

Minutes
Regular Monthly Meeting
In-Person at 27 Pleasant Street
Wednesday, October 13, 2021 – 7:00 pm

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

Public Gallery – Deputy Greg Conron

1.0 Call to Order

Commission Chair Nauss called the October 13, 2021, regular monthly meeting, In-Person and via Zoom video, of the Village of Chester Commission to order at 7:00 pm. Technical difficulties did not allow the Zoom video to record.

2.0 Public Forum - Nil

3.0 Approval of Agenda/Additions to Agenda

- 4 (b) COW Meeting, Wednesday, October 6, 2021
- 5 (b) Request for Proposals - Audit
- 5 (c) Request for Proposals - Demolition of Windjammer Motel
- 6 (c) Fire Contract Extension
- 7 (a) Addition to Clerk's Report – Asbestos Report
- 8 (b) Village Strategic Plan
- 8 (c) Long Term Service Awards

MOTION #21-124: Commissioner Hatch moved; Commissioner Heisler seconded:
The approval of the agenda with additions of 4(b), 5(b), 5 (c), 6(c), 7(a), 8(b), and 8(c).
Unanimously Carried

4.0 Review/Approval of Minutes

- a) Regular Meeting: Wednesday, September 15, 2021

MOTION #21-125: Commissioner Heisler moved; Commissioner Hatch seconded:
The approval of the Minutes of September 15, Regular Monthly meeting with the following amendment to item 8(b);
“Commissioner Grant reminded everyone that the Commission made a motion to establish a committee to design a new firehall (Motion #21-046). The Committee should only be working on this mandate, getting bogged down in other issues now is pre-mature.”
Unanimously Carried

b) Committee of the Whole Meeting, Wednesday, October 6, 2021

MOTION #21-126: Commissioner Grant moved; Commissioner Hiltz seconded:

The approval of the Minutes of October 6, 2021, Committee of the Whole meeting with the following amendment to item 5(e);

“Commissioner Grant reminded the Commission of Motion #21-046 “To establish a committee to design a new firehall with the following committee members: Bob Youden, Jane Raeburn, Nancy Hatch, Everett Hiltz, Bill Zinck Jr., Cody Stevens.” Commissioner Grant stated the mandate was only to design a new firehall.”

Unanimously Carried

5.0 Business Arising

a) Human Resource Committee – Pay Scale Recommendation

MOTION #21-127: Commissioner Heisler moved; Commissioner Hiltz seconded:

To move “In Camera” at 7:14 pm to discuss employee pay scales.

Unanimously Carried

MOTION #21-128: Commissioner Heisler moved; Commissioner Hiltz seconded:

To move “Out of In Camera” session at 7:39 pm

Unanimously Carried

MOTION #21-129: Commissioner Grant moved; Commissioner Heisler seconded:

To approve the Commission, consult with the Auditor and Lawyer for the correct figures for the pay scale reflecting an increase of 2% annually and if this should be on the fiscal year or calendar year.

Unanimously Carried

b) Requests for Proposals - Audit

Clerk Treasurer stated that two RFPs were received:

- 1 -- Belliveau Veinotte Inc. - \$9,500.00 annual audit
- 2 -- Morse, Brewster Lake - \$7,500.00 annual audit

c) Requests for Proposals - Motel Demolition

Received three RFPs were received:

- 1 -- CK Enterprises Ltd, Bedford \$46,640 + HST
- 2 -- Verhagen Demolition Ltd, New Glasgow \$48,000 + HST
- 3 -- Dexter Construction Ltd, \$52,800 + HST

Clerk Treasurer, Egyedy will review the proposals and bring back a recommendation at next meeting, November 10, 2021.

6.0 Correspondence

a) Chester Playhouse Building Update

An update on the Playhouse summer activities and the facility rebuild was reviewed. The Municipal Building Inspector advised that a sprinkler system be included in the rebuild.

MOTION #21-130: Commissioner Hiltz moved; Commissioner Heisler seconded:
To accept the letter from Chester Playhouse as information.

Unanimously Carried

b) MOC Sewer Permit

Clerk Treasurer, Egyedy stated that when demolishing a building the sewer line is to be capped at the property line. However, in the agreement of purchase with Mr. Johnson, he has use of the sewer line for one year.

c) Fire Contract Extension

Clerk Treasurer, Egyedy received the contract extension for the Fire Service Agreement from October 1st, 2021, to December 31st, 2021.

MOTION #21-131: Commissioner Grant moved; Commissioner Hiltz seconded:

To approve the extension of the Fire Service Contract with MOC, from October 1, 2021 to December 31, 2021.

Unanimously Carried

7.0 Reports

a) Clerk Treasurer

Clerk Treasurer, Egyedy reported on the Property Tax Exemption policy. MOC increased their limits so the Village policy should be changed as well.

MOTION #21-132: Commissioner Grant moved; Commissioner Heisler seconded:

To approve an increase in the income level for the Property Tax Exemption from \$16,159 to \$16,207.

Unanimously Carried

The hanging flower baskets did well this year and we need to order by November 1, 2021, for 2022. The funds are in the budget for flowers and Christmas Wreaths.

Commissioner Hatch recommended ordering less flower baskets; thereby freeing up funds to paint and repair the basket hangers. Commissioner Grant suggested that the same number of flower baskets be ordered. The cost of painting and repairs to the hangers is a maintenance expense.

MOTION #21-133: Commissioner Grant moved; Commissioner Heisler seconded:

To approve ordering 75 flower baskets at a cost of \$3,799.24, from account #5570, for the summer season of 2022; and order 75 Christmas wreaths at a cost of \$2,452.50 as budgeted in account #5565.

Carried

At the last COW meeting Commissioner Hatch requested a general ledger report in date order, from April 1st to September 30th, 2021. Egyedy provided each Commissioner a copy of the report and stated it was confidential and must not be taken out of the office.

Commissioner Hatch thanked Egyedy for providing the report.

Clerk Treasurer, Egyedy distributed a report from South Shore Environmental, on Asbestos at the Windjammer Motel property with governmental standards and identification of the asbestos. Egyedy will obtain quotes on remediation of asbestos.

MOC approved the Village request to issue tax receipts for the new fire hall and aerial truck purchase.

MOTION #21-134: Commissioner Heisler moved; Commissioner Hiltz seconded:

The approval of the Clerk Treasurer's report as presented.

Unanimously Carried

b) Financial Statement/Bank Transactions – September 2021

The monthly financial statements were reviewed by the Clerk Treasurer. Egyedy stated that he included a list of 'outstanding' cheques as requested.

MOTION #21-135: Commissioner Heisler moved; Commissioner Grant seconded:

To approve the September Financial Statements and Bank Transactions as presented.

Unanimously Carried

c) Fire Chief

Chief Hiltz sent his regrets, Deputy Conron reported (10) emergency dispatches: three (3) fires, two (2) motor vehicle collision, two (2) alarms, one (1) investigation, and two (2) medicals. Firefighters trained in person at the Windjammer Motel on forcible entry, chimney fires, and self rescue drills.

MOTION #21-136: Commissioner Hiltz moved; Commissioner Heisler seconded:

The approval of the Fire Chief's report as presented.

Unanimously Carried

d) Committee Reports

Commissioner Hatch reported on Fire Hall Committee met but no minutes were taken. Conceptual drawings were reviewed using the CAD system. Mr. Youden will not be helping with the committee until the demolition is completed.

8.0 New/Other Business

a) Grant Policy

Commissioners agreed that some changes are necessary to the policy. Commissioner Grant suggested a change to the Mandate – The Village of Chester may provide financial assistance to non-profit organizations, groups or individuals that contribute to the well-being and growth of the Community.

Commissioner Hatch suggested the 'groups or individuals' be eliminated from the mandate and include 'in good standing with Joint Registry & Stocks.' Commissioner Grant suggested that 'groups and individuals' should remain as not all groups/individuals are registered as non-profits but may be representing someone or a group, i.e., schools.

Commissioner Hatch felt the Municipal Government Act stated it must be 'non-for-profit groups. Egyedy asked the commissioners to email any changes they would like made.

b) Village Strategic Plan

Municipal Services Advisor, Marilyn Hay emailed the commissioners and Clerk Treasurer with the written results from the last meeting and asked all to review and send any missing items/activity so she can make the changes and set up another meeting.

c) Long Service Award

Commissioner Grant attended the ANSV annual meeting and presented the following certificates to the Commissioners for their dedication to the Village of Chester:

Michael Heisler – 10-year certificate

Nancy Hatch - 5-year certificate

Bill Nauss – 5-year certificate

Jo-Ann Grant – 5-year certificate

9.0 Commission Roundtable

Commissioner Hiltz questioned if there were any thoughts of hiring a public relations person for the upcoming expenditures on the new fire hall

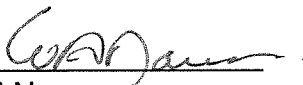
Commissioner Grant distributed copies of her resignation letter as she will be forwarding her name for Municipality of Chester District #3 in the November by-election.

Commissioner Hatch spoke to the Executive of the Arts Centre and the Playhouse, with regards to use of the property on Central Street. Both groups were not interested in the property.


9.0 Adjournment

Next Regular Meeting – November 10th, 2021 – 7:00 pm

Commissioner Heisler adjourned the October 13, 2021, meeting at 8:25 pm.



Bill Nauss
Commission Chair



Dennis Egyedy, BPA, AMCT
Clerk Treasurer