

MINUTES – VILLAGE OF HARVEY

**Regular Meeting
April 11, 2022
7:00 P.M. Village Office**

1. Call to order, adopt agenda, approval of Minutes of the previous meeting held on March 9, 2022.

In attendance: Mayor Gamblin, Councillor MacMullin, Councillor Davis, and Village Clerk-Katherine Henry. Deputy Mayor Corey attended part of the meeting via Zoom due to travel and Thomas MacDonald presented his report by phone due to illness.

The Meeting was called to order by Mayor Gamblin at 7:00 pm.

Councillor MacMullin motioned to approve the adoption of the agenda. Seconded by Councillor Davis. Motion carried.

Councillor MacMullin motioned to approve the adoption of the previous Meeting Minutes from March 9, 2022. Seconded by Councillor Davis. Motion carried.

2. Manager's Report

- a) Rotary Cutters – Quotes and some specifications for two rotary cutters were presented at the last meeting. The Village Manager reported that further investigation of the power requirements and the addition of the power take off bar on the Kioti led him to ask Council to reconsider the choice last month of the Martin model. He was concerned that the tractor might be underpowered for the Martin cutter.

MK Martin Rotary Cutter 60	\$2,375
Kioti Implement Rotary Cutter 60" Single Spindle Cutter	\$3,495

Councillor Davis moved to purchase the Kioti Implement Rotary Cutter. It was seconded by Councillor MacMullin. Motion carried.

- b) Tractor Incident – April 6th – The Village Manager was involved in an incident involving the tractor and a personal vehicle of a Village resident on April 4th. Tom reported that he was sweeping sand from Church Street and was back dragging the sand to spread it out while on the Village vacant lot between Church Street and Candlelight Lane and was moving forward and backward. The resident pulled up behind him and stopped his vehicle and Tom backed into the parked vehicle. The vehicle was on Village property and not on the road. There was no damage to the tractor and damage appeared to be minor with a dent in the hood and the grill plastic popped out. The resident contacted his insurance company and they have contacted ours. We will wait and see what they decide.
- c) Lagoon aerators – The Village Manager reported that the aerators in the Lagoon are not working properly. There are three cells in the lagoon with 15 bubblers but only two were working. Sansom Equipment checked the air pressure and the bubblers will work when both aerators were on together. Tom believes that the perforated rubber sleeves with the holes for the air to escape are plugged and the rubber may have hardened. Lester Little did a repair in 2019 on one section but Tom suggested that all should be replaced. Council advised Tom to get them all replaced as soon as possible.

- d) Summer Student – The Clerk advised Council that the Village has been approved for a SEED grant which will pay an hourly amount of half of minimum wage and a portion of the payroll taxes. The youth has to be attending post secondary school in the fall to qualify. The grants under the Canada Youth program have not been announced yet. The youth in this program do not have to be attending school so a high school student would qualify. The minimum wage has gone up by \$1.00 for this year and the Village policy was to pay \$1.00 over minimum wage in the past. The Village Manager recommended that only one student be hired this year. Council suggested the rate uplift would depend on the experience of the candidate. Tom would like the student to start in June which eliminates the possibility of a high school student. The duration for the SEED grant can be 8 to 12 weeks and the finish date is usually around Community Days.
- e) Confined Space Entry Courses – The Village Manager reported that there is some work coming up that will require entry into confined spaces and his certification has expired. Two courses appear to be available with one having a scheduled course date of April 25th and 26th. This is with the NBCSA and is a 2-day course for \$230 + tax. Tom requested that Greg Rowan also take the course as he would likely be the designated rescuer for entry.

Councillor MacMullin made a motion to send Tom and Greg to the NBCSA course in April. It was seconded by Councillor Davis. Motion carried.

- f) Summer garbage collection around Village – The Village Manager asked if Council would like to have T-Macs Hauling collect the garbage from the community cans and take to the Landfill on a weekly basis. The collection and hauling cost would include the tipping fees. The rate would be higher than last summer because of the increase in fuel prices. Council agreed to a rate of \$125/month.
- g) Culvert repair @ 8 Spruce Street – The Village Manager reported that the culvert at 8 Spruce Street is very old and needs to be replaced. It is a metal culvert and is very rusty. He also expressed concern that the culvert between Smith’s Store and Route 636 may be plugged. It was suggested that the vacuum truck could be used first to try and clean it before digging it up. Councillor Davis reported that he was contacted by Greg Davidson on Poplar Lane that he would like to see the repair completed along the front of his property that was started last year. Council approved these projects as per our Culvert Policy.
- h) Maintenance Shed Extension – A bid for the maintenance shed extension was received from Targett Developments with a price of \$16,885 + HST. This would be a 16’x16’ extension with roof trusses to match the existing roof line. The contractor also gave an option to use steel siding for a price reduction of \$500. As long as the steel is white to match the existing vinyl siding, this was approved. The Clerk was asked to issue a contract to Targett Developments for \$16,385 + HST.

Deputy Mayor Corey made a motion to accept the bid with the steel siding with a completion date of July 15th at the latest. Seconded by Councillor Davis. Motion carried.

3. Business Arising from the Previous Minutes

- a) Little Subdivision – Assent to Public Spaces and review drainage plan
The revised drawing of the Little Subdivision was presented with a reduction in the number of public spaces. Southwest Surveys stated that the previous surveyor had included the square

footage of the roads in the calculation for required public spaces which was not correct. There are two sections of Land for Public Purposes (LFPP) on the drawing for approval: one is behind Lots 3 and 4 on Poplar Lane and includes a pathway between those lots for access from Robison Crescent and the other is at the end of the Crescent where it joins Poplar Lane.

The motion was made by Councillor MacMullin to assent to the Lands for Public Purposes as presented. It was seconded by Councillor Davis. Motion carried.

The Drainage Plan for the subdivision was also submitted by Country Roots Improvements as part of the agreement requirements for approval by Council.

The motion was made by Councillor MacMullin to approve the Drainage Plan as submitted. It was seconded by Councillor Davis. Motion carried.

- b) Donation of land from private owners - Update- The land description and boundaries as described in the report from Southwest Surveys and the list of restrictions has been sent to our lawyer to have the deeds drawn up. He asked if the Village wanted to register the deed with land titles, but the Clerk suggested waiting for the new entity creation and register it to that name.
- c) Sale of Abandoned Dumpsite – The Clerk reported that several people had asked for the environmental documents but that no bids had been received. An unofficial bid was received but it was for less than the reserve price. The property will remain an asset of the Village at this time.
- d) Local Governance Reform Update – Deputy Mayor Corey reported that the voting for the name is continuing. Flyers were sent to everyone in the Entity 59 boundaries and one vote per household is permitted. Boxes are set up in several locations around the community. There is also a link to an online survey option. The deadline is April 23rd. Deputy Mayor Corey also reported that the province has retained the services of an HR firm to determine the administrative support requirements for the new RC and to conduct the hiring.
- e) Washroom Construction at the Lakeshore – The Clerk reported that work on the slab should begin in May when the area has dried up a little. Cummings confirmed that they have the grinder pump in stock. The Clerk has also been in touch with Jones Contracting on the block walls. They have quoted a brown stone like the sample picture that was sent, and she is waiting to hear if the grey stone is cheaper. The Clerk has also requested a quote from a local contractor for constructing the roof and the posts.
- f) Request for HHS Graduate’s Banners - Sean Haley attended the meeting on behalf of the parent’s committee of graduates. There will be 29 graduates this year and they would like to put up banners with the graduate’s pictures on them on the power poles through the Village. They would like to put them up on June 1st and leave them until approximately June 23rd. The flower baskets are usually put up earlier in June but the Beautification Committee said they could delay. Sean suggested their group could help put up the baskets when they are taking down the banners. The parents would need to join the Beautification Committee as volunteer members to be covered by Village insurance when they are putting up and taking down the banners.

The motion was made by Councillor MacMullin and seconded by Councillor Davis to allow the placement of graduate's banners on our contracted light poles from June 1st to June 23rd this year.

Deputy Mayor Corey asked if the Beautification Committee was made aware of this request and would support the later installation of the baskets. He emphasized that their work is important, and they need to have input. The Clerk will confirm the dates and ask the basket organizer.

Vote on the motion-Carried.

- g) Asset Management Software Training – The Clerk reported that she has access to the software and is doing some training on the new Asset Management Software on Thursday morning, April 14th.

4. New Business

- a) Housing Survey – The Village received a request from the Southwest NB Service Commission to distribute a housing survey as an update on the survey done in 2020. The notice was posted on the Village Facebook page, the Village website and on local notice boards. Landlords would also be contacted directly.
- b) Proclamation-DISABILITY AWARENESS WEEK— MAY 29TH TO JUNE 4TH, 2022
"Adapt – Improve – Overcome!"

The motion was made by Councillor MacMullin and seconded by Councillor Davis that May 29th to June 4th, 2022 be designated as Disability Awareness Week. Motion carried.

- c) Legion Request – The Clerk presented a request to advertise in the New Brunswick Provincial Command of the Royal Canadian Legion's 20th Anniversary edition of the Military Service Recognition Book. This was not on the 2022 budget donation list, but the Village has advertised in this Book in the past. A previous book with the Village ad was presented. The ¼ page colour ad that was done previously would cost \$465 with tax. Council indicated they do not wish to advertise in this Book.
- d) Future Sewer Rates for Lake Road Accounts – The Clerk presented two options for reducing the user fees for the Lake residents. Option 1 would have the Phase I residents begin paying the same fees as the Village residents in 2023 with the Phase II residents paying the additional fee of \$190/year for a further three years before matching the Village. Option 2 would see an extra fee of \$100 in 2023 and \$50 in 2024 paid by Phase I customers with Phase II customers paying the additional fees of \$190/year for a further three years before the same decrease over two years with the same fees as the Village beginning in 2028. Councillor MacMullin stated that his preference would be for the more gradual decrease. Deputy Mayor Corey preferred Option 1 but would support either option. Mayor Gamblin and Councillor Davis also supported Option 2.

The motion was made by Councillor Davis to have Phase I customers pay an extra fee of \$100 in 2023 and \$50 in 2024 with Phase II customers paying the additional fees of \$190/year for a further three years before the same decrease over two years with the same fees as the Village beginning in 2028. Seconded by Councillor MacMullin. Motion carried.

- e) Holiday – The Clerk and Village Manager are requesting to take Monday, April 18th off in lieu of Good Friday so the Village Office would be closed on Monday. A notice can be posted on the website.
 - f) Bass tournament – The Fredericton Anglers Club, August 27 have requested the field and boat launch areas for a bass tournament on August 27. They estimate a total of 10 to 15 boats.
 - g) Hanging Baskets – cost and maintenance – The Clerk was contacted by the Beautification Committee to advise Council that the cost of the hanging baskets last year was \$80 plus tax and delivery and only collects \$75 as a donation amount. There is a budget amount of approximately \$2,000/year for beautification activities beyond the baskets. Council was concerned that there would be a loss of donors if the amount was any higher so it should be left at \$75.
 - h) Fuel Surcharge – The Clerk reported that our Waste & Recycling contractor is willing to extend the contract for an additional year but with the recent, very large increase in the cost of fuel, would like to see a fuel surcharge be added to the fee. The Clerk reported that the province is working on a formula that could be shared and used by the Village. It should be available soon.
5. Correspondence – The ParticipACTION Community Better Challenge will be held again in the month of June. Harvey won \$20,000 in 2019 and was a finalist in 2021. The grand prize is \$100,000 for community projects.
6. Clerk's Report
- a) Bank Balance Report
The Clerk presented the Bank Balance Report ending April 13, 2022. The balances are adjusted to reflect any outstanding cheques or deposits.
 - b) Transactions By Accounts Report
The Clerk presented the Transactions By Accounts Report. This report shows all the transactions on the general bank account for the Village from the previous meeting to today.
 - c) Payroll Summary Report
The Clerk presented the Payroll Summary Report to April 13, 2022. This report shows the hours worked for all regular employees on a bi-weekly basis for the year to date.
 - d) The Clerk presented the Income Statement for the year to date with a comparison to the annual budget.

A motion was made by Councillor MacMullin and seconded by Councillor Davis to approve the reports as presented. Motion carried.

7. Adjournment

A motion to adjourn the meeting was made by Councillor MacMullin and seconded by Councillor Davis at 9:13 pm.

Certified Correct,

Katherine Henry
Clerk

Winston Gamblin
Mayor