

**VILLAGE OF NEW MINAS**  
**REGULAR COMMISSION MEETING**  
**JANUARY 13, 2004**  
**7:00 P.M.**

The Regular meeting of the Village of New Minas Village Commission was held on Tuesday, January 13, 2004 in the Village Office at 7:00 p.m..

**In Attendance:** Chair Ted Nicholson  
Commissioner Sherry Swanburg  
Commissioner Dave Chaulk  
Commissioner Wayne Merrill  
Clerk Treasurer Terry Silver

**Regrets:** Commissioner Messom

**Also in Attendance:** Linda Lockhart  
Rebecca Crouse  
Dan Watters  
Peter Pothier  
Glenda Bishop  
Don Zwicker

Rebecca MacKenzie  
Jack Bezanson  
Les Barrett

**CALL TO ORDER** Chair Nicholson called the meeting to order at 7:00 p.m., and welcomed the attendees. He recognized former Commissioner, Les Barrett.

**APPROVAL OF MINUTES DECEMBER 15, 2003** It was moved by Commissioner Swanburg, seconded by Commissioner Chaulk that the minutes of December 15, 2003 be approved as circulated.  
**MOTION CARRIED.**

**APPROVAL OF AGENDA:** It was moved by Commissioner Swanburg, seconded by Commissioner Chaulk that the Agenda be approved with the following additions:  
Item 7 - "Taxable Assessments"  
Item 7 - "Recognition of Acadian Sites"  
Item 9 - "Financial Statements – November 2003"  
**MOTION CARRIED**

**BUSINESS ARISING FROM THE MINUTES:**

**Regular Commission Meetings:**

**It was moved by Commissioner Swanburg, seconded by Commissioner Chaulk that the By-law with regard to Commission meeting times and venue not be amended, that meetings conform with current policies and all Commissioners make every attempt to attend every meeting. In the event there is no quorum, the meeting will continue as much as possible. MOTION CARRIED**

**Update – Payroll Program**

The Clerk Treasurer reported verbally and in a written report that the Payroll program has been installed and is working well. She commended Lynn Spencer on her diligent and impressive approach to the implementation to the payroll program.

**Update – Accounts Payable/General Ledger Programs**

The Clerk Treasurer gave a written report and recommendation on the Accounts Payable/General Ledger Programs being offered to the Commission on a “trial” basis by Munisoft from January to March, 2004. (Report attached to original Minutes).

**It was moved by Commissioner Chaulk, seconded by Commissioner Merrill to accept the offer from Munisoft to take the Accounts Payable/General Ledger programs on a trial basis from January through March, 2004 and to purchase the program on April 1, 2004 as recommended by Staff. MOTION CARRIED**

**Connors Diesel Limited Property Exchange**

**It was moved by Commissioner Merrill, seconded by Commissioner Swanburg that the property exchange between the Village of New Minas and Connors Diesel Limited property take place, and that the legal costs be paid for by Connors Diesel Limited, as compensation to the Village for the additional square footage to be received by Connors Diesel Limited. MOTION CARRIED**

## **COMMITTEE REPORTS**

### **Recreation Advisory Committee**

Commissioner Chaulk reported that the Recreation Advisory Committee met; however, there was no quorum and therefore no report from the meeting.

### **Water and Sewer Commission**

Commissioner Messom was absent from the meeting and a report was not available.

### **Area Advisory Committee**

Commissioner Swanburg advised there was no meeting of the Area Advisory Committee since the last meeting.

## **NEW BUSINESS**

### **Overtime Policy**

**It was moved by Commissioner Chaulk, seconded by Commissioner Swanburg that the Overtime/Callout Policy as presented be approved with the following changes “*An employee who is called out on a Holiday shall receive two times the normal rate of pay*”. Item entitled “*Meetings*”, should be deleted. MOTION CARRIED**

Commissioner Swanburg reiterated the Commission’s discussions some time ago regarding checking into a strategy for the traffic problems in the Village.

### **Commercial Street Strategic Planning – S. Swanburg**

**It was moved by Commissioner Swanburg, seconded by Commissioner Chaulk that the Commission meet with MLA David Morse as soon as possible to hear the concerns of the Commission with regard to the traffic problems on Commercial Street in New Minas. MOTION CARRIED.**

## **OTHER ADDED ITEMS**

### **Taxable Assessments**

The Clerk Treasurer advised that in 2003, when the Assessments were issued in January, the Woodvale and Forsythe Road Water Utilities were assessed taxable for the first time. The assessments were not appealed, and in December, the Clerk and Engineer met with the Director of Assessment to discuss the inappropriate values of the properties. (Clerk Treasurer's Report attached to the original minutes)

**It was moved by Commissioner Merrill, seconded by Commissioner Chaulk that the Clerk proceed with the process, as recommended in her report. MOTION CARRIED**

### **Recognition of Acadian Sites**

It was agreed by the Commission that an ad hoc committee be set up to investigate the process of recognizing Acadian Sites in the Village of New Minas. From the audience, the following people offered to also be citizen members of the Committee: Ms. Glenda Bishop, Ms. Rebecca Crouse and Mr. Dan Watters. Staff will set up a meeting in the near future.

## **CORRESPONDENCE**

There was no correspondence to discuss at this time.

## **OTHER**

### **Financial Statements – November, 2003**

The Financial Statements to November 30, 2003 were in the Commissioners' packages for perusal.

### **15 Minute Comments from Floor**

Ms. Glenda Bishop advised she was concerned at the excessive overtime hours paid to staff in 2003. Commissioner Swanburg voiced her concern as well. The Clerk advised that there were a number of reasons for what appears to be excessive overtime hours, and that the new structure will assist in keeping the overtime at a minimum. She pointed out that some staff do not receive overtime, and some who work overtime, do not claim it (as an example, the staff worked the evening of the Tree Lighting as security and maintenance staff and did not claim the time worked).

Ms. Rebecca Crouse expressed some concerns with regard to excessive litter at the New Minas Elementary School (possibly coming from other properties), and the Lockhart and Ryan Recreation Park. Commissioner Swanburg requested Ms. Crouse to put her concerns in writing to the Commission.

Mr. Les Barrett requested a response to his letter with regard to alleged overpayment of Invoice, and was advised this is an issue for the Commission to discuss In Camera.

Everyone was thanked for their attendance.

### **IN CAMERA SESSION**

**It was moved by Commissioner Chaulk, seconded by Commissioner Swanburg, that the meeting go in Camera. MOTION CARRIED**

**It was moved by Commissioner Merrill, seconded by Commissioner Chaulk, that the meeting go out of the In Camera Session. MOTION CARRIED**

**It was moved by Commissioner Chaulk, seconded by Commissioner Merrill, that based on the report of the RCMP pursuant to the Commission's request for an Investigation into a Perjury charge against Maverick Kelly, the Commission seek legal advice from its solicitor as to whether it would be appropriate to apply to Small Claims Court for recovery of funds which Mr. Kelly claims to have received from the Commission fraudulently. MOTION CARRIED**

### **Fire Department Christmas Banquet Invitation – Commissioner Swanburg**

Commissioner Swanburg advised she had not received an invitation to the Fire Department Christmas Banquet. The Clerk advised she had spoken with the Fire Chief and was advised that it was an error and/or oversight and he apologized for this. The Clerk will write a letter to the Fire Chief requesting that invitations be delivered to the Commission office in the future to avoid this happening again.

### **Information regarding Law Suit from Solicitor**

Commissioner Swanburg read excerpts from information provided to her by the Complainant in a Lawsuit against the Commission. The Clerk will search files and if she is unable to locate information as cited by Commissioner Swanburg, a request will be made to the Village's Solicitor for a copy.

**ADJOURNMENT**

**It was moved by Commissioner Chaulk that the meeting adjourn.**

---

**Ted Nicholson, Chair**

---

**Terry Silver, Clerk Treasurer**