advisory Committee Policy. He noted that the NS Accessibility Act requires the Village to form an accessibility advisory committee and create and implement an accessibility plan. He noted that, in December 2019, the Village Commission instructed him to draft a policy for review. The Committee discussed.

Moved by Kennedy and seconded by MacCormick, that the Commission in Committee recommend Village of Bible Hill adopt the Accessibility Advisory Committee Policy. Motion carried.

Policy Introduction – Bible Hill Fire Brigade Long-service Recognition Policy

Clerk and Treasurer Bell presented a draft Bible Hill Fire Brigade Long-service Recognition Policy.

Moved by MacCormick and seconded by Kennedy, that the Commission in Committee recommend Village of Bible Hill adopt the Bible Hill Fire Brigade Long-service Recognition Policy. Motion carried.

Inter-account fund transfer

Clerk and Treasurer Bell presented a request for a transfer of funds received as Community Works Program funding for next fiscal year in the amount of \$6,302 from the operating fund to the operating reserve fund.

Moved by Kennedy and seconded by MacCormick, that the Commission in Committee recommend Village of Bible Hill transfer \$6,302 from the Community Works Program to hire an Accessibility Advisor from the operating fund to the operating reserve fund. Motion carried.

Quote - Meadowland Avenue Park lighting

Clerk and Treasurer Bell presented a quote from Sorenson’s Electric for \$2,280 plus HST to supply and install 4 80-watt LED lights at the ice surface at Meadowland Avenue Park. The Committee discussed.

Moved by Kennedy and seconded by MacCormick, that the Commission in Committee recommend Village of Bible Hill purchase lighting for Meadowland Avenue Park for \$2,280 plus HST from Sorenson’s Electric. Motion carried.

Quote - Do not feed deer signs

Clerk and Treasurer Bell spoke about a previous request of the Commission, to inquire on posting signs encouraging residents to not feed deer. He presented a quote from Sid Sells Signs for \$1,612 plus HST to supply and install 17 “do not feed deer” signs. The Committee discussed.

Moved by MacCormick and seconded by Kennedy, that the Commission in Committee recommend Village of Bible Hill purchase seventeen ‘do not feed deer’ signs, at \$36 plus HST per sign, from Sid Sells Signs, and authorize staff to have the signs installed, if required, at an estimated cost of \$1,000 plus HST. Motion carried.

Request for decision – Staffing

Clerk and Treasurer Bell presented a letter requesting the Committee consider allocating budget funding to allow the hiring of a third full-time maintenance employee for the Village. He outlined the rationale supporting the new position, as well as how it would eliminate the need for an existing part-time position. The Committee discussed.

Adjournment

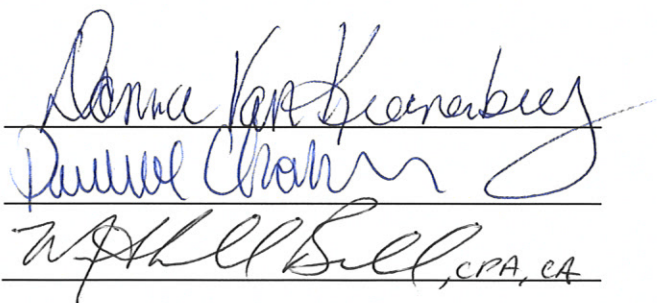
Moved by Kennedy, that the February 11, 2020 Commission in Committee meeting of Village of Bible Hill be adjourned. Motion carried.

The meeting adjourned at 8:41pm.

Deputy Chair Van Kroonenburg

Recording Secretary Chaplin

Clerk and Treasurer Bell



Donna Van Kroonenburg
Daniel Chaplin
William Bell, CPA, CA