



**Village of Chester Commission
Regular Monthly Meeting
May 11, 2016**

Present: Michael Heisler, Vice-Chair; Dave Foley, Commissioner; Ray Cambria, Commissioner; Bill Zinck Jr, Chair; Iris Tolliver, Clerk Treasurer; Maxine Veinot, Recording Secretary

Regrets: Bill Nauss, Commissioner

There were 4 people in the Public Gallery.

1.0 Call to Order

Chair Zinck called the meeting to order at 7:00 pm.

Chair Zinck stated that since the last monthly meeting there has been one In-Camera Meeting with the Commission's lawyer concerning Conflict of Interest and one Public Forum meeting. There also were four Committee of the Whole meetings which will be reported on later in the agenda by the Chair of the Committee of the Whole (COW).

2.0 Approval of Minutes

a) **MOTION: Michael Heisler moved, Dave Foley seconded, the approval of the April 13, 2016 minutes with the deletion of the first line in the first paragraph in 6. a). Carried.**

Motion

3.0 Approval of Agenda

MOTION: Ray Cambria moved, Michael Heisler seconded, the approval of the agenda for May 11, 2016. Carried.

Motion

4.0 Business Arising from Previous Minutes

No business noted

5.0 Reports

a) Fire Chief's Report

Chief Richardson stated that there were nine (9) call-outs since the last meeting – 4 alarms, 2 MVC's, 2 Medicals and 1 brush fire.

The cages are in for the boat motors and will be installed by Danny Boutilier.

The Boat committee is in process of doing some work to the boat before it goes into the water.

The new slate of officers for the CVFD has been selected for the upcoming year.

Training has started and there is a lot scheduled for the coming year.

The contract is signed and the 3 sides will be selecting their 3 representatives to be on the Joint Fire Advisory Committee.

Thanks is extended to Bill Nauss and Michael Heisler for their time given over the past 3 years.

b) Committee of the Whole Meetings Report

Ray Cambria stated that the COW met April 20th, 26th and May 4th, 2016.

Cow Chair Cambria stated that at the May 4/16 COW meeting the following topics covered were:

5.0 **Reports (continued)**

b) Committee of the Whole (COW) Meetings Report (continued)

May 4th COW –

- level of participation of Village Solicitor at our meetings
- Discussed CRINS report regarding the cell phone tower and directed the Clerk to write the resident, who posed the questions, a letter.
- a resident has made a complaint that there is Japanese Knotweed on his property and feels it is the Village is responsible for it being there. Direction was given to the Clerk to ask the Municipality if they have an invasive vegetation policy and a response has not been received yet
- the budget was discussed
- discussed a request from Heritage Society, and a letter was to be sent regarding this issue

April 26th COW –

- met with Fire Department to discuss the budget for the Fire Department

April 20th COW –

- presentation by Carol Nauss, Heritage Society
- discussed budget

c) Financial Reports

Iris Tolliver asked if there were any questions from the February and March's statements that were distributed at the April Meeting.

No questions were asked.

April/16 financial report was distributed and reviewed.

Chequing = \$232,638.65

EMC = \$45,664.94

Fireboat = \$28,208.50

Discussion was held on the \$115,000.00 March Reserve transfer which didn't come out until April, until after yearend of 2015-16.

Commissioner Cambria asked for clarification of an outstanding withdrawal.

The Clerk will be having Grant Thornton to have this fixed as it is a General Journal and report back.

MOTION: Ray Cambria moved, Dave Foley seconded, the financial reports as presented. Carried.

Motion

d) Clerk's Report

<> *Washroom/Lido Pool Complex*

The pool pump is leaking and being replaced. In the inventory is a circulating pump and was refurbished so it will be used to pump salt water to the toilets. The pump that was leaking is going to be refurbished for a back-up pump for the pool.

There is also a need to paint the outside of the pool, where work was done last year, and the Clerk would like to have this painting done before the pool opens at the end of June.

<> *Election*

A lot of preparation is happening for the election. Reminders: AGM – May 25th/16 at 7:00 pm, at St. Stephen's Parish Hall; Advanced Poll, Saturday May 28th from 12 noon to 8 pm; and Election Day Poll, Monday, May 30th, from 9am to 8 pm.

REMINDER OF DATES

5.0 **Reports** (continued)

d) **Clerk's Report** (continued)

There are two Commissioner positions coming up for election – Michael Heisler and Bill Nauss are at the end of their terms. The last opportunity to put your name forward is Nomination Day, May 18th, 2016.

<> Joint Fire Advisory Committee (JFAC)

Quotes were received from two local individuals who facilitate such meetings and budgetary numbers are on the budget as a line item.

Discussion was held.

6.0 **New Business**

a) **Approval of 2016-17 Budget**

The Clerk reviewed the budget and discussion was held.

There needs to be two staff, a relief staff to relieve the Lifeguard when needed, so there will be two workers at the Lido.

Total Fire Budget is \$315,990.00

Total VOC Administration Budget is \$231,250.00

TOTAL BUDGET is \$596,240.00, including reserves.

The EMC budget is not charged to the residents of the Village.

The Clerk discussed the loan, interest, expenses and the rent, which resulted in a deficit. Discussion was held on this issue.

The Clerk spoke on the grant revenue, HST rebate and HST offset.

Discussion was held.

A member of the public wanted to ask questions. Chair Zinck asked the remainder of the Commissioners if they were okay with the public questions; the Commissioners said "yes".

Questions were asked and the clarifications were given.

MOTION: Ray Cambria moved, that for the 2017-2018 budget for the Village of Chester, the Commissioners shall include all sources of revenue and any operating surplus that may have accumulated when determining the financial requirements of the Village and shall set the tax rate accordingly, Dave Foley seconded. Carried.

Motion

MOTION: Ray Cambria moved that the Commission of the Village of Chester allocates \$8304.18 from the last fiscal year's budget for Outbuilding Repairs to this fiscal year's budget and authorize the Clerk to have the remaining work done on the building, Michael Heisler seconded. Carried.

Motion

MOTION: Dave Foley moved to allocate the balance of \$26,210.50 on hand in the Fire Boat chequing account to operating reserves, Ray Cambria seconded. Discussion was held.

Motion

Dave Foley withdrew the motion.

Motion withdrawn

MOTION: Dave Foley moved to allocate the balance of \$26,210.50 on hand in the Fire Boat chequing account to Fire Boat operating reserves, Ray Cambria seconded. Carried.

Motion

MOTION: Ray Cambria moved to allocated the balance of \$43,854.17 on hand in the EMC savings account to the EMC operating reserves of the Village of Chester

Motion

Ray Cambria withdrew the motion.

Motion withdrawn

6.0	<u>New Business</u> (continued)	
a)	Approval of 2016-17 Budget (continued) MOTION: Ray Cambria moved to allocate the balance of \$43,854.17 on hand in the EMC savings account to the operating reserves of the Village of Chester, Michael Heisler seconded.	Motion
	Discussion was held on the EMC revenues not being sufficient to cover the costs associated with the building.	
	Motion Carried.	
	MOTION: Michael Heisler moved that the 2016-17 budget as presented by the Clerk be approved, Ray Cambria seconded. Carried.	Motion
7.0	<u>Any Other Business</u>	
a)	Chair Zinck passed over copies of acts that go with the safety course he took.	
8.0	<u>Correspondence</u>	
	- Invitation to LP's 13 th Annual Compost Facility Open House, June 11 th , 9-12:30 pm.	
	- Chief Richardson gave the Clerk a list of Officer and Committees – the Clerk asked if this should be placed on the Villages website.	
	- Email stream from Brad Armstrong, which was also sent to and Glen Strang (DOTIR), Stephen MacIsaac, Denise Peterson Rafuse, John Carol, Tammy Wilson on the poor conditions of roads in Chester. Mr. Strang passed these concerns on to his supervisor as some of the roads have very narrow right of way and could involve some private property. The streets are Walker Road, Walker Street, Victoria Street down near the ocean, Pig Loop Road, Prince Street near Tremont, Peninsula Road and Main Street.	
	- an email was received from Robert White re the Eastlink Cell Tower, iris read the email.	
	- an email was received from Brenda Mulrooney re the Conflict of Interest, Iris stated this letter was written before the response from the Attorney General's report so she did not read those parts, but read the other parts of the email	
	- A letter was received from Don Munroe, OHC Chairman, thanking VOC for nominating the OHC for Volunteer Award recipient	
	- a letter was received from Jonathan Waddell to the CVFD Fire Chief concerning the loan of three wildfire hose backpacks. Mr. Waddell wanted to make it clear that in no way is this loan to extend to the Village of Chester and can be rescinded at his discretion with one month's notice.	
	Discussion was held on what the terms of agreement were in the case of needing replacement. Chief Richardson said he will ask for written acknowledgement of 'not expecting replacement'.	Chief Richardson
	This will be deferred to the COW for further discussion.	COW
	- Heritage Society letter will be signed and given to Mrs. Nauss after the meeting	
	MOTION: Ray Cambria moved that VOC acknowledge the receipt of the correspondence without any implication that we agree with its contents or will respond in a timely manner, Michael Heisler seconded. Carried.	Motion
9.0	<u>Direction to Clerk</u>	Clerk Treasurer's
	The Clerk asked for a review of direction to her from this meeting.	Directions
a)	COW agenda for next week, to include wild land back packs. The wildlife backpacks were loaned to the CFD so the Chief may need to be involved. Chief stated he will speak to Mr. Waddell to see if he can re-adjust his letter to state the issue identified.	COW agenda Chief Richardson

9.0 Direction to Clerk (continued)

- b) Proceed with RFP for concrete stairs at Lido Pool, now that budget passed
- c) COW agenda item - electronic version(s) of conducting Village business

10.0 Adjournment

Chair Zinck adjourned the meeting at 8:29 pm.

Clerk Treasurer's
Direction

William Zinck
Commission Chair

Maxine Veinot
Administrative Assistant