

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE AND ADMINISTRATION COMMITTEE
MINUTES

Friday, November 27th, 2020

At 1:00 p.m.

Present – Michael Donohue, Kevin LeGris, Bob Hall, Mike Quilty, and Robert Dick

Staff present– Allison Vereyken, Chris Kunopaski, Mitchell Ferguson

1. Michael Donohue called the meeting to order at 1:02 pm.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – November 27th, 2020

Moved by Mike Quilty Seconded by Robert Dick

Be it resolved that the Finance and Administration Committee accept the agenda for the November 27th, 2020 Finance and Administration Committee meeting as amended to move item 5ii to be discussed after item 5ix.

“Carried”

4. Adoption of Minutes – July 30th, 2020

Moved by Mike Quilty Seconded by Kevin Legris

Be it resolved that the Finance and Administration Committee accept the minutes of the Finance and Administration Committee meeting held July 30th, 2020.

“Carried”

5. Draft 2021 Budget

- i. Summary

The Clerk/Treasurer presented the summary PowerPoint for the 2021 Draft Budget to Committee. The summary included a tax levy of 4% for the 2021 year.

- ii. 2021 Draft Emergency Management Budget

The Clerk/Treasurer presented the draft budget which was noted to included additional allocations for training in 2021 for staff to begin the process of becoming involved in the Emergency Management Committee. Upon no further discussion the following resolution was passed:

Moved by Bob Hall Seconded by Mike Quilty

BE IT RESOLVED that the Township of Admaston/Bromley Finance and Administration Committee recommend the 2021 Emergency Management Budget as presented at the November 27, 2020 meeting in principal.

“Carried”

iii. 2021 Draft Police Service Board Budget

The Clerk/Treasurer presented the police budget along with Deputy Mayor Quilty. Upon no further discussion the following resolution was passed:

Moved by Mike Quilty Seconded by Bob Hall

BE IT RESOLVED that the Township of Admaston/Bromley Finance and Administration Committee recommend the 2021 Police Service Board Budget as presented at the November 27, 2020 meeting in principal.

“Carried”

iv. Draft 2021 Douglas Fire Budget

The Clerk/Treasurer along with Councillor Dick presented the fire budget. It was noted that the Sign purchase should be a Capital purchase item, the uniforms should be broke out separately from the prevention expense line and the retirement/service awards should be separate from the Christmas line. The Mayor requested clarification on the lack of New Equipment monies spent in 2019 and confirmed that the bunker suits that were anticipated to be purchased would be purchased prior to yearend. Upon no further discussion the following resolution was passed:

Moved by Robert Dick Seconded by Bob Hall

BE IT RESOLVED that the Township of Admaston/Bromley Finance and Administration Committee recommend the 2021 Fire Department Budget as discussed and amended at the November 27, 2020 meeting in principal.

“Carried”

v. Draft 2021 Admaston Recreation Committee (ARC)

The Clerk/Treasurer along with Councillor Legris presented the budget. During the discussions it was noted that volunteer help is becoming difficult and it was noted that the siding on the building still has not been erected. Mayor Donohue noted that he would investigate with the School Board the availability of students

who require their community service hours. Upon no further discussion the following resolution was passed:

Moved by Mike Quilty Seconded by Kevin Legris

BE IT RESOLVED that the Township of Admaston/Bromley Finance and Administration Committee recommend the grant amount of \$4,200 to the Admaston Recreation Committee Recreation Committee as presented at the November 27, 2020 meeting in principal.

“Carried”

vi. Draft 2021 Douglas Recreation

The Clerk/Treasurer along with Councillor Legris presented the Douglas budget for 2021. It was noted that due to the pandemic the committee was looking at alternative options for the annual frosty fun fundraiser. Upon no further discussion the following resolution was passed:

Moved by Kevin Legris Seconded by Bob Hall

BE IT RESOLVED that the Township of Admaston/Bromley Finance and Administration Committee recommend the grant amount of \$6,000 to the Douglas Recreation Committee as presented at the November 27, 2020 meeting in principal.

“Carried”

vii. Draft 2021 Library Budget

The Clerk/Treasurer along with Councillor Hall presented the draft budget for the Library Board. It was not that the additional amount of \$2,450 requested would be funded by the Safe Restart Program as a one-time payment. Upon no further discussion the following resolution was passed:

Moved by Mike Quilty Seconded by Bob Hall

BE IT RESOLVED that the Township of Admaston/Bromley Finance and Administration Committee recommend the Public Library Board grant in the amount of \$19,999, along with a one-time pandemic relief payment to be funded from the Safe Restart Reserve in the amount of \$2,450 be approved as distributed to Committee on November 27, 2020 in principal.

“Carried”

viii. Draft 2021 Operations Budget

The Clerk/Treasurer along with the Public Works Superintendent presented the draft budget for 2021. It was noted that the Capital Budget would be discussed at a later date. Upon much no further discussion the following resolution was passed:

Moved by Robert Dick Seconded by Mike Quilty

BE IT RESOLVED that the Township of Admaston/Bromley Finance and Administration Committee recommend the approval of the Operations Budget as presented at the November 27, 2020 Committee meeting in principal.

“Carried”

Council decided that the meeting would be recessed with the following resolution being passed:

Moved by Robert Dick Seconded by Mike Quilty

BE IT RESOLVED that the Friday, November 27th, 2020 Township of Admaston/Bromley Finance and Administration Committee meeting be recessed at 4:08 pm to be continued at 6:30 pm on Thursday, December 3rd, 2020.

“Carried”

The meeting resumed at 6:33 p.m. on Thursday, December 3rd, 2020. Present were Mayor Donohue, Deputy Mayor Quilty, Councillors Dick, Legris and Hall. Also present was staff member Allison Vereyken.

ix. Draft 2021 Municipal Budget

The Clerk/Treasurer presented the overall Township operating budget for 2021. It was noted that there are several RFP's that need to be completed and received prior to the budget being presented for approval from Council. Upon no further discussion the following resolution was passed:

Moved by Kevin Legris Seconded by Mike Quilty

BE IT RESOLVED that the Township of Admaston/Bromley Finance and Administration Committee recommend the approval of the Draft General Municipal Budget in principal, which includes a Municipal Tax Levy in the amount of \$2,328,320 to be presented to Council once the RFP for Auditing, Environmental Monitoring and Well Sampling and Insurance for 2021 have been received;

AND BE IT FURTHER RESOLVED that Committee recommend to Council the approval of a 1.5% COLA, an increase in boot allowance to \$250, adding eye glasses/contacts/exams to the benefits program, providing \$20 per month to each employee for use of personal cell phones and implementing an on-call phone for the 2021 year at the Council meeting of December 17th, 2020 to be implemented January 1, 2021.

“Carried”

x. Draft 2021 Donations/Grants

The Clerk/Treasurer presented the donations to Committee with the intent to approve for recommendation the amount only, not where the funds will be distributed at this time. The Mayor noted that that is acceptable as groups have become accustomed to submitting in January. Upon no further discussion the following resolution was passed:

Moved by Mike Quilty Seconded by Bob Hall

BE IT RESOLVED that the Finance and Administration Committee recommends the adoption of the 2021 Donations/Grants amount of \$6,500.00 in principal.

“Carried”

xi. 2021 Draft Reserves

The Clerk/Treasurer noted to Committee that these will be reviewed with the Capital presentation and a recommendation would be made at that time.

6. Next Meeting

This was noted to be at the call of the Chair.

7. Adjournment

Moved by: Bob Hall Seconded by: Kevin Legris

BE IT RESOLVED that the Thursday, December 3rd, 2020 Township of Admaston/Bromley Finance and Administration Committee meeting be adjourned 7:22 p.m.

“Carried”

Chair

Clerk