

Minutes
Regular Monthly Meeting
In-Person at 27 Pleasant Street
Zoom ID: 935 442 9176 Password: 301715
Wednesday, December 14, 2022 – 7:00 pm

Attendance: Nancy Hatch, Commission Chair; Laura Mulrooney, Commissioner; Geraldine Pauley, Commission Vice-Chair; Randall O'Malley, Commissioner; Jeff Conrad, Interim Clerk/Treasurer; Maxine Veinot, Recording Secretary

Regrets: Nil

Public Gallery: Chester Fire Chief Stevens

1.0 Call to Order

Chair Hatch called the December 14th, 2022, Regular Monthly meeting of the Village of Chester Commission to order at 7:00 pm.

2.0 Public Forum

Fire Chief Cody Stevens

3.0 Review/Approval of Agenda/Additions to Agenda

Clerk/Treasurer had an addition of 4a Fit up Cost of new truck

Motion #22-136: Commissioner Pauley moved; Commissioner O'Malley seconded:
The approval of the agenda with the addition of 4a.

Unanimously Carried

4.0 Report of the Chief, Chester Volunteer Fire Department

Chief Stevens reported on 30 emergency calls. Training was held on 'forcible entry'. A door prop was borrowed from Bridgewater Fire Department to complete this training. A mid-build inspection was completed on the replacement for unit #551. The truck build is ahead of schedule and should be in Chester, in service, by mid January. The CVFD is proceeding along at the fundraising efforts to replace truck #511 – Utility Medical Response vehicle. Chief Steven's expressed his appreciation for the continued support from the Commission.

a) Fit up cost of new truck

Chief Stevens reported that he received three quotes on parts needed for the new truck, that do not come on the truck when built. Items such as hose, fire extinguishers, CO2, pressurized water cans, adaptors, etc. Of the three quotes, Cumings Fire & Safety was the lowest pricing.

Motion #22-137: Commissioner Pauley moved; Commissioner Mulrooney seconded:
That the Village approve the purchase of fit up supplies for the new fire truck up to \$50,000 including items detailed in the attached lists, as presented.

Unanimously Carried

5.0 Review/Approval of Minutes

a) Regular Meeting: Wednesday, November 9, 2022

MOTION #22:138: Commissioner O'Malley moved; Commissioner Mulrooney seconded:
The approval of the Minutes of November 9, 2022, Regular Monthly meeting as presented.

Unanimously Carried

6.0 Business Arising

7.0 Correspondence

Chair Hatch reported that a letter was sent to the Chief, Officers, and membership of CVFD, thanking them for inviting the Commission and staff to the wonderful meal that they had last weekend. The letter confirmed that the 'In Lieu of Fundraising' monies in the CVFD budget can be spent on fire department and fire fighter activities as determined by the CVFD, although not on alcohol. This support has been in place for a number of years and was originally put in place to reduce the time fire fighters needed to spend on fundraising, and to reduce the use of fire equipment in those ventures.

8.0 Reports

a) Clerk Treasurer

<> Interim Clerk/Treasurer reported that an update will be given at the in-camera session on the recruitment activity for a permanent C/T.

<> Wreaths have been picked up and hung for the season. Due to the warm weather the needles are already dropping and the "life span" may be shorter than normal.

<> The driveway at Emergency Health Services ambulance building was patched to repair a large pothole in front of vehicle bay door, as per the lease agreement.

<> Clerk/Treasurer Conrad attended the regional meeting of the Association of Municipal Administrators of NS (AMANS) in Bridgewater, and also the presentation hosted by CVFD with Jamie Coutts, on wildfire and disaster management in Slave Lake and Fort McMurray.

<> The Clerk/Treasurer met with CVFD to discuss ways to improve financial processes, and on implementation of the new fire services agreement.

<> Meetings continue with MoDC to discuss the implementation of the Fire Agreement. Clerk/Treasurer Conrad began exploring the process to dispose of the current CVFD tanker when the new truck is received.

b) Financial

<> Interim Clerk/Treasurer Conrad reported on the financials and that the bank balance at the end of October, 2022, was \$482,768.13. The Village is in good fiscal position for the time of year.

<> GIC activities of the Fire Apparatus Reserve, was cashed in and combined with \$50,938.47 repayment to the reserve, which is now \$1,016,914.92, which was invested for a 1 (one) year cashable GIC at 3.25%, that matures November 28, 2023 for \$1,049,946.65

<> As directed at the last meeting, the reserve amount of \$150,000 to the Apparatus reserve will be managed following the final purchase of the new fire truck and associated costs.

<> On-line review dated November 1st, shows that there have been bank deposits and expenses, for a bank balance on November 2, 2022 of \$212,361.16

<> The third quarter financial update will be prepared for the January meeting.

<> 2023/2024 budget preparations and discussions should begin early in the new calendar year to be ready for the beginning of the fiscal year.

<> By mid January 2023 there will be an overview of the budget process.

c) Committees

Nil

10.0 Commission Roundtable

<> Commission Mulrooney, spoke with CBC about the Train Station Caboose, as they are interested in the story of the caboose. It was a community story and would be on CBC in the 6:00 am broadcast.

<> A community member mentioned to Commissioner Mulrooney, that she has an idea for the Lido Pool, and will be in touch with Commissioner Mulrooney in the near future

<> Chair Hatch attended an AMANS "Rules of Order" workshop in November, which was very good and full of valuable information

<> Chair Hatch attended the Merchants group meeting re the Village Christmas. The event went very well and also was attended by many and was very successful.

<> December 23rd the Commissioners and staff are going out to lunch at the Fo'c'sle and it was agreed that everyone pay their own costs

<> Chair Hatch suggested to Commissioner Pauley to work with Clerk/Treasurer Conrad and Municipal Joint Service Board (MJSB) techs to try to get her village email account to work.

9.0 New/Other Business

a) Court Filing – Election Lawsuit

Clerk/Treasurer Conrad reported that the Village has received official notice that the election lawsuit has been discontinued by Tom Mulrooney.

b) Village Abuse Prevention Policy

Clerk/Treasurer Conrad received notice from the insurance company that the village needs to have an Abuse Prevention policy or the insurance can not be renewed. Conrad looked at several other organizations policy and is still working on this. A virtual video training course is being searched for as well.

MOTION #22-139: Commissioner O'Malley moved; Commissioner Pauley seconded: That the Village Abuse Prevention Policy be amended to include input from the commissioners, and referred to legal council for review, with a revised version brought to a

future council meeting for approval.

Unanimously Carried

c) In-Camera

MOTION #22-140: Commissioner O'Malley moved; Commissioner Pauley seconded:
To continue the meeting In-Camera at 8:00 pm, for contract issues, lease renewal and recruiting for Clerk/Treasurer.

Unanimously Carried

The meeting continued in-camera.

MOTION #22-141: Commissioner Pauley moved; Commissioner Mulrooney seconded:
To resume the regular meeting at 9:44 pm.

Unanimously Carried

- Village Promotional items 2023
Deferred to a future meeting.

- Village Website

MOTION #22-142: Commissioner Pauley moved; Commissioner O'Malley seconded:
To approve that the Village renew its website hosting and support contract with AMANS for 23-24 at the Silver package level.

Unanimously Carried

- Lease renewal for Village Office

MOTION #22-143: Commissioner Pauley moved; Commissioner O'Malley seconded:
That the Village extend its lease with 3259327 Nova Scotia Limited, under the conditions proposed in the new lease document, subject to changes requested by the Insurance Broker and following satisfactory review by legal counsel.

Unanimously Carried

- Maintenance contract with MoDC

MOTION #22-144: Commissioner Mulrooney moved; Commissioner Pauley seconded:
To request that the Municipality of the District of Chester – Village of Chester service agreement be reviewed by legal counsel and to request clarification that the language around billing costs and estimated levels applies to workers doing the work and estimated levels. To be returned for final approval.

Unanimously Carried

- Abuse Prevention Policy

MOTION #22-145: Commissioner O'Malley moved; Commissioner Pauley seconded:
That the draft Abuse policy be reconsidered to include an on-line training component that could be sourced for free, that further discussion take place to clarify impact of

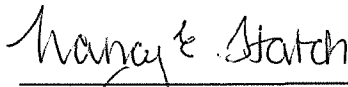
CVFD, and that it be reviewed by legal counsel, with an amended version brought to a future commission meeting for approval. Unanimously Carried

- Recruitment of Clerk/Treasurer – HR Matter
To be discussed at a future meeting.

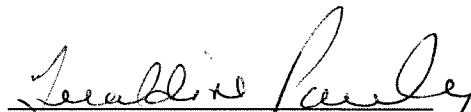
11.0 Adjournment

MOTION #22-146: Commissioner Mulrooney moved the meeting adjourn at 9:55 pm.

Next Regular Meeting – January 11th, 2023 – 7:00 pm



Commission Chair
Nancy Hatch



Commission Vice Chair
Geraldine Pauley