

**Village of Bible Hill
Commission in Committee Meeting
February 9, 2021**



The Village of Bible Hill Commission in Committee meeting was held on February 9, 2021 in the Commission Chambers, 67 Pictou Road. Deputy Chair Van Kroonenburg called the meeting to order at 7:01 pm; the meeting adjourned at 9:11pm.

Call to Order: Chair Kennedy
Deputy Chair Van Kroonenburg
Commissioner Burke
Commissioner Pitcher
Commissioner Shea
Clerk and Treasurer Bell
Recording Secretary Chandler

Guests: Bible Hill Fire Brigade Fire Chief Joey Bisson

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

Deputy Chair Van Kroonenburg called for new or other business.

Moved by Pitcher and seconded by Shea, that the agenda be approved. Motion carried.

Call for declaration of conflict of interests

Deputy Chair Van Kroonenburg called for any declarations of conflict of interest and none were declared.

Miscellaneous business including delegations

Signage

Clerk and Treasurer Bell presented a quote from MinuteMan Press for signage for H. Douglas Boyce Village Hall and the fire station at \$8,305.26 plus HST. The Committee discussed,

Moved by Kennedy and seconded by Pitcher that the Commission in Committee recommend Village of Bible Hill rescind the motion of January 19, 2021 authorizing the purchase of signage from Conway Customz for \$11,110.51 plus HST; and authorize the purchase of signage from MinuteMan Press for \$8,305.26 plus HST. Motion carried.

New business

Budget development – capital budget

Clerk and Treasurer Bell presented a draft capital budget for the 2021-2022 fiscal year, highlighting the components of revenue, and expenses for general government services, protective services, transportation

services, recreation and cultural services, environmental health services, and transfers. Clerk and Treasurer Bell explained the impact of the draft capital budget on the Village's reserve funds. The Committee discussed.

Fire Chief Joey Bisson joined the meeting at 7:18pm. Deputy Chair Van Kroonenburg welcomed Fire Chief Bisson to the meeting and invited him to join at the table.

Deputy Chair Van Kroonenburg Bell invited Chief Bisson to speak about Bible Hill Fire Brigade's proposed capital purchases for the 2021-2022 fiscal year. Chief Bisson provided a description of the proposed purchases, with an estimated cost of \$79,094. The Committee discussed.

Fire Chief Joey Bisson exited the meeting at 7:31pm. The Committee thanked him for his information and for attending.

Clerk and Treasurer continued explaining the draft capital budget. A Commissioner asked whether curb renewal was included in the sidewalk budget figures. Clerk and Treasurer Bell noted that the budget did not include curb renewals as Nova Scotia Department of Transportation and Infrastructure Renewal is responsible for the renewal of curbs post construction. It was noted that Old Court House Road sidewalk renewal may be a cost shared project or paid for by Municipality of the County of Colchester (Colchester).

Clerk and Treasurer discussed some projects included in the draft budget, such as sidewalk renewal, recreation facility construction, and recommended sanitary sewer work per the recent sanitary sewer study may have an opportunity to be shared with Colchester, and/or would be eligible for allocation of gas tax funding by asking Colchester for consideration of funding. The Committee discussed.

Clerk and Treasurer Bell noted that the Commission should consider that the significant amount of renewal work that is sought to be accomplished by the Commission in the years ahead on sidewalks and sewer capital may require adjustment of the property tax rates if the Village cannot source other streams of funding, such as the gas tax funds, cost sharing with Colchester, or municipal grants. Clerk and Treasurer Bell closed the budget discussion by noting that the draft budget was developed with the assumption that property assessment will see slight growth, and the Commission would not look to increase tax rates, though more information will be known in the months ahead as property assessment information is reviewed. The Committee discussed.

Policy review: Summer Employment Policy

Clerk and Treasurer Bell presented a draft '*Summer Employment Policy*', noting that the policy would replace the existing '*Summer Staff Hiring Policy*'. Bell noted that there are no major changes proposed as a result of the policy review and presented proposed minor amendments. The Committee discussed.

Moved by Kennedy and seconded by Pitcher that the Commission in Committee recommend Village of Bible Hill revoke the Summer Student Hiring Policy, and adopt the Summer Employment Policy. Motion carried.

Procurement: Maintenance mower replacement

Clerk and Treasurer Bell presented a proposal from Green Diamond Equipment Ltd. for a 2020 John Deere X758 commercial mower, mowing deck, box blade and front blade, intended to replace the Village's 2011 John Deere X740 Ultimate. The quote for the 2020 John Deere X758 commercial mower was presented at \$18,900 plus HST. The Committee discussed.

Moved by Kennedy and seconded by Pitcher that the Commission in Committee recommend Village of Bible Hill award the commercial lawn mower purchase and trade of 2011 John Deere X740 mower to Green Diamond Equipment Ltd for a net price of \$18,400 plus HST; authorize disposal of the 2011 John Deere X740 mower; and instruct the Clerk and Treasurer to prepare a change order modifying the specifications to those presented – with a cost impact of +\$500 plus HST. Motion carried.

Procurement: Crossing guard sweaters

Clerk and Treasurer Bell discussed a request to provide sweaters to crossing guards, and provided a quote for consideration at \$888.75 plus HST for 15 sweaters, or \$1,777.50 for 30 sweaters from Fundy Textile & Design Ltd. Clerk and Treasurer noted that the crossing guard expense budget was exhausted for the year, however due to the pandemic wages are under budget, and a portion of these unused funds could be used for purchasing if desired. The Clerk and Treasurer noted that this item was brought forward for the Committee's consideration as he would not look to purposely spend over budget on expenses. The Committee discussed.

It was agreed by consensus that Village of Bible Hill purchase crossing guard sweaters from Fundy Textile & Designs Ltd., using a portion of the unused wage funds.

Proposed Truro Bible Hill Off-leash Dog Park expansion – funding request

Clerk and Treasurer presented information from Town of Truro's Director of Parks, Recreation and Culture, Ashley Simms, regarding the Truro Bible Hill off-leash dog park, and a proposed expansion during the 2021/2022 fiscal year. The Town staff is requesting information on the Village's appetite to cost share 50 percent of a proposed fencing expansion with an approximate cost of \$12,000. The Committee discussed. The Committee requested the Clerk and Treasurer investigate the percentage of the cost share of the original park establishment. Clerk and Treasurer noted that if the Commission wishes to support this park expansion, the cost should be included in the budget for the upcoming fiscal year.

Streetlight review

Clerk and Treasurer Bell presented a map of proposed locations to install 16 new streetlights within the Village, and the associated costs. He noted that at approximately \$11 per month per light, adding 16 new streetlights would cost the Village \$2,112 plus HST effect annually. Bell asked the Committee to share their thoughts on proposed locations. The Committee discussed.

It was agreed by consensus that Village of Bible Hill have the Clerk and Treasurer request Nova Scotia Power install 16 new streetlights at the proposed locations for the estimated operating cost of \$2,112 plus HST annually.

Participation in periods of recognition

Clerk and Treasurer Bell noted that he has had requests over the years to recognize different periods, i.e. Black History/African Heritage Month, and requested the Commission consider what they might wish to do for recognition of such specific periods, and if needed that a policy should be developed accordingly to define which periods are recognized, and how the Village recognizes such periods, i.e. advertising on the website, social media, LED sign, flags, etc.

Commissioner Shea noted that it is important to recognize such periods, especially for minority groups that are underrepresented. It was noted that the Village should check to see which events are recognized by the Town of Truro, the County of Colchester, the Province, the Country, etc. The Committee discussed. The Committee requested Clerk and Treasurer investigate what other municipal governments policies exist, and bring this information to the Committee for further discussion.

Future winter maintenance operations

Clerk and Treasurer Bell presented a draft Request for Expressions of Interest document for seeking information on available winter maintenance operations contractors for sidewalk snow removal. Bell recommended that whether the information is needed next month, next year, or years from now, the Village ought to understand their options. The Committee discussed.

Agreed by consensus that the Commission in Committee recommend Village of Bible Hill issue a request for expressions of interest to prepare a short-list of qualified contractors able and interested in providing snow removal services in Bible Hill.

Insurance

Clerk and Treasurer Bell presented correspondence from the Village's Insurer Arthur J. Gallagher Canada Limited Insurance, regarding an estimated premium increase for the 2021 renewal cycle of 8% - 12%, at an estimated cost of \$38,000 - \$39,000 in fiscal 2022. The Committee discussed.

Adjournment

Moved by Pitcher that the February 9, 2021 Commission in Committee meeting of Village of Bible Hill be adjourned. Motion carried.

The meeting adjourned at 9:11pm.

Deputy Chair Van Kroonenburg

Recording Secretary Chandler

Clerk and Treasurer Bell






