



VILLAGE COMMISSIONERS OF GREENWOOD

REGULAR COMMISSION MEETING

MINUTES OF MEETING

March 18, 2020 @ 9:00 Village Office 904 Central Avenue

1. Call to Order: The meeting was called to order at 8:55
2. Present: Commissioners Baker, Banks, Sealby, and Spinney. Clerk Marian Elsworth, Clerk Lynn Moar (by teleconference), Councillor Paul Spicer, County representative Tim Bouter
3. Tim Bouter, Manager of Engineering Services for the Municipality of the County of Kings regarding the Memorandum of Understanding (MOU) for Rocknotch Road

Mr. Bouter presented the draft Memorandum of Understanding for the work to be done at Rocknotch Road to Commission. The County will be responsible for storm sewers and the Village for the Sidewalks. This project has been added to the capital budget presented at Kings County Council and involved predesign studies for two locations at Rocknotch Road and 201 Howe Avenue to the Village Boundary. The costs of the predesign work will be split 50/50 between the County and Village (\$10,000 each).

This predesign study will determine the extent and direction of the project. It was noted that should storm drains need to be realigned, the Province should be responsible for that portion. Mr. Bouter recommended work be concrete due to the lifetime savings. Cost estimate of the sidewalk in concrete is \$600-\$650.

Work will be scheduled to take place during the summer/fall of 2020.

Mr. Bouter will make the updates discussed to the MOU and return it to the Commission for review and signatures.

4. Additions to Agenda: COVID-19 was added under New Business
5. Approval of Agenda: It was MOVED/SECONDED by Commissioners SEALBY/SPINNEY that the Agenda for March 18, 2019 be approved. CARRIED
6. Approval of Minutes: Minutes for the monthly meeting of February 15, 2020 were circulated electronically. There being no corrections or amendments, it was declared by Commissioner Banks that the Minutes of the February 15, 2020 be approved as circulated. CARRIED

7. Business arising from the Minutes:

- a. Discussion of Wee Folk Rent, Maintenance requirements, and Emergency Exit usage
 - i. Maintenance Requirements: 7 regulator valves have been installed on hot water taps involved at a cost of approximately \$1,800. The air exchange unit has been fixed and is in running order. Works Department staff will take care of the lighting over the play area within the Wee Folk center to make sure it meets Health official requirements.
 - ii. A sign will be placed on both sides of the back door entrance to the day care stating "Emergency Exit Only"
 - iii. Due to COVID-19, both the Wee Folk and the RCAFA facilities are shut down until further notice. In light of this fact the following motions were made:
 - MOVED/SECONDED by Commissioners BAKER/SEALBY that the motion made at the February Commission Meeting regarding the RCAFA rent be rescinded. CARRIED
 - MOVED/SECONDED by Commissioners SEALBY/SPINNEY that rent increases for both the Wee Folk Center and the RCAFA be suspended for a period of one year until April 2021. CARRIED
 - MOVED/SECONDED by Commissioners BAKER/SEALBY that rent payments from Wee Folk Center and the RCAFA be suspended for the month of April, 2020. CARRIED
- b. Cost estimate for new building: Commissioner Sealby spoke to the estimates and drawings for a 75 x 40 office building. Rough estimates put the cost at \$525,000 for that size. A 3 bay garage building for Public Works is estimated at \$250,000. There has been offers to design the building for the Village at no cost from two different entities. Commissioner Sealby will pursue a rough design to be discussed at the Annual Meeting.
- c. Cost estimates for new fuel tanks: Clerk Moar is still working on gathering estimates of cost.

8. Reports

- a. Police Report for February 2020: the report for February 2020 was circulated and it is positive to note that incidents of crime are still low.
- b. Discussion of fuel/utility costs for February and explanation from Ultramar: Lower January fill ups to the fuel oil tank made February top ups appear higher. Expect costs to even out over the course of the winter.

9. List of Outstanding Items: Given the circumstances of COVID-19 it is expected that the mapping project will be put on hold temporarily.

10. NEW BUSINESS:

- a. Financial update: Comparative Income Statement for April 1 to February 29, 2020 were circulated. It was MOVED/SECONDED by Commissioners SEALBY/BAKER to approve the comparative income statement.

- b. GIC Redemption: MOVED/SECONDED by SEALBY/SPINNEY to have GIC #01201 in the amount of \$15,485.99 redeemed upon maturity on March 20, 2020 and the funds and interest earned be transferred into the Capital Reserve Account. The funds previously allocated to North Greenwood Water should be reallocated to the new tractor purchase.
- c. Cost of Living Increase: MOVED/SECONDED by BAKER/SEALBY to approve a 2.2% cost of living increase for Village Commissioners/ honorarium for 2020-2021, effective April 1, 2020. Chair will receive \$3,341.94, Vice-Chair \$3,083.37. Commissioners will receive \$2,828.29.
- d. Cost of Living Increase: MOVED/SECONDED by SEALBY/SPINNEY to approve a 2.2% cost of living increase to the wages of the Village Public Works staff, effective April 1, 2020. As the Clerk (Moar) is a new hire, there will be no Cost of Living increase to her wages until April 2021.

The Village of Kingston has asked for a copy of our Public Works' agreement regarding flex time. This will be forwarded. In addition the agreement will be studied by the Clerk as it needs to be updated.

- e. COVID-19: The office and work sites are closed to the public.

Public works staff are working from home on an "on call" basis, as both have small children at home and families are everyone's priority at this time. The Works building will be checked daily and both employees are available by cell phone or text.

Clerk Moar will return from self-isolation on Tuesday, March 24th. In the meantime both clerks are working together. The status of the office re: COVID-19 is posted on the Village Facebook page and will be posted on the Village website.

Commissioners Banks and Sealby met with the Base Commander of 14 Wing Greenwood. They were advised of the base's precautions regarding the pandemic. The Village will continue to be kept up to date on developments at the base. The Village has been told to use the Aurora Facebook page to keep more people updated as to our operations as things progress. An announcement will be posted on the Aurora Facebook page as soon as possible.

Communications from other Villages and Municipalities will continue to be forwarded to the Commission.

11. Budget date: Wednesday, March 25th at 9:00 a.m.


12. Correspondence:

- a. 2020-02-07 Letter from Minister Heritage confirming Canada Day Grant \$1,400
- b. Kingston Lion's Club invitation: This event will most likely be postponed
- c. Letter from Minister of Justice regarding Accessibility Act: The Clerk will email County personnel to see if the Village can be included in their Accessibility Act Committee.

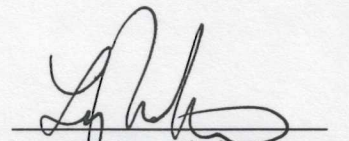
13. Councilors Comments: Councilor Spicer updated the commissioners on steps the county is taking regarding COVID-19
14. Commissioners Comments: Commissioner Banks met with Gary Parker Excavating and the Mayor and CAO of Kings County and others to discuss the work at Rocknotch Road. Work on the seniors housing to be built across from the Greenwood Mall is to begin this year. Thanks to Councilor Spicer for keeping the Village "in the loop" on this project.

Commissioner Banks announced the passing of the secretary of the ANSV. The funeral will be delayed until after the pandemic has passed.

15. Next Regular Meeting April 15, 2020 at 9 a.m.
16. Move to ADJOURN by Commissioner Sealby at 10:16 a.m.



Brian Banks, Chair



Lynn V. Moar, Clerk-Treasurer