

Minutes
Regular Monthly Meeting
In-Person at 27 Pleasant Street
Zoom ID: 935-442-9176 Password: 301715
Wednesday, March 9, 2022 – 7:00 pm

Attendance: Nancy Hatch, Commission Chair; Michael Heisler, Commissioner; Martin Hiltz, Commissioner; Dennis Egyedy, Clerk Treasurer

Regrets: Commissioner Dockrill; Fire Chief Hiltz

Public Gallery: Dave Richardson; Andre Veinotte; Darcy Houghton

1.0 Call to Order

Commission Chair Hatch called the March 9, 2022, Regular Monthly meeting, via Zoom video and In-Person, of the Village of Chester Commission, to order at 7:00 pm.

2.0 Public Forum: Nil

3.0 Approval of Agenda/Additions to Agenda

Addition: 6(c) Taxes Collected

Motion #22-024: Commissioner Hiltz moved; Commissioner Heisler seconded:
The approval of the agenda with the addition of 6(c) Taxes Collected

Unanimously Carried

4.0 Review/Approval of Minutes

a) Regular Meeting: Wednesday, February 9, 2022

Correction noted that Public Gallery included Blake Corkum not Blade.

MOTION #22-025: Commissioner Hiltz moved; Commissioner Heisler seconded:
The approval of the Minutes of February 9, 2022, Regular Monthly meeting as presented with one correction.

Unanimously Carried

b) Audit Committee Meeting: February 17, 2022

MOTION #22-026: Commissioner Heisler moved; Commissioner Hiltz seconded:
The approval of the Minutes of February 17, 2022, Audit Committee meeting as presented.

Unanimously Carried

5.0 Business Arising: Nil

6.0 Correspondence

a) Registration Approval – Municipality of Chester (MOC)

A notice was received that Chester Municipal Council approved the annual update for the specific emergency services as provide by the village commission and fire department.

b) Preliminary Assessments 2022

The Municipality of Chester provided the preliminary assessment figures for the year 2022/23.

c) Taxes Collected 2021/22

The final taxes collected by MOC were \$911,676.00 and a final payment to the village will be \$23,981.55.

MOTION #22-027: Commissioner Hiltz moved; Commissioner Heisler seconded:

To approve the correspondence as information.

Unanimously Carried

7.0 Reports

a) Clerk Treasurer

The transfer of \$150,000.00 was made into the Fire Apparatus Reserve as per budget. The first repayment into the Fire Apparatus Reserve was made in the amount of \$50,938.47. The Lido Pool Reserve was used this year for repairs in the amount of \$45,000.00. The transfer of \$30,000.00 (motion #21-120) from the Operating Reserve was not completed due to commission discussions.

The extension of the Fire Services Agreement has been signed by all parties; however, there has been no indication of meeting dates. The fire communications cable came loose, and Nova Communications made the necessary repairs. The firehall roof was damaged in a windstorm and the repairs were completed under warranty.

This past year was difficult for vacation travel due to vaccine restrictions. I currently have 14.5 vacation days remaining for 2021/22. I am requesting payout of 5 days' vacation and 5 days carry forward to 2022/23. According to section 5.6.2.3 "an employee may only carry forward 5 days per year." The commission must approve the payout of unused vacation to a maximum of 5 days. I would like to use 4.0 vacation days for March 28th to 31st, 2022.

An advertisement is out in the newspaper for another Member of the Public to serve on Audit Committee. The closing date for the position is March 31st, 2022.

Egyedy requested a Motion of the Commission to approve the 5 days payout of vacation. Chair Hatch stated that the request would be referred to HR Committee.

MOTION #22-028: Commissioner Hiltz moved; Commissioner Heisler seconded:

To approve the Clerk/Treasurer's report as information.

Unanimously Carried

b) Financial Statement/Bank Transactions – February 2022

The monthly financial statements were reviewed by the Clerk Treasurer. Chair Hatch questioned the rates levied of \$878,444.00 when MOC states they collected \$911,657.53. Egyedy explained that the actual received was \$878,444.00 + \$9,232.00 fire boat + \$23,981.55 final payment equals \$911,657.55.

The commission discussed the motion to transfer \$30,000.00 from the operating reserve. Egyedy suggested that there should be enough of a surplus to cover the additional expenditure; however, it is a commission decision.

MOTION #22-029: Commissioner Hiltz moved; Commissioner Heisler seconded:

To rescind Motion #21-120 the transfer of \$30,000.00 from the Operating Reserve to fund the repairs needed for #541.

Unanimously Carried

MOTION #22-030: Commissioner Heisler moved; Commissioner Hiltz seconded:

To approve the February 2022 Financial Statements and Bank Transactions as presented.

Unanimously Carried

c) Fire Chief

Chair Hatch read the Chief's report due to his absence. Chief Hiltz reported seventeen emergency dispatches: three (3) fires, two (2) alarms, two (2) power lines down, seven (7) medicals, two (2) motor vehicle incidents, one (1) investigation. The apparatus replacement committee has held another meeting and expects to be able to provide documents to the commission soon.

This Monday, March 14th, will be my last day as Chester Fire Chief as I will not be re-offering for the position. I have spent the past 16 years as an officer, the last 4 as Fire Chief, and have proudly represented those who volunteer. Chester is very fortunate to have such a dedicated group of men and women who give countless hours of themselves to assist the residents and visitors of this fire district, and beyond. They are champions of this community and I thank them all for the support they have given me during my tenure. Commissioners and village staff, thank you for working with me these past few years. Our shared goals have brought us to a level of cooperation and understanding I felt was impossible when I was first elected Fire Chief.

Chair Hatch expressed her gratitude to Chief Hiltz for his hard work and dedication to the Chester Volunteer Fire Department.

MOTION #22-031: Commissioner Hiltz moved; Commissioner Heisler seconded:

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

Unanimously Carried

d) Committee Reports

No Reports

8.0 New/Other Business

a) Windjammer Demolition

Chair Hatch recommended that the commission proceed with an RFP for the demolition and asbestos removal of the Windjammer motel using one contractor for the entire project. It was felt that a better price may be received if one contractor was used. The Clerk/Treasurer was instructed to prepare the tender documents for advertising.

Egyedy would like the commission to review the documents prior to distribution.

MOTION #22-032: Commissioner Hiltz moved; Commissioner Heisler seconded:

To approve the demolition and asbestos removal of the Windjammer motel by means of an open tender awarding the work to one contractor.

Unanimously Carried

b) Budget 2022/23

Chair Hatch discussed the need for fire department budget requests and the Clerk/Treasurer should meet with the firefighters to develop a budget.

Commissioner Hiltz stated that due to rising costs of gasoline consideration should be given to an increase of member honorarium. Secondly, the proposed budget has allowed \$4,000.00 for vehicle fuel. That amount must be dramatically increased.

Egyedy stated that he does not meet with firefighters and will only meet with the fire chief to discuss budget.

c) Reserve Funds

Chair Hatch presented a motion to amend Section 6.0 of the "Reserve Funds Policy" as follows:

6.1 General Government Operating Reserve

- a) This reserve provides funds to supply the Village of Chester with emergency operating funds. The Village shall maintain a balance of no less than \$50,000 in this fund.
- b) This reserve fund receives surplus funds from General Government Operations and General Government HST rebates.

6.2 Fire and Emergency Services Operating Reserves

- a) This reserve provides funds to the Village to supply the Chester Volunteer Fire Department with emergency operating funds. The Village shall maintain a balance of no less than \$50,000 in this fund.
- b) This reserve fund receives surplus funds from Fire and Emergency Operations and Fire and Emergency Services HST rebates.

MOTION #22-033: Commissioner Hiltz moved; Commissioner Heisler seconded:
To approve the changes to the Reserve Funds Policy as presented.

Unanimously Carried

After some discussion of the amendment to the policy, Clerk/ Treasurer Egyedy read an email from the Village Auditor which explained the use of HST rebates. Basically, Egyedy stated that when HST is paid, the funds are taken out of the bank and an accounts receivable is setup for HST owing to the village. When the funds are received, the money goes into the bank and the receivable is cancelled.

MOTION #22-034: Commissioner Heisler moved; Commissioner Hiltz seconded:
To amend Motion #22-033 to exclude reference to Section 6.1(b) General Government HST rebates and Section 6.2.(b) Fire and Emergency Services HST rebates.

Unanimously Carried

Chair Hatch requested that the current operating reserve be divided between General Government and Fire Emergency Services. Based on the 2018 financial records, \$110,923 was the fire operating surplus and \$64,179 was the surplus from general government operations. Therefore, this represents split of 63% of funds from the fire budget and 37% of funds from government operations budget.

MOTION #22-035: Commissioner Hiltz moved; Commissioner Heisler seconded:
To transfer 37% of the funds currently in the Operating Reserve to the General Government Operating Reserve and 63% of the funds currently in the Operating Reserve to the Fire and Emergency Services Operating Reserve.

Unanimously Carried

9.0 Commission Roundtable

Commissioner Hiltz expressed concern regarding the Accessibility Legislation and the need for the village to construction ramps at the Lido pool. Secondly, Hiltz noted that the lights at the ferry wharf were out due to damage to the electrical box. Lastly, Hiltz would like to hold a public forum to obtain public opinion on the new firehall.


10.0 Adjournment

Next Regular Meeting – April 13th, 2022 – 7:00 pm

Commissioner Heisler adjourned the March 9th, 2022, meeting at 8:09 pm.



Nancy Hatch
Commission Chair



Dennis Egyedy, BPA, AMCT
Clerk Treasurer