

## **MINUTES – VILLAGE OF HARVEY**

**Regular Meeting**

**Dec. 8, 2021**

**7:00 P.M. Village Office**

1. Call to order, adopt agenda, approval of Minutes of previous meeting held on Nov 10, 2021.

In attendance Mayor Gamblin, Deputy Mayor Corey, Councillor MacMullin, Councillor Davis, Village Manager-Tom MacDonald, and Village Clerk-Katherine Henry.

The Meeting was called to order by Mayor Gamblin at 7:15 pm.

Deputy Mayor Corey Councillor requested an additional item for the Agenda-RSC Board Meeting Scheduled in December.

**Councillor MacMullin motioned to approve the adoption of the agenda with the additional item in New Business. Seconded by Deputy Mayor Corey. Motion carried.**

**Deputy Mayor Corey motioned to approve the adoption of the previous Meeting Minutes from Nov 10, 2021. Seconded by Councillor MacMullin. Motion carried.**

2. Manager's Report

- a) Culvert Install on the Trail – Tom MacDonald reported that a new culvert had been installed to prevent water from running onto the parking lot. Chessie's Yard Services did the work.
- b) Flail Mower – Tom MacDonald presented information and pricing on a flail mower from Gespro in Quebec. The mower will mow at an angle behind the tractor and can mow vertical. The price was \$12,434.95 all in. Deputy Mayor Corey said that Village Council may not be able to approve large purchases depending on the process for combining into the new entity. He suggested that we also do not yet know whether DTI will still be looking after the roads in the Village. Tom was asked to do more research on other options that will work with the Village tractor and get at least three quotes.
- c) Tools – Wrenches – Tom reported that the wrenches he currently uses and stores in the Maintenance Shed are owned by him. He would like to get some larger ones and suggested an automatic garage door opener would be a good addition to the Shed. The view of Council was that Tom should get a set of tools that he needs and should not be using his own. Deputy Mayor Corey suggested that local suppliers have periodic sales and that the tools should be purchased on sales.

**Deputy Mayor Corey motioned to approve a budget amount of up to \$500 to purchase the needed tools for maintenance of equipment. Seconded by Councillor MacMullin. Motion carried.**

- d) Streetlight near Robison Crescent – The streetlight and pole at the Robison Crescent intersection to allow for road widening were removed in the fall. It was reported that this was making the sidewalk very dark at the end and the street entrance was not very visible. A request was sent into NB Power, and they presented a couple of options. It cannot be on the existing pole across the street because there are too many items on the pole now. To put a pole on the Robison Crescent sign would be on the front lawns of one of the two houses on Route 3. If it goes on Sarah Fiander's side, a couple of trees would have to be removed. Tom suggested a new pole in front of the existing pole across the street. He will discuss with the

NB Power technician to see what options there are.

### 3. Business Arising from the Previous Minutes

- a) Donation of land from private owners – The Clerk reported that Southwest Surveys has been authorized to provide the property descriptions for the donated land for the estimate of \$700 to \$1,000 + HST. This description would allow the Village lawyer to prepare the transfer documents. Placing survey markers at each corner would be more expensive, particularly with the issue of the former highway alignment. Southwest Surveys suggested this could be upwards of \$4,000 and would be done at an hourly rate.
- b) Washroom at Lakeshore – The Clerk reported that Cummings had completed the trenching from the washroom location to the Lift Station and the piping and electrical cable are in the trench to be ready for the slab in the spring.
- c) Scrubber Install – The Clerk reported that the scrubber equipment had been installed but it was not yet running. Deputy Mayor Corey suggested there was an electrical issue preventing completion. The Clerk was asked to follow up with Englobe.
- d) Recreation Coordinator – The Clerk reported that RSC 10 was willing to continue with the application for a Recreation Coordinator for the Village and area. One issue with the grant application is defining who will be paying the employee and what the reporting structure would be. The original application had the employee reporting to a Recreation and Wellness Council but this is not a good structure for the grant application. With the creation of a new entity, it was suggested that the Village could commit to providing the payroll function for the Coordinator and the management of the employee but the Recreation and Wellness Council could provide direction in terms of needed programming for the Community.

**The motion was made by Deputy Mayor Corey for the Village to accept the grant agreement to manage the Recreation Coordinator position and have the position report to the Village Council. Seconded by Councillor MacMullin. Motion carried.**

The Clerk will advise the RSC and continue with the grant application as soon as possible.

### 4. New Business

- a) Asset Management Software – The Clerk has supplied the asset management data to Infrastructure Solutions and they would like to make a presentation to Council via Zoom to show the software capabilities with Village data. A presentation date of Wednesday, Dec. 15<sup>th</sup> at 10:00 am was selected. The Clerk will follow up with the confirmation.
- b) Environmental Trust Fund – Deputy Mayor Corey reported that a grant application had been prepared and submitted to the Environmental Trust Fund on Nov. 24, 2021. He outlined the items in the application along with an explanation of each area.
  - Gazebo - Tables & benches for year round use
    - Provide walls to give wind and winter sides
    - Community oven with lockable shed
    - Grading to level
    - Solar lighting

Water Flow – Redirect water from the springs on the side of the hill. Redirect and grade and seed

Ponds – create an education area on the wet areas. Create a berm around them with signage

Lake Lookout Platform – Remove existing platform and put in a new one that is accessible.

Sliding Hill – Create a sliding hill. Slope needs to be checked for safe run-off space. Possibility of having the snowmobile club groom it.

- c) Request to put up Grad Banners in June – The Clerk reported that a request was received from the 2022 Harvey High School parent’s group to put banners on the poles with the graduate’s pictures similar to the Christmas banners. There are 29 potential graduates. The suggestion was made that the banners or signs could be put up in Davis Park, Taylor Field or the Cenotaph Park rather than on the poles as the annual flower baskets may need to be put up around the same time.
- d) Plowing-Level of Service – The Clerk provided a document from DTI which shows the Winter Levels of Service that will be provided with our winter maintenance contract. Village side streets are in Service Category “C”. This information can be used if residents are asking about level of service provided on their streets.
- e) Sidewalk on Route 636. Prepare Estimate and Tender Documents – Deputy Mayor Corey would like to get estimates for this potential project. The Clerk suggested that maintenance and snow clearing should also be considered in the project estimate. It was suggested that Dillon Consulting Ltd be approached for the estimate as they did the construction drawings and management of the drainage project on Route 636 in 2019. There was also a suggestion that the sidewalk could be asphalt rather than concrete. Pricing should be developed with both options. Deputy Mayor Corey also requested that feasibility and pricing be done for a crosswalk with lights at the end of the sidewalk to ensure safe crossing to the Park. The Clerk was also asked to provide the cost thresholds and requirements for purchasing goods and services.

**The motion was made by Deputy Mayor Corey to ask Dillon Consulting Ltd to provide an estimate of construction costs for a sidewalk on Route 636 from Route 3 to the entrance to the Lakeshore Park along with their costs to provide the tender and manage the construction. Seconded by Councillor MacMullin. Motion carried.**

- f) Sign Design and Production for Parks and Utility Areas – Deputy Mayor Corey would like the Village to work with a graphic designer to create signage for Taylor Field, Davis Park, Catharine Pendrel Trail (on Route 3), and the Maintenance Shed/Lagoon. There needs to be consistent branding across all Village signage including the Welcome signs. Deputy Mayor Corey suggested trying CR Signs in Mazerolle Settlement as they did the design of the Welcome signs.

**The motion was made by Deputy Mayor Corey to contract with a graphic designer to and get pricing for signage. Seconded by Councillor Davis. Motion carried.**

- g) Rapid Test Kit Distribution – A request was received from our Horizon Health Community Developer, Sheryl Pepin, for locations in Harvey to distribute rapid Covid test kits as the closest location is currently in Fredericton. Council agreed that the Village office would be a good location.

h) RSC Board Meeting Scheduled in December – Deputy Mayor Corey expressed concern that the RSC was holding a dinner meeting for the Board which was not on their website as a public meeting and for which there was no Agenda except to say there would be a discussion of the local governance reform. Deputy Mayor Corey, as the alternate attendee for Mayor Gamblin if he is not available, had not been notified. Mayor Gamblin will find the email invite and forward to Deputy Mayor Corey. Deputy Mayor Corey will contact the RSC Executive Director for more information on the meeting and apparent lack of transparency with the public.

5. Correspondence

a) Harvey Community Days has approved the grant application made by the Village for development of the new trail in the amount of \$2,500.

6. Clerk's Report

a) Bank Balance Report

The Clerk presented the Bank Balance Report ending December 8, 2021.

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 December 8, 2021. This report shows the hours worked for all regular employees on a bi-weekly basis for the year to date.

**A motion was made by Deputy Mayor Corey and seconded by Councillor Davis to approve the three reports as presented. Motion carried.**

7. Adjournment

**A motion to adjourn the meeting was made by Councillor MacMullin and seconded by Deputy Mayor Corey at 9:37 pm.**

Certified Correct,

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Katherine Henry  
Clerk

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Winston Gamblin  
Mayor