



**Village of Chester Commission  
Special Meeting  
October 24, 2018 -- 6:30 pm**

**Attendance:** Bill Nauss, Commission Chair; Nancy Hatch, Commission Vice-Chair; Michael Heisler, Commissioner; Tom Mulrooney, Commissioner; Jo-Ann Grant, Commissioner

**Regrets:** Nil

**Absent:** Nil

**1.0 Call to Order:** Commission Chair Nauss called the Special meeting of the Village of Chester Commission to order at 6:30 pm.

**2.0 In Camera** – The meeting went In-Camera at 6:31 pm to discuss a Personnel issue. The In-Camera session ended at 7:06 pm.

**The meeting continued out-of-camera at 7:08 pm**

**a) MOTION: Commissioner Mulrooney moved to ratify the agreement of October 15, 2018, to not offer the permanent employment to the Clerk Treasurer, Commissioner Grant seconded.**

All those in favour – four commissioners Contrary minded – one Commissioner

**Motion Carried.**

Commissioner Mulrooney asked for a recorded vote.

In favour – Commissioners Grant, Hatch, Heisler, and Nauss.

Contrary minded – Commissioner Mulrooney.

**b)** Chair Nauss asked for a consensus around the table to confirm that the Administrative Assistant will receive direction from the Chair or Vice-Chair until a Clerk Treasurer is hired, given the availability of the Chair during business hours. All Commissioners were in agreement.

**c)** Chair Nauss asked for a motion appointing signing officers for the Commission. Two signatures are required, and the motion needs to be presented to Scotiabank for their records.

**MOTION: Commissioner Hatch moved, that the following are the named signing officers for the Village of Chester Commission: Michael Heisler, Jo-Ann Grant, Nancy Hatch and Bill Nauss. Commissioner Grant seconded. Unanimously passed.**

- d) Chair Nauss stated a high-level discussion of search options needs to be held for the Clerk Treasurer, however, it is possible, that Commissioner Hatch has someone in mind for the Interim, who would help with the search and be the Interim Clerk.  
Discussion was held.  
Commissioner Mulrooney suggested getting a professional Head Hunter to advertise in the appropriate areas, and since a committee doesn't seem to work, then all Commissioners interested will interview. If any Commissioner doesn't want to participate that is fine. Commissioner Grant would like to see local newspaper advertising as well.  
Chair Nauss stated that at the next meeting we will bring some names of Head Hunters. All Commissioners were in agreement.
- e) Chair Nauss asked for a motion to have Morse, Brewster, Lake, our Auditor's firm, to perform an interim audit for the protection of the former Clerk Treasurer and the Village Commission.  
**MOTION: Commissioner Hatch moved to have an interim audit performed for the protection of the former Clerk Treasurer and the Village Commission; Commissioner Grant seconded.**  
Discussion was held.  
Commissioner Mulrooney inquired if an interim audit was done when the two former Clerk Treasurers left employment.  
Commissioner Hatch said we were in the middle of an interim audit, which was part of the annual audit, when Mr. McWade left.  
Commissioner Grant stated that this would be to ensure that not having a Clerk Treasurer since October 15, 2018, and it maybe a period of time before we have an interim Clerk Treasurer, we need to make sure that any errors that were made after October 15, 2018 are identified and shown that they were not made by the previous employee.  
Commissioner Heisler felt an audit should be performed to protect all involved, which includes past employees, the Commission and future employees.  
Commission Hatch agreed.  
Chair Nauss asked for those in favour – **Motion Passed.**
- f) Chair Nauss stated that Trevor Hume, EDM Consulting, has asked to have a date set between November 5<sup>th</sup> and 9<sup>th</sup>, to meet with Commissioners and discuss what findings they have at this time. Commissioner Hatch said Trevor is looking for a two-hour timeslot and he is looking for Commissioners input before they prepare their final report.  
Commissioner Mulrooney stated he assumed this would be open to the public. Chair Nauss said this would be a workshop just with the Commissioners and then bring the final report to a later meeting.  
Discussion was held.  
Municipal Advisor Shahwan was asked for his thoughts on the issue of public or non-public? Chair Nauss and Commissioner Hatch repeated the question for Advisor Shahwan – EDM consultants wish to sit down with just the Commissioners as a whole, and discuss what they found, get direction and more feedback from the Commission, so that they can prepare their final report.  
Advisor Shahwan stated that any meeting of the Commission is considered a public meeting, whether formal or not.

Discussion continued.

Day time meetings or night time meetings were okay with Commissioner Mulrooney, Hatch, and Heisler. Evening meetings at 6:30 pm would be better for Chair Nauss and Commissioner Grant.

It was agreed that Wednesday, November 7, 2018 6:30 to 8:30 pm, will be the meeting with Trevor Hume.

- g) Chair Nauss stated that a light pole by the boat launch/ferry, has the base damaged. The estimate from Black & MacDonald is \$1000 - \$1500. Chair Nauss looked at it today and feels a bollard needs to be put there to stop accidents happening to the poles by people backing up their trailers. Chair Nauss feels the pole should be shrink-wrapped and put the issue on hold until the spring. Which gives us time to talk to MODC and investigate solutions.

Chair Nauss asked for a consensus to put the issue on hold until spring.

Commissioner Mulrooney feels it should be fixed now.

Commissioner Heisler would like to look at the option of putting protection in place.

Commissioner Hatch would like more information on the quote and what was requested and what is specifically involved. There are a number of posts, 3 or 4 bases need to be repainted. It looks as though one base was painted or replaced as it is a different colour of black. Commissioner Hatch is in favour of shrink-wrapping the base and do the work in the spring.

Commissioner Mulrooney stated to get the information and then keep going with the post and repairs.

- h) Chair Nauss stated that a discussion of future meetings, needs to be held, to attend to details, such as the launch of the new Village website.

Commissioner Hatch spoke to Andrea Jeffs with regard to the status of the website.

Currently Torusoft is hosting the website until November 30, 2018 and Nerds on Site will be kept on for Tech support until November 30, 2018. The planned launch for the new website was for December 1, 2018. Andrea Jeffs has said that if there are concerns about the look of the new website among Commissioners, some tweaks/adjustments can be made and if it takes longer than November 30, 2018, to get everyone around the table on board with the presentation, she will speak with the appropriate people to see if they can take over the hosting the old website, when November 30<sup>th</sup> arrives.

Chair Nauss asked if there is enough time to defer this to the next meeting in November?

Commissioner Hatch would like to suggest to the Commission, that we don't have the leisure of having one meeting a month. We have a lot of work to do now and

Commissioner Hatch would like the Commission to see the status of the website as it is today and provide their feedback. Also, we need an employee to be the contact person with Municipal Website Venture. The sooner we have an interim Clerk, the better off we will be.

Commissioner Mulrooney asked when we could see it. Commissioner Hatch will send the link to the Commissioners.

Commissioner Grant said she looked at it today, and said she liked the cleanliness and ease of navigating.

- i) Continued  
Commissioner Hatch also said decisions need to be made as to what documents need to be archived on the new site.  
A special meeting will be held on Tuesday October 30, 2018, to discuss the website and any issues that may arise.
- j) Commissioner Nauss asked the Commissioners if they wish a 14" Wreath for \$48 or a 20" wreath for \$75.00 be presented at the Remembrance Day Service. After a discussion is was decided that a 20" wreath for \$75.00 be ordered and Chair Nauss will present it at the service.
- k) Chair Nauss stated that Bell Technology presented a proposal for Small Cell Technology at a previous meeting.  
Commissioner Grant said there was research to show health concerns due to radiation for this technology. Commissioners agreed more information is needed on the issue and therefore it will go on the next agenda.
- l) Chair Nauss apologized to the public that the meeting could not be opened to the public, as it is a 'Special' Meeting. Chair Nauss thanked the Municipal Advisor and the public for attending the meeting.
- m) Commissioner Grant clarified that the office is opened Monday to Friday, 9 am to 1 pm. If the Administrative Assistant is sick and unable to open the office, Commissioners stated they would be available.

**MOTION: Commissioner Heisler moved the meeting adjourn at 7:48 pm.**

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**Bill Nauss, Commission Chair**

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**Maxine Veinot, Recording Secretary**