



## VILLAGE COMMISSIONERS OF GREENWOOD (VOG)

REGULAR COMMISSION MEETING: MINUTES

December 18, 2024 @ 1:00 p.m.

---

- 1) **Call to Order:** Chairman Banks called the meeting to order at 1:01pm
- 2) **Present:** Chairman Banks, Vice-Chair Sealby, Commissioners Baker, Spinney, Colbourne, Clerk-Treasurer Kerry Graham, Andy Olexa, County of Kings Planning and Development Laura Mosher and Alice Jacob.
- 3) **Absent:** Grace Dunham
- 4) **Disclosure of Conflict-of-Interest Issues:** none
- 5) **Additions to Agenda:** JAAC motion, In camera re: personnel matter
- 6) **Approval of Agenda:** Regular Commission Meeting Agenda December 18, 2024.

MOVED/SECONDED by Commissioners SEALBY/ BAKER that the AGENDA for the Regular Commission Meeting on December 18, 2024, be approved

- 7) **Approval of Minutes:** Regular Commission Meeting minutes November 20, 2024.

There being no errors or omissions, Chairman Banks declared the MINUTES for the Regular Commission Meeting on November 20, 2024 approved.

- 8) **Business arising from the Minutes:**
  - a. Part Time Accounting Clerk – deadline to apply has been extended to January 10, 2025.
  - b. Outdoor Cameras – CT requested 2 more quotes.
  - c. Walking track, Dug outs, Gazebo – Proposal for grant application will be discussed at budget/CIP, Strategic Planning meeting scheduled for January 8, 2025. As per discussion with Andy Olexa, CT will investigate dug outs with soccer club.
  - d. CT gave repair shop approval to replace gear box on ditch mower by email on November 21/24. Wrong gear box came in, another ordered.
  - e. Tree Light up celebration – Lions served approximately 60 cups of /hot chocolate. Good community feedback.
  - f. Staff Christmas Party was enjoyed by all in attendance.

9) **Reports:**

- a. ANSV: Chairman Banks
- b. County of Kings: Building & Development Statistics - circulated
- c. Greenwood Water Source Committee: Commissioner Bob Baker
- d. Joint Accessibility Advisory Committee (JAAC): Commissioner Sealby had 3 motions for discussion.

*d1. MOVED/SECONDED by SEALBY/COLBOURNE That the Village Commission re-appoint Quentin Hill (Village of New Minas) and appoint Doug MacLean (Village of Cornwallis Square) as Village Commissioner representatives on the Joint Accessibility Advisory Committee for terms ending May 31, 2027. CARRIED*

*d2. MOVED/SECONDED by SEALBY/SPINNEY that VOG accept the 2025/2026 JAAC Budget as submitted at the JAAC meeting held on December 11, 2024. CARRIED*

*d3. MOVED/SECONDED by SEALBY/BAKER that VOG adopts the accessibility plan update entitled "Our Joint Accessibility Plan Update 2025-2028". CARRIED*

- e. Physicians Recruitment & Retention Committee: Grace Dunham
- f. REMO: Commissioner Sealby
- g. Hall of Fame – Commissioner Sealby

10) **List of outstanding items**

- a. PW - Banners 2.0 – On task list May 2024
- b. Curb/landings at crosswalks – On hold till KFC sidewalk complete.
- c. New building design plan –CT to attend initial meeting with Palmer Doherty to go over plan. January 2025.
- d. Village clothing – Admin was investigating. CT will research December 2024.
- e. Boardroom chairs – order placed Oct 23/24. Waiting for delivery.
- f. PW - Waste sorting stations – On task list August 2024
- g. PW 3 Bat Houses – On task list August 2024
- h. PW Ribfest Hwy sign installation – On list July 2024
- i. Garden bed on Bridge St – Contractor building, PW to paint sign poles, on task list May 2022.
- j. CT sourcing pet waste disposal signs. – In progress, September 2024
- k. Part Time Accounting Clerk - Ad has been placed, date extended to Jan 10/25.
- l. Sewer line clean outs - Civic building, scoping has been done, waiting on a date from contractor. November 2024
- m. GRID Application – Applied Dec 10/24.
- n. VICE- CT updated CIP to VICE with MOK December 12/24

**New Business:**

- 11) **Morse Invoice:** received, discussed, CT to process payment.
- 12) **WSP Sidewalk Plan:** received quote and circulated. Moved to Strategic Plan.
- 13) **Canada Post Strike:** CT and PW have been dropping some payments off in person. Some payments are stuck in the mail from just prior to the strike. Remittances have not arrived; many bills are not electronic for us and we do not have EFT set up. There will be a backlog to get through once mail starts to arrive with many late payments from October, November and December.
- 14) **Holiday Office hours:** Wednesday, December 25 and Thursday, December 26 are stats followed by Wednesday, January 1<sup>st</sup>. Friday's office is closed. CT has been in the office from 10am to 3pm (minimum) but takes calls and responds to emails 24/7, with AA opening the office at 9am. 9am is quiet in person, most walk-ins are in the afternoons, closer to closing usually. Would a later opening/closing meet residents needs better. Office will be closed for the holidays on December 23, 2024 until January 3, 2025, reopening on January 6, 2025 with new hours being 10am to 3pm Monday to Thursday.
- 15) **County Presentation:** Regarding rezoning of 683 Central Ave to allow multi residential. Laura Mosher and Alice Jacob presented to the Commission. Since the proposal was not considered to be within the Commercial downtown area, it was favorable.
- 16) **Public Works Update:** Task list circulated
  - a. Commissioner Colbourne has been working with PW lead hand – CT to order two 4x6 whiteboards.
  - b. Seasonal FT/Casuals return – guidelines for being on call, reasons to called in, hourly vs flex. Casual should be given 2 weeks' notice for scheduled coverage and 24 hours for sick days or weather call ins whenever possible. Casual is for vacation, sick and significant weather events. Flex time staff is to complete 8-hour day prior to calling casual in for any other reason. Casual will return to Fulltime Seasonal April 1, 2025.
  - c. CT and Jeff in PW attended the REMO Basic Emergency Management course at MOK December 11/24.
  - d. INTACT Insurance inspection was conducted in person on November 26, 2024 and found no concerns.

e. Safety 1<sup>st</sup> response re: hwy safety for sign installation. December 17, 2024 Samantha Adams of Safety 1<sup>st</sup> investigated and concluded the location is a safe working distance from highway in both directions, has a guard rail at one. Park VOG truck roadside with lights on. No additional safety required. Brad Hebb NS PW Bridge crew supervisor was consulted by CT at the request of PW on July 23, 2024 he confirmed village PW will have no issues installing the roadside signs with ladders. CT contacted Brian Storrie NS PW Sign Supervisor on July 9, July 22 & August 30, 2024. He confirmed each time it is village/town PW that install these signs, with ladders. He visited the site and determined height and proximity to hwy is not an issue.

17) **In Camera**: Commissioner SEALBY/SPINNEY at 2:35pm MOVED/SECONDED a motion to go in camera to discuss personnel matters. Commissioners SEALBY/COLBOURNE at 2:50pm MOVED/SECONDED to come out of in camera. Discussion regarding the Administrative Assistant position requires further action.

18) **Correspondence**: Valley Credit Union re: curbs, AMANS Municipal Wage Survey

19) **Councilors Comments**: none present

20) **Commissioner Comments**:

Motion to adjourn the meeting by Commissioner BAKER at 2:51pm. CARRIED

Next Regular meeting scheduled for 9am January 15, 2025.

Budget and Strategic Planning meeting scheduled for 9am January 8, 2025.

  
\_\_\_\_\_  
Brian Banks - Chairman

  
\_\_\_\_\_  
Kerry Graham – Clerk-Treasurer