

The meeting was called to order by Councillor Bobbitt at 5:20pm.

Attendance: Mayor Flewwelling, Deputy Mayor MacLeod, Councillors Bobbitt, Loder, Administrative Clerk, and Works Supervisor.

- 1. Village By-Laws & Policies:** Councillor Bobbitt mentioned he would like to review all the By-Laws and Policies.
- a). The First Policy to be reviewed is the Flood Assistance: Specifically how many sump pumps were available at the Works Garage for residents to borrow. Rod said they had 9 sump pump.
 - b). Village Council iPads: Requested that the policy be changed to indicate Electronic Equipment, and add that Village Council may choose to utilize the Electronic Equipment for Council meetings. Pass a motion at Council for this change.
- 2. Non-Profit Funding Requests:** a). It was decided that there aren't sufficient funds in the budget to donate. It was requested the Admin Clerk formulate letters to these Agencies indicating such.
- 3. Dog Tags:** The Admin Clerk mentioned that she only found out about ordering dog tags after the December Council meeting. She had tried to order them the next day, but the supplier was closed for Christmas. They have been ordered, it will take 5 weeks to come in. This year, we are not getting the year on them. The minimum order for the dog tags is 100. Each year we buy 100 and only use 41, the remainder are useless, therefore this change will save the Village money by buying 100 dog tags and being able to use them in the next few years.
- 4. Summer Students:** Councillor Bobbitt said that Alaina Lockhart has posted that application process for summer students is available online. January 20th is the deadline for applying for summer students. It was decided that the Village should apply for 3 students. Councillor Loder requested that a student be set aside for Recreation. Councillor Loder also requested that there be a recreation program in the summer, since Town of Sussex no longer provides one. Councillor Bobbitt said one reason for that is insurance. Mayor Flewwelling suggested to Councillor Loder to put together a proposal to look at for 2018 to establish a summer recreation program. In the meantime, Rod said in the event Recreation needs a student, that they "borrow" one from the works dept.

whenever they need one.

- 5. Donating iPads/Presentation:** There are five iPads that we can donate. Mayor Flewwelling will advise the Admin Clerk of his availability for the presentation of iPads. At which time someone will take a picture with their cell phone and send it to the Record for a story.
- 6. Photographer:** Councillor Bobbitt has arranged for the photographer to come to the Village office on Monday, January 16th at 4pm. Mayor Flewwelling suggested a picture of Council and head shots of staff for the website.
- 7. Meetings:**
- a). Recording of Meetings:** Councillor Loder asked if Council needs to be notified at the onset of the meetings if it is being recorded. She also asked what the law is on this subject. Admin clerk will investigate if there is a law pertaining to recording of meetings. Admin Clerk suggested that a notice be placed on the wall outside of Council Chambers informing the public that it may be recorded.
 - b). Cancelations:** Councillor Loder commented that there was no notice of cancellation for last week's Operations meeting. She said that she called Councillor Bobbitt at 6pm when she arrived at the Village office and nobody was there. Councillor Bobbitt said that moving forward, the Operations meeting will take place on the first Thursday of the month at 5:15 or 6pm (depending on what was decided earlier).
 - c). Minutes:** It was discussed that minutes are to be ready 48 business hours after the meeting (which brings us to Monday). Councillor Loder said she likes to have time to review all the motions prior to the Council meeting.
- 8. Status Update Items:**
- a). Sewer Agreement:** Mayor Flewwelling had sent a letter to Scott Hatcher, and Scott Hatcher has replied (copies were circulated to committee members in attendance and will emailed to those who couldn't make it). Councillor Bobbitt suggested that it be discussed at Closed session on Tuesday evening.
 - b). Hydrant Refurbishment Program:** Works Supervisor was asked for an update, whether we should start buying items now. He said that there has already been \$9,000 spent this year on the project, and likely the \$20,000 we have will not be nearly enough.
 - c). Storm Water Project:** Rod said that we are waiting for

the result of funding. Councillor Loder thought the end of February on some funding. It was mentioned that we will keep following up on it.

d). SCADA System: Rod said that we should receive a package for review by next week, when we receive the package, we will then decide on it and send invitation to tender. Once he received funding, and the invitation to tender has been received, he will bring this to Council and the Operations meeting.

e). DFA Trout Creek: Councillor Loder inquired about correspondence, and that numbers have not been done since 2014. A certain percentage of DFA money comes back to us as mitigation money, and we have allocated in the budget for work done on Trout Creek, but she's questioning where our other money is. Councillor Bobbitt mentioned that Mr. Smith had emailed him and said that we should be hearing something soon in regards to funding.

f). Office Suite (should read Quickbooks): Admin clerk said the W&S bills should be out by mid-week.

g). Winter Carnival Planning: Scheduled for February 11th from 1-4 pm. Mr. Magic & the horses are confirmed. Next progress meeting is on Jan 19/17 @ 6pm.

9. Items to be referred to appropriate committee:

a). Volunteer Appreciation – has been referred to the Public Relations committee.

b). Employee evaluations and pay scale – referred to Personnel / HR Committee.

c). EMO – referred to Protective Services Committee.

10. Next Operations Meeting:

Councillor Bobbitt will be out of town from Jan 27-Feb 1. He has asked for agenda items to be emailed to Admin Clerk and she will formulate the agenda for the next meeting on February 2/17 at 6pm.

11. Adjournment:

Councillor Bobbitt called an adjournment at 6pm.