

Local Services Board of Gogama
Monthly Board Meeting –October 2nd, 2014
Gogama Community Centre – 7:00 p.m.

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

Attendance:

Andre Jodouin - Chairperson & presiding
Claude Secord – Vice Chairperson
Michel Veronneau – Board Member
Gilles Veronneau – Board Member
Roxanne Veronneau – Board Member
Gerry Talbot – Secretary

2. Declaration of Conflict of Interest – None to be declared

3. **Acceptance of agenda:**

Moved by Claude Secord seconded by Roxanne Veronneau Motion Carried

4. **Acceptance of minutes from previous meeting:**

- Monthly Board meeting September 2/14

- Motion to approve monthly board meeting minutes of Sept 2/14
Acceptance moved Claude Secord by seconded by Gilles Veronneau Motion Carried

- Special Contracts meeting September 18/14

- Motion to approve special contracts meeting September 18/14
Moved by Andre Jodouin seconded by Gilles Veronneau Motion Carried

5. **Disbursement: Monthly budget reports:**

-The secretary presented the monthly budget reports to the Board indicating that overall, there were anticipated deficits in the Sewage and Garbage Collection budget. Although there may be some line items that may be in a deficit mode, there were enough monies in other line items to cover the deficit.

Motion to approve the monthly budget reports:

Moved by Michel Veronneau seconded by Claude Secord Motion Carried

6. **UNFINISHED BUSINESS:**

6.0 – **Administrative Portfolio:** No unfinished business

6.1 – **Garbage Collection Portfolio:** No unfinished business to report.

6.2 – **Financial Portfolio:** No unfinished business to report.

6.3 – **Fire Protection Portfolio:** No unfinished business to report

6.4 -**Library Portfolio:** No unfinished business to report.

6.5 - **Recreation Portfolio:** No unfinished business to report

6.6 - **Water/Sewer Portfolio:** No unfinished business to report

7. - **By-Laws:** The Board agreed to discuss and approve the 2014-2015 contracts prior to discussing the by-laws.

- **Review and approval of Contracts with new board members for 2014-2015 fiscal year:**

- Secretary contract: approved
- Treasurer contract: approved
- Manager/Custodian contract: approved
- Generator Maintenance contract: approved
- Garbage Collection contract: approved
- OIT contract: approved
- Business Consultant: approved

1. 2014-2015-1 Approval to maintain bank accounts
Moved by Michel Veronneau and seconded by Roxanne Veronneau Motion Carried
2. 2014-2015-2 Appointment of Secretary for the LSB
Moved by Michel Veronneau and seconded by Claude Secord Motion Carried
3. 2014-2015-3 Appointment of Treasurer for the LSB
Moved by Michel Veronneau and seconded by Gilles Veronneau Motion Carried
4. 2014-2015-4 Approval of the Board Insurance Contract for 2014-2015
Moved by Claude Secord and seconded by Michel Veronneau Motion Carried
5. 2014-2015-5 Approval of Generator Maintenance Contract
Moved by Roxanne Veronneau and seconded by Michel Veronneau Motion Carried
6. 2014-2015-6 Approval of Manager/Custodian Contract
Moved by Michel Veronneau and seconded by Claude Secord Motion Carried
7. 2014-2015-7 Approval of Garbage Collection Contract
Moved by Roxanne Veronneau and seconded by Michel Veronneau Motion Carried
8. 2014-2015-8 Approval of Business Consultant Contract
Moved by Claude Secord and seconded by Roxanne Veronneau Motion Carried
9. 2014-2015-9 Approval of OIT Contract
Moved by Michel Veronneau and seconded by Roxanne Veronneau Motion Carried

8. - **NEW BUSINESS:**

8.0 – **CORRESPONDENCE:**

- Letter from Venture Centre requesting nomination of person to the Venture Centre board to represent Gogama. The vice-chairperson asked for a motion to nominate Roxanne Veronneau as representative for Gogama.

Moved by Mark Smith seconded by Gilles Veronneau Motion Carried

Correction to the above motion: change Roxanne Veronneau to Gerry Talbot as representative for the community of Gogama.

- **I Do Construction letter:** The letter describes the services that the company offers.

- **Denis Laferriere letter** of no further requirement of LSB services: The secretary reported to the Board members that Mr. Laferriere wants permanently closing his business and that the building would be demolished and that the water could be shut off as of September 30/14. User fees would also need to be discontinued for 2014-2015.

- **Email received from Anna Janson, Ministry of Municipal Affairs and Housing:** The secretary reported the contents of the letter asking to confirm the type of services available to a property in town

for which a severance is being requested. The secretary reports that a summary of the services to the said property as indicated in the Board's records was provided in the past to the owner. The owner states that there are other water valves to the property but the Board has no records of the valves. The extra water valve (s) may have been installed by the owner himself and the board having no record of these valves should not be accepting responsibility of their operating condition. The board members discussed the matter at length and agreed that the original submission to the owner will stand and that an email should be sent to Anna Janson and the owner. If further investigation determines the ownership of the valves or its operating condition, the board would then look at the matter again.

Motion to send letter to Anna Janson and owner of property

Moved by Michel Veronneau and seconded by Claude Secord

Motion Carried

8.1 – **Administrative Portfolio:**

- **Richard Gravelle acceptance for WWT1 training:** The secretary reported that confirmation of Richard Gravelle's application to write an exam for WWT1 course had been received and will be held November 18th, 2014 in Timmins.

- **Approval of meeting schedule for 2014-2015:** The board members discussed the monthly meeting schedule for the 2014-2015 fiscal year and all agreed to change the meeting date from Tuesday to Thursday to better accommodate all members. Motion to reflect new meeting dates.

Moved by Claude Secord and seconded by Gilles Veronneau

Motion Carried

- **Assignment of Portfolios:** The chairperson proceeded to discuss the assignment of portfolios for individual board members. The following is a result of the discussion:

- Gilles Veronneau – Garbage Collection
- Roxanne Veronneau – Financial and Administration
- Michel Veronneau – Fire Protection Services and Water/Sewer system
- Andre Jodouin – Library
- Recreation – Claude Secord and Water/Sewer System

- **Audit and Approval of Infrastructure Inspection:** The secretary reported to the board members that the completion of the Infrastructure had been completed and received. It now required for a board member to carry out a sample audit of the submitted documents to verify if it had been done correctly. Andre Jodouin agreed to carry out the audit and report back to the board.

- **8.2 – Garbage Collection Portfolio:** Gilles Veronneau reported to the board members that himself and the contractor would carry out an inspection of the garbage bins for the fiscal year 2014-2015.

- 8.3 – **Financial Portfolio:** The secretary reported that the second payment in the amount of \$27,000.00 had been received from Ministry of Rural Affairs and that a balance of \$15,000.00 was still owed to the board. Will apply for the balance once the final sewage pump is installed.

-8.4 – **Fire Protection Portfolio:** The secretary reported that an invoice will be sent to the fire department for reimbursement of the \$2700.00 cost for vehicle insurance and that the Fire Protection Agreement required to be renewed. The board members discussed the matter and the chairperson asked for a motion to approve the agreement.

Moved by Michel Veronneau and seconded by Gilles Veronneau Motion Carried

- 8.5 - **Library Portfolio:** Bottle drive scheduled for September 7th weekend raised \$478.50. A new CPU had to be purchased for the library computers.

- 8.6 - **Recreation Portfolio:** The secretary reported that he was in process of obtaining quotes to carry to carry out an inspection of the Community Centre boiler system.

- 8.7 - **Water/Sewer Portfolio:**

- **Update on purchase of pumps:** The secretary reported that the #1 well pump had been installed and the installation had remained on budget.

- **Approval of email quote for calibration of flow meters:** The secretary reported to the members that a quote had been obtained for the yearly calibration of the flow meters and that the date of November 8/14 is when the work will be carried out.

- The secretary reported that the Confined Space Program had been completed and made it known to the board members that it was available for review. Claude Secord said that he would review the document.

-9.0 - Deputations or Delegations or Discussions from the public – None received

-10.0 Adjournment:

- Having no more business to discuss, the chairperson asked for a motion to adjourn.

Moved by Claude Secord to adjourn the meeting.

Gerry Talbot
Secretary

Andre Jodouin
Chairperson

