

MINUTES – VILLAGE OF HARVEY

Regular Meeting

June 10th, 2020

7:00 P.M. HMCC Gymnasium due to COVID-19

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

In attendance, Mayor Gamblin, Councillors MacMullin and Howse, Deputy Mayor Corey, Tom MacDonald, Vern Faulkner, Ian Little, Nick MacDonald, Shawn Little, Michael Fletcher and Village Clerk-Amber Binney.

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

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

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

2. Ian Little and Nick MacDonald addressed Council on behalf of the Harvey Volunteer Fire Department. Ian circulated a plan regarding a proposed road at Harvey Lakeshore adjacent to the railroad tracks to better access water for their pumper trucks. Ian explained that NB Southern has agreed to apply for all necessary permits required for the construction to take place and that the Department will assume all costs incurred. After discussion, Council agreed that the Village support the endeavor and asked that the Department supply the Village with copies of any approved permits before construction commences. Deputy Mayor Corey stated that the water line and pumping station that the Department wishes to utilize is deeded to the Harvey Improvement Association (HIA). Michael Fletcher, HIA Board member, stated that he does not anticipate any opposition from the Board. Mike also agreed to communicate feedback from HIA to the Fire Department after he briefs the other members.

Mike Fletcher, Ian Little and Nick MacDonald left the meeting at 7:29 pm.

3. Shawn Little addressed Council to distribute a preliminary plan regarding a subdivision plan for Poplar Lane. Shawn stated that his plans are subject to change, but wishes to move forward with construction this Summer. Council agreed that increased housing options would be incredibly positive for the Village and would increase the overall tax base. Vern Faulkner suggested that Shawn contact the Southwest New Brunswick Service Commission Office as soon as possible to begin planning.

Shawn Little exited the meeting at 8:02 pm.

Vern Faulkner circulated the Planning and Development Report for the month of June and explained that construction has been increasing in many areas.

Vern Faulkner left the meeting at 8:15 pm.

4. Manager's Report

Tom MacDonald delivered the Managers' Report for the month. Tom informed Council that the summer student was hired and started work on June 3rd and that he and the Clerk completed his orientation session on June 2nd. The Clerk informed Council that SEED funding has been secured for 12 weeks with a 50% reimbursement rate.

Tom circulated invoice #52558 from Lester Little for welding and signage work. **A motion by Councillor MacMullin, seconded by Councillor Howse that the Village approve invoice #52558 in the amount of \$1650.00. Motion carried.**

In regard to sewer maintenance, Tom informed Council that flushing has been completed on Rte. 3 by Black's Convenience, Rte. 636 and Cherry Mountain. Deputy Mayor Corey stated that odor complaints continue to be received from residents on Rte. 636 in the Village and that the Clerk contact Crandall Engineering Services to design a plan to resolve the issue. Council requested that the Clerk schedule a meeting with DELG and Crandall as soon as possible.

In regard to the new washrooms purchased in 2019 for Harvey Lakeshore, the Clerk informed Council that they must be a fixed asset for Gas Tax Funds to be utilized for further expenses and cautioned that a Watercourse and Wetland Alteration permit is likely required for their permanent installation.

Tom informed Council that he requested four quotes from contractors for Trail maintenance and received one from Lester Daley in the amount of \$640 for labour and equipment. Tom explained that he most likely has enough culvert pipe on hand to complete the drainage required.

In regard to street markings, Council requested that Tom schedule the painting to be completed on Rte. 3, Rte. 636 and Cherry Mountain as soon as possible. Council requested that Tom also install a children playing sign at the entrance of Cherry Mountain.

Tom informed Council that the Harvey Memorial Recreation Center (HMCC) has asked that the Village utilize their tractor and sweeper to clean out the arena. Council agreed that Tom complete the task for HMCC at his earliest convenience.

Tom explained that the Department of Transportation and Infrastructure (DTI) has asked that the Village complete additional clearing of bushes, cleaning and painting at the Lake George pumphouse. Council agreed that he and Greg perform the required tasks and include any additional work in the following DTI water testing invoice.

Tom informed Council that the speed radar was vandalized but the perpetrator was unable to take the radar off of the post. He explained that the damage was reported to the RCMP and he plans to place it on Rte. 636. **After discussion, a motion was made by Councillor Howse, seconded by Councillor MacMullin that the Village purchase a Wi-Fi compatible camera to observe the speed radar continuously. Motion carried.**

Tom informed Council that his desktop computer no longer works, and that the Village laptop is also not working well. After discussion, Council agreed that Tom send the desktop to a repair shop or purchase a refurbished desktop tower.

The Clerk informed Council that invoice #20-044-1 was received from Glen Group Landscape and Architects in the amount of \$799.25 for meeting with Tom at #25 Cheery Street to discuss drainage solutions. Tom explained that he was under the impression that their company gave free estimates. Council agreed that the Clerk contact Glen Group to ask for

further details.

5. Business Arising from the Previous Minutes

The Clerk informed Council that she has sent the Harvey Improvement Association with a list of modifications for the Lease to be completed but has not received feedback at this time.

In regard to the weight restriction on Poplar Lane, the Mayor explained that he has not been successful in getting an answer from DELG.

In regard to drainage on Cherry Mountain, the Clerk informed Council that Tom met with Natech Environmental Services to discuss the Stormwater Management Plan from 2015 and the existing drainage structures in place. Tom informed Council that they agreed that the focus should be on the lower portion of Cherry Mountain, specifically to replace an existing drainage pipe and outlet structure. The Clerk informed Council that all the 2020 Gas Tax funds could be utilized for this Project with the exception of legal fees for easements. Council agreed that the Clerk move forward with completing the legal easements necessary for the construction to take place.

New Business

6. The Clerk circulated the Draft Covid-19 Operational Plan for the Village for review. The Clerk informed Council that HMCC does not have an Operational Plan in place and that the building is currently open to the public with no screening requirements or records of who has been on site. Additionally, the public washrooms are not being sanitized per requirement. Council agreed that the office cannot open and that the Clerk work from home unless the required protocols are in place and agreed to hire the casual Village employee to complete washroom cleaning twice per day when the Clerk is at the office beginning June 29th, 2020. The Clerk stated that all required supplies should be in available to pick-up the week before opening. In regard to Harvey Lakeshore, Council agreed that the summer student complete sanitizing once per weekday and that the Clerk order additional signage that the area will be non – sanitized and that the Village encourages frequent hand sanitizing. In regard to the HMCC kitchen, Council agreed that staff make other arrangements for food storage because a sanitizing schedule is not in place.

A motion by Councillor Howse, seconded by Councillor MacMullin that the Village Operational Plan in Response to COVID-19 be approved with the suggested modifications noted above. Motion carried.

Mayor Gamblin exited the meeting at 9:02 pm, Deputy Mayor Corey agreed to Chair the remainder of the meeting.

The Clerk presented Council with a Draft Cleaning Contract for the washrooms at Harvey Lakeshore. Council agreed that the Contract be put on hold until the new washrooms can be installed. Council requested that Tom and the summer student remove the old washrooms at their earliest convenience because they cannot be sanitized efficiently.

The Clerk circulated the Culvert Policy utilized by the Village of New Maryland for review. After discussion, Council agreed that the Clerk develop a similar Policy which will be discussed at the next regular meeting.

In regard to Village Beautification, the Clerk informed Council that several flower basket donations have been received and that the Committee is moving forward with a daily watering schedule.

The Clerk circulated proposals for legal services from Stewart McKelvey, McRea Hill and Cox & Palmer for review. **After discussion A motion was made by Councillor Howse, seconded by Councillor MacMullin that the Village appoint Elliot McCrae Hill as Solicitor for Village of Harvey. Motion carried.**

The Clerk informed Council that the Rusagonis ATV Club has requested approval to join to the Harvey ATV trail to the Provincial Trail system. Council agreed that the Rusagonis ATV Club must submit proof to the Village that all other affected home or business owners grant permission. These permissions must be provided to the Village for future consideration.

7. Correspondence

The Clerk informed Council that the 2020 UMN B Conference has been canceled due to COVID-19.

8. Clerk's Report

The Clerk presented the Bank Balance report ending June 10^h, 2020, the Transactions by Account Report and the Payroll Summary Report for review.

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

In regard to the Phase II Sewer Project, the Clerk informed Council that DELG has committed approximately \$15,666.00 in funds to assist the Village with additional costs associated with the Project.

The Clerk informed Council that she is continuing to attend some EMO teleconferences, but their frequency has decreased.

The Clerk informed Council that the Village has withdrawn from utilizing funding through Canada Summer Jobs.

9. Adjournment – **A motion to adjourn the teleconference was made by Councillor Howse, seconded by Councillor MacMullin at 10:20 pm. Motion carried.**

Certified Correct,

Amber Binney
Clerk

Winston Gamblin
Mayor