

	<p style="text-align: center;">Regular Monthly Meeting</p> <p style="text-align: center;">VILLAGE OF GREENWOOD</p> <p style="text-align: center;">MINUTES</p> <p style="text-align: center;">Date: April 23, 2014 @ 9 a.m.</p>	Action
1)	The meeting was called to order at 9:00 a.m	
2)	<p><u>Present:</u> Don MacDonald, Chair, Al Belliveau, Brian Banks, Richard Nickerson, Marian Elsworth, Clerk-Treasurer</p> <p>Heather Parker and Gale Wrenn in the audience. They asked to speak about water concerns on their properties, wondering if the Berm is doing the job it was designed to do. The Chair advised them to write a letter to the village commission and copy it to their County Councillor, expressing their concerns about the Berm and the Commission will follow up with the Engineering Department, Municipality of Kings County, inviting them to meet with the residents and commission.</p> <p>The Commission explained that the Berm belongs to the Municipality of Kings County and we cannot do anything to it. Heather and Gale agreed to write a letter and thanked the commission and left the meeting at 9: 20 a.m</p>	
3)	<p><u>Additions to Agenda :</u> Don MacDonald added 8 k. Afghanistan Parade and Al Belliveau added 8 l. What looks like oil spill Neptune and Pine.</p>	
4)	<p><u>Approval of Agenda:</u> Comm. Belliveau MOVED and SECONDED by Comm. Nickerson to approve the agenda for March 19, 2014 monthly meeting. CARRIED.</p>	
5)	<p><u>Approval of Minutes:</u> Minutes for Monthly Meeting, February 19, 2014 were circulated. <i>Note that the March monthly meeting was rescheduled to March 27, 2014 due to lack of quorum for March 19 and then cancelled due to the March Blizzard.</i></p> <p>Comm. Banks MOVED, SECONDED by Comm. Belliveau ; That the Minutes of Regular Monthly Meeting February 19, 2014 be approved as circulated. CARRIED.</p>	
6)	<p>Business arising from Minutes;</p>	
a.	<p>Office wall diagram, folding wall; Comm. Belliveau MOVED, that we Rescind the Motion to put up a wall in the existing office. There was no seconder to the motion. Comm. Banks asked what would be the cost to put up a folding wall. The Clerk will bring the cost back to the May 21, meeting.</p>	ME
b.	<p>Quote EFP disposal cost for waste removal services (168.32 plus fuel surcharge and taxes) <i>The garbage and recycle bins will be put to the curb as per Valley Waste policy.</i></p>	
c.	<p>Email from Joe Crowell re cost of crosswalk (<i>Overhead RA-5 signs required for three lanes cost around \$30,000.00</i>) The email dated March 3, 2014, was read aloud, it is the departments policy to investigate proposed crosswalks for a Municipal Unit that has agreed to cover the cost of installation and ongoing maintenance if the investigation proves a crosswalk is warranted. <i>The Clerk will contact Mrs. Houghton and let</i></p>	ME

her know that the commission is not prepared to pay \$30,000.00 for crosswalk and overhead signs at this time.

- d. Tree planting by Needs (May 14); The family wants to plant a flowering dogwood tree on May 14 and our public works will use the post hole digger to prepare a hole for the tree. The tree will be planted near the three memorial trees by NEEDS.

JO &
MM

Correspondence

- a. Wee Folk request Dated Mar 5/14; Request permission to install an additional, lower handrail on down staircase for the kids. Currently only an adult height handrail. Comm. Belliveau **MOVED, SECONDED** by Comm. Nickerson to approve the Daycare installing a second handrail at their cost. **CARRIED.**
- b. Letter sent to Kings County re Reimbursement for LED streetlight assessment from Black & McDonald from Gas Tax. Black & McDonald performed the streetlight assessment as approved and invoiced the Village \$3,306.25, as part of the LED streetlight project. Copies of the invoice and cancelled cheque were forwarded to the finance department Kings County for reimbursement under the funds approved for Village of Greenwood Gas Tax program. We were reimbursed \$1,998.81 from Gas Tax received April 1, 2014.

7) Un- Finished Business

1. Fire By-Law; The Municipality of Kings County is in the process of reviewing By-Law #63 the By-Law to Control Fires, the name is changed to Open Burning and Smoke Control By-Law. Brian Desloges will set up a meeting with villages to discuss.

8) New Business

- a. Financial update; Comparative Income Statement to March 31, 2014 was distributed. Bottom line is that there is a surplus at this point of \$3, 585.00. The auditor will be coming to the office on May 6, and the actual figures will be updated when the final year end entries are made.
- b. Black & McDonald RFP quote MOTION; Comm. Nickerson **MOVED, SECONDED** by Comm. Banks that the Commission accepts the recommendation of the Town of Wolfville Joint LED Streetlight RFP review process, and agrees to select Black and McDonald for the supply and installation of LED Streetlights, at a cost for the Village of Greenwood of \$101,795.00 plus HST. Question was called and **CARRIED.**
- c. Temporary Borrowing Resolution Renewal MOTION; Comm. Nickerson **MOVED, SECONDED** by Comm. Belliveau That; Renewal of Temporary Borrowing Resolution File No. 12/13-1 LED Roadway Lighting, in the amount of \$240,000.00 be renewed for a further 12 months for fiscal year 2014-2015. The question was called and **CARRIED.**
- d. NSPI Asset and Sale Agreement MOTION; Email received from NSPI dated April 22, 2014, stating that NSPI is working with HRM on the Asset and Sale Agreement with a target date of June 1, 2014 (instead of May 1, 2014) to

allow municipal units to have a uniform agreement . Commission agreed to defer until we have the final figures from NSPI.

e. Mark Peck Recommendations; Email April 22, 2014;

1. Committees; Comm. Banks **MOVED, SECONDED** by Comm. Belliveau that on the recommendation of our municipal advisor the 3 committees, Human Resource, Finance and Public Works committees be disbanded. The question was called there were 3 ayes, one abstain. **CARRIED**

2. Audit Committee; Recommendation of the municipal advisor that the village consider forming an audit committee, with the appointment of several citizens from the Village along with the five members of the commission, meeting quarterly. Comm. Banks **MOVED, SECONDED** Comm. Belliveau that we proceed with forming an Audit Committee . Comm. Nickerson expressed his disagreement with having an Audit committee. The question was called, there were 3 ayes and 1 nay. **CARRIED**

The clerk will look into the procedure on forming the committee and consult with other municipal units who have Audit Committees.

3. Financial information; Comm. Banks **MOVED, SECONDED** by Comm. Belliveau that the commission accept the recommendation of the municipal advisor that commissioners access to all financial information is the responsibility of the Clerk. Comm. Nickerson expressed that he disagrees with Mark Peck views. The question was called with 3 ayes and 1 nay. **CARRIED.**

4. Performance Appraisals ; The commission has the responsibility of providing supervision of the Village Clerk and should be conducting the annual performance appraisals for the Clerk. Supervision of Staff is the responsibility of the Clerk, not the role of the commission.

5. Human Resource course; A Human Resource course is being sponsored by the Department of Labour and the Annapolis Valley Chamber of Commerce, 40 hours over ten weeks 12:30 to 4:30 . Comm. Nickerson **MOVED, SECONDED** by Comm. Banks that the Clerk can leave early to attend the course and can claim the mileage. **CARRIED.**

6. Recording meetings; Section 421 of MGA states a village commission may adopt a policy for the management and destruction of records. The practice varies throughout the province on using a recorder and how long it is kept. The commission can make a policy stating if a recorded meeting is to be kept as a record or deleted after Minutes are adopted. Mark Peck will ask other municipal staff at the province to provide additional information/ input. Comm. MacDonald noted that recording a meeting must be disclosed at the beginning of any meeting.

7. Reconsider hiring Second office worker; Comm. Belliveau **MOVED, SECONDED** by Comm. Banks to **Rescind the Motion** (8 h. on January 15, 2014) that; An assistant clerk be hired part time and that the hours of operation be amended, as submitted in proposals by Comm. Nickerson dated December 8, 2014.

ME

	<p>Comm. Nickerson asked as a point of order to table the Motion until the Clerk can provide information to the commission on the procedure for Rescinding a Motion. The Clerk will email information to the Commission on when a motion can be rescinded.</p> <p>10:20 a.m. Commission took a five minute break, reconvened at 10:25 a.m.</p> <p>f. <u>Wage Scale Motion;</u> Comm. Nickerson MOVED, SECONDED by Comm. Banks that; The wage scale submitted by Comm. Nickerson dated February 21, 2014 be adopted. Discussion since clerk is at top of wage scale, the Clerk will receive a cost of living increase backdated to April 1 as per the Nova Scotia December CPI. The question was called, CARRIED.</p> <p>BUDGET MOTIONS</p> <p>1) Kingston VIC request for increase in funding; Email received from Kingston Clerk about the vote to disband the Destination Southwest-Nova Association and a request for consideration to increase funding to the VIC. Comm. Nickerson MOVED, SECONDED by Comm. Banks to continue to fund the Kingston/Greenwood VIC an amount of \$5000.00 for 2014. The question was called and CARRIED with 4 ayes. The Clerk will inform the Village of Kingston on the funding amount.</p> <p>2) Boundary Expansion Motion; Comm. Nickerson MOVED, SECONDED by Comm. Banks that; The Village of Greenwood proceed with extending the boundary of the Village to include the extension in River Ridge Subdivision and that the village contract with the Municipality of Kings County planning department , for assistance and that we budget \$7,600.00 for the planning department assistance. The question was called and CARRIED.</p> <p>3) Salt Shed Motion; Table to budget discussion</p> <p>4) Sidewalk on Tremont Rd; Defer to a future year . No funds available this fiscal year due to LED project and Fales River S/D chip sealing commitment.</p> <p>5) New Web Site Motion: Comm. Nickerson MOVED, SECONDED by Comm. Banks that; The Commission proceed with developing a new web site under the AMA Web Site Venture. The Clerk will notify the Association of Municipal Administrators. The question was called and CARRIED.</p> <p>6) Computer in Garage Motion; Comm. Nickerson mentioned that he has a couple of used desktop computers as home, he will donate one for the public works garage. Noted that Wi-Fi is already available in the garage.</p> <p>g. <u>Date for second Budget meeting;</u> It was decided to have the second budget meeting tomorrow April 24, 2014 at 9:30 a.m</p> <p>h. <u>Date for AGM;</u> The Commission decided to hold the Annual General Meeting on May 27, 2014 at 7 pm at the New Beginning Centre and the clerk is instructed to arrange for catering for 50 with tea, coffee and snack. The</p>	<p>ME</p> <p>ME</p> <p>ME</p> <p>ME</p> <p>RN</p> <p>ME</p>
--	---	---

Clerk will advertise for Nominations for ONE Commissioner for a three year term. (NOTE; New Beginning Centre not available for May 27, new date June 4th 2014 @ 7 pm.)

- i. Afghanistan Parade; Comm. MacDonald told the Commission that he was approached by the Base Chief regarding a National Day of Honouring Afghanistan Veterans on May 9, 2014. 14 Wing proposes a Parade from the VPI Centre to the Greenwood Civic Building, with a low level flypast and reception at the RCAFA. 14 Wing will organize and advertise. The Commission welcomed the opportunity to participate and show our support and agreed to write a letter of approval for the low level fly past. BB

- j. Oil spill on Otter and Neptune Lane; Comm. Belliveau mentioned that he noticed oil on the road between Otter Drive and Neptune Lane. The Clerk will check it out. ME

- k. Report KGHB meeting (Brian Banks) ; Comm. Banks attended the Kingston/Greenwood Health Board meeting, where they are promoting Smoke-Free Space in Open Spaces. BB

- l. Report Village-Municipal meeting (Don MacDonald); Comm. MacDonald provided meeting notes of the Village-Municipal meeting attached to these minutes. DM
D


COMMISSIONERS COMMENTS Round table

Comm. Belliveau mentioned that he would like to see the public works employees do up a report on their monthly activities and report to the commission through the Clerk. Comm. Belliveau mentioned that there is a beaver dam that could cause some problems with flooding. The Clerk said that the Department of Natural Resources will not allow disturbance to beaver dams.

Comm. MacDonald asked the Clerk to contact DTIR regarding the driveway at the new Exit Realty business and to remind them that the paved driveway was supposed to have been concrete. ME

There being no further business the meeting was adjourned at 11:50 am. The Next Regular Monthly meeting is Wednesday, May 21, 2014 at 9 a.m.


 Don MacDonald, Chair


 Marian Elsworth, Clerk-Treasurer

Special Meeting
April 24, 2014
Village of Greenwood

Present; Don MacDonald, Chair Al Belliveau, Brian Banks, Richard Nickerson, Marian Elsworth Clerk-Treasurer

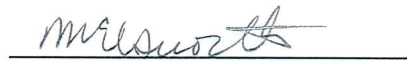
Called to order; Don MacDonald called the special meeting to order at 9:30 am to put back on the table item 8 (e)(6) from April 23, 2014 monthly meeting. The Clerk forwarded to the Commission an item from Roberts Rules of Order on rescinding a motion, pages 27 to 29.

The Chair asked if everyone had read the information on Rescinding a Motion that was sent by email April 23, 2014 to the Commission. Comm. Nickerson had not read the email, so took the time to read it.

Comm. Nickerson **MOVED, SECONDED** by Comm. Banks to take the item 8 (e) 7. April 23, 2014 Off the table and bring it back on the floor. The Question was called on the **MOTION To RESCIND** hiring a second office employee and changing the office hours. There were 3 ayes and 1 nay. **CARRIED.**



Don MacDonald, Chair



Marian Elsworth, Clerk-Treasurer

GVC Hourly Wage / Salary Proposal-Policy

Position	Prob				Yearly 1 April (Max) NS Cost of Living % @ Dec 31 prior Year 31 Dec 2013 1.4%	Supvr Pay Per Hr
	1st Inc	2nd Inc	3rd Inc	4th Inc		
	(yearly incentives to max 4 may be awarded based on performance)					
Clerk/Treasurer	\$15.00	\$16.50	\$17.00	\$18.00	\$19.00	\$0.25
Clerk	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	
Public Works	\$15.00	\$16.00	\$16.50	\$17.00	\$17.50	

Clerk/Treasurer will Supervise Clerk & Public Works Staff (see job description) until further notice

Marian = hired 5 Feb 1996 , wage @1 Apr 2014 = \$ 19.61

Jamie = hired 5 Nov 2012 , wage @ 5 Nov 2014 = \$ 16.50

Matt = hired 3 Feb 2014 , wage @ 3 Feb 2014=\$15.00
new hires on (6 mths probation)

Incentive increases eligible upon successful completion of probation period and occur on employment anniversary

date (IE: Jamie is due for increase to 3rd incentive 5 Nov 2014) (Matt is due for 1st incentive Feb 2015)

(IE: Marian received for Cost of Living % increase 1 Apr 2014 as she had surpassed incentive increase scale)

(IE: Jamie will be eligible for cost of living % increase 1 Apr 2017)

Above Wage Scale to be reviewed every three (3) years during Budget deliberations commencing FY 2018/2019

I believe the above is very straight forward and should answer all current questions concerning wages -
this is my recommendation - Richard Nickerson GVC (GVC Office hours yet to be amended)

**NOTE: if above is approved please attach as an " Annex " to the minutes of meeting from which
approval was passed as well as add to Employee Files for future reference.**

Meeting Notes
Village/Municipal Meeting
April 16, 2014 Municipal Complex

List of meeting dates for the next four years proposed, will be included with the Minutes

Kings Partnership; The CAO's will be meeting to look at services.

Kim Durling, Finance Director has resigned, advertising for her replacement. Council is looking at ways to streamline budget, ie line item budgets for things that keep coming up each year. Kim finalized Kings County budget before her departure.

J-class roads; List of J-Class roads was forwarded to DOT. Staff made the list so there was no politics involved with the list of roads. The list is not the final list. DOT will decide which roads are approved for this year. Criteria are surface type, scaling, traffic count and clusters (meaning less moving of equipment) Council put \$150,000.00 in 2014-2015 budget for J-Class roads

Airport; Tom McEwan met with 2 military members from Ottawa, a Major and a Capt. and 14 Wing and members from the aviation community, on April 16. The Major from Ottawa, committed to a needs assessment and info gathering by Mid May. The Base Commander strongly supports. With the needs assessment the military will be able to show what they can do, ie there is a runway that is no longer in use, space for hangers, etc. plus sewer and water for hangers. Cost to build and operate. Tom met with Base Commander last Friday and met with Ottawa members today, April 16. Flights will stop at Waterville by September 2014.

Budget; The 2014-2015 Budget has been passed with the residential and commercial tax rate remaining the same but due to increases in assessments residents and business may pay slightly more than last year. The sewer charge will be \$445.00 and a vacant lot will cost \$130.00 for sewer. The Kingston VIC will receive \$5,000.00 as a line item in the budget. The 2014-2015 Kings County budget is on the County web site.

Kings Citizen Coalition; They are still pushing for a governance study. Councillor Winsor joined the group.

Hantsport; The Town of Hantsport voted to dissolve. They have the option to go with the County of Kings or the County of West Hants, but this will be determined by the UARB. The package given to the Town of Canso by the province (6 million) is no longer available to the towns dissolving. Hantsport residents will pay the County rate plus an area rate for town services. UARB will determine how the Province will assist with infrastructure deficits for the dissolved towns.

Fire Services Review; Presentation given for Village Commissions on the Fire Services Review. PDF of Brian Desloges presentation was forwarded to the Commission. This presentation was geared to the Village Commissions. There is an upcoming meeting with the Fire Chiefs on April 26.

Fire By-Law 63; The Village of Port Williams and New Minas had issues with the changes made to the Burning By-Law. Brian Desloges will be meeting with the commissions of the villages to discuss the Burning By-Law # 63