

<u>OPI</u>	<b>Regular Monthly Meeting</b>	<u>ACTION</u>
	<p style="text-align: center;"><b>VILLAGE OF GREENWOOD MINUTES June 19, 2013 @ 9 a.m.</b></p> <p>1) The meeting was called to order at 9 a.m.</p> <p>2) <u>Present:</u> Commissioners Don MacDonald, Al Belliveau, Richard Nickerson, Brian Banks, Dale Harty, Marian Elsworth, Clerk-Treasurer . Audience Bob Baker</p> <p>3) <u>Election of Chairman and Vice Chairman:</u> The Clerk swore in Richard Nickerson and Brian Banks as commissioners for the next three years following the Annual General Meeting. The signed Oaths of Officer are recorded in the MINUTES book.</p> <p>The Clerk called for nomination for the position of Chair. Comm. Nickerson nominated Dale Harty, Comm. Belliveau nominated Don MacDonald, Comm. Harty nominated Brian Banks. The clerk asked if they accepted the nomination and Don MacDonald accepted and Dale Harty and Brian Banks both declined. The clerk asked if there were any further nominations and Comm. Harty nominated Richard Nickerson. Comm. Nickerson declined. Don MacDonald is elected Chair by acclamation.</p> <p>Nominations were called for the position of Vice Chair. Comm. Belliveau nominated Brian Banks, Comm. Nickerson nominated Dale Harty. Brian accepted the nomination. Further nominations were called for. Brian Banks is elected Vice-Chair by acclamation. The Chair took control of the meeting.</p> <p>4) 9: 30 a.m. <u>Presentation;</u> Shane Melanson, Black and McDonald Re LED streetlights. Shane gave a power point presentation attached to the original minutes. A look at Rental Cost over 20 years shows a total spent of \$683,840.33 versus the total 20 year cost of ownership at \$444,625.00 for a savings of \$239,200.00. A letter will be need to be sent to the Environment Minister letting him know the decision of the Village of Greenwood to take ownership or to continue to rent by June 30, 2013.</p> <p>5) 10:30 a.m. Gail Youden , Discuss opposition to the River Ridge Urban Home Occupation application to Council. The letter regarding the change to the Urban Home Occupation was read into the record. Comm. MacDonald mentioned that there is going to be a public information meeting on June 26 at 7 pm at the New Beginning Centre and asked Comm. Banks if he could attend as he has surgery scheduled for that day. Gail expressed her concerns with allowing businesses in homes in the subdivision, asked about her covenants, are people paying commercial taxes for their home businesses and are they licenced and who enforces home businesses. The Chair told her to go to the public meeting that will be her opportunity to express her opposition. The Village Commission has been asked to submit their opinions to the planning advisory committee , as well. Comm. Harty and Comm. Banks will attend the</p>	

	<p>public information meeting.</p> <p>6) <u>Additions to Agenda</u> : There were no additions to the Agenda</p> <p>7) <u>Approval of Agenda</u>: Comm. Belliveau <b>MOVED, SECONDED</b> by Comm. Harty; That the agenda be approved with the amendment to change Baker to Banks under the commissioner’s comments section on the agenda. <b>CARRIED</b>.</p> <p>8) <u>Approval of Minutes</u>: Minutes for May 15, 2013 were circulated. Minutes for May 29, 2013 Annual General Meeting were circulated.</p> <p>Comm. Harty <b>MOVED, SECONDED</b> by Comm. Brian; That the Minutes of May 15, 2013 be approved as read. <b>CARRIED</b></p> <p>Comm. Harty <b>MOVED, SECONDED</b> by Comm. Belliveau; That the Minutes of the Annual General Meeting be accepted as read, for approval at the next AGM.</p> <p>9) <b>Business arising from last Minutes</b>;_ Comm. Harty raised recovering the \$50,000.00 funds from the residents from Fales River subdivision for the village commitment for the double chip seal. Comm. Belliveau’s opinion is that it is a village project. Comm. Harty has expressed that other subdivisions paid the cost to pave their streets, when they bought their homes. In the past petitions to cost share paving 50/50, in Fales River subdivision have failed. Comm. Nickerson expressed that he is of the opinion that those residents should pay, otherwise this will affect future projects for double chip sealing. Comm. MacDonald and Belliveau mentioned that they spoke to some residents in that area and they appeared willing to pay their share, but enforcing payment is in question. Comm. MacDonald said the County will only allot the Gas Tax based on projects we put forward, we do not have a specific amount identified for the village. The Clerk sent an email June 18, to our municipal advisor, explaining the circumstance and asking for advice, waiting a reply.</p>	
	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> <li>➤ Letter from Municipality of Kings; River Ridge Urban Home Occupation application 111 Rivercrest Lane; <i>(The Letter was read into the record. Public Information meeting June 26, 2013 at New Beginning Centre 7 pm)</i></li> <li>➤ Committee of the Whole North Greenwood NSE update ( <i>was forwarded to the commission</i>)</li> <li>➤ Email from Tim Bouter June 10, 2013 Re; Final letter to DTIR re streets for double chip seal . ( Confirmation that <i>An email was sent to Tim Bouter that the village had no issues with the final letter, noting that Argus Drive will not be part of the chip sealing as it is a paved street and that with Argus Drive removed \$165,000.00 of the project will still</i></li> </ul>	<p><u>Marian Done</u></p>





<p><u>Don</u></p>	<p>informed that the Interim Tax levy has been received.</p> <p>b. Tabled from last meeting. Approve Wage Scale for staff, decide will it be effective on anniversary hire date or fiscal year start:</p> <p>Chairman MacDonald put it on the floor that in his opinion the fiscal year starting April 1 should be used for budgeting purposes.</p> <p>Comm. Nickerson <b>MOVED</b> that the wage scale be effective on the anniversary of the employee hire date, and that the increases would be dependent on the performance of the employee as discussed at previous meetings. In fact he was under the impression that the wage scale as he presented in April 2012 had been brought forward by the Finance Committee that was agreed by the Commission and that once a Motion was Moved, Seconded and Approved that it could not be brought back for further discussion. Comm. Harty disagreed that decisions cannot be revisited or perhaps an Amendment to a decision was in order.</p> <p>The Chairman referred to an email the clerk received in 30 April from Cathy Buchanan (payroll clerk at Kings County) that increases are given when due, not based on performance. Comm. Nickerson said he had read that email but that the Commission had decided that pay increases would be dependent on performance evaluations.</p> <p>Comm. Harty stated that, there is a difference between an incentive (pay raise) and a cost of living increase.</p> <p>Comm. Harty <b>MOVED, SECONDED</b> by Comm. Nickerson; That the clerk receive the NS cost of living increase retroactive to April 1, 2013 and that the Clerks wage scale be further discussed at the September monthly meeting. A vote was taken and the <b>MOTION CARRIED</b>.</p> <p>Comm. Harty stated that, Incentives are an incentive, cost of living increase is to keep pay scale in line with the cost of living, it has nothing to do with performance. Talking about when does the incentive or cost of living come into effective. If the commission can or cannot afford to give a cost of living increase is to be decided at budget deliberations. Passing on what qualifications we want from the clerk treasurer, which we were basing on the job description as outlined in the Discussion Paper from the Association of Nova Scotia Villages. This is in relations to Marian having never received an increase in relation to the wage scale. Comm. Nickerson we based a lot of our qualifications based on the Discussion Paper job description . Further discussion is required.</p> <p>Comm. Harty recommends that the Clerks wage scale be further discussed at the September monthly meeting. The wage scale was new. All agreed.</p> <p>c. Tabled from last meeting. Discuss Finance Committee</p>	<p><u>Human Resource Committee</u></p>
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recommendation to hire an office summer employee as brought up at the budget meeting. Motion to Approve. Comm. Nickerson still wants to make a Motion but wants to know what the clerk will have the summer employee do. Comm. Belliveau said he does not see the benefit of hiring an additional employee. The clerk said that she has been adding the invoices from last year and so far this year. The clerk said she intends to go through the old files and clear out the filing cabinets. Comm. Harty suggests that we have a discussion with the Human Resources Committee on what the goal is, we will have that dialogue and pick up how far we go back. Comm. Banks said that files should be kept for at least 7 years and could be done on a go forward basis. The Chair had mentioned that he would prefer to have the Clerk put in extra hours in the afternoon during the summer to get some of the scanning transferred to the server. The Chairman asked if the commission wants to hire a summer student for someone to make the get the Motion on the table.

Commissioner Nickerson **MOVED, SECONDED** by Comm. Banks to hire a summer student for the office. The Chair called for a vote and the MOTION was **DEFEATED**.

- d. Complaints from Frank Martyn; Dust on Neptune Lane, (*Frank called to say that the Dust truck did come and spray the streets*)

Beaver Dam off Central Avenue by the Enviro Depo, (*Mike is looking after the dam*)

Request Citizens on Patrol put speed sign on Argus Street; (*The clerk sent an email to Sgt Greene to pass on the Citizens on Patrol*)

Comm. Belliveau raised what is the grass cutting machine followed by the village truck doing on Meadowvale Rd cutting the grass on both sides of the road? He had a call and went and looked himself.

Marian

Bob Baker asked to speak. He said that they have always mowed to Meadowvale Road on the request of residents who walk up Rocknotch Rd to Meadowvale Rd and back, since there is no sidewalk. The Chair said that any complaints should be directed to the village office.

The Meeting was **Recessed** at 12:05 p.m. will **Reconvene** on Monday 24 June at 9 a.m. Dale, Richard, Brian, Al and Don are good for Monday at 9a.m.

**The Meeting was Reconvened on June 24 at 9a.m.**

Present; Don MacDonald, Chair, Richard Nickerson, Al Belliveau, Dale Harty, Brian Banks and Marian Elsworth. Audience Bob Baker

- e. Old Air Compressor; The old air compressor was acquired in the 1980's. The motor is shot on the compressor. Comm. Harty **MOVED**,

	<p>SECONDED by Comm. Belliveau to scrap the old compressor as it is not worth repairing. CARRIED.</p> <p>f. <u>14 Wing Hosting</u> on May 29, 2013; Comm. Harty attended the show and tell of the Wing. There were approximately 35/40 people from businesses and communities invited to meet for a show and tell with the Wing. There were only 11 people, including two MLA's who showed up. The payroll for the Wing is about 80 million that goes into the local economy. There are 1625 regular forces members, 204 reserve and about 225 civilian, with a few cuts coming to civilian positions. Biggest cuts are to fuel costs.</p> <p>g. <u>Commissioner Training Session</u>; Comm. Banks felt the training session was very helpful to him as a new commissioner. Chis McNeill, our Municipal Advisor has studied parliamentary procedures and is an expert parliamentarian, well versed in Roberts Rules of Order.</p> <p>Also mentioned at the Commissioner Training Session is that financial information (i.e Simply Backup,) should not be going out of the office, it is the role of the auditor to review the financial information of the village, not individual commissioners. Mark Peck advises when dealing with a Human Resource issue, consult a HR lawyer, commissioners stick to governing. Commissioners role is to govern, not to get involved with the day to day activities of the village.</p> <p>Comm. Harty found interesting that contrary to what he thought the MGA is not simply a guideline, it is legislative. If it does not say you can do something, you can't do it. Mark Peck went over the difference between Shall and May in the Municipal Government Act. If it says Shall, you must do, there are no grey areas. Mark Peck said in answer to a question that Clerks are not CAO's. CAO's have very specific authority within the legislation. Commissioners are held <u>to account</u> to the public. Administrator (clerk-treasurer) is the person who <u>is accountable</u>. Commission Role is to set policy and to govern, not to administrate.</p> <p><u>Action item</u>. Contact information from Mark Peck, Paul Wills and Chris McNeill will be sent to the commission.</p> <p>h. Tot to Teen playground brush; Decided to put up a no dumping sign.</p> <p>i. <u>LED streetlights</u>; The deadline for deciding to take ownership or to remain with Nova Scotia Power is June 30, 2013. Comm. Belliveau <b>MOVED, SECONDED</b> by Comm. Harty to reconfirm that the Village of Greenwood will proceed with taking ownership of our streetlights. <b>CARRIED.</b></p> <p>j. <u>Action item</u>. The Clerk will send the letter to the Honourable Charlie Parker, Minister of Energy with copy to NS Power notifying of our</p>	<p><u>Mike</u></p> <p><u>Marian</u></p>
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intend to take ownership of the streetlights.

- k. Signing Authority; Comm. Nickerson said to remove his name as signing authority. It was **decided** that Don MacDonald, Marian Elsworth, Brian Banks, Al Belliveau have authorization to sign on behalf of the Village of Greenwood, with any two to sign. **CARRIED.**

Marian

Action item. The Clerk will notify CIBC and have the appropriate documents drawn up for signatures.

Marian,  
Don &  
Brian

- l. Committees; Comm. MacDonald raised who will take over Bob Bakers position in relation to the public works employees. Comm. Nickerson **MOVED, SECONDED** by Comm. Harty that; Comm. Harty be appointed to the chair of the Public Works committee and that Comm. Banks be appointed to the chair of the Human Resource committee. A vote was called and the motion **CARRIED.**

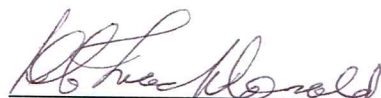
Comm. Harty **MOVED, SECONDED** by Comm. Belliveau that; Comm. Nickerson be appointed as chair of the Finance Committee. A vote was called and the motion **CARRIED.**


**COMMISSIONERS COMMENTS**

- o Nickerson;
- o Banks; At the training session, the municipal advisors mentioned having an Audit Committee, it is not something Villages are required to have, but may be something to start thinking about. Paul Wills will be sending out more information on Audit Committees by the Fall.
- o Belliveau;
- o Harty;
- o MacDonald; Don raised that complaints need to be made to the village office by giving their name and number and the nature of the complaint, anonymous complaints cannot be acted on.

12) Next meeting; The Next Regular Monthly meeting Wednesday, September 18, 2013. No meeting is July or August unless the Chair calls a special meeting.

12) **Move to Adjourn**; There being no further business Comm. Harty **MOVED** to adjourn the meeting at 11:50 a.m.

  
Don MacDonald, Chair

  
Marian Elsworth, Clerk-Treasurer