

**Village of Chester Commission
Regular Monthly Meeting
October 10, 2019 – 7:00 pm**

Attendance: Bill Nauss, Commission Chair; Nancy Hatch, Commission Vice Chair; Jo-Ann Grant, Commissioner; Martin Hiltz, Commissioner; Dennis Egyedy, Clerk Treasurer; Maxine Veinot, Recording Secretary

Regrets: Michael Heisler, Commissioner; Everett Hiltz, Fire Chief

Public Gallery: There were two members of the public in attendance

1.0 Call to Order

Chair Nauss called the October 10, 2019, regular monthly meeting of the Village of Chester Commission to order at 7:00 pm.

2.0 Public Forum

(a) John Campbell, Branch Manager, Scotiabank

John Campbell was unable to attend due to change of meeting date.

(b) William Zinck - #4036, Highway 3: Mr. Zinck asked that, based on agenda item 'Records Management and Destruction Policy', any files from 2007 onward be kept as the files may be requested, by himself or an interested party. There is a 10-year time frame on the 'Conflict of Interest' case involving himself from 2012.

(c) Kerry Keddy – Chair VOCTADA: Kerry Keddy, thanked the Commission for changing the Commission meeting date to accommodate the Federal Candidates Forum.

3.0 Review/Approval of Agenda/Additions to Agenda

Clerk Treasurer Egyedy asked to add:

8 (d) Request for Decision – Consulting Services and

8 (e) Request for Decision – Firehall – External Services

Commission Hatch asked to add:

8 (f) Wi-Fi for the Village and

8(g) Terms of Reference for Building Committee.

MOTION #19-110: Commissioner Hatch moved; Commissioner Hiltz seconded:
The approval of the agenda with the additions to 8.0 New Business, d, e, f, g.

Unanimously Carried

4.0 Review/Approval of Minutes

- (a) Regular Monthly Meeting: Wednesday, September 11, 2019

MOTION #19-111: Commissioner Grant moved; Commissioner Hiltz seconded:

The approval of the minutes of September 11, 2019 Regular meeting as presented.

Unanimously Carried

5.0 Business Arising

- a) Request for Decision – Scotiabank Investments

Clerk Treasurer Egyedy reported that the transfer to reserves - \$150,000.00 to Fire Equipment and \$30,000.00 to the Lido Pool Reserves has been completed. Scotiabank is offering 2.1% interest on GIC investment and Municipal Finance Corporation is offering 2.35%.

MOTION: 19-112: Commissioner Hatch moved; Commissioner Grant seconded:

To Table the discussion on investments to the November 13th, 2019 meeting and allow Scotiabank to present their investment information.

Unanimously Carried

6.0 Correspondence

- (a) NS Federation of Municipalities' Conference

Clerk Treasurer Egyedy stated the NS Federation of Municipalities' conference is in Halifax at the Westin Nova Scotia Hotel November 5th to 8th and was anyone interested in attending?

MOTION #19-113: Commissioner Hatch moved; Commissioner Hiltz seconded:

The approval of the correspondence as presented.

Unanimously Carried

7.0 Reports

- a) Clerk Treasurer

Clerk Treasurer Egyedy reported that the 2019 Summer Student grant of \$1388 was received from Employment and Social Development Canada.

The communication tower at the Chester Fire Hall was damaged in 2018 and needs to be removed. Nova Communications was contacted for a quote to put new antennae on the Eastlink Tower - \$6000.00, plus a lift rental, approximately \$1000.00, and to take down the old antennae. Clerk Treasurer Egyedy recommends, due to cost being higher than expected, to budget this item in 2020/21 budget.

Clerk Treasurer Egyedy reported that he contacted Abell Pest Control, Orkin and Terminix regarding pest control. All the companies had very comparable rates; however, Terminix was the lowest at \$240.00 per month to set bait traps.

MOTION #19-114: Commissioner Hiltz moved; Commissioner Hatch seconded:

To approve a Pest Control contract with Terminix Canada for a period of one year at a cost of \$240.00 per month to setup and monitor 30 bait stations with monthly visits and reporting.

Unanimously Carried

Clerk Treasurer Egyedy reported that the comprehensive insurance policy is up for renewal at an annual cost of \$27,572.00. Egyedy provided the Commission with estimated values of buildings which he will be reviewing with the Insurance provider.

Flower baskets need to be ordered for summer of 2020. The Village orders 75 – 16” baskets with purple wave petunias at a cost of \$48.99 plus HST for each basket, totalling \$4232.29.

MOTION #19-115: Commissioner Hiltz moved; Commissioner Grant seconded:
To order 75 purple wave petunia baskets at a cost of \$4,232.29 from The Village Nursery for the 2020 summer season.

Unanimously Carried

Clerk Treasurer Egyedy recommended closing the Emergency Health Services bank account and transferring the funds to the main chequing account. There is currently \$52,646.78 in the account which derives from monthly rent. This year, maintenance expenses of \$2,899.00 were paid from the village main account.

MOTION #19-116: Commissioner Hatch moved; Commissioner Hiltz seconded:
To close the Emergency Health Services (Rental) bank account #10173 01018 26 and transfer the funds into the Village main bank account #10173 00171 16.

Unanimously Carried

Clerk Treasurer Egyedy reported that the Lido Pool repair work has been completed at a cost of \$32,000.00 plus HST. The Christmas wreaths have been ordered, 55 X 30” at a cost of approximately \$1700.00. They will be installed after Remembrance Day.

MOTION #19-117: Commissioner Grant moved; Commission Hiltz seconded:
The approval of the Clerk Treasurer’s Report for the month of October 2019.

Unanimously Carried

b) Financial Statement/Cheque Log – September 2019

Clerk Treasurer Egyedy presented and reviewed the financial statements and the cheque log. Commissioner Hatch questioned the Capital expenditures ‘from Reserves’. Clerk Treasurer Egyedy stated that in the Budget there are several items to be purchased from the reserves.

MOTION #19-118: Commissioner Hatch moved; Commissioner Hiltz seconded:
The approval of the Financial Statement and Cheque Log as of September 2019 as presented.

Unanimously Carried

c) Fire Chief

Deputy Chief Zinck gave the report on behalf of Chief Hiltz. DC Zinck reported that CVFD received 7 emergency dispatches; 3 alarms, 1 CO alarm, 1 woods fire, 1 MVA and 1 medical. The Mobile Burn Unit (MBU) will be in this district this week. The department attended several events during Fire Prevention week from October 6th and 11th.

MOTION #19-119: Commissioner Grant moved; Commissioner Hatch seconded:
The approval of the Deputy Fire Chief's Verbal Report for the month of September.

Unanimously Carried

8.0 New/Other Business

a) Reserve Funds Policy

Clerk Treasurer Egyedy reported on a revised Reserve Funds Policy. The commission specified the purpose of each reserve as follows:

- 4.0 Fire Apparatus Reserve - for use in the purchase of fire apparatus or vehicles;
- 5.0 Building Reserve – for construction or replacement of firehall;
- 6.0 Operating Reserve – for emergency operating funds;
- 7.0 Lido Pool Reserve - for construction or replacement of Village pool;
- 8.0 Utility Reserve – for water supply to the Village.

MOTION #19-120: Commissioner Hatch moved; Commissioner Hiltz seconded:
To approve the Reserve Funds Policy with the agreed revisions.

Unanimously Carried

b) Records Management and Destruction Policy

Clerk Treasurer Egyedy reviewed the policy with the Commissioners. Egyedy stated that the policy includes a disposal authorization form which requires Commission approval prior to any files being destroyed. Secondly, the policy contains a "Retention Schedule" identifying when files may be destroyed with Commission approval.

MOTION #19-121: Commissioner Grant moved; Commissioner Hiltz seconded:
To approve the Records Management and Destruction Policy as presented.

Unanimously Carried

c) Records Disposal Authorization

Clerk Treasurer Egyedy stated the file boxes will be gone through to retain the paperwork as requested by Bill Zinck and the Conflict of Interest case.

MOTION #19-122: Commissioner Hatch moved; Commissioner Grant seconded:
The approval of the destruction of paperwork as per authorization form, except for the requested files from 2007 onward, concerning the Conflict of Interest case.

Unanimously Carried

d) Request for Decision - Consulting Services

Chairman Nauss reviewed the Request for Consulting Services to conduct preliminary work for a new firehall. Nauss explained that Kirby Putnam has proposed three consulting phases which will be approved by the commission as required. We are authorizing Putnam to start work on Phase One and the Clerk/ Treasurer to pay for any outside resources.

MOTION #19-123: Commissioner Hatch moved; Commissioner Hiltz seconded:
To approve a contract with Kirby Putnam for completion of Phase One in a proposal to provide site location, preliminary drawings, budget, and schedule of construction for a new firehall in the

Village of Chester at a cost of \$9,000.00 plus HST and expenses with funding from the Building Reserve Fund.

Unanimously Carried

e) Request for Decision – Firehall – External Services

Clerk Treasurer Egyedy stated the services for surveys, preliminary drawings, and geotechnical will provide Kirby Putman Consulting to hire outside resources to proceed with Phase One. As an unbudgeted project, the funds should be taken out of the Building Reserve.

MOTION #19-124: Commissioner Hatch moved; Commissioner Hiltz seconded:

To approve the cost of geotechnical, surveys, preliminary drawings, budget, and schedule of construction for a new Firehall in the Village of Chester at a cost of \$50,000.00 with funding from the Building Reserve.

Unanimously Carried

f) Wi-Fi for Village

Commissioner Hatch requested the Clerk Treasurer speak with the Town of Lunenburg regarding their Wi-Fi and the means used to provide the service.

Clerk Treasurer Egyedy stated that Wi-Fi is expensive to provide and difficult to monitor for illegal activity. Clerk Treasurer Egyedy will investigate Wi-Fi and report back to the Commission at the next meeting.

g) Terms of Reference – Building Committee

Commissioner Hatch stated the Terms of Reference were not passed by the Commission. Clerk Treasurer Egyedy stated that the ToR maybe added to the next meeting agenda.

9.0 IN CAMERA

MOTION #19-125: Commissioner Grant moved; Commissioner Hatch seconded:

To go In Camera at 8:57 pm to review employee contract.

Unanimously Carried

MOTION #19-126: Commissioner Grant moved; Commissioner Hatch seconded:

To go out of In Camera at 9:25 PM.

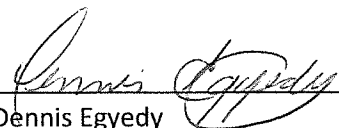
Unanimously Carried

10.0 Adjournment

Commissioner Hiltz adjourned the October 10, 2019 meeting at 9:27 pm.



Bill Nauss
Commission Chair



Dennis Egyedy
Clerk Treasurer