

## VILLAGE COMMISSIONERS OF GREENWOOD

### REGULAR COMMISSION MEETING MINUTES

February 17, 2016 @ 9.00 a.m.  
Village Office- 904 Central Avenue

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- 1) The meeting was called to order at 9 a.m.
- 2) Present: Commissioners Brian Banks- Chair, Heather Parker, Bob Baker, Richard Nickerson, Don MacDonald. Staff, Marian Elsworth, Clerk-Treasurer.
- 3) Additions to Agenda: Item 9- H.) Traffic lights, 9- I.) Action Plan Signs, 9 J.) Stair lift contract renewal
- 4) Approval of Agenda: It was **MOVED/SECONDED** by Commissioners MacDonald and Baker to approve the Agenda for February 17, 2016 with additions. **CARRIED.**
- 5) Approval of Minutes: Minutes for Monthly Meeting, January 20, 2016 were circulated electronically. The Chair called for any errors or omissions. Commissioner Parker mentioned that amendments should be in quotes and there are errors in the wording for item 6. 3.) Certificates. It was decided to table the January 20, 2016, Minutes to the March 16, 2016 monthly meeting.
- 6) Business arising from the Minutes:
  1. Electronic sign: The Chair reported that he has received some pricing on electronic signs from T & S Office Essentials; the pricing is higher than originally thought, so he will meet with Pat Nixon, Lions Club representative to update them. The Clerk will arrange a meeting with Pat Nixon as soon as possible.
  2. Dog Park: The Chair will arrange to meet with Major Deutch to further discuss the dog park.
  3. County Water extension deadline: The Tender closes on Feb 18, 2016. The Chair spoke with the Warden and a number of tenders have been received. Tenders will be opened tomorrow Feb 18, 2016.
- 7) Action list: The Clerk informed the commission that the personnel were informed of the commission decision on wages, the county tender closes Feb 18, 2016 for the water extension, the cell phone plan has been switched to Telus on a 36 month contract, an email was received from Kingston on the cost of the Marshall Rd sidewalk, as requested. Outstanding items: no meeting date has been set to date, for an income statement format review, due to computer issues. Chair has not communicated with Major Deutch yet on the dog park.
- 8) Correspondence:
  - a. 2016-02-08 Email from Mike McCleave answering questions on the cost of the sidewalk installed on Marshall Rd sidewalk.

- b. 2016-02-03 The clerk circulated a transcript on the telephone conversation with Kim Kelsey regarding the licence agreement renewal.

9) New Business:

- A. Financial update: Comparative Income Statement to April 1, 2015 to Feb 9, 2016. **MOVED/SECONDED** by Commissioner Nickerson and Baker that the comparative income statement be accepted. **CARRIED.**
- B. Desktop computer; The Clerk reported that the office computer has been showing a blue screen on start up. She contacted Jeff Hanshaw, our IT consultant, Jeff did a remote investigation and upgraded the video card but still continue to get the blue screen. It was **MOVED/SECONDED** by Commission Nickerson and Parker that: We approve the purchase of a Dell Desktop computer, for the quoted price of \$612.09 tax included, to be paid from the Capital Reserve Account. **CARRIED.**
- C. Flex Time discussion: Commissioner Parker briefed the commission on the concept of flex time for the outside employees. Further discussion will be at an in camera meeting on Friday February 19, 2016 at 9:30 am.
- D. Set a date for in camera meeting for staff matters: Commissioners will meet on Monday, February 22, 2016 at 1 pm, in camera.
- E. Tourist Bureau: Commissioner Banks and Parker wanted to bring to the commissioners attention that the village needs to place more information such as brochures and pins at the tourist information centre in Kingston to promote the village. Look into other ways to promote the village.
- F. Canada Day: Commissioner Parker brought up booking the Bounce Kingdom rides asap for Canada day and Commissioner Banks mentioned that we start considering the 150 anniversary of Canada Day. The Clerk mentioned that she already talked to Dana Sceerey at Bounce Kingdom rentals. He has a new stock car racing game, which should be popular with teens. Commissioner Nickerson mentioned that we should co-ordinate with MFRC and Commissioner Parker mentioned having activities for 13 to 18 age group.
- G. New Playground: Installing a play structure was suggested by our public works for siblings of soccer players. The location would be near the soccer field. Commissioner MacDonald mentioned that the County has cost shared with new playgrounds in the past. The Clerk will obtain the grant application for new park developments.
- H. Traffic lights: Commissioner MacDonald mentioned that he knows that Commissioner Baker talked to DTIR but he would like to see a paper trail. The Clerk said she had a verbal conversation with Mike Best, DTIR, they are waiting for parts and will fix the lights next week. Part of the holdup was because the temperature would need to be above freezing with no rain or snow, to do the electrical work.

- I. Action Plan Signs: Commissioner Parker mentioned that there are two old action plan signs still erected in Fales River subdivision, at the end of Argus Drive and at Catalina Drive, they need to be removed.
- J. Stair lift contract renewal: The Harding Medical five year contract for maintenance and inspection of the stair lift is up for renewal. The contract includes two inspections per year. The Clerk will investigate more providers and get quotes.

10) COMMISSIONERS COMMENTS Round table

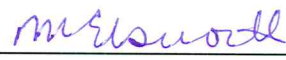
Commissioner Nickerson mentioned the lights under the balcony are not working, The Clerk will ask public works employees for information on the status of the balcony lights.

Commissioner Parker wanted to thank Ashley Thompson for the beautiful photo of Brian Banks and Naomi Cooper, in the paper. Commissioner Parker also mentioned the possibility of having our meeting at a different meeting time and place and to invite the Guides, so they might receive a badge.

11) There being no further business Commissioner MacDonald moved to adjourn the meeting at 10:50 a.m.

12) The next regular monthly meeting is March 16, 2016 at 9 a.m.

  
Brian Banks, Chair

  
Marian Elsworth, Clerk-Treasurer