

<u>OPI</u>	<b>Regular Monthly Meeting</b>  <b>VILLAGE OF GREENWOOD</b> <b>MINUTES</b> <b>Date: January 15, 2014, @ 9 a.m.</b>	<u>ACTION</u>
	<p>1) The meeting was called to order at 9:00 a.m.</p> <p>2) <u>Present</u>; Don MacDonald, Chair, Brian Banks, Al Belliveau, Richard Nickerson, Dale Harty, Marian Elsworth Clerk-Treasurer</p> <p>3) <u>Additions to Agenda</u> : There were no additions to the agenda.</p> <p>4) <u>Approval of Agenda</u>; Comm. Harty <b>MOVED and SECONDED</b> by Comm. Belliveau to approve the agenda for January 15, 2013. <b>CARRIED.</b></p> <p>5) <u>Approval of Minutes</u>: Minutes for November 20, 2013 were circulated.</p> <p style="padding-left: 40px;">Comm. Harty <b>MOVED and SECONDED</b> by Comm. Belliveau; That the Minutes of November 20, 2013 be approved as circulated. <b>CARRIED.</b></p> <p>Monthly Meeting December 18, 2013 meeting cancelled due to weather conditions.</p> <p>Minutes for Special Meeting, December 30, 2013 were circulated.</p> <p>Comm. Nickerson <b>MOVED, SECONDED</b> by Comm. Harty ; That the Minutes of Special Meeting December 30, 2013 be approved as circulated. <b>CARRIED.</b></p> <p>Minutes for Special Meeting, January 13, 2014 were circulated.</p> <p>Comm. _____ <b>MOVED, SECONDED</b> by Comm. _____ ; That the Minutes of Special Meeting January 13, 2014 be approved as circulated.</p> <p><b>It was DECIDED to TABLE the Special Meeting Minutes January 13, 2014 to the February Monthly Meeting.</b></p> <p>6) <b>Business arising from Minutes;</b></p> <p style="padding-left: 40px;">LED Streetlights; The draft documents from NSPI for the Asset Purchase and Sale Agreement and the Support Structure Agreement was circulated to commissioners. <i>There has been no feedback from other municipal units on the draft documents yet. The joint RFP with the Town of Wolfville, Bridgetown, Middleton and Greenwood has not gone out yet. Comm. Nickerson said he has reviewed the documents and wondered if there is feedback from other municipal units. Clerk said HRM had worked with NSP on the draft.</i></p>	

<p><u>Brian &amp; Dale</u></p> <p><u>Brian &amp; Dale</u></p> <p><u>Don</u></p>	<p><b><u>Correspondence</u></b></p> <p>Email from Ben Sivak; Dated December 10, 2013 Re Kings 2050 and Village Boundary. <i>Pending for future discussion 2014/2015 fiscal year.</i></p> <p>Email from Kim Kelsey; Dated December 10, 2013 Re Memorial Tree Planting. <i>Pending until spring, likely location will be by flower gardens by Needs Convenience Store.</i></p> <p>Email from Brad Ryckman, President RCAFA, re; Snow Clearance Parking Policy. <i>To be discussed under 8 B.</i></p> <p>Email from Dawn MacDonald NSPI Dated January 9, 2014; Draft Asset Purchase and Sale Agreement ( Stranded Assets streetlights) and Draft Support Structure Agreement ( use of Nova Scotia Power poles) was circulated to the Commission.</p> <p>Invitation to Kingston District Volunteer Fire Department Banquet ( Feb 15/14 6 PM.) How many will go? <i>Don and Flo MacDonald will attend on behalf of the Village of Greenwood</i></p> <p>7) <b><u>Old Business</u></b></p> <ol style="list-style-type: none"> <li>1. <u>Fire By-Law</u>; <i>Pending until Spring</i></li> <li>2. <u>Governance meeting</u>; Comm. Harty and Banks attended a meeting with the Municipality of Kings and Kings County villages. Villages in Kings County have asked to have three representatives on the Kings Partnership Steering Committee.</li> <li>3. <u>Fire Services Review</u>; Brian and Dale have been attending the Fire Services Review meetings. Comm. Banks explained that The Municipality of Kings County is looking at ways to more fairly provide funding for capital purchases for the 13 fire departments in Kings County. The issue is that not all 13 fire departments have the same access to funds for capital purchases. There will be further meetings and Comm. Banks and Comm. Harty will continue to attend.</li> <li>4. <u>Fales River streets update</u>; DOT acknowledges that there are problems with the quality of the double chip seal and they will make it right in the spring when the weather is suitable for double chip sealing. The problem was with a chemical composition of the chip seal. The DOT has not signed off on the contract yet, they will make it right before accepting the project as complete.</li> </ol>	<p><u>Richard</u></p> <p><u>Brian &amp; Dale</u></p>
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<p><u>Marian</u></p>	<p>8) <b><u>New Business</u></b></p> <p>a. <b><u>Financial update;</u></b> Comparative Income Statement to December 31, 2013; The clerk transferred \$20,000.00 to our capital account as per our budget. Comm. Nickerson asked about the \$40,000.00 for LED lights, the clerk said that was put in the budget to pay for the stranded assets which could be part of the whole LED Streetlight project.</p>	
<p><u>PW</u></p>	<p>b. <b><u>Snow Clearance and Parking Policy Civic Building;</u></b> Comm. Harty explained that in December the RCAFA had a Christmas function and three cars were left in the parking lot. One was picked up, and the other two were still here at 11:30a.m., one of the cars was blocking the doors to the diesel tank area and there was a significant snow storm over night. Mike needed to refill diesel in the tractor and truck and called the RCMP to locate the owners. The RCMP could not locate the owners and arranged to have the vehicles towed.</p> <p>Comm. Harty <b>MOVED, SECONDED</b> by Comm. Belliveau that; We post No Parking within Four Metres of the Civic Building signs and No Parking, Tow Zone by the back doors. Discussion, Comm. Nickerson asked what about under the balcony. Comm. Harty said parking under the balcony would not interfere with Fire Emergency access to the building. Clerk will notify the RCAFA. Question called. <b>CARRIED.</b></p>	<p><u>Marian</u></p>
<p><u>PW</u></p>	<p>c. <b><u>Valley Waste curb side pickup policy;</u></b> The clerk called Valley Waste to find out why garbage not picked up on January 4 the alternate day to Jan 1 pickup. Verbally told that Solid Waste must be put at curbside and EFR Disposal drivers will be told to not collect from behind the building. The clerk informed the commission that a letter will be coming explaining this in writing.</p> <p>Comm. Nickerson suggested sending a letter back to Valley Waste requesting they reconsider due to sanitary issues with diapers and for safety reasons. Also for the clerk to investigate the cost of taking the materials to the management center or having a dumpster.</p>	<p><u>Marian</u></p>
<p><u>Richard</u></p>	<p>d. <b><u>Chronological listing outstanding items;</u></b> Comm. Nickerson <b>MOVED, SECONDED</b> by Comm. Harty that; The clerk shall maintain a chronological list of items yet to be resolved, including the date, agenda item #, and who Moved/Seconded and include on the agenda an update on the status of the listing, beginning with 1<sup>st</sup> meeting 2013/2014. Comm. Harty <b>MOVED to Amend;</b> that this be put on Sharepoint with links to pertinent documents, the Clerk to have Jeff Hanshaw on how to do this. Comm. Nickerson <b>SECONDED.</b> The question was called on the amendment. <b>CARRIED.</b> The question was called on the <b>motion as amended. CARRIED.</b></p>	<p><u>Marian</u></p>
<p><u>Richard</u></p>	<p>e. <b><u>Chronological listing Approved Motions;</u></b> Comm. Nickerson <b>MOVED, SECONDED</b> by Comm. Belliveau that; A chronological list of approved</p>	<p><u>Marian</u></p>

<p><u>Richard</u></p>	<p>motions, going back two years, be posted to Sharepoint. The question was called on the motion. <b>CARRIED.</b></p> <p>f. <u>Village Office Renovations;</u> Comm. Nickerson <b>MOVED, SECONDED</b> by Comm. Banks That; The village office be renovated to allow a reasonable amount of privacy during meetings, while still allowing the public access to staff during open hours . Investigate and bring back to February meeting.</p> <p>Discussion; Comm. Belliveau suggested putting a folding wall up. Comm. Nickerson said he is thinking about sound. Comm. Banks said you would need a separate board room to have complete privacy and that meetings are open to the public. Clerk mentioned you could have meetings in the afternoon when the office is closed. Comm. Belliveau mentioned put a sign on door, office closed for meeting. Comm. Harty said you could put sign up monthly meeting in progress, no normal office at this time. Comm. MacDonald said this would be a budget issue. Comm. Nickerson said maybe we wouldn't need the wall if we close the office during meetings, hadn't thought about that. The question was called on the motion. <b>CARRIED.</b></p>	
<p><u>Richard &amp; Dale</u></p>	<p>g. <u>Access to Information;</u> Comm. Nickerson proposed to have the digitally recording of the meetings uploaded to Sharepoint. The clerk told the commission that a digital file was uploaded to Sharepoint but it is not compatible. Comm. Nickerson asked to <b>TABLE</b> to a future meeting.</p>	
<p><u>Richard &amp; Dale</u></p>	<p>h. <u>Office Staffing &amp; Hours of Operation;</u> Comm. Nickerson <b>MOVED, SECONDED</b> by Comm. Harty that; An assistant clerk be hired part time and that the office hours of operation be amended , as submitted in proposal dated December 8, 2014.</p> <p>Discussion; Comm. Nickerson submitted proposal Dated Dec 8, 2013, to hire assistant to reduce administrative workload of the Clerk, ensure qualified staffing is present for staff member on vacation leave, sick leave, long term disability, retirement or termination. Ensure proper training of assistant by current Clerk/Treasurer as to policies and procedures.</p> <p>Comm. Nickerson asked how long the Clerks hours have been 25 hours per week. The Clerk stated that her hours have been 8 to 1 pm for the past 18 years, since she started employment with Village of Greenwood. Comm. Belliveau said that the Clerks contract was for 25 hours, Comm. Nickerson questioned if the Clerk even has a contract. Comm. Banks asked if the work load has increased since she started. Comm. Nickerson said the hours are open for discussion, if we want to keep the clerk at the same hours and bring the assistant clerk in at less this can be discussed. Comm. Harty asked if we need to be open at 8 am. Is there any traffic between 8 and 9 am? Comm. Nickerson</p>	

wanted to keep a minimum of four hours. Comm. Harty sees things a bit different than Comm. Nickerson, having the assistant only compliments the Clerk. Comm. Harty said, if there is any other hourly solutions to benefit the current clerk, maybe the other person would be here less, can be discussed. Comm. Nickerson wants to see this position filled by April 1 as part of the new budget. Hours can be further discussed in house. The Clerk will have an Ad placed in the paper for office assistant. The question was called and the motion **CARRIED.**


**COMMISSIONERS COMMENTS Round table**


Clerk will contact Heather Parker to inform her that there is nothing the Commission can do regarding the flooding in her basement, the Berm is the responsibility of Kings County and we cannot touch it.

Clerk will be on vacation March 4 to March 14, (9 days) Sharon Hickey will be in.

**Next meeting;** Next Regular Monthly meeting Wednesday, February 19, 2014

**Move to Adjourn;** Comm. Belliveau **MOVED** to adjourn at 11:30 a.m.

  
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Don MacDonald, Chair

  
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Marian Elsworth, Clerk-Treasurer