

MINUTES – VILLAGE OF HARVEY

**Regular Meeting
Dec. 11th, 2019
7:00 P.M. Village Office**

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

In attendance: Mayor Gamblin, Deputy Mayor Corey, Councillor MacMullin, Councillor Howse, Village Clerk-Katherine Henry. The Village Manager-Tom MacDonald was not in attendance.

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

Mayor Gamblin requested that discussion of the disbanding of Enterprise Central be added to the Agenda under New Business.

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

Deputy Mayor Corey motioned to approve the previous Minutes from November 13, 2019 as circulated. Seconded by Councillor Howse. Motion carried.

2. Manager's Report

- It was noted by Deputy Mayor Corey that the back is broken on one of the benches on the trail. He asked that Tom move one of the new benches to that location to replace it and to move the plaque from the old bench to the new one.

3. Business Arising from Previous Minutes

- Transfer from Utility 1 Operating to Utility 1 Capital Reserve Acct
An invoice was paid in May 2018 from the Utility 1 Capital Reserve Account to Ry-Ways for repair work done to four manhole covers. This was recorded as an operation expense and should have been paid from the Operating Account. It needs to be replaced. The amount is \$10,965.83.

Deputy Mayor Corey motioned to transfer \$10,965.83 from the Utility 1 Operating Account to the Utility 1 Capital Reserve Account. Seconded by Councillor MacMullin. Motion carried.

- Approval for Rogers' Tower
Rogers has requested renewal of the access on Hanselacker Road to the Tower location on George Hanselacker's property. Council approved the use of the road provided there was no damage done to the road or that any damage was repaired following completion of the work.
- Council Remuneration By-Law
The suggestion was made during Budget discussions that an increase be given to Council for 2020. There has not been an increase since 2012. Starting in 2019, there is no longer a tax exemption for any part of a Councillor's pay. The current By-law also separates a component for expenses rather than claim actual expenses incurred for travel on behalf of the Village.

The motion was made by Deputy Mayor Corey to create a new By-Law that would give increase Mayor and Council salaries by 20%, effective June 1, 2020 with expenses reimbursed according to the travel policy. Seconded by Councillor Howse. Motion carried.

- Capital Threshold Reduction & Useful Life Length

In 2011, following discussions between Amber Binney, Bert Matheson and the accountant, the threshold level was set at \$5,000 for capital purchases. According to the NB Guide to Accounting and Reporting TCA Appendix A, if a municipality has revenues less than \$4,000,000 the capital threshold can be set at \$2,500.

From Minutes in 2011

That \$5,000.00 be established as the threshold level for capital purchases; it was so moved by Councilor Thompson, seconded by Councilor Goodine. Motion carried.

A reduction to \$2,500 would allow the recent purchases of the washroom cart and rotary broom attachment to be purchased as capital property with a life longer than one year and eligible for capital depreciation. The expected useful life of an asset should also be declared at purchase to determine the depreciation category. It was also determined that the Village needs a Capital Asset Policy. A sample is provided by the Province, so Katherine was asked to create something for discussion at the January meeting.

Deputy Mayor Corey motioned to set the threshold level for capital purchases at \$2,500 and an expected useful life of three years or more. It was seconded by Councillor MacMullin. Motion carried.

- Passenger Bus Ownership

Last month Dan Fletcher asked Council if they would consider owning the bus for use by the school and other community groups. Katherine spoke with the McAdam Clerk how they operate their bus and also asked the Village insurance agent to see what the exposure might be. He presented the following questions from an underwriting perspective:

- How will the village control who is operating the bus? An 18-passenger bus requires a class 4 licence. Our underwriting guidelines require 3 years experience driving a vehicle over 4500 kg and the same for carrying passengers.
- We typically require confirmation of this experience and would order an MVR to ensure it is clean.
- Who will look after ensuring drivers are qualified?
- What will happen if the organization doesn't have a person who meets these qualifications?
- What if they have such a person but that person is not available on a given day?
- How long are the rental periods?
- Who will control where the bus is kept when rented out?
- Who is going to inspect the bus for damage and maintenance issues and keep logs?
- Has there been a rental agreement drafted?
- What will be the maximum radius?

Following further discussion and concern over not enough money to cover the costs and insurance and fairly limited Village usage, it was decided that the Village could not own a Community Bus.

- DELG response to letter

A response was received by Mike Cormier but didn't address the request for provision of assistance in determining the solution to the odour problem they investigated. A request for a meeting with Jeff Russell, DELG, Jochen Schroer, Village reps, and reps from Crandall Engineering was received. Councillor Howse stated that he has noticed a smell from a property on the Lake Road. The meeting has been set for Dec. 12th so further discussion will be held following that meeting.

- SNBSC Report to Council on Planning

The SNBSC prepared a Report to Council on Planning. In 2019 there were two building permits issued and one development permit. One enforcement letter was sent for a shipping container placement. The SNBSC is also working a map to show the boundaries and properties that would be part of the proposed Rural Community.

- Budget 2020

The spreadsheet was updated to include the increase to the Policing costs. There was also an increase in Clerk hours to reflect previous years. Council asked that the hours be set at an average of 20 hours per week. The share of the Clerk's cost for the Utilities was also increased as the Charlie Little Road project will result in increased billing and collections time. Council also requested more visibility on the staff hours each week and Katherine replied that a Payroll report could be provided to Council as part of the financial reporting in the Clerk's Report and any timesheets could be reviewed upon request. Katherine will make the changes to the budget and the final budget review will be held on December 18, 2019 for submission of the budget documents to the Province by December 20th.

4. New Business

- Recognition of Cathie Ayer – HCD award of \$1,000

Katherine reported that, due to Cathie Ayer's efforts with the Flea Market on Community Days, the Village has been awarded \$1,000 by Harvey Community Days for Beautification. Six hundred dollars is designated for Christmas activities and decorations and \$400 is for summer beautification. Council expressed their appreciation for all her efforts as well as those of her teams who make the Village beautiful!

- Annual Report for 2018

The 2018 Annual Report for 2018 is now complete and has been uploaded to the Administration page on the Village website.

- Award of Solid Waste Contract
The lowest bid on the Solid Waste tender was from Riley's Lawns and Gardens at \$2,100/month. The other bidder was Fero at \$2,213.08.

The motion was made by Deputy Mayor Corey to award the Solid Waste Contract for 2020 to 2022 with an option for 2023 to Riley's Lawns and Gardens. It was seconded by Councillor MacMullin. Motion carried.

- Possible Strike by Snowplow Operators
Katherine reported that she had been advised by Peter Wood at DTI that the snowplow operators would be taking a strike vote next week and there was a possibility of a strike in the winter. The Village would have the option of contracting snow clearing in the Village to another contractor, but it would have to be for the full year. In the event of a strike, DTI would concentrate on the main road, but the Village side streets would be a lower priority and with reduced manpower, clearing after a storm would be delayed. The Village cannot contract with anyone to plow streets during a strike as the collective agreement does not allow it. Council expressed concern but the cost to have another contractor for the entire year would be very high. The Village will continue to monitor the situation and try and provide as much information as possible to residents.
- Brunswick Charlie 2020
Another event is being planned for 2020. Council does not want to participate.
- Enterprise Central
Mayor Gamblin reported that he had met with another member of the Enterprise Central committee and they had come to an agreement on dispersal of funds to the participants based on the share each had contributed. The Village share is \$334 and the cheque was presented to the Clerk for deposit.
- Sponsorship for the Rink Renovations
Council discussed the option to provide a prize for auction or ticket sales to help raise money for the rink renovations. This would be supplied for the New Year's Eve party being planned. Katherine was asked to follow up with Dan Fletcher to see if that would be helpful. The suggestion was a night for two at a hotel in Fredericton and dinner.

The motion was made by Deputy Mayor Corey to purchase a prize of up to a \$400 value for donation. Seconded by Councillor Howse. Motion carried.

5. Correspondence

- Weekly Newsletter from UMNB
UMNB has begun send a weekly newsletter of their activities. It is also available on their website. Council said they did not need the email and would access via the web.
- Request for financial assistance
A request for funding was received from a Harvey High School student. She has been accepted to an Encounters with Canada program in April of 2020. Council does not have a formal policy on individual sponsorships for trips but as the student does not live in the Village, no funding can be given for this event. Council did wish the student well.

- Pitch-in Week

The Village received an email invitation to participate in Pitch-in Week from April 19-26, 2020. The program requires registration and they provide free bags to clean up the Community! The Village provides the volunteers. There will also be prizes awarded. The event is sponsored by Tim Hortons and is being done across Canada. Katherine was asked to register the Village.

6. Clerk's Report

- Bank Balance Report & Transactions By Accounts Report

The Bank Balance Report and the Transactions By Account Report for the General Operating bank account were presented by the Clerk.

The motion was made by Councillor Howse to approve the Bank Balance report and the Transactions by Accounts Report as presented. Seconded by Deputy Mayor Corey. Motion Carried.

7. Adjournment

A motion to adjourn the meeting was made by Deputy Mayor Corey and seconded by Councillor Howse at 9:21 pm. Motion carried.

Certified Correct,

Katherine Henry
Clerk

Winston Gamblin
Mayor