

The Village of Bible Hill Commission in Committee Meeting was held on October 10, 2017 in the Village Office, 67 Pictou Road. Deputy Chair Van Kroonenburg called the meeting to order at 7:00 pm; the meeting adjourned at 8:09 pm.

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

Staff: Clerk and Treasurer Christianson
Recording Secretary Ogden

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

Moved by Bell

Seconded by MacCormick

That the agenda be approved as presented.

Motion carried.

- **Transfers from Operating Fund to Reserve Fund**

The Clerk reviewed the various budgeted transfer payments.

Moved by Kennedy

Seconded by Mellish

That the Commission in Committee recommends that the Village of Bible Hill transfer from the Operating Fund the following: \$12,250 to the Maintenance Reserve, \$20,000 to the Recreation Reserve, \$59,022 to the Fire Reserve, \$285,000 to the Operating Reserve and \$400,000 to the Capital Reserve.

Motion carried.

- **Travel Expense Policy- Per Diem Rates**

The statement of travel expense was reviewed. All per diem rates are the set rates from the Province of Nova Scotia. These rates will remain into effect until the end of the fiscal year.

- **September Revenue and Expenditure Report**

The Clerk briefly reviewed the September reports. He explained the various Grant in lieu of taxes revenues in the operating budget.

- **RFQ- Power saws BHFB**

Clerk and Treasurer Christianson reported that the Village has received two quotes on power saws, one from Green Diamond and the other from McGinley's.

*Moved by MacCormick
Seconded by Kennedy*

That the Commission in Committee recommends that the Village of Bible Hill defer the motion to award the RFQ to the Regular Monthly Meeting of October 17th, 2017.

Motion carried.

- **RFQ Pagers**

*Moved by Kennedy
Seconded by Bell*

That the Commission in Committee recommends that the Village of Bible Hill award the Pager RFQ to Nova Communications in the amount of \$4,367.22 including HST.

Motion carried.

- **Osprey- Building**

At the request of Commissioner Bell the Clerk reported to the commission on the building at Osprey. The developer of Osprey Estates owns and operates this building and the piece of property is in their name. It is used for the area resident's mailboxes. Canada Post is responsible for snow removal. The Village obtained permission from the developer to connect the overhead crosswalk power to the service connection to the building; the Village currently pays the electricity for this account only.

- **Crossing Guard Station- Children Count**

The average number per crossing station was listed in the minute package. The Clerk outlined we currently do not have an adopted policy or criteria relating to crossing guard stations. A discussion took place.

*Moved by Kennedy
Seconded by Dwane*

That the Commission in Committee recommends that the Village of Bible Hill place a temporary crossing guard at the Guest Drive/College Road crosswalk up until November 3rd.

Motion carried.

The Clerk will invite our Crossing Guard Captain to the next Regular Monthly Meeting to discuss the station counts and station locations in detail.

- **Future Roundabout**

The Clerk circulated an email from the TIR Area Manager Chisholm. A Bible Hill Area Traffic Study was completed; they are currently reviewing options and are in the preliminary stages of design. They do not anticipate any construction to take place within the next year or two. Once

the design has progressed to a point they will be reaching out to stakeholders and affected businesses.

- **Bill No. 10**

The Clerk reported on Bill No. 10, Clause 7 requires each Village to adopt an expense policy, hospitality policy and code of conduct. Village Commissions are required to review the policies by January 31st following a regular election. Clause 8 requires Villages to prepare expense reports, hospitality reports and annual summary reports.

Chair MacCormick has forwarded a sample copy of the code of conduct by the UNSM to the Clerk. The Village currently post expense reports on our website for elected officials and have an expense policy adopted. The other part of the bill requires Villages to appoint a non-elected representative to their audit committee.

- **Refuge Area School Bus Stop- Retson Drive**

The bus stop located on the corner of Village Line and Retson Drive has around 20 kids. The Village inquired about moving the bus stop to Village Line and Foresthill Drive as there is currently a sidewalk in that location but the Chignecto Regional School Board has a policy that states the bus cannot stop within so many feet from a stop sign. A potential solution is to change the stop signs from Village Line to Foresthill Drive but this would make Village Line a thoroughfare between Pictou and College with no stop signs in a residential area.

Therefore the Clerk is suggesting the Village Commission consider the aspect of building a refuge area for the children at the bus stop to keep them off the road. The Village and County will be cost sharing on a sidewalk but this will not take place this fiscal year, potentially next year and may be on East Side not the West Side if this is the case it would not resolve the problem either. Safety concerns that the children are standing on the road and the snow season is approaching which will make it impossible for the children to use the small shoulder area.

*Moved by Kennedy
Seconded by Bell*

That the Commission in Committee recommends that the Village of Bible Hill authorize the Clerk and Treasurer to obtain a cost estimate to build a refuge area at the corner of Retson Drive and Village Line and to request approval from the County and property owner regarding the installation.

Motion carried.

- **Overhead Crosswalk Light- Pictou Road**

The Village received a quote from PDI for the design, preparation of plans and specifications including obtaining approvals for the overhead pedestrian signage at Bible Hill Consolidated Elementary School at a cost of \$4,000. The Village is required to supply TIR with an engineered design to finalize the approval process. He anticipates the work to take place this fiscal year.

*Moved by Kennedy
Seconded by Bell*

That the Commission in Committee recommends that the Village of Bible Hill hire PDI at a cost of \$4,000 plus HST for engineering services for the installation of an overhead crosswalk by the Bible Hill Consolidated Elementary School on Pictou Road.

Motion carried.

- **Public Service Superannuation Plan**

The Clerk outlined that the Village is restricted with which actuary to use relating to the Public Service Superannuation Plan. Mercer has emailed a quote in the amount of \$7,500 plus HST to provide a presentation to the employees relating to the pros and cons versus the current pension plan. They will also provide some simplified projections of benefits under the PSSP versus the current plan as well as buy back service option.

The Village has signed a contract with CUPE that requires the Village to investigate this plan. There will be changes to our plan, as the employees will be increasing their contributions with the PSSP plan. The union has the option to vote to accept the plan. The Clerk outlined that municipalities cannot end a pension plan.

*Moved by Kennedy
Seconded by Bell*

That the Commission in Committee recommends that the Village of Bible Hill approve the proposal from Mercer to investigate the options of joining the PSSP plan for the employees at a cost of \$7,500 plus HST.

Motion carried.

- **2017 Christmas Events**

The Commission discussed the Santa Claus Parade entry for the Village Commission.

*Moved by MacCormick
Seconded by Kennedy*

That the Commission in Committee recommends that the Village of Bible Hill place a commissioners float in the Santa Claus Parade.

Motion defeated

A discussion took place on the Village events and that the Tree Lighting on December 1st was mandatory to attend.

*Moved by MacCormick
Seconded by Kennedy*

That the Commission in Committee recommends that the Village of Bible Hill have a Commissioners and Staff Christmas party.

Motion carried.

The Commission appointed a committee made up of the Chair and Finance Officer to organize the event on a Friday night with a cost of \$65-70 per person.

- **Adjournment**

Moved by MacCormick

That the October 11, 2017 Commission in Committee Meeting of the Village of Bible Hill be adjourned.

Motion carried.

The meeting adjourned at 8:09 pm.

Deputy Chair Van Kroonenburg _____

Clerk and Treasurer Christianson _____

Recording Secretary Ogden _____