

The Village of Bible Hill Commission in Committee Meeting was held on October 13, 2015 in the Village Office, 67 Pictou Road. Deputy Chair MacCormick called the meeting to order at 7:00 pm; the meeting adjourned at 7:38 pm.

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

Staff: Clerk and Treasurer Christianson  
Recording Secretary Ogden

Review and Approval of minutes of September 8, 2015

Moved by Burke

Seconded by Kennedy

That the minutes of September 8, 2015 be approved as presented.

Motion carried.

Review and Approval of the Agenda, call for new or other business

Moved by Van Kroonenburg

Seconded by McLeod

That the agenda be approved as presented.

Motion carried.

New Business

- Staffing Issues

Parks and Recreation Director

The Clerk outlined that the Parks and Recreation Director position has been advertised, short-listed and a panel of three had performed interviews on 6 candidates. The Clerk met with the Personnel Committee and he and the Deputy Chair performed the required background check. Cody Brown has accepted the position as Parks and Recreation Director; his first day of employment will begin on October 22<sup>nd</sup>.

Village Hall Custodian

The Clerk has recently advertised for a Village Hall Custodian that will be working on Sundays for 8 hours. We have used our maintenance staff in the past but with the increase in hall bookings our janitorial duties has been cut into two half days. The Clerk would also like to see an increase in cleanliness and a full day dedicated to janitorial duties. This position will be advertised on the HRDC website, village sign and website with a closing date of October 27<sup>th</sup>. After the closing date, the resumes will be reviewed and interviews will take place.

- Reserve Funds

The Clerk reviewed the reserve fund balances as of August 31, 2015. The operating reserve falls within the 15% of the tax levy as adopted by the Village Commission. The maintenance reserve was lower since the Village recently purchased a new vehicle and this account will be replenished for future maintenance capital purchases.

- Natural Playground Tender

The Clerk reviewed with the commission the process followed to award the tender for the Natural Playground to Hornbeam Contracting. The Clerk obtained approval via email to award the contract to lower bidder but required a motion from the commission to approve the contract.

Moved by Burke

Seconded by McLeod

That the commission in committee recommends that the Village of Bible Hill award the Natural Playground tender to Hornbeam Contracting at a cost of \$55,905 plus HST.

Motion carried.

The Village currently has an extra \$20,000 to be used towards enhancing this project. Village staff will look into options to compliment the current design, which will either be implemented this year, or in the spring of next year.

- MGA Review

A discussion took place in regards to the MGA review. The Province has provided an updated outline on what is taking place this year and in 2016. The first step was meeting with the municipal units at various sessions around the Province. Deputy Chair McCormick and the Clerk attended the session in Truro. Regionalization was a much talked about topic at the session from Fire Departments, Finances and Service Delivery.

Deputy Chair McCormick reported that a committee has been formed through the ANSV of two commissioners and two staff to bring recommendations for the MGA Review on behalf of the ANSV to the next meeting on October 23<sup>rd</sup> that is taking place in New Minas. Both Deputy Chair McCormick and the Clerk will be attending.

The Commission will be given the opportunity to answer questions and give their opinions in the months of Jan to March to the Provincie. Both the Clerk and Deputy Chair stressed the importance of a strong and political influence during these months of the MGA review by the Village of Bible Hill Commission.

- Saywood Drive Sidewalk

The Clerk reviewed the Saywood Drive Sidewalk expenses. The budget was \$850,000 and it came in as of September 30<sup>th</sup> at a cost of \$743,552.35 (with HST rebate). The project went over well and the Clerk was pleased with the contractor and engineer. He suggested that the Village transfer the remaining budget amount to capital reserves to increase the depleted reserve account towards the end of the fiscal year.

- Financial Statement to September 30, 2015

The Clerk presented the commission with an updated financial statement. The Village expenses and revenue are both on budget. The Clerk reported that under the capital fund section, the dugouts at airport fields were under budget and he would like to bring an updated quote to the next commission meeting to finalize dugouts at the Airport Ball fields by installing the last two dugouts required. Next year, the Village would be looking at installing them at the Rec Site, as the dugouts are in bad condition.

- Specifications for Commercial Fridge Village Hall

The Clerk reviewed the specifications of the new Commercial Fridge RFQ. The following changes will be made; that the tender will state supply & install only and quoted price to be valid for 60 days. Staff will bring RFQ submissions to the next commission meeting for discussion and approval.

- Indirect and stage lighting Bible Hill Village Hall

The commission reviewed the quotation for supply and install indirect and stage lighting to the Bible Hill Village Hall.

Moved by Van Kroonenburg

Seconded by Kennedy

That the commission in committee recommends that the Village of Bible Hill hire Sorensen Electric to supply and install indirect and stage lighting in the Bible Hill Village Hall at a cost of \$5,267 plus HST.

Motion carried.

The Clerk reported that the defibrillator is now installed in the Village Hall in the foyer near the capacity sign including a first aid kit. All required staff has taken training on the defibrillator as well as a few community group members.

Adjournment

Moved by Van Kroonenburg

Seconded by McLeod

That the October 13, 2015 Commission in Committee Meeting of the Village of Bible Hill be adjourned.

Motion carried.

The meeting adjourned at 7:38 pm.

Deputy Chair MacCormick

---

Clerk and Treasurer Christianson \_\_\_\_\_

Recording Secretary Ogden \_\_\_\_\_