

Minutes
Special Meeting – In Camera
In-Person at 27 Pleasant Street
Tuesday, February 21, 2023 – 2:00 pm

Attendance: Nancy Hatch, Commission Chair (by video); Laura Mulrooney, Commissioner; Geraldine Pauley, Commission Vice-Chair; Randall O'Malley, Commissioner; Carol Nauss, Commissioner; Jeff Conrad, Interim Clerk/Treasurer

Regrets: Nil

Public Gallery: None

1.0 Call to Order

Vice-Chair Pauley called the February 21, 2023, Special Meeting of the Village of Chester Commission to order at 2:00 pm. As all items were confidential topics, the meeting moved immediately to In-Camera.

MOTION #23-016: Commissioner O'Malley moved; Commissioner Mulrooney seconded:
To go In Camera at 2:00 pm. Unanimously Carried

MOTION #23-017: Commissioner Mulrooney moved; Commissioner O'Malley seconded:
To resume the regular meeting.

Unanimously Carried

2.0 New/Other Business

- a) The Interim Clerk/Treasurer has been working with the Village lawyer on an employment contract for a new Clerk Treasurer that would describe the terms and conditions of employment.

MOTION #23-018: Commissioner Nauss moved; Commissioner O'Malley seconded:
That the employment contract for a Clerk/Treasurer be approved by the Village Commission. Unanimously Carried

- b) The Village Commission received an application for the position of Clerk/Treasurer on January 29th, 2023. Following assessment of the resume, the candidate was interviewed, and the provided references were checked. The Commission found the candidate to be qualified for the position and has held preliminary discussions regarding the position and the terms and conditions of work that indicate both parties would benefit from a working relationship.

MOTION #23-019: Commissioner Mulrooney moved; Commissioner O'Malley seconded: That the Village of Chester enter into an employment contract with Heather McCallum at a starting salary of \$60,000 for a six (6) month probation period, to be increased at the end of a successful probation to \$65,000 plus a maximum contribution of 6% to a retirement plan. The position includes other benefits as outlined in the employment contract. The start date to be established as soon as possible based on the availability of the candidate.

Unanimously Carried

c) The Village Commission had released a Request for Proposal (RFP) process to hire an executive search firm. The deadline for the RFP process was January 31st, 2023. Given that a candidate applied for the position on January 29th, and there was no contract in place at the time, services of the search firm will not be required if the candidate accepts the offered position.

MOTION #23-020: Commissioner Nauss moved; Commissioner O'Malley seconded: That upon completion of an employment contract between the successful candidate and the Village of Chester, that the four companies that submitted proposals under the RFP process be advised that the Village would not be proceeding with the process.

Unanimously Carried

d) The Commission reviewed information related to Village staff with regard to the current rates of pay, benefits, schedules, and tenure. It was noted that on April 1, 2023 the NS Provincial Minimum Wage will increase from \$13.60/hr to \$14.50/hr (an increase of \$0.90) and another increase on October 1, 2023 to \$15.00/hr (a further increase of \$0.50).

MOTION #23-021: Commissioner O'Malley moved; Commissioner Mulrooney seconded: That the Administrative Assistant receive a salary increase of \$1.00 per hour starting April 1, 2023.

Unanimously Carried

MOTION #23-022: Commissioner Mulrooney moved; Commissioner Nauss seconded: That the school crossing guards maintain their current payment terms, and that they receive pay increases that would maintain their current salary scale relative to the Provincial minimum wage, that is on April 1, 2023 their pay increase by \$0.90/hr to \$15.90, and on October 1, 2023 by \$0.50/hr to \$16.40.

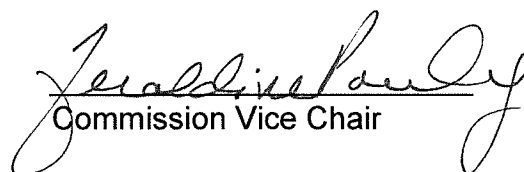
Unanimously Carried

3.0 Adjournment

Commissioner Mulrooney adjourned the meeting at 3:50 pm.



Commission Chair



Commission Vice Chair