

Tentative Agenda for Special Meeting of Town Council

Monday, May 27, 2024 @ 6:30 PM

55 Victoria Street Kensington, PEI COB 1M0 Phone: (902) 836-3781 Fax: (902) 836-3741 Email: <u>mail@kensington.ca</u> Web Site: <u>www.kensington.ca</u>

Please ensure all cell phones and other electronic devices are turned off or placed on non-audible mode during the meeting.

Town of Kensington Special Meeting of Town Council Monday, May 27, 2024 – 6:30 PM

- 1. Call to Order/Land Acknowledgement
- 2. Adoption of Agenda
- **3.** Declaration of Conflict of Interest
- 4. New Business
 - 4.1 **Request for Decisions**
 - 4.1.1 RFD2024-20 Kensington Fire Department Utility Task Vehicle (UTV) Purchase
 - 4.1.2 RFD2024-21 Approval of Easement Survey Plan Number 24138-E01
- 5. Adjournment

Date: May 22, 2024

Request for Decision No: 2024-20

Topic: Kensington Fire Department – Utility Task Vehicle (UTV) Purchase

Proposal Summary/Background:

As part of the development of the capital budget for 2024/25 the Kensington Fire Department identified a need for a Utility Task Vehicle (UTV) to enhance their operational capabilities, and to improve response times in challenging environments. \$35,000 was included in Town Council's 24/25 capital budget for the purchase of a UTV with the funding source identified as borrowed funds.

Mayor Caseley and I met with representatives of the Kensington Fire District Committee and the Firefighters Association on May 16, 2024. In attendance at the meeting was Patrick McLellan, representing the Firefighters Association; Glen Steele and April Ramsay, representing the Kensington Fire District Committee, and Fire Chief Rodney Hickey, representing the Kensington Fire Department. Mayor Caseley and I were presented with a proposal from the Fire Association requesting the Town's consideration of purchasing the UTV (including a trailer and all-season tracks) for the Fire Department, through funds contributed by the Fire District Committee and the Fire Association.

Utility Task Vehicle

The Fire Department requested quotations from Kensington Agricultural Equipment and John Deere for the UTV. The specifications were as follows:

Kensington Agricultural Equipment - \$25,200 plus HST

- Four seats
- Diesel engine 24.8 HP, 40 km/h top speed
- Plastic roof
- Glass windshield
- Front mounted winch
- Box payload capacity 661 lbs, Short box
- Box size 57.7" x 26" x 11.2" (short), 57.7" x 51.1" x 11.2" (long)

John Deere - \$30,235.97 plus HST

- Six seats
- Gas engine 82 HP
- Plastic roof
- Roof Rack
- Glass windshield with wiper
- Box size 54.5" x 38" x 12"
- Box payload capacity 1000 lbs

The Fire Department (and the Association and District) are recommending that Town Council authorize the purchase of the UTV from John Deere at a price of \$30,235.97 plus HST.

The Kensington Agriculture UTV has a smaller engine, the long box will cause them to lose seating capacity (two seats), it has a smaller payload capacity, and with tracks installed will reduce the speed of the UTV by approximately half. The John Deere unit has more seating capacity, better box payload, a roof rack for various loads, and less power loss with tracks installed.

Trailer

The Fire Department reviewed several trailer options for transporting the UTV, including enclosed trailers, open trailers, tilt trailers and ramp trailers. The cost for enclosed trailers ranged from \$25,000 up to approximately \$37,500. Ultimately the Department chose a 22.5-foot open ³/₄ tilt trailer at a cost of \$14,200 plus HST. The department felt that an enclosed trailer would be too low to the ground and tight for both height and width and may incur damage when driving in or out of the fire station. The department requested quotes on various trailers as follows:

Martin's Machine Shop (open tilt) - \$14,200 plus HST Beckner Trailers (enclosed) - \$25,237.37 plus HST Camden Welding Inc. (enclosed) - \$22,423.00 plus HST

The Fire Department (and Association and District) are recommending that Town Council authorize the purchase of the UTV trailer from Martin's Machine Shop at a cost of \$14,200 plus HST.

All Season Tracks

The Fire Department are recommending that all season tracks be installed on the UTV. This would allow them to navigate various terrains all year round, including snow. It was felt that tires would cause issues in soft fields/grass and would be of little utility in snow. The department requested quotes on all season tracks as follows:

Kensington Agriculture - approximately \$7,600.00 plus HST (no quote provided by department) John Deere - \$7,300 plus HST (no quote provided by department) Centennial Sports - \$6,000 plus HST (quote included in attached package)

The Fire Department (and Association and District) are recommending that Town Council authorize the purchase and installation of all season tracks for the UTV from Centennial Auto Sport at a cost of \$6,000 plus HST.

Benefits:

- Will allow the Fire Department to respond on difficult terrains.
- Will improve response times in hard-to-reach locations.

Disadvantages:

• None Noted.

Discussion/Comments:

The total cost of the purchase is \$50,451.97 plus HST, with the HST being fully recoverable. The Kensington Fire District has agreed to contribute \$50,000.00 towards the purchase. The Kensington Fire Association has agreed to contribute \$451.97. The Fire Association has also agreed to cover the cost of wrapping the UTV (decals, etc.), and installing the necessary scene and emergency lighting.

It is recommended that Town Council authorize the Fire Department (through the CAO) to proceed with the purchase of the UTV, Trailer, and all-terrain tracks as contemplated in this Request for Decision.

Options:

1. Authorize the purchase of the UTV, trailer, and tracks ,as recommended.

- 2. Not authorize the purchase.
- 3. Refer the matter back to staff for further deliberation.

Costs/Required Resources:	Source of Funding
\$50,491.97 plus HST (HST Recoverable)	 Kensington Fire District - \$50,000 Kensington fire Association - \$451.97 The Town will cover the HST until appropriate remittances are made for recovery.

Recommendation:

It is recommended that Town Council consider the following resolution:

WHEREAS the Kensington Fire Department has identified a need for the acquisition of a Utility Task Vehicle to enhance their operational capabilities, and to improve response times in challenging environments;

AND WHEREAS the Department has appointed a Committee to evaluate the need for a Utility Task Vehicle and have provided an appropriate recommendation to Town Council;

BE IT RESOLVED THAT Kensington Town Council authorize the CAO to proceed with the purchase of a Utility Task Vehicle from John Deere (Green Diamond Equipment) as per their quote dated April 2, 2024 in the amount of \$30,251.97 plus HST;

BE IT FURTHER RESOLVED THAT Kensington Town Council authorize the CAO to proceed with the purchase of a Utility Task Vehicle Trailer from Martin's Machine Shop Inc. as per their quote dated May 10, 2024 in the amount of \$14,200.00 plus HST;

BE IT FURTHER RESOLVED THAT Kensington Town Council authorize the CAO to proceed with the purchase of All-Terrain Tracks for the Utility Task Vehicle from Centennial Auto Sport and Tire as per their quote dated April 11, 2024 in the amount of \$6,000.00 plus HST.



JOHN DEERE Selling Equipment



Quote ID: 30595062

	2023 CAN-AM DEF MAX XT	- 3JBUCA	X45PK000573	
Hours:	0			Suggested Lis
Stock Number:	663025			\$ 33,235.97
				Selling Price
				\$ 30,235.97
Code	Description	Qty	Unit	Extended
8MPB	SSV DEF MAX XT 64 HD10 BE23/ OXFORD BLUE	1	\$ 27,699.00	\$ 27,699.00
	Dealer Attac	hments		
·	#715001303 Full Glass Windshield	1	\$ 1,189.99	\$ 1,189.99
	#715001638 Wiper & Washer Kit	1	\$ 747.99	\$ 747.99
	#715004391	1	\$ 832.99	\$ 832.99
	LightWeightMAXRoofRack			+
	Accessory Installation	1	\$ 327.00	\$ 327.00
	Dealer Attachments Adjustment			\$ 0.00
	Dealer Attachments Total			\$ 3,097.97
	Other Cha	arges	na seran an Angla Santa	•
	Freight and PDI	1	\$ 1,939.00	\$ 1,939.00
	Commodity Surcharge	1	\$ 500.00	\$ 500.00
	Other Charges Total			\$ 2,439.00
				- •
	Suggested Price		1	\$ 33,235.97
	Customer Di	scounts	for the state of the	
	Customer Discounts Total	a di kacamatan di kabutu	\$ -3,000.00	\$ -3,000.00
otal Selling Pri	ce			\$ 30,235.97





	Quote Summ	ary				
Prepared For: Darcy Cousins PE	· · ·		Gre	en D		Prepared By: nd Equipment Ltd. Tom Maccaull Locke Shore Road
	Summerside, PE 0 Phone: 902-43					
			tomm	nacca	aull@	green-diamond.ca
			Quote ID:3Created On:22 MaLast Modified On:02 AExpiration Date:29 Ma			
Equipment Summary	Suggested List	Selling Price		Qty		Extended
2023 CAN-AM DEF MAX XT - 3JBUCAX45PK000573	\$ 33,235.97	\$ 30,235.97	Х	1	=	\$ 30,235.97
Equipment Total						\$ 30,235.97
	Quote	Summary	· · ·			
	Equipn	nent Total				\$ 30,235.97
	Tire Ta	ix				\$ 16.00
	SubTot					\$ 30,251.97
	GST/H	ST				\$ 4,535.40
	Total					\$ 34,787.37
	Balanc	e Due				\$ 34,787.37



Kensington Agricultural Services Ltd.

11 & 15 Park Rd. Kensington Industrial Park

902-836-3212 or toll free 800-720-3212 www.kensingtonag.com



\$25,200.00

 Quote #
 1763395
 Reference: RTV-X1140 double seat

 Prepared for:
 Kensington Fire Dept Darcycousins1@gmail.com

Expires: 03/21/2024 By: Donald Macinnis

Equipment

1 New Kubota #RTV-X1140 4 SEATER OPEN ROPS, DSL 24.8HP, VHT-X, 4WD



* Not exactly as shown. Shown with optional product.

\$Qty litem	Class	Description	Serial #	
1 #RTV-X114	0	4 SEATER OPEN ROP 24.8HP, VHT-X,4WD	S,DSL	
1 *VC5043		Plastic Canopy		
1 K762121600)	RTV-X1140WL-H WOR ORANGE BL STEEL H		
Includes				
Orange		Orange		
Bedliner		Bedliner		
Steel HDWS		Steel HDWS		
1 *VC5025		Glass Windshield Temp	ered(AS2)	
1 *777001155	5	VRX45 4500lbs Synthet Double Row	ic Rope	

Notes:

Quote Summary			
Notes:	Equipment Total	\$25,200.00	
This quote has \$6935.00 in discounts.	Administration Fees	\$0.00	
	Other Taxable	\$0.00	
Camso UTV 4S1 all season tracks \$7900.00 plus installation-\$600.00	Selling Price	\$25,200.00	

	Less Trades	\$0.00
	Total After Trades	\$25,200.00
	GST/HST	\$3,780.00
	P\$T/QST	\$0.00
	Non Taxable Environmental Charges	\$0.00
Quote is valid until the end of the month, however sates programs are subject to change without notice. Free 6	Other Non-Taxable	\$0.00
year extended powertrain warranty is standard on BX, B, L, and M series tractors. Any trade allowance is subject to change upon the inspection of the trade.	Total	\$28,980.00
• , ,	Liens outstanding on trade-in	\$0.00

Page 1 of 1 op 3/21/2024 12:30:45 PM

Martin's Machine Shop Inc 42506 Western Rd RR #3

Tignish, P E I COB2BO

QUOTE

Quote No.:	8894
Date:	05/10/2024
Page:	1
Ship Date:	

Sold To:

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Kensington Fire Department

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Ship To:

Kensington Fire Department

Business No.: 857999619

Description	Tex	Amount
2024 - 22.5' Gravity Tilt Deck, Torflex Axles, 14,000 lb GVWR, LED Lighting, Rub Rail, Stake Pockets	н	14,200.00
Subtotal:		14,200.00
H - HST - 15% HST		2,130.00
~		
· · · · ·		
Attention 1 SLEN		
Atten BLEN		
Shipped by	L.,	
Comments		Tolai Antount 16,330.00
Sold By:		

Packnot And Sonia	70415 London Dd			
Beckner And Son's HST#811116581	72415 London Rd. Hensall, Ont N0M 1X0			eckner Trailers
www.Becknertrailers.com	Canada			519-263-2326
sales@becknertrailers.com	Ganada			and a second
519-263-2326				
Kensington P.E.I. Fire Department		Quote Ni	umber	7936
3059		Quote Da	ate	22/Mar/2024
Canada		Total		\$28,518.32
Jarcycousins1@gmail.com				
ltem	Description	Unit Cost	Quantity	Line Total
102"X22'A T/A	-Std. Int' Height 6' -One piece Roof -24" Stone Guard -Led Lighting all Around -Interior light on wall switch -16"o.c main frame	\$23,199.00	1	\$23,199.00
· · ·	-16"o.c roof -16"o.c walls -3/4" Std. Exterior fir Floor -3/8" Select Fir wall Board -15" Radial tires/Galv wheel			· · ·
VEHICLE INFO.	MAKE: BECKNER MODEL: ELITE YEAR: 2024 V.I.N.: 2B9BEA42	\$0	1	\$0
6" HEIGHT INCREASE X3	per linear ft. 7'6" Interior	\$0	1	\$0
HD Rear Ramp	Spring Assisted w/ 4500lbs Max Capacity	\$0	1.	\$0
Ramp Extension	L Bracket side mount for a clean finish with a 12" extension	\$0	1	\$0
Jack 7k	Plain Mount directly in front of the "V"	\$0	1	\$0
5200# TA/BR2	5200lb Spring Axles w/Brakes on both	\$0	2	\$0
225/75R15 Aluminum	wheel w/ radial tire	\$0	4	\$0
Anodized	Mirror Finish Anodized Aluminum Accent Strip Placement:	\$0	7	\$0
Colour	0.030" Cladding to be determined	\$0	1	\$0
Warranty	3YRS	\$0	1	\$0
NVIS/Admin	Transit Paper/Admin	\$200.00	1	\$200.00
Recessed D-ring	5000Lb Max Cap. 2-2-2-2-2 Spaced evenly front to back between the fender tubs	\$35.00	10	\$350.00
LED Interior Lights	40" LED mounted on the roof bows evenly spaced	\$64.99	5	\$324.95
E-track S.	10' Length Surface Mounted. Placement: 24" & 48" up from floor to bottom of track -Driver side from man door back -Front to back curb side -Both sides in the "V"	\$69.95	10	\$699.50
Spare 225 A	15" Radial w/ Aluminum Wheel	\$250.00	1	\$250.00
E-Track	Spare tire carrier	\$35.00	1	\$35.00

Aluminum Transition From Floor To Domn 2/16"

All credit card purchases on whole items (Parts not included) are subject 2% charge back. All deposits are NON-REFUNDABLE. Any changes 7 days after being invoiced are subject to a \$99 charge per item change. Wheels must be torqued @ 100Km to 100lbs Ramp Hinges must be greased Weekly-monthly depending on usage and wheel bearing every 2500KM

 HST 13%
 \$3,280.87

 Total
 \$28,518.32

 Paid to Date
 \$0.00



Camden Welding Incorporated

1357 East Prince Street OR 652 Pictou Road Truro, Nova Scotia B2N 1J5 Email: camdenwelding@gmail.com

QUOTE

 Quote No.:
 1003

 Date:
 03/26/24

 Page:
 1

 Ship Date:
 1

Sold To:

Quote

Ship To:

Fire Department/Darcy 902-439-4773

Business No.:	731415717RT0001

Item No.	Quantity	Unit	Description	Тах	Unit Price	Amount		
	1	Each Each Each	8.5x22' Tow Tek Aluminium Transport Cargo 2024 2x5200lb Axles 225/75/15 Wheels 10,400 GVWR 2 5/16" Coupler 5 Year Warranty VIN#: 32" Bar Latch Man Door Red Colour 6000lb Ramp Door 96" Interior Height 92" Door Opening 3/4" Drymax Floors 3/8" Drymax Walls 12" OC Floor+Roof Spacing 8' Interior Height 5k Axle Upgrade Subtotal:	H	19,199.00 2,574.00 650.00	19,199.00 2,574.00 650.00 22,423.00		
			H - HST 15%					
			GST/HST			3,363.45		
Shipped by								
Shipped by Total Amount 25,786.4 Sold By: Sold By: Sold By:								

.



616 South Drive • Summerside, PEI_C1N 327 • Phone: 902-436-1022 251 Sherwood Rd. • Charlottetown, PEI C1E 0E5 • Phone: 902-892-2453 www.centennialast.com

QT# 5625

PARTS QUOTE CUSTOMER COPY

Printed	04/11/20	24 9:14:0	7 AM	•	CUSION	VIER COPT		User	21	Р	age 1
Custom		78136	_		Expiry Date	07/10/2024	Invoi	ice Numb	er 5	5625	
KENSIN	VIN SIMM GTON FIF	RE DEPAR	RTMENT		Sales KIRKJ Kirk Ref:	Account 781		Purcha	se Order	Fleet Type	,
COB 1M		-			Ship Via						
Home	(000) 4	20 6024	Bus	(902) 439-60	⁰²⁴ Ship To:	KENSINGTON FIRE	DEPART	MENT			
Cell Email	(902) 4	39-6024	Fax:			KENSINGTON, PE; (902) 439-6024	C0B 1M0				
	BO BIN		RT NUME 0-1189	BER	DESCRIPTION CAMSO UTV 4S1			SL	RETAIL 6,599.99	NET 6,000.00	SALE 6,000.00
1	0	451	0~1109		CAW50 01 V 401					0,000.00	6,000.00
							PARTS S	SALE			6,000.00
							TOTAL F	PARTS SA	LES		6,000.00
	• .						HST				900.00
								TAL PAR	rs		6,900.00
							TOTAL (6,900.00

I understand That Centennial Auto-Sport & Tire and It's affiliates, Dealers and Service providers collect, use and disclose my personal information for the purpose of (i) completing my purchase, finance or lease transaction. (ii) maintaining my warranty and customer service records. (iii) conducting customer service campaigns. (iv) providing me with marketing information; And (v) for legal and other business purposes. I consent to Centennial Auto-Sport & Tire, its affiliates, Dealers and service providers contacting me by telephone or sending commercial electronic messages to me, including email and text messages. I can contact my dealer if I no longer consent to these uses and update or correct my personal information.

Signature:

Frivacy-personal information is conected in accordance with applicable privacy legislation and is governed by our dealerships Brivacy Policy. Your privacy is important to us, ask as if you would like information about our Privacy Policy

Date: May 23, 2024

Request for Decision No: 2024-21

Topic: Approval of Easement – Survey Plan Number 24138-E01

Proposal Summary/Background:

As part of the proposed residential development on the Frosty Treat Property (former Johnny's Dairy Bar) the Town will be extending water and sewer lines to the property. It is proposed that the water will be extended along Highway 2 and the sewer through an easement through Lot 21-25 in the business park and through the farm property to the west of the business park (property of the estate of Verna Clark). This has been determined by WSP to be the most technically appropriate route for the sewer due to depth of pipe issues along the highway.

I have met with the owners of the farm property (Morris and Karen Clark) and they have agreed to grant the necessary easement.

Benefits:

• Will allow a sewer service to a much-needed housing development in the Town.

Disadvantages:

• None Noted.

Discussion/Comments:

It is recommended that Town Council authorize the CAO to proceed with having the easement agreements drafted (by Key Murray Law) and that the CAO and Mayor be authorized to execute the easement agreements and any other required documentation.

Options:

1. Authorize the CAO to proceed with the easement agreement, as recommended.

2. Not authorize the easement agreement.

3. Refer the matter back to staff for further deliberation.

Costs/Required Resources:	Source of Funding
N/A	N/A
Recommendation:	

It is recommended that Town Council consider the following resolution:

WHEREAS Kensington Town Council recognizes the necessity to provide sewer services to a proposed residential development on the Former Frosty Treat Property, located at 25005 Route 2 (PID No. 76174);

AND WHEREAS easements are required across property owned by the Town of Kensington (Lot 25-5, Plan No. 24138-E01), and property owned by the Estate of Verna Clark (PID No 76166) to adequately provide sewer service to the proposed residential development;

AND WHEREAS the Executors of the Estate of Verna Clark, Karen and Morris Clark, and the Town of Kensington, have agreed to grant an easement to the Town of Kensington, to install, maintain, and operate a sewer line and associated appurtenances;

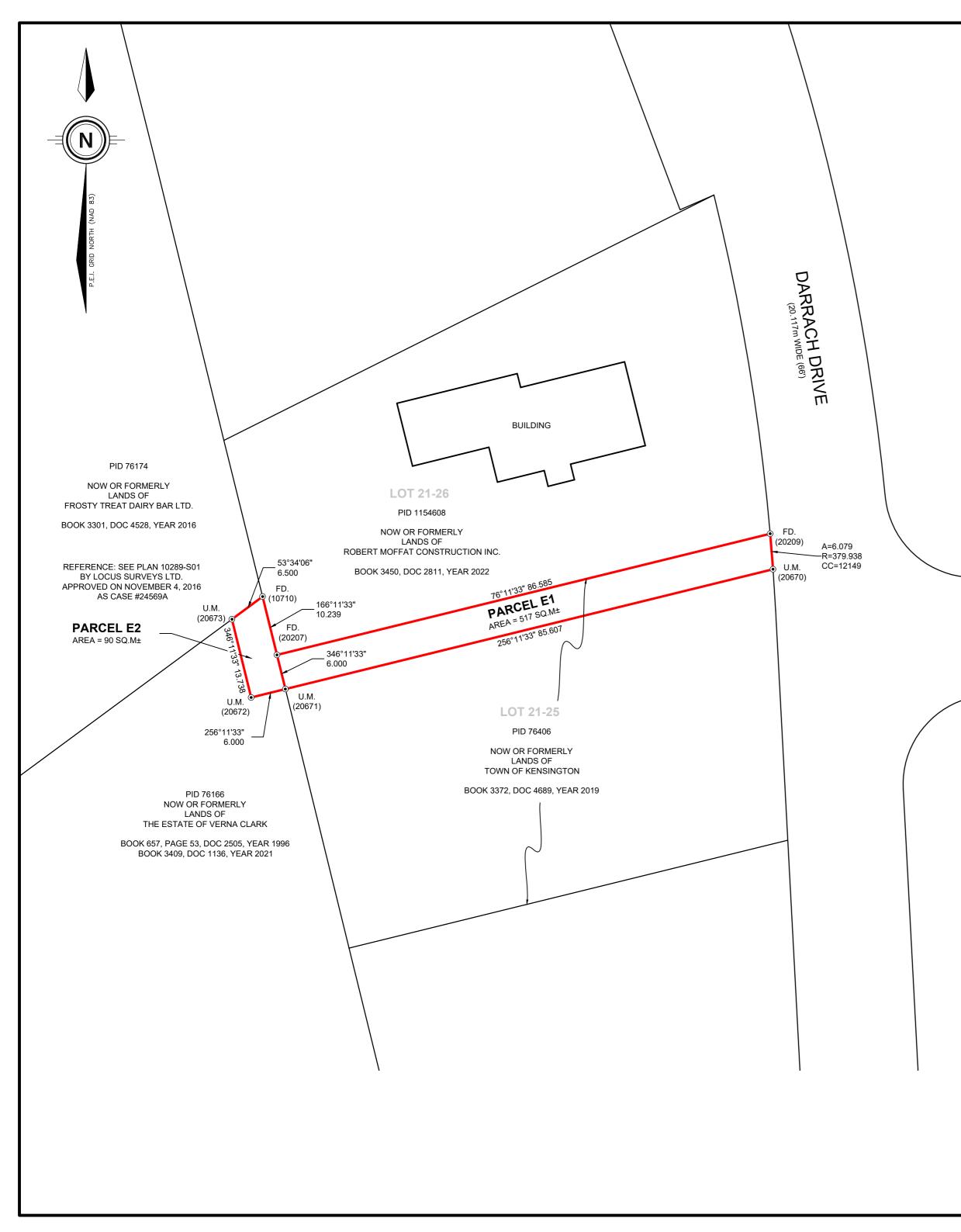
AND WHEREAS the granting and acceptance of the easements will not adversely affect the current use or value of the properties and will benefit the community by increasing the number of housing units available in the town;

BE IT RESOLVED THAT the Town of Kensington hereby accepts the easements granted to it by Karen and Morris Clark as Executors of the Estate of Verna Clark and the Town of Kensington over, under, and across the property as described on the attached survey plan number 24138-E01 for the construction, installation, operation, maintenance, repair, replacement, and removal of a sewer line and related appurtenances, as deemed necessary by the Town;

BE IT FURTHER RESOLVED THAT the Town of Kensington shall restore any disturbed areas to their original condition or better upon completion of any construction or maintenance activities;

BE IT FURTHER RESOLVED that the easement agreement shall be perpetual unless terminated by mutual written agreement of the Town of Kensington, and Karen and Morris Clark or their successors, or as otherwise required by law;

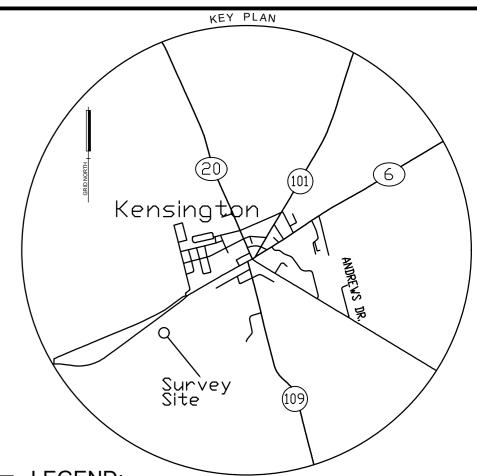
BE IT FURTHER RESOLVED THAT the Chief Administrative Officer and Mayor be hereby *authorized to execute the easement agreements and any other documents necessary to effectuate the acceptance of the easements.*



NAD83 (C.S.R.S.) COORDINATES P.E.I. DOUBLE STEREOGRAPHIC PROJECTION EXPRESSED IN METRES

Point	Northing	Easting
20207	709017.191	350074.830
20209	709037.856	350158.913
20670	709031.796	350159.396
20671	709011.365	350076.262
20672	709009.933	350070.436
20673	709023.274	350067.157

APPROVAL STAMP



LEGEND:

PL.FD.	PLACED SURVEY MARKER FOUND SURVEY MARKER
PL.	PLACED
FD.	FOUND
P.I.D. NO.	PROPERTY IDENTIFICATION NUMBER
SQ.M.	SQUARE METRES
• U.M.	UNMONUMENTED POINT
HP.	HYDRO POLE

NOTES:

FIELD SURVEYS WERE CARRIED OUT ON month, 2024.

THIS PLAN IS METRIC AND ALL DISTANCES ARE IN METRES UNLESS OTHERWISE SPECIFIED.

DIRECTIONS ARE AZIMUTHS REFERENCED TO GRID NORTH.

COORDINATES SHOWN HEREON ARE DERIVED FROM OBSERVATIONS TO LOCAL PEI CONTROL MONUMENTS. PLANE COORDINATES PUBLISHED THEREON ARE REALIZED FROM A DOUBLE STEREOGRAPHIC PROJECTION REFERENCED TO A CANADIAN SPATIAL REFERENCE SYSTEM, NAD83 (CSRS).

THE DESIGNATORS, PARCELS E1 AND E2, ORIGINATE WITH THIS DRAWING.

PARCEL E1 IS A PROPOSED UTILITY EASEMENT IN FAVOUR OF THE TOWN OF KENSINGTON OVER PID 76406 (LOT 21-25).

PARCEL E2 IS A PROPOSED UTILITY EASEMENT IN FAVOUR OF THE TOWN OF KENSINGTON OVER PID 76166.



LOCUS SURVEYS LTD. 16 PARK ROAD P.O. BOX 35 KENSINGTON, P.E.I. COB 1MO

PHONE 902-836-3823

Plan of Survey Showing PARCELS E1 and E2, being Easements over Lands of TOWN OF KENSINGTON and THE ESTATE OF VERNA CLARK, Respectively

PID 76166 & 76406 **KENSINGTON** LOT/TOWNSHIP 19 COUNTY OF PRINCE PROVINCE OF PRINCE EDWARD ISLAND

DRAFT

10 20 SCALE: 1:500 (metric)

MAY 9, 2024 DATE: DWG NO: 24138-E01 DRAWN BY: AW