



Village of Chester Commission
Regular Monthly Meeting
May 13, 2015

Present: Brenda Mulrooney, Commissioner; Bill Nauss, Commissioner; Bill Zinck Jr, Chair; Iris Tolliver, Clerk Treasurer
Regrets: Michael Heisler, Commissioner

1.0 Call to Order

Chair Zinck called the meeting to order at 7:01 pm.

2.0 Approval of Minutes

- a) **MOTION: Brenda Mulrooney moved, Bill Nauss seconded the approval of the April 8th and April 22, 2015 minutes as distributed. Carried.**

Motion

3.0 Additions to the Agenda & Approval of Agenda

MOTION: Bill Nauss moved, Brenda Mulrooney seconded, the approval of the agenda. Carried.

Motion

4.0 Questions from Electors pertaining to the agenda

> Nancy Hatch, Central Street:

Nancy questioned the following budget items –

- Revenue from fire rates are higher – why - Iris read the assessment from MODC – outside assessment is \$371,576,900.00, inside assessment is lower
- 60% of administration, office rent and wages attributed to Fire Department
Iris said this was designed this way by MODC, as the Fire Calls approximately 75% are outside fire calls
- Legal – more is attributed to Fire Department than Village – Iris said the same applies as per above question
- Village Coordinator – Salary \$55,000.00 – Iris budgeted last fiscal year which included Consultant, Mike Eddy, Stipend for Fire Chief, and Shawn’s salary and this year it only includes what is left on the contract which expires December 31, 2015.
- Honorarium \$25,000.00 – Bill Zinck stated this is what the fire fighters get paid for the calls
- Public Washrooms \$17,000.00 – Iris stated it includes the salaries for the people who clean them, supplies and all work done for repairs (declination)

4.0 Questions from Electors pertaining to the Agenda (continued)

> Nancy Hatch, Central Street: (continued)

- Accident & Sickness Insurance for Fire – Iris stated that is the National Fire Fighters program with Andrew MacDonald.
- Administrative Health Insurance – how many people are covered – Iris said eight people are covered
- Property Maintenance, Jibb Lot, Village – property mowing, plant trees, mowing Fire hall, EMC, Lido Pool, maintenance of any sort
- Seasonal/Public works – fireworks- budgeted \$20,000 – Iris said \$20,000.00 was an error
- Summer Student - \$7000.00 budgeted – Iris stated student will be hired early to help with Lido opened, remittances to Revenue Canada, vacation pay, etc.
- when will find out the 2014-15 budgeted items to actual – Iris said at the AGM on the Financial Statements from the Auditor Iris will give this info to Nancy in the form other than what the Auditor presents.

> Jo-Ann Grant, Pig Loop Road:

- Why is the proposed Fire Department budget increased from 2014-15 budget by 22.5% and between 2012-13 (3 years) 84% increase.
- Jo-Ann would also like to know why the proposed Village budget increased by 8.9% and between three years ago and this year's proposed there is a 49.7% increase.
- Page 4 total budget, not including reserves, \$616,000 has been cleared to \$411,000 from 2012-13. So the reserves have been cut dramatically, by 46% decrease. What are the reasons for decreasing the reserves and what are the possible ramifications besides bringing the budget in line.
- Fire Department Light upgrades – Dave Richardson said the department is going LED lights on the fire trucks, as spending a lot on halogens lights. \$6000.00 will only buy 4 lights, which will do one truck per year.
 - Insurance changes in charging out – Iris stated that the numbers were put in wrong places, so went thru bills and made sure in the right spot.
 - Bursary – why has it been increased from \$1500 to \$2000 – Brenda Mulrooney felt it appropriate to increase as tuitions increased, and it was a very small bursary to begin with and wasn't raised in a long time. Jo-Ann asked if there is one bursary, Dave Richardson said that however many apply for the bursary, the money is split up equally.
 - One time item - \$55,000.00 for PSI fill station – is that a 'nice to do' or a 'need to do'. Dave Richardson said a 'need to do' as per NFPA - it is a replacement.
 - Administrative wages – gone from \$24,000 three years ago to \$48,000.00 this year. Iris is now full-time April 1/15 and Maxine came two years ago. Brenda Mulrooney stated that if one is sick or vacation, two is needed for continuity. Iris stated the other issue is the Auditor recommended it for checks and balances for accounting.

Iris –Year-to-date 2014-15 to Nancy Hatch

4.0 Questions from Electors pertaining to the Agenda (continued)

> Jo-Ann Grant, Pig Loop Road: (continued)

Brenda Mulrooney stated the Municipal Advisor helped to create a work matrix which is different than has been done. Jo-Ann said she will look at it after the meeting.

- Outbuildings- nothing was spent on the buildings for the past three years and this year \$12,500.00. Brenda Mulrooney said it is time to do repairs as they need to happen this year.
- Janitorial – same thing – Iris said that is another item that has been broken down to reflect cleaning costs for the year. Last year it said janitorial & maintenance. This year it is separated.
- Salaries & Wages - \$24,000 in 2012-13 gone to \$83,800.00 total in the proposed budget. Iris said that would be the three staff salaries together.
- Administrative wages from 2012-13 to now – Iris said for Administrative wages \$87,500.00 and then Shawn and Fire Chief
- Administrative Travel & Training, gone from \$2000.00 to \$7500.00 – Bill Nauss stated that OH&S training, WHMIS, Fall Arrest, Red Cross, Chlorine workers.
- Professional Fees – gone to \$10,000.00 – Honorariums for Commissioners Meeting attendance.
- Website – are you rebuilding or making substantial changes – Iris stated that she is looking at the Website and the lack of ‘user-friendly’.
- Crossing Guards - \$7000 to \$10,000. Iris stated the year to date for Crossing Guards was \$9468.24 so last year it was under budgeted.
- Public Washrooms - \$17,000.00 2012-13/14 \$14,000.00 – Iris said there were a lot of problems with the pumps. Last year the year to date was just under \$15,000.00, so the budget and there is an initiative to fix the stink-pipe.

Reserves – what are the ramifications on decreasing reserves – Brenda Mulrooney stated that in previous years the reserves were increased substantially and now they are being pulled back to keep the budget as balanced as possible. Iris stated that as of today in Truck Reserve - \$171,700.00; Lido - \$40,000.00; Utilities - \$60,000.00 and Fire Hall \$294,000.00. Jo-Ann commented that these contingencies and reserves tend to get used and if not putting your money into them then you don't have them when you need them, without large tax increases.

- **Tom Mulrooney, Queen Street:** The inflatable boat, what reserve is that coming out of. Brenda Mulrooney stated coming out of the boat reserve. The residents who pay in that reserve are Island owners. Dave Richardson stated that the inflatable boat is for close, in shore rescues, where the whaler can't go, plus lake rescues. Dave Richardson said it will be a dual purpose boat. Dave Richardson said the whaler can't land on the rocks where this inflatable can. Tom Mulrooney asked why the financial burden would be put strictly on the Islanders and not on the outside rate payers as well.

4.0 **Questions from Electors pertaining to the Agenda (continued)**

- Tom Mulrooney, Queen Street: (continued)

Tom asked the Commissioners if they were getting justification for requests and it is not being made public. Usually, large expenditures have justifications as to why the item is needed and usually in writing. Is there documentation that the public isn't seeing? Iris stated it wasn't documented but in a meeting that was held, each item was discussed with the rationale behind the request. Tom felt it should be in writing, for the tax payers to question and get an answer. Iris and Dave will get that done.

- Jim Barkhouse asked if the outside contract been settled. Iris said no but she is meeting with Tammy Wilson to begin the negotiation process.

Jim asked, in relation to fire calls, how many calls are for structures and how many for highway accidents. Iris stated that is on a spreadsheet.

- Tom Mulrooney, Queen Street: There is a lot of money tied up in reserves, with the possibility of amalgamation in 5 years, do we want to hold onto them or should we be using them up.

Iris stated the advantage of having reserves is that you can purchase vehicles as they come do. It then doesn't tie credit up, as if have to apply for a loan, a special meeting of the electors must be called to give permission to take the loan out, it requires ministerial approval, and then MODC has to be able to guarantee that if the Village doesn't pay back the loan, MODC will. We did borrow money for the metalfab truck and was paid off in a year.

Brenda Mulrooney said some residents believe in reserves, some residents believe in loans.

Tom said the people paying on a debt finance will pay the bill, where now there is a lot of residents in their 80's and 90's paying through the reserves for the next truck, which they may not be here to reap the benefits of.

- Carol Nauss, Central Street:

- Janitorial services – all that is done is \$4800.00. Bill Zinck said that is just for the Fire Hall and the VOC office.

- Carol asked who came up with the title "Village Coordinator". Bill Nauss stated he came up with the name. Carol stated she didn't like the title and what makes him a Village Coordinator? Jo-Ann Grant said he was hired to get policies in place for the Fire Department. Bill Nauss said he is working on Fire policies and he will be working on OH&S policies that we don't have, and that we need. So he is going to be working a lot of things.

-Nancy Hatch asked if he is only working for the Village at some point, but the outside areas are paying part of his salary. Jo-Ann Grant said the fire policies benefit inside and outside areas.

5.0 **Business arising from previous Minutes**

No Business Arising

Iris/Dave

6.0 Minutes

a) **Eastlink Tower Contract**

Brenda Mulrooney stated that legal counsel was received on the Eastlink contract and the response was that another motion needed to be made.

MOTION: I, Brenda Mulrooney, would like to make a motion to clarify the February, 2015 motion on the Eastlink Tower Contract. This motion will serve to confirm that the Clerk Treasurer, iris Tolliver and the Commission Chairperson, William Zinck were authorized to sign the contact on the day it was signed in accordance with the February motion. Bill Nauss seconded. Motion Carried.

Iris Tolliver read a letter which was received from Eastlink with the contract and copies to be signed by the Commission. Iris Tolliver will confirm the contract was seen by Piotr Luczak.

Motion – Eastlink Contract

Iris - confirm contract

b) **Siren**

Iris Tolliver was asked after the last meeting, if the commission was leaving itself open for litigation as there has been a report on the decibel of the old siren. Iris Tolliver has not heard anything back from the solicitor to date. The report is on the Villages' Website.

c) **Fire Hall Roof Replacement Project**

This project was discussed and the Municipal Advisor, in a meeting with the Commission, created a 'matrix' of work to be carried out. Iris Tolliver stated she needed direction from the Commission as to what information they wanted.

Bill Nauss stated that it is to start a Project Re-cap or Review of every project that is done to review every project to brainstorm the process and make sure issues were carried out. This would analyze any project done.

Items identified for Iris to prepare documents for the meeting are:

- Contract scope
- Company's OH&S Manual
- Company's Insurance showing additional insurance covering the Village
- Safety records & certificate of employees – i.e. certificates for fall arrest, WHMIS, Safety Orientation, Hazardous , Workers Compensation letter
- Letter of good standing from Construction Safety

From this recap/review items can be identified if there is something else needed for the next project.

Iris – Direction for information

6.0 Minutes

c) **Fire Hall Roof Replacement Project** (continued)

Iris Tolliver will attempt to get the information together for the next monthly Commission meeting. The matrix' timeline is for June 30.

7.0 Reports

a) **Fire Chief's Report**

Since the last meeting CFD had 4 false alarms, mutual aid to Chester Basin for a grass fire, chimney fire and a dryer fire at the Laundry Mat at the Mall.

The Chester Fire Department has elected the slate of officers for the upcoming year.

The department had three of its newest members complete their level 1 training. We will have 3 or more of our members taking the training that will be provided by the NSFFS. Starting late this month and running through to November there will be training taking place. Chief Richardson thanked Brenda and Wynand for their time served on the Commission.

The Boat Committee is in the process of getting the fire boat ready for the water. There is a boat training course in the planning stage in conjunction with the operation of the fire boat. This upcoming year our training officers have a lot of ideas for training for our membership.

On April 25/15, the annual banquet was held. Thanks to the Commission for sponsoring the annual event. Chief Richardson welcomed the two new commissioners, Ray Cambria and Dave Foley. Brenda Mulrooney asked if the boat has been surveyed for the marine insurance. Chief Richardson will look into having this done. Bill Nauss would like to see a thank-you letter sent to the fire fighters who took their Level 1 training.

MOTION: Bill Nauss moved, Brenda Mulrooney seconded, the acceptance of the Fire Chief's report. Carried.

b) **Financial Report**

Iris Tolliver emailed the Financial Reports to the Commissioners. Bank Balances, as of April 30/15 are: Chequing Account - \$144,073.46; EMC Building Account - \$23,940.39 (A motion was made at the last meeting to close this account out however Iris will be talking with John Campbell as this would be better if set up like the Fire Boat account) Fire Boat Account (no activity in the past month) \$19,498.58; Reserves/GIC's as of April 30/15 - \$370,821.31 = \$51,700.00 Truck; \$30,000 for Lido; \$40,000 for Utilities; \$245,000.00 for Fire Hall; \$4121.31 In Interest earned; Reserves from 2014/15 of \$199,000.00 - Total Truck Reserved \$171,700.00; Lido \$40,000.00; Utilities \$60,000.00; Fire Hall \$294,000.00.

Dave Richardson

Iris – thank-you letter

Motion

7.0 **Reports** (continued)

b) **Financial Report** (continued)

MOTION: Brenda Mulrooney moved, Bill Nauss seconded, to accept the Financial Report. Carried.

c) **FAC**

Bill Zinck reported that May 20, all Commissions and Fire Departments are invited to Bonny Lea Farm for course.

Motion

Upcoming meeting May 20th

8.0 **New Business**

a) **Budget and Rates**

MOTION: I, Bill Nauss, move that the wall of the Lido Pool be repaired this fiscal year given its present condition, and that the Clerk be instructed to advertise for tenders immediately. The cost for these repairs should be taken from existing reserves and the surplus funds from the previous year's budget. Brenda Mulrooney seconded. Carried.

Iris stated that the Red Cross Swim Program begins the end of June. Bill Nauss said to state in the tender that this must be completed so the swim program can begin on time.

Iris has one name of a company and asked for others. Bill Nauss stated Eastern Infrastructure. This ad should be placed in the Chronicle Herald.

Once the repairs are done, then the 'cause' must be fixed. So an ice barrier must be installed in the very near future.

Iris stated that the Lido Reserve will be depleted, the surplus from last year's budget and \$25,000.00 allocated from this year's budget. Brenda Mulrooney stated that the lowering of the reserves in this years' budget is to allow the "one of's", so that equals out. There was a question about Shawn Wagg's salary about working for Village but coming from Outside Area taxes, but that equaled out also. Bill Nauss asked about the upcoming months as he seen a switch at a certain point. Iris said she felt 90% of what the position does is fire service related. Iris stated there are a lot of polices that he has written but the Commission needs to look at.

Iris stated that if the budget isn't approved tonight, then it will have to be approved at the AGM. Also changes could be made and approved to include the changes.

MOTION: Bill Nauss moved, Brenda Mulrooney seconded the 2015-16 Budget. Carried.

Motion – Lido wall repair

Motion – 2015-16 Budget Approved

9.0 **Any Other Business**

a) **Clerk Treasurer's Report**

Iris stated that the quest WIFI – 'VillageOfChester-guest' is up and running and the password is 'guest'.

MOTION: Brenda Mulrooney moved, Bill Nauss seconded, the Clerk Treasurer's report. Carried.

Guest WIFI

Motion

9.0 Any Other Business

b) Recap of Direction from Commission

Iris wanted clear understanding of what directions from this meeting:

- Iris will give Nancy Hatch with a detailed report which includes year-to-date
- Fire Hall Roof Replacement analysis as per items noted earlier
- Fire Boat survey – Iris asked Dave Richardson to do this item
- Write a letter to the fire fighters who qualified for their level 1 certification, Dave Richardson will provide Iris with the names
- Advertise in the Chronicle Herald the Lido Wall tender and have the work done so the pool can open on time
- The work Matrix will be put on the website. Brenda stated that the Commissioners met with Municipal Advisor a work matrix was created with the purpose of the action needed, the outcome expected, responsibility of who to do, and a timeline so it gets done. The commission will operate very differently in three months' time versus now as the result of the matrix.

c) Ray Cambria, Central Street

Ray spoke on the car charger. Ray felt a letter should be written to the Department of Transportation requesting that signs on the #103, should have 'car charging station' added to them.

Signage will be going up stating 'Electric Car Charging Parking' only. Nancy Hatch asked who pays for the charging? Brenda Mulrooney stated the Village pays the electric bill as the charging system donated to us was not a coin operated model.

Jo-Ann Grant asked if there any designation painted parking spots for expecting mothers, handicapped? It is not paved, it is gravel.

Signage

10.0 Correspondence

- NS Municipal Affairs – implementing new grant management system
- Jennifer Frotten, LP - Invitation to 12th annual compost facility openhouse
- MODC Bruce Blackwood – Agenda for the Fire and Emergency Services meeting for May 20th, 6:30 to 9:00 pm, at Bonny Lea Farm Gymnasium
- Seagreen Landscaping – no longer to offer lawn care at the Jibb Lot
- Chester District School Marsha Grist – Bud Buster Fair May 30th and looking for donations
- MODC Pam Myra – recommendation for Village Area Advisory Committee and Spectacle Lake Watershed Committee to replace Wynand Baerken
- Email from Ray Cambria – Ray asked to withdraw the email

Motion

MOTION: Bill Nauss moved, Brenda Mulrooney seconded, the acceptance of the correspondence. Carried.

Motion to adjourn

11.0 Adjournment

MOTION: Bill Nauss moved, Brenda Mulrooney seconded, the adjournment at 8:35 pm. Carried.

**William Zinck
Commission Chair**

**Maxine Veinot
Administrative**