

<u>OPI</u>	Regular Monthly Meeting VILLAGE OF GREENWOOD MINUTES Date: May 15, 2013	<u>ACTION</u>
	<p>1) The meeting was called to order at 9:15 a.m.</p> <p>2) <u>Present;</u> Commissioners: Don MacDonald, Chair, Richard Nickerson , Bob Baker, Al Belliveau, Staff Marian Elsworth. Dale Harty is on vacation. Nancy Kelly, Kings Register and one resident Brian Banks</p> <p>3) <u>Presentation;</u> None</p> <p>4) <u>Additions to Agenda :</u> Comm. Nickerson wants to amend so that item 9D is deferred until Commissioner Harty can be present for discussion. Agreed.</p> <p>5) <u>Approval of Agenda;</u> Comm. Nickerson MOVED and SECONDED by Comm. Belliveau to approve the agenda as amended. CARRIED</p> <p>6) <u>Approval of Minutes:</u> Minutes for April 17, 2013 were circulated.</p> <p style="text-align: center;">Comm. Baker MOVED and SECONDED by Comm. Belliveau; That the Monthly Minutes of April 17, 2013 be approved as read. CARRIED.</p>	
	<p>7) Business arising from Minutes;</p> <p style="padding-left: 20px;">a.) Double Chip Seal streets, Comm. Belliveau wondered if Argus Drive will be part of the double chip seal project.</p> <p style="padding-left: 40px;"><i>ACTION (Clerk will double check with Engineering Department, Kings County)</i></p>	<p><u>Marian</u></p> <p><u>Done</u></p>
	<p>8) <u>Correspondence Sent and Received</u></p> <ul style="list-style-type: none"> ➤ Copy of letter Sent to Scott Quinn Re Priority List to Double Chip Seal Roads in Greenwood revised May 9, 2013 (Priority 3 was changed to take out Dakota Lane and Glasgow Avenue as they are already paved) ➤ Copy of letter sent to Warden and Kingston <u>Re; Fee for Second Assessment Roll for Villages in support of Kingston</u> ➤ Copy of letter was received that Col Irvine sent to Warden Brothers Re deferral of Arena Curling Partnership Project 	<p><u>Done</u></p> <p><u>Done</u></p>

	<p>9) <u>Old Business</u></p> <p>Fire By-Law; Pending</p> <p>Fire Hydrant Tax; Action Follow up at next village-municipal meeting in New Minas July 17, 2013.</p> <p><i>ACTION (Clerk will have added to Agenda for next V-M meeting)</i></p> <p>10) <u>New Business</u></p> <p>a. <u>Financial update;</u> Income Statement April 1 to May 10, 2013 was uploaded to Sharepoint. Clerk explained that it was not the comparative income statement as the budget figures have not been input to Simply Accounting pending approval of the budget.</p> <p><i>ACTION (Clerk will in put budget figures to Comparative Income Statement) And change Actual Column of 2013-2014 budget once year end closing entries are complete</i></p> <p><u>Approve opening Capital Bank Account;</u> Clerk informed commission that our auditor, Gavin Brewster recommended that the village open a Capital Bank account to separate capital expenditures from operating expenditures.</p> <p>Comm. Baker MOVED, SECONDED by Comm. Belliveau that the clerk is authorized to open a Reserve Fund Capital Bank Account for capital expenditures, with two authorized signatures. A vote was taken with 3 for and 1 against. CARRIED.</p> <p><i>ACTION (Clerk will contact CIBC to arrange to open the Reserve Fund Capital Account)</i></p> <p>b. <u>Discuss LED Streetlights decision;</u> Pros and Cons; At the Chair’s request the clerk prepared a listing of pros and cons of purchasing the LED Streetlights, this was emailed to commissioners yesterday, attached. Clerk, informed that she was in contact with a representative from Black and McDonald Electrical, Shane Melanson will meet May 17, 2013 at the village office with clerk and commission to brief on some info needed to complete the Excell worksheet developed by the UNSM.</p> <p>Decided to defer making final decision on owning or renting LED streetlights, until we have the information he can provide. The Province and NSPI need to be informed by June 30th 2013 and the conversion to LED streetlights must be complete across the Province within ten years. Don, Al and Bob will come to the meeting as well.</p> <p>Table to the June 17th monthly meeting and invite Shane Melanson to make a presentation to the commission.</p>	<p><u>Richard</u></p> <p><u>Marian</u></p> <p><u>Marian</u></p> <p><u>Marian</u></p> <p><u>Marian</u></p> <p><u>Marian, Al, Don and Bob</u></p>
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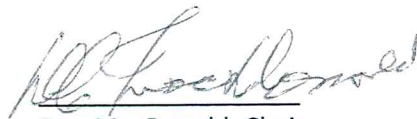
	<p>c. <u>Approve Wage Scale</u> for staff, decide will it be effective on anniversary hire date or fiscal year start.</p> <p>Comm. Nickerson recommended this be postponed to the June 17th meeting until Commissioner Harty can also be in attendance. Commission agreed to defer to next monthly meeting.</p> <p>ACTION (add to next agenda)</p> <p>d. Office summer employee : Comm. Nickerson expressed disappointment that the clerk does not have job description for summer employee. Chair says that is partly his fault has he asked the clerk to hold off until a decision has been made on hiring someone, as some commissioners had expressed to him weather there is a need to have a summer employee and what would their job be. He suggested extending the Clerks hours over the summer to allow time to scan documents. Brian Banks suggested that what you could do would be to keep up with scanning now and drop off a year of documents each year , going forward.</p> <p>Comm. Nickerson MOVED, SECONDED by Comm. Baker to defer the decision until Comm. Harty is back. He and Comm. Harty have discussed the office hours and would like to present to the commission. CARRIED.</p> <p>ACTION (Richard and Dale meet with Commission to discuss office hours plan)</p> <p>e. <u>Approve 2013-2014 Budget and set the Area Rate;</u></p> <p>Comm. Nickerson MOVED, SECONDED by Comm. Baker that; The Operating and Capital Budget for 2013-2014 be approved with an increase of .01 cent to the to .23 cents per hundred of assessment to the Residential/Resource Area Rate and to increase by .03 cents to the Commercial Area Rate to .29 cents per hundred of assessment, for a balanced budget of \$417,200.00.00 for fiscal year 2013-2014. CARRIED</p>	<p><u>Clerk</u></p> <p><u>Richard and Dale</u></p> <p><u>All</u></p>
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11) **COMMISSIONERS COMMENTS**

- Nickerson; no comment,
- Baker; Comm. Baker informed the commission that he will not reoffer for commissioner for another term. Chairman MacDonald congratulated him on his 25 year's service to the village
- Harty; away
- Belliveau; Comm. Belliveau mentioned he thought the quicker the LED streetlights get replaced the better
- MacDonald; Comm. MacDonald mentioned that he attended the Grand Opening and Tour of the new Base Hospital yesterday.

Next meeting; AGM May 29, 2013 @ 7 p.m. The next regular monthly meeting will be June 19, 2013@ 9 a.m.

There being no further business the meeting was adjourned at 10:25 a.m.



Don MacDonald, Chair

Marian Elsworth, Clerk