

Village of Bible Hill
Commission in Committee Meeting
June 11, 2024



The meeting was held in Commission Chambers, at the Village Office, 67 Pictou Road. Bell called the meeting to order at 7:02 PM.

Call to Order: Commissioner Kennedy
Commissioner Van Kroonenburg
Commissioner Giddens
Commissioner Pitcher
Commissioner Shea

Staff: Clerk and Treasurer Bell
Recording Secretary Chaplin

Scrutinizers: Carvell McNutt
Dana Smith

Oath of Allegiance and Office

Commissioner Kennedy affirmed an Oath of Allegiance and of Office.

Election and appointments

Bell asked the Commissioners to vote for who they wish to elect as Commission Chair. Each Commissioner cast their vote. Scrutinizers Carvell McNutt and Dana Smith counted and announced the voting results.

Kevin Kennedy was elected as Chair.

Bell then asked the Commissioners to vote for who they wish to elect as Commission Deputy Chair. Each Commissioner cast their vote. Scrutinizers Carvell McNutt and Dana Smith counted and announced the voting results.

Donna Van Kroonenburg was elected as Deputy Chair.

Committee appointments

Bell noted committee appointments need to be completed. Commissioners volunteered for various roles and agreed by consensus to the following appointments:

Protective Services – Chair, Shea; Deputy Chair, Pitcher;
Environmental Health Services – Chair, Pitcher; Deputy Chair, Van Kroonenburg;
Transportation Services – Chair, Van Kroonenburg; Deputy Chair, Giddens;
Recreation Services – Chair, Giddens; Deputy Chair, Shea;
Personnel Committee – Chair, Kennedy; Deputy Chair, Van Kroonenburg;
OH&S Committee – Commissioner representative, Giddens; and,
Regional Accessibility Advisory Committee – Commission representative, Shea.

Terms of office

Bell reviewed the Commissioner terms of office and noted that next year Commissioner Pitcher and Van Kroonenburg's terms expire.

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

Van Kroonenburg called for new or other business. Van Kroonenburg requested to add Scotia Pool Letter under new business, and Bell requested to add Boot Purchase for Bible Hill Fire and an information item on Dismantling Hate and Racism Act under new business.

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

Call for declaration of conflict of interest

Kennedy declared a conflict of interest under the Trail tender results as his son is a contractor that bid on the project. Giddens declared conflict under Scotia Pool Letter.

Miscellaneous business

Sanitary sewer project update – pipes and manholes

Bell presented a map and provided an update on the sanitary sewer project and noted issues that occurred that may cause a project cost increase.

Crosswalk lights review update

Bell presented a list of possible updates for crosswalk lights. He mentioned that he authorized NSDPW to upgrade the lights at College at Osprey and College at Saywood, as each of these projects was under \$5,000. He then noted that the crosswalks at Vimy at Windale, Vimy at Farnham, and College at Maple could also be upgraded. Bell then inquired about the Committee's preferred course of action. The Committee requested that Bell ask Colchester if the sidewalk work that would be required to upgrade the crosswalk at Vimy and Windale could be included in the Old Courthouse Branch project.

New Business

Procurement: Trail tender results – Osprey/Covington/Guest/Bible Hill Recreation Park (BHRP)

Kennedy stepped away from the table due to conflict of interest. Bell presented trail tender results. The bids, excluding HST, were as follows:

Dexter Construction: \$564,000

A.K. Property Management: \$361,529.02

Hornbeam Contracting: \$114,650.00

Colchester Excavation and Trucking Ltd.: \$181,075

Stewart Excavation: \$225,000

Bell noted EXP will provide a recommendation letter next week.

Kennedy joined the table.

Procurement: Sidewalk tender results – Old Courthouse Branch

Bell presented tender result for the Old Courthouse Branch sidewalk. The bids, excluding HST, were as follows:

Dexter Construction: \$1,636,900

Basin: \$1,493,675

S.W. Weeks: \$1,084,034

Colchester's Director of Public Works notified Bell that with the additional project expenses, the total estimated project cost would be \$1,228,995, with the Village's contribution amounting to \$614,497.

Moved by Kennedy and seconded by Pitcher that the Commission in Committee recommend Village of Bible Hill authorize the expenditure of \$614,497 to the County of Colchester for the Old Courthouse Branch Sidewalk. Motion carried.

Summer student auto insurance

Bell explained that adding summer students to our auto insurance policy during their employment requires an annual increase of about \$1,200 per student. He asked the committee how they wished to proceed. They suggested insuring two students this year and exploring the option of hiring a fourth full-time employee instead of summer students in the future.

Authorization of automatic bank withdrawals

Bell presented Resolution 2 - Authorization of automatic bank withdrawals, to allow Synerion to automatically withdraw fees from the bank account on a monthly basis.

Moved by Kennedy and seconded by Pitcher that Village of Bible Hill approve Resolution 2, a resolution for the authorization of automatic bank withdrawals. Motion carried.

Scotia Pool Letter

Giddens stepped away from the table and out of the room, due to conflict of interest. Van Kroonenburg requested we send a letter of support for Scotia Pool to the County of Colchester and the committee agreed by consensus.

Giddens stepped back in at 8:15 PM.

Procurement: Boots - Bible Hill Fire & Emergency (BHFE)

Bell noted he received a request from BHFE to purchase new firefighting boots and presented a quote from AA Warehouse at a cost of \$310 per boot, totalling \$9,299.70 plus HST for 30 pairs.

Moved by Pitcher and seconded by Shea that the Commission in Committee recommend Village of Bible Hill approve purchase of 30 boots from AA Warehouse for Bible Hill Fire & Emergency at a cost of \$9,299.70 plus HST. Motion carried.

Dismantling Hate and Racism Act

Bell presented an information piece on the Dismantling Hate and Racism Act, noting municipalities & villages are prescribed according to the Accessibility Directorate and there must be a plan in place by April 1, 2025.

Adjournment

Moved by Kennedy that the meeting be adjourned. The meeting adjourned at 8:30 PM.

Signed approval page to follow.

June 11, 2024 Commission in Committee Meeting Minute Approval:


Deputy Chair


Clerk and Treasurer


Recording Secretary