

VILLAGE COMMISSIONERS OF GREENWOOD



MINUTES OF THE MONTHLY MEETING
OF THE VILLAGE COMMISSION
Held on November 18, 2020 @ 9:00 a.m.
At RCAFA Facility, 904 Central Avenue

- 1) Call to Order: Chairman Brian Banks called the meeting to order at 08:15
- 2) Present: Brian Banks (Chair), Commissioner Bob Baker; Commissioner Robert Sealby; Commissioner Darryl Spinney; Commissioner Dale Harty; Lynn Moar Clerk-Treasurer
- 3) Additions to Agenda: None
- 4) Approval of Agenda: It was MOVED/SECONDED by Commissioners SEALBY/SPINNEY Sealby/Spinney that the Agenda for November 18, 2020 is approved. Carried
- 5) Approval of Minutes: Minutes for the monthly meeting for October 21, 2020 were circulated electronically. There being no errors or omissions noted, the Chair declared that the Minutes of the September 16, 2020 regular meeting of the Village of Greenwood Commission be approved as circulated.
- 6) Approval of Minutes of Special Meeting: Minutes for the Special Meeting of the Commission held on October 24, 2020 were circulated electronically. There being no errors or omissions noted, the Chair declared that the Minutes of the October 24, 2020 special meeting of the Village of Greenwood Commission be approved as circulated.
- 7) Business arising from the Minutes: None
- 8) Reports:
 - a. Police Report: circulated.
 - b. Clerk's Report: circulated and noted that tree cutting in Rivercrest (Item 14(b)) and has been resolved. A discussion ensued regarding fire pits and the burning of materials within the Village limits
 - c. Commissioner's Task List: circulated
- 9) List of outstanding items:
 - a. Rocknotch Road Sanitary Sewer: Predesign project still underway. Clerk reported that the design stage is approximately 60% complete.
 - b. J-Class Road Project 2021: No Greenwood roads identified for action in 2021
 - c. EAF Grant Application Status: Denied Funding
 - d. 7 Arts Banner Update: A planner from NSP will visit the Village on Nov 25th to go over the poles chosen. As Commissioner Sealby was in charge of identifying the poles he will be available to speak with the planner.

- e. Remediation of Oil Tank: No update at this time.
- f. Policies & Procedures: Code of Conduct: Commissioners discussed this proposed policy and agreed it was time for a formal document. They asked that the Village of Greenwood Commission Code of Conduct as drafted be added to the official Policies and Procedures of the Village. The Commissioners each signed a Village of Greenwood Statement of Commitment to the Commission Code of Conduct which will be held in their personnel files.

NEW BUSINESS:

- 10. Financial update: Comparative Income Statement as at November 10th, 2020 was circulated. It was MOVED/SECONDED by Commissioners SEALBY/BAKER to approve the comparative income statement as submitted. Carried
- 11) Accessibility Directorate: Chair Banks, Vice Chair Sealby and Clerk-Treasurer Moar will all attend (by Webex) a meeting this evening regarding the formation of a Joint Accessibility Committee with County of Kings personnel and personnel from the Villages therein.
- 12) Glass Doors Wee Folk Center: Discussion of how to do the work this fall/winter. Clerk to Begin the process of quotes and timing.
- 13) Grant Applications:
 - a. Canada Day 2021: A grant application has been submitted by the Clerk-Treasurer to the Minister of Canadian Heritage for funding for Canada Day 2021 fireworks.
 - b. Recreation Facility Development Grant: After a discussion of the state of playgrounds within the Village, the Clerk was directed to proceed with applying for a grant to replace the equipment in at least one playground in 2021.
- 14) Citizen Complaint:
 - a. Donna Moore re Subdivision Sign Planesview Subdivision: Discussion of the need for subdivision signage which was installed by the original developer of the subdivision. It was noted that as the wooden signposts rotted, the signs were removed and placed in storage. The Clerk-Treasurer provided a quote to install metal signposts on which to mount the signs. After discussion, it was decided that the Planesview Subdivision sign will be replaced, with others being replaced as required. The costs is \$624 to replace that sign. It was MOVED/SECONDED by Commissioners HARTY/SEALBY that the Village order metal posts and install the subdivision sign at the entrance of Planesview Subdivision at a cost of \$624.00.
 - b. Email from "Tree Saver": An anonymous email was received regarding the cutting of trees on COK lands. The Clerk-Treasurer forwarded the email to COK Engineer Jim Doody and the matter has been resolved by County staff.
- 15) Correspondence:
 - a) County of Kings: Building & Development Statistics October 2020: Noted that starts are up. Discussion about the state of tax revenue for 2021 as residential taxes may be up but commercial revenue may be down.

- b) 14 Wing: Request for the Village to take part in the Festival of Trees: Discussion: Due to the short notice, the Village Commission will not be able to erect a tree but Commissioners will attend the event if they are able.
- c) Depart with Dignity: Cpl Bradley Holmes

16) Councilors Comments: None in attendance.

17) Commissioners Comments:

- a. Commissioner Sealby brought up that there will be no staff Christmas party this year due to COVID-19. It was discussed that staff are sad about this as it is the one time per year they get to socialize with the Commissioners and their partners. It was noted that 2020 has required more dedication on the part of staff as they continued to work through the Pandemic. It was also noted that while one PW employee was off on sick leave for three months due to an operation, the other worked alone and kept everything going. It was suggested that some of the money usually set aside for a group dinner could be given to staff as an “appreciation bonus” for this year only.

MOVED/SECONDED by Commissioners SEALBY/BAKER that in lieu of having a 2020 Christmas dinner (Due to COVID-19), each employees will receive a one-time bonus in the amount of \$100.00 to enable them to celebrate within their family bubble. CARRIED

Commissioner Baker asked if there are plans to pave Rocknotch Road after the sidewalk and sewer project is completed. Discussion ensued. The road belongs to the Province. The Clerk will discuss the matter with Engineer Jim Doody at COK and inform the Commission

Commissioner Harty noted that he had a walk around with public works staff after his election to the Commission. He noted that he is very impressed with how the PW employees handle their equipment and maintain it as if was their own.

18) Next Regular Meeting December 16, 2020 at 9 a.m.

Move to ADJOURN by Commissioner Sealby at 9:32

Brian Banks, Chair

Lynn V. Moar, Clerk-Treasurer