

Gogama Local Services Board
Monthly Board February 4th, 2016
Gogama Community Centre at 7:00 p.m.

1. Call meeting to order at 7:00pm and roll call

Attendance:

Andre Jodouin – Chairperson & Presiding
Michel Veronneau – Board Member
Gilles Veronneau – Board Member

Absent:

Claude Secord – Vice Chairperson
Roxanne Veronneau – Board Member

2. Declaration of conflict of interest based on agenda topics – No conflicts declared.

3. Acceptance of agenda

Moved by Gilles Veronneau and seconded by Mike Veronneau Motion carried

4. Acceptance of minutes of:

Monthly Board meeting January 7th, 2016

Moved by Gilles Veronneau and seconded by Mike Veronneau Motion carried

5. DISBURSEMENTS:

The secretary reported that the Asset Management Plan required some updating on the website. The Board discussed that these updates will be performed by Natalie Gaudette. The Board also discussed Gerry Talbot's consulting fees for the training of the new Secretary and agreed that the said fees will be paid from the Asset Management Plan Budget. Having no other disbursements to discuss and no further questions from the Board, the Chairperson asked for a motion to approve these two items.

Moved by Mike Veronneau and seconded by Andre Motion carried

6. UNFINISHED BUSINESS

6.1 Administrative Portfolio

CN financial assistance request - UPDATE

The Secretary updated the Board on the change in the CN contact person. This new contact person will be responsible for fielding all questions related to the Board's request for financial assistance from CN. The Secretary went on to explain that on his last communication with CN, the Board was responsible for acquiring at least two quotes from businesses from the surrounding area for the purchase of a new generator as well as any repairs to the Community Centre the Board deems necessary. The Board discussed their wish to keep the work local as opposed to contracting to outside organizations. The Secretary stated he will reach out to the new CN point of contact and explain how the Board normally conducts business and will report back to the Board his findings as they develop.

- 6.1 Garbage Collection Portfolio** - No unfinished business
- 6.2 Financial Portfolio** – No unfinished business
- 6.3 Fire Protection Portfolio** –No unfinished business
- 6.4 Library Portfolio** – No unfinished business
- 6.5 Recreation Portfolio** - No unfinished business

6.6 Water/Sewer Portfolio

OCWA – Residential water valves opened and closed – NEW procedure

The Secretary tabled the topic of OCWA's new procedure for opening and closing residential water valves located at property lines. Opening such valves will be done during business hours from Mondays to Fridays. Should a request be made after hours or on weekends and holidays, the full cost of \$400.00 will be required in advance to the request being fulfilled. As it stands, each property owner is allowed one opening and one closing at no charge during a 12 month fiscal period. A fee of \$30.00 will be payable to the Gogama Local Services Board for requests made beyond one opening and one closing of said valves during regular business hours Mondays through to Fridays. Emergencies will be handled on a case by case basis. The Board will look into the possibility of renegotiating the \$400.00 call-out price to a lower rate on the next contract renewal.

7. BY- LAWS :

By-law 2015-2016-14 Approval of Annual Budget Estimates (Email vote results)
All By-Laws completed.

Moved by Mike Veronneau and seconded by Roxanne Veronneau Motion carried

8. NEW BUSINESS

8.0 CORRESPONDENCE:

France Gelinas February newsletter
Letter from MNM 1st request for advance \$22475.50 to be received this month.

8.1 Administrative Portfolio:

Background check for secretary and treasurer
Are recommended for insurance purposes.

Moved by Mike Veronneau and seconded by Andre Jodouin Motion carried

Water Valves and sump water dumped into the sewage system

The Newsletter contains an excerpt speaking to this. Letters to residents were mailed out last year and will be mailed out again this year as a reminder.

Moved by Mike Veronneau and seconded by Gilles Veronneau Motion carried

Letter from MOE regarding new connections to sewer system

The MOE audit was performed February 1st, 2016. The Secretary recommended to the Board that a formal letter be requested on this matter and that the Board answer the letter requesting the test results of the Ambient Monitoring performed on the Macamay River.

Moved by Gilles Veronneau and seconded by Mike Veronneau

Motion carried

Request by resident to move water valve and sewer connection

The Secretary advised the Board of a request from Mr. Roy Jacques Jr. to move his existing water valve and sewer connection to the other side of his property. The Board discussed and agreed that Mr. Jacques' request be approved as the valve and sewer connections already exist and that he can go forward with the changes at his cost.

Moved by Mike Veronneau and seconded by Gilles Veronneau

Motion carried

Training for new secretary and transition schedule

The training of the new Secretary is going well, the current Secretary recommended that the training be extended for an additional week to complete the changeover.

Moved by Gilles Veronneau and seconded by Mike Veronneau

Motion carried

8.2 Garbage Collection Portfolio: No new business to report

8.3 Financial Portfolio:

Audit planned for February 16th, 18th or 19th

The Board is aware that the audit date is now set for February 18th, 2016.

Approval of 2015-2016 User Fee Guidelines to Invoicing

The Board reviewed the 2015-2016 User Fee Guidelines to Invoicing, approval of said guidelines was approved.

Moved by Gilles Veronneau and seconded by Mike Veronneau

Motion carried

8.4 Fire Protection Portfolio: No new business to report

8.5 Library Portfolio:

The Secretary reported that a new lock has been installed at Library main entrance, it was also reported that a new panic bar needed to be installed in order to resolve the problem that is currently happening with the proper function of the door. The Secretary recommended the Board purchase the replacement bar and have it installed.

Moved by Mike Veronneau and seconded by Andre Jodouin

Motion carried

Joint Automated Server Initiative (JASI) expenditures

The Secretary advised the Board of the outline of fees related to the implementation of the JASI project and reviewed the application that needed to be sent in as soon as possible. Included in the application was a 5 year breakdown of fees for this program. The Secretary recommended that since the Board has remaining funds in the OLCF budget that must be used prior to March 31, 2016, the Board should consider moving ahead with submitting the application and paying the 5 years' of fees in advance. The Board discussed the matter and agreed to move forward with the recommendation.

Moved by Mike Veronneau and seconded by Gilles Veronneau

Motion carried

8.6 Recreation Portfolio:**Recreational activities list from Cheryl Secord**

The Secretary will speak to Roxanne Veronneau to define the process for building and equipment access by the committee members before moving forward.

Roxanne Veronneau's request for an advance on funds (Email vote results)

The Board received an emailed request from Board member, Roxanne Veronneau asking for a cash advance of \$500.00 for supplies and incidentals for the March 5th, 2016 dance. A package including all related forms and materials was prepared for Roxanne including a formal letter of request for the cash advance which requires Roxanne's signature. The Board agreed to the request and a cheque for the advance will be provided upon receiving the signed written request.

Moved by Gilles Veronneau and seconded by Claude Secord

Motion carried

8.7 Water/Sewer Portfolio:**Email from OCWA re capital equipment expenditures & LSB response**

The Board received an email from OCWA stating that they should consider the purchase and installation of a programmer at the plant. OCWA went on to say that this purchase would significantly reduce the cost of paying for an individual to attend the plant should anything ever happen. The cost for this programmer is in the \$900.00 range. The Secretary stated that the Board does have the funds to cover this expenditure and is recommending that OCWA be given the approval to proceed with the said purchase. The Board discussed the matter and reviewed the budget and agreed to OCWA's request to purchase the programmer.

Moved by Mike Veronneau and seconded by Andre Jodouin

Motion carried

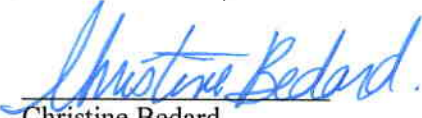
9. Deputations or Delegations or Discussion from the floor

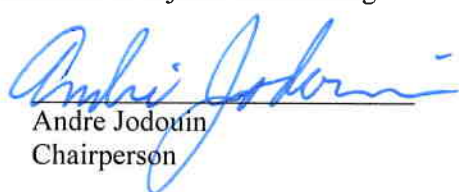
None received

10. Adjournment

Having no more business to discuss, The Chairperson asked for a motion to adjourn.

Moved by Mike Veronneau and seconded by Gilles Veronneau to adjourn the meeting.


Christine Bedard
Secretary


Andre Jodouin
Chairperson