

AGENDA – VILLAGE OF HARVEY

Regular Meeting

April 8, 2020

7:00 P.M. Teleconference due to COVID-19

1. Call to order, adopt agenda, approval of Minutes of previous meetings.

Attending via Teleconference, Mayor Gamblin, Councillor MacMullin, Deputy Mayor Corey, Tom MacDonald, Village Clerk-Amber Binney

The Meeting was called to order by Mayor Gamblin at 7:02 pm.

Councillor MacMullin motioned to approve the adoption of the agenda, Seconded by Deputy Mayor Corey. Motion carried.

Deputy Mayor Corey motioned to approve the adoption of the Regular and Closed Meeting Minutes, Seconded by Councillor MacMullin. Motion carried.

2. Managers Report

Tom MacDonald delivered the Managers Report for the month. Tom informed Council that he and the Clerk have postponed their First Aid Training update, but plan to schedule it as soon as Health recommendations allow.

Tom informed Council that Greg will be performing the water testing 2-3 days per month to maintain his training on an on-going basis.

In regard to the speed radar, Tom informed Council that it has been installed at the Village limits in front of the Pentecostal Church on Route 3. Tom also stated that he anchored it to a pole to help prevent theft.

In regard to the tractor, Tom informed Council that he has tested the broom attachment and sees no concern. He plans to complete the street sweeping periodically when the weather is ideal for dust prevention. Tom plans to schedule servicing of the tractor as soon as the concern for winter precipitation has passed.

3. Business Arising from the Previous Minutes

The Clerk informed Council that a Teleconference meeting has been scheduled for Friday April 10th at 2:00pm with members of the Harvey Improvement Association to discuss the proposed Lease agreement for the Lakeshore area. Deputy Mayor Corey stated that the proposed Lease presents too much risk for the Village to put significant funding into upgrades at the Lakeshore.

The Clerk delivered the Unsightly Premises update for the month. The Clerk informed Council that both owners of the Loch Pub have been sent a letter requiring reimbursement to the Village for the Emergency Order to remove the metal roofing from the establishment. The Clerk requested input from Council regarding the next steps due to COVID-19 and stated that the Village may not be able to register Notices on the property with SNB due to

reduction of services at their locations. Council agreed that the Clerk continue with the next steps to require demolition by the owners and register the Notice as soon as it becomes possible.

In regard to the weight restriction on Poplar Lane, the Clerk informed Council that she did contact the DELG but has not received a reply. Mayor Gamblin agreed to contact the Minister of the DELG regarding this matter.

4. New Business

Mayor and Council were provided update #24 from Stephen Fox regarding the Harvey Phase II Sewer Extension Project from the Clerk prior to the meeting. The Clerk informed Council that two more residents have agreed to connect, have signed the contract and paid in full. Deputy Mayor Corey asked the Clerk if the required sewer service easements have been signed by the required landowners. The Clerk stated that she is awaiting feedback from one landowner and has been in contact with McKelvey Law Firm regarding this matter. Council agreed that the Law Firm contact the landowners to finalize all easements necessary for the Phase II Project.

The Clerk delivered the COVID-19 Report for the month of April. Due to social distancing directives, all meetings during the pandemic will be scheduled via Teleconferencing Services through Bell Aliant. The Clerk informed Council that she has been working from home since March 17th as per Public Health recommendations and that Tom is working remotely or utilizing the office only when required, but ensuring that the building remains locked to the public. As a result, changes include all Village calls being forwarded to the Clerks personal cell, all correspondence and payments to contractors are being delivered via Canada Post or the Clerks mailbox (which is disinfected daily), limiting work errands to once per week to the post office and bank, daily website additions, the circulation of multiple EMO updates and information and the regular attendance of teleconferences scheduled by the Regional EMO representative. The Clerk also informed Council that Tom has been making all deliveries of correspondence and documents for signing to the Mayor, posting signage on municipal properties and placing caution tape on all playground equipment.

The Clerk recommended to Council that the Village postpone late payment charges on utilities until October 1st due to anticipated financial pressures faced by residents. Mayor and Council agreed that late payment charges and user fees continue to be calculated on schedule, but not proceed with any disconnections until the pandemic is over. Council did agree to re-visit the recommendation should a high percentage of residents communicate their inability to pay utilities. At this time, Council feels that residents in the Village are not facing significant financial hardships due to COVID-19.

In regard to garbage collection, the Clerk informed Council, after confirming with the owner of Riley's Lawns and Gardens, that there will be no disruption of services and that he has a replacement driver designated should he become sick. Currently, he is self isolating at home after recent travel to the US, unless he is collecting garbage as an essential service.

The Clerk informed Council that she has applied for the WAWA permit for sand placement on the Lakeshore. She stated, that after confirming with DELG, there should be no delay since the issuing permits.

Mayor Gamblin stated that the Municipal Elections are postponed until May 2021 at the latest.

The Clerk distributed the Southwest NB Service Commission Planning Report via email to Mayor and Council for review.

Mayor Gamblin read and signed the Disability Awareness Week Proclamation for May 31st to June 6th. The Clerk will mail the original to the Executive Committee as well as post it on the website.

5. Correspondence

The Clerk presented Council with a funding request for Advertising in the 33rd Annual Crime Prevention Guide. After discussion, it was agreed that the Village not proceed with the request.

6. Clerks Report

The Clerk presented the Bank Balance report ending April 8th, 2020, the transactions by account report and the payroll summery report for review.

The motion was made by Councillor MacMullin, seconded by Deputy Mayor Corey to approve the Reports as presented. Motion carried.

The Clerk, after confirming with DELG, informed Council that revenues in the General Operating Account are secure and will not be delayed or effected by COVID-19. Also, the Department of Transportation and Infrastructure confirmed that all receivables for water testing will continue to be processed. The Clerk expressed concern regarding the Utility funds, given that they are user fee based and residents may not be able to pay due to financial pressures caused by COVID-19. Additionally, the General Operating Fund cannot fund expenses incurred by Utility Funds.

The Clerk informed Council that she is attending a weekly teleconference call with the Regional EMO representative and the Regional Medical Officer Dr. Lamptey for COVID-19 updates as well as sharing of information as well as monitoring daily updates from the Premier and the Chief Medical Officer of Health for NB. Some concerns expressed during EMO calls include residents and businesses are not enforcing social distancing on their properties, people who are supposed to, may not be self isolating and numerous questions regarding the use of PPE's.

The Clerk informed Council that she has received information regarding a Wage Subsidy Program from the Village Accounting Firm. The Subsidy offers a 10% reduction in payroll remittance income tax expenses from March 18th to June 19th, 2020. Council agreed that the Clerk utilize this savings from April 1st until its conclusion.

The Clerk distributed information from RBC regarding the Canada Emergency Business Account Program. Council agreed that no borrowing is required, and the Village would not make use of the Program.

In regard to the 2019 GTF Reports, the Clerk informed Council that she has sent the drafts to the DELG and is awaiting feedback.

The Clerk informed Council that she has completed the 2019 Annual Report and is awaiting the Mayors Report so it can be submitted to DELG.

The Clerk delivered the AMANB Report for the month. The Clerk informed Council that AMANB has been working tirelessly in distributing information to municipalities during COVID-19. AMANB recently developed a survey to help members and DELG understand the challenges municipalities are facing in maintaining their community operations while protecting their employees. AMANB is a critical resource for information for municipal staff. Additionally, the Annual Conference has been postponed to September 2020 due to the pandemic.

In regard to DELG, the Clerk informed Council that the Department is only offering essential services until further notice.

7. Adjournment – A motion to adjourn the meeting was made by Councillor Howse at 8:07 pm. Motion carried.

Certified Correct,

Amber Binney
Clerk

Winston Gamblin
Mayor