



**Village of Chester Commission
Regular Monthly Meeting
June 14, 2017**

Present: Dave Foley, Commission Chair; Tom Mulrooney, Commissioner; Nancy Hatch, Commissioner; Michael Heisler, Commissioner; Bill Nauss, Commissioner; Forrest McWade, Clerk Treasurer; Maxine Veinot, Recording Secretary; Dave Richardson, Fire Chief

Regrets: Nil Absence: Nil

Public Gallery: Three people were in attendance

1.0 Call to Order

Clerk Treasurer McWade called the June 14, 2017, regular monthly meeting of the Village of Chester to order at 7:00 pm.

2.0 Chair/Vice Chair Selection

This being the first meeting after the Annual General Meeting, the Chair and Vice-Chair of the Commission will be elected.

<> Commission Chair:

Clerk Treasurer McWade called for nominations for Chair of the Village Commission:

Commissioner Heisler nominated Dave Foley – Dave Foley accepted the nomination.

No more nominations were made.

Clerk Treasurer called for ‘those in favor of Dave Foley as Chair of the Village Commission’. Unanimously elected.

Elected Chair
Dave Foley

<> Commission Vice-Chair:

Clerk Treasurer McWade called for nominations for Vice-Chair of the Village Commission:

Commissioner Heisler nominated Bill Nauss – Bill Nauss accepted the nomination.

No more nominations were made.

Clerk Treasurer called for ‘those in favor of Bill Nauss as Vice-Chair of the Village Commission’. Unanimously elected.

Elected Vice-Chair
Bill Nauss

Clerk Treasurer McWade passed the meeting over to Chair Dave Foley.

3.0 Public Forum

- *Joy Calkin, Victoria Street* – Mrs. Calkin wished to thank the Commissioners for serving the Village.

- *Brad Armstrong, Tremont Street* – Mr. Armstrong thanked the Commissioners for serving the Village.

Mr. Armstrong also voiced his concern of the ‘sound’ of the siren and wondered if any advancement was made on this issue.

Clerk Treasurer McWade stated that he contacted the supplier of the siren on this issue and on the system. The system doesn’t have the capacity to do this without upgrading the hardware that we currently have, which would have a financial cost as well.

3.0	<p>Public Forum (continued) - Brad Armstrong, Tremont Street (continued) Clerk Treasurer McWade stated there has been some interest from the Fire Department to look at this as well. As it stands today, to change the sound, would mean a greater investment being made into the siren. Mr. Armstrong asked the Commission to further investigate the costs.</p>	
4.0	<p>Approval of Minutes</p> <p>a) May 10, 2017 Regular Monthly VOC MOTION: Commissioner Heisler moved, Commissioner Hatch seconded, the approval of the May 10, 2017 regular monthly meeting minutes. Motion passed unanimously.</p> <p>b) May 17, 2017, COW Meeting MOTION: Commissioner Hatch moved, Commissioner Mulrooney seconded, the approval of the May 17, 2017 COW minutes. Motion passed unanimously.</p> <p>c) June 7, 2017 AGM Meeting Discussion was held on the approval of the AGM (Annual General meeting). Approval of AGM meeting minutes will be tabled for discussion at the June 21, 2017 Committee of the Whole (COW) minutes.</p>	<p>Motion</p> <p>Motion</p> <p>Item tabled for June 21, 2017 COW</p>
5.0	<p>Approval of Agenda “Street lights blocked by branches” and “Camera at the Lido” – Vice Chair Nauss. After a brief discussion, it was agreed to table these two issues for discussion at the June 21, 2017 COW meeting. MOTION: Commissioner Nauss moved, Commissioner Mulrooney seconded, the approval of the agenda. Motion passed unanimously.</p>	<p>Items tabled for June 21, 2017 COW</p> <p>Motion</p>
6.0	<p>Business Arising from Previous Minutes There was no business brought forward.</p>	
7.0	<p>Correspondence</p> <p>a) CVFD Clerk Treasurer McWade stated a letter was received from the Chester Volunteer Fire Department regarding the budgeting process for the 2017-18 fiscal year; there were some things CVFD liked and some concerns they brought forward. Clerk Treasurer McWade stated that this was the first year of implementing the Long-Term Capital plan as well as first year requesting approval from Municipality of the District of Chester (MODC) for Capital Assets. This process can be discussed before beginning the budget process for 2018/19. Commissioner Hatch questioned the presentation of the 2017/18 budget to the Joint Fire Advisory Commission (JFAC). Clerk Treasurer McWade stated that MODC requested that Capital items associated with the fire rate budget be sent to JFAC for feedback on the Village of Chester’s Capital Plan. DIRECTION TO THE CLERK: The Clerk Treasurer was directed to provide a written clarification to the CVFD in response to their letter. Commissioners agreed to this direction.</p> <p>b) MODC – Fire Services Provider Update Clerk Treasurer McWade received correspondence from MODC re the annual update for the registration of Emergency Services Provider. Chief Richardson was given the document to assist in reviewing and updating the</p>	<p>Direction to Clerk</p>

7.0 Correspondence (continued)

- b) **MODC – Fire Services Provider Update** (continued)
information. Once that is completed and Chief Richardson signs off on the information, then it will be mailed back to MODC.

8.0 Reports

a) **Clerk's Report**

Clerk Treasurer McWade reported that since the May 10, 2017 meeting and June 7, 2017 AGM, the close of nominations was held with Bill Nauss being elected by acclamation. Therefore, notification was posted on the cancellation of the election and acclamation of Bill Nauss.

The AGM was last week and now we are moving forward with the newly elected Chair and Vice-Chair.

The Lido Pool is set to open on June 26, 2017. Clerk Treasurer McWade will be meeting with the lifeguards next week.

The extra green bin compost pickup has started in the Village and we have had positive feedback thanking the Village for this service.

The next few weeks will see some landscaping at several locations.

The RFP for hanging flower baskets has one submission and will be awarded later at this meeting.

Commissioner Hatch inquired who the lifeguards were. Clerk

Treasurer McWade reported that the lifeguards are Kristen Caldwell, Ben Anderson and Matthew Pothier and they start their rotation on June 26, 2017.

Chair Foley asked for clarification on the dates of the extra green bin pickup.

Clerk Treasurer McWade stated the extra pickup started the first full week of June and will end the first full week of September and this is on the website.

b) **Financial Report - YTD**

Clerk Treasurer McWade reported that the year-to-date report is for two months ending May 31/17. Many of the major purchases are seasonal, so the work will be completed over the summer and then taper off over this fall.

(c) **Fire Chief's Report**

Chief Richardson welcomed Bill Nauss to the Commission.

The call-out sheets are received from Scotia Business Centre are sent to the Village office, therefore it will be sent to the commissioners from the Commission office.

Chief Richardson spoke with Scotia Business Centre and the issue of the siren not being activated as it should, is being worked on as they are training new staff and will watch their new staff closer on this issue.

Training continues to be ongoing for members.

The fireboat is in the water with issues.

#541 went to Silvers Garage last evening (June 13/17), with alignment issues.

Family Day will be July 29th at the fire station; a memo will be sent to the schools.

The Department is looking forward to proceeding with the process of the new tanker.

9.0 **Any Other Business**

a) **RFP Flower Basket Care 17/18**

Clerk Treasurer McWade informed the commission that the RFP closed June 1st with one submission received. Clerk Treasurer McWade recommended to move forward with a motion to award the RFP to Kerry Keddy. Mr. Keddy came within our budget and has experience with doing this in the past.

MOTION: Commissioner Heisler moved, Commissioner Mulrooney seconded, to award the RFP for the hanging flower baskets to Kerry Keddy. Motion passed unanimously.

b) **Audited Financial Statements**

Administration and Commissioners have had a chance to review the statements and there have been a few adjustments and the final copies have been sent out in the mail. Clerk Treasurer McWade is looking to have a motion passed tonight, that when the paper copies are received, they can be signed off by the Chair and another Commissioner.

MOTION: Commissioner Hatch moved, Commissioner Mulrooney seconded, to approve the final audited financial statements for the 2016/17 year.

Chair Foley thanked the Clerk Treasurer for getting a very ambitious budget in place and having the yearly audited financial statements in time for the AGM.

Motion unanimously passed.

c) **Clarification by Commissioner Hatch**

Commissioner Hatch stated that in relation to the Direction to the Clerk to write an explanatory letter, with regard to the JFAC comments in the letter to the Fire Department, Commissioner Hatch would like 'to ensure that the Fire Department and everyone understands that she fully appreciates JFAC contribution to the 'meshing' of friendships between the Fire Department, and the Village and the Municipality and that JFAC's input has been received, and heeded and acted on'.

Motion

10.0 **Adjournment**

MOTION: Commissioner Mulrooney moved the meeting adjourn at 7:36 pm.

Motion

Dave Foley
Commission Chair

Maxine Veinot
Recording Secretary